

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

**DATE:**           October 19, 2016

**MEMBERS PRESENT:** Chairman Mike Aronson and Bill Larsen.

**MEMBERS ABSENT:** Margaret Turner via speakerphone starting at 3:15pm

**OTHERS PRESENT:** Reggie Breeckner, Joe Ducharme, Mark Decoteau, Chris Hodges, Jim Mayhew, Brooke Wakefield, Judy Rolfe and Sharon Charron.

**1. The meeting was called to order at 3:00 p.m.**

**2. Privilege of Floor 1**

None.

**3. Approval of Minutes 9/29/16 Regular Meetings**

Bill Larsen motions to approve the minutes of the Regular meeting of the Selectmen of 9/14/16 as presented.

Mike Aronson: 2nds.

Motion was carried by a unanimous voice vote.

**4. Financial Update**

Mark presents the financials and all departments are doing very well. Mark notes that these are the final budget numbers being used to set the tax rate and are compared against the actual numbers. The 3<sup>rd</sup> quarter water and sewer is reflected in the revenues. Mark stated that as long as the 4<sup>th</sup> quarter is similar then we'll be on budget. Executive and General Overhead line items were questioned as being under spent, while in fact those contain stipends to elected officials and education incentives not yet paid out.

**5. Department Heads Updates**

**• Recreation**

Recreation Director Brooke Wakefield reported that the Fall Foliage Foot race went very well and was well attended. The 10 mile trail was a new event and participation was good so it will be included next year. She is busy prepping for Halloween activities, which include pumpkin carving and pizza party starting on Friday night (10/28), followed by the Halloween party on Sat. (10/29) and Trick/Treat by the rec bus. New this year will be the addition of "Trunk or Treat" being offered in the Town Square parking lot, and coordinated through Town Square Lodging, where car trunks can be decorated for handing out candy to children. Residents who want to participate can register with Town Square offices. There has been more interest in the after-school program and adult fitness programs are being increased as indoor activities are in demand with the seasonal changes. Brooke also mentioned that Pickle Ball is back in action and people are enjoying its return to the activity schedule.

Mark asked for Brooke to be re-appointed to the WVRA Board of Directors, as the Town's representative. The Selectmen was in agreement and no motion was needed.

- **Public Safety**

Chief Chris Hodges reports that the Public Safety Academy went well. Some participants were able to participate in the use-of-force simulator training that Public Safety had been conducting during the week for officers and area departments. Columbus Day Weekend went well with no issues. Officers have been busy with setting up fire lanes for winter and general winter preparations.

- **Public Works**

Public Works Director Jim Mayhew reports that the Flash boards have been successfully replaced at Corcoran's Pond dam and the pond is slowly refilling. Mowing is pretty much done for the season at this time. There are weather forecasts of snow at higher elevations for the weekend.

## **6. Calendar Review**

The Town Meeting 2017 important dates schedule was distributed and reviewed by the board. The week of December 5<sup>th</sup> will be reserved for budget reviews with the Town Manager and Department Heads.

The General Election (11/8/16) schedule for coverage by the selectmen was reviewed as well. The election begins at 11am and ends at 7pm. Bill Larsen asked to be informed of the rules regarding election bystanders and observers to be certain all laws are followed correctly. Discussion followed concerning the election and it was thought best to have a designated area outside at the required distance for candidate supporters to gather.

At 3:13pm, Select board member Margaret Turner joins the meeting via phone.

## **7. New Business**

- **Sign the FY2016 2<sup>nd</sup> Half Tax Bill Warrant**

The 2<sup>nd</sup> half 2016 property tax warrant was presented to the board and signed.

- **Sign the Water/Sewer 3<sup>rd</sup> Quarter Bill Warrant**

The 3<sup>rd</sup> quarter 2016 water/sewer warrant was presented to the board and signed.

- **Sign the Election Warrant**

The 2016 General Election warrant was presented to the board and signed.

- **Administrative Abatement for Green Peak**

The Administrative Abatement for Green Peak was discussed previously at a meeting and approved. The abatement form was not signed at that time and is presented and signed at this meeting.

- **Consider Optional Veterans' Tax Credit**

Mark Decoteau explains the new law which went into effect in July. The changes now enable veterans who have served in the military to qualify for the Veteran's Tax Credit as opposed to just those who have served in a time of war. The town must adopt the new criteria at Town Meeting and the BOS was in agreement that it should be placed on the warrant of the 2017 Town Meeting. Mark explains that for some communities this will mean a large increase in Veteran's Tax Credits. Currently in WV, there are 16 properties with credits totaling \$8,000. There are potentially 2 more identified to the best of our knowledge who may qualify if this was adopted.

## **8. Old Business**

- **Grant Anticipation Loan Paperwork**

Mark informs the board of town counsel's review of the note authorization for the Grant Anticipation Note and several issues were found. The first being that a Bond Counsel review would be needed as well, which would more than double the price of the note. Additionally, the authorization to obtain a GAN was not part of the original warrant article when approved by town meeting vote. The recommendation from Town Counsel was that if funds were needed to cover expenses of the project than a TAN (Tax Anticipation Note) should be done instead. Since the 2<sup>nd</sup> issue of the property Tax Bills for 2016 was not delayed in the tax rate setting process, it was felt that the likelihood of the TAN being needed was low as property tax due date is 12/5/16. Discussion followed regarding using the fund balance available in the general fund by transferring to the Capital Fund, and then do a TAN if needed to for cash flow. In other words, we would be loaning ourselves the money from the general fund to the capital fund. The board was in agreement of this arrangement.

- **Water & Sewer Project Update**

- 1. New Building and Well #4**

Mark reviewed the email from Joe Ducharme of CMA Engineers concerning the project and construction with ICC. Topics mentioned include the following:

- Project is on schedule to date;
- Suggestion in doing another water test now to pump #4 with regard to current water drought situation;
- Concrete work is completed and hydrostatic testing completed;
- Insulation completed;
- Framing of building to begin 11/1;
- Electric & fiber optics scheduled for week of 10/24;
- Excavated rocks moved to cemetery.

Joe also reviewed equipment which was still needed to be installed and orders from the contractors for these pieces has been reviewed for specifications and is expected to be placed soon for delivery in January 2017.

- 2. Well #2 and Well #3 Update**

Mark updates the board regarding the recent letter from Rick Skarinka of DES and their concerns regarding well #2 and well #3. We have been working with DES regarding solutions. Joe Ducharme explains the sequence of events leading to the boil order and the routine testing procedures and the sequence of events which have taken place since the positive tests results. He explains the possible causes of contamination which include; 1) the well itself; 2) groundwater infiltration of pipe leading from well #3 to sampling point of raw water; 3) an issue in pipe

between the sampling point of raw water and the pump house, or 4) an issue in the pipe between the well and well house #1. These were all discussed further along with suggestions for solutions. Getting well #3 back online after complete disinfection, which is verified by the required clean tests, is seen to be the best course of action. During DES's inspection of well sites, it was noted that the seal of well #2 had a small leak in the seal. This is considered to be vulnerability in the system as well #2 is currently the only well on-line and if the seal broke it would compromise the volume produced from the well. At this time, with well#3 off-line, well#2 cannot meet the water demands of holiday times and well #2 cannot be repaired until well #3 is back on line. Internal testing is being conducted prior to submittal to the state to ensure the disinfection process has worked. The tests must be run 3 times with the 2<sup>nd</sup> and 3<sup>rd</sup> tests coming 24 and 48 hours after the 1<sup>st</sup> test is completed. All 3 tests must come back as clean. This internal testing is being done under the advisement of DES. Once the internal round of tests are done, and come back as clean, samples will be submitted to the state. Mark added that he would like to do this before Thanksgiving, as this is when increased demand upon the system begins and the back-up well will be needed. It is important to note that we must be confident that the tests being sent to the state will pass as further failures will require additional actions by DES. Discussion continued with regards to the timing of repairs on the seal of pump on well #2, and doing these repairs during mid-week time when there is less demand upon the system. Replacing the pump or parts needed either on-site or at a workshop, were all considered viable options. Mark noted that all these repairs still do not address the deficiency noted by DES in their letter with regards to the "Recommended Standards for Water Works"; in that the total developed groundwater source capacity shall equal or exceed the design maximum day demand with the largest producing well out of service. DES stated in their letter that this be addressed within 30 days or provide DES with a CAP (comprehensive action plan).

Mark and Joe presented 3 options as add alternates to the current project and the financial plans for each option. Discussion followed and included replacing the pump of well #2 with a smaller pump, as it will require less power and strength when combined with the treatment center which will also treat the new well #4. The groundwork for new piping could be done now, and connected at a later date. Joe explained that there is advantage to doing part of the work now, as the contractors are on site and they won't need to remobilize at a later time, which saves costs at 10-15%. There would not be a need to fully complete the work of the ad-alternate now, but only the pipe work portion, which could be connected to the treatment house at a later date. Things would be in place underground, and the repaired pump #2 repaired could run.

Option 1: Doing the in ground work for well #2 and well #3. Connect to new building at later time. Cost estimate of \$81,120.

Option 2: Connect well #2 now and wait on well #3 until later under a new project. Cost estimate of \$174,900.

Option 3: Connect well #2 fully now and put piping in ground beyond being disturbed now so when/if well #3 is connected, this portion will be done. Cost estimate of \$200,520.

Mark suggested that any one of these 3 plans could be presented to DES as the CAP to correct the noted deficiency outlined in their letter. The financial funding would come from various sources including fund balance, repair accounts and authorization would be needed from DRA under an emergency need. Part of the emergency authorization from DRA would also require a

public hearing. The BOS asked why the CAP to DES isn't would be to ensure that well #4 is online on time per contract specifications. Another option expressed was to wait until well #4 is online before repairs are made to well #2. The order of action for an emergency expenditure would be to have the public hearing, submit request to DRA for emergency expenditures, then letter to DES for approval as a CAP.

Jim Mayhew commented that the current work scheduled is to backfill the building on Monday, though it could be pushed back a little if needed. Estimate of costs to just install piping from well building #2 to the new building is \$45,000. This portion will need to be done regardless of whatever option is considered going forward.

Bill Larsen motions to authorize Mark Decoteau to do whatever can be done with existing budgetary monies to connect well house #2 to the new treatment house.

Margaret Turner: 2nds.

Motion was carried by a 2-1 voice vote, with Mike Aronson voting opposed.

## **9. Correspondence**

None.

## **10. Privilege of Floor II**

Bill Larsen comments that he has 3 names of residents who are interested in serving as members of the Conservation Commission. Discussion followed concerning the present CC Chairman and the lack of CC meetings and activity. It has previously been communicated to the CC Chairman David Olarsch that more meetings were needed. However when meetings are held there hasn't been a quorum of members present making it difficult to conduct business as a board. There are vacancies on the board at this time. A current list will be presented at the next Selectmen's meeting of who is serving on the Conservation Commission at this time.

## **11. Board Concerns and Directives**

None.

## **12. Non-public Session**

The board goes into Non Public Session under RSA 91-A: 3, II (i) along with Town Manager Mark Decoteau and Sharon Charron. The Motion was made and seconded and with a roll call vote: Selectman Aronson – aye, Selectman Turner – aye, Selectman Larsen – aye, and the Board went into Non-Public Session at 4:30p.m. The Board came out of Non-Public Session at 4:39p.m.

Bill Larsen motions to adjourn the meeting at 4:40pm.

Mike Aronson: 2nds.

Motion was carried by a unanimous voice vote.

Respectfully Submitted,

Sharon Charron

Town Clerk/Town Office Assistant