



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN  
MEETING MINUTES  
At Tracy Memorial Library  
June 20, 2016  
6:00 PM**

**PRESENT:**

G. William Helm, Chair  
Nancy Rollins, Selectman  
Janet Kidder, Selectman  
Kim Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

**ALSO PRESENT:**

Donna Larrow, Police Department Administrative Assistant  
Edward Andersen, Police Chief  
Leigh Bosse, *The Messenger*  
Bruce Hudson, Budget Committee Member  
Rob Prohl, Budget Committee Chair  
Jay Lyon, Fire Chief

Chair Helm opened the meeting at 6:00pm.

Open.gov Demonstration – via telephone

Wendy Johnson (Finance Officer) said she, on behalf of the Town, has been talking to Open.gov for several months and thought it would be good to demo the product they offer that allows our financial data to be presented visually, through the New London website.

Steve Zelezny of Open.gov introduced David Reeve to help with the demo. The growing company (1,100 cities across the US) takes complex financial information and puts it into a format that is easy for the citizens and elected officials to look at. They gave a brief overview of their service, by showing what the Town of Keene, NH had done with their program. A strong point of the company is that the information can be displayed in any way the Town wishes, and information can be extracted for reports, etc. Reports can be visible to certain people or to the public. The Town's CIP can be illustrated and it can be seen where funding comes from for each project, each year. Projects can be tracked over time by saving views from one time in history to another.

Chair Helm asked how many towns of New London's size (less than 5,000 people) use this service. Steve said a couple hundred. The company, for many years, was focused on towns of New London's size. This is useful in that the information the company has about these towns can be used to benchmark towns with each other. There were no other questions from the Selectmen or the meeting attendees for Steve.

Ms. Johnson asked Steve to show a "Budget to Actual" report, which could be helpful. He showed an example of this kind of report and showed different formats and explained this can help anticipate overages in a budget.

Ms. Johnson said even though New London is small, they do the same things as the larger towns, budget-wise. She has heard a lot of people saying the Town's website is inadequate and doesn't have the content it should. Others have questioned transparency. This product would help take care of all of these concerns. The information would be uploaded from the vendor and will not be uploaded in real time from Ms. Johnson.

Selectman Kidder isn't sure if this would truly improve the Town's website. Ms. Hallquist agrees but said it improves transparency and content. The product is \$5,000 for the first year and \$4,000/year afterwards. While it will not save Ms. Johnson any time, it is a service for the public.

Selectman Rollins said she has heard comments about the Town's entire website being ineffective. She wonders if there is another tool that will give a variety of financial reports as well as serve as a website upgrade. She thinks the entire website needs to be addressed. Selectman Rollins said the Municipal Association has a number of vendors who will meet with the Town for a demo on website upgrading. She feels the entire website needs attention before this is approached.

Chair Helm feels they need to look at another comparable product; this is something that should come up in the course of budget considerations in the fall rather than doing something immediately. It would be good to look and see what the other towns are doing. Ms. Hallquist said she could poll the local towns to see what they are doing. She feels the majority of towns are muddling along, as New London does.

#### Public Comments

There were none.

#### Old Business

*Continue Discussion of Public Works Department Memo of June 6, 2016*

#### **Trash Trailer**

Ms. Johnson said there were no Capital Reserve accounts where funds could come from to repair the trailer. It is a possibility to use current year budgeted funds. Ms. Johnson said there is \$67,000 left in the Transfer Station budget at this point in time. Due to the fact that the trailer will not pass inspection, this is a necessity and so the repair was approved.

**IT WAS MOVED (Bill Helm) AND SECONDED (Nancy Rollins) to spend approximately \$15,000 from the Transfer Station FY2016 budget to repair the trash trailer at the Transfer Station.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

#### **Storage Container**

It was noted that the DiLorenzo house (on the campus of Colby-Sawyer College) is being torn down. This is where 20 of the Town's emergency cots are kept. Chief Lyon is in favor of having a place to store all the emergency management supplies together. He suggests a movable pod. At an earlier meeting, Mr. Lee had suggested a more stationary storage facility. There would be more discussion on this. No decision was made at this time.

#### *Compensation Philosophy*

Ms. Hallquist tailored the philosophy to fit within the report. Chair Helm asked how his colleagues feel about the draft Ms. Hallquist came up with. Selectman Rollins prefers the language in Gary Thornton's report and suggests adding the subsection criteria that Ms. Hallquist had included. Selectman Kidder said this was fine with her.

**It was moved (Bill Helm) AND SECONDED (Janet Kidder) to use the language in Gary Thornton's report.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

*Consider recommendations as a process for 2017 salary adjustments*

**Memo from Hallquist on June 13, 2016**

Selectman Rollins said the department heads would like to forego a onetime monetary award, but then to adjust the differences in the grades, and address the part-time positions that are absolutely under-minimum. Ms. Hallquist said they would work to have all employee salaries that the Selectmen should adopt. The part-timers are under the minimum because the part-timers are generally paid under the pay scale. They will provide recommendations on what salaries should be, no later than July 1<sup>st</sup>. This would include grade scales and pay.

Selectman Rollins suggests presenting this information side by side with Gary Thornton's report. His proposal was to bring people up to minimum as well as adjusting to new grades. They have the money budgeted to do that and they would then need to discuss what to do in the future.

Chair Helm said the report assumes that the right positioning is mid-point in the scales. He said they are proposing moving everyone to the mid-point. When changing labor grades, it should be as fair as possible, said Selectman Rollins. Chair Helm said they need to discuss if they want to be at the mid-point, or higher or lower. Some employees on the compensation ratio are higher than the mid-point already. They need to decide what their goal is.

Selectman Rollins said Mr. Thornton's proposal recommends the ability of an employee to move from low, to mid, to high within a pay grade. The Town's current program does not allow employees to do this.

Ms. Hallquist said she feels the goal at this time is to get people at the going rate. With the Department Heads' input, they would determine the proper level of their staff based on their experience, years of service, etc. Going forward, they will decide if the Town wants to be a leader in employee compensation or at the mid-point. These discussions will take some time.

Selectman Kidder asked if they were going to use the proposed grade or the current grade. The numbers are different. Department Heads need to know which numbers to look at when making their decisions. Ms. Hallquist said the current grades are considered inadequate so they would not be used.

Ms. Hallquist said if the grades are not in the realm of what Chair Helm is considering, she would need to know that. Chair Helm said he was satisfied with Mr. Thornton's reasoning behind all the grades, being for ease in the future as the town grows. He said he is not inclined to think they want to postpone implementing other parts of this until the next fiscal year. He'd like to de-couple the discussion of steps from the budget cycle. Ms. Hallquist said she doesn't believe a step system could be used or that an evaluation system would work for the current fiscal year; raises should be implemented as soon as possible. Employees will know that from October to the following June they will be subject to the evaluation system. Changes in salaries generally happen July 1<sup>st</sup>. They will have less than a year using the new system, but it is better than having only a month's time.

Selectman Rollins thinks the next step is for department heads, with Ms. Hallquist, to look at the internal equity of the positions and the classes of the pay grades. This is about being able to retain as well as to hire; if they are paying less than a town two towns over, they are not at the right starting point they want to be at. This needs to be done first to get equity within the labor grade classifications.

Department Heads will be providing memos to Ms. Hallquist with their feedback on their employees and labor grades, etc.

Chief Lyon said all the department heads want to move forward as quickly as possible and advocate for those that are undercompensated. They understand it will take time to get on board with a plan/program.

Selectman Kidder feels the “regular” employees should receive a 1% increase to go into effect July 1<sup>st</sup>. They can continue to do the review and recommendations. This would show that the Town is moving forward with the pay study/review. Chair Helm disagrees with this. Selectman Rollins said the employees, department heads and Ms. Hallquist disagree with this idea. It would cost \$61,000 to give a 1% raise and it would be \$66,000 to make the adjustments to what they should be for labor grade minimums. This is the critical piece to get at equity, she feels. The Department Heads have done due diligence to address what is best for the employees and towns; we are not currently equal to other towns. She would forego any kind of across the board raise as it isn’t the best way to address the inequities in our current employee system.

Chair Helm said Selectman Kidder’s point is that she wants to give something to the employees at this time but he doesn’t feel this is helpful. There was discussion of a Cost of Living Adjustment (COLA). Chair Helm found in the report where no COLA or additional money should be given to employees when they have maxed out. Selectman Kidder said this would be unfortunate. Ms. Hallquist said once a program is in place it would not occur as often that people would reach their maximum.

Chair Helm said it sounded like there was more to discuss regarding this issue. Ms. Hallquist will present the department head discussions to the Selectmen and they will discuss this further. Ms. Hallquist will have this information to the Selectmen by Friday, July 1<sup>st</sup>.

Chair Helm said he didn’t realize that it is the town’s policy to underpay part-time employees. Selectman Rollins said she was unaware of this practice and noted that it seemed odd, as it is difficult to find good part-time help.

Chair Helm doesn’t want this issue to continue throughout August, September and October so it gets tied in with other budget issues.

Selectman Rollins recalled that when this salary discussion began, it was noted that not everything in the report (that had not been done yet) would likely be put in place all at once or at all. It isn’t something they want to sit on a shelf, but move forward and address in this fiscal year as they are able, and the next as necessary.

#### Whipple Hall & Buker Municipal Building

Selectman Kidder said all the issues at Whipple are actually within the Buker Municipal Building, according to Town Archivist, Jim Perkins. She said with regards to the Buker section, the Planning Board feels strongly that before they know what is going to happen with the 1941 building, there is no point in doing anything with that part of the building. Ms. Hallquist doesn’t think a leaking roof should continue. Selectman Rollins feels energy issues should be addressed and the building should be kept intact to protect the equipment in the dispatch department.

Selectman Rollins suggests getting some financial quotes on the things that need attention. Selectman Kidder said without knowing what they are doing with the 1941 building, they shouldn’t do anything with the Buker section. Also, Jim Perkins said he does not want to move archives from where they are in the Academy Building. This was an idea that had been brought up at earlier meetings.

Selectman Rollins made a request to cost out bringing the electrical to code, fix the municipal building’s leaking roof, and repairing the trim and cleaning the gutters at Whipple. When asked, Ms. Hallquist noted that Richard Lee (Public Works Director) should be in charge of these matters, along with Facilities Manager, Matt Grimes.

Chair Helm asked Ms. Hallquist to get these figures to the Selectmen as soon as possible. The Myers report said it would cost \$122,000 to complete the work needed for those three things at Whipple/Buker. Selectman Kidder said Mr. Lee is already getting prices on windows and the gutters.

Consider Loss Mitigation Agreement from Primex

Ms. Hallquist said the agreement states that should the Town decide to take employee action, they call Primex first to make sure they have done everything properly to avoid a lawsuit. Once the Selectmen have signed the agreement she will give it to the department heads so they are aware of what needs to be done. She noted that on July 18<sup>th</sup> Primex will come to New London to conduct a training for the department heads on evaluating employees.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to complete the loss mitigation agreement with Primex. THE MOTION WAS APPROVED UNANIMOUSLY.**

Results of Superior Court Tax Appeal for the Carr Property

Ms. Hallquist gave a brief history: the Carr house burned to the ground. The law says if this happens a proration of taxes must be filed by a certain time (RSA 76:21). The property owners were reminded by the Town to do this but submitted it late. The proration of taxes was denied because the application was late. The property owner then applied for an abatement (RSA76:16) which was also denied. The property owner appealed the Town's abatement denial and they prevailed in Superior Court.

There was a discussion on whether to appeal the Superior Court decision to the NH Supreme Court. Town counsel believes the Town has a good chance of prevailing at the Supreme Court.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to appeal the decision of the State Superior Court in the matter of Robert Carr and Raul and Karen LLC versus the Town of New London, NH. THE MOTION WAS APPROVED UNANIMOUSLY.**

Receipt of Letter of Closing of the Clough Extended Care

Chair Helm's understanding is that there has been no decision what to do with the licenses or the space. They have just decided to end business on September 30<sup>th</sup>.

Town Administrator's Report – Kim Hallquist, Town Administrator

*Elkins Project*

Ms. Hallquist had a final walk through of the Elkins project on June 9<sup>th</sup>. No deficiencies were noted.

*Land Acquisitions*

Ms. Hallquist said they will be closing on the Pleasant Street property on Friday. There was nothing new to report on the Big Hilltop property (Clark Lookout). They are still waiting on the Purchase and Sales agreement.

*Employee Training*

Primex will come to New London on July 18<sup>th</sup> to conduct a training on evaluations with department heads. Ms. Hallquist and Mr. Lee attended a workshop on Municipal Road Law from NHMA recently.

*Projects*

Ms. Hallquist said the Academy Building temporary parking lot has been paved. They are happy with it.

*Dam Discussion*

Ms. Hallquist said Jud Donaghy is available to meet with the Selectmen on July 11<sup>th</sup> if they still want him to come talk about Pleasant Lake Dam engineering issues. Alternately, he is happy to review the information and offer suggestions and recommendations. Ms. Hallquist said she will see if she can get his feedback and have it back to them before their meeting on July 6<sup>th</sup>. At the latest, he will have it to the Selectmen by the July 18<sup>th</sup> meeting.

### *1941 Building Update*

Ms. Hallquist said there was a School Board meeting the past Thursday. Chair Helm said the school district shuts down for the month of July and he feels someone should sit down with someone at the school before then to see if they will consider some sort of transfer of control of the 1941 building and property to the Town if the other conditions are met. He doesn't see the use in spending more time on this without this part being decided.

Selectman Rollins said she heard hesitancy from the School Board at the meeting due to safety concerns. She offered that the Select Board hasn't thoroughly vetted the idea of a wellness center. Chair Helm said at some point they need a public discussion of what they want to do with the building. The traffic and parking issues are of concern to the school. Selectman Helm sees a lease as being the best bet for the Town. The terms of the lease would be significant. Ms. Hallquist said there is a draft lease that Fred Downey came up with. She would provide this to the Selectmen to review. The Selectmen will send Ms. Hallquist to negotiate after they have discussed the issues at hand.

### Other Business

#### *Workers Compensation Insurance*

Ms. Johnson said they are in the first year of using Primex for Workman's Compensation insurance. Primex offers a program that if they sign up for two more years, Primex will cap the increase each year at 10%. They decided not to do this last time around and the increase went up to 12%.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to sign up with Primex for Workers Compensation Insurance for the next two years to take advantage of the cap of a 10% maximum increase each year. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### *Dedication of the Elkins Project*

Mr. Lee is looking into getting a plaque so they can dedicate the Elkins Project to Bob and Janet MacMichael. Selectman Kidder said the dedication should be done by someone who knew them. She thinks David Kidder should do it as he knew them and has done similar dedications before.

#### *Lagoon Status*

Ms. Hallquist said all is going along as planned. The only thing is they think they will need more sand than expected but otherwise, no problems.

### Meeting Reports

#### *Recreation Commission*

Selectman Kidder said the Recreation Commission met on June 7<sup>th</sup>. The upcoming Saturday will be the 2<sup>nd</sup> Annual Strawberry Festival. There are 60 children enrolled in day camp activities, and the swimming and sailing lessons are full. The new docks are to be delivered to Elkins beach soon. Besides one plastic dock remaining, all the rest have been replaced. The bathroom at Elkins Beach is now ADA compliant. The new van is here, and Mr. Blewitt has a full staff.

Selectman Kidder said the Recreation Commission met the previous Friday because they are concerned about the parking at Elkins Beach. It is not paved and they are concerned with safety. The Commission checked with Mr. Lee to see if it is possible to pave it. He said it was and shared two scenarios he has come up with to pave it. In the past he has wanted to get this done but money is always taken out of the budget to enable him to do so. Mr. Lee said he could pay for it this year, however, with money he has left in his budget. The Recreation Commission voted unanimously to have it done before July 1<sup>st</sup>. It could be done the following week.

Selectman Kidder said it is a safety issue to have the striping done, and it would finish off the Elkins project. Right now it is a dusty parking lot which looks out of place. One member of the Commission asked the Postmaster how he felt about the paving and he was all for it. Mr. Lee estimates the job to cost about \$18,000 which he has in his budget.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Bill Helm) to approve the paving of the Elkins parking lot. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### *Education Funding Reform*

Selectman Kidder said on June 7<sup>th</sup> there was some information shared at an assembly from the League of Women Voters about funding for public schools. They have heard from some representatives on possibly changing how money is raised in the State of NH.

#### *Planning Board*

Selectman Kidder said the application for the Stahlman's driveway off of Pleasant Street has been withdrawn and will be revised with an engineer. A commercial alpaca farm application was deferred for 127 Sutton Road until they have a site walk. This would be a larger alpaca farm than the one in Elkins. The neighbors are concerned. Chair Helm said they promote agriculture in the master plan, but are not comfortable with this? Selectman Kidder said they are going to have a work session at the next Planning Board meeting to discuss agriculture.

Selectman Kidder said the owners of the Village Green are having a problem renting their spaces. They are tentatively talking about turning the spaces into workforce or student housing. They have to come back to the Planning Board with a plan.

Selectman Kidder said on June 15<sup>th</sup> she attended a dispatch meeting. All the new repeaters and equipment is working well now. They would still like to have a repeater on Mount Sunapee but there are some issues with where to put it. There are three new dispatchers in the department who are receiving training. Selectman Kidder said she and Chiefs Andersen and Lyon will be going to all the member towns again to tell them what is going on and they will continue working on numbers for the formula of how to charge the towns fairly.

Selectman Kidder said on June 17<sup>th</sup> she attended a Capital Improvement meeting. They discussed various projects in the town. Members of the CIP will come to Mr. Lee's presentation on July 6<sup>th</sup>. Those on the CIP Committee are Rob Prohl, Paul Gorman, Michele Holton, Janet Kidder, Bill Dietrich, and Bill Berger.

#### Approval of Minutes

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of May 31, 2016, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of June 6, 2016, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Upcoming Meetings & Special Events

- **Town Offices Closed on Monday, July 4th**
- Next Regular Selectmen's Meeting – Monday, July 6<sup>th</sup> - 6:00 PM at Tracy Library
- Conservation Commission – Wednesday, June 22<sup>nd</sup> – 8:30 AM- Lake Sunapee Bank  
Community Room - 116 Newport Road
- Planning Board – Tuesday, June 28th - 6:30PM at Tracy Library
- Recreation Commission – Tuesday, July 5<sup>th</sup> – 5:00 PM – Whipple Town Hall

Other Items to be signed

- Warrant for Wastewater Charges Town of New London
- Land Use Change Tax Abatement TM 086-022-077
- Raffle Permit for Charitable Organization – Our Lady of Fatima Parish

Approved Building Permits

- Roger Clarkson (RIP Ridge Trust), 20 Main Street, TM 073-047-000. Interior renovations and chimney repairs. BP #16-062. Submitted 6/9/16. **APPROVED 6/16/16.**
- Ken & Linda Limburg, 192 Birch Acres Road, TM 074-032-000. Adding a 14'x18' Shed w/ loft. BP # 16-064. Submitted 6/17/16. **APPROVED 6/20/16.**
- Christopher Lorio, 245 Birch Acres Road, TM 074-028-000. Install solar panels on roof. BP # 16-065. Submitted 6/17/16. **APPROVED 6/20/16.**

Approved Sign Permits

- Temporary Sign Permit at Chamber of Commerce Information Booth from July 5 to August 13, 2016 by the Wilmot Bandstand Committee. **APPROVED**
- Permanent Sign Permit at Mountain View Shopping Center, 277 Newport Road, TM 059-008-000 by Andrew Make of Topstone Barber Company. **APPROVED**
- Permanent Sign Permit for CB Coburn Fine Gifts and Candy, 374 Main Street, TM 084-003-000 by Karen Conway. **APPROVED**

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

The meeting adjourned at 8:20pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London