

**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 31, 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, Irit Levy, Jennie Lucas, and Sharon Charron (Executive Assistant).**

**1. The meeting was called to order at 3:02 pm by Chair Rich Rita.**

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](mailto:townofwv@watervillevalley.org) to ask questions or have problems accessing the video services.

**2. Privilege of the Floor**

Irit Levy of the Citizens Recycling Group addresses the Board regarding recycling measures, initiatives, and activities that will be beneficial. She has drafted a helpful list of reminders for residents and property owners to include in the next water/sewer billing. Irit provides the following recommendations for Board to consider;

- Integrate Public Works staff to pick up/deliver the contents (plastics) of the blue Trex bins to deposit in Plymouth. There are currently four collections sites in Town that citizen volunteers service.
- Remove all Blue Recycling Bins from public areas as it conveys the message that items placed in these bins are being recycled.
- Discontinue the use of the Transfer Station by all Town Employees who live out of town.
- Establish a “Waste Diversion Fund” for purchases to promote recycling and reduce waste.
- Review the results of the recent Town-wide recycling survey and discuss.

Rich Rita thanked Irit for her work and her concerns. The recommendations will be turned over to the Municipal Solid Waste Committee for further discussion before moving forward to the Selectmen. A brief discussion followed regarding the transfer station access and how many employees of businesses in town deposited trash from out of town.

### **3. Minutes Review and Approval of Budget/Bond Hearing of 2/09/22**

Margaret Turner motions to approve the Bond & Budget Hearing minutes of 2/09/22 as amended. Rich Rita: 2nds. A 2-0 voice vote carried the motion, with Bob Fries abstaining as he was not a member of the Selectboard at that time

### **4. Financial Update**

Mark Decoteau states we are at 10% collected in revenues, with 21.5% expended, and are 21% through the year. All departments are tracking well, and nothing is out of the norm at this time. Steve Royer adds that a few revenue lines are ahead of the budget percent through the year, including Public Safety and Recreation. He also notes that certain expense lines (diesel fuel) are also ahead. Mark Decoteau adds that the increased fuel costs are one reason the budget was amended and increased by \$100K at Town Meeting.

### **5. Department Head Reports**

#### **a) Public Works/Municipal Services**

Jim Mayhew, Public Works Director, reports that the bears are out, and bear clips are being installed on all dumpsters. He adds that the weather has been mild enough to remove the wing plows from the trucks. New employee Ryan Erazo has started, and he is doing very well. Guard rails in town are being repaired. Jim added that the State DOT will be replacing the guardrails on Route 49 coming into town over the spring/summer months. A pre-bid meeting for the town Road Project is scheduled for next week. Bob Fries asked about the status of the fire hydrants that are out of service and in need of repairs. Jim answered that some parts are back-ordered and some are on-hand. The minor repairs are done in-house. Complete removal and replacement of a hydrant will be contracted. Margaret Turner comments that the Forest Service bridge at the end of West Branch Rd. has some large potholes and asks if repairs are planned. Jim explained that the bridge has an asphalt deck which does not bind well to the wood structure of the bridge. He suggested coordinating repairs with the Forest Service to remove the asphalt and replace the wooden decking. The bridge is owned by the Forest Service but maintained by the Town.

#### **b) Public Safety**

Patrick Payer, Chief of Police, states that he will have March traffic data after the end of the month and will present it at the next Selectmen's meeting. Officers will be reading to the school children on Fridays for April as part of a community outreach program. There is a date set in May for the children to visit the Police/Fire Station. Chief Payer is also looking at May to begin more programs designed to interact with the public of all ages. He also explains that a new software program is being integrated that will transition the department to paperless records for the most part. A conditional offer was given to a candidate for the additional full-time Public Safety Officer. The candidate has over ten years of experience and is a registered EMT. Officer Joe Nericcio will be graduating from the full-time Police Academy in April. He also states that hockey tournaments have ended for the season. Chief payer lastly adds that the 96% of the revenues for parking violations are due to parking incidents at the ski area.

Dave Noyes, Public Safety Director, states that the EMS/EMT class is going well. There is the potential for a "rock crusher" machine to be in town at Green Peak. The device will be noisy and is expected to be in town for about one week. It will only be operated during the daytime hours as allowed under the Noise Ordinance. Chief Noyes reports that he received notification that the town

issued a Short Term Rental (STR) permit to a property owner that violates the condominium association's policies. He states he would like to revoke the permit, with the Board's approval, unless he receives a letter of permission from the association to allow STR. Mark Decoteau adds that during this summer, as part of the revaluation process, property owners will receive notices reminding them about the types of permits (building, STR, etc.) that the Town requires. It will also be an excellent time to review what associations allow STRs and which do not to avoid this situation in the future. Chief Noyes briefly reviews the differences between maintenance and improvements and what type of work requires a building permit. For example, re-paving a driveway is considered maintenance and wouldn't need a building permit, but paving a dirt driveway is an improvement and would require a building permit.

Chief Noyes informs the Board of an informational inquiry for a Driveway Permit on Stone Tower Lane. Mark Decoteau provides background information for Stone Tower Lane, as it is not a town road but is maintained by the town as an emergency fire lane. Driveway Permits are issued for driveways onto town-maintained roads. The two existing driveways were discussed as to whether or not they received driveway permits or was Stone Tower Lane itself considered their driveway when the homes were built back in the 1980s. Mark suggested that the Town should not permit additional driveways on Stone Tower Lane at this time as it is a ROW through the BBTS property. If the Stone Town Lane property owners with existing driveways decided to widen their driveways and keep them as gravel, they would not need any permits. But if they wanted to pave the driveways, they would need a building permit. Margaret Turner asked if a parcel owner on West Branch Road wished to extend their driveway through to Stone Tower Lane, would the Town then issue the Driveway Permit. Mark stated that they would need to get a ROW from the BBTS Ski Academy as they are the property owner. BBTS has given the Town a ROW for the emergency fire lane. Additional discussion is needed to clarify whether the area should continue to be designated as an Emergency Access Fire Lane or should be reverted to a driveway to reduce town liability and maintenance. The Board felt it would be best to continue the discussion later to consider all options and potential impacts.

#### **c) Recreation Department**

Brooke Wakefield states she has a busy weekend ahead hosting the NH Special Olympics for team-building activities and training for the USA Games in Orlando, Florida. Regular department programming continues for the After School Program, pickleball, Irish dance lessons, and the school Book Sale. In addition, Brooke reports that the school has successfully utilized the Rec Dept buses for field trips.

#### **d) Wastewater Treatment Plant**

Dylan Tucker, Plant Operator, reports that he will present the March water and wastewater numbers at the April meeting. He expects that the numbers will continue to show the same increases over past years based on the hours of operation.

#### **e) Administrative Services**

Steve Royer, Administrative Services Manager, reports recruiting efforts are underway to find a replacement for Ann Whitehouse at the WV Post Office. The Meeting Room at Town Square has been secured for town use on Tuesdays, Wednesdays, and Thursdays through July. AV equipment will be set up and tested next week. Steve stated he is attending DMV training in April and that

the office will be closed on April 20-21 for a spring cleaning of files and stored items. Steve also stated that he is looking to draft an RFP for the town's audit services. He is working with Mark Decoteau and the Town Treasurer, Jeff Webb, for the RFP.

## **6. Calendar Review**

Until further notice, it was noted that all meetings would be held in the Town Square Meeting Room adjacent to the WV Post Office in Town Square.

- a) Next Selectmen Meeting – Wednesday, April 13<sup>th</sup>, 2022 @ 3 pm**
- b) Planning Board Meeting – Thursday, April 14<sup>th</sup>, 2022 @ 8 am**
- c) Strategic Planning Meeting – April 11<sup>th</sup>, 2022 @ 9 am, location Village Condos meeting space.**
- d) Field Trips to tour Wastewater Plants date TBA**

## **7. New Business**

### **a) Board Vacancies**

- **Barbara Laverdiere – Potential MSWC member**
- **Kelly Cannon - Potential MSWC member**

Rich Rita motions to appoint Barbara Laverdiere and Kelly Cannon members of the Municipal Solid Waste Committee.

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

### **b) Abatements for the 2021 Tax Lien Process**

The Board reviewed and signed the presented abatements for interest in preparation for the Tax Lien process.

### **c) Strategic Planning Meeting Outline and Supporting Information**

The Strategic Planning Meeting will begin at 9 am on Monday, April 11<sup>th</sup>. The meeting will be held at the meeting space in the Village Condos. Department heads will be using the PESTEL analysis for their strategic planning.

### **d) Renewable Energy Committee Master Plan**

This item is tabled for the next meeting.

## **8. Old Business**

### **a) Water and Wastewater Projects Update**

- **Water/Sewer/Trash Rate Increases**

Mark Decoteau reminds the Board of water/sewer/trash rate increases that will be effective for the 1<sup>st</sup> quarter 2022 bills. Residential trash fees increase by \$30/quarter, and commercial prices increase by 10%. The residential water/sewer rates increase by 5%, and the commercial rates increase by 10%.

Mark Decoteau presents the Board with the language needed to vote on the APRA Grant application through NH-DES.

Rich Rita motions that the Town is willing to enter into the APRA grant application and that the Town Manager is authorized to sign the ARPA grant agreement for \$100,000.

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

**b) Shuttle Bus System Agreement**

There is no update to report at this time.

**8. Board Concerns and Directives**

None.

**9. Correspondence**

The Town Core Working Group will be meeting to review the sign package from 2019. The focus areas will be the Town Square and include directional signage and Town Square's kiosk. This will assist bicyclists in accessing bike trails leading away from Town Square. In addition, the TCWG will be working with the Tyrell Group to direct bicyclists away from construction areas. The Board briefly discussed sidewalks on Boulder Path Rd. as well.

**10. 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, Selectman Fries – aye and the Board went into Non-Public Session at 4:30 pm. The Board came out of Non-Public Session at 4:46 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.

**11. Adjourn**

Rich Rita motions to adjourn the meeting at 4:46 pm.

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

Respectfully Submitted,  
Sharon Charron, Executive Assistant