

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

**DATE:** February 10, 2016

**MEMBERS PRESENT:** Chairman Mike Aronson and Bill Larsen.

**MEMBERS ABSENT:** Margaret Turner.

**OTHERS PRESENT:** Marilyn Clarkson, Reggie Breeckner, Brooke Wakefield, Mark Decoteau, Chris Hodges, David Noyes, Jim Mayhew, Judy Rolfe, and Sharon Charron.

**1. The meeting was called to order at 3:00pm By Chairman Aronson.**

**2. Privilege of the Floor I**

Town Clerk Reggie Breeckner reported upon a meeting regarding the need for the coordination of activities and their schedules of the many organizations in town. The idea was well received and future meetings will be occurring and will report back with progress updates.

**3. Approval of Minutes of 1/21/16**

Mike Aronson motions to approve the minutes of the regular meeting of the Selectmen of 1/21/16 as amended.

Bill Larsen: 2nds.

Motion was carried by a unanimous voice vote.

**4. Department Head Updates**

• **Public Safety**

Chris Hodges distributes lists of department activities/call responses to the BOS due to recent activities. He would like to give the BOS a regular update regarding police and fire incidents. Discussion followed concerning posting this information on the Town's website on a weekly basis for all to review in an effort to inform residents of their activities. Chris expresses concern regarding sensitive information and on-going investigations, which will need to be discussed non-public sessions. He encouraged the BOS to ask them if anyone wanted further information on incidents. Bill Larsen comments that if residents ask should if they keep their doors locked, what is the best answer. Both Chief Hodges & Chief Noyes state that they always inform people to lock their doors otherwise there no way for them to know whether a forced entry occurred or not. It is just a good practice and is common sense to lock doors. Mike Aronson asks if there have been any issues concerning the hockey groups this winter. He expressed concern that it had been some time since there was a discussion with the management regarding behavior of the tournament attendees. Chief Noyes commented that he has been in touch with lodges regularly concerning this and are themselves being more visible during ice arena events. The lodges have also been encouraged to communicate with visiting team coaches, parents and the ice arena staff as to what type of behavior is not allowed and steps to remedy. Verbal interactions between owners and attendees are most often the instances where a situation occurs. A brief discussion followed regarding security guards in the inns/lodges, and at this time there was just one lodge in

town who had hired a security guard and they are unarmed. Chief Noyes also informs the BOS that on 3/9/16 from 5-8pm there is a public meeting on the Northern Pass at the Conference Center. They are expecting 500-800 people to attend.

- **Recreation Department**

Brooke Wakefield and Mark Decoteau present proposed changes to the afterschool program for FY2016. A handout outlining the costs in 2015 to operate the program, revenue collected, and staffing is compared against the proposed same for 2016. The proposed changes include from 5 days/week to 4 days/week, and reduced staffing by utilizing salaried staff in place of hourly staff. The School District Meeting last week prompted the need to review the breakdown of the program costs. Additionally, Brooke is busy prepping for vacation week activities. Attendance overall for Rec. Dept activities has been good due to weather events.

- **Public Works**

Jim Mayhew reports he has had reports of water on Greely Hill Rd. and has tested the water and has determined it is groundwater and not town water, which would indicate a leak in the water line. Other indicators at this time also support this belief. He will continue to keep an eye on this area, and the water system, for further signs indicating a problem. (Subsequent investigation did determine this to be a water line leak). Bill Larsen asked if there was a road issue on a lower section Greely Hill Rd, as someone had commented to him that there was an issue. Jim replies that the area of the road in question is a very wet area normally, and every year this same issue occurs, and he is aware of it. Mark Decoteau commented that plans to build well #4 and the unified treatment facility have been submitted to DES and Rural Development for approval. The transfer station will have weekend coverage during the vacation timeframe to assist people using the dumpsters.

## **5. Calendar**

Next meetings are as follows:

- Regular BOS Meeting on Wednesday, 2/24/16 at 3pm in the Town Offices.
- Town Meeting is Tuesday, March 8, 2016. The time for the meeting 5pm and voting hours 11am-5pm.
- The School District meeting is on Monday, March 7<sup>th</sup>, 2016 at 6pm.

Additional information regarding the Town and School District meetings, warrants, etc. will be made available via the town website and social media.

## **6. New Business**

- **Discussion of Department Head Reporting Requirements**

This was reported on earlier under Public Safety, but it also carries over to other departments.

- **Report on Climbing Wall Incident**

Brooke reported upon an accident involving a guest who fell from the climbing wall. She has had contact with the injured guest's parents and it was not a serious injury, only a sprain. The exact cause unknown at this time, and she has taken it upon herself to review safety procedures and refresher training for her staff. Additionally, Brooke and Mark informed the Board of equipment available which is an "auto-belay" system, versus a manual system which is what we currently have now. The cost is \$2K per unit and 3 would be needed, for a total cost of \$6K. The

BOS agreed that this purchase was something to be considered and asked Brooke to provide a proposal for them to review. Brooke also stated that she has reviewed the procedures and will also review with the Safety Committee at their next meeting. Mark added that the Rec Desk software now being utilized at the Rec Dept will be able to assist in the need and organization of liability releases for guests for activities which require them.

- **Request for Road Name – A. Gordon**

The request comes from a property owner, Arthur Gordon, who has a Right of Way through a portion of their property, and they wish to erect a road name sign for their ROW/driveway, where it meets Noon Peak Rd. The ROW is between Noon Peak Rd. and Windsor Hill Condos for emergency access to the back of the Windsor Hill condos. Discussion followed concerning the sign code and regulations. If the request is approved it would need to conform to sign regulations, and it was suggested that “Private Way” also be included.

Bill Larsen motions to approve the request of Arthur Gordon to erect a road sign named as “Rita’s Way” on his property provided that all setbacks and sign regulations are adhered to, and in accordance with the current Zoning Ordinance, and with the recommendation to include ”private” on the sign.

Mike Aronson: 2nds.

Motion was carried by a unanimous voice vote.

## **7. Old Business**

- **Administrative Abatement**

Mark Decoteau presents an administrative abatement for approval for interest of \$22.71. Discussion followed and the Selectmen authorize Mark Decoteau, as Town Manager, to have to the authority to approve administrative abatements up to \$100.

Mike Aronson motions to authorize Mark Decoteau, as Town Manager, to have to the authority to handle administrative abatements under \$100.

Bill Larsen: 2nds.

Motion was carried by a unanimous voice vote.

- **Finalize FY2016 Budget and Sign Budget Documents**

The MS-636 for FY2016 was reviewed a final time and signed by the BOS.

Mike Aronson motions to approve the MS-636 for FY2016.

Bill Larsen: 2nds.

Motion was carried by a unanimous voice vote.

- **Finalize and Sign Town Meeting Warrant**

The times for the Town meeting were discussed, as well as the rules of procedure presented by the Moderator. After discussion with Town counsel, times established are: Town voting 12noon to 5pm, and the deliberative session of Town Meeting to begin at 5:30pm.

Discussion followed concerning the warrant articles and presentations, potential need for secret ballot(s) and the necessary preparations.

## **8. Correspondence**

Mark Decoteau reported that the ZBA met last evening and did not have a quorum present to conduct an official meeting. The ZBA has requested that the Board of Selectmen appoint Barry Fish to be an Alternate Member of the ZBA.

Bill Larsen motions to appoint Barry Fish to become an Alternate Member of the Zoning Board of Adjustment.

Mike Aronson: 2nds.

Motion was carried by a unanimous voice vote.

Mark Decoteau informs the BOS that the 30 days notices are ready to be sent out to delinquent taxpayers. This is the “friendly reminder”, and another 30 days a notice of impending lien is sent to those who are still outstanding. He presents current numbers regarding 2015 property taxes and collections. In 2015, the total amount of taxes levied was \$4,810,000, and \$159,286 remains uncollected at this time which is 96.7% collected.

## **9. Privilege of Floor II**

Moderator Marilyn Clarkson asks if the Selectmen’s recommendation of warrant articles, of approval, or not, of warrant articles reflect the absence of one member of the Select board, such as “*2 approve, with 1 abstention*”. The Selectmen concur with the statement. Additional discussion followed if whether or not the School Board follows the same policy pertaining to their warrant articles. Mark Decoteau adds that statutorily, there are certain warrant articles that require the respective board’s (select or school) position, though it is not required for all of them. Marilyn suggested that the school board follow the same method on their warrant.

## **10. Board Concerns and Directives**

### **11. Non-Public Session**

The 2 BOS members present, Mark Decoteau, Jim Mayhew and Sharon Charron go into non-public session at 4:10pm to discuss a personnel issue.

Non-public session is concluded at 4:17pm.

### **12. Adjournment**

Mike Aronson motions to adjourn the meeting.

Bill Larsen: 2nds.

The meeting was adjourned on a unanimous voice vote at 4:18pm.

Respectfully Submitted,

Sharon Charron

Town Clerk/Town Office Assistant