



TOWN OF NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • WWW.NL-NH.COM

BOARD OF SELECTMEN MEETING MINUTES December 18, 2017 6:00 PM

PRESENT:

G. William Helm, Jr., Chairman
Nancy Rollins, Selectman
Janet Kidder, Selectman
Kim Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

Bruce Hudson, Budget Committee Member
Richard Lee, Department of Public Works
Jay Lyon, Fire Chief
Jerry Gold, New London Resident
Allison Seward, Solid Waste Committee
John Manaras, Solid Waste Committee

Chair Helm called the meeting to order at 6:00PM.

Solid Waste Committee – Facilities Study

Alison Seward and John Manaras attended the meeting to give an update on the Solid Waste Committee Facilities study. Ms. Seward reported that the Solid Waste committee asked for a study to be done that included three conceptual site plans. Option 1 would be using the same location but looking into access to all the land, including using what was previously considered wetlands and also to acquire state land. The committee feels the current location is ideal. Option 2 would use the existing land at the transfer station. This would mean shutting down the facility while it is rebuilt. This option doesn't get everything onsite. Option 3 would be to build a whole new facility, and explore how it would be configured, what the components would be and how much land would be required. The committee was pleased with the report and it provides the town and the Selectmen with the information needed to make a decision. Using the existing site, including the wetlands, everything could be onsite with the exception of the glass storage. Construction estimates were given but there are variables that are undetermined. The least expensive option is using the current site but using the entire acreage potentially available. The reason is that the actual trash deposit would not have to be rebuilt.

If the existing site were used, the town would have to do a wetlands study to map out the entire site. Any wetlands would require approval for use. The other issue would be New Hampshire Department of Transportation land that the town would have to acquire. The good news is that if the town decides to keep the transfer station where it is and get all the various services moved to one location, it would be possible. This is the most cost advantageous. The next step would be to get a topographical plan and determine how much land would be required from the Department of Transportation. The estimate for the topographical map is \$20,000. The committee recommends investing in this work if the favored option is to keep the transfer station where it currently is.

Selectmen Kidder asked if the study could be done by someone local. Ms. Seward stated it would go out for bid. Mr. Manaras feels a preliminary inquiry should be made to the Department of Transportation (DOT) to see what the process is to make arrangements for land transfer. Ms. Hallquist would be the appropriate person to inquire about this. Selectmen Kidder feels the report is very comprehensive and thanked the committee for their work. She asked about recyclables for plastics 3-7. She asked if another bay would be needed if this will be done in the future. Mr.

Lee stated the building would be designed for that option. Selectmen Kidder also asked about the length of time people are at the transfer station and if it was factored in that people visit while they are there. Mr. Lee discussed the parking and stated they will still have traffic during busy times. Selectmen Kidder commented that she hopes everything possible will be done to keep the transfer station where it is and feels it is a user friendly location.

Selectmen Rollins also thanked the committee for their work on this. She asked if DOT should be approached prior to doing the study and what the timing should be. Mr. Manaras is in support of this. She feels it would be advantageous if the current property can be used. Chair Helm thanked the committee. He would like to make it work on the current site as well. He feels going to DOT first makes sense, and also integrating it into the Master Plan is important. He requested that Ms. Hallquist do some preliminary checking with the DOT on piece of land that has been discussed.

Jerry Gold commented that he has been following this closely and he is pleased with the professionalism of the report that came out and the professionalism of the committee.

Public Comments: None

Rules of Procedure

Selectmen Rollins felt that Section IV, B, 5 that states “direct questions or requests for information to the town administrator, or directly to the department head, the town administrator shall be copied on all requests or discussions” be eliminated. She felt that the sections above and below this get at the content of what was originally the intent. Number four states that “Selectmen will not give orders to any offices or employees either publicly or privately, except as a Board, at a meeting”. Section six states “Limit the request for staff support and ensure that all requests go through the Town Administrators office relative to support”. Her concern with section 5 is that she felt it is too constricting. In other government or business organizations, they have the right to have conversations with key staff without going through Managers or Town Administrators.

Chair Helm feels it’s important to rotate positions when they sit on the Board. It is an opportunity to participate on various committees. For appointments to committees, he feels interest from the public should be solicited, and then a Board member should interview candidates to recommend for appointment. There has been a question on how long a member should serve on a committee. He suggested at the end nine consecutive years of volunteering, it provides a good opportunity to get new people on committees.

Selectmen Kidder doesn’t want to add more rules that could discount judgment and flexibility. If people want to do different positions, they should be able to do that without anything in writing.

On the issue of committee members not serving for more than nine consecutive years, she feels it might be hard for example, for members on Conservation Commission or Archives. There aren’t a lot of people that have the institutional knowledge that is needed to fill these roles. Chair Helm feels her two examples are good ones. He may modify this to say under normal circumstances. Some people need to have expectations set for them and have guidelines for the normal process. The Board of Selectmen needs to have the ability to make longer or shorter judgments. Selectmen Kidder suggested stating to people when they are appointed to a board that they will review the position every year when there is a vacancy or if they feel changes need to be made.

Chair Rollins feels Chair Kidder’s examples are good and maybe the language could be tweaked. There is a need for flexibility and it’s important to think about sustainability and long term planning.

Chair Kidder doesn’t have any issues regarding the elimination of section B5. Chair Helm noted that he felt that number 4 and 6 cover what is being eliminated in number 5 and asked Ms. Hallquist for her opinion. Ms. Hallquist stated it is a common rule to have and generally the department heads come to her when Selectmen have spoken with them. She feels it is important for her to know when a Selectman speaks with a department head as she needs to know what’s going on. She disagrees that numbers 4 and 6 cover what is in number 5, as she feels numbers four and six explain what not to do while number 5 is being proactive, in that after you speak to a department head, you are supposed to let the Town Administrator know.

- Chair Helm suggested eliminating Section IV, B, 5 as recommended and adding the appointment process.

- The organization of the board and how long people will serve will be deferred.

Town Building Maintenance Expenses - Wendy Johnson provided a handout that summarized the town building maintenance expenses. Chair Helm stated this was helpful and it will be given to the members of the budget committee at their next meeting.

Whitney Brook Road - Selectmen Kidder inquired what the status of Whitney Brook Road was regarding the site visit done at Mr. Hansen's property. Mr. Lee responded that he contacted the Wilmot Road Agent and they have an idea of what is going on at the top of the hill. It is difficult now that there is snow and ice. He will work to see what can be done so the road doesn't wash out.

Plan to Recruit New Public Works Director

Chair Helm stated that about six months ago the Board received a schedule from Ms. Hallquist. Mr. Lee is planning to leave on June 30, 2018. Ms. Hallquist recommends starting with ads in major newspapers starting February 4 – March 1, 2018. Applications would be due on March 2, and deliberations and interviewing would be for three weeks and an offer date would be around March 30. A tentative start date would be April 30 and the person would work with Mr. Lee for two months. Ms. Hallquist suggested doing some newspaper print ads, in addition to free ads in the NH Municipal Association and on websites such as Indeed.com and Monster.com. It could also be posted on neighboring states municipal associations. There is a cost for states other than New Hampshire.

Selectmen Rollins asked if there was an updated job ad and job description. Ms. Hallquist has the current job description that was recently updated during the wage and salary survey. Selectmen Rollins would like to have a hiring committee. Ms. Hallquist felt the Police Chief hiring process was successful; it included a panel of professionals, a panel of citizens and the final decision by the Selectmen. Selectmen Rollins feels a smaller committee is better but she wants to make sure people have input and have a voice. Selectmen Kidder feels a smaller committee is better as well, and feels people take it more serious knowing their voice matters.

Chair Helm suggested that each Selectman pick a committee member and then they agree to select one or two others making it a committee of four or five. Selectmen Kidder suggested that each Selectmen pick two people and then agree to one other to make a seven person group. Chair Helm requested the names be given to Ms. Hallquist at the January meeting.

Chair Helm would like to expand the expectation of the amount of experience to be at least 10 or more years with at least five years of Supervisory experience. He would also like to change the wording in the job description to say "seeking a knowledgeable experienced individual to serve as Public Works Director" so it implies that they don't currently have to be one. He hopes good candidates will come forward that aren't traditional and is pleased that it states they don't require the individual to be an Engineer. Selectmen Kidder asked if this will go to the staff first Ms. Hallquist replied that yes it will. All were satisfied with the timing.

Mr. Lee suggested having other Department of Public Works Directors review applications.

Town Administrator Report

Elkins sidewalks - Ms. Hallquist reported that there have been equipment issues but the sidewalks in Elkins will be plowed once this is resolved.

Peter Christians Restaurant – There have been questions about the height of the new building. Nicole Gage, Zoning Administrator, has an appointment tomorrow with the owners to investigate how high it is, and how high it was previously, to see if there are any issues.

Bunker Road – There have been some complaints from residents about excessive speed. Richard Lee, Ed Andersen and Ms. Hallquist will be meeting to see what can be done to slow people down to keep everybody safe. They may be speaking to the Selectmen if it's an issue of adopting a speed limit there. There is question as to whether it has ever been officially adopted.

Town Office phone number – An issue has come up recently where some people are using an old phone number, 526-4046, and when they leave messages, staff do not get the message. Ms. Hallquist explained that when the new

phones were installed at the end of October, TDS did not shut that phone number off. Messages were being left in various places which weren't being returned because staff couldn't get to them. Some people were upset saying phone calls weren't being returned. The number has now been shut off so people will be directed to the proper number. Selectmen Rollins suggested putting something on the website so people know there was a problem with the phone number.

Committee Meetings

Budget Committee - Selectmen Rollins reported that they met last Wednesday. Several departmental budgets were reviewed. Administration, finance, insurance, assessing, registration, elections, legal, planning and zoning were all approved. Town Clerk/Tax Collector was deferred as Linda Nicklos was not available that evening. Public Works was reviewed and highway, sewer, cemetery, transfer station and town buildings were approved. Fire department was reviewed and approved.

With regards to Public Works there was a robust discussion about sidewalks, tip downs and crosswalks. She reported that Fire Chief Jay Lyon and Mr. Lee have been trying to get a light at the Fire station for about seven years. Phyllis Piotrow brought up the crosswalk from Hilltop to Hannaford which caused concern as it will not be repainted next year after paving is done. Mr. Lee stated the reasoning is that it is considered a mid-block crosswalk which the state doesn't like, traffic is coming in from Newport and doesn't slow down fast enough and there are three lanes. Traffic signal lights would need to be installed; a smaller version of lights, that are pedestrian activated, are available but may not be approved by the DOT.

Mr. Lee explained that when designing the new Colonial Pharmacy, he recommended that the owners put a crosswalk in – the property owners agreed. Mr. Lee learned from the State DOT that if a crosswalk was added to that area of Newport Road, all of the tip-downs on the existing sidewalk would have to be upgraded to meet current ADA standards which include concrete and warning plates. The state wouldn't allow only one updated tip down, they were going to force the town to do every tip down on Newport Road which is a cost of \$25,000-\$30,000. Once they couldn't get approval for the crosswalk, Colonial Pharmacy took the sidewalk out of their plans. Selectmen Rollins suggested that the Board discuss contacting the Department of Transportation in Concord to discuss this. Selectmen Rollins discussed the Master plan and having a walkable community is important. Not having the appropriate sidewalks, lighting is a disservice.

Chair Helm suggested having Ms. Hallquist inquire about this in addition to the transfer station land inquiry.

Planning Board - Selectmen Kidder reported that the Planning Board meeting last week was cancelled but they continued the meeting until December 19, 2017.

Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) - Chair Helm reported that he and Liz Meller attended the bi-monthly UVLSRPC meeting. They discussed the Governor's Advisory Commission on Intermodal Transportation. This is made up of five executive counselors. The Commission asked that all nine regional planning boards consider the ten year transportation plan and the toll road increase. Selectmen Rollins asked about the I-89 study. Chair Helm answered that nothing can be done until the park and ride is expanded.

Meeting Minutes

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of December 5, 2017 as presented. THE MOTION WAS APPROVED UNANIMOUSLY.

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to enter into a nonpublic session pursuant to RSA 91-A:3, II(d): consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Roll call vote: Helm: Yes, Kidder: Yes, Rollins: Yes

The Board entered nonpublic session at 7:05 PM.

The Board reentered the public session at 7:20 PM.

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to seal the nonpublic session meeting minutes. THE MOTION WAS APPROVED UNANIMOUSLY.

Items to be signed

- Payroll Authorization Voucher
- Accounts Payable Voucher
- Application for Land Use Change Tax-Current Use
- Applications for Elderly Tax Credit
- Warrant – Wastewater Changes
- Petition for License – Utility Poles/Underground Conduit
- Notices of Intent to Cut Wood or Timber

Applications Approved &/or Denied

Building Permits

- John & Linda Dowd, 476 Route 103A, TM 080-001-000. Interior renovation - bathroom. BP 17-149
APPROVED 12/13/17

The Board voted to adjourn the meeting at 7:35 PM.

Respectfully submitted,

Trina Dawson, Recording Secretary
Town of New London