

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

DATE: **March 27, 2013**

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

MEMBERS ABSENT: none

OTHERS PRESENT: Joe Ducharme, Jeff Murray, Ian MacKinnon, Bill Cantlin, Jim Mayhew, Rachel Gasowski, Mark Decoteau, Sharon Charron

1. The meeting was called to order at 4:00PM

2. Privilege of the Floor I

3. Approval of Minutes

Margaret Turner motions to approve the minutes of 2/27/2013.

Bill Larsen: 2nds.

The motion passed on a unanimous voice vote.

Mike Aronson motions to approve the minutes of 3/12/2013.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

4. Financial Update

Currently we are at about 23% through the year. No departments are showing significant overages at this time. Overtime and Salt use both show 60-65% through the year. 1st quarter water & sewer bills will be going next week. Notified by Health Trust that our health insurance rate are 2.8% lower than what was budgeted, and when combined with the premium holiday in August totals a savings of approximately \$33,000 from what was budgeted this year. We have been paid the final reimbursement from FEMA for the bridge replacement. Bill Larsen comments that the entire process with FEMA has been very smooth and suggests Mark to draft a letter thanking them for all their assistance. The MS2 form is presented for approval & signatures from the BOS by Mark.

Bill Larsen motions to approve the MS2.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

Mark requests authorization from the BOS to request rate quotes for Bond Anticipation Notes for the Sand Filter Tank Project, the Tripoli Road Repaving Project, and the Single Stream Recycling Project. The BOS is in agreement and gives Mark the authorization to request the quotes.

5. Department Head Updates

- **Recreation Department**

Rachel Gasowski, Director of the Recreation Department, reports to the BOS. In response to the survey that was distributed at the Town Meeting, Rachel presents a schedule for April activities, and is working on May schedule. It was suggested to circulate this calendar through Aggie Guilbert's "girl's night out" list, as well as the usual posting spots on the website and email. She has incorporated new activities based upon the recent survey & community needs.

6. Calendar Review

- 4/10/13 Next regular scheduled meeting.
- 4/27/13 regular meeting will likely be cancelled. 5/1/13 possible alternate date?
- 5/8/13 Public Hearing – Public Works/Recycling Garage.

7. New Business

- **Water Meter Bids**

Joe Ducharme of CMA Engineers reviews the bids which were submitted for the purchase of the water meters and the radio frequency reading system. There were 4 bids received and the low bidder was the Stiles Company, Inc. at the amount of \$102,755.19. CMA performed reference checks and also spoke with the Stiles Company directly, as well as reviewing the bids representatives from the USDA Rural Development. All parties are in agreement of the recommendation in awarding the bid to the Stiles Company with the opinion that Stiles is a responsible and responsive bidder who can complete the project for the bid price submitted. The brand of meters that will be installed are Badger Meters, which is a brand name that is reputable in the industry. The budget for the meters was \$195,000. It was asked that since we are under budget, if there were other items that can be included under the RDA funding.

Bill Larsen motions to approve the bid of the Badger Meters by the Stiles Company, Inc. at \$102,755.19.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

- **Building Committee Presentation**

Jeff Murray of CMA Engineers reviews the background of the research for the municipal facilities in WV, the work of the Town Building committee in reviewing the current and future needs. He presents 2 options to address these needs. Option 1 includes an addition which would be allocated for Public Safety, the renovating of the current Public Safety building for the Public Works Dept., and the space above the Public Safety addition would be allocated for the Town Offices and public meeting space. This was decided to be larger than what was necessary. Option 2 is discussed which includes the construction of a separate Public Works garage set back into the hillside behind the current recycling area. This location would also allow it to be accessed from the above parking area to the upper floor. Option 2 also includes a 1-bay addition to one side of the current Public Safety complex, and an addition to the opposite side for Town Offices and Public Safety Offices. The traffic pattern presented in option 2 is more favorable and lessens public traffic in and around both the Public Safety and Public Works garages. Discussion

follows with regards to presenting option 2 in sections, the first being the Public Works garage / transfer facility. Part of the discussion also involved the previously approved funds for the recycling program, and this being included as part of that. Other recycling needs have to be considered, such as additional dumpsters and enclosure locations for recyclables, and the purchase of an additional garbage truck. The location of the proposed Public Works garage is beneficial to overseeing recycling/transfer station. At present time recycling is at 20% and we would like to see it at 30-40%. The BOS then discussed prospective questions that are likely to be raised at a Public Hearing regarding this proposal, as well as giving timely notice to condo associations, homeowners & businesses. The date of May 8th was proposed for a public hearing.

Mike Aronson motions to schedule a Public Hearing to discuss Public Works/Recycling Building proposal.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

Mark mentions the design bid build process for a speedier process, versus conventional build process. Jeff Murray with CMA is in agreement.

- **Interest Abatement Requests**

Mark presents the 3 requests for abatements from interest owed on tax bills. The 1st is Waterville Place Condominiums, and we forgave interest on Water/Sewer bills, but they also had SPM paying their property taxes, which were either paid late or not at all. The 2nd & 3rd requests are on property taxes as well from residents stating they never received the bills, and thus they were paid late when a 2nd notice was recently mailed to them. Neither of the two parties have a history of late payments in the past.

Bill Larsen motions to approve the interest abatements of Waterville Place Condominiums, Ben & Barbara Porter, and Kathryn Dunford.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

- **Public Dissemination of Tax Account Information**

Mark presents a report of accounts receivable for water, sewer and property taxes. His concern is with the current status of this list being posted upon the website. There is no way to link an updated list daily, as payments are received and processed daily, to the website without producing the list and posting it on a daily basis. Discussion continued with the timing on posting the lists upon a certain date after a tax due date. Concern was expressed that payments received after a posting date are not reflected until the next list posting date. Mark suggested producing the report on a monthly basis, for example upon the 15th of each month, or the closest business day to the 15th of each month. The BOS thought this greater frequency would be beneficial and was in agreement.

8. Old Business

- **Ian McKinnon Eagle Project Update**

Ian updates the BOS on his project on interpretive stations in town. He has been getting quotes for building materials, signage, and a local builder. The National Forest permitting process after research was going to become too lengthy, and so Ian is proposing to put these stations on Town land instead and also incorporating and revamping the Fit Trail

System in Town currently by installing interpretive signs depicting historical information. The Library was a suggested location. Private land could also be used and was thought that private landowners would be agreeable. Rachel Gasowski of the Recreation Department comments that the trail is heavily traveled and can use some work and the interpretive stations would be a nice addition to it. It was thought that this could be something which is able to begin and then the Town could always continue with the project. The BOS was supportive of Ian's ideas and project.

- **Noon Peak Road**

Noon Peak Road paving between Boulderwood and North Face was discussed by Jim Mayhew. LE Johnston has been contacted by Will Lambert (Valley Run Property Services) on behalf of the Noon Peak Association to bid out the area in question. The contractor who was chosen by the State for the Rte. 49 Paving project said they would look at Noon Peak paving as well.

- **Route 49 Paving & Tripoli Road**

The below list of items Mark requests permission to bid out as add-ons alternates for road work. The BOS are all in agreement to go forward with bids. Discussion of the prioritized list of adds-on discussed in order;

- Base work on Tripoli Road.
- Minor base work & paving on West Branch extension to Depot camp
- Wear coat West Branch extension, West Branch & River Rd.
- XC Crossing @ Swan's Way for XC trail groomer.

- **Conservation Commission Update – Wetlands Mapping**

No Conservation Commission members were present. The Wetlands Mapping Project is in the early stages presently. Bill Cantlin expresses concern over the issues driving the need for the wetlands mapping, and the reasons why it is being done. Bill Larsen responds that the definition of a wetland needed to be clarified and their locations mapped in Town. This applies to the major wetlands as well as the minor ones, and to distinguish between the different types of wetlands in town to alleviate discrepancies. There is not a current definite wetlands map of the Town at present time. Bill Cantlin presents a few wetlands maps he has of Waterville Company properties and explains the Town's involvement in the in the past. He feels all of the prime wetlands in Town have already been mapped. His concerns centered around any discrepancies between the maps that he has and works from, and the wetlands mapping that is currently in process. The BOS is in agreement in that they don't want any discrepancies between different sets of maps depicting wetlands, and referred Bill Cantlin to the Conservation Commission to review his maps.

- **Town Manager FY2013 Goals & Objectives**

Bill Larsen proposes to include upgrades to the Town's Website.

9. Correspondence

- Mark presents letters his has written regarding the Tax exempt status of Municipal Bonds.
- Brox property land sway was discussed, and there are ongoing discussions with them at present time thru a 3rd party.

10. Privilege of the Floor II
None.

11. Board Concerns & Directives

- Moose Run Solar Light. Jim was ordering the light. The location suggested would be on the Moose Run side of the road to the side of the golf course. Bill Cantlin needs to be consulted regarding this location.
- Rey Center discussion was initiated by Margaret regarding the kids after-school programs. Audrey was interested but more information is needed with concern to issues for municipal versus non-profit organizations, state licensing, and ratio's of children/staff.

Action items

- Mark to draft letter to NH State Senator's expressing success working with FEMA on the Pedestrian Bridge replacement.

12. Non-Public Session

The 3 Board Members, Mark Decoteau & Sharon Charron go into non-public at 5:50pm for the purpose of reviewing a domicile request.

The 3 Board members continue discussion in non-public.

The Board comes out of non-public at 6:05pm

Bill Larsen motions to approve the domicile requests of Rob Diehm and family.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

Bill Larsen motions to adjourn the meeting.

Margaret Turner: 2nds.

The meeting was adjourned on a unanimous voice vote at 6:08pm.

Respectfully Submitted,
Sharon Charron
Town of Waterville Valley