



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES April 25, 2011

PRESENT:

Mark Kaplan, Chair, Board of Selectmen
Tina Helm, Selectmen
Peter Bianchi, Selectman
Linda Hardy, Interim Town Administrator

ALSO PRESENT:

Russell Aney, Energy Committee Member
Jack Harrod, Energy Committee Chair
Peter Stanley, Zoning Board Administrator
Chad Denning, Recreation Director
Peter Messer, New London Resident
Leigh Bosse, Owner, *The Messenger*
Jim Wheeler, Budget Committee Chair
Rich Anderson, New London Resident
Bill Green, Chair of the Zoning Board of Adjustments
Richard Lee, Public Works Director
Pat Trader, *The Intertown Record*
Joe Cardillo, New London Resident
Erle Blanchard, New London Resident
Chip Spaulding, New London Resident

Chair Kaplan called the meeting to order at 6pm.

The first order of business was a presentation of an audit report from Russell Aney. Mr. Aney said he was involved in an energy audit of the town office building, which was funded by the NH Energy Assistance Program Greenhouse Initiative Program. New London was one of four towns who were selected for the program. The audit helped them to identify a building in the town that would have the highest potential for energy savings. Chris Dundorf, a certified energy auditor, was present at the meeting via conference phone.

Mr. Aney noted that he, Mr. Harrod and Mr. Dundorf toured the Town Office building on February 18. After the tour, Mr. Dundorf completed some additional analyses and they now have some recommendations the town could take regarding saving energy and decreasing the town's carbon footprint.

After two attempts, it was found that due to a bad telephone connection, Mr. Dundorf would not be able to participate in the meeting, as he could not be heard clearly. Mr. Aney continued with the presentation, himself.

Mr. Aney explained that an exterior analysis was performed initially with an infrared camera. They examined the heating system downstairs, the air handling system, duct work, the insulation of the

building envelope, the basement and the walls. They focused a lot of attention on the attic. It was concluded that when the building was redone before the Town Offices moved in, a good job was done making sure the windows and doors were tight and installed properly. There was still heat loss being experienced, so they had to look further. They depressurized the building, which is a process where a fan sucks air through gaps or cracks that exist in the structure. They do this at a set differential and can measure the cubic feet of air and can quantify the air leakage. Under natural conditions, they can determine how many air changes occur. During this test, they noted .6 air changes per hour, which is about twice the building airflow standard. While a good job was done with the siding, windows and doors, there is considerable air leakage which is related to lost energy (heat) that is blowing out of the building. The biggest culprit was in the attic. A stack effect, where cold air infiltrates from below and moves to exit above, was identified. To remedy this, they can plug the gaps or bypasses that exist. They also found that there were no top plates on the side walls, which causes convection so the cold air rises up the side of the walls and sheds heat from the building envelope.

Mr. Aney opined that they should reduce the amount of infiltration and exfiltration within the building. He noted that the ductwork was leaky, which was discovered after doing a pressure test. The energy loss in this area was significant and affects both the heating and cooling systems. In the summer, it is very hot in the attic which makes the air handler have to work harder to keep the air cool. More insulation on the ducts would help this problem.

Mr. Aney showed a graph that displayed the propane consumption last year, which was about 3,000 gallons. The price of propane is rising and is staying closely behind heating oil in this area. He thought the price was going to be close to the 2008/09 price and anticipated seeing the price of propane for the next year being close to \$7,500.

Mr. Aney explained that the concrete foundation was found to be a good conductor of heat instead of being an insulator. He offered that the concrete insulated about as well as a single pane of glass. The recommendation is to put rigid foam along the concrete (interior) to minimize the heat loss that comes through there. Evidence of the heat being lost in this area is the snow that has melted along the building's foundation.

Mr. Aney went on to explain that bad air sealing was a major component in the heat loss found in the attic hatch, and the bathroom fans. This was evidenced by infrared photos of the fan and a light box. Alone, the heat loss for these items isn't significant, but collectively, these leaks amount to considerable heat and energy loss. Mr. Aney commented that Mr. Dundorf had recommended putting in a heat recovery ventilator into the attic, which will take warm air that is being sent out of the building and transferring the heat that is going out into new makeup air that is being exhausted into the building in an intentional way.

Mr. Aney shared other opportunities for saving, including the street lights in the parking lot which could be fitted with high-low ballasts. These ballasts would keep the lights at a 50% power rate unless a motion detector is triggered, increasing the power rate to 100%. This can reduce the energy consumption by 50% and could work on all the municipal buildings. Mr. Aney also noted that the thermostats were set quite high; he was not quite sure what setback was at night, but figured that they were set high to try to balance the heat loss and gain from the duct work. The thermostats have been set high also because employees have complained of being hot and cold. He also indicated that power settings on computer and office equipment should be made so that they are on only when being used. Left on all night, a monitor can use up to 5 watts.

Summary of Recommendations

Insulate the foundation from the interior and exterior. If insulating the outside they would recommend going down several feet to insulate the basement from extreme cold.

Air sealing in the ceiling and attic; seal penetrations through the attic floor
Add insulation either in the form of 12" loose fill on the floor of the attic, or 6" of spray foam insulation to the underside of the roof. They recommend providing walkways and access to air handlers as necessary.

Mr. Aney said that they noticed some of the walls were insulated better than others. They may want to look further into why this is the case.

Mechanically, they need to seal the ducts. They should only use mastic to seal sheet metal ducts, not duct tape.

Thermostats should be programmed so there are adequate setbacks at night.

High/low ballast systems should be implemented and staff should be asked to shut off unused devices.

Mr. Kaplan thanked Mr. Aney for all the work he has done for the town. He asked how much it would cost to make the upgrades, and how much they would save. Mr. Aney said that he had called some contractors and had two estimates which ranged from \$5,000 to \$10,000 to do the air sealing work. The higher price included doing more, including pressure testing and balancing duct work. He suggested the most important parts of the upgrade would be the air sealing in the attic and the duct work sealing in attic. He thought they could get this portion done for \$5,000 to \$7,000.

Mr. Dundorf had estimated that they spent at least \$2,000/year on propane at \$2/gallon. Just by sealing leaks, they will save a considerable amount. By protecting the ducts it would help with the cooling in the summertime. Mr. Aney thought that if they were in favor of going forward with the project, they should get some more estimates. He explained that additional analyses would be necessary to figure out how much these upgrades would save the Town each year. This would probably cost another \$1,000. Given the fact that obvious leaks were found and that substantial savings could be made by doing some upgrades, they probably didn't need to have these additional analyses done.

Mr. Aney felt that there would be a less than five year payback for this project and said the upgrades would last 20 years or more. Mr. Dundorf had explained that if they looked at the building code today, they would require much more insulation than is currently there, and they also require air leakage and blower door tests when commissioning new buildings.

Mr. Kaplan said that they would like to see some hard numbers as to what it would cost for the upgrades. He would like a broad-based, comfortable figure of what they could save. That will give them what they need to know to make a decision. Mr. Aney said he agreed and would try and get some more good estimates for this work.

Richard Lee – New Truck Purchase

Mr. Lee handed out some estimates for the new dump bodies and plows. He said he had made up a bid proposal and sent it out to three different vendors each for the truck and the cab and chassis. He took the Peterbilt out of the option breakdown because it was just too expensive. Mr. Lee said he preferred to stay with Internationals for several reasons. One reason is that there is a fluid (DEF) that needs to be added to the fuel of the other makes. One gallon of DEF per 50 gallons of fuel was required. Mr. Lee added this expense to the cost to the cab and chassis. This additive would add \$4800 to the price of the other vehicles. International does not use this additive. Another reason Mr. Lee preferred the Internationals is that it is the same make as what they already have; their parts would be interchangeable.

Mr. Lee noted that the dump body, snow plow and wing he preferred were the same as they have now. They have used the same Highway sanders since 1979. They have used the Viking plow equipment for the last 12-15 years. Right now they are getting 10 years use on them. In the past they had an Everest and ended up having to make substantial repairs to them. Although the International price was \$3,800 more than the least expensive option, he believed that they'd save that much over the life of the truck.

Mr. Lee explained that they took off some of the options from the State bid, and added some things that were not. Mr. Bianchi said that the State bid from Liberty in Manchester was \$89,000 on the Internationals. Mr. Lee said the dealer was giving them a better concession and that the state was buying all Internationals this year. He also reminded the Board that a study done by Mr. Wilson a few years ago showed that all the towns were buying Internationals as well. He repeated that they had swapped some features with others to get their price. After Mr. Bianchi asked, Mr. Lee opined that they'd get two trucks out of the new sanders as they are a higher gage stainless steel than others. They are making changes to the trucks and other equipment so they will last longer and will be interchangeable. Mr. Lee said they've been using stainless steel since the 1980's, and 1979 was the year the Town purchased their first International truck.

Chair Kaplan summarized that it would cost \$3,800 more to purchase option 3 (the International), but that Mr. Lee felt they could save at least that amount of money over the life of the truck and on the sanders he had chosen. Mr. Lee noted that they had \$151,000 in the budget this year to purchase this truck. They used the same spec sheet for this new truck as they did for the truck they purchased last year. Mr. Bianchi asked about air conditioning and how much it was, as it was a feature of the International truck package. Mr. Lee said that the prices of things were not broken down item by item. He did mention that some features cost more if they have to be taken out. Sometimes it costs less to leave features in rather than having them removed. Mr. Lee said he anticipated the truck lasting 12 years.

IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) that the Board of Selectmen recommend that Richard Lee go ahead with the purchase, as described in option #3 of his proposal, for a total of 141,516.35.

Mr. Bianchi asked about delivery. Mr. Lee said that the truck should be delivered faster than the last one they purchased. He was told it could be to them by November.

A vote was taken: THE MOTION WAS APPROVED UNANIMOUSLY.

Stump Dump Testing

Mr. Lee said that they received two letters from the Department of Environmental Services (DES) about the testing at the stump dump and the land fill. He thought perhaps Novus could begin doing the testing for the Town. Mr. Lee said that some of the tests would be done bi-annually. He thought they should ask them if they could do biannual reports, except for some reports that have to be done each year. Mr. Lee indicated that the State is relaxing some requirements with regards to testing. This firm has done the testing since the landfill closed and has been involved in the stump dump since it began. They know the history. Mr. Lee offered to call Novus and forward details to Ms. Hardy, who could forward them to the Board of Selectmen.

Wastewater

Mr. Lee noted that they have meters they put into houses that have wells and are regulated by the number of bedrooms they have. There are 12 of the old meters (pre-2008) that need to be read. The device they use to read the meters has died. There are 30+ of the newer meters that are read by a different device. Mr.

Lee said that a new reading device for the old meters would be \$450. Instead of this avenue, they could replace the old meters on the homes at a cost of \$83 each. He recommended replacing the old meters so they could be read by the same device. He wanted to know if they wanted to charge the new meter cost to the resident or if the Town should absorb the cost. Mr. Bianchi said that it was the town's meter reader that broke, not the meter. He thought instead of buying a new reader, they upgrade the meters on their homes. Mr. Bianchi didn't think the homeowner should pay for a new meter reader as it wasn't their fault it broke. Chair Kaplan agreed that it was the Town's responsibility. Mr. Lee added that it would be easier to have one reader for all the meters in town.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to replace the meters at the Town's expense. THE MOTION WAS APPROVED UNANIMOUSLY.

Mr. Lee noted that for next 15 weeks he would be playing golf on Monday nights and would appreciate being put later on the agenda, should they wish to meet with him.

Zoning Violations - Peter Stanley (Zoning Board Administrator)

Mr. Stanley explained that one function Ms. Levine had been involved in had been to deal with Zoning Violations. The way he finds out about a violation can be from a variety of sources: a report from the assessor, a neighbor who has waged a complaint, or structures that are simply discovered. When something of this nature is brought to his attention, he typically does his own analysis, which includes researching the property, looking at the tax file (to find permits), comparing timelines with the laws that were in effect at the times things occurred, and looking at aerial photos. He also proceeds with the necessary legal research to determine the nature of the violation and the best way to deal with it. Frequently, a phone call is all that is needed to deal with these issues, but sometimes more effort is needed. Typically he would run these options by Ms. Levine. She would determine if his suggested approach was appropriate to deal with the violation. Between now and when her replacement is found, if something arises, he wanted to have touched base with the Board of Selectmen, as he represents them. In the course of his activities, he occasionally contacts legal counsel to check legal issues. That would be the point he would talk with Ms. Levine. He asked how they would like him to proceed until they get a new administrator.

Mr. Kaplan opined that if an issue arose within the next six to eight weeks, he would prefer that Mr. Stanley discuss it with the attorney to see how to handle it. He thought that if something went wrong, they'd like to go into court with clean hands, assuming they had received legal advice. Mr. Bianchi said that getting Bart Mayer's (Town Counsel) opinion was fine, but reminded them that it cost money each time he is called. Mr. Stanley said he is very prudent about this and only calls about once/month. Mr. Bianchi said that until they get an interim, Mr. Stanley should make a 10-minute appointment with the Board of Selectmen, and then they could forward him to Town Counsel if they thought it necessary.

Ms. Helm asked what the timeline was on these types of cases. Mr. Stanley said it was two to three weeks before they can move forward. He does a lot of research and is very careful. Ms. Helm said that since the Board of Selectmen meet once each week perhaps Mr. Stanley could come into a meeting to alert them of an issue. Mr. Stanley said he had no problem with that. He assured them that things do not happen rapidly with these types of situations. Ms. Helm said that there seemed to be time to come to them with "sticky" issues first to review and then to support him in his moving forward. They decided no vote was required on this. Mr. Stanley said that as long as they understood where he was coming from, he was happy.

Chad Denning – Public Hearing to accept the gift of a van that comes to the town from Woodcrest.

Mr. Denning said the vehicle is a 2000 Dodge Ram 13-passenger van with 30,000 miles on it. In April 2010 he came to the Board of Selectmen to ask approval to lease the van on a trial basis to see what kind

of programming they could implement with such a vehicle. Woodcrest has since purchased a new vehicle and would like to donate their older van to the Recreation Department. Mr. Denning said that he has had the vehicle looked over by Nate Walker from Walker Automotive, and it was found to be in great condition with just a few minor things that needed to be done. There were two rust spots on the side of the body which can be taken care of at some point. The leasing and maintenance costs of the vehicle have been paid for out of the Recreation Department's revolving fund. Mr. Denning said that the van is being funded by the programs that the van supports.

Chair Kaplan asked if they intended to use the van as they had before and if any upkeep would be the Recreation Department's responsibility. Ms. Helm remembered that this was the same agreement as was true during the lease. Mr. Denning agreed on both accounts. He said that the revolving fund paid for the repairs during the last year. He noted that the van is handicapped accessible and that one seat was missing from the back to accommodate a wheel chair. To make room for 13 people, he found a seat at a salvage yard and had it installed. Mr. Denning explained that he had spent \$1,400 in repairs over the last year, all paid for out of the revolving fund.

Mr. Bianchi said he had some problems with the uses of the van in the past year, and wasn't sure they should take in a used van. He noted that the van had been used during winter activities for the Kearsarge Regional Elementary School. He thought that was unnecessary as they had plenty of vehicles. He also didn't understand the revenues that were displayed. Mr. Denning said that the use of the van has enabled them to increase programming, so the revenue for the Recreation Department was up by 35%. Mr. Bianchi didn't think the revolving fund should be a money-making deal. It looked to him like they are using the fund to take money in and hold \$30,000. Mr. Denning said that the revolving account is still only at \$30,000 and he only showed the revenue side and not the expenditures. Mr. Bianchi felt that \$30,000 was too much to have in the fund. Mr. Denning said that that was the same amount they had in the fund when he started working for the Town in 2006.

Mr. Bianchi thought that accepting an 11-year old van was not a good idea. He wondered what would happen if the transmission went. What if they were taking some kids to a trip and it broke down? He didn't think it made sense to take a gift of an 11-year old van. He thought that if the van broke down, the Recreation Department would come asking for a new van. Mr. Denning said that they have no plans to come up with a CIP for a van in the future. The cost to maintain the van will be paid for by the revolving fund, and if they cannot use the van in the future they will go into another lease or purchase a van and pay for it through the same fund. He added that the transmission could go out in any vehicle any day. It doesn't matter how old the vehicle is. Mr. Denning offered that the van is in great condition and has been well maintained and thought it would make a great addition to the department.

Mr. Bianchi thought if they rented a van for six months of the year for \$300/month, they would spend \$1,800/year and have no maintenance fees. He added that if the topic of accepting an 11-year old van came up the previous week when Ms. Helm was away, it would have been a no-vote because he and Chair Kaplan would have not agreed.

Chair Kaplan said that they set the current public hearing up to make a decision to accept the van. Mr. Green said that the cost benefits should have been done first before the hearing. If this summary met their acceptance, then they could have had a hearing on whether or not to accept the van. His question was since they were there to have a public hearing, if there is some question of the merits of the cost benefit, should it go to the Budget Committee to decide? Chair Kaplan said the cost for this vehicle doesn't come out of tax money. Chair Kaplan said that the money goes into a revolving fund, which is not only something that exists in the Recreation Department. When the Recreation Department takes the kids somewhere, the kids pay money and the money goes back in the revolving account. He said that the

money doesn't go into the general fund. It is not money that the Board of Selectmen decides what to do with. He added that when Mr. Denning came to the Budget meeting this year he wanted to buy boats. Everyone told him to find used boats or donations. Now he is using a van that the department used all last year, and now someone wants to give them a van. He didn't understand why they were having a problem with this. Mr. Green asked how much it cost them to have the van the previous year. Mr. Denning said that it was \$3,000 to lease the van, and then some repairs came to \$1,400. He said that once donated, they would be responsible for just maintenance costs.

Mr. Denning reminded those at the meeting that this whole discussion of a van for the Recreation Department began in 2006. That December they talked about purchasing a van and they all talked about the benefits of having a van. They discussed other options, like leasing or getting donations. He has leased school busses and vans in the past. He even got his CDL so he could drive the bus. Woodcrest offered for them to lease the van and it was a huge benefit. Now they want to donate it to the Town. Maintenance costs were unforeseeable. If the costs become a huge problem or burden on the department, he will get rid of it and lease another vehicle. The vehicle has been great so far. If it breaks down, he will get rid of it and do what they were doing before.

Mr. Denning went on to say that he gets mixed directions from the Budget Committee about finding donated items. This is an occasion where he gets an item and now they are saying they don't want it. Mr. Green opined that once the department gets a van, the chances of them not having a van in the future are slim and none. Chair Kaplan and Ms. Helm disagreed. Chair Kaplan said that they should just take the van for as long as it works.

Mr. Denning said that prior to this van he was leasing vans and busses and spending \$3,500/year. Mr. Bianchi didn't think it was a good decision to take on an 11-year old van and felt it was going to be a money pit. Chair Kaplan repeated that they would get rid of the van if that was the case. It doesn't cost them any more money. Ms. Helm said that when push comes to shove, it is Mr. Denning's burden to make the fund accommodate the van. Mr. Bianchi said he wasn't ready to make a decision on it. Chair Kaplan asked if anyone in the audience had anything to say on the matter.

Mr. Blanchard asked about the revolving fund as it seemed to have a whole different kind of accountability. He thought the fund was in place was so they could buy Red Sox tickets and it would be refunded. Chair Kaplan said they've had \$30,000 in the fund for many years. Mr. Blanchard asked how much revenue went through the fund. Mr. Denning said between \$70,000 and \$90,000 goes through the fund. Mr. Blanchard was shocked. Chair Kaplan said that this revolving fund was not related to the general fund. Mr. Blanchard asked how they determine what goes through the revolving fund and the Recreation Department. Mr. Denning said that all programming goes through the revolving fund except lifeguard pay. Chair Kaplan said if Mr. Denning doesn't have this money there is no budget to do the things the Recreation Department does. Mr. Blanchard didn't feel that this sort of fund was consistent with the other departments and budgets in the Town.

Mr. Denning explained that all the camps offered in town were all part of the budget when he arrived. Then, they took all the camps out of the budget and said they would only pay for lifeguards. The day camp costs \$45,000 and is their biggest program. Whatever he brings in has to pay the staff. Mr. Denning added that when they had to raise funds for their own programming is when they started to become a living, breathing Recreation Department. Prior to him coming, the programs were paid for by the budget. Any program he wants to do, he has to come up with seed funds, which makes it so he doesn't have to come to the Board of Selectmen to ask for money.

Chair Kaplan said that prior to the revolving fund the expenses were tied to taxes. Now they are doing all kinds of programs and they are not costing the taxpayers anything. It never appears on the tax rolls. He felt that was a big gain.

Mr. Lee said that all their recycling money from the Transfer Station goes into a recycling revolving fund. They buy recycling bags and other items to give to the townspeople. They then have to put the excess into the general fund.

Mr. Denning said that with a revolving fund they have the flexibility they need; they don't always know how many people will participate in activities. Mr. Lee said that this kind of account gives flexibility and that there was accountability. They need to have the approval of the department head and the Town Administrator before they spend money. Mr. Denning added that the revolving accounts are audited just like the rest of the accounts in the Town.

Mr. Green remembered that 10-12 years ago the Fire Department wanted a plow truck. The one they had was an old one from the highway department. Now, the Fire Department has two trucks. Mr. Bianchi said that they have two pick-ups. Mr. Green said that this is how these things go from a "no-brainer" to additional overhead and he didn't think it made sense. Mr. Anderson said that the Fire Department has the old pickup truck (forestry) and a utility truck. Chair Kaplan asked if they were getting proper value for what they were doing. Mr. Green said they were. Mr. Denning said that either way, he has to use a van. Either they use a van that is donated, or they go out and lease or rent one. Chair Kaplan said when they can't use the van any longer, they will dump it. He didn't understand the problem.

Ms. Helm wondered if those resisting the donation felt that the Recreation Department would become dependent on a van they own as opposed to one they lease and that once they receive a van as a gift, there would be no going back. Mr. Green said that the chances of going back to not having a van were slim. Ms. Helm said that they have checks and balances. Mr. Denning has already said that if the van dies, he would go back to leasing. If he decides to take a different route, there will be a process to go through to approve that and he could be denied. Mr. Denning agreed with this. Ms. Helm said that the fire department issue was a different time and place and should not be compared.

Mr. Bianchi admitted that he was clueless to the fact that the Recreation Department had \$30,000 in a revolving fund. He was also clueless about the amount of money went through the fund. Mr. Denning said that people request information about the fund all the time and he would be happy to provide it to him as well.

Mr. Messer wondered why they could not buy the boats they had requested this past year from the revolving fund. Mr. Denning said that the fund was not set up to make capital expenditures and was just intended for programming.

Ms. Helm said they should put this on their agenda to vote whether they, as the Board of Selectmen would approve acceptance of the van. Mr. Bianchi said he was against getting a free van. He thought it a money pit and not wise, financially. If Mr. Denning has money to lease for the times he needs it, so be it. Ms. Helm asked if further discussion would not enhance Mr. Bianchi's decision. Mr. Bianchi didn't think it would.

Mr. Blanchard asked if when the van was used for the school district program, the town was reimbursed in any way. Mr. Denning said that they were not. Mr. Blanchard asked if the Recreation Department didn't have access to the leased van, would they have rented a van to help them out. Mr. Denning said they would not. Mr. Denning indicated that the Mount Sunapee ski program, which was part of winter

activities, was run by the Recreation Department. Mr. Blanchard asked if the van would be accessible for other groups to use it. Mr. Denning said that it was discussed earlier but no decision had been made with regards to who could use the van and how/if they would be reimbursed.

IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) to accept the van from Woodcrest.

Ms. Helm said they owe it to the town to have on their agenda a more comprehensive discussion about how the revolving funds work.

Mr. Bianchi noted that for the record, he was against the town accepting an 11-year old van.

THE MOTION WAS APPROVED. Helm-yes; Kaplan-yes; Bianchi-no.

Minutes of April 11, 2011

Mr. Bianchi identified an error where his name should be replaced with “the Board of Selectmen.”

IT WAS MOVED (Peter Bianchi) AND SECONDED (Mark Kaplan) to accept the minutes of April 11, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Appointments to the Citizens Advisory Committee

Chair Kaplan noted that there were several members of the committee whose terms expire this year. Those people may be reappointed if the Board of Selectmen agree to do so. Members may only serve on two, three-year terms, but since it is not a statutory group, they have some latitude to extend the terms.

After some discussion, it was decided that Don Klingler, Rob Prohl, Celeste Cook, Peter Hogle, DJ Lavoie, Bruce Hudson (or Renata Kannler), and Sue Little would replace Michael Doheny, Ray Ettenborough, Joe McCarthy, Karen Hogle, Bob & DJ Lavoie, Gary Lineberry, and Dave Dunning.

Chair Kaplan noted that Mr. Lineberry had only been on the committee for one term. Mr. Bianchi said that Mr. Lineberry hadn't been to a meeting in about six months and there were other people who wanted to participate. He added that the meetings were open to the public and anyone can come. They decided to leave one spot un-filled.

A letter to those going off the committee would be prepared by Ms. Hardy, which the Board of Selectmen would sign.

Tri-Town Assessor

Chair Kaplan said he spoke to Dick Pearson who said he would go back on the committee. Ms. Helm said she would have liked to have discussed other names ahead of time, but she had been away for several weeks, so it was okay by her.

Old and Pending Business

Ms. Hardy said she had a citizen complaint regarding a noise ordinance. The town does not have an ordinance, but the citizen felt strongly that the Board of Selectmen should reconsider this. The citizen provided to Ms. Hardy a sample noise ordinance from New Canaan, CT. Ms. Helm said she wanted to be sensitive to the issue but felt that the road had not changed since the complainant had purchased their home. It has been a main road all along. Ms. Hardy said a portion of the complaint was a dirt bike issue and noise being made at odd hours of the day. Mr. Bianchi said that a noise ordinance was not practical as there was no demanding public outcry for it. This was one complaint. He has gone down to the area

where the complaints were coming from and didn't think it was enough of a public disturbance to warrant bringing up that discussion again. He added that person who sent in the complaint is more than welcome to come in, but as of the present meeting, the Board of Selectmen didn't feel that revisiting the noise ordinance was necessary. Ms. Helm said she would like the citizen to bring in documentation for the times the dirt bikes have been a problem, how often, and what hours.

Citizens Review Committee

Chair Kaplan said that they need to decide how many people they want to have on the committee. Mr. Bianchi thought the understanding was eight. They would each pick two people and then they would agree on two more people, together. He opined that this process would involve some time. Getting eight people together may also be a problem. Having nine or ten people may give them a better chance of getting input. Ms. Hardy said they just need to pick people who will be able to commit to the process.

Ms. Helm thought they should go into non-public as she would feel uncomfortable discussing people in front of the public. Mr. Bianchi said that there was no need to go into non-public because they weren't discussing employees.

Mr. Bianchi shared that his two choices were Erle Blanchard and Dan Snyder. He has spoken with the two individuals and they are both willing to participate.

Chair Kaplan shared that his two choices were Doug Lyon and Karen Ebel.

Ms. Helm shared that her two choices were Dave Cook and Lisa Carlin.

Ms. Helm suggested some nominations for mutual candidates. Charlene Baxter, Cicely Markoff.

Mr. Bianchi suggested Jim Wheeler and Michele Holton.

Chair Kaplan said both Charlene Baxter and Cicely Markoff were on his list as well.

Ms. Helm said that they should discuss whether they should have any acting chairs of boards/committees on the selection committee, or if it should be a citizen's committee. Mr. Bianchi understood her point but thought that major contributors to the Town should have input and to be able to see how this new person would work with groups, such as the Budget Committee.

Ms. Helm suggested Sue Andrews.

Ms. Hardy said that Ms. Baxter was a library trustee. It was noted that Ms. Andrews was on the Zoning Board of Adjustments.

Ms. Helm thought some representation from the retail community would be good, so she would suggest either Read Clark or Stefan Timbrell. She added that if they will be consistent and eliminate those serving on boards or chairs, Michele Holton was on the Planning Board. It was noted that Doug Lyon was on the Zoning Board of Adjustments. Ms. Helm said she didn't think the chair of a board should be on the committee. Chair Kaplan said that they wanted the committee to be made up of townspeople. Mr. Bianchi said he didn't agree with that.

Ms. Hardy said that the two elected officials being suggested were Mr. Wheeler and Ms. Baxter. Mr. Lyon and Ms. Holton were appointed. Chair Kaplan thought that the presence of the chair of the Budget Committee would intimidate people. Mr. Blanchard asked if the meetings were public. Chair Kaplan said they were not. Ms. Helm said the candidates would be narrowed down to ten and given to the selection committee, which would come to consensus and propose three final candidates. Mr. Bianchi said that every committee member would rate the candidates on a numerical scale in different categories. The three with the most points will be interviewed by the Board of Selectmen.

Mr. Cardillo said that the goal would be to create a committee with a cross-section. Current or past heads of committees shouldn't matter. He felt it should be open to everyone and anyone and that the focus should be on getting a cross-section; the eight best people to represent the town. He didn't think they should exclude people who would provide a talent in the process.

Mr. Denning offered that 10 years ago when he was interviewed, there were 10 people on the committee asking him questions and he felt it was too much. It was daunting and there were too many questions going around.

Mr. Bianchi thought if someone was presently serving on a committee, they should be able to be chosen to be on the selection committee. Ms. Helm said she didn't feel comfortable with it, but said when they make their decision on the final two, they should think on the depth of citizenry. They should have people on the committee who might bring different perspectives to the search.

The list of people to be voted on as mutual candidates was made and Chair Kaplan read one name at a time. All three members of the Board of Selectmen would cast their vote for each person until two candidates were identified. The final decision was to nominate Cicely Markoff and Stefan Timbrell.

Mr. Cardillo asked if these two candidates do not want to participate and decline, what would be the next step? It was decided that they would come back to vote again.

It was noted that Mr. Cox (their representative from LGC who was assisting the Town on this search) had noted that they could conduct two interviews in the morning, and two in the afternoon. The whole process could be done in as little as three days.

Ms. Helm asked Ms. Hardy if she could ask Mr. Cox specifically for the approximate number of hours that will be required for those involved in this process. She would like a ball-park definition of what the commitment was to relay to those being offered a spot on the committee. Ms. Helm said she has written down to activate the committee the week of the 9th of May.

Chair Kaplan said he would contact those chosen for the committee to see if they would like to be involved.

In response to a citizen's question, Mr. Bianchi said that if they see a resume that was not chosen as one of the top three, they would be able to interview them. Ms. Helm added that if the three finalists were not to her liking, they don't have to choose any of them. Chair Kaplan thought it was a slippery slope to look at other resumes beyond the top three. He wouldn't want the committee to feel slighted or worthless. Mr. Wheeler said they owed it to the town to look at all of the resumes and choose the best candidate. Ms. Helm said she looks to the final goal when thinking of this process. She has conducted these sorts of interviews before and said that if they don't get the right match, they won't choose any of them. She added that they are also working with Hardy Hasenfuss on the soft data, trying to get a good personal match between the position and the town. This analysis will help them come to some agreement about the importance of primary attributes. Ms. Helm also said she would opt to go back to the drawing board if she didn't feel that any of the top three were the right candidates for the job.

Ms. Hardy said that at some point, they have committed to the office staff the opportunity to speak with the final three.

Ms. Helm wanted to create another timeline showing what will be happening with the search process, and have it put up on the website. Mr. Blanchard asked if they would give some message to the committee

about when they will begin. Ms. Helm said that Mr. Cox would do that, acting on the Board of Selectmen's behalf. Chair Kaplan said they will go over that information with Mr. Cox on May 5th when he comes to meet with them.

Interim Town Administrator's Report

Ms. Hardy reported that that day was the day the first quarterly tax bills were due. Carol Fraley wanted it mentioned that one year ago at this date, the Town had less than \$500,000 in the bank. Today, they have \$3,000,000. Ms. Hardy noted that there were no more delinquent tax payments than normal. She added that probably 97% of the people thought the quarterly payments were a great idea.

Planning Board Master Plan

Mr. Bianchi, who attended the last Planning Board meeting in place of Tina Helm, who was away, said that the Facilities chapter was started, but not completed.

Upcoming Meetings

Regional Select Boards, May 5th at 6pm, Whipple Hall – It was noted that the Sutton Administrative Assistant sent an email to them about Jessica McAuliff, who is Regional Coordinator of the Greater Sullivan County Public Health Region & Medical Reserve Corps, speak at this meeting. If there is no other particular topic, the board thought that she should speak. Ms. Helm thought they should give her definite parameters on how long she had to speak. Chair Kaplan suggested having Ms. McAuliff speak first for about 45 minutes. Then they would discuss the school budget. He wondered if they should bring someone in from the school to speak. Ms. Helm thought they wouldn't have much time once everyone is assembled and Ms. McAuliffe speaks. They would probably have time only to brainstorm about the school issues.

The Board of Selectmen will be meeting at 3pm with Barry Cox at the Town Office, and then at 6pm at Whipple Hall. Ms. Hardy suggested inviting Jerry Frew to come to give an update on where they are with making up for the school budget cuts. This was agreed upon and Ms. Hardy said she would call Mr. Frew to invite him to the meeting.

Next meeting Monday, 6pm – Beach Ordinance and Parking

Thursday, April 28th – Joint Sewer meeting 5:30 PM at Sunapee Town Offices

Application for Building Permit:

- Roxley Limited Partnership, 620 Lakeshore Drive (Map & Lot 050-005-000) replace front deck & stairs – Permit #11-018 – Approved.
- David B. III & Sue Ellen Andrews, 114 Turkey Hill Run (Map & Lot 051-025-000) interior bathroom renovations – Permit #11-019 – Approved.
- Perry & Barbara Wheaton, 391 Route 103A (Map & Lot 080-020-000) replace well and septic pipe – Permit #11-020 – Approved.
- Don & Margaret Monticello, Wallula Road (Map & Lot 033-016-009) build new attached garage – Permit #11-021 – Approved.
- Brian Connolly & Kathryn Kull, 92 Edmunds road (Map & Lot 095-032-000) interior renovations – Permit #11-022 – Approved.
- Robert & Sandra Brown Trust, 449 Forest Acres Road (Map & Lot 119-014-000) reframe & replace garage door – Permit #11-023 – Approved.

- Sameer Chinoy & Alex Stroici, 25 Northwood Lane (Map & Lot 104-003-000) install garden shed – Permit #11-024 – Approved.
- Ellen Winkler, 12 Lovering Lane (Map & Lot 084-059-000) exterior renovations, windows, sills, - Permit #11-025 – Approved.
- Woodcrest Village, LLC, 356 Main Street (Map & Lot 084-008-000) new roof and skylights – Permit #11-026 – Approved.

Application for sign permit:

- Temporary - KAT Company Approved
Signs at information booth - #1: Les Mis 7/1-7/10
- #2 Peter Pan 7/21-7/31
- Temporary – KCP Church – Approved
2 signs – 1 @ information booth – 1 @ church – Yard Sale May 28th
- Temporary – LSVNA – Approved.
2 signs – 1 @ information booth – 1 @ church – Sale Saturday May 7th 8-4PM
- Permanent – Wanda Bogacz – 35 Newport Road – FLEUR Skincare Apothecary – Approved.
- Permanent – Ben Cushing - Colby Real Estate - 374 Main St. – Approved.

Application for Current Use:

- Cynthia Leach, Shaker Road (Map & Lot 099-020-000)

Other items to be signed:

- Disbursement voucher for April 25, 2011
- Warrant Sewer Betterment – Edmunds Road – in the amount of \$5,800.00 – Approved
- Veterans credit
- Annual town financial report – approved
- Warrant Yield Tax Levy – Bucklin Family Trust – (Map & Lot 033-027-000) in the amount of \$216.04 – Approved.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to adjourn the meeting of April 25, 2011. THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting adjourned at 9:00pm

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London