

Minutes of Meeting
CONWAY BOARD OF SELECTMEN
December 18, 2012

The Selectmen's Meeting convened at 4:16 p.m. in the Meeting Room of Conway Town Hall with the following present: Selectmen, C. David Weathers (Chair), Michael DiGregorio, Howard C. Dickinson, and Stacy Sand, Town Manager, Earl W. Sires and Recording Secretary, Karen Hallowell.

Selectman, Mary Carey Seavey, was not present due to a scheduled vacation.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Mr. Weathers advised that an Intent to Cut would be added under the agenda item Signing of Documents. **Ms. Sand moved, seconded by Mr. Dickinson, to approve the agenda as amended. The motion carried unanimously.**

PUBLIC HEARING - \$6,750.00 FROM THE NORTH CONWAY WATER PRECINCT TO THE TOWN OF CONWAY FOR THE SCHOULER PARK SKATING RINK

Mr. Weathers reviewed the public hearing notice concerning \$6,750 received from the North Conway Water Precinct to the Town of Conway for the Schouler Park Skating Rink and opened the public hearing at 4:18 p.m.

Mr. Sires reviewed that there are financial supporters for operating and managing the skating rink in Schouler Park and one of those is the North Conway Water Precinct. Mr. Sires further reviewed that the voters in the North Conway Water Precinct voted for a Warrant Article which specified the funds go to the North Conway Outing Club and the check has been made payable to both the Town of Conway and the Outing Club.

There were no questions or comments from the public. Mr. Weathers closed the public hearing at 4:19 p.m.

Ms. Sand moved, seconded by Mr. Dickinson, to accept the \$6,750.00 from the North Conway Water Precinct to the Town of Conway and the Outing Club for the operations of the skating rink. The motion carried 4-0-0.

Mr. Sires next commented that the rink will be up and running as soon as the weather permits.

WARRANT ARTICLES

Finance Director, Lucy Philbrick and Bookkeeper, Lauri Roode, were present for discussion. Also, present were Police Chief Ed Wagner, and Police Commissioner, Theresa Kennett.

Mr. Sires distributed a list of Warrant Articles for discussion. (See attached). Mr. Sires reviewed that the list includes thirteen warrant articles for consideration and if they are all placed on the warrant and are passed by the voters along with all of the nonprofit articles being approved, the combined increase in the budget over last year will be approximately a 6% increase.

Mr. Sires reviewed the proposed warrant article for the Police Union Agreement with the Board. Mr. Sires advised this is presented as a no impact warrant article as there are no increases. Mr. DiGregorio stated the Budget Committee may be asking for a copy of the proposed Police Collective Bargaining Agreement and, also, the Budget Committee has a list of questions for the town including the police. Mr. Sires advised that he has requested a copy of the list of questions from the Budget Committee so we can get them the answers prior to the January 2, 2013 meeting. Mr. Sires further advised that he will also forward the list to the Police for responses as well.

Mr. Sires next reviewed the proposed article for \$35,000 for the Police Expendable Trust Fund with the Board. Ms. Kennett reviewed equipment to be purchased. Mr. Sires next reviewed that for the expendable trust funds, the DRA provides that we have to specify who has the authority to expend from the fund. It requires that it be the Board of Selectmen or the Police Commission or both. The Board of Selectmen needs to decide on this. Mr. DiGregorio stated he does not see why the warrant article can't say both. Ms. Sand stated that we know what their schedule of equipment is and so she doesn't see why we would need to approve it each time. If the warrant article is approved it says they have to spend it on those things and she does not feel the Board of Selectmen need to do this. Chief Wagner pointed out that this proposed article should be for \$35,500, not \$35,000.

Mr. Weathers next reviewed the proposed warrant article for Police Department Earned Benefits. There were no Board questions or comments.

Mr. Weathers next reviewed the proposed warrant article for the evidence terminator equipment in the amount of \$6,000. Mr. DiGregorio stated that previously there had been discussion with the Police about having other towns bring disposed drugs to us as a revenue source. Chief Wagner stated the plan is to have a lock box so people can drop off prescription medications. He does not know how to stop other towns from disposing of drugs at the Conway Police Department. The purpose of the lock box is to get rid of the drugs. Chief Wagner next stated that if Madison has their own drop box and asks the Town of Conway to get rid of drugs that have been dropped off then we can have a policy for same. Chief Wagner next stated that the Police could develop a policy for other towns or just dispose of it. He is not sure it would cost much more to get rid of the drugs while we are doing Town of Conway drop offs. Chief Wagner next reviewed the time it takes now to dispose of the drugs by taking them out of town, etc. Mr. Weathers next asked about actual drug evidence the police receive. Chief Wagner advised the terminator equipment would be used for this as well. Mr. Weathers asked about contracting with other towns for this service as well as it would be a convenience factor for other towns. Mr. Weathers suggested the Chief and the Commissioners have a discussion regarding same. Ms. Kennett stated that she does see that it presents an opportunity to work with other communities and possibly they could barter for the service or offer the service. Ms. Sand asked about the make up of the lock box and how often the drugs would be disposed of. Chief Wagner advised that the lock box would be recorded at all times and will be in the lobby with the dispatchers. They will empty the lock box monthly/weekly or more if needed. Chief Wagner next advised that the cost of the lock box is about \$1500 of the \$6000 requested in the warrant article. Ms. Sand questioned if the Police will make an effort to publicize this service. Ms.

Kennett advised that they certainly will discuss this at the Deliberative Session and, also, put out a press release or news story as well. Mr. DiGregorio suggested also letting the hospitals know. The Chief agreed they would let the hospital and other medical facilities know of the service.

Mr. Weathers next reviewed the proposed warrant article for police vehicles. Chief Wagner stated that the proposal is for two vehicles and not one. Mr. Sires questioned if this is for every year. Chief Wagner stated yes –two every year. Ms. Sand questioned how many vehicles are typically on the road at a time and how many do we have in the fleet. Chief Wagner stated that starting in January they will have no fewer than four vehicles on the road at a time. Chief Wagner next advised that they currently have nine police vehicles plus a motorcycle used in summer. They also have his car, a car dedicated for detectives and, also, two or three back up cars in case a car breaks down or is needed for a detail. Each car gets about 65,000 miles per year. Mr. DiGregorio stated that someone has asked him about police presence and why not have more officers on foot or on bicycles. Chief Wagner stated they do use bicycles every summer and have a least two out on bike patrols usually on Friday, Saturdays and Sundays. Currently they do not do foot patrol. The Town of Conway is spread out and if someone is on a foot beat they would not be able to respond as quickly. Foot patrols normally cover a block and not an entire area of town and it would not be efficient for us to run a foot patrol. Mr. DiGregorio pointed out that foot patrols get to know businesses etc and get a lot of information this way. Chief Wagner advised they do require the officers to get out and walk around for at least one hour per patrol.

There were no further questions regarding proposed police warrant articles. Chief Wagner and Commissioner Kennett left the meeting.

Public Works Director, Paul DegliAngeli, joined the meeting.

Mr. Sires reviewed the proposed warrant article for \$325,000 for Infrastructure Capital Reserve. The Board reviewed the schedule for 2013. Ms. Sand questioned if full reconstructions are planned. Mr. DegliAngeli advised that Valley View is a full reconstruction and Shaws Way is a partial reconstruction. Mr. Weathers asked about Pequawket scheduled for 2015 and if this is a complete reconstruction. Mr. DegliAngeli responded in the affirmative. Mr. Weathers asked about precinct work. Mr. DegliAngeli advised the Precinct is done for now and don't have any additional work scheduled for several years. There was next a brief discussion on interim maintenance on Pequawket. Mr. DegliAngeli next reviewed Echo Acres Road is scheduled for 2015 and advised that this is dependent upon whether the North Conway Water Precinct completes their work on this road. He did speak with David Bernier who advised that it should be done in 2013 or 2014.

Mr. Sires next reviewed the proposed warrant article for vehicles and equipment. Mr. DegliAngeli reviewed the schedule with the Board. Mr. DegliAngeli next reviewed there was discussion previously with the Board about bringing sidewalk maintenance in house and pointed out that this is not reflected in this schedule.

Mr. Sires next reviewed the proposed warrant article for the Solid Waste Capital Equipment Fund. Mr. DegliAngeli reviewed the only thing new here is the bailer. The current bailer has broken twice in the past two years and the company we had servicing it does not want to work on it any longer. Right now we have people in house who can weld and we have been able to make repairs ourselves. Mr. DegliAngeli added that it makes sense to add it to the schedule for 2018. There was next brief discussion regarding if we get a new bailer that we would also be able to start bailing hard plastics.

Mr. DegliAngeli next discussed enforcement at the transfer station and advised that about 10-14 letters have gone out a week and now we are also sending notices to second offenders and issuing fines. Ms. Sand stated that with the closing of the dump store, she feels that there is more things going into the landfill and we need to look at this issue. Mr. DegliAngeli reviewed that previous discussion with the Board was that we were looking at putting in shelving in the future and, also, it was agreed to put in temporary shelving after the winter. There was next a discussion with the Board concerning landfill expansion.

Mr. Sires next reviewed a proposed warrant article for the maintenance of town buildings. Mr. Sires advised of an increase of \$150,000. Mr. DegliAngeli advised that \$138,840 is the actual bid amounts and includes the column removal at the transfer station. Mr. DiGregorio stated that it seems to him that for safety and efficiency we needed to remove the column. Mr. DegliAngeli agreed and also gave an explanation of the wear and tear on the column.

Mr. Sires next reviewed the proposed warrant article for Parks and Grounds Vehicles Capital Reserve. Mr. Sires advised this was approved by the voters last year and now it includes equipment for the Parks Department. Mr. Sires next reviewed that the aerator was scheduled for 2013 but now will be removed since it was purchased this year.

Mr. Sires next reviewed the proposed warrant article for the PEG Expendable Trust Fund. Mr. Sires next advised that we do not have the proposed Valley Vision budget but yet. Mr. Sires net advised that we do have approximately \$130,000 available for deposit into the fund and the Board can vote to put all or part of the amount received into the PEG fund article. Ms. Philbrick advised the amount is \$133,850. **Mr. DiGregorio moved, seconded by Ms. Sand, that we add \$130,000 into the PEG Expendable Trust with the remaining \$3,850 to be put back into the general fund. The motion carried unanimously.**

Mr. Sires next reviewed the proposed warrant article for a generator to place at the town shelter which is the Recreation Building. Mr. Sires reviewed that the Emergency Management Director was here previously to discuss the increasing need for same.

Mr. Sires next reviewed the proposed warrant article for digitizing planning and zoning records. Mr. Sires reviewed the purpose of this is to have computer records and reduce paper records due to concerns with the building. Mr. Sires next advised that we are looking at two options for digitizing the records in that we could have them scanned at a local print shop and this would alleviate any interruptions of work flow; however the records would have to be sent out. The other option is to bring someone in to scan the records. The advantage of this is that the records stay in house but it would take longer to complete the process. We could allocate one day a week for someone to do the work in house. Mr. DiGregorio questioned if we have the equipment to do this in house. Mr. Sires responded in the affirmative. Mr. DiGregorio suggested leasing additional equipment so as not to interrupt work flow.

Mr. Sires next reviewed the proposed warrant article regarding software for the Tax Collector's office. Mr. Sires further reviewed that the Town Clerk had previously given a presentation to the Board regarding same.

Mr. Sires next reviewed the proposed warrant article regarding recodifying the town ordinances. Mr. Sires further reviewed previous discussion held in this regard and advised the

idea is that the ordinances need to be updated and to have everything current so that all ordinances etc are in one place.

Mr. Sires next reviewed the proposed warrant article for the Charter revisions. Mr. Sires advised that a public hearing is scheduled for January 15 regarding the Charter revisions and a notice will be published in the newspaper regarding same.

Mr. Sires next reviewed the proposed warrant article regarding Class VI roads. Mr. Sires advised there are a number of roads that we don't maintain and Mr. DegliAngeli is proposing that we discontinue them so that we are no longer responsible to maintain them. Mr. Sires further advised that he did speak with some residents in South Conway and they advised they would be happy to see this happen.

Mr. Sires next reviewed a summary of all of the proposed articles. (See attached).

Mr. Sires next advised that the Budget Committee is scheduled to meet January 2 and 9, 2013. It would be a good idea for the Board of Selectmen to vote either today or January 8 so that the proposed articles can be forwarded to the Budget Committee for review. The Board agreed to vote on the articles at the Board of Selectmen meeting scheduled for January 8, 2013.

SIGNING OF DOCUMENTS

- a. Abatement Map/Lot 265-206
- b. Certification of Yield Taxes Assessed Map/Lot 257-10
- c. Yield Tax Levy Map/Lot 257-10
- d. Notice of Intent to Cut Wood or Timber Map/Lot 203-11.1

Ms. Sand moved, seconded by Mr. DiGregorio, to sign the Abatement for Map/Lot 265-206, the Certification of Yield Taxes Assessed Map/Lot 257-10, Yield Tax Levy Map/Lot 257-10 and the Notice of Intent to Cut Wood or Timber Map/Lot 203-11.1. The motion carried unanimously.

CONSIDERATION OF BILLS

Manifest dated 12/20/12 – **Ms. Sand moved, seconded by Mr. DiGregorio, to sign the manifest dated 12/20/12. The motion carried unanimously.**

RATIFICATION OF DOCUMENTS SIGNED OUT OF SESSION

There were no documents signed out of session.

REVIEW AND CONSIDERATION OF SPECIAL EVENT APPLICATION(S)

There were no Special Event Applications for the Board's consideration.

CONSIDERATION OF MINUTES

12/11/12 – **Ms. Sand moved, seconded by Mr. DiGregorio, to accept the minutes of 12/11/12 as written. The motion carried unanimously.**

TOWN MANAGER REPORT

Budget Books – Mr. Sires reported the Budget Books for the Budget Committee will be available this Thursday, December 20, 2012. Mr. Sires further advised he will meet with the Budget Committee on January 2 and 9, 2013.

Hazardous Mitigation Plan Meeting – Mr. Sires reported a Hazardous Mitigation Plan meeting was held this morning with Chief Solomon and others. There was discussion of an inventory of our current situation and also a list of potential hazards in the future. This will help us to adequately deal with situations and also be eligible for FEMA funding in the future.

FEMA Buyout – Mr. Sires reported that we will again be contacting people at the State regarding the FEMA buyout as we were told previously we would receive same by mid December.

Governor Elect Hassan – Mr. Sires reported that he, David Weathers and Stacy Sand attended a meeting with Governor Elect Hassan on December 14, 2012 in Conway, New Hampshire.

Holiday Hours – Mr. Sires reported that Town Hall will be open until noon on Christmas Eve.

Year End Budget – Mr. Sires reported that he spoke with Finance Director, Lucy Philbrick, concerning the 2012 budget and we look to be in good shape for the year end.

BOARD REPORTS AND COMMENTS

Town Hall Building Options – Ms. Sand reported a tour of the former Echo Building was done but unfortunately it does not look as though this would be a good fit for the town at this time due to storage needs, space, etc. Ms. Sand stated she feels this is not on the immediate radar for something that could be of use to town hall now but that we not forget that it exists for other possible uses in the future.

Zebs General Store – Ms. Sand reported that Zeb's in North Conway has been nominated to be Retailer of the Year with the Retail Merchants Association of New Hampshire. Ms. Sand stated she would like to ask this Board to consider a letter of recommendation or support for this nomination. A proposed letter was next reviewed by the Board. **Ms. Sand moved, seconded by Mr. Dickinson, that we send a letter of support to the Retail Merchants Association of New Hampshire for Zebs in their nomination.** Mr. DiGregorio stated that for him the owners of this store are like many of our other business owners in the community. The owners support the Town in many ways and he wishes them luck in being the Retailer of the year. Ms. Sand agreed. Mr. Weathers stated he is concerned that some others in town may feel that we are leaving them out by sending this letter. Mr. DiGregorio stated he would also have a little concern over this as well and understands Mr. Weathers' concerns; however, when we have businesses such as this being recognized we should support same. Ms. Sand suggested that if any other businesses feel they should be recognized for something that they should come forward for letters of support, etc. Mr. Dickinson stated that he agreed with Ms. Sand and Mr. DiGregorio. **The motion carried unanimously.** Ms. Sand questioned if this letter should be signed by the Chair or all the Selectmen. The Board agreed all should sign and, also, the letter could be signed out of session.

Perambulation – Mr. DiGregorio advised that he ran into Chet Lucy who asked him about the Perambulation of the town lines. Mr. Sires advised that this had been done recently; however, we still have to prepare the return to send to bordering towns.

Library – Mr. DiGregorio stated that he would like to have the email sent by Mark Hounsell dated 12/14/12 regarding library meetings entered into the record. (A copy of the email is attached hereto.

Mountain Garden Club Letter – Mr. Weathers reviewed a proposed letter to the Mountain Garden Club thanking them for the holiday wreaths and the work done on the traffic islands in town. **Ms. Sand moved, seconded by Mr. DiGregorio to send the letter to the Mountain Garden Club.** The Board held a brief discussion of how nice the traffic islands look. Ms. Sand also stated appreciation to the Irving Station for working together with them to have the water line for the plantings. **The motion carried unanimously.**

Board Schedule – Mr. Weathers reviewed the next meeting of the Board of Selectmen is scheduled for January 8, 2013.

Holidays – Mr. Weathers next stated Happy Holidays, Merry Christmas and a safe and happy New Year to all.

PUBLIC COMMENTS AND MEDIA QUESTIONS

There were no public comments or media questions.

ADJOURN

At 5:52 p.m. the meeting adjourned at the call of the chair.

Respectfully submitted,

Karen J Hallowell
Executive Secretary