

**WATERVILLE VALLEY, NH
BOARD OF SELECTMEN
REGULAR MEETING MINUTES**

DATE: December 30, 2013

MEMBERS PRESENT: Bill Larsen, Mike Aronson, Margaret Turner.

MEMBERS ABSENT: None.

OTHERS PRESENT: Bill Letskey, Mark Decoteau, Tom Quackenbush, Jim Mayhew, Rachel Gasowski, Carina Park, Chris Hodges, Sharon Charron.

1. The meeting was called to order at 3:00 PM.

2. Privilege of the Floor I

Bill Letskey of Virtual Towns and Schools (VTS) is introduced by Tom Quackenbush and Bill proceeds with a presentation of the services offered through VTS. Areas of particular interest are, but limited to, website design, content management systems, and staff training and support. He provides examples of current client's websites and features unique to specific departments (Town Clerk, Recreation, Municipal Services, Tax Collector, Board of Selectman, Planning Board, ZBA, Code Enforcement, etc.). He explains that VTS utilizes an "open-source" design which uses a drupel-based system platform, and provides examples of how content can be quickly changed by the host and easily accessed by the user. The BOS ask questions regarding user access to forms and documents, on-line payment services, and website security. The fees of the services are explained, and Bill will be forwarding his power point presentation to the Town as a proposal. There is a one-time fee of \$4,750, and then there is yearly servicing of \$1,750. Inclusion of email services would bring the yearly fees to near \$3,000.

3. Approval of Minutes

Margaret Turner motions to approve the minutes of 12/11/13 as amended.

Mike Aronson: 2nds.

The motion passed on a unanimous voice vote.

4. Financial Update

Mark reports that he is working on the final numbers for the year end 2013. He estimates that with under spent amounts in expenditures and overages in collections, especially in solid waste disposal due to more vigilant billing and collections, that he estimates \$150K being returned to fund balance. He will have the final numbers for the next meeting along with the 4th quarter water/sewer warrant and then discuss adjusting the amounts. The BOS is presented and signs a disbursement request for the bond anticipation note for expenses associated with water meter project.

5. Department Head Updates

• **Public Works**

Jim Mayhew reports that the garbage truck is repaired and back in service. In addition general snow cleanup is occurring, which is difficult during busy periods with people on the roads. A brief discussion involved the ski area's use of water for snowmaking on the XC/sledding hill and

the amount of water which was used and whether or not it was monitored. It was confirmed that the water was metered and the mountain will be billed for the amount used.

- **Recreation Department**

Rachel reports that vacation week has been busy. She noted that 80+ people showed up for dodge ball one night. Other activities showing strong participation include laser tag and open gym. In general the evening activities have been busier than the daytime activities. This was attributed to ski conditions being very good. January kids & adult activity calendars are out and some of the activities returning to the schedule include popcorn & movie night, teen & adult dodge ball, community pot-luck & volleyball night, and pick-up volleyball night.

- **Public Safety**

Chris reports that there were normal incidents over the holiday period, and that the department was well staffed and provided all services when needed. A discussion concerning reports of the use of fireworks was initiated and the results were to get a recommendation from the DPS. Concern was expressed regarding the small sizes of lots and proximity of homes to each other. There currently is a fireworks ordinance in place, but perhaps needs to be reviewed and amended. Chris will draft something for the BOS to review at a future meeting.

6. Calendar Review

- Next BOS meeting is Wednesday, January 8, 2014 at 3pm.
- The following BOS meeting is January 22, 2014 at 3pm. Margaret might have a conflict with this date and will let us know.

7. New Business

None.

8. Old Business

- **TY 2014**

Mark presents the BOS with the 2014 Budget changes as requested in specific departments and line items and reviews these changes. Outstanding questions include the final capital plan. The School numbers are still outstanding and will need to be added as well. Mark reviewed fuel costs by departments for the last few years and explains that some differences are attributed to fuel rates, as well as vehicle usage, and travel for disposal of solid waste to/from Bethlehem. He and Jim are still looking at some year's breakdowns by department and whether or not they are allocated in the correct department, though the revised numbers presented will be used for 2014 budget. Decisions which still need to be made include how much money needs to be bonded, how much needs to be taken out of cash capital, how much do we want to take out of reserves, and what is the total indebtedness. Mark will put together one more packet to present to the BOS for their next meeting.

- **Update on Health Trust Return of 2011 & 2012 Surplus**

Mark shares the letter received regarding the return from Health Trust for 2011 and 2012 and they total \$16,326 in September of 2014, which can be taken either as a premium holiday in August 2014 or as a check in Sept. 2014. It was decided to be taken as a premium holiday.

- **Update on Assessing Statistics**

Mark explains that the Green Peak units which were sold at full price were still under construction, and because they were not finished they were not assessed at their full price thus creating the PRD to drop below the acceptable range. When these sales are removed, it will bring the PRD into the acceptable range.

9. Correspondence

- **Cascade Ridge HOA Letter Re: Roads**

The BOS reviewed a letter received for Cascade Ridge HOA regarding the roads and drainage systems maintenance they felt needed to be communicated to the town. The items listed were reviewed, and Jim stated that there were no surprises on their list. The accompanying maintenance agreement submitted to the town was never adopted by the town. Mark will review the agreements with Cascade Ridge, and Moose Run as well. Mark will draft a response letter to CR-HOA.

10. Privilege of the Floor II

None.

11. Board Concerns & Directive

- Mike comments that he noticed that both of the solar lights were not working. We will communicate to Jim and have him look into this further.
- Mark updates the BOS on the Triathlon and a meeting between the Forest Service and the Ski resort regarding permitting of the event under the Ski Area's special use permit, which both parties agreed to at this time. The town will assist in producing the paperwork necessary between the triathlon coordinator and the Ski Area.
- Bill Larsen comments regarding correspondence sent by Mark regarding a special tax rate district area. This is a revitalization program which allows for existing buildings to be renovated or tore down and replace with a new structure in lieu of municipal taxes. Discussion follows regarding the program and its pros and or cons and how it works. The BOS will review the details of this works and to determine if this would be beneficial to the Town.

Action Items:

- Chris to draft recommendations to amend fireworks ordinance.
- Mark to draft response letter to Cascade Ridge HOA and review both Cascade Ridge and Moose Run road agreements.
- Jim to report upon status of solar lights.
- Mark to present final packet for TY 2014 Budget with updates.

12. Non-Public Session

The 3 BOS members go into non-public session at 4:45pm.

Those present come out of non-public at 4:58

Bill Larsen motions to adjourn the meeting.

Mike Aronson: 2nds.

The meeting was adjourned on a unanimous voice vote at 5:00pm.

Respectfully Submitted,
Sharon Charron
Town of Waterville Valley