

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

DATE: January 22, 2014

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

MEMBERS ABSENT: None.

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

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

2. Privilege of the Floor I

Bill Cantlin asks the board about proposed warrant article #4, which concerns the Core Development Concept. Mark states that article #4 is only a proposed article still and was on the Selectman's agenda for discussion and to make recommendations and/or changes. Discussion followed and concern was expressed that if there was enough public information available prior to Town Meeting. This also ties in with the Transportation Plan Study, which is article #5 on the proposed warrant. Mark comments that article #4 is a non-binding vote to get a sense of the meeting. Other suggestions were offered, which include having a visual display at Town Meeting with comment cards available to gain feedback. Also mentioned was the possibility of holding an informational meeting on 2/22/14 for the public to learn more about the concept and ask questions. Bill Cantlin was going to inquire with SE Group and let the BOS know regarding the 2/22/14 date for an informational meeting. I was the feeling of the BOS that an informational meeting prior to the Town Meeting would be beneficial to the voters. At this time, the BOS was leaning towards removing article #4 from the warrant.

Bill Larsen comments regarding article #5 and proposes changing the name to "Town Center Transportation Study"

3. Approval of Minutes

Bill Larsen motions to approve the minutes of 1/8/2014 as amended.

Mike Aronson: 2nds.

The motion passed on a unanimous voice vote.

4. Financial Update

• **FY2014 Budget Approval for Public Hearing**

Mark presents the updated draft of the FY2014 Budget and reviews the changes made as well as distributed an updated Debt Retirement Plan. Major changes include the removal of the ambulance which was decided to be funded out fund balance, and the inclusion of the \$482K Bond. The 2014 operating budget has increased 6% over 2013, with the largest increases

showing in the debt service line items for principal and interest payments. This increase is due to payments of P&I of bonds for the water treatment tank replacement (\$500K), recycling & repairs to roads (\$38.5K), and for repairs to retrofit to current town building with upgrades for the Public Safety Department (\$50K).

Other areas which were also reviewed include: personnel costs, preliminary fund balance return per yearly audit, estimated revenues for 2014, health premium returns for 2014, and tax rates differences over previous years. Further discussion regarding the tax rate and the timing of tax rate setting in the fall and the potential impact to the 2nd property tax bill by an increase and if it was possible to absorb some of the increase on the 1st tax bill, as opposed to leaving the increase all to the 2nd bill. It was questioned whether or not an increase of 5% could be placed upon the July (1st bill of 2014) bill for the Town portion of the rate. Mark will speak with DRA officials to seek advice on this idea.

Bill Larsen comments that although the tax rate will be going up, we are trying return to a more “pay as you go” policy and have less bonding for items that have a shorter lifetime and leave the borrowing of funds for items pertaining to infrastructure, i.e. buildings, water treatment, etc.

Mike Aronson comments to the request for funding for the Mad River Endurafest event and the budgeted amount. Expenses to public safety are billed to the event organizer, similar to the Black Fly arrangement in the past, and the Towns portion is the requested \$3,500 stipend per the MOU for supplemental advertising & promotions. Discussion regarding the support for the WVRA and the event as separated or combined line items. It was felt best to leave these are separate items and that \$15,000 will be reflected as the Endurafest event under “Other General Gov’t”.

Mark notifies the BOS about the Schuss Bus funding, which is currently listed at \$48,000. Per agreement with the Mountain, the Town contribution is 25% of the total costs. Mark states that he would like to receive a budget from the mountain on the Schuss Bus in order to provide support. The BOS agreed that there will not be any funds issued without a submitted budget.

Mark states that the Library has been budgeted \$2,000 for books for FY2014. The Library Special Reserve Fun has a current balance of over \$12K and it was felt that these funds should be utilized first, and the current funding be changed to \$0 for FY2014.

Mark let the BOS know that as part of the Transportation Plan, the SE Group would like to do a traffic count study during the upcoming February vacation period. The cost for this would be approximately \$3K, and Mark suggests that this \$3K amount will be added to the Planning Board as the data will be utilized by them in some capacity. The BOS was in agreement with this idea.

Mark reviews the Capital Reserve accounts unspent amounts and asks the BOS whether or not to encumber these funds forward to FY2014. The BOS reviewed the list and they are carried forward as presented:

Corcoran Pond Maintenance	\$42,065	Vote to Encumber to FY2014
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Maintenance Vehicle Lift	\$10,000	Vote to Encumber to FY2014
Town Hall Safety Improvements	\$21,982	Vote to Encumber to FY2014
Town Hall Sewer Connect	\$ 96	Vote to Encumber to FY2014
Town Hall Bldg Eng./Design	\$ 840	Vote to Encumber to FY2014
Recreation Building Improvements	\$ 916	Vote to Encumber to FY2014
Tecumseh Road Sidewalks	\$15,000	Vote to Encumber to FY2014
Street Light Replacement	\$ 5,499	Vote to Encumber to FY2014
Water/WWTP Emergency Repairs	\$ 93	Vote to Encumber to FY2014
WVRA Reserve Account	\$ 5,886	Vote to Encumber to FY2014
Federal Property Acquisition	\$19,512	Vote to Encumber to FY2014
Town Car/Utility Vehicle	\$24,000	Vote to Encumber to FY2014
1-Ton Dump Truck Replacement	\$40,276	Vote to Encumber to FY2014
Climbing Wall	\$ 170	CLOSE
Sidewalk Tractor Lease	\$ 976	CLOSE
Town Hall Sewer Connect	\$ 0	CLOSE

5. Department Head Updates

- **Administration**

Mark comments that the on-line payment system has been having some complications regarding ACH deposits not being grouped together, but rather they are being individually deposited. This translates to more deposits, as each transaction is a separate deposit. An alternative would be using an E-Check system, which is a physical check issued by the tax payers bank to WV to be processed. Mark recommends removing the ACH payment option and replacing it with the E-Check method. The fees to the customer would be similar. Mark comments that one of the main goals in offering on-line payment options was to save staff time in processing payments daily, however the ACH/E-Check have not accomplished that goal. The benefit is to the customer/ taxpayers by using the on-line payment services for a convenience fee.

- **Public Works**

Jim reports that no news is good news. The new truck is to be delivered likely tomorrow. It is finishing being outfitted with equipment; plow blades, sander, etc.

- **Recreation Department**

Rachel reports that interviews are set up for the Adult Coordinator position. She is busy prepping for the vacation week activities. Reservations are going very well for Pickleball. Bill Larsen comments regarding the decline in the climbing wall revenues. Rachel comments that she is looking at rescheduling when climbing is offered as she feels it may currently conflict with other daytime activities, i.e. daytime alpine & x-c skiing.

- **Public Safety**

Chris reports that it was a busy MLK Holiday weekend. There was a false alarm call for a fire which was unable to be tracked back to a specific room. Bill Larsen states that he was recently asked about the Dog Ordinance in town and whether or not it is enforced. Chris responds that it is indeed enforced and reports that in the last year there have been 7 complaints which have been

followed up on by DPS. Additional discussion followed concerning the current dog ordinance, and the phrase “under the owner’s control” at all times and what that means. Police Chief Dave Noyes states that the current ordinance follows the NH State Law. Towns can put in place more restrictive Dog Ordinances if they wish. Chief Noyes explains the process for responding to a complaint currently is that for the 1st complaint a verbal warning is given to the owner, with exception being if it was a vicious incident which is handled differently. The 2nd complaint (within 12 months of 1st), the owner is given written warning (Notice to Abate). The 3rd complaint (within 12 months) is given a fine and is issued a summons for a court appearance before a judge. The USNF enforces the same regulations as the town, as Town Ordinances are enforceable to the town boundaries lines. In the 7 cases (out of 700 total calls to DPS) in town last year, there were 2 repeat offenders and both were non-resident 2nd homeowners. It was the determination of the BOS and the DPS that they would not support the recommendation to amend the current Dog Ordinance that all dogs must be leashed at all times. However, Mark will work with Marilyn Clarkson on the proper wording if she wishes to pursue with a petition to become a warrant article.

6. Calendar Review

- Budget Hearings will be Feb. 5th at 6pm at the Recreation Dept. multi-purpose room.
- Bond for Warrant article will be posted next week.
- Next regular meeting February is 2/12/14
- Town Meeting is Tuesday, March 11th, 2014

7. New Business

• Review Draft of Town Warrant

Mark reviews the draft warrant, and this includes the correct time. There was a discussion of holding the Town Meeting during the time when the polls are still open. The Moderator will need to appoint a deputy to stand with the ballot box. Town positions to be filled were reviewed, and their terms of office. Filing period for the Town elections are 1/22-31/2014 and the forms are available at the town office. Warrant Article 2 was reviewed for wording. Warrant article 5 (transportation study) was discussed as what is to be presented and communicated at town meeting to inform people as to the need, and link it to the Pedestrian Village Revitalization Plan. It was thought it was best to change the name to “Town Center Transportation/Development.” How to present the Fund Balance usage was discussed for items such as the ambulance, and the grinder pump, and the DPS Building Safety improvements, and reserves. The last article is the operating budget. There is also a petition warrant article to be included.

Warrant Article 1: Town positions for election

Warrant Article 2: \$235,800 Public Works Garage funding

Warrant Article 3: \$180,000 Ambulance funded by fund balance.

Warrant Article 4: Waterville Company Inc. master plan for Town Center Development Concept.
(This article may be deleted)

Warrant Article 5: \$90,000 Town Center Revitalization/Transportation Study

Warrant Article 6: \$75,000 Grinder Pump funding.

Warrant Article 7: \$50,000 Public Safety Building improvements funded by fund balance.

Warrant Article 8: \$10,000 Corcoran Pond Capital Reserve Fund funded by fund balance.

Warrant Article 9: \$3,680,061 General Municipal Operations funding.

Warrant Article 10: Petition Warrant Article RE: prohibiting practice of gerrymandering.

The BOS Reviews the previous discussion regarding the dog ordinance with Marilyn Clarkson, who arrived at the meeting. Bill Larsen states that the BOS takes no position as a Board with regards to be in favor or against changing the ordinance. They may or may not have positions as individual residents, but not as the BOS. Marilyn states she will meet with Mark to develop the petition wording.

- **Abatement of Water Charges**

The BOS is presented with the Abatement of Water Charges for the Wenger's. They do not have water service at this time. They do have pipes which were installed at the same time the sewer pipes were so in the future the same area would not need to excavate again, but the water is shut off at the street and the pipes dead end in the home.

Mike Aronson motions to abate the quarterly water changes for 4th qtr of 2013 for the Wenger's. Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

- **WVRA Funding Request**

A discussion took place regarding the funding request for the WVRA and the WVRA capital reserve account balance to be brought back to the balance of \$7,500. The current balance of the account is at \$5,886, with a difference of \$1,614 to be raised to return the account to the \$7,500 balance. The WVRA request also included the purchase & installation of banner poles at Rt 49/ Tripoli Rd. intersection to promote events and town businesses. Topics discussed were the line of sight of banners, pole height, and location of poles. Mark comments that the location & planning for these poles be reviewed as part of the transportation plan selected firm and will be tabled to a future meeting to continue the discussion. Mark will reply to Matt Hesser, who put forth the WVRA Funding request.

8. Old Business

- **\$482,000 Bid Bond Results**

Mark updates the BOS on the Bid Results. 2 bids were received; 1 from MVSB and 1 from Northway Bank. Mark stated his concerns which were that Northway did not submit a bid previously, and MVSB did. Northway stated they needed more information. They did submit a bid after a discussion with Mark, and MVSB left their bid in place that was previously submitted. The rates and terms were compared and the Board decides to accept the bid with Northway Bank at 3.19% + \$500 in bank fees for 10 years. MVSB's bid was 3.85% for 10 years.

Bill Larsen motions to accept the \$482,000 Bid Bond result from Northway Bank for the Town share of the rural development project, and the ineligible costs for the project.

Margaret Turner: 2nds.

The motion passed on a unanimous voice vote.

- **Discussion of Sun Multi-Sports Memorandum for Triathlon Weekend**

The Memorandum of Understanding was reviewed and items which were mentioned for editing include some of the Town's responsibilities. They included the following changes:

- Change "lifeguards" to "waterfront staff";
- Update the "drop off" childcare for Kids Camp registration to a deadline will of 7/28/14;
- The "Kids Zone" will have activities (sign making to support a participant) available for those who pass through the tented area;
- The Coordination of Fireworks (Ski Area Responsibility);
- Change "a bonfire and/or outdoor big screen movie" to "other scheduled recreation activities offered by the WV Recreation Department."

The amount of funding provided by the Town for advertising and promotions was also discussed. Public Safety support and staffing was briefly discussed as well. This will be further discussed as part of the FY2014 proposed budget.

9. Correspondence

- **Letter from State DRA re: Assessment**

Mark states that the issues have arrived from discrepancies in the assessors work relating to the PRD, and the DRA's review of our assessor's report. The DRA believes there are mistakes in the report to bring the report into compliance.

Give Mark Neider to 2/28/14 to correct these errors for the DRA reports.

10. Privilege of the Floor II

None.

11. Board Concerns & Directive

Bill reviews subjects which should be included in the BOS report for the Town Report. Items include the core development concept plan, water meter project, and town report dedication.

Action Item List:

- Mark to speak with DRA regarding Tax rate increase on 1st bill 5% to decrease impact on 2nd bill.
- Mark to let assessor Mark Neider know of 2/28/14 deadline to correct items with DRA.
- Mark to reply to Matt Hesser regarding WVRA Funding request.

12. Non-Public Session

The 3 BOS members go into non-public session at 3:13pm to review a domicile request.

Those present come out of non-public at 3:15pm.

Bill Larsen motions to approve the domicile request of Richard Rita and Helen Jennings.
Margaret Turner: 2nds.
The motion passed on a unanimous voice vote.

Bill Larsen motions to adjourn the meeting.
Mike Aronson: 2nds.
The meeting was adjourned on a unanimous voice vote at 3:20.

Respectfully Submitted,
Sharon Charron
Town of Waterville Valley