

**TOWN OF WATERVILLE VALLEY
BOARD OF SELECTMEN
REGULAR MEETING MINUTES**

DATE: April 22, 2015

MEMBERS PRESENT: Chairman Mike Aronson and Margaret Turner.

MEMBERS ABSENT: Bill Larsen.

OTHERS PRESENT: Mark Decoteau, Jim Mayhew, Brooke Wakefield, Chris Hodges, Dave Noyes, and Sharon Charron.

1. The meeting was called to order at 3:00 p.m. by Chairman Aronson.

2. Privilege of the Floor I

None.

3. Approval of Minutes of 4/8/15

Margaret Turner motions to approve the minutes of 4/8/15 as amended

Mike Aronson: 2nds.

Motion was carried by a unanimous voice vote.

4. Financial Update

- **Tax Anticipation Note Line of Credit with MVS**

Mark presents the paperwork for signatures for the Tax Anticipation Note, as well as the release of \$100K from the note.

Mike Aronson motions to approve the TAN in the amount of \$200K.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

Mark reviews the financials and comments that accounting methods have changed within the Rec dept, and we are no longer expensing some items against the revenue line for events or program costs to outside vendors. This one reason the recreation dept revenues are well ahead of previous years. However the expense lines are not running higher than normal at this time either.

In other departments, overall water and wastewater fees are slightly behind in collections. We'll be watching these numbers as the year progresses to be sure we're collecting what is expected. The 1st qtr of year is usually a higher use because of commercial accounts and visitors. Mark reviews the misc revenue, and mentions that the annual pedestrian bridge \$6,599 repayment from the mountain was received. Mike questions the amount under medical, and Mark answers that is the annual payment to Lakes Region Mutual Aid for our contract. Other budget lines reviewed were public assistance, and highways & streets.

5. Department Head Updates

- **Recreation Department**

Brooke reports she is busy continuing summer planning and schedules. It has been a busy week this current week with the MA vacation week. The Rec Dept will be closed the following week, and during the closure the gym floor will be refinished and permanent lines for 3 pickleball courts will be painted. The cornhole tournament this weekend will be at Town Square. The rec bus door is glass is being repaired, as it is cracked.

- **Public Safety**

Chris reports that it's been quiet in town, other than assisting Thornton twice last week with fires. Employees are keeping busy with cleaning and equipment maintenance.

- **Public Works**

Jim reports that another freeze up has occurred on Beanbender Rd, the Zimbone's home. They had been away for a number of days, and due to frost going deeper as it releases spring freeze ups are not uncommon when they is very little or no use. Jim is working with homeowners and assessing where the freeze ups are occurring. There are many towns experiencing similar issues, Campton for example.

- **Administration**

Mark reports that we plan to send out property tax bills by May 5th, with a due date of July 1st. The part time posted job positions have each had 3-5 applicants, and interviews will begin to be scheduled next week.

6. Calendar

5/13 for BOS; No Margaret but both Mike & Bill will be present.

Margaret is out of town 4/26-5/20

5/27 for BOS.

Other meetings include CIP on 5/6, Town Core Working Group 5/7, and Planning Board on 5/14.

7. New Business

- **Town Water and Sewer Regulation Review**

Jim, Greg & Rob are reviewing the regulations and making recommended edits. Mark presents examples of situations which can create confusion as to who is responsible for an area when repairs are necessary. The regulations need to be clearer. We currently have some water mains going across private property which do have easements, but some curb stops are located on private property which may or may not service that particular property. Overall it creates confusion as the current regulations state the town is only responsible for the main line up to the curb stop. There are limited definitions as well, and those definition pertain more to construction rather than maintenance issues. Margaret asks for real life examples and how any regulation changes would impact a particular property under new regs versus old regs. Mike asks for consideration of what has been done in the past, and how any changes may impact a particular property. All were in agreement that consistency is key in applying these regulations throughout town.

- **Backflow Prevention Testing Letters**

Mark reviews that we have been granted an extension until 3/2016 from DES to complete the testing as required. The inspection consists of a physical inspection of the properties on the

current list as to determining whether or not any cross connection exists to warrant the backflow device itself, functional assessment of backflow device, and scheduled testing going forward and who is responsible for testing and costs thereof. The properties which are priorities are those with private wells and commercial properties (which some have been tested regularly). Discussion follows concerning the tester's certification and the town's liability policy if there are deficiencies found during the course of the testing. The course of action decided upon was to test those private properties with wells and commercial properties, update the Water/Sewer Regulations to address future inspections and also states that this is an owner cost to be in compliance with state DES regulations.

- **Recreation Dept Donation for Fall Foliage Run**

Brooke states that there is an individual who wants to be the sole sponsor of the t-shirts for the fall foliage road race, and she is asking permission to accept the \$2K donation. Other opportunities will exist for other sponsors (water bottles, signs, water stations). Discussion followed regarding the process of accepting the funds. Since under \$10K, the law states the BOS can decide to vote to accept the funds, or can hold a public hearing if they want. If over \$10K, a public hearing must be held. Mark will add to the agenda, with the amount of \$2K, for the 5/13/15 for a formal vote.

- **Sign Permit Request – WV Golf Club**

A sign permit application for a new sign at the golf course was reviewed. Discussion followed which included the Pedestrian Village Study recommendations regarding sign branding for town, and if any changes are made to branding and uniform signage throughout, the Golf Club could be asked to change their sign to the new branding theme, which is not yet decided. It was thought best to let the new owners know of possible changes in the future and let him decide if he wants to change the sign now, or wait until after the Planning Board reviews the recommendations from the Town Core Working Group. The BOS agreed to approve the sign permit, with the condition that the sign is allowed for one year to allow for the core group to make changes regarding branding throughout town. This condition will be communicated to the owners in order event in order to give them opportunity to wait to change their sign.

- **2015 Funding Request – Shakespeare in the Valley**

The BOS reviewed the funding request for the Shakespeare in the Valley events. Last year the town gave \$2K, and they are asking for \$3K this year. They have lost a major donor who passed away. After discussion the BOS agreed to meet them halfway at \$2,500. The town will also provide assistance with town employees to help set up the stage.

Margaret Turner motions to give Shakespeare in the Valley \$2,500 for the 2015 season.

Mike Aronson: 2nds.

Motion was carried by a unanimous voice vote.

8. Old Business

- **Generator Grant Application**

The BOS reviewed the generator grant application as presented and it now includes all the additional needed items and the electrical upgrades.

The Town of Waterville Valley Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$44,445.00 for the purchase of a generator for the EOC. Furthermore, the Board acknowledges that the total cost of this project will be \$88,890.00, in which the town will be responsible for a 50% match (\$44,445.00).

Motion by: Margaret Turner

Mike Aronson: 2nds

Motion was carried by a voice vote.

Also discussed was upgrading the electrical service line from the street and what needs to be done by the town. The only thing the town needs to do is to dig the trench the line from the transformer the junction box, NHEC will do the rest at their expense.

- **Weekend Transfer Station Coverage**

The BOS discuss the employee coverage and the physical layout as presented on the diagrams. The plan presented with the needed materials includes fences and gates, which needs to be priced out. The biggest change in going to this system will be in re-educating residents to the open & closed times for the transfer station. Public safety comments that if the hours don't change (not open 24/7), we need to add lighting for safety reasons. Weekend hours may change to ½ day on Saturday and Sunday. The days which it will be closed were also discussed. It was thought best to get a pricing for materials on the layout and present at the next BOS meeting. After the last meeting Mark had contacted Thornton to discuss WV residents using the Campton-Thornton transfer station for recyclables. The BOS would like to keep that dialogue open for the time being.

- **Water and Sewer Line Freeze-ups**

The BOS discusses on the letter from the CMA engineer Joe Ducharme regarding the freeze ups we are still dealing with now on the sewer line sections on W. Branch Rd and River Rd. The letter provided theories of why the freeze ups were occurring and potential remedies to correct the present situation and prevent reoccurrences. Discussion followed concerning the timeline of the remedies which may be necessary.

Mark also updated the BOS about Cascade Ridge and Beanbender Rd water line which is still currently frozen. At this time, we have theories only as to the location, as it looks to be in the service line and/or the main line. No solutions can be implemented until is known where and what the problem(s) are located. Mike Aronson expressed enlisting an engineer to design solutions once we can isolate, if we can, the issues and the reasons why it has happened. Overall, it is thought that the lack of use of the water is an issue, as some of these properties as not occupied daily.

9. Correspondence

Mark informed the BOS of a letter from the Dias regarding an insurance claim for electrical damaged to their home during the attempt to thaw frozen pipes. The amount is \$1,312.14 and it has been submitted to our insurance company.

Mark updated the BOS of the new structuring of the Central NH Chamber of Commerce membership levels. The memberships were reviewed and it was decided to renew under the entrepreneur category for \$430.

Mike Aronson motions to renew the Town of WV under the entrepreneur level of membership for the Central NH Chamber of Commerce.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

10. Privilege of Floor II

None.

11. Board Concerns and Directives

Margaret Turner asks about repairs to the holes on the bridge at the end of West Branch Rd, and when will it be done. Mark states that the Forest Service is responsible for the maintenance of the bridge and will be making those repairs as it is scheduled.

12. Non-Public Session

The BOS and Mark and Sharon go into non-public at 4:37pm to review a domicile request.

The BOS come out of non-public at 4:49pm.

Mike Aronson motions to approve the domicile request of Christopher Dunstan and his 2 children.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

13. Adjournment

Margaret Turner motions to adjourn the meeting.

Mike Aronson: 2nds.

The meeting was adjourned on a unanimous voice vote at 4:52pm.

Respectfully Submitted,

Sharon Charron

Town Clerk/Town Office Assistant