

**Waterville Valley Selectboard  
Minutes of Selectboard Meeting  
Thursday, February 15, 2024 @ 3:00 pm  
Downstairs Meeting Room – Town Offices**

**DATE:** February 15, 2024

**MEMBERS PRESENT:** Richard Rita, Chairman; Bob Fries, Vice-Chair; and Wendi Rathgeber, Member.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Mark Decoteau (Town Manager) via Zoom, Steve Royer (Administrative Services Mgr), Brooke Wakefield (Recreation Director), Dave Noyes (Public Safety Director), Patrick Payer (Police Chief), Dylan Tucker (Municipal Services Mgr), Megan Boobar (Public Works Director) and Sharon Charron (Executive Assistant).

**1. Call to Order** – Rich Rita, Chair of the Selectboard, states that this is an in-person meeting, and YouTube LIVE is also being used. The public may call 603-236-4730 or email [scharron@watervillevalleynh.gov](mailto:scharron@watervillevalleynh.gov) to ask questions or if they have problems accessing the video services. The Chair called the meeting to order at 3:00 pm.

**2. Privilege of the Floor**

- There were no comments from the public.

**3. Approval of Meeting Minutes - 00:00:07.**

- The Board reviewed meeting minutes for the Regular Meeting on 1/04/24 and the Special Meeting on 1/11/24 as amended, and a motion to approve was offered by Wendi Rathgeber, which Bob Fries seconded, and the motion was unanimously approved by the Board.

**4. Department Head Updates**

**Public Works. • 00:03:10.**

- Megan Boobar reported that the snowfall is down from previous years and has resulted in minimal plowing activities. A new blade was installed on the plow truck that improves clearing the road surface and will reduce salt use as well.
- A few accessories were installed on the trash truck to improve safety for the operators.
- Preparations for spring and summer, including training courses for staff and equipment upgrades, were discussed.
- Challenges with snowblower adjustments and sidewalk clearing were highlighted.
- Snow removal issues for the sidewalks were discussed. A solution was offered of a potential blade attachment for the skid steer.
- An offer of employment was given for the CDL-Driver position and the reply is pending.

- Transfer Station hours were expanded for the MA vacation week and are published on the Town's website general calendar.

#### **Administrative Services. • 00:12:28.**

- Steve Royer reports that preparations for the Town Meeting and budget finalization were underway.
- The interview process for a part-time Administrative Associate is progressing and the field of candidates are being reviewed for second interviews.
- Financial report highlights were provided, including expenses in various departments and public safety revenue for hosting EMT training.
- The Town Report is being finalized and will be going to the printer soon. The report will also be posted on the Town website.
- FEMA disaster declaration status for the December storm is not certain and the Town is in a holding pattern now. It was noted that many towns were affected, and FEMA has a lot to review.

#### **Municipal Services. • 00:16:40.**

- Dylan Tucker reports that minor maintenance and repairs were successfully performed at the Wastewater Treatment Plant. The parts were on hand and the maintenance did not affect operations.
- The three-man staffing of the Wastewater Treatment Plant is going well.

#### **Recreation Department. • 00:18:38.**

- Brooke Wakefield reports that there is a full schedule of activities planned for the MA vacation week.
- There is a Pickleball Tournament scheduled for the end of March.
- Upcoming events, including a pickleball tournament and hikes, were mentioned.
- Brooke shared plans for a marketing campaign by the WV Resort Association (WVRA) to promote employment in Waterville Valley.
- Brooke announced involvement in the Golden Antler adventure hunt being run by WVRA.
- Summer camp registration dates will begin in March after the Town Meeting.
- There has not been any further communication from the School Board about Pickleball programs occurring during the school day. The next School Board Meeting was unknown, but anticipated to be early March, Brooke will follow up with an email.

#### **Public Safety**

#### **Police Prosecutor Agreement. • 00:23:21**

- Chief Payer presented the Police Prosecutor Agreement to the Board for approval and noted the following items:
  - The agreement is for 10 cases.

- The Prosecutor is shared with other Police Departments (Campton, Lincoln, Woodstock).
- Discussion on the need for a police prosecutor agreement due to an increase in criminal complaints and the challenges of handling trials and plea deals were outlined.
- Concerns about scheduling conflicts and the availability of the current prosecutor were raised.
- The proposed agreement involves multiple towns and will require approval from the attorney general's office and for the Town Meeting to pass the proposed 2024 Town Budget.
- A motion was made by Rich Rita to accept and sign the Intermunicipal Agreement for use of a Regional Municipal Prosecutor as presented to the Board, which was seconded by Bob Fries, and the motion was unanimously approved by the Board.

### **Other Public Safety Items**

- Chief Payer reports that a candidate with 25 years of experience in firefighting and law enforcement has been hired as a part-time employee. The candidate's hiring fills an opening for part-time positions.
- The Board asked about recent disruptions and law enforcement's collaboration with the rink manager to address issues. Several arrests have been made related to the disruptions from hockey visitors at the ice rink this season.
- Director Noyes shared that the Coffee with a Cop with the Silver Streaks at the ski area base lodge was well attended.
- Special Olympics Winter Games will be in town March 3-4, 2024, and the board discussed their involvement including hosting events and assisting with medal distribution.
- A social gathering for the Special Olympics event will be held at the Coyote Grill and the Selectboard members are invited to attend on Sunday 3/3/24 from 5:30-7pm. The opening ceremonies will take place in Town Square @ 7:30pm.
- Director Noyes reviewed the number of calls for service and mentioned that 78% of calls were for medical services.
- 14 inspections for either construction or Certificates of Occupancy have occurred since February 1<sup>st</sup>.
- Chief Noyes reported that the WV School district has drafted a Memorandum of Understanding (MOU) between the WV Public Safety Dept/Town of WV and the WV Elementary School to allow for access to video monitors only during emergencies.
- The Rey Center will be hosting their Skijoring event this weekend. There was a request for an Offsite Solicitation Permit for a vendor to offer BBQ food for guests for purchase. This is a replacement for the food trucks from last year and it is only one vendor. The Board voted to approve the permit.

### **Other Administrative Items**

- Mark Decoteau shared that discussion is ongoing between two associations, the Villas of Waterville and Moose Run, to separate and become independent associations. Town counsel's opinion will be requested to determine if any prior Planning Board approvals for subdivisions will be impacted.

## **5. Calendar Review**

- Next Regular Selectboard Meeting - 3/07/24 @ 3pm
- School District Annual Meeting – 3/11/24 @ 6pm, @ WV Elementary School Gymnasium
- Town Meeting - 3/12/24 @ 6pm, @ WV Elementary School Gymnasium
- Next Regular Planning Board Meeting - 3/14/24 @ 8am

## **6. New Business**

### **Cable Television Franchise Renewal. • 00:45:08.**

- Mark Decoteau explained that the law firm, DTC, has prepared a Conflict-of-Interest waiver for the review of the cable television franchise renewal for the Town.
- The Selectboard agreed to accept the proposed waiver and representation agreement, and to continue with the process of the cable franchise renewal.
- Rich Rita motioned to accept the Conflict-of-Interest Waiver from DTC as presented. Wendi Rathgeber seconded, and a unanimous voice vote of the Selectboard followed.

### **CWSRF Loan Agreement. • 00:51:43.**

- Mark Decoteau presented the extension of the CWSRF Loan Agreement for the Wastewater Treatment Facility. He noted the \$4M current agreement was updated to \$10M under the same terms and condition as the original – a 20-year term with a 2.536% interest rate.
- The up-front forgiveness term change is to incorporate the additional ARPA funding not included in the original agreement document.
- Bob Fries motioned to accept the CWSRF Loan Agreement terms as presented. Wendi Rathgeber seconded, and a unanimous voice vote of the Selectboard followed.

### **Abatement Requests. • 00:53:09.**

- Mark Decoteau shared that he granted two abatement requests for interest totaling \$38.86, under his previous authorization of the Selectboard.
- Bob Fries motions to ratify the interest abatement requests totaling \$38.86, as presented. Rich Rita seconded, and a unanimous voice vote of the Selectboard followed.

### **Water and Sewer Rate Increase Public Hearing. • 00:49:34.**

- The board scheduled a public hearing for the water and sewer rate increase for the next meeting on March 7<sup>th</sup>, 2024, at 3pm, as required before the vote to change the rates.

## **7. Old Business**

### **Level One Assessment by Monadnock Engineering. • 00:56:00.**

- The board discussed the findings by Mark Henderson of Monadnock Engineering who is providing a review for a property donation (13.5 acre lot located at 49 West Branch Rd). Mr. Henderson recommended a Level 1A test first and will provide a report with the results. He will also project what a Level II Assessment will find based on the Level 1A results.
- Bob Fries motioned to move forward with the Level 1A Environmental Assessment with Monadnock Engineering for the property that the Town is considering accepting as a donation from Mr. Britton. Rich Rita seconded, and a unanimous voice vote of the Selectboard followed.

#### **Wastewater Project Update. • 01:01:10.**

- Dylan Tucker reports a meeting with the engineering firm Black and Veatch and a representative from Tyrell went well, focusing on understanding the anticipated rooms at the conceptual conference center hotel and separate boutique hotel.
- The engineering firm acknowledged and signed off on the project, indicating a deep dive into the project's details and a long work schedule ahead.
- Discussions included projections for a 20-year scope and the impact of future commercial and residential development and employee housing on the future Wastewater facility.

#### **Final Budget Review and DRA Recommendations. • 01:11:00.**

- Mark Decoteau reviews adjustments to the town's budget numbers to ensure accuracy and compliance with NH Department of Revenue Administration (DRA) recommendations.
- Specific wording recommendations to warrant article 19 were provided by DRA which removed references to school or preschool and substituted with "program."
- Chair Rita re-reads Article 19 to the Board to approve of the changes.
  - Article 19: To see if the Town will vote to raise and appropriate the sum of \$30,000 for the purpose of supporting the Curious Cottage Preschool Program operated by the Rey Center. This special warrant article will be a non-lapsing appropriation per RSA 32:7 VI and will not lapse until the preschool closes or by March 9, 2026 whichever is sooner. Funding for this purchase will come from general taxation.
- The Selectboard unanimously voted 3-0 to approve the article as read.
- Mark reviews the totals on the MS-636 as:
  - Total appropriations are \$8,164,449, and
  - Total estimated revenues of \$3,855,962, for
  - An amount to be raised by taxes of \$4,308,487.
- Rich Rita motioned to approve the draft of the MS-636 as presented, with finalization and signing to follow. Wendi Rathgeber seconded, and a unanimous voice vote of the Selectboard followed.

#### **Select Board Meeting Dates and Times. • 01:26:35.**

- The Selectboard decided to revert to holding meetings on the first and third Wednesdays of each month at 3:00 p.m. starting on 3 April 2024.

- The meeting time for the 21st of March was decided to be 3:00 p.m.

## **8. Board Concerns and Directives**

### **Transfer Station Fee Change. • 01:30:40.**

- Wendi Rathgeber reports that the MSW working group proposed increasing the fees for items at the transfer station to eliminate the need to keep coins for making change for customers.
- The Selectboard agreed to discuss fees at the public hearing 3/7/24 and update the list of water, sewer, and MSW fees.

### **Clothing Bin Replacement. • 01:31:00.**

- Wendi Rathgeber shared that Megan Boobar has made a change to the donation clothing bin at the Transfer Station. Apparel Impact will replace the current clothing bin and they will provide brochures for distribution to raise awareness about textile recycling.
- The new bin will also accept all textiles, such as clothing unsuitable for resale as well as sheets, etc.
- The current donation bin will be removed.

## **9. Correspondence**

### **Boulder Path Road Reconstruction. • 01:35:23.**

- Jenny Lucas emailed her concerns about the engineering design for Boulder Path Road, suggesting that the existing grass strip area between the travel lanes and the multipurpose lane.
- The Selectboard discussed the challenges of implementing the recommended design due to limited right-of-way width and past issues with maintaining green strips along travel ways.
- The Selectboard also explored alternative solutions such as using reflectors and reducing the number of delineators for safety and aesthetics.
- The Selectboard respectfully doesn't share the same opinion as Ms. Lucas and thanked her for her comments and encouraged her to continue sharing her thoughts.
- Discussions followed about the golf course gazebo relocation, tree replacement along Boulder Path Road, and coordination with the Town Core Working Group and engineering designs.

## **10. Adjourn**

Wendi Rathgeber motions to adjourn the meeting at 4:46 pm.

Rich Rita: 2nds. A unanimous voice vote carried the motion.

Respectfully Submitted,  
Sharon Charron, Executive Assistant