

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

DATE: September 11, 2013

MEMBERS PRESENT: Bill Larsen, Margaret Turner, Mike Aronson

MEMBERS ABSENT: None.

OTHERS PRESENT: Mark Decoteau, Rachel Gasowski, David Noyes, Jim Mayhew, Sharon Charron.

1. The meeting was called to order at 3:00 PM by Chairman Bill Larsen.

2. Privilege of the Floor I

None.

3. Approval of Minutes

Margaret Turner motions to approve the minutes of 7/24/13 as amended.

Mike Aronson: 2nds.

The motion passed on a unanimous voice vote.

Margaret Turner motions to approve the minutes of 8/21/13 as amended.

Mike Aronson: 2nds.

The motion passed on a unanimous voice vote.

4. Financial Update

Mark presents the financials as of 9/10/13. We are currently at 69.2% through the year. Changes have been made to the Long-term Principal and Interest line items since last meeting. Mark states that the Tax Anticipation Notes (TAN) and Bond Anticipation Notes (BAN) are both eligible reimbursable expenses in the Rural Development Water/Sewer Project. The decision was made to put the expense to the Administration line so as to be included for RDA totals. Bill Larsen asks for clarification about the Health Trust premiums. Discussion followed as to whether the refund should be credited as unanticipated income, or applied as a credit against the current premiums for each department. It was decided to place into revenue.

5. Department Head Updates

- **Public Works**

Several bids were received for the WWTP Dual Media Tank Replacement. Penta Corporation was the low bidder at \$129,900. It is a solid company with many wastewater projects. Joe Ducharme from CMA Engineers would like to check references, but has worked successfully with them in the past.

Bill Larsen motions to award, if all references check positive through CMA engineer Joe Ducharme, to Penta Corportion in the amount of \$129,900 for the WWTP Dual Media Tank Replacement project.

Margaret Tuner: 2nds.

The motion passed on a unanimous voice vote.

Mark updates the BOS on the RDA budget and proposes that the WWTP project bond surplus be repaid at the end of the year back to MVSb, as opposed to carry the bond into 2014. No action taken, and it will be discussed again in December.

Jim Mayhew responds to communication from Neil Grover concerning the status dumpster enclosure behind the Silver Fox Inn near the entrance of the Mountain Meadow Condominium. The dumpster enclosure has been sorely in need of repairs for years and was attempted to be relocated to a shared location with the conference center, but was determined that wasn't going to be feasible. The situation will be addressed and repairs will be forthcoming to the dumpster enclosure, at the expense of the Town, to create a more visually appealing enclosure.

- **Public Safety**

Chris Hodges reports and states things have been pretty quiet recently. Keeping busy doing equipment repairs & inspections. The next "Coffee With A Cop" event is scheduled for 9/16/13 at the WV Golf Course at 8:30am. BBTS has been approved for their building permit for their training center so expect to see construction activity on site shortly. A new home building permit was issued for 60 Osceola Rd.

Bill Larsen asks about Nelson's Path and the pipes and gravel located on site, which looks like a roadway is being constructed. Chris will need to visit the site and look into it further. Discussion follows regarding subdividable land and rights of cutting trees on private property.

Chris responds to the recent complaints stemming from Kelly Ayotte's event and the political signs displayed at Town Square and on town/state land. Political signs need no permit, though normally we only see them at the time of an election. Chris responds that if signs were on state land, there is nothing we can do about them.

Mike Aronson informs Chris that there is a big woodchuck living in the Stone Tower, and asks if something can be done about it. Chris has a large hava-heart animal trap and will try to trap the woodchuck.

- **Recreation Department**

Chairman Larson comments that he was happily surprised by the great turnout for the Recreation Department's public hearing. He asks for comments from his fellow board members. Margaret Turner felt that there were a lot of rumors circulating and felt that the public was responsive to the ideas expressed for the future of the recreation department programs for all ages. Mike Aronson comments that he felt that the school component of the recreation after school program should be combined with the school program itself. He also commented that those involved in the meeting should write down their thoughts to best organize their impressions of the hearing. Bill Larsen commented that he received

a lot of feedback from adults, and felt that most people are satisfied with the youth programs and expressed more concern towards the adult programs and staffing of those programs. After a discussion, it was decided to go forward with Tom moving to administration in a Technology Support position. Then begin to implement adult programs into the Rec. Dept. schedule which will draw participation from the community. In a year from now, we need to review the programs and participation numbers to see what is working and what is not working. Bill felt that a year's time was necessary in order to allow for programs to be developed and implemented. A year from now this will be reviewed and an assessment done on the teen and adult recreation programs.

6. Calendar Review

After a brief discussion of dates, and who is out of town and when, the following dates were agreed upon:

- Next meeting will on Tuesday, September 24th at 3:00pm. Margaret will be out of town but will phone in to the meeting.
- The 1st meeting in October will be Wednesday, October 9th at 9:00am.

Note the date change from Wednesday to **Tuesday on 9/24**, and the time change on **Wednesday 10/9** from 3:00pm to **9:00am**.

7. New Business

- **Public Works Vehicle Replacements**

Jim Mayhew speaks to the BOS about the replacement of the vehicles. The first of the two vehicles to be replaced is the 5-ton truck, which was voted in at the last Town meeting, and presents 2 scenerios for the purchase of a 1-ton dump truck. The 1st is the State Bid award for a gasoline powered 1-ton truck, with sander, plow gear equipment, etc and using our 5-ton truck as a \$7,500 trade-in for a total package price of \$69,862. The 2nd option is for a diesel powered version of the same truck which is \$7,000 more and put us over the budgeted amount of \$75,000 by \$1,862. Jim prefers the diesel powered for many reasons which include that it will be less expensive to operate over the life of the vehicle with fuel savings, and it has better torque which is important during winter highway maintenance. Jim would like to pay the additional \$1,862 out of the Highway Department budget and get the diesel vehicle.

Bill Larsen motions to authorize the Town Manager & Director of Public Works to enter into a purchase contract for a new 1-ton dump truck with body, sander and associated plow equipment using the 5-ton truck as a trade-in at the minimum of \$7,500 for a total package price of \$76,862.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

The 2nd vehicle which was authorized at Town Meeting 2013 was to be a utility vehicle in the amount of \$24,000. Jim is pricing out option currently for this vehicle now. Discussion followed as to the type of utility vehicle; a Kobuta, or a small pickup truck, and the anticipated uses of this vehicle. The BOS decided it was best to leave this decision up to the Town Manager and Director of Public Works.

- **MS-5 Review and Signature**

The BOS review the prepared MS-5 Form completed by the Town Auditor. The MS-5 is a required NH-DRA form which basically restates the audit information in another format. The form needs to be signed and submitted before we can be given our tax rate.

Bill Larsen motions to accept the financial report of the Town from the town auditor and to submit it along with the MS-5 form to the NH-DRA.

Mike Aronson: 2nds

The motion passed on a unanimous voice vote.

- **Sign Permit Applications (2)**

A sign application was reviewed from Sport Thoma for their annual Columbus Day Tent Sale and they are requesting two (2) signs; one will be placed at the Tripoli Rd./Rte. 49 intersection, and the other will be placed at the Valley Rd./Village Rd intersection.

Bill Larsen motions to approve the sign application for Sport Thoma.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

A sign permit application was reviewed from Margaret Turner for a yard sale at the Emery home. Margaret abstained from voting.

Bill Larsen motions to approve the sign permit application from Margaret Turner for a yard sale at the Emery home.

Mike Aronson: 2nds.

The motion passed on a unanimous voice vote.

- **Review & Sign the Veteran's Credit Application**

Veteran's credit application is reviewed. It was noted that the mailing address was in Maryland. There was some confusion as to her residency state because of this address listing. Mark will check into it, and hold onto the Veteran's Credit application for now.

- **Personnel Policy Addition – Information Security Policy, Appendix K.**

Mark explains that the policy must be put into our personnel policy per federal banking regulations pertaining to security issues with personnel handling credit cards. By accepting the policy and conducting the employee training, the town will not have to pay the \$50/month penalty.

Margaret Turner motions to accept the personnel policy addition of Information Security Policy, Appendix K.

Bill Larsen: 2nds.

The motion passed on a unanimous voice vote.

9. Old Business

10. Correspondence

A letter was received from the Hockey Academy concerning needed repairs to both the Brine Pump system and the Compressor. Discussion followed concerning the repairs and the costs. There are 2 Brine Pumps at the ice arena, and they are currently operating on only one. The Brine pumps repairs do not meet the capital improvement as defined in the lease contract, but the Compressor overhaul does.. The Compressor overhaul is overdue at this time, and the Hockey Academy is requesting that this overhaul be done during the routine shutdown in the next spring. The BOS review the repairs proposal for the compressor which totals \$24,000.

Bill Larsen motions to authorize the repairs to the Compressor in the amount of \$24,000.

Mike Aronson: 2nds.

The motion passed on a unanimous voice vote.

11. Privilege of the Floor II

None.

12. Board Concerns & Directive

Mark asks the BOS to sign the MS-4. It was approved at last meeting and submitted electronically but he would like a hard copy for our files. The BOS members sign the MS-4.

Marks informed the BOS about the current status of the cemetery. We have a total of 137 useable plots in the cemetery. 62 plots are currently used, which represents 45% of the total plots. A plot can hold 1 casket or 4 cremated remains. According to our cemetery regulations, when a plot is purchased (only at the time of need) a family member can purchase an adjacent plot. Mark commented that additional drainage is needed above the cemetery to protect it adequately going forward from excessive runoff from the hillside above the cemetery.

Action Items:

13. Non-Public Session

The three BOS members, Mark Decoteau and Sharon Charron go into a non-public session at 4:34pm to review 1 residency request.

Out of non-public session at 4:39pm.

Bill Larsen motions to approve the domicile request of Colin Frain & Ashley Gelinas & children.

Mike Aronson: 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 4:41pm.

Respectfully Submitted,
Sharon Charron
Town of Waterville Valley