

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
June 19th, 2018**

The Selectmen's Meeting convened at 4:00 pm in the Meeting Room of Conway Town Hall with the following present: C. David Weathers, Mary Carey Seavey, Carl Thibodeau, John Colbath, Town Manager, Thomas Holmes, and Executive Secretary, Krista Day

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. Weathers stated that he was swapping agenda item #4, Letter of Support for MWV Supports Recovery, with item #7, Conway Police Dispatch Console Grant.

Mr Weathers noted that there were three additions under agenda item #12, Signing of the documents:

- f. Waiver of Municipal Liability Map/Lot 299-90
- g. Letter to approve the appointment of Louise M. Inkell as Municipal Registration Agent
- h. Selectmen's Deed for Map/Lot 269-7

**Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the agenda as amended. The motion carried unanimously.**

Mr. Weathers noted that Mr. Porter was unable to make the meeting due to job responsibilities.

CONWAY POLICE DISPATCH CONSOLE GRANT

Chief Wagner noted that the Department had received notice that they were to be a recipient of a Homeland Security Grant for the new dispatch console. Chief Wagner stated that he believed the \$375,000 would be awarded in November.

Mr. Colbath inquired about the other grant that the department had applied for and whether receiving that grant would fully fund the entire project. Chief Wagner stated that they have not heard about the other grant. He added that the project would not be fully funded even if they do receive the second grant.

CONSIDERATION OF UNANTICIPATED REVENUE LESS THAN \$10,000/RSA 31:95-B III

- a. \$5,800 from Primex for Accident on 12/21/17

Lilli Gilligan, Finance Director, explained that the Town's hauler truck was delivering materials in Epping when it snagged a wire. Ms. Gilligan explained that the \$5,800 was the cost of the repair minus the Town's \$1,000 deductible.

Mr. Thibodeau questioned whether the wires were a legal height and whether the accident was the fault of our driver. Mr. DegliAngeli confirmed that the accident was caused by driver error.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to accept the \$5,800 from Primex. The motion carried unanimously.**

QUARTERLY BUDGET UPDATE OF REVENUE AND EXPENDITURES

Lilli Gilligan, Finance Director, gave a budget update for both revenue and expenditures.

In regards to the expenditures side, Ms. Gilligan noted that the Town has 57% of the budget still available to spend. She noted that they are 3% to the good overall.

Ms. Gilligan gave more detail in regards to the status of all Town Department Budgets.

Ms. Gilligan noted that she was please that they had been able to get through Tax Collection Season without borrowing on a TAN She noted that this was mainly because the School was willing to wait for payment from the Town. She commended Becky Jefferson for being so cooperative.

Ms. Seavey inquired as to why the police have no budget for earned benefits. Ms. Gilligan stated that it was because there had been no anticipated retirements. However, with Lieutenant Walker retiring, and potentially another member of the department, they will be spending money for that reason. She noted that they do have a capital reserve fund that can be accessed if necessary.

In regards to the revenue side of the budget, Ms. Gilligan noted that the Town still has 58% to collect which includes some large payments such as the rooms and meals tax, cable franchise fees, and Albany and Eaton's fees for Solid Waste and Recreation.

Ms. Gilligan noted that they are also tracking to collect more than was budget for motor vehicle registrations.

Mr. Holmes noted that they are still expecting a payment from Bartlett for Valley Vision.

LETTER OF SUPPORT FOR MWV SUPPORTS RECOVERY

Mr. Holmes stated that MWV Supports Recovery Coalition is looking for a letter of support for their USDA Rural Development Grant.

Mr. Colbath stated that it looked to be a small grant for specific items.

Mr. Holmes stated that he believes the Selectmen should be apprised of the organizations and efforts they are supporting and that is why he is bringing all requests for support to them directly.

**Mr. Colbath moved, seconded by Mr. Thibodeau, to issue a letter of support for MWV Supports Recovery Coalition and to authorize Chairman Weathers to sign it on behalf of all of the Selectmen. The motion carried unanimously.**

DISCUSSION OF SIDEWALKS ON SKIMOBILE ROAD

Selectmen Seavey recognized Conway resident, Jac Cuddy.

Mr. Cuddy explained that he was appearing before the Board as a 30-year resident of Conway. He stated that he wanted to apprise the Board of a change that had occurred in regards to Skimobile Road that he feels has had unintended consequences. He explained that when the road was redone, the width was shortened. He noted that because of this, and the fact that there are no sidewalks, there is now a safety issue for pedestrians.

Mr. Cuddy asked the Selectmen to give serious consideration to the potential of putting sidewalks in on Skimobile Road.

Ms. Seavey asked Mr. DegliAngeli why sidewalks were not put on that road.

Mr. DegliAngeli explained that back in the 1990's during the creation of the Capital Improvements Plan, sidewalks were never a thought North of Kearsarge. He continued to explain that there was a paved swale that the Water Precinct had installed that had made the road appear wider in the past. However, this had been replaced with paved curbing when the road was reconstructed. The road is now 26 feet wide.

There was a brief discussion of the possibility of painting a single bike lane on one side.

Mr. Colbath inquired as to the estimated cost to put sidewalks on Skimobile Road. Mr. DegliAngeli stated \$25,000.

Mr. Thibodeau asked how it would impact winter maintenance in terms of time and budget. Mr. DegliAngeli stated that it would add some time and need for manpower as it adds 1000 feet.

Mr. DegliAngeli stated that if we put sidewalks in on Skimobile, he would suggest coming up with criteria for where they go and where they do not because he predicts future requests.

Ms. Seavey stated that she believed this would be an exception to the rule as the road had been narrowed.

Mr. Colbath asked Lilli Gilligan if we had \$25,000 to spend. Ms. Gilligan answered in the negative.

Mr. DegliAngeli noted that they should revisit this potential plan when more paving has been done closer to the fall to see how the budget looks. He also noted that if it is something the Selectmen would like to do, it could be budgeted for next year.

Mr. Holmes asked the Selectmen to be aware of potentially setting a precedent for adding sidewalks.

Mr. Weathers stated that this topic should be revisited in the future.

Mr. Cuddy took a moment to commend Tom Holmes for his work thus far as Town Manager.

Mr. Colbath noted that he believes these types of decisions should be made based upon each individual case and the information they have at the time without undue regard for precedent.

#### DISCUSSION OF SPECIAL EVENT APPLICATION PROCESS PROPOSAL

Mr. Holmes stated that he and John Eastman have been working on editing the Special Event Application process. He noted that there are a variety of issues that need to be addressed, but currently they are working on issues surrounding the deadlines to submit applications.

Mr. Holmes stated that they are looking at how the Town can incentivize people to submit their applications early. He noted that he does not want to force people to cancel their events or have the Selectmen deny event requests, but maybe charging higher fees for late applications is an answer. He noted that they are not looking for a decision immediately but would like the Selectmen to think about it.

Mr. Eastman referred the Selectmen to their packets to look at the current fee structure vs. the proposed fee structure. Mr. Eastman noted that the new fee structure would incentivize applicants to get the applications in more than 90 days prior to the event and that the closer to the event, the higher the application fee. He noted that it was not about making money, but instead, it was to help make the process smoother and give his office more time to get the applications to the Selectmen in time.

Mr. Eastman noted that he just wants to educate the applicants, not punish them.

Mr. Holmes stated that they would hopefully get some public input before making any decisions.

DISCUSSION OF BOAT RAMP REPAIR

Mr. DegliAngeli explained that they had been receiving the usual complaint calls about the condition of the boat ramp. He noted that due to the power washing that comes from the boat props, a large hole has been created.

Mr. DegliAngeli noted that the Selectmen had removed a warrant article this spring due to budget concerns, but that there was no question it needed to be fixed. He noted the there is potential for a warrant article in 2019.

The cost would be about \$45,000 to get the job done.

Mr. Thibodeau suggested that the Town look into turning the boat ramp over to the State to maintain.

REVIEW OF RECEIPTS

There were no receipts to review.

SIGNING OF DOCUMENTS

- a. Pole License Petition – 318325
- b. Pole License Petition – 315260
- c. Pole License Petition – 318453
- d. Pole License Petition – 321642
- e. Notice of Intent to Cut Wood or Timber Map/Lot 272-50
- f. Waiver of Municipal Liability Map/Lot 299-90
- g. Letter to approve the appointment of Louise M. Inkell as Municipal Registration Agent
- h. Selectmen's Deed for Map/Lot 269-7

Mr. Thibodeau asked for clarification on what a pole license was. Mr. Holmes stated that it was a utility company's request to place a pole in the public right of way.

There was a brief explanation of the Waiver of Municipal Liability.

**Mr. Colbath moved, seconded by Ms. Seavey, to sign the documents listed above in a. through h. The motion carried unanimously.**

CONSIDERATION OF BILLS

- a. Accounts Payable Manifest dated 6/21/18
- b. Payroll dated 6/21/18

**Ms. Seavey moved, seconded by Mr. Colbath, to approve and sign the Accounts Payable Manifest and Payroll dated 6/21/18. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. AP Manifest dated 6/14/18

**Mr. Colbath moved, seconded by Mr. Thibodeau, to ratify the AP Manifest dated 6/14/18. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. North Conway Community Center - Mudbowl – (9/7/18-9/9/18)
- b. Three Notch Century/Northeast Passage (9/8/18-9/9/18)
- c. Tuckerman's Music Series (7/15/18 and 8/12/18)
- d. Mt. Washington Century Cycling Event – (7/28/18)

There was clarification that the Three Notch Century/Northeast Passage event was a cycling event.

**Mr. Colbath moved, seconded by Ms. Seavey, to sign and approve the special events above in a through d. The motion carried unanimously.**

Mr. Colbath noted that all of these applications have been submitted less than 90 days prior to the events.

CONSIDERATION OF MINUTES

- a. Regular 6/5/18

**Mr. Thibodeau moved, seconded by Ms. Seavey, to adopt the minutes from 6/5/18 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Mr. Holmes stated that he was waiting on call back to confirm the details for the tree planting that was scheduled for Thursday, June 21. He noted that he would be in touch with the Selectmen when he received a time.

Mr. Holmes noted that Tim Sargent, Parks and Rec employee, had been named the new Transfer Station Foreman.

Mr. Holmes stated that he had conducted interviews for the Diana's Bath Attendant and he was going over the contract with the Forest Service to help fund the position. He noted that he hopes to have someone working there prior to the 4<sup>th</sup> of July. The tentative schedule is to have someone there Friday-Sunday from 10:00 am to 3:00 pm through Labor Day. Mr. Holmes noted that he will be looking for feedback as this would be the first year for this position.

Mr. Holmes stated that the person that had been offered the Deputy Town Clerk/Tax Collector position had declined and that they would be hopefully offering the position to another candidate soon.

Mr. Holmes stated that they would be discussing the Rec Center lease during a non-public session later in the meeting.

Mr. Holmes noted that there had been no new developments in regards to the Town Hall move.

BOARD REPORTS AND COMMENTS

Mr. Colbath stated that he had been absent at the last Board of Selectmen meeting because he was attending the MWV Leadership graduation. He congratulated the 14 people who had completed the class and discussed their initiative to aid those who wished to stay in the MWV and pursue a career in the trades.

Mr. Colbath noted that the ZBA would meet Wednesday, June 20 to review 8 applications.

Mr. Colbath stated that the Budget Committee would meet on June 27, 2018 to review the quarterly budget and start preparing for the upcoming budget season.

Mr. Thibodeau gave the Board a review of the ESSA May Activities Report. He also added that the Women's Air Race Classic is this weekend. Planes would begin arriving this week. He noted that he would give a more detailed report of the economic impact of this event on the Valley next month.

Mr. Thibodeau explained that Fryeburg held their Town meeting last week and both articles for the airport passed by a wide margin.

Mr. Thibodeau noted that the bylaws and governance committee continues to meet.

Ms. Seavey reported that the Economic Council would be holding some workshops in July and these could be found on their website, MWVEC.com.

Ms. Seavey stated that Valley Vision had met and that they had awarded a scholarship to a graduating senior who would be pursuing electronic media.

Ms. Seavey noted that the KHS Graduation was broadcast live and went off without any problems.

Ms. Seavey stated that Valley Vision is looking into fundraising opportunities.

Mr. Weathers updated the Board in regards to a request that had been made for a letter of support to increase the Thompson Road parking lot size. He stated that this permission had not been brought to the attention or granted by the Conservation Commission.

#### PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer from the Conway Daily Sun suggested putting a sign at the boat ramp to caution operators on how to limit their impact on the ramp. The Selectmen informed Mr. Steer that there was a sign.

Mr. Steer asked Mr. Thibodeau for clarification on when the planes would be arriving at the airport for the Women's Air Race Classic. Mr. Thibodeau noted that the majority of planes would be arriving Thursday and Friday.

#### NON-PUBLIC SESSION RSA 91-A:3 II (d) -CONSIDERATION OF THE ACQUISITION, SALE OR LEASE OF REAL OR PERSONAL PROPERTY

**At 6:03 pm, the Board went into non-public session under RSA 91-A:3 II (d), the consideration of the acquisition, sale, or lease of real or personal property, at the call of the Chair and hearing no objection.**

The Board returned to public session at 6:15 pm.

**Mr. Thibodeau moved, seconded by Mr. Colbath, to seal the minutes of this non-public session. The motion carried unanimously.**

#### NON-PUBLIC SESSION RSA 91-A:3 II (l) -CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL

**At 6:15 pm, Mr. Thibodeau moved, seconded by Mr. Colbath, to go into non-public session under RSA 91-A:3(l), for the consideration of legal advice provided by legal counsel. The motion carried unanimously.**

The Board returned to public session at 6:34 pm.

**Mr. Colbath moved, seconded by Ms. Seavey, to seal the minutes from this non-public session. The motion carried unanimously.**

ADJOURN

At 6:34 pm, the meeting adjourned at the call of the Chair.

Respectfully Submitted,

Krista Day  
Executive Secretary