



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES March 31, 2022, 6:00 PM Kearsarge Professional Development Center

PRESENT:

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

ALSO PRESENT: Will Kidder, Town Clerk - Tax Collector; Joe Cardillo, Colin Beasley, Peter Hoglund, Phil Sherman, Peter Nichols, Lou Botta, Janet Haines, Linda Hagan, Nancy Maraschio

Selectman Rollins called the meeting to order at 6:00 PM.

Appointments

2022 Whipple Hall Upgrade Project – Phil Sherman, a member of the Building and Facilities Committee (BFC) attended the meeting and provided an update on the Whipple Hall upgrade project. Mr. Sherman referred to the memo was previously provided to the Selectmen. He pointed out that what the BFC is suggesting is breaking the furniture into a separate piece since that should get started soon and then packaging the rest into its own construction project. They are also suggesting changing to a new architect.

Mr. Sherman noted that in terms of the furniture, he understood that there is a desire to move quickly but he feels that moving slower would get them a better product in the end. As indicated in the memo there are a number of decisions that need to be made including looking at some of the furniture that other departments have bought. The BFC is suggesting that the architect could also help with this.

There are decisions that need to be made regarding the construction project. The architect would be able to work with engineers and then bring it before the Selectmen for discussion so they can make decisions. The BFC would like to have conceptual agreement tonight that breaking this into two separate projects makes the most sense.

Mr. Sherman observed that the town has worked with Dennis Mires since 2014 on various projects for Buker and Whipple Hall and he has served us well up to this point. Mr. Sherman stated they are suggesting that they change to Frank Anzalone who is a local architect and has done work for the town in the past; Mr. Anzalone is willing and has enough time now to deal with the furniture project and then can pick up the bulk of the work this summer. As this all moves forward, Mr. Anzalone has the capabilities and qualifications to do the work, but it is also a benefit that he is close by.

Selectmen Kidder agrees with the recommendations and would like to have Mr. Anzalone give us an idea of what types of chairs and tables would be appropriate for Whipple Hall. She agreed that he has served the town well in the past and this is a good approach to take.

Selectman Helm agrees with hiring Mr. Anzalone and moving forward with the furniture, but he would like a more information describing Mr. Anzalone's fees and how long he estimates this will take. Selectman Helm would like to see two or three alternatives for furniture manufacturers as he feels the cost estimates are out of line. He would like the other part of the project split into two parts. Part A should be the air conditioning project because although it needs to involve other people in town, having air conditioning in that room by next summer would be ideal. The rest of the items in the memo require waiting on others and those projects will take longer to come to fruition. He suggested that the lighting be dealt with at the same time as furniture.

Chair Rollins commented that one of the reasons they were looking at chairs and tables was because they want to continue to use the town hall for the Board of Selectmen meetings. She would like to know if Frank Anzalone has experience with an architectural appropriate interior designer who looks at town halls and keeps the integrity of the architectural design of the building. It should be well done and professional looking. She would like to see schematics as well as cost. Selectman Kidder asked about storage regarding the chairs and tables and how they arrived at the number of tables. Mr. Sherman stated they arrived at this number based on Chief Cobb's training needs and also what is needed for voting. Storage is an issue and will need to be discussed further.

Will Kidder asked if anyone had discussed this with the voting team about what is needed. Mr. Sherman stated indirectly. There was a survey done of the users of the room and it was determined that lighting is a big issue for voting so should be taken into consideration. Mr. Sherman stated they would be happy to have their input.

Mr. Sherman wanted to clarify the idea of breaking the air conditioning out into its own project explaining that there is a design process and the HVAC work will result in a lot of discussion as many options will be looked at and designers will be invited in to do this. The Whipple Facilities subcommittee felt strongly that in terms construction, Whipple Hall would need to be shut down for a few months. The work would include HVAC, Sprinklers and acoustic paint on the ceiling which includes scaffolding and protecting wall panels etc. It would be most cost effective to do that all at the same time. Selectman Helm responded that he has some reservations about some of the other parts of the project. As he read the report there are some things that the committee has clearly said are dependent on something else happening. It would seem to him that we would want to front load talking about the air conditioning. Colin Beasley suggested asking Mr. Anzalone to lay out the project with a timeline of initiatives and when decisions need to be made. He recommends designing it with the exception of furniture as a whole project. Mr. Anzalone will be asked to provide a proposal to look at furniture and also look at a study phase. By the end of that study phase all decisions will be made to determine regarding what is in the project and what isn't. Then there will be another proposal to design it. Chair Rollins asked again that the furniture be tied into the overall interior design of how the room is going to look.

The BFC will come back to the Board once they are able to meet with Mr. Anzalone to gather the requested information.

PUBLIC COMMENT – None

Selectboard Committee Appointments

Selectman Helm stated he does not feel that the three Selectmen should be members of other boards or committees, other than those required statutorily. He noted that selectmen should not count for quorum or voting, however they should feel free to attend meetings but should not be permanent members of other committees as this could put them in a position to dominate a committee. By the

time the other board or committee comes to the Selectmen with a recommendation, they are already committed to that recommendation because they have had input from one selectman.

Chair Rollins stated the way they have done it to date is that they have had members attend meetings regularly and report back to the full Board of Selectmen with updates. They aren't voting members but purely acting as a liaison and communicator. She has done this with the Housing Commission and the Board of Firewards and doesn't see a problem with it. Attendance is not a negative thing and would like to see it continue. Selectmen Kidder does not think it has been an issue. Selectman Helm stated he doesn't have an issue with attendance, he has an issue if people are going to be voting members of committees. Chair Rollins stated they have not been voting members. Selectman Helm stated he has no problem if it is merely for attendance.

Phil Sherman stated this should be made very explicit, because at least for the BFC, it was a little cloudy and it matters for quorums etc. Chair Rollins responded for Board of Firewards she was not a voting member and she agreed to attend the BFC committee and would not see herself as a voting member. Town Administrator Kim Hallquist commented that for the BFC, the Charter includes a Selectman and a Budget Committee member as an ex-officio member, which is a voting member. She believed that John Cannon and Joe Cardillo voted during their time on the committee, this was confirmed. Ms. Hallquist pointed out that a Selectman is a member of the Planning Board and the Budget Committee by statute and are ex-officio so they are voting members. If the Selectmen choose to have themselves on other boards and committees they can decide that. Colin Beasley feels it is important for the Selectmen and the Budget Committee to be represented on the BFC. If they choose to be non-voting members that is fine but having their input and having that clarity going back and forth between committees is good.

Selectman Helm disagrees. He feels that the Budget Committee should be pure and not be represented on any other boards or committees that would influence their role on the Budget Committee. He felt that it is wrong for members of other committees to also sit on the Budget Committee or Budget Committee members to sit on other committees. Colin Beasley responded that this affects him as he is on the Budget Committee and also on the BFC. Selectman Helm stated this affects him, Joe Cardillo and Chris Lorio who is on the Recreation Commission. Mr. Beasley stated he feels having an inter-relationship between committees is appropriate as long as people are representing their point of view on each committee. For example, when he is on the BFC and he is at the Budget Committee he makes it clear about whether he is representing a BFC point of view or not. He doesn't think it's appropriate to tell someone if they are on one committee they can't be on another one. If they are willing to serve and volunteer for their community, bringing their expertise and stay true to the charter they are under then we should allow for that. Selectman Helm responded that he likes the idea of getting more people involved in the town for open positions. It is the contrary view to having a few people do everything.

Selectman Kidder stated at times it did seem as though Budget Committee members were representing specifically the Building and Facilities Committee. It muddied the waters and it would be better if Colin Beasley and Joe Cardillo did not serve on the BFC as well as Budget Committee. They were elected to serve on the Budget Committee. Joe Cardillo stated the Selectmen put together the make-up of these committees in the past few years, to run a blanket statement that if you are on one committee you can't serve on another may have repercussions where we handcuff people from being involved in committees that they'd like to be on. He agrees that taking them out of the voting part of it is fine.

Selectman Helm stated his concern is only with the Budget Committee because they have statutory responsibility for presenting a budget to town meeting that is independent of what any other board might wish to have happen. The Budget Committee is an elected group and should fulfill that role and that role only, just as the Selectmen should only be the Selectmen.

Chair Rollins recommended that they table a decision on this at this point. She would like to invite the Budget Committee members to come and be part of the discussion to hear all viewpoints and understand who this will impact.

Civility in town government

Chair Rollins stated at the last meeting she made statements about setting a new tone and expectations with regards to civility in our work within town government. She provided the Selectmen with two articles that she found and recently Kim Hallquist gave them an article on excellence in government. Chair Rollins would like to propose that they request that all the committees and commissions have some semblance of rules of procedure. They can use the Board of Selectmen's rules of procedure as a template. She would like to request that all of the groups have this done by June. Selectman Kidder and Selectman Helm agree with this. Selectman Helm stated it may be difficult for some committees to meet the June deadline. Chair Rollins would also like the three articles provided to all committee and board members. It was requested that these articles be made available to the public as well.

Moderator request to appoint Gary Stanhope and Laurie Lauridsen as Inspectors of Election

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to appoint Gary Stanhope and Laurie Lauridsen as Inspectors of Election. THE MOTION WAS APPROVED UNANIMOUSLY.

Board's Rules of Procedure

The Board review its current Rules of Procedures. Chair Rollins stated there have been several iterations of the Board's Rules of Procedure and it is recommended that they are reviewed annually. Selectman Kidder asked if they need to list when the meeting time is since it has been changed now to Thursdays. Ms. Hallquist noted that if the change to Thursday's would be a temporary short period, it could remain Monday's. The Board agreed to change it to Thursday's.

Chair Rollins discussed the section about vice-chair. She is asking if the vice-chair should be the next person in line to be chair as they do it on a rotating basis. The Selectmen were in agreement. Ms. Hallquist stated they haven't elected a vice-chair she questioned if they should remove it from the Rules. Chair Rollins also suggested adding in that one of the expectations of the chair is to initiate the annual evaluation of the town administrator. This is done on the anniversary on the date of hire.

There was discussion about appointments to boards and committees. The Selectmen have generally taken recommendations from the committee chair as opposed to doing their own interview. She suggested putting in language that explains what the process is if they don't get a recommendation from the chair, which would be that the Selectmen will interview the candidate.

Chair Rollins discussed the section that describes the roles of the members of the Board of Selectmen and would like to reiterate the requirement or expectation that the board acts as a board and no one member acts separate from the board when taking action or making decisions. Ms. Hallquist recommended adding

a provision in section D because there has been some questions about whether a Selectman has the ability to do research on their own. Examples of this include walking land to see if it is suitable for a project or talking to a realtor, etc. In her opinion this is fine as long as they take steps to make sure the person they are talking to doesn't believe or feel that the Selectman is representing the board. One Selectmen can't represent the board without the board giving them that direction and asking them to do that. Chair Rollins is in agreement with adding in this provision but feels it's important when members are taking such actions independently that it be brought before the board. Communication is important. Selectman Helm agrees with the intent of this but stated we need to be practical about this. He doesn't feel he needs to report back about every phone call or conversation he has with a community member. Chair Rollins responded that she is not suggesting that but if it is a matter that is either currently in front of the board or has been part of the boards work then that communication is important. Selectman Helm stated that good judgement is called for here and they should do what is necessary to keep each other informed but he is not in favor of spending time discussing their phone logs. Chair Rollins responded that board members should be acting as a board and not as separate entities and should not be initiating actions.

Changes will be made to the Rules of Procedure and voted on at the next meeting.

Re-appointment of Health Officer & Deputy Health Officer

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to recommend that Nick Baer and Kim Hallquist be reappointed as Health Officer and Deputy Health Officer. THE MOTION WAS APPROVED UNANIMOUSLY.

RFP for Wage Survey and Compensation Study

Chair Rollins would like to get moving on this as it will be important for the next budget process. They reviewed the RFP and will make some updates. Once it gets sent out the proposals take 3-4 weeks and then the Selectmen can review any that come in. The library would also like to be a part of the RFP.

TOWN ADMINISTRATORS REPORT

Kim Hallquist provided the following report:

- Ms. Hallquist reported that she had a zoom call with Jeanne Connolly, Center for the Arts and Ms. Connolly would like to reiterate their interest in using Whipple Hall. They continue to need space for office space and storage.
- The Police Chief, Public Works Director, Adam Ricker and Ms. Hallquist met with residents of Little Sunapee Road about the speeding issue on that road. There will be enhanced enforcement on that road and an article will be put in Municipal Matters to address it. A DOT representative attended the meeting and explained to residents that lowering the speed limit isn't the answer.
- New London Recreation Director, Putnam Kidder is currently recruiting beach staff and is starting early in the hopes that people will apply for those positions.
- Ms. Hallquist reported that the Elkins Post office building has some maintenance issues. Last week there was problem with the heating so they will need to spend \$5,000 to fix it.
- Croydon is no longer a town we will provide dispatching services for. They left to go to Hanover as Hanover is putting up some repeaters that will provide better service for them. This is a loss of \$7,521.27.
- Insurance rates are in and health insurance will be at 5.4% and dental is down 1.5%.
- The subcommittee for the new Police Department site has issued its report to the BFC who will review it on April 7, 2022.

- The purchase of land by the Conservation Commission on Route 11 that has been on hold for several months is now moving forward. The corrected deeds have been executed so this should be closing soon.
- There is a public safety ARPA grant opportunity in the amount of \$50,000. She is suggesting that they apply for and use it towards some of the Whipple Hall expenses. The Selectmen were in agreement with this.
- Ms. Hallquist has been working with Chief Cobb and Chief Lyon on the fireworks ordinance. They have some concerns and would like to have a discussion with the Selectmen at an upcoming meeting.

COMMITTEE MEETINGS & REPORTS

Budget Committee – Selectman Helm reported that he attended a Budget Committee meeting last Wednesday. Chris Lorio was elected Chair and Joe Cardillo was elected Vice-Chair. There was a good discussion about process, timelines and training. They will meet again on May 10, 2022.

Planning Board – Selectman Kidder reported that she attended a Planning Board meeting on March 22, 2022. There was a tree cutting application, as well as a proposal to convert a garage space into a showroom for Timeless Kitchens at the Kidder Building. There is a four lot subdivision proposal on Davis Hill Road and Colby Sawyer College presented a proposal to construct a pavilion at Kelsey Field.

Selectman Kidder attended a Lakes Advisory Committee meeting in Concord this morning. Several of the issues being studied are wake-boats and their impact on the shoreline. They also discussed the increased levels PFA's in loons and the increased levels of chloride in lakes and rivers.

MEETING MINUTES: Approve the Selectmen's Minutes of March 7th and 14th

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of the March 7, 2022 meeting. Selectman Helm abstained from the vote. THE MOTION WAS APPROVED.

The approval of the minutes for the March 14, 2022 meeting was deferred until the next meeting.

UPCOMING MEETINGS & SPECIAL EVENTS

- Next Regular Selectmen's meeting – April 14, 2022 – 6:00pm @ 165 Main St
- Citizen's Advisory Committee meeting – Saturday - April 2nd – 7:30 AM – Whipple Town Hall
- Housing Commission – Wednesday, April 6th - 6:00 PM – Whipple Town Hall
- Energy Committee – Wednesday, April 6th – 7:00 PM – Syd Crook Meeting Room
- Recreation Commission – Thursday, April 7th – 5:30 PM – Whipple Town Hall
- Building & Facilities Committee – Thursday, April 7th – 6:00 PM – Syd Crook Meeting Room
- Planning Board – Tuesday - April 12th – 6:30 PM – Whipple Town Hall
- Conservation Commission – Wednesday - April 20th – 8:30 AM – Syd Crook Meeting Room

APPROVAL OF PAY VOUCHERS, PERMITS etc.

Items to be signed:

- Accounts Payable Vouchers
- Veteran's Tax Credit (4)

- Town Use (3) New London Hospital Days, March for Life
- Health Officer Nomination Form
- MS-232
- Town letters (2)

Applications Approved &/or Denied

Sign Permits – approved

- Permanent Sign 22-02 – Katherine Cooper, Timeless Medical Aesthetics & Wellness, 188 Main St, TM 073-002-0-0-0. Approved.
- Permanent Sign 22-03 – Engraphix Architectural Signage, Benjamin F. Edwards, 292 Main St, TM 084-055-0-0-0. Approved.

Raffle Permit – approved

Building Permits-approved

- Maureen L Sheehan Trust, TM 080-011-0-0-0. Build new single-family home approx. 3400sq ft. BP 22-09. Approved. 3/8/22
- Snow Revocable Trust, TM 104-013-0-0-0. New SFH with attached garage, deck, front porch about 4548sq ft. BP 22-20. Approved. 3/11/22.
- Molly Kidane, TM 056-001-0-0-0. 10x16 detached shed on gravel pad. BP 22-22. Approved. 3/11/22.
- Susan Forest, TM 077-019-0-0-0. Construct 8ft gazebo. BP 22-23. Approved. 3/11/22.
- Parsons Family Trust, TM 106-021-0-0-0. Ground mount solar 11.4kW. BP 22-26. Approved. 3/11/22.
- Thomas Goodnough, TM 042-016-0-0-0. Reno existing bathroom, kitchen, new roof. BP 22-28. Approved. 3/11/22.
- Brian & Danielle Carey, TM 056-007-0-0-0. Add 28x28 one story addition to existing barn. BP 22-21. Approved. 3/11/22.
- Thomas Living Trust, TM 109-016-0-0-0. Construct 20x30 barn & 4x10.5 covered enclosed entry; demo shed. BP 22-29. Approved. 3/11/22.
- Carolyn Ellison, TM 088-003-0-0-0. Build 2 stairs front door to ground. BP 22-25. Approved. 3/16/22.
- Elaine H Rudnick Trust, TM 091-016-0-0-0. Finish existing above garage space. BP 22-14. Approved. 3/16/22.
- John C Nichols, TM 130-011-0-0-0. New SFH 1600sq ft with 2 car garage & car port. BP 22-18. Approved. 3/16/22.
- Jason Hull & Marlene Kratz, TM 088-001-0-0-0. Demo existing home, new SFH w/porches, 2 car garage. BP 22-36. Approved. 3/30/22.
- Westwind Trust, TM 050-007-0-0-0. Building of a shed dormer on road side of roof. BP 22-31. Approved. 3/30/22.
- Williamson Revocable Trust, TM 051-016-0-0-0. Tesla Energy Storage system. BP 22-34. Approved. 3/30/22.
- Rick Flint, TM 099-014-0-0-0, Roof mount solar 10.4kW. BP 22-37. Approved. 3/30/22.

Zoning Permits-approved

- Kidder Building, LLC, TM 084-076-0-0-0. Remodel existing garage into showroom. ZP 22-03. Approved. 3/30/22.

Temporary Event/Sale Permits-approved

- Hubert's Annual Tent Sale Event (multiple dates). Approved 3/28/22
- March For Life, Our Lady of Fatima 6/25/2022. Approved 3/31/22

IT WAS MOVED (Janet Kidder) AND SECONDED (Bill Helm Kidder) to enter into a nonpublic session pursuant to RSA 91-A:3, II (a): the dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

Roll call vote: Rollins: YES; Kidder: YES; Helm: YES;

The Board entered nonpublic session at 7:28 PM.

The Board reentered the public session at 7:50 PM.

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

IT WAS MOVED (Janet Kidder) AND SECONDED (Bill Helm) to adjourn. THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting adjourned at 7:53 PM.

Respectfully submitted,
Trina Dawson
Recording Secretary
Town of New London