

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN**

January 17, 2012

The Selectmen's Meeting convened at 4:03 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Lawrence Martin, Howard C. Dickinson Michael DiGregorio and Mary Carey Seavey; Town Manager, Earl W. Sires and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

Chairman Weathers led the Board in the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

**Mr. Martin moved, seconded by Mr. Dickinson, to approve the agenda. The motion carried unanimously.**

TOWN OF CONWAY/CERTIFICATE OF AUTHORIZATION TO ACCEPT  
FUNDS AND ENTER INTO A GRANT AGREEMENT WITH NHDES  
REGARDING HOUSEHOLD HAZARDOUS WASTE DAY

Mr. Sires reviewed each year the Board of Selectmen consider this authorization for Mr. DegliAngeli to undertake all arrangements for Household Hazardous Waste Day. **Mr. Dickinson moved, seconded by Mr. DiGregorio, to approve the Town of Conway Certificate of Authorization to Accept Funds and enter into a grant agreement with NHDES regarding Household Hazardous Waste Day. The motion carried unanimously.**

APPOINTMENT OF HEALTH OFFICER AND DEPUTY HEALTH OFFICER

Mr. Sires reviewed that Raymond Leavitt is our current Health Officer. Mr. Sires next recommended that the Board nominate David Pandora as the Health Officer and appoint Raymond Leavitt as the Deputy Health Officer. Mr. Sires advised the role of the Health Officer will require a lot of work this year. Mr. Leavitt is happy to be the backup as well. **Mr. Dickinson moved, seconded by Mr. DiGregorio, that we appoint David Pandora as Health Office and Ray Leavitt as Deputy Health Officer.** There was a brief discussion by the Board. Ms. Seavey asked about the role of the Health Officer. Mr. Sires advised he would get this information to her. The Board next asked about the amount budgeted for the Health Officer and Deputy Health Officer positions. Mr. Sires advised the Town budgets \$1,500 for the Health Officer and \$250 for the Deputy Health Officer. **The motion carried unanimously.**

CONSIDERATION OF PROPOSED LEASE FOR  
MUNICIPAL PARKING LOT IN NORTH CONWAY

Mr. Martin questioned if all have had a chance to review the proposed Lease Agreement and are we all in agreement with the lease. Mr. Sires advised there is agreement with one exception regarding parking meters. Section 7, last sentence, they are not in agreement. HEB has advised if this paragraph was struck from the agreement they are amenable to the lease agreement. Mr. Sires explained that parking meter language was put in the proposed agreement so we reserve the right to do this in the future should we so choose.

Doug Burnell of HE Bergeron Engineering joined the meeting at 4:10 pm.

There was brief discussion regarding the proposed Lease Agreement with Mr. Burnell. **Mr. Martin moved, seconded by Mr. Dickinson, to strike the phrase regarding the lessee reserves the right to install, at its expense, parking meters or to charge for parking on said premises and then approve the Agreement for the parking lot in North Conway.** Mr. Weathers questioned Mr. Burnell if this is critical to him that the Town have this option. Mr. Burnell stated that it is not absolutely critical but that it seemed to them out of step with the rest of town. However, it is not a deal breaker but this sentence did strike them as odd. **Mr. Dickinson withdrew his second and Mr. Martin withdrew his motion.** There was further brief discussion regarding paragraph 7. **Mr. Martin moved, seconded by Mr. DiGregorio, that should the lessee determine parking meters will be installed at public parking spaces in North Conway Village then lessee reserves the right to install, at its expense, parking meters or to charge for parking on said premises.** Mr. Sires next pointed out that another significant issue is that this is a multiyear agreement and it must go on the warrant. Mr. Sires next reviewed paving and other maintenance amounts with the Board. (See attached). **The motion carried unanimously.**

**Mr. Martin moved, seconded by Mr. DiGregorio, that the Town enter into the Lease Agreement with regard to the municipal parking lot in North Conway Village and place the pertinent information on the ballot as a warrant article and upon voter approval we will sign same.** Mr. Sires pointed out that language in the contract states that the document can be signed contingent upon voter approval. **The motion carried unanimously.**

#### WARRANT ARTICLES

Mr. Sires reviewed that warrant articles need to be considered by the second week of February. Mr. Sires distributed information regarding proposed warrant articles to date and reviewed same. (See attached). Mr. Sires next reviewed that Tara Thomas from the Library is also coming in to speak to the Board regarding another proposed warrant article from the Library Trustees. Mr. Sires next reported the Budget Committee had questions regarding the ambulance contract warrant article. Mr. Martin suggested holding off on voting on warrant articles until the next meeting. Mr. Sires next stated that we are also waiting to hear from the DRA on the COPS grant warrant article. Mr. Martin pointed out that the Union article is also not ready at this point. All agreed to wait until next week to vote on proposed warrant articles.

Librarian, Tara Thomas, next joined the meeting. Ms. Thomas reported the Library Trustees would like to have an article that says they will be spending the rest of the Mitchell Fund money that was donated to the Library five years ago. They did a special warrant article in 2007 to use part of the fund and now they would like to use the rest. They would like to honor the donor family wishes to use the funds toward young adult materials. There was brief discussion by the Board. **Mr. Martin moved, seconded by Ms. Seavey, that we have staff draft an article allowing the library to expend the money left in the Mitchell Fund.** Mr. Sires confirmed that this will be a Selectmen's article. The Board agreed. **The motion carried unanimously.**

#### SIGNING OF DOCUMENTS

- a. Abatement Map/Lot 999-245
- b. Current Use Land Use Change Tax Collector's Warrant Map/Lot 263-1.16
- c. Current Use Land Use Change Tax Collector's Warrant Map/Lot 272-52.31
- d. Current Use Land Use Change Tax Collector's Warrant Map/Lot 291-2.1
- e. Land Use Change Tax Map/Lot 263-1.16

- f. Land Use Change Tax Map/Lot 272-52.31
- g. Land Use Change Tax Map/Lot 291-2.1
- h. Notice of Intent to Cut Wood or Timber Map/Lot 239-5
- i. Permanent Application for Property Tax Credit/Exemptions Map/Lot 277-174
- j. Permanent Application for Property Tax Credit/Exemptions Map/Lot 242-4
- k. Permanent Application for Property Tax Credit/Exemptions Map/Lot 215-42.065

**Mr. Martin moved, seconded by Mr. Dickinson, to sign the Abatement Map/Lot 999-245; Current Use Land Use Change Tax Collector's Warrant Map/Lot 263-1.16; Current Use Land Use Change Tax Collector's Warrant Map/Lot 272-52.31; Current Use Land Use Change Tax Collector's Warrant Map/Lot 291-2.1; Land Use Change Tax Map/Lot 263-1.16; Land Use Change Tax Map/Lot 272-52.31; Land Use Change Tax Map/Lot 291-2.1; Notice of Intent to Cut Wood or Timber Map/Lot 239-5; Permanent Application for Property Tax Credit/Exemptions Map/Lot 277-174; Permanent Application for Property Tax Credit/Exemptions Map/Lot 242-4; Permanent Application for Property Tax Credit/Exemptions Map/Lot 215-42.065. The motion carried unanimously.**

#### CONSIDERATION OF BILLS

- a. Manifest dated 01/19/12

**Mr. Martin moved, seconded by Mr. Dickinson to sign the manifest dated 11/19/12. The motion carried unanimously.**

#### RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Manifest dated 01/12/12
- b. Payroll dated 01/12/12

**Mr. Martin moved, seconded by Mr. Dickinson, to ratify the manifest and payroll dated 1/12/12. The motion carried unanimously.**

#### REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION

There were no Special Event Applications for the Board to consider.

#### CONSIDERATION OF MINUTES: 11/29/11, 12/6/11 & 12/13/11

With regard to the minutes of 11/29/11, Mr. Weathers offered the following correction: Page 4, first full paragraph, the word feet should appear after 18 to 20 so the sentence reads ".....18 to 20 feet."

**Mr. Martin moved, seconded by Mr. Dickinson, to approve the minutes of 11/29/11 as amended, and the minutes of 12/6/11 and 12/13/11 as written. The motion carried unanimously.**

#### TOWN MANAGER REPORT

Budget Committee – Mr. Sires reported the Budget Committee has begun to look at the proposed 2012 budget. There was some confusion over the recreation information provided and we will fix this in the future and make sure we are correct in the information provided. There was also discussion at the Budget Committee meeting concerning the ambulance contract. The Budget Committee meets again on Wednesday.

ZBA – Mr. Sires reported a ZBA meeting is scheduled for tomorrow evening. There are twelve cases listed on the agenda. Variances have been requested and some are also looking for grandfathered status and also relief from the ordinance.

Transvale – Mr. Sires reported a meeting has been scheduled on January 26, 2012 at 3:00 p.m. for year round owners and yearly rental properties of Transvale regarding a possible buyout program. There is also another program that may provide funds as well. Mr. Sires next reported that a lengthy meeting was held with staff this morning regarding Transvale.

CDBG – Mr. Sires reported he will be attending a CDBG Board meeting on Thursday in Concord, NH.

Senator Kelly Ayotte – Mr. Sires reported that Senator Ayotte's office will be holding office hours every month in the meeting room at Conway Town Hall. They will be here on Thursday, January 24, 2012 from 2-4 pm.

Transfer Station Position – Mr. Sires reported the Town has received over 100 applications for the position at the transfer station.

Dispatch Meeting – Mr. Sires reported the meeting in Moultonborough regarding dispatch services was canceled due to weather and they are working on rescheduling same.

#### BOARD REPORTS AND COMMENTS

Christmas Eve – Mr. Martin reviewed that previously the Board voted to give staff a half day off for Christmas Eve and then the next year it was made part of the employee policy. Mr. Martin stated it got put into the policy with a little confused wording. Mr. Martin next reviewed current language in the employee manual. Mr. Martin stated he is asking the Board to change the wording in the clause and to simply have it say that all employees be entitled to a half day off for the Christmas Eve holiday. Mr. Martin explained that this makes it clear so that if the holiday falls on Sunday and Monday is the recognized holiday off, then employees get the half day off on Friday, etc. Mr. Martin added this would be for non union employees. **Mr. Martin moved, seconded by Mr. Dickinson, to replace existing verbiage in the Non Union Employee Policy Manual, which was last amended in 2007, to state that for the Christmas Eve holiday that employees be entitled to a half day off the last working day before the Christmas holiday. The motion carried unanimously.** Mr. Martin noted this is known as the "Larry Clause".

Proclamation for Nurses – Mr. DiGregorio advised that he received an email from the hospital advising that in April there will be 200+ emergency room nurses visiting town and they have asked for a Proclamation. Mr. DiGregorio stated this needs some clarifying on what they are asking and he will look into this and report back.

Valley Vision – Mr. DiGregorio reported that there were two nights when Valley Vision should have went live with basketball, however the events got canceled due to weather.

Meeting regarding Consolidating Services – Mr. DiGregorio reviewed that previously the Town wrote letters to the precincts and districts in town regarding services and asked if we heard back from any. Mr. Sires advised we have received a few responses. Mr. DiGregorio stated that the Conway Precinct advised they would like to participate in the discussion as well. Mr. DiGregorio next stated that he would like to sit down before warrant article day just to investigate this matter. It would be nothing more than just investigating at this time and we only

have a few weeks left until the deadline. Mr. Weathers pointed out this is a short time frame. Mr. DiGregorio stated that as much as he wants to move forward the process has slowed down. He does not want to rush things but wanted to get a warrant article regarding this for the year 2012. Mr. Martin questioned if he wanted a warrant article to the voters to see what their feelings are on this matter. Mr. DiGregorio stated he hoped that each district would as well - a yes or no regarding if they want this looked at. Mr. DiGregorio stated that if district commissioners support this they could put articles on as well. Mr. DiGregorio next stated he would like to get a meeting together to discuss this issue. Mr. DiGregorio questioned if this Board felt it should be a regular Board of Selectmen meeting or a separate meeting or should we try to do something at 6:00 pm on a Selectmen meeting night. Mr. Martin suggested that we don't need a full Board for this meeting and to hold it after a regular Board of Selectmen meeting. Mr. Weathers stated he would be hesitant to schedule this without hearing from all of them first. Mr. DiGregorio stated that if he can get the phone numbers for each precinct and districts he will talk with them directly to see if they are agreement to scheduling a meeting. The Board agreed.

Budget Committee – Mr. DiGregorio reported that at the most recent Budget Committee meeting there was a lot of talk about the ambulance contact, the police department and their plans and also a discussion on fuel and how it was being done throughout the town. Also, there was a discussion about police speculating in their budget regarding retirements. There is a question as to how to go about this. Mr. DiGregorio advised that Budgeteer, Karen Umberger, also didn't like the speculating on insurance plans, i.e., when people's plans change from single to family, etc. Mr. DiGregorio stated that he does not feel that it is required for people to tell you if they are pregnant, getting married, etc. Town staff has to speculate on this at some point. Mr. Sires explained it is different between the town and police regarding retirement payouts. The town only accumulates vacation and sick time for employees. Mr. DiGregorio next advised that the Budget Committee has sent out a list of 30 questions which Earl has answered and copies of this information will be provided to the Board. Mr. DiGregorio next advised that tomorrow the Budget Committee will be discussing the school budget.

#### PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

#### ADJOURN

At 5:48 pm the meeting was adjourned without objection at the Call of the Chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary