



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES

November 2, 2020

6:00 PM

Via Zoom

PRESENT:

Janet Kidder, Chairman
Nancy Rollins, Selectman
John Cannon, Selectman
Kim Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

Paul Gorman, Planning Board Chair
Justin Garzia, Recreation Commission Chair
Emily Cobb, New London Police Chief
Bob Harrington, Public Works Director
Jay Lyon, New London Fire Chief

Budget Committee Members: Rob Prohl, Lauren Chadwick, Joe Cardillo, Jerry Coogan, John Raby, Michael Williams, Mark Christensen.

Chair Kidder called the meeting to order at 6:00 PM and read the authorization for the Zoom meeting. Chair Kidder called the roll: Nancy Rollins: present, John Cannon: present, Janet Kidder: present.

Chair Kidder announced that to ensure that we open the joint meeting with the budget committee on time, she will take public comments if time allows at the end of the Selectmen's regular meeting

Consider Acceptance of the terms for an Emergency Management Performance grant in the amount of \$43,300 for a generator at the Public Works Department. Total cost of the project is \$86,600; the town's 50% match is \$43,300.

Ms. Hallquist explained that Bob Harrington, with the assistance of New London's town representative from the State Homeland Security & Emergency Management Department, have been working on a grant for a generator at the Public Works Department. She noted that the Police Department, Town Offices and Fire Department have generators however Public Works does not have one. This is a 50/50 grant and the town's portion is \$43,300. Public Works Director Bob Harrington noted that the grant estimate of \$86,600 is likely on the high end. The Chair asked if there were any questions or comments on the grant, there we none.

IT WAS MOVED (John Cannon) AND SECONDED (Nancy Rollins) to accept the terms of the Emergency Management Performance grant in the amount of \$43,300, with the town's 50% match of \$43,300, for a total project cost of \$86,600, for a generator at the Public Works Garage. Roll call vote: Nancy Rollins: yes, Janet Kidder: yes, John Cannon: yes. THE MOTION WAS APPROVED UNANIMOUSLY.

Request for additional funds, over what town insurance carrier will pay, for car damaged by town staff

Chair Kidder explained that a car was hit by a member of the town staff in a town vehicle. Ms. Hallquist spoke with the citizen and he is upset because the insurance company is not giving him the amount of money that he needs to replace the car. The insurance company has assured Ms. Hallquist that they are giving him a fair price for the vehicle, given the amount of mileage it has. The citizen would like the town to provide additional funds to supplement the insurance. Ms. Hallquist does not recommend the Board consider going outside of what the town's insurance company has determined a fair value for the damages. Ms. Hallquist noted that the insurance company assured her that they would reach out again to the citizen to let him know he has the option to purchase the car back for \$875 for salvage if he wishes to do that.

The Selectmen discussed this and determined that the insurance company settlement should be sufficient, and they were not in favor of paying additional money.

Finance Officer job description and proposed search/interview schedule

Kim Hallquist stated that she and Wendy Johnson reviewed the Finance Officer's job description. This was last done a few years ago. A few things were changed to reflect the job more accurately. The Selectmen agreed to post the position.

Town Administrators Report

Ms. Hallquist provided the following report:

- The new Pingree Road bridge is open, and the temporary bridge has been removed. There is some site work to complete, and guards at the approaches, but the project is essentially completed. Mike Hansen of Hansen Bridge and Erin Darrow, of Right Angle Engineering, both did an excellent job for the town. Goose Hole Bridge will be done in the spring.
- Ms. Hallquist will meet with the Buildings and Facilities Committee on Thursday to discuss the memo I sent them on safety issues at the Academy Building and will urge them to update their report to the Selectmen to include these issues.
- Ms. Hallquist received a request that the Selectmen consider having the State Fire Marshall's office issue commercial building permits, and do the necessary inspections, since the town does not have a building inspector. Since the Board has charged the Buildings and Facilities Committee to report on the issue of whether the town should have a building inspector, the request was referred to that committee – they will discuss the issue on Thursday.
- Ms. Hallquist met with Cicely Beston of Cicely Beston Interior Designs, to look at the windows in Whipple Town Hall for drapes to give the Selectman an idea of what would be needed. As a former New London resident, and now local business owner, Cicely is very familiar with Whipple and its historic significance to the town. Jim Perkins has been informed that the Selectmen are looking into getting drapes so he can give his suggestions from an historical perspective.
- All departments have been very busy:
 - Fire Department had several calls last week, including assisting Sutton with a bad accident on I-89
 - Public Works has been busy with getting equipment ready for winter maintenance and getting their big garage ready for voting tomorrow
 - Police Department has been busy with their regular work and with assisting in getting ready for voting tomorrow. Added to that is the rash of campaign sign destruction

complaints. It is unfortunate that the police have to devote some of their attention to those kinds of issues.

- The Finance Office has been busy preparing for the town audit which started today, as well as budget preparation.
 - And the Town Clerk's office is probably the busiest of all dealing with thousands of ballots, both absentee and in-person voting tomorrow. The entire election team has been awesome – working extremely well together over countless hours on behalf of the town. All Town Departments have stepped up to assist in this important event.
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- Ms. Hallquist reported that she spoke with the property owners that would like to donate a small piece of property on Bog Road to the town (Beth Greenawalt). Town meeting voters approved the acceptance of the gift of land at the March Town Meeting. Before we begin the process of preparing a deed to convey the property, we need to check to make sure the septic system plan for the main property with the residence does not include this small piece of property across the street (.15 acres)
 - Students in the Colby-Sawyer Community-Based Research Project of 2020 are working with the Messer Pond Protective Association to conduct a water analysis of the pond and a few of its tributaries. At the end of the semester (Nov. 23) they will present on what they found and are inviting community members to Zoom in. This information will be included in *Municipal Matters* so that people interested in this topic will know how to find out more.
 - Tax rate setting awaits submission of information from the Water Precinct – we are hopeful that this is resolved this week. Once the DRA has all of the information, they can give the preliminary tax rate and the Selectmen can then meet to decide how much unreserved fund balance they will use to reduce the tax rate.
 - Traffic will be unusually heavy on South Pleasant street for voting at the Public Works garage tomorrow – hopefully everyone will slow down and be careful in that area, which includes the Main Street/Pleasant Street area near the Library.
 - Police Chief Cobb noted that Halloween went well overall. There were not as many people this year and the Highway Department provided orange cones for each crosswalk on Main Street due to it not being closed down this year.

Committee Meetings & Reports - None

Meeting Minutes

IT WAS MOVED (Nancy Rollins) AND SECONDED (John Cannon) to approve the minutes of the October 19, 2020 meeting. Roll call vote: Nancy Rollins: yes, John Cannon: yes, Janet Kidder: yes. THE MINUTES WERE APPROVED UNANIMOUSLY.

Upcoming Meetings & Special Events

- Next regular Selectmen's meeting – Monday, November 16th – 6:00 PM – via Zoom
- Joint Selectmen & Budget Committee – Monday, November 16th – 6:30 PM – via Zoom
- Citizens Advisory Committee – Saturday, November 7th – 7:30 AM – via Zoom
- Planning Board – Tuesday, November 10th – 6:30 PM – via Zoom
- Buildings & Facilities Committee – Thursday, November 12th – 6:30 PM @ Public Works Garage

Public Comment

- Janet Miller Haines stated the sign announcing the future site of the New Hampshire Liquor Store doesn't feel as though it conforms to the town's requirements. She asked if it got the appropriate approval. Ms. Hallquist stated the Zoning Administrator is looking into this, no permit has been issued.
- There was a question as to whether the drapery project for Whipple Hall will go out for bid. Chair Kidder stated that she believed it would, although it is probably a specialized company that would make drapes that size. The Board is now trying to get an idea of what is needed before deciding on next steps.
- New London Fire Chief Jay Lyon thanked Colby-Sawyer College and stated the President and students have done an amazing job with regard to bringing students on campus safely and testing procedures. Students will go home for Thanksgiving and will not come back until the middle of January.
- Michael Williams suggested finding a way to acknowledge the election committee workers as they have done a phenomenal job this year. Chair Kidder agreed and suggested putting an article in Municipal Matters acknowledging all of the people involved to thank them on the town's behalf.

Items to be signed

- Accounts Payable Voucher
- Warrant – Yield Tax on Timber Cut

Applications Approved &/or Denied

Sign Permits – all approved

- Permanent Signs (4) 20-21, 22, 23, 24 – Hannaford Supermarket & Pharmacy, 295 Newport Road, TM 065-018-0-0-0.
- Temporary Signs – By Adventures in Learning, for 2'x3' sign at the Information Booth for the 2020 Census from November 11th to December 11th.

Building Permits

- Ira Krarkower Revoc Trust, 31 Wilmot Center Road, TM 077-016-0-0-0. Build a 19' x 13' screen porch. BP 20-130 approved 10/27/20.
- Michael & Rebecca Reeve, 84 Todd Farm Lane, TM 130-014-0-0-0. Install roof mount solar 13.0 kW. BP 20-134 approved 10/27/20.
- William & Denise Andrews, 79 Balsam Acres Road, TM 095-004-0-0-0. Build 8' x 14' shed & exterior renovations. BP 20-135 approved 10/27/20.
- James & Colleen DeAngelis, 93 Rowell Hill Road, TM 122-005-0-0-0. Install ground solar 10.2 kW. BP 20-136 approved 10/27/20.
- Tyler & Limberly Woolson, 179 South Cove Road, TM 045-024-0-0-0. Build pergola & three sheds, convert deck to living space and interior renovations. BP 20-133 approved 10/28/20.

6:30 PM: Selectmen and Budget Committee Joint meeting to prepare FY2022 budget

Chair Kidder called the roll of the Budget Committee: Robert Prohl: present; John Raby: present; Lauren Snow Chadwick: present; Michael Williams: present, Joe Cardillo: present, Mark Christensen: present.

Recreation - Chair Kidder noted that a representative from the Outing Club was not available to join the meeting tonight so that request for funding would be discussed at a future meeting.

Ms. Hallquist reviewed the Recreation Department as present. She explained that with the departure of the Recreation Director, the director salary has been reduced in the budget because typically the new person in the position will start at the first or second step of the salary scale. There is a new line item for computer licensing and fees as there is a plan to transfer to a new company. The line item for conferences and Training has been decreased a little. Advertising has been reduced as well at the request to use the internet more and printed materials less. The recreation van lease has been paid off so \$1 will be paid to complete the lease purchase.

Justin Garzia, Chair of the Recreation Commission, stated at a recent Selectmen's meeting the Recreation Commission was asked to consider a joint directorship between the Recreation Department and the Outing Club. They are working through the details of this. A vote was taken and it was felt that the majority of the events that the Recreation Department has either sponsored or run for the town should continue to be offered by the town. It is just a question of how they may be able to work together with other organizations in town. The Commission will come up with a recommendation for the Selectmen but they still feel that the resources of a Recreation Director are needed for the town to meet the goals of recreation for New London.

Justin Garzia stated that he met with Bob Bowers of the Building and Facilities Committee as well as the Superintendent for the SAU to look over the SAU building space. The plan is to meet with the Outing Club to see what their thoughts are around space needs. The Outing Club previously had a plan to build over at Woodward Park so they would need to determine if that is something they are still considering.

Rob Prohl asked if there was the possibility of having the former Recreation Director weigh in on the job description and give advice on other recreation related issues. Ms. Hallquist stated that she is in contact with former Recreation Director Scott Blewitt and he is assisting her on these issues.

Planning – Ms. Hallquist explained that she has reviewed the budget with Town Planner, Adam Ricker. Ms. Hallquist stated they have not made any big changes. The Regional Planning Commission will continue to supply the town with a planner. The hourly rate will go up to \$65.00 per hour. Last year it was supposed to go up to \$62.00 per hours but it stayed at the \$60 rate. They will keep the hours at the same amount as the current budget which is an average of 18.5 per week. Engineering fees have been reduced as there has not been a need; these are often paid by the applicant and not the town.

Planning Board Chair Paul Gorman stated that the having the Upper Valley Regional Planning Commission's help us has been very successful and has worked very well. Chair Gorman stated that the members of the Planning board are hardworking and dedicated and it is a good group of people to work with.

Chair Gorman explained that the development of the Master Plan has been going on since the fall of 2018. In the spring of 2019, a questionnaire was distributed to all the citizens of the town. There were more than 900 responses so then began the work of processing the answers they received. During the summer of 2019 there were a series of public meetings for people to come discuss issues in the town. Chair Gorman stated they are hoping to hold a public hearing via Zoom at the end of November or early December.

The pandemic interrupted the process for a few months but now the process has resumed. The final vote to adopt the Master Plan is expected in January. This document would then become the operative document that would govern the process of zoning for the town. Areas that have been identified and are not under the purview of the Planning Board will be sent to other areas of the town for them to decide how to proceed.

Selectman Rollins stated that it was her understanding that the charge of the Planning Board was to provide a broad Master Plan. If it is being narrowed down, it would be good to at least get the zoning pieces done. Chair Gorman stated it is his understanding is that their responsibility is to parcel out the other findings of the questionnaire to the sections of the town that are responsible for them.

Zoning – Ms. Hallquist noted that we share a Zoning Administrator with the town of Sunapee. Sunapee contributes to the wage and benefit expense based on their share of the services; New London has 3 days per week and Sunapee has two. The budget is almost the same, however the Zoning Administrator has asked to increase the conferences and training line item.

Administration – This budget includes the town office salaries and wages which includes the Town Administrator, the Land Use Coordinator and the Administrative Assistant. The travel and meals line item was reduced and also advertising was reduced. The Selectmen have not decided on a cost of living adjustment (COLA) so those figures will be added in once a decision has been made. The employee health insurance rates may increase a maximum of 9% this year, the final figure will be known in February.

Finance - Wendy Johnson noted that the Finance officer salary has been lowered as she will not be the Finance Officer in FY2022 and the employee that is hired will most likely start at a lower grade level. Funding to continue the part time employee for approximately 8 hours per week to help in the Finance Office is included. The computer support line item has increased as the finance department has taken on 35% of this cost for the entire town.

Insurance – The town’s insurance is through Primex and we are in year 3 of our guaranteed rate. We have liability insurance with a \$1,000 deductible so \$2,000 was budgeted.

Assessing – The town’s assessing services are shared with Newbury and Sunapee. Our portion was reduced for 2022 due to the departure of Norm Bernaiche and expected decreases in salary expenses.

Legal – this budget was reduced by \$5,000.

Conservation, Energy, Archives, Patriotic Purposes – No budget changes

IT WAS MOVED (Nancy Rollins) AND SECONDED (John Cannon) to adjourn. Roll call vote: John Cannon: yes, Nancy Rollins: yes, Janet Kidder: yes. THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting adjourned at 7:26 PM.

Respectfully submitted,

Trina Dawson
Recording Secretary
Town of New London