



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN  
MEETING MINUTES  
October 4, 2021  
6:00 PM**

**PRESENT:**

Nancy Rollins, Selectman  
Janet Kidder, Selectman  
Kim Hallquist, Town Administrator  
Lynn Lewis, Finance Officer

**ALSO PRESENT:**

Chief Emily Cobb  
Ken Jacques, New London – Springfield Water System Precinct  
Will Kidder, Town Clerk-Tax Collector  
Crystal Schimpf, Tracy Library Director  
Eula Kozma, Chair, Nancy Mahar, Sara Scheuch, Library Trustees  
Clara Sheehy and Charlene Baxter, CASA  
Kelley Keith and Karen Lester, COA Chapin Senior Center  
Tom Manion and Shawn Riley, New London Hospital Ambulance  
Beth Heyward, Community Action Program  
Suzanne Hammond, New London Garden Club  
Steve Root, Little Sunapee Protective Association  
Sue Showalter, Messer Pond Protective Association  
Doug Baxter, Pleasant Lake Protective Association  
Ashlee Rowley, Chamber of Commerce  
Celeste Cook, Welfare Officer

In the absence of Chair Cannon, Selectman Rollins called the meeting to order at 6:00 PM.

**Ken Jacques: New London – Springfield Water System Precinct**

Mr. Jacques met with the Board to update them on the Main Street water main replacement project. He explained that the Precinct has received information from its engineers for the scope of services quotation on the design and engineering phase; it is just short of \$100,000. The Precinct will not be doing anything right now unless the Selectmen decide that some of the town's ARPA funds will be made available for this project, otherwise, the design funds will be requested within the next budget which they will begin to work on in January and completed it in February. The Precinct annual meeting is held a week after the town's annual meeting. Springfield will be using its ARPA funds on broadband expansion. Ms. Hallquist noted that the Selectmen will be holding a public hearing to seek input from the public on how best to spend the ARPA funds. Mr. Jacques noted that he would attend and reminded the Board that he hopes that some of the funds can be put towards the water main project.

**Public Comment – None**

**Community Forums – Saturday, October 23<sup>rd</sup> and Monday, October 25<sup>th</sup>**

Selectman Rollins reported that the Building & Facility Committee, led by Colin Beasley, the Planning Board, led by Paul Gorman and Ms. Hallquist and Adam Ricker met earlier to tour the space at the SAU – the Professional Development Center to confirm that the space will work for the forums. The forums are being held to seek input on the town’s priorities. The two sessions have been set up using a Saturday for people who prefer a daytime meeting and a Monday evening; each session is two hours. Cotton Cleveland has graciously agreed to facilitate the sessions. Ms. Hallquist noted that the sessions will be available via Zoom for those who would prefer not to attend in person.

### **Halloween Plans**

Chief Cobb informed the Selectmen that she intends to request State DOT approval to close Main Street from Seamans Road to Williams Street on October 31<sup>st</sup> for trick-or-treating from 4pm-6pm. She noted that having the event on Halloween (Sunday) works well as most people expect it on the 31<sup>st</sup>; additionally, it works better for the scheduling of officers. Chief Cobb noted that while the closure of Main Street is 4pm-6pm, the Police Department does not prohibit trick-or-treating at other times.

Selectman Rollins noted that there are new young people on Barrett Road and if it is to be used as the detour off Main Street, she hopes there is attention given to slowing the traffic down. Chief Cobb agreed and she will be talking with the CERT team to see if they can assist.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the closure of Main Street from Seamans Road to Williams Street on October 31<sup>st</sup> from 4pm-6pm for trick-or-treating. THE MINUTES WERE APPROVED.**

### **Town Administrators Report**

Ms. Hallquist provided the following report:

- Staff is working on the Community Forums and budget binders have been distributed.

### **Committee Meetings & Reports**

Selectmen Kidder reported that the Planning Board heard from the CIP committee and the CIP will be presented at the next meeting at a Public Hearing.

Selectman Rollins reported that the Housing Committee met; they discussed a number of activities that are going on including member Peter Nickols looking at the town’s zoning ordinance to see if changes will be recommended; they discussed whether a consultant would be hired like Newbury did to help in the area of zoning changes, possibly phasing in changes over more than one Town Meeting. Also, information is being collected from businesses relative to needs in the area of workforce housing.

Selectman Rollins reported that the Citizens Advisory Committee heard from Police Chief Cobb and Detective Lt. Rowe on policing in New London that included information on training; the discussion was very well received by those in attendance

The Board attended the joint New London - Sunapee Wastewater Meeting; the billing rate for the upcoming year was set, 70.53% 21/22 versus 71.30% in 20/21.

### **Items to be signed:**

- Accounts Payable Voucher
- MS-535 Financial Report of Budget
- Birthday Cards (November)

## **Applications Approved &/or Denied**

### Sign Permits – approved

- Meghan MacLean, TM 085-041-0-0-0. Crescent Moon Wellness & Yoga. Approved 9/28/2021.
- New London Hospital Association, 072-018-0-0-0. Express Care. Approved 10/4/2021.

### Building Permits-approved

- Bruce Cerullo & Kristen Lynch, TM 068-003-0-0-0. Build 385 sq ft addition. BP 21-108. Approved. 9/29/2021.
- Pawel & Jerzy Ciesla, TM 118-014-0-0-0. Build attached one story shed, 532 sq ft. BP 21-127. Approved 10/4/2021.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to adjourn the Selectmen’s meeting. THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 6:25 PM.

Selectmen Rollins opened the joint Board of Selectmen – Budget Committee meeting at 6:30PM.

### Social Service (Nonprofits) requests:

- Chapin Senior Center Council on Aging (COA): Request: \$38,500 (\$3,500 increase)  
Kelly Keith presented the budget request and explained that all towns are being asked for an increase this year, after several years of no increases. She noted that fund raising activities continue and the most recent fundraising effort raised more than was expected. Ms. Keith noted that one of the biggest impacts from the pandemic is the loss of volunteers to participate in the driving program and to staff the front desk. She explained that they have hired one paid driver who has been able to pick up the slack from the loss of volunteer drivers. COA did receive COVID relief funds to keep employees.
- New London Hospital – Ambulance Service: Request: \$189,618 (\$5,523 increase)  
Tom Manion, President and CEO & Shawn Riley, Director of EMS: Mr. Manion addressed the board and explained that they are requesting a 3% increase of all towns they serve. They operate the ambulance at a loss of about \$300,000 per year but they know how important the ambulance service is to New London and the surrounding communities, so they continue to provide it as it is within the mission of the hospital. Mr. Riley noted that they cover 7 towns with 4 ambulances, 3 are in-service daily and one is a spare. One ambulance is housed at the Sunapee Fire Station and is staffed 24/7. Some ambulance runs are for transport, to DHMC, a recent transport was to Providence, RI. A new ambulance was added last year at a cost of \$280,000; \$312,000 is he expected cost of the next ambulance. Average of 5.1 minutes response time for New London calls, other towns can be 15 minutes or more. Mr. Riley noted that they only get paid for the service if they transport someone to the hospital, about 40% of the calls are not compensated. Colin Beasley asked who subsidizes the deficit, Mr. Manion noted that the hospital does. Mr. Manion noted that the hospital did receive CARES Act funds that has helped.
- Lake Sunapee Region Visiting Nurse Association & Hospice: Request: \$12,566
- CASA: Request: \$1,500: Charlene Baxter, accompanied by her colleague Clara Sheehy, presented the request and noted that volunteers who work with the courts represent children in

court when there is a finding of abuse and neglect. Money will be used to recruit, train and retain volunteers. She stressed that CASA has worked with families in New London as well. She noted that with the pandemic and more children staying home and out of school, there has been a surge in cases, and the needs of CASA has increased as well. She noted when there is no CASA volunteer available, children don't have the assistance of an advocate. Selectman Kidder asked how much it costs to train a volunteer as last year, New London increased its appropriation to ensure that the amount covers that cost. There was a discussion of the number of cases in New London, Ms. Baxter noted that they don't get into that information as it is very private but she does know that there have been cases in New London – she will try to get someone additional information to share.

- Community Action Program (CAP): Request: \$6,000: Beth Heywood presented the budget and thanked the town noting that New London has been a supporter of CAP for many years and they have enjoyed an excellent relationship with the town's welfare officer, helping with clients in need.
  
- New London Garden Club: Request: \$1,500: Suzanne Hammond, Treasurer, presented the request noting that no request was made last year due to the reduced work due to the pandemic – there were no programs for the public, but they did maintain the 14 pocket gardens the group maintains, which makes the town look so good. She noted garden supplies have gone up. They did have one fundraiser, social distanced, but it has been hard to raise money under the Covid conditions. The boards thanked the Garden Club for all they do for the town.
  
- Lake Protective Associations:
  - Little Sunapee Protective Association: Request: \$7,000 (\$1,500 increase): Steve Root presented the request and explain the important work of the lake host programs that works to keep invasives from the lake by inspecting boats before they go into the water. Mr. Root noted that an increase is being requested, after many years of no increase, to allow an increase in the lake host wages so that they can attract staff, pointing out that volunteers are used as well when paid lake hosts are not available. Selectman Kidder asked if the boat launch is owned by the State and he confirmed it is. She noted that the association paying for the port-potty is a benefit to the public; Mr. Root agreed and noted that originally it was to be a summer only thing but it has turned out to be year-round.
  - Messer Pond Protective Association: Request: \$3,400: Sue Showalter presented the request and noted that she couldn't add more from what Mr. Root explained previously. She noted that the members of her association are very active, more than matching the amount given by the state. She noted that with increasing wages, it will be likely that they will ask for an increase next year. Ms. Showalter thanked the town for the support over the years noting that they could not do it without the support.
  - Pleasant Lake Protective Association: Request: \$7,000 (\$500 increase): Doug Baxter presented the request, noting that Steve Root did an excellent job explaining the lake host program. He explained that the cover the boat launch Memorial Day – Labor Day – 10 hours per day and he agreed with other that it is very difficult to find staff. Mr. Baxter explained that years ago milfoil was the main invasive that they were concerned with, now there are a multitude of invasive species that are concerning.
  - Lake Sunapee Protective Association: Request: \$5,000
  
- Upper Valley Lake Sunapee Regional Planning Commission (RPC): Request: \$6,318 (\$80 increase): Ms. Hallquist noted that the town has been a member of the RPC for many years and

receives valuable services to assist in planning services; Jerry Coogan, the town's representative on the RPC Board agreed with the value of membership noting that the RPC also conducts the Household Hazardous Waste Collection drive, regional transportation plan for submission to the state's 10-year plan.

- Lake Sunapee Region Chamber of Commerce: Request: \$12,500; Ashlee Rowley, Executive Director, presented the request, noting that the pandemic has created challenges to the Chamber as well with some members requesting a hiatus Ms. Rowley explained that the Chamber is embarking on strategic planning next month and she will share information learned from it during next year's budget presentation. Manning of the Information Booth was down somewhat during the pandemic due to people not wanting to be in close proximity to others; she expects that the hours will be increased for next summer. Granite State Ambassador Program is a program that the Chamber is a part of that brings volunteers to the Information Booth to help out. Overall the Chamber is doing well during these challenging times.
  
- B. Health Administration: Kim Hallquist, Deputy Health Officer, presented the budget in the absence of Health Officer Nick Baer, who was not able to attend. One change in the budget is that the Deputy line item has been deleted as it has not been used for several years. Ms. Hallquist explained that the Health Officer takes water samples from the lakes to ensure the water is safe for swimming, when there are issues like beaver problems with dirty water released into the lake, Nick will follow-up. Another area of his responsibility is visual inspections when septic systems are being installed, the Health Officer must sign off on it; he also does other health related inspections when needed. She noted that Nick also serves on the Emergency Management Committee and has been very busy during the pandemic participating in those emergency functions. It was noted that annual stipends are paid quarterly.
  
- C. Welfare Administration 01-4441-700: Celeste Cook presented the budget noting that requests for services is currently lower given the addition resources available during the pandemic. Selectman Rollins questioned the high expenses during the time when people were receiving pandemic related assistance. Ms. Cook noted that some assistance was needed before funds were available or for expenses that could not be met even with the additional assistance.
  
- D. Library: Crystal Schimpf presented the budget, noting that she has been on board since June. Ms. Schimpf introduced the three Library Trustees in attendance as well. Ms. Schimpf noted that the Trustees voted unanimously to submit a request with a 4% increase. The budget includes \$10,000 for assistance in preparing a strategic plan and there are also funds to change one part-time position to a full-time position. Ms. Schimpf noted that personnel costs are a large part of the budget, and it is important to keep competitive with staff as it is difficult to find staff. There was a discussion of COLA and steps and how they are arrived at: the Trustees typically follow the Selectmen's COLA award, although they may award more or less. Steps are given upon a successful annual evaluation and are generally 2.5%. The Selectmen typically decide on steps in November/December near the end of their budget preparation. The Board welcomed Ms. Schimpf as the new Library Director.
  
- E. Town Clerk/Tax Collector: Will Kidder, Town Clerk – Tax Collector, presented his budget request and some expected expenditures for office supplies and sharing the expense of a folding machine with the planning office. He also pointed out the end of his budget he included his

thoughts on the needs of expanding his office. Colin Beasley noted that the BFC is looking into that issue.

There was a discussion of the budget as it relates to salaries; Ms. Hallquist noted that the budget worksheets contain increases for salaries based on the aware of a step, COLA is not included as the Selectmen have not made the decision on that yet. Retirement rates are set by the State and are applied against wages; when the COLA rate is determined and wages adjusted, retirement will also be adjusted along wit FICA/MEDI rates. Health insurance rates are not known yet so a 10% increase has been applied and will be changed when the maximum rate increase is known, probably within a month. The final rate is not known until after the budget hearing as the town has a July renewal date.

**IT WAS MOVED** (Janet Kidder) **AND SECONDED** (Nancy Rollins) to adjourn. **THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 7:51 PM.

Respectfully submitted,

Kimberly Hallquist  
Town Administrator