



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN
MEETING MINUTES**

**April 10, 2017
6:00 PM**

PRESENT:

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

OTHERS PRESENT:

Richard Lee, Public Works Director
Phyllis Piotrow, Budget Committee Member
Edward Andersen, Police Chief
John Raby, *Intertown Record*
Jaclyn Goddette, *Argus Champion*

Academy Building Repairs – Richard Lee, Public Works Director

Mr. Lee met with the Board to discuss what he has learned about work that is needed in the attic of the Academy Building. He reported that he has additional estimates forthcoming and expects to be able to make recommendations by the April 24th meeting. It was noted that ARC Engineering handles the heating systems throughout the town buildings except for the library. Mr. Lee said the Selectmen need to determine what they want to do and they will go from there. Chair Helm said the Board determined they wanted to use spray insulation and move the heating units out of the attic. Mr. Lee added that they talked about insulating the floor between the second floor and attic.

Mr. Lee said that ARC personnel have suggested putting heating units in each room instead of having one large unit handling the entire second floor. There is a HVAC system by Mitsubishi that is being used a lot because it gives individual control to each room. He noted that hydronic system (which was mentioned at the last meeting) wouldn't work because they would need to put circulators in for each room. Additionally, this system only takes care of the heat; the AC will also have to be addressed. Selectman Rollins suggests running the Mitsubishi idea by Frank Anzalone and Jeremy Bonin to see their opinion. Mr. Lee said he hesitates to talk price if the Selectmen will then turn around and put the work out to bid.

It was noted that the downstairs floors would be heated with the same system that is being used now. One exchanger is in the furnace room and two smaller units are in the archives room.

When asked, Mr. Lee said ARC Engineering has always done a good job and is attentive whenever there are problems; noting that ARC has fixed things to keep them going to avoid the Town having to purchase new equipment.

Selectman Kidder said she would like to see a written proposal, including the insulation. Mr. Lee said for the Mitsubishi systems throughout the 2nd floor and to do the cellulose insulation it would be between \$30,000 and \$35,000. Selectman Kidder said this sounds like a prudent way to go. Mr. Lee said the insulating contractor wasn't worried about adding weight to the roof if they decided to spray foam the roof in such a way so that when they eventually rip the sheathing and shingles off, the insulation would remain and not have to be re-done.

Chair Helm understood the solution of using the separate heating units, using foam insulation; they could use this as a proposal. He didn't think bidding this out would save a lot of money. Selectman Rollins said she would like to know what the lifespan of the units are, if they are serviced by the installers, and what the warranty is.

Selectman Kidder likes the idea of having zones to allow each room to be controlled individually.

Mr. Lee said he would get the information requested by the Selectmen, including the cost difference between cellulose and foam insulation. He added that Brian Carey's estimate that included Weathercheck roofing and strapping and sheathing was \$66,000.

Mr. Lee said the sprinkler system, installed, except for piping to the water main, would be about \$56,000.

Public Comment

There was none.

Old business

Health Insurance Premiums

Health Trust has announced the FY2018 rates are up 9.9%; the budgeted amount was 10.6% increase, which means they will have a little over \$2,000 excess budgeted, assuming no changes in employee plans (ie: single plan going to family plan).

Meeting Dates with Merrimack County Commissioners

The Selectmen would like to meet on June 5th in Boscawen at 8:30am.

New Business

Consider Appointment of Ernest G. Rowe as Detective

Chief Andersen said the department had been advertising for a detective position that was currently open. As a result of the advertising, Ernest "Buddy" Rowe from Newport applied and is a great candidate. Chief Andersen is excited about having Mr. Rowe on board noting that he has 11 years' experience working for Newport Police Department first as a patrolman, sergeant, and then he got into detective work. Right before he left Newport he was a lieutenant in charge of the detective department. Mr. Rowe brings with him a lot of training and has taken many classes in detective work.

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to appoint Ernest "Buddy" Rowe to Detective. THE MOTION WAS APPROVED UNANIMOUSLY.

Consider Appointments of Forest Fire Wardens as Recommended by Chief Lyon

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to appoint the Forest Fire Wardens as recommended by Chief Lyon. THE MOTION WAS APPROVED UNANIMOUSLY.

Consider Appointments to the Corridor Advisory Committee (Scenic Byway)

Chair Helm suggested he be on the committee along with Liz Meller.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to appoint Bill Helm and Liz Meller to the Corridor Advisory Committee. THE MOTION PASSED. Bill Helm abstained.

Consider Reappointment of Bill Helm to the Upper Valley Lake Sunapee RPC

Chair Helm noted that the Board must appoint someone as the term expired in 2016; he is happy to continue to serve if the Board would like.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to re-appoint Bill Helm as the New London Representative to the UVLSRPC. THE MOTION PASSED. Bill Helm abstained.

Discuss Possible Amendments to the Board of Selectmen's Rules of Procedure

Chair Helm suggests eliminating the vice-chair role. To do this, they could instead say that in the absence of the Chair, "one of the other members, by mutual agreement" could run the meeting.

Chair Helm suggests that under the section where the meeting agenda is set, they eliminate "member of the public." They may contribute to the agenda, but not set it.

Chair Helm suggests they change "Thursday" to "noon on Friday" for information to be provided to the Selectmen for the following Monday night's meeting.

Chair Helm noted that on page 3 the word "meeting" should be "meetings."

Discuss "Welcome to New London" Signs

Selectman Kidder said a motion was approved at the last Planning Board meeting to recommend that the Board of Selectmen erect "Welcome to New London" signs near Four Corners and the Transfer Station. There are currently none. The Planning Board agreed this would be a nice addition to the town. Ms. Hallquist said there are no restrictions on sign size for town owned signs. Selectman Kidder suggests getting a proposal from their sign-maker.

Planning Board Meeting

Selectman Kidder added that at the last Planning Board meeting, Spring Ledge Farm got permission to erect a moveable shed between their main building to be used between May and October. Alioops has moved into the section that was formerly a hair salon. The Selectmen have to agree on what fee they will charge for accessory dwelling units. She feels that Ms. St. John (Planning and Zoning Administrator) should determine this fee by looking at what other towns do. No permits can be given out until this fee is set.

Selectman Kidder said she learned at the Tri-town Assessors Meeting that this is an off year and the assessor will not be doing a revaluation of any of the three towns (Sunapee, Newbury or New London) this year; New London is scheduled for 2018. This year they will focus on new construction and the assessors will go through one town at a time. They believe this will take until May to complete. The interiors of homes that had construction for permits will be checked. Norm Bernaiche (Chief Assessor) and Kris McAllister

(Assistant Assessor) are attending a training conference in Mystic, CT on assessing high end homes. They will also review the methodology for assessing utilities.

Selectman Kidder noted that for 2017/18 Colby-Sawyer College is full and is at their quota for enrollment.

Recreation Meeting

Selectman Kidder said at the last Recreation Commission meeting she learned that the flower show trip was full. Ms. Hallquist and Scott Blewitt (Recreation Director) have completed a policy outlining the revolving fund and they are working on staff evaluations as well. The Recreation Commission would like \$4,500 from the Recreation Facilities capital reserve fund to pay for poles and netting for the ice skating rink.

Selectman Kidder reported that there will be an adult Easter egg hunt on Friday night, April 14, at the Historical Society and the children's event will be the following day, Saturday, also at the Historical Society.

Matt Grimes (Buildings Maintenance) is almost done building the storage shed at Bucklin Beach and next will start on Elkins. 80% of the lifeguard staff will return this year. The Assistant women's basketball coach at Colby-Sawyer College will be waterfront director. Beaches will open Memorial Day weekend.

Chair Helm said he understood there was no rush about the poles for the hockey rink given the season is over and expressed surprise that this topic was coming up now. He questioned how the poles and netting will look if placed at the current skating rink location. Selectman Kidder said they have worked with the fabricator on the pole design and the type of netting that would work best with the least visual impact. It wasn't done until now because the man hadn't had time to fabricate the poles. Chair Helm is concerned about spending that kind of money to protect the little rink and the poles standing along the area would impact the use of that area in the off season. Selectman Kidder said when the season is over the poles will be taken down with the liner and the netting.

Selectman Rollins has felt that there should be a hockey rink area and a skating rink. She opined that the current rink is too small for hockey to begin with and she believes that further discussion is warranted before purchasing the poles and netting. Selectman Kidder said the Recreation Commission went forward with this because they had a room full of concerned people when they said hockey could not be played on the rink. She said this was their response to these people and making it safe for all. Creating an entire additional rink would be very expensive. Chair Helm said he did not want to vote on this that evening. Selectman Rollins said she would like to talk more on the issue, to hear from those who wanted to play hockey, and whether Colby-Sawyer had any hockey plans for a club or area.

Chair Helm asked Mr. Lee about an area on the Town Common that might be suitable for a hockey rink. Mr. Lee responded that he suggested an area beside the generator behind the Academy building but was told that there wasn't staff enough to maintain two rinks. The area he was thinking could be double the size of the current rink. They would have to run another line for water. Mr. Lee pointed out that as it is, Mr. Blewitt has a problem getting the one rink cleared of snow so he was not sure how having a second rink would work out.

Selectman Rollins wanted to ask some questions about the Recreation Revolving Account. Pointing to the accounting as recently prepared by Wendy Johnson, she asked if a particular program is \$29,000 in income and \$35,600 for expense, are there other funds coming in to cover the shortfall. Ms. Johnson said the funds come in over two fiscal years and if they look at the fund year end to year end, they could see the true numbers for each program. Selectman Rollins wanted to be able to see if a program was breaking even, making money or losing money and asked Ms. Johnson to submit a report that could show that.

Selectman Rollins noted that she reviewed the Recreation Meeting Minutes regarding its discussion of a “Friends Group”. She said she has consistently said her sense is to have a “Friends of the New London Recreation” not pay for events but to have scholarships for kids to go to camps, etc. There are kids in both New London and in the school district who can’t participate because they can’t afford to. She doesn’t want to see a kid go without attending day camp because of lack of funds. Selectman Kidder said anyone who asks for a scholarship is granted one. There has never been a child turned down for any of the programs. Selectman Rollins asked where those funds are logged. Ms. Johnson said they are recorded as donations given and revenue to the program it is donated for.

Selectman Rollins said she knows that it is said online that scholarship funds can be given but she doesn’t think it is very well publicized that funds are available. She thinks it should be publically advertised that scholarships are available and also, that resources to fund scholarships are needed.

Selectman Kidder said this has been discussed with the Recreation Commission but they do not feel this is necessary.

The Recreation Commission will meet with the Board on May 8th to discuss this further.

Town Administrator’s Report – Kim Hallquist, Town Administrator

1. *Richard Lee Retirement Date:* Richard Lee has agreed to postpone his retirement date to June 30, 2018.
2. *Accidents at Crockett Corner:* Bill Lambert of the State DoT, and others from his department will be in town on Friday, April 14th to meet with me, Jay, Ed and Richard to discuss steps that may be taken to make the intersection safer. Chair Helm will also attend the meeting.
3. *Pleasant Lake Dam Controller Information:* The Board has received a memo from Richard Lee that will be discussed at the next meeting, April 24th, when Richard and John Wilson will present their plan to add equipment to the dam that will transmit information on lake level and dam functioning.
4. *Complaint on Lakeshore Drive Property:* The office received a complaint about possible construction work being done to a home at 360 Lakeshore Drive, owned by the Checkerberry Knoll Trust. The property owner was contacted immediately and was quite upset that it appeared that the town was being unreasonable in assuming there was a zoning violation at the property. As it turns out, the property owners were not doing work that required either town building permits or state shoreland permits. The property owner was quick to get back to the town and respond to the complaint; Amy Rankins did a good job explaining to the property owner that the town follows-up on all complaints to ensure that the zoning ordinances are being followed.
5. *Park & Ride Video Feed to Dispatching:* Steve Labonte from the AG’s Office reported that he expected to have the draft Memorandum of Agreement to DoT at the end of March, once reviewed, it will be sent to the town; town counsel will be asked to review it and advise the Board on entering into the agreement.
6. *Sue Stuebner, Colby-Sawyer College:* President’s Community Forum will be held on Wed, April 26th from 3:30-5pm at Lethbridge Lodge. Selectmen wishing to attend may RSVP or let the office know and it will be done for them.
7. *Town Meeting Minutes:* Linda Nicklos prepared the town meeting minutes; the Selectmen have been provided copies and they are also posted on-line.
8. *Meeting with Karen Ebel, Dan Wolf and Ruth Ward:* reminder that is scheduled for April 24th.
9. *Reporting on goals as set by Board for Town Administrator:*

- a. Written reporting mechanism for town meeting projects: in progress- expected completion of reporting mechanism format: April 24th.
- b. Establish written policy for revolving funds: Rec Revolving Fund policy presented to Rec Commission on April 4th, they agree. Will prepare Police Special Duty and recycling revolving fund policies. Expected completion date: May 19th
- c. Process for replacing Dir. of Public Works, including orientation and training: plan for advertising position has been created; orientation and training plans expected to be completed: June 5th.
- d. Review of personnel policies – employee committee is meeting now and I expect that they will present to the Department Heads in May. They will then present to the BoS in June, and I will add my review/comments at that time as well. Expected presentation to BoS: before the end of June.
- e. With Board of Selectmen establish guiding policies for FY2018 for Finance, Personnel and Program priorities – Town Administrator requests timeline for Board to participate. Board asked that a draft of guiding policies be submitted to them before they estimate their timeline work working on it.

Selectman Rollins asked about the Pleasant Lake Dam project. Ms. Hallquist noted that there are no updates to report from the last meeting, Dubois & King have submitted the plans to the State for approval; Dubois & King has expressed confidence that they will be approved with minor, if any, changes. Mr. Lee said he believes they have 60 days to provide approval.

Ms. Hallquist said that Linda Nicklos, Town Clerk/Tax Collector, will come to the next Selectmen's meeting to discuss the current opening of the Deputy Town Clerk/Tax Collector position.

Chair Helm asked that nonpublic meeting minutes be brought to the next meeting so that the Board can review and determine whether any should be unsealed.

Review of Minutes

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of March 20 and 24, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.

Upcoming Meetings and Special Events

- Next Regular Selectmen's Meeting – Monday, April 24th - 6:00 PM
- Planning Board – Tuesday, April 11th – 6:30PM
- Conservation Commission – Wednesday, April 19th - 8:30 AM
- Recreation Commission – Tuesday, May 2nd – 5:00 PM – Whipple Town Hall
- Citizen's Advisory Committee – Saturday, May 6th – 7:30 AM

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to enter into non-public session pursuant to RSA 91-A:3, II (a): the dismissal, promotion, or compensation of any public employee or the disciplining of such employee and RSA 91-A:3, II (d): consideration of the acquisition, sale or lease of real or personal property. ROLL CALL VOTE: Helm: Yes; Kidder: Yes, Rollins: Yes

THE MOTION WAS APPROVED UNANIMOUSLY.

The Board entered nonpublic session at 7:10 PM.

The Board reentered the public session at 8:15 PM.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to withhold the nonpublic session minutes from public disclosure pursuant to RSA 91-A:3, III. ROLL CALL VOTE: Helm: Yes; Kidder: Yes, Rollins: Yes.

THE MOTION WAS APPROVED UNANIMOUSLY

Items to be signed

- Payroll Authorization Voucher
- Accounts Payable Voucher
- Applications for Veteran's Credit
- Applications for Elderly Exemptions
- Warrant Yield Tax Levy for \$1,789.94
- Petition for License, Utility Poles/Underground Conduit
- Annual Concurrence of the town's Emergency Operations Plan, as approved by Lou Botta, EMD

Permits to be signed

- Raffle Permit by Elkins Fish & Game Club for charitable projects at Wilmot Public Library on October 4, 2017.

Approved Building Permits

- Bettie Howard, 46 Sugarhouse Road, TM 035-028-000. Enclose existing screen porch. BP17-005 **APPROVED 3/21/2017**
- Jamieson Hess, 16 Duck Inlet Lane, TM 051-006-000. Interior and exterior renovations. BP17-015 **APPROVED 3/21/2017**
- Colby-Sawyer College, 541 Main Street, TM 085-003-000. Temporary Kitchen/trailer unit for Kosher food. BP17-017 **APPROVED 3/21/2017**
- The Gallery Condominium Association, 276 Newport Road, TM 059-015-000. Installation of chairlift in stairwell. BP17-018 **APPROVED 3/21/2017**
- Paul Diekmann, 24 Sawyer Lane, TM 073-068-000. Installation of roof mounted solar array. BP 17-019 **APPROVED 3/28/2017**
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**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to adjourn the meeting.
THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 8:29 pm.

Respectfully submitted,

Kristy Heath, Recording Secretary

Town of New London