

**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: April 27, 2022

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Mark Decoteau (Town Manager), Patrick Payer (Chief of Police), Dylan Tucker (WWTP Operator), Jim Mayhew (Public Works Director), and Stephen Royer (Administrative Services Manager).

1. The meeting was called to order at 3:06 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 to ask questions or have problems accessing the video services.

2. Privilege of the Floor

There were no attendees present to participate.

3. Minutes Review and Approval of Regular Meetings of 4/13/2022

Rich Rita defers the approval of the 4/13/2022 minutes to the next meeting.

4. Financial Update

Town Manager Mark Decoteau indicates that all departments are tracking well, and nothing is out of the norm. Administrative Services Manager Stephen Royer reports that revenues in the Fire Miscellaneous line are due to an EMS class that is happening at Town Hall. He goes on to say that this revenue helps offset the current increased overtime in the Fire & Police expense lines. Steve then references an unexpected generator repair that is showing in the town buildings repair expense line. Steve reports that the medical supply line is high for the time of year and this is associated with the replenishment of supply kits that were depleted over the winter. Steve reports that the OT line in the Wastewater Treatment line is up due to increasing runtimes at the plant. Steve then highlights a ~7.25% increase in tipping fees for solid waste disposal. Mark mentions that the increase should not impact this expense line unless we experience a busier than average summer. Next Steve speaks about the Town Meeting and Town Revaluation lines which are both expected to overspend due to AV support for the School Board's annual meeting and preparation to make space for the Revaluation Project here at Town Hall. The Board had no questions in return on the financials.

5. Department Head Reports

a) Wastewater Treatment Plant

Dylan Tucker, Plant Operator, reports that a vendor, Penta, is onsite today to work on a bypass line planned to reroute water around our ammonia reactors. Work is expected to be completed by week's end so an inspection can take place. Mass Tank was also present to begin analysis on what options the Town will have to either repair or replace the ammonia tanks. Dylan mentions that the Board has in front of them a binder that includes the Facility Upgrade Basis of Design Report - 30% Submittal. Mark mentions that we have 3-4 weeks to submit any questions or concerns that we have to Hoyle Tanner regarding their report. Dylan then mentions we had an electrician visit well house #2 to install some cabinets and conduit in preparation for the Well Line Connection project. Bob Fries asks if dates have been set to visit other Wastewater Treatment Facilities, to which Mark responds that dates will be established upon Rich Rita's return from vacation, post May 16th, 2022. Rich Rita asks what the status is of the ammonia tank repair, to which Dylan responds that the timing will depend on what Mass Tank finds during their inspection. Mark Decoteau mentions that we will probably need a special meeting to discuss their findings and what options the Town will have to repair the tanks. Dylan then mentions that the lagoons are experiencing an early algae bloom which could help prevent the breakpoint chlorination process, ultimately avoiding the need to utilize the tanks.

b) Public Works/Municipal Services

Jim Mayhew, Public Works Director, reports that there was a watermain break on Snow's Mountain Road, which is the 12th break to occur since he has worked for the town (12+ years). Jim mentions that it was a section of the pipe that had a sand layer above and below the line and in the sand above, there was a small rock that fell onto the pipe and caused a crack in the line. Additionally, a small culvert collapsed at the intersection of Village and Valley Road that was repaired. Jim reports that the garbage truck is out for repair due to a check engine light that points to an emission sensor. He is hoping that the truck will be back on Friday afternoon or Saturday. Jim and Mark both feel that there will be minimal impact to the users due to the overall activity in Town this time of year.

b) Public Safety

Patrick Payer, Police Chief, reports that some department personnel are completing EMS training at the current time and that Officer Nericcio graduated Police Academy this past Friday. He also spoke about getting out into community soon with coffee with a cop.

e) Administration

Steve Royer reports that the spring cleaning of Town Hall was successful. He indicated that some older documents were filtered out of the attic to make space for more current documents. He also indicated that progress was made to start brainstorming ideas on how we take paper intensive processes and make them electronic. Steve spoke about how we are looking to enhance the Administrative Support processes in terms of support to the Public Safety Department. Rich Rita comments that this sounds like a good a takeaway from our strategic meeting. Bob Fries asks if the Assessors have needed any administrative support, to which Mark Decoteau commented it has been minimal so far. Mark goes on to mention that our wide format printer / scanner will arrive in late May. This machine will help us digitize our oversized plans and maps.

f) Recreation

Mark Decoteau mentions that the floor is being worked on at the Gym. He also indicates that a community clean up day has been calendared for May 6th. Mark stated that Rec. Director, Brooke Wakefield, is doing great with hiring for the summer, having all but one position filled. Mark

mentions that Recreation Manager Tyler and Brooke had a Zoom meeting with Marvin Weinberger regarding the trail system. Rich Rita asks if there has been any movement on the Gazebo repair, to which Mark replied that he'd provide an update on that.

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 Selectboard Meeting – Wednesday, May 18th, 2022 @ 3 pm**
- b) Planning Board Meeting – Thursday, May 12th, 2022 @ 8 am**

7. New Business

a) Road Project Update

Town Manager, Mark Decoteau mentions that the Town will be speaking with the Engineering Team next week to discuss the bids, all of which came in over budget. Jim Mayhew mentions that there are some viable options that we can present and discuss with the engineers to get the low bid down to a number that the Town can afford. Mark emphasizes that we want to leave room, financially to continue with the engineering of future road projects.

b) Abetments

Mark Decoteau approved a \$20 abatement and the Selectboard signed off on the approval.

c) 2021 Equalization Certificate

The Selectboard were presented with the 2021 Equalization Municipal Assessment Data Certificate which they signed and was subsequently uploaded to the DRA portal.

d) Strategic Planning Workshop review

Mark Decoteau presents the Board with a summary of the Strategic Planning Workshop that took place on April 11th 2022. Rich Rita raises a question concerning the creation of an action plan from this summary that illustrates some items we can share with the public. Mark advises that we will have the action plan completed for the May 18th Selectboard Meeting. Bob Fries asks if we'll be having a follow-up discussion in October, to which Mark answers yes. The intention is to have this meeting prior to budget season.

e) North Country Scenic Byways Commission meeting on April 18th

Mark Decoteau mentioned that the meeting was very informative and that the commission is doing an application to NH DOT to obtain funding for byways maintenance that includes road turnouts and signage. The idea is that rather than having each town submit a grant application, the commission will complete the application for the \$500K grant for the whole region. Mark indicates we should look at entering this effort to obtain funding for at least one historical marker somewhere along the Mad River. He mentions that we should work with the Historical Society on this effort. Additionally, Mark feels working with the Forest Service on this effort will be worthwhile, regardless if we receive grant funding to include a historical marker in one of the bump outs on Rte. 49. Bob Fries mentions that at the 3 mile mark may be the most logical location for the marker. Mark agrees because it is at this location DOT has an easement with the Forest Service. Mark includes that he will be working with Recreation Director Brooke Wakefield to begin the process of obtaining a bike friendly community certification. He feels that with everything the community does to support biking, this certification would be beneficial to the Town. Bob Fries mentions that Tripoli Rd. is paved to Russel Pond on the Woodstock side, and inquired if the Forest Service has plans to continue paving. Mark Decoteau mentions the Forest

Service has plans for road repairs up to height of the land. He indicated that he can call White Mountain National Forest Ranger, Brooke Brown to get an update as to where they stand.

8. Old Business

a) Stone Tower Lane Maintenance

Mark Decoteau mentioned that the Town Attorney, Joe Driscoll, is working on providing some scenarios to resolve the Stone Tower Lane matter. Mark recommends that the Town splits the Town owned land down the middle and give half to the Powells and half to the Carlises. He mentions that the Town can still maintain it. The Selectboard agree and Mark indicated that the Town will work with Town Counsel to complete the property transfer.

9. Board Concerns and Directives

Rich Rita asks if there is room on the Town's website in the find it fast section to add a quick link to the Town's ordinances. Mark Decoteau mentioned that we will investigate it and find out.

10. Correspondence

Resident Jim DiPaolo has inquired as to what it will take to put some electrical lines underground that are near his property. Mark mentioned that without cooperation from the Wymans, there is not much the Town can do to help this situation at this point.

Mark mentions an email from Conservation Commission member Charles Hastings. Mark speaks to how the Commission is working on some ideas for trail signage.

Mark briefly mentions an email and newsletter from State Executive Councilor Janet Stevens.

12. 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, Selectman Rita – aye, Selectman Fries – aye and the Board went into Non-Public Session at 4:44 pm. The Board came out of Non-Public Session at 5:34pm.

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.

12. Adjourn motions to adjourn the meeting at 5:35 pm.

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

Respectfully Submitted,

Stephen Royer, Administrative Services Manager