

**BOARD OF SELECTMEN  
MEETING MINUTES**

**Tuesday, January 18, 2005**

**PRESENT:**

Ruth I. Clough, Chair, Board of Selectmen  
Douglas W. Lyon, Selectman  
Mark Kaplan, Selectman  
Jessie Levine, Town Administrator

**OTHERS PRESENT:**

David Seastrand, Police Chief  
Peter Stanley, Fire Chief  
Richard Lee, Road Agent  
Don Boxwell, New London Barn Playhouse  
Peter Dzewaltowski, UVLSRPC  
Ken McWilliams, UVLSRPC  
Janet Kidder, Main Street property owner  
Todd Perkins, Main Street property owner (New London Agency)  
Terence Dancy, UVLSRPC Commissioner  
Judy Condict, New London resident  
Sue Andrews, Planning Board  
Marilyn Kidder, Main Street property owner (Coldwell Banker Milestone)

William Helm, Main Street property owner  
Jason Lyon, New London Fire Captain  
Judy and Hugh Chapin, New London residents  
Paul Bidwell, New London resident  
Celeste Cook, Planning Board  
David Cook, New London resident  
Thomas Pfau, New London resident  
Grace Williams, New London resident  
Robert Foote, New London resident  
Barry Wright, Main Street property owner (Wildberry Bagel)  
John MacKenna, New London property owner  
Carolyn Dube, Argus Champion

Chair Clough called the meeting to order at 8:00 AM.

Meeting Minutes: The Board of Selectmen approved the minutes of January 10, 2005 and the non-public minutes of the same date.

**NEW BUSINESS:**

Logging Project: Ms. Levine said that she had received two complaints about the logging project on Phillips Preserve off Goosehole Road. The first was from Patricia Campbell Martick, who was concerned about the last minute decision and the effect of the logging on wildlife, road traffic, and the bridge to Goosehole. Ms. Levine said that she had invited Mrs. Martick to attend this morning's Selectmen's meeting to speak with the Selectmen about the project, but she had not heard back. Mrs. Martick had said that she would make a number of calls, including calling the Selectmen individually. None of the Selectmen had received a call from her. Ms. Levine said that Thelma Kaplan was also disappointed in the Selectmen's approval of the project without going before Town Meeting. Ms. Levine said that she explained to Mrs. Kaplan that Town Meeting approval was not required for logging projects; it was within the Selectmen's purview to manage town land and to approve logging projects. Mrs. Kaplan still thought that the Selectmen should have waited until after Town Meeting.

Sutton perambulation: Ms. Levine presented the results of the Sutton perambulation, performed by Les Norman and Timmie Poh on behalf of New London, and Charlie Whitemore and Jack Noon from Sutton.

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Mr. Kaplan made a motion to accept the results of the perambulation, seconded by Mr. Lyon. Approved unanimously.

Non-Public Session: At 8:10 AM, Ms. Levine asked for motion to go into non-public session pursuant to RSA 91-A:3 II(a), (c), and (d). Motion Lyon, Second Kaplan. Roll call vote: Lyon – yes; Kaplan – yes; Clough – yes.

Upon returning to public session at 8:50 AM, the Board of Selectmen signed documents until 9:00 AM, the scheduled time for the presentation of the Main Street parking and traffic study by the Upper Valley Lake Sunapee Region Planning Commission.

Main Street Parking & Traffic Study: At 9:00 AM, Chair Clough welcomed Peter Dzewaltowski and Ken McWilliams of the Upper Valley Lake Sunapee Region Planning Commission (UVLSRPC). Mr. Dzewaltowski had conducted the parking and traffic study on Main Street, and was in attendance to present his draft report to the Selectmen, members of the Planning Board, and members of the public.

Mr. Dzewaltowski said that the basic purpose of the study was to assess the parking and traffic situation in downtown New London, to evaluate the problem areas and to make recommendations for improvements. He is here today to present the draft report and get comments for the final version.

Mr. Dzewaltowski said that the first thing he did was meet with local officials and department heads to determine the study area, which was determined to be Parkside Road to the entrance of Colby-Sawyer College. The Barn Playhouse was added later.

Parking Inventory: He referred to Map 1 in the draft report, which showed the study area and the public and private parking inventory. He said that the use of parking spaces was determined in a series of parking inventory counts in the summer and fall. Within the study area, 70% of the parking is private and 30% is public. The majority of parking is off-street, and most people use the off-street lots for parking. There is a total of 928 parking spaces, and at the peak times, only 52% of the spaces were occupied. His conclusion is that the supply of parking on a whole is adequate to satisfy the use within the study area as a whole.

By breaking the study area into blocks, he could better identify specific needs. Some areas have a higher demand than others (for instance, Jack's at noon). However, occupancy counts are not always the best measure; there needs to be some flexibility to account for maneuvering, finding empty spaces, etc. Generally, there should be a 10% cushion of additional parking area to account for such maneuvering, so it is not ideal to be at 100% occupancy. In New London, he did not see the conditions where people had to leave because they could not find spaces. Typically, when 90% (or higher) of spaces are occupied, people are discouraged from coming to that area.

Mr. Dzewaltowski said that another way to look at demand is to look at "published ratios." He applied land use factors to determine an estimate of demand. Based on the various land uses in the study area, Mr. Dzewaltowski found a demand for 613 parking spaces, which is an average of 2.38 spaces per 1000 square feet of use. If fully occupied, this would amount to 66% of the existing supply of 928 spaces. Therefore, there are many more spaces than a demand count says are needed.

Mr. Dzewaltowski referred to charts 4 and 5 in the report, which showed the 52% peak parking. He said that at peak, 484 parking spaces were occupied, even though the demand would indicate 613 spaces needed. He said that the demand estimate figures are subject to one caveat, and that is that demand ratios were unavailable for a few land uses and some of these uses have intermingled parking, such as behind the Kidder building and behind the daycare center. Therefore, he was unable to account for their parking demand or remove them from the equation. As a result, the demand estimates are slightly lower than

should be expected. Mr. Dzewaltowski said that he also reviewed New London's site plan review regulations, which, if all of the uses were requested today (and many are existing non-conforming uses), would require 786 parking spaces. Table 5 in the report looks at land uses to determine if the existing parking satisfies the land uses. Mr. Lyon said that it would appear that there is sufficient off street parking to satisfy the demand of various land uses, and Mr. Dzewaltowski agreed.

Traffic: Mr. Dzewaltowski said that in the summer and fall, he counted the volume at a few locations east and west of the intersection of Main and Pleasant streets. There were some variations in patterns between summer and fall, most notably a change in the peak hour. In the summer, the peak hour at Main and Pleasant was 4:15-5:15 PM. In the fall, it changed to 2-3:00 PM, most likely due to school traffic. He noted that the one-way traffic pattern for the elementary and middle school influences the intersection of Main and Pleasant. He said that this intersection sees high demands on the level of service, particularly turning left from Pleasant onto Main. He said that left turns see a low level of service, meaning the amount of delay that each car experiences before being able to make its turn. He categorized the level in the "D" range, which would indicate above average congestion and a 25-second delay per car. He said that the traffic study performed by the community center group categorized the intersection at "E" levels, indicating 35-50 second delay. He said that the community center's report concluded that the traffic count at that intersection met the traffic signal warrants, and also suggested turning lanes and divisions to eliminate conflicting movements. Mr. Dzewaltowski said that he noticed that the parking spaces alongside Lake Sunapee Bank on Pleasant Street interfered with traffic at the intersection. The pumps at Jiffy Mart also interfered in that people would pull out from the pumps and would try to get onto Main Street without entering the travel lane.

Mr. Dzewaltowski said that he evaluated local and state highway reports to determine safety conditions, and found that there were no high accident areas in the study area. The accidents that did occur had varying themes:

- 1) Rear-end collisions resulting from distracted drivers; this could be helped by intersection markings and crosswalk markings. He suggested reviewing parking spaces to make sure that crosswalks were 20 feet away from the closest parking space.
- 2) Parking lot maneuvers, especially at the Kidder building. He suggested that the Planning Board review non-conforming lots during site plan review and use the opportunity to address parking problems.
- 3) Traffic at Main and Pleasant is uncontrolled and relies on individual motorists to make the right decisions. As volumes increase, the gaps to enter the traffic stream become narrower and less frequent; this would have to be resolved in a comprehensive manner, such as a traffic signal or roundabout at the intersection.

Barn Playhouse: Mr. Dzewaltowski said that the final area he studied was the parking arrangement at the Barn Playhouse. This portion of the study arose this summer following the Police Chief's request for additional study. Mr. Dzewaltowski said that his findings are at page 24 of the report. He looked at the Barn Playhouse during a weekday matinee. The main problem was the bus parking along Main Street just north of Williams Street, blocking sight distances for people exiting Williams (see Exhibit 5). He suggested moving the bus to another location on the side of Williams Street, assuming that the turning radius is sufficient for a bus to drop people off at the Barn Playhouse and loop around Parkside to Everett Park to Williams. He said that there were also complaints about parking in the residential neighborhood along Everett Park. He suggested that the Barn's parking lot is big enough to hold about 20-25 percent more vehicles if organized. However, since it is unstriped and unstaffed on performance days, people are parking wherever they can, leaving room for only 50 cars. Better management of the parking lot should

alleviate pressure on Main Street and the residential neighborhoods. He suggested using powdered line markings on the dirt parking lot, which should last for most of a season. He also suggested that the Town consider adding a sidewalk on that segment of Main Street so that people do not have to walk in the roadway.

General findings: Mr. Dzewaltowski said that he understands that a lot of the current pressures result from the Kearsarge Regional School District (KRSD). The current traffic circulation – one-way through Cougar Court to Main Street – poses problems because cars are not allowed to pass the school buses waiting in the school driveway. As a result, parents use the parking lots at Peter Christian's, Jack's, Wildberry Bagel, and Chadwicks, which places demands on these facilities. At the same time, the school has a lot of parking area that is never full, and he suggested that businesses parking in the school lot could allow more flexibility in their own lots. If the town wanted to address parking, it should be in reorganizing parking areas. There is really no problem with the parking, except from a business perspective. He said that eliminating pressures on businesses caused by school traffic would have to involve a change in circulation, such as a cul de sac or two-way traffic for the school.

Remedies for the Main and Pleasant street intersection could include a traffic light, roundabout, or limiting turns at the intersection. However, the latter would have ramifications on side streets, while spreading out traffic volume. This would require a more detailed evaluation than the one that he has performed. He suggested making sure that the 20-foot separation exists at the crosswalks. He suggested that the Town should remove the parking space on Pleasant Street at the corner of Main Street, at Lake Sunapee Bank. At this point, he does not recommend constructing new parking; there are other measures that could be instituted to improve the effectiveness of the existing supply of parking.

Mr. Dzewaltowski then opened the floor for questions from the audience.

David Cook asked if Mr. Dzewaltowski recommended removing any parking, and Mr. Dzewaltowski said that this was difficult because not all of the parking is marked. He said that the Town should properly mark and restrict parking at crosswalks and intersections. Mr. Lyon noted that in the winter, markings are more difficult to see.

Barry Wright asked if the study accounted for any weekend traffic, and Mr. Dzewaltowski said that it was done on weekdays and that the next step would be to include weekends. He said that this could be part of a parking management program that would lead to suggested changes in site plan regulations. A review of weekends would tell us if we were missing something and would help calibrate the demand factors.

Paul Bidwell asked if the crosswalk signs in the middle of the road could be manufactured with blinking lights, and Mr. Dzewaltowski said that he is not sure but could find out. Don Boxwell asked if Williams Street is wide enough to accommodate a parked bus, and Mr. Dzewaltowski said that it is at least wide enough to look at but would need closer evaluation by the Town. Ms. Levine promised to work with the Barn Playhouse.

Bob Foote said that moving traffic on Main Street is forced to be close to parked cars, restricting the ability to open car doors. He asked if there were standards that applied to road width and how we fit in. Ms. Levine said that with the recent sidewalk installation on Main Street, the travel lane goes up to 13 feet wide and the parking spaces are 8 feet wide. Mr. Foote recommended removing the parking at Morgan Hill, and asked if the unused parking at the school could be used to provide internal block circulation behind the commercial buildings. Mr. Dzewaltowski said that shared uses could help and could be investigated. Barry Wright commented that the use of KRSD parking could come in handy in the summer. Mr. Dzewaltowski also noted that the parking lot behind Aesthetics and Pizza Chef was

rarely used, and that often the church lots are empty. The peak periods for those areas do not coincide with others.

David Cook said that Mr. Dzewaltowski used the term "warrant" in different ways, and questioned whether the study recommended a traffic light at the intersection of main and Pleasant. Mr.

Dzewaltowski said that he does not recommend a light per se, but that other options could be considered as well. Ms. Levine explained that the term "warrant" in this context meant that the intersection met the count requirements that the state required before it would consider a traffic light; the state uses the term "signal warrant" to represent that figure. Mr. Cook said that he understands that Mr. Dzewaltowski is not recommending nothing, and Mr. Dzewaltowski agreed. He said that the Town can do nothing; that is its choice. There are sometimes poor intersections that cannot be improved. Safety is the key. Mr. Lyon said that he has liked the roundabout idea because it limits driver choices. People have no option but to enter the roundabout, and it essentially would eliminate the left turn and avoid congestion caused by traffic lights. He said that he is not sure that the intersection meets state standards for the amount of space needed for a traffic light, including turning lanes, etc. It needs to be studied further.

A member of the audience asked if a roundabout would reduce traffic volume on Main Street. Mr. Dzewaltowski said that it would not reduce volume, and described the difference between the effect of a traffic light and a roundabout. With a signal, cars are required to stop, queue, and then move forward in a platoon, leaving periodic gaps in flow. With a roundabout, there is no stop in traffic and no gap, which may or may not provide a benefit to Main Street.

Paul Bidwell asked if the state could mandate a light, since this is a state road. He asked if the state law requires a traffic light to be installed when the intersection met the signal warrant. Ms. Levine said that if the Town wanted to install a light, it would need state approval, but she is not sure whether the state could require a town to install a light.

Mr. Cook asked if the study observed a backup of traffic to the Fire Station, and whether this interfered with fire apparatus leaving the station. Mr. Dzewaltowski said that he did not observe this in the study. Mr. Cook asked if anyone else witnessed this occurrence, and Chair Clough said that she has seen it at 7:45 AM due to school traffic backing up from the intersection, but at no other time. Mr. Lyon asked Fire Chief Peter Stanley if traffic backed up at the Fire Station was a problem, and Mr. Stanley said that it would only be a problem for firefighters attempting to get to the station, but that it would not delay fire trucks.

Mr. Kaplan referred to page 23 of the report and asked Mr. Dzewaltowski to elaborate on the public pay-in system. Mr. Dzewaltowski said that one characteristic of downtowns as opposed to suburban areas is the mix of uses. In a downtown, people can park in one place and have many options, such as office, restaurants, shopping. This mixed use allows for shared parking arrangements, which is what makes downtowns unique. This exists on Main Street in New London, making this a downtown. In New London, this shared use is disrupted somewhat due to the number of separate, private parking areas, where each site develops parking for its own use. As this develops, it puts expanses between different uses, making it harder for people to walk, so they will get in their cars to get around, which impacts traffic and parking. He said that towns that have the ability to develop shared public parking could ask businesses that would benefit to pay in. He referred to the newest version of Hard Road to Travel by the Local Government Center, which describes public parking facilities. Mr. Dzewaltowski said that now is the time to start thinking about solutions down the road, especially with the school district in transition. He said that New London should try to avoid the theoretical point at which people have to drive everywhere to accomplish their business. Terry Dancy asked if impact fees could be used this way, and

Ken McWilliams said that impact fees could be allowed, but the site plan regulation also allowed businesses to acquire parking with 500 feet as long as they have a long term use.

Hugh Chapin said that there is undesignated parking across from Morgan Hill bookstore, where there was a white fog line and no marked spaces. Mr. Dzewaltowski said that he recommends marking all parking areas to utilize them more efficiently. Ms. Levine said that one of the reasons for the study was to determine how people are using those spaces so that the Town can formalize the parking and no parking areas. Mr. Chapin suggested eliminating the parking in front of Morgan Hill Bookstore. Ms. Levine said that if the sidewalk is extended on the opposite side of the road, it would allow for better definition of parking in that area and perhaps widen the travel lane. Chair Clough noted that the Town eliminated the parking in front of the white residence next to New London Agency, because of the narrowness of the road. Mr. Dzewaltowski asked if Morgan Hill customers used the private spaces in back, and Todd Perkins said that they have used the New London Agency parking area, which is not a problem.

Bob Foote suggested that more spaces could be acquired from TDS. Mr. Dzewaltowski said that Morgan Hill abuts the school, and could make use of the underutilized parking at the school.

Terry Dancy asked how this study could be incorporated into the state's 10-year plan for Main Street. He noted that the study suggests some major and some minor changes. Mr. Lyon said that this study is the first step for the town in determining what it would like to see happen to Main Street. The Selectmen plan to start up the Main Street Committee. The state plan for Main Street primarily includes improvements to drainage, and the Town wants to improve the sidewalks, review lighting, etc.

There being no further questions, Chair Clough thanked everyone for attending the meeting, and the audience departed at 10:30 AM. The Selectmen thanked Mr. Dzewaltowski for his excellent report. Ms. Levine said that this was a draft report, and Mr. Dzewaltowski would like feedback from the Selectmen before finalizing it.

Planning Board proposed change to subdivision requirements: Ken McWilliams remained at the meeting to explain to the Selectmen that a change in state law will now allow Town Meeting to authorize the Planning Board to require a preliminary review during a major subdivision application. He said that the question would have to be placed on the warrant for Town Meeting. Currently, applicants for a major subdivision are not required to go through a conceptual and preliminary review. To date, he has been successful in convincing candidates that a conceptual or preliminary would be helpful, and even when he has convinced them, they are quick to move on to the final stage. He said that more work should be done at the preliminary stage, which would benefit the applicants as well. Chair Clough asked if there would be a list of requirements to move from preliminary to final, and Mr. McWilliams confirmed that there would be. He said that the Planning Board would have to amend the subdivision regulations to incorporate this change.

Mr. McWilliams said that, for example, the recent application for a subdivision of the Granger property had no plans for drainage at the preliminary hearing, yet the applicant wanted to go to a final review. Mr. Lyon said that it is to the developer's benefit to have the review in advance, before investing in a final review and not receiving approval. Chair Clough questioned whether the level of plans required for a preliminary review would add cost to the developer, and Mr. McWilliams said that in the long run, it should save money because problems would be caught at an earlier stage and preliminary plans are less costly than final plans. In addition, the requirement for a preliminary review gives the abutters more opportunity to participate in the process. After further discussion, the Selectmen agreed that they will support the warrant article at Town Meeting.

Returning the parking study, Mr. Kaplan asked if the recommendations should be considered by the Selectmen or put before the Main Street Committee. Ms. Levine said that some, such as the sidewalk improvements and parking stripes, could be done in the short term. The bigger decisions, such as the intersection, should be considered by the Committee. Mr. McWilliams said that some of the topics could also be part of the Master Plan revisions.

**SIGNATURES:**

**Building Permits:**

- Barbara V. Dziura, 1457 King Hill Road (Map 129, Lot 7), after-the-fact permit to add entry structure – Approved (05-004)
- David & Gail Hiley, 63 Old Coach Road (Map 123, Lot 11), permit for various additions & renovations – Approved (Permit 05-003)
- Delbert & Mary Prothero, 294 Forest Acres Road (Map 118, Lot 8), permit to add bedroom, bath, kitchen – Approved (Permit 05-005)

**Other Items for Signature:**

- Disbursement Voucher for the weeks of December 31, 2004 and January 18, 2005
- Yield Tax Warrant in the amount of \$3,494.44 – Approved
- Real Estate Transfer Tax Declaration of Consideration (per RSA 78-B:10), for transfer of Surrey Lane and Oakmont Road from bell Engineering, Inc., to Town of New London – Approved
- 2005 Maintenance Agreement with Munismart Systems, LLC, for municipal software – Approved
- 2005 Maintenance Contract with Cartographic Associates, Inc., for mapping & GIS software – Approved
- Cease & Desist Order for Everett B. & Madelyn Yelton Trust, 585 Bunker Road (Map 76, Lot 33)

There being no further business, the Board of Selectmen voted to adjourn the meeting at 11:35 AM.

Respectfully submitted,

Jessie Levine  
Town Administrator