



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES

August 2, 2021

6:00 PM

PRESENT:

John Cannon, Chairman
Nancy Rollins, Selectman
Janet Kidder, Selectman
Kim Hallquist, Town Administrator
Lynn Lewis, Finance Officer

ALSO PRESENT:

Margaret Blank, Underwood Engineers
Crystal Schimpf, Tracy Library Director
Bob Harrington, Public Works Director
John Ellis, New London Resident
Ki Clough, New London Resident
Jonathan Landers, New London Resident
Minette McQueeney, *Intertown Record*
Nancy Marashio, New London Resident

Katie Zink, State of NH DES
Jay Lyon, Fire Chief
Will Kidder, Town Clerk/Tax Collector
Joe Kubit, New London Resident
Kathy Barth, New London Resident
John Doyle, New London Resident
Leigh Bosse, *The Messenger*

Building & Facilities Committee members: Colin Beasley, Rip Cross, Bob Bowers, Phil Sherman, Peter Bianchi

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

Appointments

Stormwater Asset Management Plan Presentation

Margaret Blank of Underwood Engineering and Katie Zink of NH DES attended the meeting to provide a presentation on the town's Stormwater Asset Management Plan. Preparation of this plan was funded by a \$30,000 principal forgiveness program courtesy of the NH Department of Environmental Services (DES). The Plan was prepared with input from New London public works staff.

Asset management components include a vision statement, level of service, asset inventory and condition assessment, critical assets and priority projects, minimum life cycle costs (practices), long term funding strategy (budget), implementation plan and communication plan.

The town's vision statement is "to continue to build and expand on the asset management program. Use data-driven approach to support decision-making and facilitate communication between town staff, elected officials and members of the public". Specific goals should be set for the operation, maintenance and performance of stormwater system assets and should be evaluated and reset occasionally. Goals should be specific, measurable, achievable, relevant, and timely.

The stormwater asset inventory determined there are 331 catch basins and drainage manholes and 35,400 linear feet of stormwater pipe with an estimated replacement value of \$16.9 million dollars. Condition

information on each structure was obtained and the vast majority were in good shape. The Asset Condition score is used to prioritize projects and determine what the probability of failure is.

The stormwater asset replacement cost over the next ten years is estimated to be \$2.85 million dollars or \$285,000 per year. This estimate assumes full replacement but in some cases a repair may be sufficient. Electronic forms have been provided to staff so they can record inspection results and maintenance activities. The information collected by field staff is used to update the inventory files. The inventory files are used to develop a financial planning spreadsheet.

Katie Zink stated it's important to keep up with Asset Management. The state funded \$30,000 but their expectation is that the town will continue with it, keeping it up to date and relevant.

Public Comment – Kathy Barth attended the meeting to ask the Board to consider adopting an ordinance regulating the use of fireworks in New London either in the form of a class C fireworks ban or for users to obtain a permit for use of class C fireworks in town prior to setting off fireworks. She also described a cannon that has been shot off near their property that is very disturbing so would like that addressed as well.

Ms. Barth noted that the frequency of fireworks in her neighborhood has increased over time. Fireworks are shot off suddenly and without warning and it is alarming and scary, particularly for young children and pets. Regulation would help maintain the peaceful, serene quality of the town, lakes and ponds.

In addition, fireworks have an impact on our bodies of water. When a firework is shot off it propels a cocktail of chemicals into the atmosphere that can harm both people and the environment.

New Hampshire does permit individual municipalities to establish their own regulations around fireworks. Within the state of New Hampshire 22 towns prohibit fireworks, 62 towns require permits or have restriction and currently New London does not require any permits. Our neighboring town Newbury has a permit requirement that is 24-48 hours before fireworks are to be used and Sunapee has a permit process that also has advanced notice attached to it with a limit to 3 calendar days of firework use per individual.

John Landers commented that fireworks affect veterans that may be experiencing PTSD and they are seeing issues with hearing as they are very loud. He is in support of an ordinance.

Chair Cannon stated these are valid concerns. An ordinance would help clarify the rules for everyone. Selectman Rollins agrees and would like an ordinance drafted and brought to the Board for consideration.

Building & Facilities Committee Recommendations: Priorities A & B

The Building and Facilities committee (BFC) attended the meeting to the Investment Report submitted to the Board previously that includes recommendation on priorities. Town Administrator Kim Hallquist stated that she reviewed the priorities as recommended by the BFC and found that the biggest change she would recommend relates to the need for a new roof at the Fire Station. She recommends putting this in the priority A category. In her opinion the second priority after dealing with the Fire Department roof is Whipple Hall and getting it ready for meetings including the window shades and audio-visual improvements.

Colin Beasley noted that the Fire Station roof was identified as maintenance and the Building and Facilities subcommittee does not deal with maintenance issues, which is why it is not included as Priority A. In meetings with the department heads, they separated what they were responsible for from overall maintenance and believe the process that is in place in the town to deal with maintenance issues should be continued. Chair Beasley stated this reinforces the needs for a facility management function. Having a

process in place with a facilities manager and a facilities management system would give them a prospective look at what is going on with the assets of the town.

Chair Beasley asked that they go through the list of priorities as prepared by the BFC; they would like to identify owners of the issues outlined and who owns the project as well as the timeframe for it to be completed so it can be tracked.

Priority A – Investments needed in Fiscal Year 2022 (July 2021 – June 2022)

Whipple Hall – Window treatments/Audio Enhancements – It is difficult to hear during meetings at Whipple Hall so Chair Beasley thinks this should be a priority as it would make it a more suitable facility for committee meetings and other purposes. Selectman Kidder agrees and would like to put this out for bid. Ms. Hallquist pointed out that she recommends doing the audio and visual at the same time, not over two fiscal years.

Police – Relocate Communications – the low-cost suggestion for this is to put up a movable Plexiglas wall between the water and the communications equipment. Ms. Hallquist reported that Chief Cobb does not feel this will solve the issue. Phil Sherman noted that there is confusion over what this item includes, it does not involve keeping water from the ceiling from damaging the equipment below, it is about putting up a shield, of Plexiglas or a shower curtain type barrier, when work is being done on the pipes in the area in case water comes out unexpectedly and damages the communications equipment. Further investigation is needed to work on details.

DPW/Transfer Station – The BFC is recommending funding for an engineering study of the Transfer Station traffic flows. By doing the study now, it will kick start the process for priority B projects. There was a discussion of the potential for some low-cost solutions to the traffic flow issue that would not require an engineering plan.

Ms. Hallquist suggested putting all three transfer Station issues (engineering study, additional trailer and loading dock) into priority B category because there are more pressing priority items to address in priority A. She explained that Public Works Director Bob Harrington wants an engineering plan for layout of the proposed loading dock area, as opposed to a traffic study as noted in the BFC report. Selectman Kidder questioned whether spending money on another study is necessary. Bob Bowers responded that there are drainage and water issues that the prior study did not address on that existing site and would need an expert to weigh in on. Phil Sherman suggested investigating what the study would cost and bringing it back for discussion before a decision is made; the Board agreed.

Academy Building – Office Space – the BFC believes that the Academy building has sufficient space to accomplish what they need to accomplish. Storage and space are big issues and are related. A records retention policy has been discussed and the BFC believes a policy should adopted and implemented. Adopting an office sharing policy will enable an efficient use of space between departments that don't require full time office availability. The action plan would be to work with Town Administrator Kim Hallquist to better understand the needs of the Academy building and get clarity around Town Clerk, Emergency Management and Welfare office requirements. Ms. Hallquist stated she would consider Academy Building issues under priority B issues and doesn't think they need to be dealt with in this current fiscal year. She put the town clerk office needs, security issues and storage under one project and thinks it would be wise to do them all at the same time. Chair Beasley disagreed and stated this year they should be doing the planning and cost identification so next year you are ready to fund them. Ms. Hallquist does not oppose planning if there are no costs related to it as she believes that there are more urgent projects in Priority A than there is funding for already.

Multiple Buildings & Departments – Storage – The BFC reported that storage in the town is spread across multiple buildings. A multi-departmental assessment should be done to determine where everything is and whether it all needs to be kept. All departments will need to look at what they have and then access if they still want to keep it.

The Records Retention policy has been drafted and is with town counsel for review and revision. The BFC recommends that the Selectmen/Budget committee authorize sufficient funding to initiate a digitization project across all departments as this would help with space needs.

Ms. Hallquist wanted clarification about what is considered maintenance and what the BFC wants to be involved in. Colin Beasley stated it is important to have committees and department heads involved in the dialogue to vet out and determine who should address issues.

Priority B: Fiscal Year 2023 (July 22 – June 2023)

Whipple Hall – Colin Beasley stated the BFC is looking at Whipple Hall from a whole project point of view. The memo prepared by Ms. Hallquist recommends that Whipple Hall improvement be done as Priority A in the current fiscal year, in the following order as funds allow:

- Shades
- Audio/visual equipment
- Chairs
- Acoustic panels on walls
- Lighting
- Acoustic panels on ceiling (if needed)
- Balcony upgrades

Ms. Hallquist suggested the items listed be completed as soon as possible if the funds are available. She stressed that she does not believe that the audio should be separated from the visual – that both should be done at the same time. If there is not enough funding, she would do as many of them as possible until funding ran out. Any outstanding items would be put in the budget for next year. She pointed out that the balcony upgrades have not been discussed by the Selectmen and she questioned whether the balcony should be renovated to allow its use again; it has not been used in more than a decade. Phil Sherman noted that the balcony is part of the acoustics plan.

Rip Cross stated the renovations need to be done in a logical fashion. It is a waste of money to put acoustic panels in if you plan to put a sprinkler system in after that and have to take things down. Phil Sherman stated the A/V system is removable so shouldn't be affected and the same goes for furniture. Mr. Cross stated things like lighting and air conditioning is easier if you put the infrastructure in while you are doing the work rather than after the fact.

Ms. Hallquist stated if a reputable company comes in and breaks or ruins anything, they would be responsible for that and she did not think it was a reason to put off making the room ready for meetings, pointing out that the presentation by Underwood is a good example of why the audio and visual improvements are needed as soon as possible. Chief Lyon asked about the recent sprinkler project in the Academy Building and if there was any damage during installation; Ms. Hallquist noted that there was no damage, the workers were very careful and neat.

Ms. Hallquist will work with the BFC to get cost estimates to determine next steps.

Academy Building – Bulletproofing, alarm/secure/elevator/cameras/key logging

Colin Beasley stated if the Selectmen felt that risks at the Academy building are high, the Selectmen should consider hardening the Academy building. The Board agreed that it is a concern that should be addressed. Ms. Hallquist replied she is in favor of improving safety at the Academy building; she would like to do similar things to what other towns have done. Chair Beasley feels they need to hire a professional to come in to determine what it would cost to bulletproof and install cameras, etc. Phil Sherman stated that someone needs to define the scope. Selectman Kidder stated these types of companies can come in and evaluate where the vulnerabilities are, and this is what should be done. Ms. Hallquist will work with possible vendors to get cost estimates and report back.

Colin Beasley stated in the memo from Ms. Hallquist the recommendation was to not include bullet proofing Buker under Priority B until there is a decision made regarding the location of the Police Station. Ms. Hallquist stated Chief Cobb has stated that if the police department will be leaving that location in 2-3 years, then it doesn't make economic sense to spend the money for the short-term use. Colin Beasley would like Chief Cobb to identify what areas are important to bullet proof and then get a cost based on that. Peter Bianchi thinks this should be a priority to protect the people working in that building and questioned the town's liability should they not do something to increase the safety of the police department. Chair Cannon would like to hear more from Chief Cobb about this.

Town Administrators Report

Ms. Hallquist provided the following report:

- The New London 5K race will take place on Sunday so road closures and traffic issues are to be expected.
- Next week Ms. Hallquist will be meeting with the School Superintendent, American Red Cross and Emergency Management to get an MOU for the school to be our emergency shelter.
- Ms. Hallquist will participate in a Merrimack County ARPA meeting next week.
- The new Merrimack County Sheriff, David Croft, would like to meet the Board of Selectmen so he will be scheduled for a meeting in the coming weeks.
- Eversource officials will attend the next Board of Selectmen's meeting in response to Mag Francis' concerns.
- The PLPA will be presenting at the next meeting as well.
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Committee Meetings & Reports

Planning Board – Selectman Kidder reported at the last Planning Board meeting there was a final site plan for retail and office space as well as 3 residential units on Main Street. They discussed drainage and parking issues. An ADU was approved on Laurel Lane. Spring Ledge Farm was approved for a high tunnel and seasonal tent.

Meeting Minutes

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of the July 12, 2021, meeting. THE MINUTES WERE APPROVED.

Upcoming Meetings & Special Events

- Zoning Board of Adjustments – August 3rd, 2021 @ 6:30pm Whipple Hall

- Buildings & Facilities – August 5th, 2021 @ 6:30pm Syd Crook
- Citizen’s Advisory Commission – August 7th, 2021 @ 7:30am Whipple Hall
- Planning Board – August 10th, 2021 @ 6:30pm Whipple Hall
- Conservation Commission – August 12th, 2021 @ 3:30pm Whipple Hall
- Buildings & Facilities – August 12th, 2021 @ 6:30pm Syd Crook
- Board of Selectmen – August 16th, 2021 @ 6:30pm Whipple Hall

Please see the calendar on the town website for a complete listing of other meetings, including subcommittee meetings, of the various town boards: www.nl-nh.com

Items to be signed:

- Accounts Payable Voucher
- Reappointment Cards
- Town Use Application
- Intent to Cut Application

Applications Approved &/or Denied

Sign Permits – approved

- **Viewpoint Sign & Awning–TM 059-005-0-0-0. Rocky’s Ace Hardware. Approved. 7/28/2021.**

Building Permits-approved

- 92 MPR, LLC, TM 045-008-0-0-0. Demolish existing house and garage. BP 21-080. Approved. 7/28/2021.
- Gary Anderson & Cornelia Boyle. TM 021-002-0-0-0. Finish 1074sq ft basement. BP 21-088. Approved. 7/28/2021.
- Catherine Turcotte. TM 072-027-0-0-0. Build 10x12 shed/finish basement. BP 21-083. Approved. 7/28/2021.
- GNC NH Trust 2015. TM 078-024-0-0-0. Roof mount solar on house and garage 10.2kw. BP 21-089. Approved. 7/28/2021.
- Gary Markoff. TM 111-024-0-0-0. Build two 10x12 sheds-ATF. BP 21-090. Approved. 7/28/2021.
- David & Sally Swartz. TM 122-015-0-0-0. Build 5x12 wood lean-to. BP 21-091. Approved. 7/28/2021.
- TH Bush Realty Trust. TM 084-013-0-0-0. Install solar battery system. BP 21-093. Approved. 7/30/2021.
- Aristotle & Emily Souliotis. TM 080-014-0-0-0. Build new single-family residence. BP 21-046. Approved. 7/29/2021.
- Ton-Ko-Lah, LLC. TM 033-008-0-0-0. Demo existing house, build new SFR 4100 sq ft. BP 21-076. Approved. 7/30/2021.

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

The meeting adjourned at 8:23PM.

Respectfully submitted,

Trina Dawson
Recording Secretary
Town of New London