



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN  
MEETING MINUTES**

**May 22, 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:**

John Raby, *Intertown Record*  
Edward Andersen, Police Chief  
John Wilson, New London Resident  
Peter Bianchi, New London Resident  
Phyllis Piotrow, Budget Committee Vice-Chair  
Chandler Engel, Dubois & King Engineering  
Celeste Cook, Welfare Officer  
Rob Prohl, Budget Committee Chair  
Linda Nicklos, Town Clerk/Tax Collector  
Greg Rusnica, Bonin Architects

Chair Helm called the meeting to order at 6:00pm and asked those in attendance if they have any business to bring before the Selectmen that is not on the agenda.

Public Comments

Mr. Bianchi wonders about the timeline for the police dog. Ms. Hallquist said they hope it will be on line in September. She is hoping to include some details about the K-9 in the next *Municipal Matters* issue.

Mr. Bianchi asked about Brookside Drive culverts. Ms. Hallquist said the Town received their permit that day and the contractor that was awarded the contract last year is expected to agree to do the job, even though it has been delayed for several months.

Dr. Wilson referred to RSA 91-A:2 which says minutes are to be made available to the public within five working days after a meeting. Over the last number of years this seems to be a problem and 10 days is the norm. He wonders why it has to be this way. In the past administration and in the current one, he was told that the reason for the longer turnaround is due to the Town Administrator needing to review the minutes prior to them being posted online. Dr. Wilson noted that Ms. Heath takes very good notes and wonders why this review needs to be done. He also said corrections to the minutes do not seem to be corrected in the actual drafts, but are corrected in the following meeting's minutes. In order to see what was changed, one must review future minutes.

Ms. Hallquist said the most recent minutes were put online later than usual because she didn't receive a statement read by Laura Lorio, on time. She said the minutes need to be reviewed by the administrator because sometimes there are things that need to be checked, like a name or figure. She said that generally the minutes are sent to her over the weekend.

Ms. Hallquist noted that typographical errors are changed and the approved versions are posted online. The draft minutes are removed once the approved ones have been posted. Ms. Hallquist said at times the minutes say that the previous minutes are "approved as amended" but they don't list everything that was changed because they are generally typographical errors and do not change the content.

Dr. Wilson asked if Ms. Hallquist makes changes in the minutes. Ms. Hallquist said that she does if a name or figure is missing or wrong. Selectman Rollins said if Ms. Heath does the draft minutes, once they are edited and approved, they should be posted as "approved" online. Ms. Hallquist said they are; they are listed as draft until approved.

### Welcome to New London Signs

Selectman Kidder said some residents have expressed their desire to have "Welcome to New London" signs at the Transfer Station and the Four Corners. The Planning Board agrees that this should be done and has asked that the Selectmen look into the idea. Planning Board member, Jeremy Bonin, who is also a local architect, has offered to donate designs for the signs, as well as a landscape plan. He has also offered to provide the plantings and have them installed.

Greg Rusnica who works for Mr. Bonin as a Landscape Architect, said the packet he distributed has four designs. He has provided designs for both a two post sign and a one-post sign. Selectman Kidder offered that the last one-post sign they had in town was stolen; perhaps it would be best to go with a two-post sign to hinder another theft. Mr. Rusnica said he found inspiration for the designs from the sign in front of the Academy Building.

Selectman Rollins said she prefers the black two-post sign; she feels it is sharp and handsome. Selectman Kidder and Chair Helm agree; they like the black two-post sign.

Selectman Kidder said she has names of five people who make signs and the work could be put out to bid.

Mr. Bianchi asked how big the sign would be. Mr. Rusnica said he believes it is 3' x 4'.

Selectman Kidder said one sign will go near the Transfer Station in an already-landscaped area. The other will go further up the hill in the mowed area towards the lilacs. Permission from the State will need to be acquired prior to installation of these signs.

Ms. Cook asked if they would need to landscape around these signs and asked if they would take into consideration those who will need to maintain those areas. Mr. Rusnica said that the landscaping near the Transfer Station would have to be expanded. Jeremy Bonin has volunteered to donate the plantings for this area. Mr. Rusnica said he envisions perennials in that area to make it low maintenance.

Selectman Kidder said she would work with Mr. Bonin and Mr. Rusnica on taking the next step with this project.

### Proposed Revolving Fund Policies

The Board will include this issue on its next agenda for discussion.

Pleasant Lake Dam Design – Chandler Engel of Dubois & King

Mr. Engel said the bid opening was on May 18<sup>th</sup>. There were seven bids. Five bids were within \$9,000 of each other in the mid- \$280,000 range. The low-bidder was Pine Hill Construction at \$166,200. The low bidder did not acknowledge that he received the addendum and incorporated the information from it in his bid. He was missing page one. The individual (Mr. Lemieux was at the pre-bid meeting and heard the discussion. There is a provision for the owner (the Town in this instance) to accept bids with minor informalities and he would suggest that the Town choose to do this, given that the addendum did not include any information which would affect the time or cost of the project. If the town agreed to accept the informality, it could go with Pine Hill Construction.

Mr. Engel said that when seeing a bid so low, it raises curiosity to see if the bidder missed something. In this case, Pine Hill was actually not the lowest bidder on any individual item, but was the second lowest on most items. The geo-cells and the unit price of the reinforced concrete were the two big items that Dubois & King reviewed. The bidder stands by his bid even after further details were discussed with him. Mr. Lemieux and Pine Hill Construction have worked with Dubois and King in the past with success. They had a good conversation about the project for New London.

Mr. Engel said Pine Hill Construction has a water project with a local school and will try to piggy-back the two projects to save on the price. The contractor feels this is a simple job and is motivated to get it done quickly. The next part of the due diligence of Dubois & King is to review Pine Hill Construction's past projects and references. As Mr. Engel mentioned before, the two companies have collaborated on two bridge projects in the past, which went well. He is waiting to hear back from a few more calls to hear of past experiences others have had with Pine Hill Construction. At this point he would suggest a conditional recommendation to choose Pine Hill Construction upon the Town's acceptance of the bid without the addendum, and upon the references that come back.

Selectman Kidder asked Mr. Engel if the contractor felt his price was too low. Mr. Engel said they asked the contractor this question directly and he said he felt his bid was appropriate.

Chair Helm asked about the wide range of estimates among the bidders regarding the geo-cells. Mr. Engel said he isn't sure what caused this other than the unknown of working with geo-cells; this is the first high hazard dam that will use this kind of design.

Mr. Bianchi said the bids seemed lower than anticipated. Does the fact that there were so many good bids change how quickly the project will get done? Mr. Engel said it would; Mr. Lemieux wants to get the work done quickly. He had specified two weeks but Mr. Engel feels that would be ambitious; it may take about four to six weeks.

Mr. Bianchi asked if Dubois & King would be overseeing the project in the event that Pine Hill Construction starts deviating from the plan. Mr. Engel said they would be overseeing the project and that they are required by DES to be present during critical portions of the construction.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to go with Pine Hill Construction conditional on positive results of the reference checks being done by Dubois & King.**

**THE MOTION WAS APPROVED UNANIMOUSLY.**

Mr. Engel said the next step would be for Dubois & King to prepare the Notice of Award for Pine Hill Construction.

### Schedule of Meetings

The Board reviewed a list of potential Saturday meetings as prepared by Chair Helm to address comments made at the last Citizens Advisory Committee meeting concerning an idea that more people would attend Selectmen's meetings if they were occasionally held on Saturday mornings instead of just Monday evenings. After some discussion, Selectman Rollins suggests they remain with the regular Monday evening meeting schedule.

Chair Helm asked if the Selectmen could possibly begin their meetings at 5:30pm instead of 6:00pm. Selectman Rollins said she can't get to New London for a meeting any earlier than 6:00pm as she still works full time and is coming from Manchester each day.

The Board reviewed a list of proposed budget review dates as prepared by Ms. Hallquist. Chair Helm said that they are hoping to turn in their budget to the Budget Committee by the end of November.

### Request from the Chamber to Serve Alcohol on Town Property at Hospital Days

It was noted that this has been done routinely in the past. There have not been any issues.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to allow the Chamber of Commerce to serve alcohol on Town property during Hospital Days. THE MOTION WAS APPROVED UNANIMOUSLY.**

The Selectmen noted receipt of a memo from Jay Lyon on current budget status.

### The Selectmen noted receipt of a memo from Linda Nicklos re: Property Tax Interest Charges

Due to misguided mail or because some residents don't realize there are two tax coupons in each envelope, some have neglected to pay their taxes on time and are charged interest. Chair Helm said the tax bills are clearly marked and to avoid setting precedence, he suggests not granting these abatements.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to deny the request of Jim & Jane Hunt for abatement of property tax interest charged due to late payment . THE MOTION WAS APPROVED UNANIMOUSLY.**

### Appointments to committees for the coming year

#### *Conservation Commission:*

Laura Alexander and Mark Vernon are due for reappointment as their terms have come up. The Chair of the Committee has suggested removing Shawn Costello who has not attended meetings and replacing him with Stanley Morano. Maggie Ford, alternate, was suggested to move from an alternate to a full-position in place of Dan Allen who has recently resigned.

#### *Planning Board:*

Bill Dietrich, Jeremy Bonin, Maryanne McEnrue would like to be reappointed. Ms. McEnrue will be reappointed as an alternate.

#### *Zoning Board of Adjustment:*

Michael Todd, Paul Vance, and Anne Bedard would like to be reappointed. Cheryl Devoe asked not to be reappointed. It was suggested to replace Ms. Devoe with either Frank Anzalone or Katharine Fischer. Selectman Kidder said that Ms. Fischer's attendance record and her experience as an attorney are beneficial to the Zoning Board. She would suggest that Ms. Fischer take the open seat.

#### *Archives:*

Nancy Dutton, Jim Perkins, Verne Barrett and Linda Miller wish to be reappointed. No new members are requested.

*Recreation:*

Janet Kidder and Steve Sidmore wish to be reappointed. No new members are requested.

Selectman Rollins suggests that at some point, someone from COA who organizes their recreational activities may be good to have on the Recreation Commission to keep it an intergenerational organization.

*Board of Firewards:*

Peter Lauridsen would like to be reappointed.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the appointments and reappointments of the Conservation Commission, Planning Board, Zoning Board, Archives, Recreation and the Board of Firewards, as presented. THE MOTION WAS APPROVED UNANIMOUSLY.**

*Appointments to the Citizen's Advisory Committee:*

Those who are up for reappointment are: Rose Bedard, John Canon, Katharine Fischer, Elizabeth Klingler, Paul Lazdowski, Maryanne McEnrue, Kate Turcotte and Thelma Kaplan.

Chair Helm asked his colleagues if they wished to increase the size of the CAC or keep it as is. Attendance at the meetings has been 50% at best. Should they appoint new people to a committee that may not continue? It was decided to wait on this discussion.

**IT WAS MOVED (Bill Helm) AND SECONDED (Nancy Rollins) to reappoint the eight people who have served for one term to the Citizen's Advisory Committee. THE MOTION WAS APPROVED UNANIMOUSLY.**

Town Administrator's Report – Kim Hallquist, Town Administrator

Ms. Hallquist said that the following evening, the School District would be present at the Planning Board meeting to discuss their plans for the 1941 building; Ms. Hallquist will attend and report back to the Board.

Ms. Hallquist said that she, Lucy St. John (Planning and Zoning Administrator) and Maryanne McEnrue recently attended a Facilitation Skills Workshop.

Ms. Hallquist informed the Board that she spoke with the State Fire Marshall's Office to follow-up Lucy's call the previous week. The State wanted to make us aware that since New London did not adopt an enforcement mechanism for the state building code, the Selectmen may request that the State Fire Marshall do inspections of buildings in New London. The State will only make inspections if requested by the Selectmen. The State Fire Marshall suggests that we do not call our building permits "building permits" as that might cause confusion to some as building permits generally include building code inspections, which ours do not. Some towns refer to their permits as "zoning compliance permits".

Ms. Hallquist noted that the Pleasant Lake Dam permit has been issued by DES and the Brookside Drive culvert permit from DES and from the Federal Army Core of Engineers Permit (known as the NH Programmatic General Permit).have been issued.

In the case of Carr v. Town of New London, it was found that the Town must grant the tax abatement. It reduces the building value from \$688,000 to \$175,298.63. The abatement is \$7,849.46, and with interest is a total of \$8,859.78.

Mr. Bianchi asked what the School District was coming to the Planning Board to discuss about the 1941 building the following evening. Ms. Hallquist said they will come to describe their plans for the building; there is a requirement of the Governmental Land Use statute where other government entities, like the state and school district, must present plans to the Planning Board (RSA 674:54) .

#### Committee Meetings and Updates

Selectman Kidder said at the last Planning Board meeting they discussed the “Welcome to New London Signs.” They also discussed the need for a policy for all meeting minutes and committees. A memo should be sent to every committee that the process should be followed to make minutes available to the public within five days. The Planning Board feels there should be a consistent policy.

With regards to the Master Plan, they will create a steering committee. Once this is done, they will do surveys, questionnaires, and will take input from the Energy Committee. It is the Planning Board’s recommendation that the document will be concise.

Selectman Kidder said at the Planning Board meeting, another generator was approved for New London Hospital, making this the third.

Chair Helm said he attended the Budget Committee meeting last week. At the meeting, it was agreed that the Budget Committee and the Selectmen will come together for the Department Head presentations at the beginning of the budget discussions. The next meeting of the Budget Committee is September 27<sup>th</sup>. It is the plan of the Budget Committee to have the whole process wrapped up by the first week of February. Rob Prohl was reelected as chairman and Phyllis Piotrow was reelected as vice-chair.

#### Review of Minutes

It was noted that there were several typographical errors in the minutes due to a portion of them coming in at the last minute.

**IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to approve the minutes subject to the typographical errors being changed. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Upcoming Meetings and Special Events

- Next Regular Selectmen’s Meeting – Monday, June 5<sup>th</sup> – 6:00 PM
- Planning Board – Tuesday, May 23<sup>rd</sup> – 6:30PM
- **TOWN OFFICES CLOSED – Monday, May 29<sup>th</sup> – Memorial Day**
- Recreation Commission – Tuesday, June 6<sup>th</sup> – 5:00 PM – Whipple Town Hall
- Conservation Commission – Wednesday, June 21<sup>st</sup> - 8:30 AM

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to enter into 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 and (b): the hiring of any person as a public employee.  
Roll call vote: Bill Helm: Yes, Janet Kidder: Yes, Nancy Rollins: Yes**

The Board entered nonpublic session at 6:58pm.

The Board reentered the public session at 8:35pm.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to withhold the nonpublic session minutes pursuant to RSA 91-A:3, III. Roll call vote: Kidder: Yes; Rollins: Yes; Helm: Yes.**

Items to be signed

- 1st and 2nd Property Tax Billing 2017: \$1,138,632,053
- Payroll Authorization Voucher
- Accounts Payable Voucher
- Warrant Yield Tax Levy for \$1,257.10
- Intent to Cut Wood or Timber – 1041 Newport Road
- Birthday cards

Requests to Use Town Property & Event Permit

- Sydney Crook & Town Common by Suzanne Hammond for NL Garden Club on July 26, 27, 28 all day & July 29, 2018 from 7am to 10am for the Antique Show.

Approved Building Permits

- Bruce & Carole Parsons, 76 Bog Road, TM 106-014-000. Adding a 4' x 8' Shed & 12' x 16' Pergola. BP 17-039. APPROVED 5-12-2017
- David & Sally Swartz, 13 Meadow Brook Road, TM 122-012-000. Adding an 8' x 12' Shed. BP17-037. APPROVED 5-12-2017
- John & Victoria Peiffer, 124 Knights Hill Road, TM 083-002-000. Demo existing house & construct a 3 bedroom house on existing foundation. BP17- 17-026 APPROVED 5-16-2017
- New London Hospital, 273 County Road, TM 072-016-000. Installation of a generator for newer part of building. BP17-035 APPROVED 5-16-2017
- Winfried & Jill Feneberg, 327 Little Sunapee Road, TM 045-009-000. Add 22' X 19' deck. BP17-040 APPROVED 5-16-2017
- Paul & Susan Snow, 1330 King Hill Road, TM 129-001-000. Install 16' x 32' in ground pool. BP17-046 APPROVED 5-16-2017

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

The meeting was adjourned at 8:45pm.

Respectfully submitted,

Kristy Heath, Recording Secretary

Town of New London