

**Minutes of Meeting**  
**CONWAY BOARD OF SELECTMEN**  
October 20, 2015

The Selectmen's Meeting convened at 4:04 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Mary Carey Seavey, Carl Thibodeau, John Colbath and Steven Porter, Town Manager, Earl Sires, and Recording Secretary, Karen Hallowell.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

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

a. \$300.00 from Saco Valley Anglers to Town of Conway for Saco River Policing – Mr. Sires reviewed that the Saco Valley Anglers donated funds to the town for policing of the Saco River. The money was used for patrols. Mr. Sires next reviewed a draft letter has been prepared thanking the Saco Valley Anglers. **Mr. Colbath moved, seconded by Mr. Porter, to accept the \$300 from the Saco Valley Anglers to the Town of Conway for Saco River Policing. The motion carried unanimously.**

b. \$2,500 from the NH Department of Safety to the Town of Conway for updating the Local Emergency Operations Plan (LEOP) – Mr. Sires reviewed funds were received from the State to update the LEOP. **Mr. Porter moved, seconded by Ms. Seavey, to accept the \$2,500 from the NH Department of Safety to the Town of Conway for updating the LEOP. The motion carried unanimously.**

**Mr. Thibodeau moved, seconded by Mr. Porter, to send the thank you letter to the Saco Valley Anglers for the \$300 donation. The motion carried unanimously.**

PUBLIC HEARING – TO ACCEPT UNANTICIPATED REVENUE IN THE AMOUNT OF \$437,463 FROM CDFA/CDBG PROGRAM TO THE TOWN OF CONWAY FOR GREAT BRIDGE PROPERTIES/CONWAY PINES ELDERLY HOUSING

The public hearing opened at 4:10 pm. Mr. Sires reviewed that the \$437,463 received from the CDFA/CDBG program is funding for the elderly housing project, Conway Pines, on Route 16 in Conway. Mr. Sires further reviewed that there is also a groundbreaking for this project scheduled for Friday, October 23, 2015 at 2:30 pm. Mr. Sires next explained that the Town receives this money and loans it to the developers who pay it back.

There were no public comments or media questions. The public hearing closed at 4:12 pm.

**Mr. Colbath moved, seconded by Mr. Porter, to accept the \$437,463 from CDFA/CDBG to the Town of Conway for Great Bridge Properties/Conway Pines Elderly Housing. The motion carried unanimously.**

PRESENTATION OF AUDIT – PLODZIK & SANDERSON

Scott Eagan and Tyler Paine of Plodzik and Sanderson joined the meeting. Copies of the audit were distributed and reviewed with the Board. (A copy of the audit is on file at town hall).

CONWAY LEOP – CHIEF SOLOMON

- a. Adoption of Conway Local Emergency Operations Plan (LEOP)
- b. Adoption of Nation Incident Management System (NIMS) Resolution
- c. Acknowledgements Page

Chief Solomon appeared before the Board. Mr. Sires reviewed that Chief Solomon is here tonight to ask the Board of Selectmen to adopt the 2015 LEOP. Staff, department heads, etc have worked on the plan update and also, we did use a contractor. The total cost for the plan is a little over \$10,000 and half is paid by the state. Mr. Sires next reviewed that this plan is an update. Mr. Solomon stated it is an update from the 2007 plan and it is recommended that the plan be updated every five years.

Mr. Colbath questioned if it would be available to the public. Chief Solomon stated that it is exempt but that it is up to the Board of Selectmen. He sees no reason not to have it available to the public. Mr. Colbath suggested having copies at the library. Chief Solomon stated that we can redact personal phone numbers from the document. **Mr. Colbath moved, seconded by Ms. Seavey, to have the LEOP available to the public.** The Board agreed it should be available at town hall and the library. There was further brief discussion regarding redacting personal phone numbers from the document. Chief Solomon advised that it would be personal contact numbers for staff and Board members. The names will stay in the document but the numbers will be redacted. The Board agreed. **The motion carried unanimously.**

**Mr. Colbath moved, seconded by Ms. Seavey, to adopt the revised plan as presented.** Mr. Colbath questioned if there are any other updates needed. Chief Solomon stated there are few pieces needed such as a resource list. Mr. Colbath questioned if there would be further costs or if we are done with that. Chief Solomon advised that we are done with it. There was further brief discussion on the acronyms etc. **The motion carried unanimously.**

Chief Solomon gave a brief overview of the NIMS resolution. **Mr. Colbath moved, seconded by Mr. Porter, to adopt the National Incident Management System Resolutions. The motion carried unanimously.**

Chief Solomon next reviewed the acknowledgement with the Board and advised that the Board can sign this and no motion is needed. After the Board signs the form he will take it to the others on the list in town for signature. The Board signed the form.

Mr. Sires stated thanks to Chief Solomon for doing the LEOP and the work that he does. We appreciate his work. The Board also thanked Chief Solomon.

REVIEW AND CONSIDERATION OF MEMORANDUM OF UNDERSTANDING  
BETWEEN THE TOWN OF CONWAY AND THE NEW ENGLAND MOUNTAIN  
BIKING ASSOCIATION

Mr. Sires gave a brief overview of the Memorandum of Understanding between the Town of Conway and the New England Mountain Biking Association. There was brief

discussion. **Mr. Thibodeau moved, seconded by Ms. Seavey, to approve the Memorandum of Understanding between the Town of Conway and the New England Mountain Biking Association. The motion carried unanimously.**

REVIEW AND CONSIDERATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF CONWAY AND MOUNTAIN MEADOW RIDERS SNOWMOBILE CLUB

Mr. Sires gave a brief overview of the Memorandum of Understanding between the Town of Conway and Mountain Meadow Rider Snowmobile Club. **Mr. Colbath moved, seconded by Mr. Porter, to approve the Memorandum of Understanding between the Town of Conway and Mountain Meadow Riders Snowmobile Club. The motion carried unanimously.**

DISCUSSION OF CONWAY TAXI LICENSE INSURANCE REQUIREMENTS - KATY ROBBART/FAST TAXI

Katy Robbart of Fast Taxi appeared before the Board.

Mr Sires briefly reviewed Chapter 137 regarding Taxicabs. Mr. Sires reviewed that taxicabs are to be insured. The town requires a certificate of insurance of at least \$500,000 per person, per accident and for property damage. Ms. Robbart has concerns regarding the insurance limits and is here to speak to the Board regarding same.

Ms. Robbart stated that she has only been carrying 100/300 since 1999 and in that time they have spent almost \$200,000 for insurance and had only one claim for \$2,200. Ms. Robbart next stated that the State of NH is all over the place regarding insurance requirements and some towns are \$100,000 such as Nashua, Lisbon and Portsmouth; however Manchester has \$500,000 requirement and her understanding is that this is due to the airport. Ms. Robbart next stated her drivers are only hired if they have perfect driving records. Ms. Robbart next stated that right now her insurance is \$1,000 a month and if she was to raise the limits it would be much more. Ms. Robbart next stated that she hopes the Board will compromise and lower the limits so it would be more affordable. She is hoping to stay with \$100,000 limit but if not then a \$300,000 limit.

There was a discussion regarding transportation needs, insurance requirements, insurance costs, liability, etc.

Mr. Thibodeau stated that his concern is if we relax the insurance requirement and sometime down the road there is an incident for \$200,000 plus and because we relaxed the existing requirement to \$100,000 does this give us more liability. Mr. Thibodeau next stated that before this Board considers lowering the insurance limit, he would like to have town counsel's opinion. Ms. Robbart stated that at this time she does have \$500,000 coverage as required by the town. The Board agreed to contact town counsel on this matter and bring this discussion back to the next meeting. Mr. Sires stated that he would also talk with our risk management people as well. Mr. Thibodeau next stated that he thinks we should have the whole ordinance looked at to make sure it is up to date.

Mr. Colbath suggested that Ms. Robbart look into group insurance. Ms. Robbart agreed.

Ms. Robbart next asked if the town would consider a hold harmless agreement from any claim over the limit of insurance.

### UPDATE ON VALLEY VISION EQUIPMENT REQUEST

Valley Vision Station Manager, Bill Edmunds, joined the meeting.

Mr. Sires reviewed that a couple of weeks ago the Board granted a request by Valley Vision to purchase equipment. Mr. Edmunds stated that he had asked for \$12,000 to purchase video equipment and the Board agreed. The day after he discovered the amount in the account was actually \$30,000 less than he thought. This was because they had an invoice from a March purchase that they had never submitted to the Town and so there is substantially less in the account than thought. Mr. Edmunds next stated that he would like to rescind the request for the equipment at this time. **Mr. Porter moved, seconded by Ms. Seavey, to rescind the earlier motion on an equipment request by Valley Vision.** Mr. Colbath suggested that he contact charitable organizations in town and ask for a grant. Mr. Edmunds stated that he would do that. **The motion carried unanimously.**

### REVIEW OF 3<sup>RD</sup> QUARTER FINANCIALS

Finance Director, Lilli Gilligan, reviewed the 3<sup>rd</sup> quarter financial expenditure reports with the Board.

Ms. Gilligan advised that the tax rate has not yet been set and we are waiting to hear from the DRA.

Mr. Gilligan next advised that the town did receive rates for health insurance for next year and the premium increase is 9.5%. Mr. Sires commented that we get a premium increase and then the following year we get a refund and so this ends of being an overcharge. Mr. Colbath questioned if the rate is negotiable. Mr. Sires stated is not negotiable and we are being told this year it is not based on experience and they have not responded as to why there is an increase. Ms. Gilligan stated that we do already know that the competitor rates are higher and also, they might give a fantastic rate the first year and then a large in increase the next year.

Ms. Gilligan next reviewed the revenue report with the Board.

### APPOINTMENT OF DEPUTY TREASURER LUCY PHILBRICK

Mr. Sires reviewed that Holly Meserve has served as the Town's Deputy Treasurer for many years and has now resigned. Ms. Gilligan advised that the former town Finance Director, Lucy Philbrick, has agreed to fill this position. There was brief discussion on the duties of the Treasurer. Mr. Sires and Ms. Gilligan next stated they would like to thank Holly Meserve for her years of service as Deputy Treasurer. **Mr. Porter moved, seconded by Mr. Colbath, to appoint Lucy Philbrick as Deputy Treasurer. The motion carried unanimously.**

### REVIEW OF DRAFT REQUEST FOR PROPOSALS: TOWN HALL FACILITY NEEDS AND SITE ALTERNATIVES ANALYSIS

Mr. Sires reviewed that at the last Board of Selectmen meeting the Board wanted to look at the present site and to have a consultant and expert look at the building for electrical, structural, size needs, etc., for the future. The Board also wanted to look at a neighboring building as well. Mr. Sires next reviewed a draft RFP and the scope of services with the Board. Mr. Sires next reported that since the last meeting, he had conversation with someone from the church next door and so we sent them a letter to ask if they were interested in selling. This

RFP is modeled to look at all three properties. The first thing is to go through this building and to a site analysis, parking, air and environmental quality, foundation, etc and then go through the Echo building for same.

Mr. Colbath stated that he sees it two ways. He thinks this is what we are looking for but thinks it will be a costly endeavor. Ms. Seavey stated she thinks we already know the problems with this building and doesn't really see the need to spend a great deal of money on this building when it obviously doesn't meet the needs of the town. Mr. Weathers stated he would be curious to see what the church has to say. Mr. Colbath stated he feels it is premature to think about this as we don't have any information back from the church. Also, he would like to see an outside source do the study so we have professional documentation for this building. Mr. Thibodeau stated he thinks we should go forward and put out the RFP as we don't know yet what the cost will be and the only way we will know is if we get a professional opinion. Further, we can issue the RFP and see what the responses are and if it is a reasonable amount of money to do the study. If it isn't a reasonable amount for the study then we don't have to do it. Mr. Colbath and Mr. Porter agreed. Ms. Seavey stated we will have to spend the money to do the analysis and she doesn't see the purpose of it as we know what these buildings are. Mr. Thibodeau commented that this Board are not experts on buildings and we need the study. There was further brief discussion. **Mr. Porter moved, seconded by Mr. Thibodeau, that we accept this RFP and put it out to bid. The motion carried unanimously.**

#### REVIEW OF MONTHLY RECEIPTS

The monthly receipts were available for the Board's review.

#### SIGNING OF DOCUMENTS

- a. Notice of Intent to Cut Wood or Timber Tax Map/Lot 298-27, 28, 29 & 30

**Mr. Colbath moved, seconded by Mr. Porter, to sign the Notice of Intent to Cut Wood or Timber for Tax Map/Lot 298-27, 28, 29 & 30. The motion carried unanimously.**

#### CONSIDERATION OF BILLS

- a. Accounts Payable Manifest 10/22/15

**Mr. Porter moved, seconded by Mr. Colbath to approve the Accounts Payable Manifest dated 10/22/15. The motion carried unanimously.**

#### RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest 10/8/15
- b. Accounts Payable Manifest 10/15/15
- c. Payroll 10/15/15

**Mr. Colbath moved, seconded by Ms. Seavey, to ratify the Accounts Payable Manifest dated 10/8/15, Accounts Payable Manifest dated 10/15/15 and Payroll dated 10/15/15. The motion carried unanimously.**

#### REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

- a. Post 95 American Legion/Veterans Day Parade – 11/11/15
- b. Conway Celebrations Committee & MWV Preservation Assoc/Holiday Parade and

Tree Lighting - 11/28/15

c. Conway Celebrations Committee/Community Celebrations Holiday Parade – 12/5/15

**Mr. Porter moved, seconded by Mr. Colbath, to approve the special event applications for the Post 95 American Legion/Veterans Day Parade – 11/11/15, Conway Celebrations Committee & MWV Preservation Assoc/Holiday Parade and Tree Lighting - 11/28/15 and the Conway Celebrations Committee/Community Celebrations Holiday Parade – 12/5/15. The motion carried unanimously.**

CONSIDERATION OF MINUTES: 9/29/15

**Mr. Colbath moved, seconded by Mr. Porter, to approve the minutes of 9/29/15 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Budget – Mr. Sires stated he is finishing up with meetings with the various town departments regarding the proposed 2016 budget. The Board of Selectmen will receive the proposed budget at the November 3, 2015 meeting.

CVFD Sidewalk Meeting – Mr. Sires stated the CVFD Commissioners have asked this Board to schedule a public hearing at 6:30 pm on November 5, 2015 in the meeting room at the Conway Fire Department. This would be a joint meeting of the Boards to discuss Pollard Street reconstruction, sidewalks, utility poles, etc., so that the public has an understanding of what is going on and also have input. Mr. Colbath commented that if the road is improved and developed then people may use it as a bypass and there is a lot of citizen concerns about this. **Mr. Colbath moved, seconded by Mr. Porter, to set up a public hearing on November 5, 2015.** Mr. Weathers reviewed this will be held at the Conway Village Fire Station at 6:30 pm. **The motion carried unanimously.**

Joint Loss Committee – Mr. Sires reported that the town held a Joint Loss Committee meeting today to look at the landfill, public works facilities, etc, to look at safety.

Conway Pines Senior Housing – Mr. Sires reported at groundbreaking is scheduled for Friday, October 23, 2015 at 2:30 pm.

Budget Committee – Mr. Sires reviewed that the Budget Committee is scheduled to meet tomorrow night. We will review the financial information the Board received tonight.

GACIT Hearing – Mr. Sires reviewed that the GACIT hearing is scheduled for Monday, October 26, 2015 at 8:00 am here at town hall.

BOARD REPORTS AND COMMENTS

Planning Board – Mr. Porter reported that a Planning Board meeting is scheduled for Thursday, October 29, 2015. The Sign Committee will present information for proposed changes to the sign ordinance to put on the warrant next year.

Conway Village Sidewalk Meeting – Mr. Porter stated there was a meeting with the Conway Village Commissioners and the Commissioners would like to meet with this Board on November 5, 2015 to get direction on the money they have in escrow.

Budget Committee & ZBA Meetings – Mr. Colbath reported the Budget Committee is meeting tomorrow night. There is also a ZBA meeting scheduled and Phyllis Sherman has been nonnominated as a White Mountain Treasure and so he wants to make sure he talks about this at the ZBA meeting. Mr. Colbath next reported that he will go to the Budget Committee meeting after the ZBA meeting.

250<sup>th</sup> Anniversary – Mr. Weathers reported the 250<sup>th</sup> Anniversary ceremony was held on October 1, 2015. Brian Wiggan and Jill Reynolds did a great job with the presentation. Also the Recreation Department did a great job setting up the area and the Public Works Department did a great job with the site work.

GACIT Hearing – Mr. Weathers reviewed the GACIT hearing is scheduled for October 26, 2015 at 8:00 am here at town hall.

Conservation Commission – Mr. Weathers reported the Conservation Commission met last week. They put out an estimate on the work for the new Marshall property. They received three responses and all of the firms were from Vermont. The company selected was Sticks and Stones. They are going to walk the area and establish a recommendation of where the trails will go and come back to the Conservation Commission with a plan.

Road Scholar – Mr. Weathers reported that town employee, Chris Rouleau, completed the Road Scholar Level 1 program.

#### PUBLIC COMMENTS AND MEDIA QUESTIONS

Daymond Steer of the Conway Daily Sun asked where the Board stands on the proposed “dog bone” project in Conway Village. Mr. Weathers stated he likes the idea that Paul DegliAngeli came up with and this is what we are trying to get the state to move up on the plan so that we have something for people to see. Mr. Steer stated that the last time he checked Ms. Seavey was against the idea. Mr. Weather stated that the idea behind this is to keep the traffic moving and have no lights. Mr. Thibodeau stated that he is in favor of the project conceptually but is going to reserve judgement until he sees the computer model.

Mr. Steer next asked about the church property next door. Mr. Sires stated that this is a “what if” that we are exploring. They haven't come and told us if this is an option for us yet or not so we don't know if it is a possibility.

#### ADJOURN

At 6:10 pm the meeting adjourned at the call of the Chair.

Respectfully submitted,

Karen J Hallowell  
Executive Secretary