

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

**The Public can also watch the meeting via the Town
YouTube Live Stream at
<https://www.youtube.com/user/WVTOWNNH>**

DATE: March 16, 2022

MEMBERS PRESENT: Richard Rita, Chairman, Margaret Turner, Vice Chairman, and Bob Fries, Member.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mark Decoteau (Town Manager), David Noyes (Director of Public Safety), Patrick Payer (Chief of Police), Dylan Tucker (WWTP Operator), Jim Mayhew (Public Works Director), Brooke Wakefield (Recreation Director), Steve Royer (Admin. Services Mgr), John Recine, Amy Saulnier, and Sharon Charron (Executive Assistant).

1. The meeting was called to order at 2:45 pm by Chair Rich Rita and went into a Non-public Session.

The Board goes into Non-Public Session under RSA 91-A: 3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted, and (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present The Motion was made by Margaret Turner and seconded by Rich Rita and followed by a roll call vote as follows: Selectman Turner – aye, Selectmen Rita – aye, Selectmen Fries – aye and the Board went into Non-Public Session at 2:45 pm. The Board came out of Non-Public Session at 3:02 pm.

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. A unanimous voice vote passed the motion.

Rich Rita, Chair of the Board, states that this is an in-person meeting, and YouTube LIVE is also being used. The public may call 603-236-4730 or email townofwv@watervillevalley.org to ask questions or have problems accessing the video services. Rich Rita welcomes newly-elected Selectmen Bob Fries. Rich Rita thanks his fellow Select Board Members, Margaret Turner, and Bob Fires, for electing him as the Chair of the Board of Selectmen. Margaret Turner has assumed the position of Vice-Chair of the Board.

2. Privilege of the Floor

John Recine of the Waterville Valley Athletic and Improvement Association (WVAIA) addresses the Board regarding the need for public bathrooms in the north end of town and the Corcoran Pond beach area. The Board answers that port-a-potties were included in the 2022FY Budget. Mark Decoteau states that two port-a-potties are planned for the BBTS Parking lot in the north end of town and there will also be two port-a-potties located on Packard's Field just behind the equipment shed. The Town is considering having the port-a-potties in place from Memorial Day Weekend to Columbus Day Weekend. A sign at the beach was suggested to direct people to Packard's Field for port-a-potties. John Recine thanked the Board for their decision.

3. Minutes Review and Approval of Regular Meetings of 2/09/22 & 2/24/22, and Special Meeting of 2/02/22 & 3/8/22.

Margaret Turner motions to approve the minutes of 2/02/22, 2/09/22, and 2/24/22 as presented.
Rich Rita: 2nds. A 2-0 voice vote carried the motion, with Bob Fries abstaining.

Robert Fries motions to approve the minutes of the Special Meeting of 3/08/22 as presented.
Margaret Turner: 2nds. A unanimous voice vote carried the motion.

4. Financial Update

Mark Decoteau states we are at 21% in time, with 17% expended through the year. He notes there are no departments with concerns. Mark explains that the Planning /Zoning budget line is at 33% spent, including fees for the professional planner, Tara Bamford, who assists the Planning Board. Other front-loaded line items with expenses are Highways and Streets for salt and sand and Debt Service Interest fees with a January/July payment schedule. Bob Fries asks if monthly cash flow reports are provided to the Board for more accurate comparisons of where we stand to help with cashflow planning. Mark answers that he will look into this option. Bob states the advantages would be comparing dollars rather than percentages of the year to the Budget. Mark explains that many budget items are front-loaded for the whole year. Bob Fries asked about investment strategies, and Mark replied that the Town uses sweep accounts through Meredith Village Savings Bank and that the Trustees of the Trust Fund Manage the trust fund accounts.

5. Department Head Reports

a) Public Works/Municipal Services

Jim Mayhew, Public Works Director, reports the roads are posted for load limits. Contractors can request exceptions for early morning deliveries as long as temperatures are low overnight. This is allowed on a case-by-case basis, depending on the road, temperatures, and weight. A new employee begins work next week for the mechanic position.

b) Public Safety

Patrick Payer, Chief of Police, states that things are relatively quiet. Last weekend was busy with a hockey tournament that resulted in some nuisance calls in the lodges. There is one more small tournament next weekend. Chief Payer notes that most complaints come from the lodge management or other guests due to noise.

Dave Noyes, Public Safety Director, states that last weekend was busy with medical calls. Two of the calls were severe, with one call requiring DHART transport. He thanked the responders for their abilities and skills in handling these serious calls. The EMT course is still going well. Dave

reports that the first National Night Out meeting was held, and planning has begun for the 2022 event. The first Tuesday in August is the date of the event (8/8/2022). Also, planning for the Fishing Derby on Memorial Day Weekend will begin soon. Dave also noted an open position in Public Safety that will likely be filled soon. He adds that inspections remain busy with contractors for permits.

c) Recreation Department

Brooke Wakefield states that budget reporting by percentages works best for her department. She explains the American Red Cross is conducting site visits for potential venues for a Blood Drive in conjunction with the WV Historical Society. A Safe Sitter Course was held recently. The Climbing Wall is now being offered on Saturdays, and there is a Sweetheart Dance scheduled for March 26th. The Easter Egg Hunt is scheduled for April 16th on Packard Field. Brooke adds that she met the new facilities director for SAU 48. Summer camp registrations are live, and there are 99 camper weekly spots left out of 447 in total, which is about the same as last year. Summer camp staffing looks good so far. Rich Rita asked about the repairs to the gazebo base, and Brooke has contacted the Resort regarding the timing. The work is expected to be done in April. Boat rentals are opening earlier this year. The target date is two weeks before Memorial Day weekend. The main reason for this is to accommodate two groups in town: the Shine group and the Warriors group.

d) Wastewater Treatment Plant

Dylan Tucker, Plant Operator, states that drinking water numbers are up by 18% over February 2021 and 12% over February 2020. He comments that these numbers support the increase in the number of residents. In addition, the wastewater numbers for February are up 13% over 2021, and the March numbers are consistent with the same percentage increases.

e) Administrative Services

Steve Royer, Administrative Services Manager, reports that a meeting space has been secured in Town Square from April through August for town boards and committees to use for \$500/month. The meeting room adjacent to the Post Office will be available to the Town on Tuesday, Wednesday, and Thursday. Internet services for the meetings will rely upon WiFi services. The sessions might not be live-streamed depending upon the connection rates but can be recorded and posted to YouTube as an alternative. Steve shared that the Town now has a check scanner for daily deposits. The published position at the Post Office has received seven applicants so far. There was a brief discussion on new employees' probationary periods based on their prior experience. March Decoteau adds that Lien Notices for delinquent taxes were just processed and totaled \$91K. In 2020, the total lien amount was \$251K for the previous year.

6. Calendar Review

a) Next Selectmen Meeting – Thursday, March 31st, 2022 @ 3 pm

b) Planning Board Meeting – Thursday, April 14th, 2022 @ 8 am

c) Strategic Planning Meeting – April 11th, 2022 @ 9 am, location TBD.

The Board briefly discussed the Planning Board Meeting scheduled for 4/14/22. The meeting will include a Public Hearing for the new development of Green Peak. Some of the items to be addressed include the sewer connections, a proposed waiver by the developer of road specifications, and traffic patterns and/or right-of-ways (ROW).

The Board discussed options for the Strategic Planning Meeting for the Department Heads to meet with the Selectmen to review goals for 2022.

7. New Business

a) Town Investment Policy Review and Update

Amy Saulnier, Chair of the Trustees of the Trust Fund, reports on the Town's Investment Policy. She explains all of the Town's excess cash is invested in the NHPDIP (NH Public Deposit Investment Pool). She provides the Board recommendations for changes to the investment policy, and she is currently researching other investment opportunities, as allowed under State RSA's and the investment policy. The changes Ms. Saulnier has made include the maturity dates, the length of investments in relation to cash flow needs, the interest rate risk, and the diversification of investments.

Bob Fries motions to accept the changes to Investment Policy as presented by Amy Saulnier, Chair of the Trustees of the Trust Fund.

Margaret Turner: 2nds. A unanimous voice vote carried the motion.

b) Parking Ordinance Review and Discussion

Rich Rita explained that Craig Larsen had a conflict in his calendar and could not attend Selectmen's meeting today but provided Rich with his thoughts. The tubing season is likely finished for the season, and Craig has requested that the parking/no parking signs be removed as he feels they are detrimental to his business. Craig would like to talk with the Board about plans for parking. Margaret Turner commented that the signs were placed due to complaints from Craig Larsen due to his customers receiving parking tickets. The new Parking Ordinance was voted on and passed at Town Meeting, and there was no discussion of allowing on-street from the public. Margaret recalls the last time a business location had on-street parking issues, and their solution was to expand parking on their property to accommodate the increased business traffic. This occurred at the White Mountain Athletic Club and the Coyote Grille. Discussion followed by the Board concerning options to increase onsite parking for the golf course that Craig Larsen could explore. Bob Fries commented that the Golf Course business has expanded to more than just golf to include restaurant functions and events. Rich Rita added that the Board has been cooperative with ideas to resolve the parking issues. The Tennis Center and parking along Snow's Mountain Rd. is another area that needs to be addressed. Chief Payer adds that every speed limit sign in Town has a "No Parking on Streets" sign. The Board said that busy times exist due to special events, and these need to be reviewed on a case-by-case basis. Rich Rita summarized that more discussion is required on on-street parking to determine if any areas are suitable to allow on-street parking. The temporary on-street parking signs on Valley Road will be discussed further at the Selectmen's meeting on March 31st.

c) MSWC Work Plan

Rich Rita reviews tasks with the Board for the Municipal Solid Waste Committee (MSWC) to discuss. Last year, there were several issues with committee members reaching out to outside organizations without the Town's authorization. As a result, there are four tasks the Board has suggested for the MSWC are:

1. Track Pemi-Baker Solid Waste District activity, including their negotiations with Casella, and report to the Selectboard.
2. Continue to develop recycling initiatives.
3. Track State-level discussions of the State Solid Waste Study Group.
4. Participate in the planned development of the relocation of the Town's transfer station due to the wastewater plant construction project.

Rich Rita recommended that he and Mark Decoteau meet with Mike Koppel (Chair of the MSWC) before the next MSWC meeting on March 29th to discuss the Board's tasks. The Board agreed.

d) Walkway Between Golden Eagle Lodge and Town Square

Mark Decoteau explains that the Town has received several calls over the winter about who is responsible for the walkway maintenance between the Golden Eagle Lodge (GEL) and Town Square. Since the Town has purchased the land, the GEL has requested the Town to maintain the walkway. There are no written easements for the walkway that the Town is aware of, and Mark doesn't recommend that the Town assume responsibility for the walkway maintenance. It is unknown what the past arrangements were to maintain the area. The pathway also intersects the groomed cross-country trail. Mark suggests that because so many residents and guests use the path, there should be a written agreement with both the GEL and Town Square regarding maintenance responsibilities and an easement created by the town for both parties. The Board agreed that Mark should contact the GEL and Town Square to discuss moving forward with his suggestion.

e) MS-232 Form Review and Signature

The MS-232 is presented to the Board for signatures. The form reports the results of the Town Meeting to the NH Department of Revenue. The Board has no questions and signs the form as presented.

f) Snow's Brook Condominium Concerns

- **Noise**
- **Lights on Village Trail**

Mark Decoteau reviews concerns expressed by Hans Schemmel of Snow's Brook Condominium Association about noise and the lights on the Village Trail. The trail lights currently have a light sensor, but they are located in a shaded area and the lights hardly ever go out. Hans offered that the Association would allow the Town to install a timer on their property to operate the lights in place of the light sensor. A time range for on/off sequences will be developed for changing seasons. There are two components of the noise issue. The first concerns the vent at the Snowy Owl, which comes on overnight and is very loud. Dave Noyes will be looking into this further from a Code Enforcement standpoint. The second concern is with noise after 10 pm coming from the Conference Center as an event venue and extensions that are granted for events. Mr. Schemmel has requested the Selectmen do not grant any time extensions for weddings and/or other events. Discussion followed by the Board concerning time extensions requests for events and agreed that the Board is not pre-disposed to grant any time extension past 10 pm and such requests should be discouraged in general.

g) Conservation Commission

- **Appointment Request – J. Lucas**
- **Review Duties & Responsibilities**

Margaret Turner made a motion to appoint Jennie Lucas as a member of the Conservation Commission.

Bob Fries: 2nds. A unanimous voice vote carried the motion.

The duties and responsibilities of the Conservation Commission were discussed to include the proper utilization and protection of natural resources and the protection of watershed resources. The Committee Members should be providing input to the Planning Board on new construction plans when a Wetlands Permit or Alteration of Terrain Permit is needed and working with the Code Enforcement Officer when building permits require review by the Conservation Commission. These would include any Subdivision Plans or Site Plan Review applications if conditions warrant the Commission's consideration. The Code Enforcement Officer will be the individual communicating with builders/developers to ensure construction is done according to the approved plans. Rich Rita agreed to discuss with the CC Chair to review their duties.

h) Town Bus Agreement

Mark Decoteau informs the Board that a meeting was held with the Resort (WVSR) and WV Resort Association (WVRA) to discuss the bus agreement. The contract term was proposed to change from a May 1st date to a January 1st annual renewal date. Participant's financial contribution increases were also discussed, and as part of the Bus Agreement, the Resort provides a yearly actual expenditure report versus a proposed budget. If the actual expenses show a credit amount, this also needs to be reflected in next year's calculations. The schedules need to be updated and included as part of the agreement as Exhibit A. Agreement Exhibit B is the proposed Budget compared against the actual expenses. Agreement Exhibit C is documenting the insurance coverage. The insurance coverage is provided by the Resort (WVSR) and shall name WVRA and the Town of Waterville Valley as additional insured parties. Once these items are updated, the Selectmen will receive a revised contract for review and signatures. Mark Decoteau added that WVSR is concerned with maintaining the bus services due to staffing challenges.

8. Old Business

a) Water and Wastewater Projects Update

Dylan Tucker states that discussions are ongoing with the contractor regarding the generator selection for the Water Project. Dylan has recommended a CAT generator as the other Town generators are also CATs, and having the same brand would be an advantage for servicing contracts. Dylan updated the Board on the Wastewater Project, stating that he feels the Town will be in a good position to present at the 2023 Town Meeting. He anticipates the plans will be 30% complete in April 2022, followed by 60% complete in November 2022, and 90% complete in January 2023. At each of these three points, meetings between all parties will occur, including the contractors, Town personnel, and NH-DES, to ensure everything is on track. An off-site visit to tour other WWTP facilities is scheduled, with the date to be determined. A Wetlands Permit is needed to relocate the town's transfer station, and this is underway by the project engineers. Mark Decoteau plans to review the project financing at the next Selectmen's meeting later this month.

b) Road Engineering Update

Jim Mayhew reports that HEB Engineers is working on the contract bid documents and expects them to be ready for bid by this month. The road work is anticipated to begin in June following the review of submissions and awarding of the contract. The actual work schedule will be reviewed

with the selected contractor and dependent upon various items, including weather and contractor's schedule and the number of workers. Jim states the road project can be done in stages, but this will be discussed with the selected contractor. The priority list for road work was briefly discussed.

c) Review Pending Legislation

Mark Decoteau reviews pending legislation and notes two bills of importance. The first, HB41033, impacts both the NH Municipal Association and the Coalition Communities as lobbying groups that represent the Town. The proposed legislation would prohibit recipients of state or local grants from using such funds for lobbying efforts. The second bill, SB 344, relates to the quorum requirements under the Right-to-know law of meetings in public.

8. Board Concerns and Directives

The Board briefly reviews the request for support from the Summer Blooms for \$1,500. The funding supports the purchase, planting, and maintenance of flower pots throughout the town for the summer and fall. A decision will be made at the March 31st meeting.

9. Correspondence

None.

10. Non-Public Session

None.

11. Adjourn

Margaret Turner motions to adjourn the meeting at 5:18 pm.

Bob Fries: 2nds. A unanimous voice vote carried the motion.

Respectfully Submitted,
Sharon Charron, Executive Assistant