



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN/BUDGET COMMITTEE
JOINT MEETING MINUTES**

September 28, 2020

6:00 PM

Via Zoom

PRESENT:

Janet Kidder, Chairman
Nancy Rollins, Selectman
John Cannon, Selectman
Kim Hallquist, Town Administrator
Wendy Johnson, Finance Officer

BUDGET COMMITTEE MEMBERS PRESENT: Robert Prohl, John Raby, Lauren Snow Chadwick, Mark Christensen, Chris Lorio, Jerry Coogan

ALSO PRESENT:

Emily Cobb, New London Police Chief
Jay Lyon, New London Fire Chief
Bob Harrington, Public Works Director
Sandra Licks, New London Library Director

Chair Kidder called the meeting to order at 6:00 PM and read the authorization for the Zoom meeting. Chair Kidder called the roll: Selectman Rollins: present, Selectman Cannon: present, Chair Kidder: present

Public Comment – Police Chief Emily Cobb commented that the New London Police Department is participating in the “Beards for Bucks” campaign which is a fundraising campaign for the Granite State Children’s Alliance held during the month of October. Donations raised during October go towards the Merrimack County Advocacy Center in Concord.

Old Business

- **Building & Facilities Committee submission of Dennis Mires study of Police Department in Buker Building and Report #4 of the Committee**

Chair Kidder reported that they received the Dennis Mires study of the Police Department and Report #4 of the committee. Kim Hallquist asked the Board of Selectmen when they would like meet to hear the presentation of Dennis Mires and the Committee members. She suggested scheduling a meeting on a Wednesday night for this purpose. The Board decided to meet on October 14, 2020.

- **Recreation Director Vacancy**

Kim Hallquist reported that at the last Board of Selectmen's meeting, she was asked to meet with the Recreation Commission. Ms. Hallquist met with them on Friday afternoon and they discussed the Recreation Director vacancy. The Recreation Commission is in support of the Recreation Director position being full-time; however, they do want to review the job description. In the next few weeks, the Recreation Commission will meet to look over the job description and make any changes they feel are necessary. Ms. Hallquist suggested that by the end of October the position can be posted and interviews can begin in November or early December, hopefully filling the position by the end of the year.

Additionally, the Outing Club has expressed interest in collaborating more with the town on recreational offerings. Ms. Hallquist reported that she met with Pete Smith, President of the Outing Club and she expects that the Outing Club Board and Recreation Commission will meet to discuss opportunities for collaboration.

New Business

- **Notice of Intent to Retire: Finance Officer**

Wendy Johnson, who has served as the Finance Officer for the past nine years has submitted her notice of intent to retire. She has given a 3-6-month notice. Ms. Hallquist will go over the job description to see if any adjustments need to be made. Ms. Johnson has agreed to help train the new employee for a few months and even after March as she would be available to help out on a part-time basis if needed.

Town Administrators Report

Ms. Hallquist provided the following report:

- Ms. Hallquist has reached out to all the potential Housing Commission members and the majority of them would like to meet in person. She suggested selecting a date to meet with them to hear about each candidate.
- The Citizen's Advisory Committee meeting will be held on October 3, 2020. The CAC chairs have lined up members of the school board and the Superintendent to attend. Chair Maureen Prohl is going to ask the Superintendent if they can use the multipurpose room at the Elementary School to hold the meeting as it is bigger and it would be easier to socially distance.
- Police Chief Emily Cobb will be on a NHMA statewide webinar on September 30, 2020 to discuss trick or treating. She will also give the Recreation Commission some direction on what the Town of New London should do with regards to trick or treating.
- The Zoning Administrator has been working this week on sign violations. There have been a lot of temporary signs placed all over town and she will be educating people about the regulations.
- The 2020 Merrimack County bill was received, it is down almost 3%. The amount is \$3,238,301 which will be paid in December.

Committee Meetings & Reports

- Tri-Town Assessing Committee – Chair Kidder reported that the Tri-Town Assessing committee met on September 16, 2020. New London resident Emily Campbell is now on the board representing New London. The revaluation in Sunapee is in the public hearing phase and that went well.
- The Planning Board met on September 22, 2020. The shore land overlay map is incorrect so having the maps updated will most likely be included in the capital improvement plan.

- The Recreation Commission met on September 25, 2020 to discuss the Recreation Director vacancy.
- The New London Board of Selectmen met with the representatives of the Sunapee Wastewater Treatment plant last week to discuss a discrepancy between readings from New London's meter and Sunapee's meter. It was decided before the rate is set, the Selectmen will have a meeting with the Engineer and the New London and Sunapee staff to determine why there are problems with the readings.

Meeting Minutes – Approve the Selectmen's minutes of September 14, 2020

IT WAS MOVED (John Cannon) AND SECONDED (Nancy Rollins) to approve the minutes of September 14, 2020 meeting. Janet Kidder: Yes, Nancy Rollins: Yes, John Cannon: Yes. **THE MINUTES WERE APPROVED.**

Upcoming Meetings & Special Events

- Next regular Selectmen's meeting – Monday, October 5th – 6:00 PM – Zoom
- Buildings & Facilities Committee – Thursday, October 1st – 6:30 PM – Whipple Hall
- Joint Selectmen & Budget Committee – Monday, October 5th – 6:30 PM – Zoom
- Master Plan Committee – Thursday, October 8th – 8:30 AM – Zoom
- Planning Board – Tuesday, October 13th – 6:30 PM – Zoom
- Conservation Commission – Wednesday, October 21st – 8:30 AM – Zoom

Items to be signed

- Accounts Payable Voucher
- Applications for Sewer Connection, Building Expansion, and/or Service
- Application for Voluntary Change of Address
- Birthday Cards

Applications Approved &/or Denied

Building Permits

- Tyler Kipp & Catharine Newick, 495 Elkins Road, TM 078-001-0-0-0. Build new single-family residence. BP 20-080 approved 9/17/20.
- Mountain View SC, 277 Newport Road, TM 059-005-0-0-0. Interior renovations for new tenant. BP 20-091 approved 9/17/20.
- Gordon Marshall, 216 Maple Lane, TM 138-001-0-0-0. Demolish free standing guest house. BP 20-093 approved 9/22/20.
- Matthew & Kathryn Bemis, 10 Buker Way, TM 111-025-0-0-0. Build 24'x40' addition. BP 20-102 approved 9/17/20.
- Paul & Janice Ritter, 792 Sugarhouse Road, TM 034-011-0-0-0. Build breezeway between house & garage. BP 20-103 approved 9/16/20.
- Labrador Landing, 1014 Lakeshore Drive, TM 064-011-0-0-0. Garage renovations. BP 20-104 approved 9/16/20.
- Mary Manion, 57 Pond's Edge Lane, TM 106-014-0-0-0. Build new single-family residence w/garage. BP 20-105 approved 9/17/20.

- John & Jane Griggs, 129 Little Brook Road, TM 035-042-0-0-0. Build porch & deck. BP 20-106 approved 9/16/20.
- Elizabeth Stikeman, 38 Knights Hill Road, TM 082-003-0-0-0. Demolish porch, build garage/addition, exterior & interior renovations. BP 20-107 approved 9/16/20.
- Janet Hutchens, 15 Morgan Hill Road, TM 046-031-0-0-0. Demolish existing shed & rebuild. BP 20-108 approved 9/22/20.
- Bruce Herring, 200 Lakeshore Drive, TM 36-010-0-0-0. Demolish & rebuild screen porch to expand kitchen. BP 20-109 approved 9/22/20.
- 29 Little Sunapee Rd LLC, 29 Little Sunapee Road, TM 073-052-0-0-0. Build new 3885 sq. ft. commercial building. BP 20-110 approved 9/22/20.

6:30 PM: Selectmen and Budget Committee Joint meeting to prepare FY2022 budget:

Chair Kidder called the roll of the Budget Committee: Robert Prohl: present; John Raby: present; Lauren Snow Chadwick: present; Mark Christensen: present; Chris Lorio: present; Jerry Coogan: present. Absent: Lyndsay Harkins, Mike Williams, Joe Cardillo.

Capital Reserve Funds and Bonded Debt

Finance Officer Wendy Johnson provided information from Capital Reserve projections and reported only on what is being recommended for FY2020:

CAPITAL RESERVE FUND

General Government

Town Building Maintenance – The recommendation is to contribute \$50,000 to this fund. The Selectmen are agents to expend this fund.

Computer Maintenance & Replacement – The recommendation is to contribute \$24,000 to this fund. Upgrades to all of the town’s computer systems will be necessary.

Energy Projects – The Energy Committee is requesting the continuation of a \$30,000 contribution. This is to build up this fund to purchase the solar system.

Public Safety

Fire Vehicle Fund –The recommendation is a contribution of \$130,000.

Fire Breathing Apparatus – The recommendation is a contribution of \$10,000.

Fire Radio Replacement – The recommendation is a contribution of \$15,000.

Communication Equipment – The recommendation is a contribution of \$34,000. This is done each year to build up this account for future replacement of dispatch equipment.

Highways & Streets

Sidewalks – The recommendation is a contribution of \$30,000 and to spend \$120,000 for the construction of sidewalks to KRSD to Homan’s corner.

Highway Equipment – The recommendation is a contribution \$339,510. The highway department expects to buy a dump truck, a sidewalk tractor and a trash trailer.

Gravel Road Paving – The recommendation is a contribution of \$100,000. One gravel road will be paved (Lamson Lane).

Sewer Department – The recommendation is a contribution of \$20,000. \$30,000 will be spent to replace equipment at the Edmunds road pump station.

Culture & Recreation

Conservation Land Acquisition – The recommendation is a contribution of \$25,000.

Library Building Maintenance – The recommendation is a contribution of \$35,000.

Total transfers come to a total of \$842,510 and the expenditure total is \$696,000.

BONDED DEBT

Wendy Johnson reported there are currently eight active bonds.

The largest bond is for the Sunapee Wastewater Treatment facility. New London's original portion was \$5,461,000 reduced by a federal subsidy of \$1,357,630 awarded in 2011. An additional state aid grant was awarded in 2020. The total of this grant for principal and interest is \$1,566,044. It will be paid to the town in equal installments over 20 years. The yearly payment of \$78,445 will show in the Revenues section of the budget. The debt service is split 1/3 – 2/3 with the taxpayers and sewer users.

Other bonds include:

- 2005 Highway Garage and Fire Station Renovation
- 2011 Library repairs
- 2015 Academy Building Exterior repairs
- FY2017 Projects (Sewer lagoons, GIS mapping, Brookside Drive culvert, DPW salt and sand shed),
- FY2018 Projects (Pleasant Lake Dam upgrades, final Sewer lagoon closure, Academy Building improvements, Gravel road paving, Buker Building study)
- 2019 Buker Building Renovations
- 2019 Bridge Projects
- 2020 Tracy Memorial Library Sprinkler System – This loan has not been executed to date.

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

The meeting adjourned at 6:46PM.

Respectfully submitted,

Trina Dawson
Recording Secretary
Town of New London