

**Minutes of Meeting  
CONWAY BOARD OF SELECTMEN  
November 28, 2017**

The Selectmen's Meeting convened at 4:05 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 the Allegiance to the Flag.

APPROVAL OF AGENDA

**Mr. Colbath moved, seconded by Mr. Thibodeau, to approve the agenda. The motion carried unanimously (5-0-0).**

PUBLIC HEARING – PETITION FROM CONWAY VILLAGE FIRE DISTRICT TO CHANGE  
THE BOUNDARIES OF THE CONWAY VILLAGE FIRE DISTRICT

Mr. Weathers opened the public hearing at 4:06 pm. Mr. Weathers stated this is in reference to a lot in the Town of Albany, Map 8 Lot 66. Mr. Holmes stated this is the Almost There restaurant.

Mr. Weathers asked for comments or questions from the public. Steve Solomon, Chief of the Conway Village Fire Department, stated several months ago the owner of Almost There approached the District regarding connecting to sewer. Chief Solomon stated the septic system is currently not in failure, however, if it goes into failure he might have a difficult time replacing it as the lot is rather small. Chief Solomon stated the owner is being proactive.

Chief Solomon stated to connect to sewer a property has to be within the district boundaries, so a petition has been presented to both the Conway Board of Selectmen and the Albany Board of Selectmen, who are also here this evening. Chief Solomon stated if both boards approve the petition it will go before the district voters in the Spring.

Mr. Colbath asked if this is the second hearing. Mr. Weathers answered in the affirmative and stated this was before us on August 17<sup>th</sup>. Mr. Weathers closed the public hearing at 4:09 pm. Mr. Weathers stated the Board needs to wait seven days to make a decision.

PRESENTATIONS OF PROPOSED 2018 BUDGET BY DEPARTEMENT

Parks and Recreation – John Eastman, Recreation Director, appeared before the Board. Mr. Eastman stated his budget increased by 3.6% percent, which is mostly by staff compensation and \$1,000 for portable toilets in various places throughout the Town.

Planning & Zoning – Tom Irving, Planning Director, appeared before the Board. Mr. Irving stated other than merit pay increases there is a \$250 increase to the budget for meetings, seminars and trainings. Mr. Thibodeau asked why the scanning went from \$1,000 to \$750. Mr. Holmes stated he looked at the average and \$750 seemed sufficient. Mr. Irving stated that we also have a new scanner in Town Hall that we have been able to do a lot of our own scanning.

Inspections – Lilli Gilligan, Finance Director, appeared before the Board. Ms. Gilligan stated there is a 1.8% increase which is primarily for staff merit increases which includes 1/3 of the Administrative Assistant's salary. There was brief discussion regarding seminars and professional development. Mr. Holmes stated that one of the complaints in this department is time as there is not a lot of it.

Health – Ms. Gilligan appeared before the Board. Ms. Gilligan stated this covers the stipends for the Health Inspector and the Deputy Health Inspector, the cost of the dog tags at the Town Clerk's window when you register your dogs and for boarding strays when they are not claimed. Ms. Seavey asked if this budget only has to do with dogs. Mr. Holmes answered in the affirmative and stated the other is under his other duties. Ms. Seavey asked if we do restaurant health inspections. Mr. Holmes stated that is through the State.

Assessing – Dale Schofield, Assessor, appeared before the Board. Ms. Gilligan stated this budget has been reduced by over 15%. Ms. Schofield stated it is basically the reductions in salaries. Ms. Schofield stated everything else is pretty much the same.

Finance – Ms. Gilligan appeared before the Board. Ms. Gilligan stated there is a 1.8% increase. Ms. Gilligan stated the audit RFP came in putting us in a situation that the next three-year contract is less than our last three years. Ms. Gilligan stated it will be the same firm as in prior years; they are qualified and were the lowest bidder.

Ms. Gilligan stated that the Town Clerk is not running again in the Spring so there is an increase to the training line. Mr. Thibodeau asked if there would be a reduction in salary for the Town Clerk. Ms. Gilligan answered in the negative and stated there has been an offer of 4-weeks of training by Rhoda Quint if needed. Ms. Gilligan stated there is an increase in merit for the Deputy Town Clerk in case she chooses not to run and stays in her current position.

Insurance – Ms. Gilligan stated there is a 1.13% increase for our vehicle insurance and property liability insurance.

Employee Benefits – Ms. Gilligan stated there is a reduction of 5.2% due mostly to the fact that our premiums for health insurance decreased. Ms. Gilligan stated that there was a slight increase to the dental insurance and the New Hampshire Retirement increased this past July.

#### APPOINTMENT OF ALTERNATE TO ZBA

**Mr. Colbath moved, seconded by Mr. Thibodeau, to appoint Richard Pierce as an alternate to the ZBA for a three-year term. Motion carried unanimous (5-0-0).**

#### REVIEW OF RECEIPTS

Receipts were available for the Board's review.

SIGNING OF DOCUMENTS

- a. Abatement Tax Map/Lot 218-57 (2016)
- b. Abatement Tax Map/Lot 218-57 (2017)
- c. Abatement Tax Map/Lot 260-99 (2017)
- d. Abatement Tax Map/Lot 262-83.217 (2016)
- e. Abatement Tax Map/Lot 262-83.217 (2017)
- f. Municipal Work Zone/NHDOT State Project 41335 for US 302/NH16
- g. Selectmen's Deed Map/Lot 259-111
- h. 2017 Equalization Municipal Assessment Data Certificate

**Mr. Colbath moved seconded by Ms. Seavey, to sign the Abatement for the Abatement Tax Map/Lot 218-57 (2016); Abatement Tax Map/Lot 218-57 (2017); Abatement Tax Map/Lot 260-99 (2017); Abatement; Tax Map/Lot 262-83.217 (2016); Abatement Tax Map/Lot 262-83.217 (2017); Municipal Work Zone/NHDOT State Project 41335 for US 302/NH16; Selectmen's Deed Map/Lot 259-111; and 2017 Equalization Municipal Assessment Data Certificate. Motion carried unanimously (5-0-0).**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- i. Requests to Trustees of Trust Funds for the following
  - \$29,002.10 from Public Education – Government Cable Trust Fund
  - \$69,541.00 from the Maintenance of Town Buildings and Facilities CRF
  - \$29,588.10 from the Highway Equipment CRF
  - \$670,983.72 from the Infrastructure Reconstruction CRF
  - \$115,061.00 from the Solid Waste Equipment CRF

**Mr. Colbath moved, seconded by Mr. Thibodeau, to ratify the Requests to Trustees of Trust Funds for the following; \$29,002.10 from Public Education – Government Cable Trust Fund; \$69,541.00 from the Maintenance of Town Buildings and Facilities CRF; \$29,588.10 from the Highway Equipment CRF; \$670,983.72 from the Infrastructure Reconstruction CRF; and \$115,061.00 from the Solid Waste Equipment CRF. Motion carried unanimously (5-0-0).**

CONSIDERATION OF BILLS

Accounts Payable Manifest 11/30/17

**Mr. Colbath moved, seconded by Mr. Porter, to sign Accounts Payable Manifest dated 11/30/17. Motion carried unanimously (5-0-0).**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

- a. Accounts Payable Manifest 11/22/17
- b. Payroll 11/22/17

**Mr. Colbath moved, seconded by Ms. Seavey, to ratify the Accounts Payable Manifest dated 11/22/17 and payroll dated 11/22/17. Motion carried unanimously (5-0-0).**

REVIEW AND CONSIDERATION OF SPEACIAL EVENTS APPLICATION(S)

There are no special event applications to consider.

CONSIDERATION OF MINUTES

11/14/17 Regular and Non-Public – **Ms. Seavey moved, seconded by Mr. Porter, to approve the regular and nonpublic minutes of 11/14/17 as written. Motion carried unanimously (5-0-0).**

TOWN MANAGER REPORT

Mr. Holmes stated the Board of Selectmen/Executive Secretary, Karen Hallowell, has resigned effective December 8<sup>th</sup>. Mr. Holmes stated we are currently advertising for her position.

Mr. Holmes stated we have received several complaints regarding a strobe light on the cell tower in Conway Village. Mr. Holmes stated there is equipment that needs to be repaired and the light will be back to red in two weeks. Mr. Holmes stated that Ted Sares signs are up, debris has been removed and we are still waiting for the Prospect Road light to be moved.

BOARD REPORTS AND COMMENTS

Mr. Porter stated he has no report.

Mr. Colbath stated there was one application for ZBA that was approved.

Mr. Thibodeau stated he has no report.

Ms. Seavey stated Valley Vision met and went over their budget. Ms. Seavey stated the Town of Albany usually pays \$5,000 and Spectrum is only allocating \$2,800 to them so they are questioning what can be done, it puts them in a bind with that loss of revenue. Mr. Holmes stated he received a copy of an email from Albany regarding the shortage, but he was deferring to their authority.

Ms. Seavey stated that the Economic Council had their annual dinner.

Mr. Weathers stated that the Conway Conservation Commission meets in two weeks.

Mr. Colbath asked if the Lower Mt. Washington Solid Waste Committee met. Mr. Weathers answered in the affirmative and stated that they discussed hours, cameras and the possibility of a second household hazardous waste day.

PUBLIC COMMENTS AND MEDIA QUESTIONS

There was none.

NON-PUBLIC SESSION / NH RSA 91-A:3.II(c) – TAX MATTER

At 4:52 pm, **Mr. Porter moved, seconded by Ms. Seavey, to go into nonpublic session under NH RSA 91-A,II(c) to discuss a tax matter. Motion carried by unanimous roll call vote.**

At 4:55 pm the Board returned to public session.

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

NON-PUBLIC SESSION / RSA 91-A:3 II(e) – PENDING LITIGATION

At 4:55 pm, **Mr. Porter moved, seconded by Ms. Seavey, to go into nonpublic session under NH RSA 91-A,II(e) to discuss pending litigation. Motion carried by unanimous roll call vote.**

At 5:03 pm the Board returned to public session.

**Mr. Colbath moved, seconded by Mr. Porter, to seal the minutes of this nonpublic session. The motion carried unanimously.**

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

At 5:03 pm, **Mr. Porter moved, seconded by Ms. Seavey, to go into nonpublic session under NH RSA 91-A,II(d) to discuss the acquisition, sale or lease of real or personal property. Motion carried by unanimous roll call vote.**

At 5:28 pm Mr. Thibodeau left the non-public session. At 5:44pm the Board returned to public session.

**Mr. Colbath moved, seconded by Mr. Porter, to seal the minutes of this nonpublic session. The motion carried unanimously (4-0-0).**

ADJOURN

At 5:45 pm, the meeting adjourned at the call of the Chair.

Respectfully submitted,

Holly Meserve  
Recording Secretary