

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

DATE: April 27, 2016

MEMBERS PRESENT: Bill Larsen and Margaret Turner.

MEMBERS ABSENT: Chairman Mike Aronson.

OTHERS PRESENT: Mark Decoteau, Jim Mayhew, Chris Hodges, Bill Cantlin, and Judy Rolfe.

1. The meeting was called to order at 3:02 p.m.

2. Privilege of Floor 1

None.

3. Approval of Minutes 4/13/2016

Bill Larsen motions to approve the minutes of the regular meeting of the Selectmen of 4/13/16 as amended.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

4. Financial Update

Mark reports that all departments are doing well. Public safety is ahead of last year at the same time, this is mostly due to ambulance payments being received. It was noted that the Recreation Department revenues are ahead as well at 13% while last year same time they were at 10%. Similarly for their expenses, this year is at 19% and last year 23%. On expenditures, there is not much change percentage from last meeting in other departments. There were no further questions from the Board.

5. Department Heads Updates

- **Recreation**

Brooke Wakefield is away this week and the Recreation Department is closed during the vacation week for resurfacing of the gymnasium. Mark reports on her behalf that hiring for summer staff continues. No further report is given.

- **Administration**

Mark reports that the office completed the computer server being replaced, and files were cleared out and reorganized. Mark commented that with more hard copy files being held onsite (personnel, payroll, police records) space will become limited in the future. He expressed that electronic storage is expensive, and offsite storage is sometimes inconvenient for accessibility. This is something to look into going forward.

- **Public Safety**

Chris Hodges presents the activity log and shows a decrease which is normal at this time of year. Engine 2 is in 2nd week of repairs in Hooksett, and is expected to return in another week or two. Other activities include preparing for the Fishing Derby. Chris noted that there is bicycle race in town today as well.

- **Public Works**

Jim Mayhew announces that the new tractor has arrived. The garbage truck is currently being repaired off site, and he has contracted with an outside service to haul trash and recyclables during the time. He anticipates 2 weeks for repairs. Bill Larsen asked about bids for the water lines. Mark replies that in speaking with engineer Joe Ducharme anticipate these will go out by May 8th. Mark informed the BOS that since the Sept. 30th is looming, Rural Development is finding out if an extension will be granted considering the time frame needed for the 30 day bid period. June is now looking to be the date for bids to be submitted. The work itself should not be more than 60 days, as the major site work of ditching the lines is already done. Mark's concern was in that the payment approval for reimbursements expires upon on Sept. 30th, and he is looking to have this extended in writing from Rural Development. The next deadline would then be Dec. 31st, as Mark does not want this to continue into the 2017 fiscal year. If the date extension is not granted, in a worst case scenario, Mark suggested that the town only enter into contracts on work that is able to be completed by Sept 1st, thus allowing 30 days time for submittal for reimbursements. Discussion followed concerning additional options for funding, if any would be available. The urgency to complete all plans, bids, and work was agreed by all to be stressed to our engineers.

Mark states that with the resent media attention concerning the water treatment incident in Flint, Michigan, he would like to publically inform the BOS of Waterville Valley's procedures, in the event they are ever asked by residents of WV's processes for water testing. Everything owned and maintained by the town in the water system is lead free. The town has an active corrosion control system in place since the 1980's and potash is added to the system when the pH levels warrant. Water tests are performed twice yearly in the system for lead and copper levels, as well as at random sites. There are 20 properties in town which are available for the 10 random samples per round of testing. If the site is owner occupied, the owners are given instructions for the sample collection. If the site is not occupied by the owner or a renter, the property manager grants access to the site and the sample is taken. The Consumer Confidence Report for water quality is sent to every water system customer, and this year the town plans to have an additional insert with a more detailed explanation of the lead and copper water testing procedures. Additional discussion followed concerning previous years testing and past results, and the benefits of running water prior to use if there is an extended absence from the residence.

6. Calendar Review

- **North Country Economic Development Council Meeting Request**

The meeting date is set for May 16th at this time. Mark has generated answers to the questions sent in the mailing.

The next BOS meeting is scheduled for May 11, 2016.

7. New Business

- **Ice Arena Capital Repair Account**

The Ice Arena is in need of repairs to the 4 cylinder compressors. Discussion followed concerning the amount requested and the repairs as indicated on the letter received from Fred Gendron of the Hockey Academy. The Ice Arena Capital Repair Account has a balance of \$131K now. It was noted by Margaret to replenish funds as part of the 2017 Budget process as well. It was noted that the arena's building exterior was in need of painting, and Mark will this pass along to Fred Gendron.

Bill Larsen motions to give Mark Decoteau the authority to spend up to \$46K from the Ice Arena Capital Repair Account for the ice arena repairs.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

- **Adding Credit Cards to Returned Check policy**

Mark comments that as we do not incur fees through our bank for credit cards, we can be charged fees by the 3rd party processors bank. Judy clarified that this fee would be for a charged for transactions that was disputed by the consumer, after they initiated the transaction with the town, or also in the case of fraudulent use of a credit card. This situation, though highly unlikely, could occur. It would mirror the town's policy with returned checks and would be the same \$10 fee. At the next BOS meeting there will be a public hearing, and vote, regarding the change to the fee schedule.

8. Old Business

- **Our Town Grant Update**

Mark reports that Tiffany Hammond has contacted the regarding a block grant through the Community Development Finance Authority (CDFA) for the repairs to Corcoran Pond Dam. The grant has requirements that the projects much involve anything that affects health and safety of the community. However, another requirement is that low to moderate income communities need to benefit from the grant work, and in the past WV hasn't qualified on a per capita income basis. However, Tiffany Hammond pointed out that several surrounding communities are labeled as such, and repairs to the Dam would benefit them assuming that if the dam were to fail and Town Square, or the ski area, had to cut back operations, there would be economic impact due to loss of employment. The grant application would be written with this regional impact in mind. Also mentioned was that there are no requirements for matching community funds, although applications in the past which have had financial contribution from the community have scored higher.

- **Golden Heights Road**

Mark reports to the BOS regarding a meeting between himself, Jim Mayhew and Bill Cantlin and they reviewed the construction records in town files for Golden Heights Road. A Subdivider Improvement Agreement was entered into between the town and the subdivider upon 11/12/2004 with a bond of \$1,283,000. The road was built to the existing specification and compaction tests were performed during construction and met the requirements per specs. The construction was complete upon 11/28/2005 and the 2 year warranty period expired upon 11/28/2007. As-builts and all required documents are on file with the town. Presently test pits have been dug and show that there is no reason to believe substandard materials were used in construction though some

evidence of gravel was present. Evidence of the road settling is believed to have occurred when underground utilities were installed, and groundwater may be passing through the water/sewer line extensions. They are no under drains noted on the as-built plans submitted after construction. Bill Cantlin comments that in Moose Run he paid near \$18K on under drains, though their locations are unknown as they do not appear on the as-builts. Many of the ditches are silted-in at this time, so locating the under drains by site evidence will prove difficult. Bill Larsen asks for further explanation of causes, and Mark Decoteau replied that home sites above Golden Heights Road have potentially impacted the drainage due to ground water following the paths of the water/sewer line extensions leading to/from those homes. Further discussion followed concerning potential water infiltration under the roadway causing its deterioration. Remedies to repair the road were then discussed and concern was expressed that even with repairs, there is no assurance that the situation won't repeat itself. Jim Mayhew comments that repairs would entail removing the asphalt and installing under drains, if they do not exist, to a depth of 4' to try to capture any water under road. Test pits had indicated the water table to be 36"- 42". Jim recommended to investigate if water is flowing adjacent to water/sewer lines and if found to be, intercept and divert that water to the under drains, and install road stabilization fabric. An email from Tom Myrick was referenced regarding road issues which had occurred in Moose Run, and Bill Cantlin responds that smaller material in the ditch line in Moose Run was to blame for that particular failure. Bill explained that repairs were made after the inadequate materials were found to be present. Town specifications for roads were briefly discussed, and the need to review them to be sure they are adequate with the amount of groundwater which runs at various times of the year. Bill Cantlin notes that when the town took over the roads in Moose run, the homeowners association had a provision to collect funds from a homeowner if they were responsible for road damage as a result of construction. That right, when the roads were transferred to the town, was also transferred to the town. Discussion followed concerning future construction of condo's on Golden Heights, though no permits have yet been submitted or issued. Mark states the there in new software soon to be released which will assist in evaluating road conditions through the North Country Council. Bill Larsen also mentions Snow's Mountain Road which is need of repairs. Jim Mayhew is currently working on a list of all roads throughout town in need of repairs and prioritizing them. The discussion continued with the possibility of having an outside person, an engineer preferably, assess and review problem sites and the town's road specs. Bill Cantlin offers the advice of looking more closely at the maintenance of ditches and road shoulders to reduce water infiltration under roadways.

9. Correspondence

None.

10. Privilege of Floor II

None.

11. Board Concerns and Directives

The BOS review the goals and objectives for the Town Manager for 2016. Items which top the list include getting well #4 completed and active, continuing to improve recycling, and finalize plan for Corcoran's Pond Dam repairs. Discussion followed concerning improving communications with both residents and non-residents owners. Mark will also be establishing a

Town Manager blog in which he will provide informational updates and weekly news bits. The future of the WigWag was briefly discussed.

Bill Larsen mentions that Barry Fish is happy to become a member of the ZBA. At this time of this meeting and it was not clear whether the BOS had voted upon his appointment, and did so now to be sure.

Bill Larsen Motions to appoint Barry Fish to become an alternate member of the ZBA (if the Selectmen had not previously done so).

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

Margaret Turner asks about funding for the 50th celebration event for the town and wanted to invite the committee's co-chairs to a future Selectmen's meeting to discuss ideas and planning. It was also mentioned that the ski area was planning to do some sort of celebration for the 2016-17 ski season, though details were unknown.

12. Non-public Session

The BOS, along with Mark Decoteau and Judy Rofle, go into a non-public session to discuss a personnel issue.

The BOS comes out of non-public at 4:25p.m.

Bill Larsen motions to adjourn the meeting at 4:25p.m.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

Respectfully Submitted,

Sharon Charron

Town Clerk/Town Office Assistant