

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

**DATE:** December 14, 2016

**MEMBERS PRESENT:** Chairman Mike Aronson, Margaret Turner and Bill Larsen.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Reggie Breeckner, April Smith, Cindy Perkins (CNP), John Hatfield (CNP), Jason Bickford(CNP), Mark Decoteau, David Noyes, 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**

**3. Approval of Minutes 11/09/16 Regular Meetings**

Bill Larsen motions to approve the minutes of the Regular meeting of the Selectmen of 10/19/16 with minor changes.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

**4. Financial Update**

Mark provided the board with the most current financial report with numbers updated as of 12/13/16. There was nothing out of the normal to report in any department in expenditures or revenues. Water & Sewer bill for the 4<sup>th</sup> quarter are expected to be at or near the budgeted revenues, and thus far it is tracking to be on target. Once 4<sup>th</sup> quarter water/sewer is billed out we record that amount due as revenue for 2016, and collect it in 2017 as a receivable from 2016. State revenues for room & meals taxes are expected to be received by the end of next week. This number is calculated based upon population by US Census Bureau. General overhead expenses are currently under spent but this should change on the next report with year-end expenditures.

**5. Department Heads Updates**

- **Recreation**

Brooke Wakefield reports there are many activities planned for the December vacation break. There is also a Kid's Night Out planned for New Year's Eve. The Rec Dept will close at 12noon on Christmas Eve, and will be closed on Christmas Day. They will be open on New Year's Day. There is a private party on 12/28 for a group of kids. There are many adult fitness programs being offered: cycling, pickelball, and yogalates.

- **Public Safety**

Chief David Noyes reports that things have been relatively quiet for this time of year. A few calls from the mountain for mostly minor on-hill injuries. Directed patrols are being run on Friday, Saturday and Sunday on Valley Rd in afternoons and early evenings to calm traffic.

A brief discussion followed of the horses/sleigh rides starting up again soon, and what trails and paths they would be using. They will be off the road except for crossings roadways this season due to the amount natural snow already on the ground.

- **Public Works**

Jim Mayhew reports that his crew has been busy plowing and treating roads. There's been a lot of nuisance snow, meaning small storms, and as a result a lot of hours have been used in treating the roads. The department is down one plow vehicle at present, but is hoping to get it back on the road soon. It is the older wing bladed truck and has engine issues.

There was a brief discussion of the upcoming vacation period and being proactive on the needs of additional dumpsters/trash removal at condo associations and businesses.

## **6. Calendar Review**

Next Selectmen's meeting is 12/28/16. There is an employee Christmas Lunch on Friday, 12/23/16 at 12noon. The next Planning Board meeting is January 12<sup>th</sup> at 8am where Zoning Ordinance changes will be discussed.

## **7. New Business**

- **Public Hearing – Change of Use Question, Snowstar Inn**

Chairman Aronson opens the Public hearing at 3:31pm and asks if anyone would like to speak on the subject. Town Square Manager and representing WVRE, April Smith, addresses the board and states that there is no anticipated change of use of the property at this time. For this winter, it will be primarily employee housing but come spring, summer and fall they do intend to put guests in the units vacated by winter employees. The layout of the building was discussed relating to individual rooms, and the 3 condos (1 condo owned separately). The common kitchen was also discussed and whether or not guests would be allowed to use this area. If the common kitchen was used by guests in the individual rooms, this could change the usage as it could then fit the definition of a dormitory. April commented that all of the guest rooms have small hotel-like refrigerators and didn't think the common would be left open for guest use. The abutters were all notified of the public hearing and one letter was received from the Inns of Waterville Valley in response. There were no other comments from the public and the hearing was closed at 3:35pm.

The board discussed and concluded that they did not find, from the public hearing discussion, that the proposed use was constituted a change of use of the property.

Bill Larsen proposes that the usage as described was an allowable use of the property under the Village Commercial District of the Waterville Valley Zoning Ordinance.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

- **Meeting with Assessing Agent from CNP Re:2017 Update**

CNP, the town's assessing firm, agents were present to discuss the 3 proposals for the 2017 statistical update. Cindy Perkins, John Hatfield and Jason Bickford were all introduced. The 3 options were discussed and their differences were explained to the board in detail.

**Option 1** consisted of review of the prior 2 years of sales and each site visited from outside and sales information verified. The owners would be contacted for scheduling of the interior inspection. Avitar tables would be adjusted with any changes from findings to bring the land and building values to current market values. All properties, both with sales without sales, would be researched for validity and an analysis completed of all residential and commercial sale properties. Comprehensive field reviews would be performed on all parcels in town from the outside to verify information on file currently. Informal reviews with the individual taxpayers regarding values changes would be conducted and if necessary attendance at meetings with the Town if requested. The total package price is \$31K.

**Option 2** consisted of all of the option 1 items, with the exception of the comprehensive field reviews for all parcels and the informal hearings. This package is priced at \$26K. This option isn't recommended as the comprehensive field reviews are a valuable tool in the assessing process.

**Option 3** consisted of all of the option 1 items, with the exception of the comprehensive field reviews for all parcels, the informal hearings, field reviews and interior inspections on sales properties. This package is priced at \$24.8K. As with option 2, this option isn't recommended unless a full town wide revaluation was performed in recent years.

The timing of the inspections was discussed. It was proposed due to the nature of the property owners being more available during the summer months that this could be done in the spring or early summer months. This schedule could be accommodated by CNP. Discussion followed concerning inspection methods and how they are used in determining values. The low number of single family homes sales was also a concern by the Selectmen, and how this affects the values. The difference of a formal review and an informal was asked, and the informal review would consist of a meeting with the property owner to discuss the property and if any changes, and how they affected the assessment value prior to it being submitted as final. The formal review would be the abatement application and abatement process as a whole once the values are final. The board thanked the representatives CNP. Mark Decoteau will be in touch after a decision is made on which option to move forward upon.

- **Request for Timber Tax Abatement**

The Timber Tax abatement request was tabled to the next meeting pending DRA review of the assessed tax.

## **8. Old Business**

- **2017 Budget Review**

Mark Decoteau asked for guidance regarding the proposed assessing fees for the 2017 budget his is presently compiling. Mike Aronson commented that he thought that the \$31K was the way to go. The informal public sessions, and the type of information which would be discussed, was of concern particularly for single family home residences, of which there are very few sales recently. Mark will present updated financial numbers at the December 28<sup>th</sup> Selectmen's meeting and will also update the 2017 proposed budget for another review with the Selectmen and department heads. The CIP plan was also discussed, and whether or not items can be withdrawn from the plan by the Selectmen. Concern was expressed to the potential costs of getting well #3 cleaned out and back online. These costs, which are dependent upon the different solutions, are not fully known at this time. At this time a \$50K placeholder is in the CIP plan.

- **Conservation Commission Meeting Information**

Mark reviews rules for the Conservation Commission and the conditions for the removal of the members per state statute. The procedures for selecting a Chairperson was also reviewed and discussed. The frequency of their meetings, and the responsibilities of a Conservation Commission, was of concern. There are some duties, per state statute, that are listed as they “shall” and some listed as “may”. The board asked if they could ask for the CC to meet at least once of year for the purpose of selecting of chairperson. Suggestions to coordinate with other local boards like the WVAIA on trail maintenance were brought forth, as well as their involvement with the preservation of the watershed and the well head protection areas. The main purpose of a Conservation Commission is the preservation of the natural resources of a town. The main issues of the CC board which were of concern is that when meetings are called, there have not been enough members present to form a quorum, and at times only the Chairman was present.

- **Water & Sewer Project Update**

- 1. New Building and Well #4**

Jim reports that things are going well. The new transformer was just installed by the electric company, and power is on to the outside of building, just not inside the building yet. The project is online to be done by the end of February 2017. Most of the pieces and parts of the piping in the pump room are here and the majority of remaining work is inside the building at this point. The electrician is due on site to complete their portions. It was noted that the connector XC trail now ends at the new building and will turn around behind the building.

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

The motor in well #2 has been replaced. The older 40HP turbine motor was replaced with a 25HP submersible motor. Water use was supported solely by the reservoir while well #2 was offline. The water level was monitored and usage was pretty close to what was estimated. Overall the pump replacement went very well. Water tests were good from the new pump operational tests and the well was put back online without an issue.

The question was posed from the BOS regarding water use for snowmaking for XC trials and the snow tubing park. Mark answered that both operators were told that there would not be any town supplied water available for snowmaking at this time. The only way this would change would be if well#3 came back online, which will not happen prior to the holiday vacation week.

Margaret Turner comments, for the record, that even though we have plenty of water for the holiday week between well#2 and the reservoir, that technically the town is not in compliance with DES standards due to the fact that there is no backup well if well #2 fails, with well #3 being offline and prior to well #4 being online. DES is aware of this but as long as the work continues to bring well #4 onto the system, DES has granted a waiver in the meantime.

## **9. Correspondence**

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

Reggie Breeckner, Town Clerk, asked about the plans for the 50<sup>th</sup> Anniversary. There have been discussions held of a summer event to celebrate and Reggie volunteered to help on the committee. Reggie also mentioned that she would like to pursue fundraising for the purpose of constructing a museum and thought the 50<sup>th</sup> Anniversary of the town would be a great launch pad for this purpose. The BOS had no objections to her to pursue this idea and Mike Aronson was waiting to hear back from Bob Fries, who had a similar idea a few years ago, and to connect him with Reggie.

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

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

- **Discussion of Correspondence from Counsel**

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 4:01p.m. The Board came out of Non-Public Session at 4:20p.m.

Bill Larsen motions to adjourn the meeting at 4:21pm.

Mike Aronson: 2nds.

Motion was carried by a unanimous voice vote.

Respectfully Submitted,

Sharon Charron

Town Clerk/Town Office Assistant