

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

DATE: May 8, 2019

MEMBERS PRESENT: Mike Aronson, Chairman, Margaret Turner, Vice-Chair and Richard Rita.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mark Decoteau, Chris Hodges, Jim Mayhew, Barry Fish, Nick Guiliani and Sharon Charron.

1. The meeting was called to order at 3:00 p.m. by Chair Mike Aronson.

2. Public Hearing in Accordance with RSA 41:14A

Mark Decoteau reviews the reason for the public hearing regarding the purchase of 3 small lots from Waterville Company that were omitted from the warrant article at Town Meeting. The 3 small lots are along Route 49 sized as .18 acres, .05 acres and .1 acres. The public hearing was opened by Chairman Aronson at 3:08pm, and there were no public comments. The Public Hearing was closed at 3:09pm. The 41:14A process requires 2 public hearings and the next one will be at the next Selectmen's meeting on 5/22/19 at 3pm.

3. Privilege of the Floor I

Mark introduces new employee, Nick Guiliani, who started in the office as the part-time administrative assistant.

4. Approval of Minutes 4/17/19 Regular Meeting

Margaret Turner motions to approve the minutes of 4/17/19 as amended.

Rich Rita: 2nds.

Motion was carried by a unanimous voice vote.

5. Financial Update

Mark reports that we are 34.6% through the year. There are a few departments tracking ahead of their expected expenses and includes Highways, Street Lights and Solid Waste. These departments are closing the gap to their budgeted percentages. Recreation Department revenues splits were reviewed as to what items are reported under which department. The cash flow summary was reviewed as part of the need for the Bond Anticipation Note. Items reviewed include the total of the various cash accounts, cash on hand available, expenses YTD, and anticipated revenues/expenses.

6. Department Heads Updates

• **Recreation**

Mark reports in Brooke's absence to attend a training session. The dept was closed during the NH vacation week. There is limited programming the week afterwards. Summer camps

registrations are being processed weekly. Eric, the new employee, will start on May 14th. A brief discussion followed concerning the Native ID program for quarter-share properties, and Brooke has been working with these few properties to offer them a comparable program, specifically for the boats.

- **Public Works/Municipal Services**

Jim Mayhew reports that the staff is doing cleanup work along roadsides and in the cemetery from fallen debris/tree limbs. The road load ban will be lifted on 5/9/19. There were a few trees removed which were leaning dangerously on Valley Road and Snows Brook Road. Jim will look into grinding the stumps left behind. Jim is also looking into a new pavement repair process and will get some pricing next week.

- **Public Safety**

Chris reports that weather is improving. The department has been helping the Leavitt family during their tough times, and that continues still since Paul passed on May 6th. A request will be made to Gov. Sununu to bring the flag to half mast. Preparation for summer continues with the cleaning of summer equipment for public safety needs. Chris also added that the Hazard Mitigation Plan updating has begun and there will be meetings to discuss the plan and identify any new hazards. The singular road in/out of WV was seen as a major hazard and will be part of the discussion. The next meeting is 5/22 at 9am. If 2 or more BOS members would like to attend, we will need to post the meeting as well for the Selectmen.

7. Calendar Review

- The next BOS Meeting is 5/22/19.
- The next Planning Board is tomorrow, 5/9/19, and public hearings are scheduled for applications for the golf course. Chris added that ground work to the area was started, with the understanding that if site plan was denied, the area would be returned to its previous state. Margaret questioned the area next to the skateboard board park, stating there was work taking place, and this was news to all. Chris will look into it further.
- May 22nd is a Hazard Mitigation Plan meeting.
- May 20th there is a meeting regarding the Valley Rd. lot boundary with USFS Brooke Brown and a USFS engineer.

8. New Business

- **Bond Anticipation Note Review & Approval**

The BAN paperwork was presented for signatures. The amount of the BAN is \$250,000, and the rate is 3.29% through July 31st. The interest cost of the BAN is \$1,400 thru the term date.

A motion was made by Mike Aronson to accept the Resolution of the Governing Body as presented for the issuance, sale and transfer of the Bond Anticipation Note (see separate document).

Rich Rita: 2nds.

Motion was carried by a unanimous voice vote.

A second set of documents for the actual Bond is presented for signature by the Chairman, Mike Aronson, as well. This bond is for the Trash Truck and the Fire Truck, and does not include the \$150K for the Trails project. Mark reviews the communications from bond counsel concerning potential changes to the easements on the land due to the pending sale of land from the Waterville Company to the Sununu group and recommends waiting until the January bond sale to get the \$150K.

Mike Aronson motions to accept the presented resolutions to Bonds the Trash Truck and the Fire Truck.

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

Mark then adds the same thing will be done for the Trails Project in December of this year for the Bond sale in January 2020. If any work is done this year it can be funded under present cash flow.

- **NHDES Infrastructure Asset Management Grant Pre-application**

Mark informs the board that Joe Ducharme has suggested that the town complete the pre-application for these Grant Programs. We currently don't have these types of assessments for our water or wastewater systems. A discussion followed concerning the infiltration of ground water in the wastewater system and steps have taken place to identify the locations. The issue was identified because the volume of treated wastewater being collected was in excess of the drinking water being produced. The NHDES asset management plan grant would fund up to \$30K for monitoring the current systems and detecting issues such as leaks. This will aid the town in planning and prioritizing water and wastewater system maintenance and upgrades as part of the CIP plan.

Rich Rita motions for the Town to proceed with the pre-application process for the NHDES Infrastructure Asset Management Grant for the following types of infrastructure:

1. Wastewater Collection (up to \$30K)
2. Water Treatment Facility (up to \$30K)
3. Storm water Drainage System (up to \$30K)
4. Drinking Water Systems (up to \$20K with matching grant funds by the town).

Margaret Turner: 2nds.

Motion was carried by a unanimous voice vote.

Mark added that the pre-application does not obligate the town to apply for the grant, but gives the option to be on the list of interested parties.

- **2019 Total Equalized Valuation Changes**

Mark reviewed the annual letter regarding Total Equalized Valuation for the town. The total assessed valuation has increased 4.15% with utilities from \$330,335,625 in 2018 to \$344,039,851 for 2019. The increase without utilities is at a similar percentage rate of 4.20%. This Equalization Valuation Change calculation is in line with the Equalization Ratio of 96.7% which DRA approved a few months ago. These numbers are used for state funding for the town (education) and total allowed debt for the town.

- **Transfer Station Operations**

The Transfer Station operation issues and proposed changes were discussed. The access to the transfer station has been monitored by the WWTP staff and with personnel changes at the WWTP, this has become more difficult. In addition there are periodic issues with what is being dumped, where items are placed and items not being billed if a WWTP staff is unavailable to write a slip. Both short and long term solutions were discussed. Mark, along with Jim Mayhew, agrees that the recommended option would be to staff the area with a regular part-time position and discussion followed regarding the costs and duties of the position.

The short-term solution to the issues we are experiencing involve creating a better control of access by locking the gate and limiting the hours of operation to coincide with the Town Office's hours. The long-term solution is to hire a part time person to monitor the transfer station during modified hours and utilize that person in other areas in the Public Works department. Monitoring dumping, use of video cameras and posting signage was also discussed. Communication about these changes to both hours and operation will be communicated through various avenues (mail, web, condo associations, local contractors and the WigWag).

- **WV Historical Society Proposal**

Rich Rita speaks about a letter from Reggie Breeckner, on behalf of the WV Historical Society (WVHS) regarding the need and desire to house all WV Historical documents and items in one location in a building in WV. Currently, that is not the case. The WVHS has suggested the land which the Library occupies now as the best location to build a building that would be sized appropriately and climate controlled to insure that the historical documents and items are preserved for future generations. Discussion followed that the Library Trustees are not in favor of the idea, but the Selectmen don't know the reasons why they oppose the idea. The Selectmen are in agreement that the Library property is the right place for the WVHS to establish a location. Rich, on behalf of the WVHS, will reach out to the Library Trustees for more clarity on their objections.

- **Valley Run Property Management Lot Line**

Mark informs the BOS that Will Lambert of Valley Run Property Services is questioning the property line with the town and the ownership of the entrance to his property at 35 Tecumseh Rd. It was found that in May of 2008 the BOS had voted to transfer the property indicated on a plan prepared by John March, dated 2/2008. There is no evidence that the plan, or a deed, was ever recorded at the registry. Mike suggested that the process be restarted and a price determined for the property with an easement for the town. John March will be contacted to get the original plan that he prepared.

- **2019 Pemi-Baker Solid Waste District Representative Appointment**

Margaret Turner reappoints Jim Mayhew as the representative to the Pemi-Baker Solid Waste District, with Mark Decoteau as the alternate.

Rich Rita: 2nds.

Motion was carried by a unanimous voice vote.

9. Old Business

- **Dam project Update**

Jim states the weather has been terrible and has affected their work schedule. Multiple crews have been working to catch up on the work and this will continue as long as good weather prevails.

- **Well #3 Project Update**

Mark states that Lee Johnston will begin work on June 3rd and is expecting to complete the work in 10 days. Fencing will be installed after his work is finished. Additionally, Joe Ducharme is almost finished with the design work for pricing on the extension for the connection to well #4 treatment building in the future.

- **Hiring Update**

- 1. Wastewater Full-time Position**

There was an interview today for the replacement for Greg Campbell that went very well. Another applicant has also expressed interest but has not yet submitted an application.

10. Correspondence

- NH Bond Bank BOD has approved the loan application for \$1,228,000 for 25 years.
- The town has applied to NH-DES for a reduction in sampling schedule from bis(2-Ethylhexy)phthaiate, which is a plastic related cancer-causing element that is showing up in some water sources in NH. Testing for the past year has been negative and the tests are costly. NH-DES has not replied back with a decision.
- Solid Waste monthly numbers were reviewed for the time periods of 2016-2019, and it was noted that there are increases in volume this year over the past years. Reasons provided include more owner occupied units and Amazon packaging.

11. Board Concerns and Directives

Town office hours will be returning to the normal 8am-4pm Monday through Friday schedule at the start of June.

12. Privilege of the Floor II

13. Non-public Session

The board goes into Non Public Session under RSA 91-A: 3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. The Motion was made by Mike Aronson and seconded by Rich Rita, followed by a roll call vote as follows: Selectman Aronson – aye, Selectman Turner – aye, Selectmen Rita – aye and the Board went into Non-Public Session at 4:30pm. The Board came out of Non-Public Session at 4:47pm.

Upon return to the public session a motion was made to seal the minutes by Margaret Turner and seconded by Rich Rita because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. The motion was passed by a unanimous voice vote.

13. Adjourn

Mike Aronson motions to adjourn the meeting at 4:47pm.
Margaret Turner: 2nds.
Motion was carried by a unanimous voice vote.

Respectfully Submitted,
Sharon Charron
Town Clerk/Town Office Assistant