

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
August 8, 2017

The Selectmen's Meeting convened at 4:02 pm in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers, Mary Carey Seavey, Carl Thibodeau, John Colbath and Steven Porter; Town Manager, Thomas Holmes; and Recording Secretary, Holly Meserve.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. Holmes stated item #4 should be "American Legion Post 46" and not VFW. **Mr. Porter moved, seconded by Ms. Seavey, to approve the agenda as amended. The motion carried unanimously (5-0-0).**

SPECIAL EVENT PERMIT REQUEST FROM
AMERICAN LEGION POST 46 FOR CAMPING EVENT

Deborah Taylor, Hall Coordinator for the American Legion Post 46, appeared before the Board to discuss an event for the American Legion Post 46 scheduled for August 31 through September 4, 2017.

Ms. Taylor stated the event would take place September 1st through September 4th, it is for members and their guests only, there would only be approximately 50 people and the music will be inside. Mr. Weathers asked if the fenced in area would be utilized as part of the event. Ms. Taylor stated it is utilized every day. Mr. Holmes asked if there would be liquor outside. Ms. Taylor answered in the enclosed area. Mr. Colbath asked about insurance. Ms. Taylor stated something was supposed to be faxed today. Mr. Holmes stated nothing has been received as of yet. Mr. Weathers asked if there were any other questions or comments; there was none.

CONSIDERATION OF AMENDMENT TO BOARD OF SELECTMEN
PURCHASING POLICIES AND PROCEDURE

Finance Director, Lilli Gilligan, appeared before the Board. Ms. Gilligan reviewed proposed amendments to the Board of Selectmen Purchasing Policies and Procedures. Ms. Gilligan stated she is looking to put audit services out to bid. Ms. Gilligan stated from her research there are only five audit companies in NH, and none of them are within the readership area of the Conway Daily Sun.

Mr. Colbath asked if there is a fee to advertise on the NH Municipal Association's website. Ms. Gilligan answered there is a \$100 fee to post for one month. Mr. Porter asked the cost to advertise in the Conway Daily Sun. Mr. Holmes stated he is not sure, but he is sure it would be comparable. Mr. Porter asked what type of bids she is concerned with. Ms. Gilligan answered audit services. Mr. Porter asked if that is it. Ms. Gilligan answered in the affirmative.

Mr. Thibodeau stated we have been with the current auditors for a long time. Ms. Gilligan agreed and stated that is why there should be an RFP for these services. **Ms. Seavey moved, seconded by Mr. Porter, to amend the Board of Selectmen Purchasing Policies and Procedures as presented. Motion carried unanimously (5-0-0).**

REVIEW AND CONSIDERATION PROPOSED AGREEMENT BETWEEN THE TOWN AND NHDOT REGARDING THE MAIN STREET PROJECT

Public Works Director, Paul DegliAngeli, appeared before the Board. Mr. DegliAngeli reviewed the proposed Revised Local Project Agreement between the Town of Conway and the NHDOT regarding the Main Street project.

Mr. DegliAngeli presented the final version for signature. Mr. DegliAngeli stated this brings the project forward to the East West Project; the western portion is the original Main Street project for the water main and the balance of the project is a 90-10 split between the State and the Town. Mr. DegliAngeli stated the eastern portion starts at Main Street, the four corners of Washington and Pleasant, and involves intersection capacity upgrades. Mr. DegliAngeli stated it has a separate project number because it was the roundabout in the 10-year plan and that is 100% State funded.

Mr. DegliAngeli stated North Country Council issued a letter to NHDOT suggesting that the Conway signalization be rescheduled from 2025 to 2019. Mr. Thibodeau asked if the signalization has been moved from 2025 to 2019. Mr. DegliAngeli answered in the negative and stated it has been requested that it be done. Mr. Thibodeau asked if the whole project would be in 2019. Mr. DegliAngeli stated that is what we are trying to do, but if that is not possible, then we would continue with the western project.

Mr. Colbath moved, seconded by Ms. Seavey, to approve the agreement and sign it out of session. Motion carried unanimous (5-0-0).

DISCUSSION OF CORRESPONDENCE FROM THE COALITION AGAINST BIGGER TRUCKS

Mr. Holmes reviewed the correspondence. Mr. Holmes stated he researched the group and they are 100% funded by the Railroad Association. Mr. DegliAngeli stated the discussion on truck size came up when we were looking at roundabouts. Mr. DegliAngeli stated tandem trucks spread out over more wheels, so he is not sure if they would have any more wear and tear on the roads. Mr. DegliAngeli stated he cannot see on the roads we have designated for trucks that the tandems are going to do anymore wear and tear. Mr. Colbath stated we don't tend to see trucks that big in our area. Mr. Porter stated we see logging trucks mostly in this area. The Board agreed to table this item.

REVIEW AND CONSIDERATION OF 2 DEPUTY WARDEN APPOINTMENTS

Steve Solomon, Chief, Conway Village Fire Department appeared before the Board. Chief Solomon stated forest protection is a joint effort between the Town and the State; we must go to the Town and then to State for approval of Deputy Wardens.

Mr. Colbath stated one of the applicants is from Massachusetts. Chief Solomon stated he would only be available when he is working; he lives in Massachusetts, but works here.

Mr. Thibodeau asked why him and not someone else who is here on a regular basis. Chief Solomon stated he would be able to write out fire permits as well. **Mr. Porter moved, seconded by Mr. Thibodeau, to approve the Deputy Warden appointments of Mitchell Gove and Garrett Meador as presented. Motion carried unanimously (5-0-0).**

REVIEW OF RECEIPTS

Receipts were available for the Board's review.

SIGNING OF DOCUMENTS

a. Notice of Intent to Cut Wood or Timber - Tax Map/Lot 207-5

Mr. Colbath made a motion, seconded by Ms. Seavey, to approve the Notice of Intent to Cut Wood or Timber – Tax Map/Lot 207-5. Motion carried unanimously (5-0-0).

CONSIDERATION OF BILLS

a. Accounts Payable Manifest 8/10/17

Ms. Seavey moved, seconded by Mr. Thibodeau, to approve and sign the Accounts Payable manifest dated 8/10/17. Motion carried unanimously (5-0-0).

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Certification of Yield Taxes Assessed -Tax Map/Lot 238-3
- b. Certification of Yield Taxes Assessed - Tax Map/Lot 268-179
- c. Timber Tax Levy -Tax Map/Lot 268-179 and 238-3
- d. Accounts Payable Manifests 8/3/17
- e. Payroll 8/3/17

Mr. Colbath moved, seconded by Ms. Seavey, to ratify the Certification of Yield Taxes Assessed – Tax Map/Lot 238-3; Certification of Yield Taxes Assessed – Tax Map/Lot 268-179; and Timber Tax Levy – Tax Map/Lot 268-179 and 238-3. Motion carried unanimously (5-0-0).

Mr. Colbath moved, seconded by Ms. Seavey, to ratify the Accounts Payable Manifests 8/3/17 and Payroll dated 8/3/17. Motion carried with Mr. Porter abstaining from voting (4-0-1).

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. American Legion Post 46/Appreciation Party Camping Event – 8/31/17 to 9/4/17 (Pending Insurance)
- b. Northeast Passage/Three Notch Century Ride – 9/9/17 to 9/10/17
- c. Sherman Farm/The Maize at Sherman Farm – 9/16/17 to 10/29/17

Mr. Colbath moved, seconded by Mr. Porter, to approve the special event applications for American Legion Post 46/Appreciation Party Camping Event scheduled for 8/31/17 to 9/4/17 pending receipt of insurance; Northeast Passage/Three Notch Century Ride scheduled for 9/9/17 to 9/10/17; and Sherman Farm/The Maize at Sherman Farm scheduled for 9/16/17 to 10/29/17. Motion carried unanimously (5-0-0).

CONSIDERATION OF MINUTES

- a. 7/11/17 regular and non-public
- b. 7/25/17 regular and non-public

Mr. Thibodeau moved, seconded by Mr. Porter, to approve the regular and non-public minutes of 7/11/17 and 7/25/17. Motion carried unanimously (5-0-0).

TOWN MANAGER REPORT

Mr. Holmes stated on August 1, his first day as Town Manager, he attended the Majestic Theater Open House, and it was wonderful. Mr. Holmes stated there continues to be problems at Diana's Bath, but not the original problem; now cars are stacking up on the roadway trying to turn into a full parking lot. Mr. Holmes stated they are working on solutions.

Mr. Holmes stated he is working on getting a credit card machine at the Conway Rec to make it easier on parents and also so there is less money having to be brought over to Town Hall. Mr. Holmes stated we received a thank you letter from the Upper Valley Land Trust in regard to the Pine Hill project; they also submitted a report on possible uses for Pine Hill.

Mr. Holmes stated he is working on updating the forms on the website. Mr. Holmes stated apparently the Disney channel was in town filming for a show, but was hush-hush and only knew because they wanted permission to cross town property, but they did not have to cross any town properties. Mr. Holmes stated the Conway Covered Bridge project has moved from this Fall to 2018.

BOARD REPORTS AND COMMENTS

Mr. Porter stated the Planning Board does not meet until August 24th.

Mr. Colbath stated he attended the ZBA meeting in July and Ms. Seavey attended the Budget Committee meeting on his behalf. Mr. Colbath stated the next ZBA meeting is August 16th.

Mr. Thibodeau stated that the Airport Authorities Annual meeting is next Friday, August 18th at 6:00 pm.

Ms. Seavey stated the School gave a presentation at the Budget Committee meeting which was quite informative. Ms. Seavey stated that the Rec Center Study Committee met on July 24th and their next meeting is on August 15th. Ms. Seavey stated that the Economic Council and Valley Vision did not meet.

Mr. Weathers stated that the Household Hazardous Waste Day is being held on September 23rd. Mr. Weathers congratulated Chris Rouleau on receiving the Safety Champion Road Scholar from UNH Technology Transfer Station. Mr. Weathers stated the Conway Conservation Commission meets tomorrow night.

PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked if there was anything on the rec path proposal. Mr. Holmes answered in the negative. Mr. Steer asked if there is a timeline for solutions at Diana's Bath. Mr. Holmes stated it is a work in progress; we will continue chipping away at it. Mr. Steer asked about the Historic District Committee. Mr. Porter stated they are still in existence and a work in progress; they are working on a mission statement and will be meeting once a month.

NONPUBLIC SESSION / NH RSA 91-A:3,II(i) - CONSIDERATION OF MATTERS RELATING TO PREPARATION FOR AND THE CARRYING OUT OF EMERGENCY FUNCTIONS

At 4:55 pm, **Mr. Thibodeau moved, seconded by Mr. Colbath, to go into nonpublic session under NH RSA 91-A:3,II(i) regarding the consideration of matters relating to preparation for and the carrying out of emergency functions.** The nonpublic session included Town Manager, Thomas Holmes and Recording Secretary Holly Meserve. **Motion carried by unanimous roll call vote.**

The Board returned to public session at 5:01 pm

Mr. Colbath moved, seconded by Mr. Porter, to seal the minutes of this nonpublic session. The motion carried unanimously (5-0-0).

NONPUBLIC SESSION / NH RSA 91-A:3,II(e) – LITIGATION MATTER

At 5:01 pm, **Mr. Thibodeau moved, seconded by Mr. Porter, to go into nonpublic session under NH RSA 91-A:3,II(e) regarding a litigation matter.** The nonpublic session included Town Manager, Thomas Holmes and Recording Secretary Holly Meserve. **Motion carried by unanimous roll call vote.**

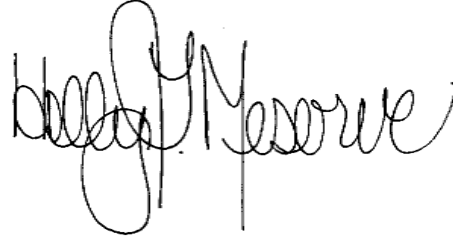
The Board returned to public session at 5:13 pm

Mr. Colbath moved, seconded by Mr. Thibodeau, to seal the minutes of this nonpublic session. The motion carried unanimously (5-0-0).

ADJOURN

At 5:15 pm, the meeting adjourned at the call of the Chair.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Holly Meserve". The signature is written in a cursive style with a large initial "H" and "M".

Holly Meserve
Recording Secretary