



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN  
MEETING MINUTES  
At Tracy Memorial Library  
July 6, 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  
Leigh Bosse, *The Messenger*  
Richard Lee, Public Works Director  
Lucy St. John, Planning & Zoning Administrator  
Phyllis Piotrow, Budget Committee Member  
Rob Prohl, Budget Committee Chair  
Bill Dietrich, Planning Board  
Marianne McEnrue, Planning Board  
John Wilson, New London Resident  
Maureen Prohl, New London Resident  
Celeste Cook, Welfare Officer  
Bill Berger, New London Resident

Chair Helm opened the meeting at 6:00pm.

Public Comments

There were none.

Elkins Project – Acceptance by the Town

Ms. Hallquist said that Jeff Durrell of Pathways Consulting has submitted paperwork to have the Selectmen sign to officially approve the project in Elkins as complete. They have come in slightly under budget.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to sign the paperwork from Pathways Consulting to accept the Elkins Project as complete. THE MOTION WAS APPROVED UNANIMOUSLY.**

Dedication of Elkins Sidewalks to Bob and Janet MacMichael

Ms. Hallquist said they all seemed to be in favor of this earlier; the question is when they will do it. It was thought that a Sunday evening would be nice to have it coincide with the Elkins bandstand concert. July 31<sup>st</sup> is the proposed date and David Kidder will present the dedication at 6:30pm on Sunday, July 31<sup>st</sup>. Ms. Hallquist will coordinate the logistics.

Jud Donaghy – Overview of thoughts on the DuBois and King Report

Mr. Donaghy said he could call in on the 18<sup>th</sup> of July meeting when a representative from DuBois and King are present to offer his opinions. He feels the firm did a great job on the report. He explained that there is something called an “Inflow Design Flood” (IDF) that is a measurement used in determining dam designs. The IDF can be lower than the design flood, which has been 2.5 times a hundred year flood, they are designing to. To find the IDF, the engineers would do a series of dam break models and if there is no incremental hazard at each level, the maximum level is determined as the IDF. So in fact, the IDF may very well be a 500 year storm, which they are close to already. This could reduce the cost of the project. Mr. Donaghy said he is happy to speak with DuBois & King about this instead of going through DES regarding this question. Ms. Hallquist said she will inform DuBois & King that Mr. Donaghy will contact them on behalf of the Town.

Selectman Kidder wondered why DuBois & King wouldn't have thought of this avenue on their own. Mr. Donaghy said it is because they weren't specifically asked to address this. This is a fuzzy area with the State and this isn't something most dam owners will typically look at. Wright Pierce determined with their models that the dam was a High Hazard dam. The Town then asked DuBois and King and Wright Pierce to see if they would talk to the State about taking the High Hazard classification away. This is not a possibility, so now they are going into the second tier of regulations that determines what needs to be done to bring the dam to be able to handle a 2.5 times a hundred year storm OR the IDF, which is listed as an option. Now that they have built the model, have run it, and have a summary output, he feels there is a possibility that it will cost the town less. It will cost \$20,000 more for the extra models to be run, but it could be worth the risk and save the Town from having to pay \$400,000. The State may not be interested in allowing this to be done but it is worth asking.

Selectman Kidder would like to see a rendering of what the dam will look like as the appearance of it is an important piece. Mr. Donaghy agrees and said he prefers “alternative two” as it would be the less obtrusive although it is a bit more costly. This design has been done with a dam in Keene, NH.

Ms. Prohl asked what alternative two was. Mr. Donaghy said they would dig out the grass on the downstream slope and place concrete blocks. The blocks would be buried under grass and sod. This gives the downhill side resistance to erosion and eventual failure of the dam.

Celeste Cook asked if the parking lot at Elkins would be paved. It was noted that this was approved at the last meeting and would be done in the next couple of weeks.

Multi-Year Project Needs – Richard Lee, Public Works Director

Mr. Lee said his first memo to the Selectmen included all the projects he sees coming up in the future.

*Sewer Lagoons*

One lagoon is done and closed. The contractor has pulled out and they are waiting for the tests to come back on the material stockpiled at the pit which had been removed from the lagoon. The estimated cost for the last two to lagoons to be closed is \$150,000.

***Bridges:***

Mr. Lee said there are nine bridges now and a tenth possibly on Pingree Road, which need attention.

The second bridge on Brookside Drive will eventually need repair, which is estimated at \$275,000. He is not sure when this is going to be done.

The bridge with the guardrail at Elkins is in need of repair; the cement abutment is disintegrating and the rails are not up to code. To bring it up to standard would be \$43,400.

The Pingree Road bridge has two four-foot culverts about 1000' down the road. Where the two culverts come together, there is no material between the two pipes and the bottoms are rusting out. Sometime in the near future this should be addressed. There are eight homes on the other side of the bridge and it is a dead-end road. It isn't technically a bridge in the State's eyes because of its small size, so they won't be coming around to inspect it. To replace it, however, the State will make the Town put up a 10.5' width bridge. An estimate Mr. Lee obtained showed it will cost \$189,000 to design and build a timber bridge on Pingree Road, which will be 1.5 lanes wide.

The bridge between Otterville Road and Goosehole Road needs repair. Pictures provided show the material between the rocks is washing away and they are getting sinkholes near the bridge. The Public Works Department puts cement in the holes when they are discovered and it holds for a couple of years. The sewer line goes through the middle of the abutments. This will be expensive. There are 10 homes there and the only way in is across the bridge. Mr. Lee estimates the cost to replace this bridge to be \$500,000, and another \$80,000 for engineering because everything is in the pond, which may need to be lowered during the summer months to address this issue.

Mr. Lee said that both State and Federal funding is used up through 2026. If the Town is to perform the engineering now and agree to do the work in 2027, the State will might pay 80% of the engineering back if the Town abides by their standards.

There was discussion about the best kind of bridge to go in at Brookside Drive. Mr. Lee said he consulted with Steve Wolf who recommends the aluminum bottom, box culvert. This works best in their situation because the water main and utilities are under the culvert.

Mr. Lee said there are no bridges on the red list with the State except for the two at Brookside. One of these is currently being addressed.

Dr. Wilson said he understands that the State and Fish & Game is highly in favor of open bottom bridges and this is contrary to the kind of bridge that is being put in at Brookside Drive. Mr. Lee agreed that the open bottom bridge is favored, however the State also understands that at times, exceptions need to be made. This is one of those situations due to the location of the water main and the utilities in this area.

Mr. Prohl asked how the Town can get reimbursed for 80% of the engineering using federal funding for bridge repair. Mr. Lee said the funds have to be applied for and a plan must be put in place to do the engineering and start putting away funds for the project.

***Sidewalks:***

The focus is to rebuild the sidewalks on Main Street.

Sidewalks from Cougar Court to Newport Road: \$140,000 estimated (may be a little less) to make them ADA compliant.

Sidewalk from Seamans Road to the Cleveland Property: \$140,000 estimated to rebuild, widen, and re-pave to comply with ADA regulations.

Rebuild of Parkside Road Sidewalk: Mr. Lee said many have sent emails in about this sidewalk lately as a lot of people are out walking in the area. He doesn't have an estimate for this yet as he isn't sure how they would widen the sidewalk and get the drainage right. Residents in that area will need to be consulted. He thinks the people who live there would like a better sidewalk.

Selectman Kidder suggests also looking at the crossing at Parkside and Main Street. Mr. Lee said they would put a landing there at the crosswalk on Main Street by Dr. Salvatoriello's office.

Sidewalk from the Outing Club to County Road: Mr. Lee did not yet have an estimate for this.

Sidewalk from Seamans Road from Gould Road to Cottage Lane: this is important due to the increased number of college students making use of this area. Mr. Lee estimates it would cost about \$30,000 to do these sidewalks in-house. Andrews Construction said they would do it for \$45,000.

Sidewalk from Cottage Lane to Colby Fields: Mr. Lee explained that the college is promoting a walking campus and there are a lot of people out on Seamans Road now. There should be a discussion between the college and the Town to work together on these sidewalk projects. This is a safety issue and would benefit both the town and the college.

It was noted that the college and Town have had conversations about this in the past and they both agree that it is a safety issue. No action has been made, however.

Sidewalk from Parkside to the Roundabout: Mr. Lee said he has no estimate yet but this was one of the sidewalks on his list and it has been discussed in the past.

Ms. Piotrow asked if landowners are responsible to keep their sidewalks clear. Mr. Lee said they were not; the Town takes care of the sidewalks.

Bill Berger said he has heard a comment from a resident on Parkside. They were concerned about whether an easement would be required to move a utility should that be necessary; who would pay for this kind of thing – the Town or the owner. Mr. Lee said it would depend but the Town would likely be responsible for paying for things that need to be relocated, such as an oil tank, during their work.

***Paving:***

There is \$215,000 in the budget this year for paving.

The Town has 50 miles of center line paved roads (100 total miles).

He thinks it would be nice to increase the paving budget by \$50,000 so they can shim another road each year to keep from getting behind on pavement maintenance. If they don't shim they end up having to grind, grade and pave which is more than three times as much to shim.

This year they were able to do more paving because the cost of asphalt was about \$6 less per ton. The price will go up again, but this past year they have been lucky.

Marianne McEnrue asked if Mr. Lee would address the Seamans Road repair with the sidewalks he wanted to do. Mr. Lee said he wouldn't; paving the road doesn't affect putting a sidewalk in. Seamans Road and half of Burpee Hill will be paved this summer.

***Gravel Roads:***

Mr. Lee said the Town has 12 centerline miles (24 total miles) of gravel roads. If every gravel road was paved at today's cost it would be over 1.6 million dollars. Some of these roads would never be paved, however, unless they were rebuilt first.

Mr. Lee suggests adding a little more to the gravel road paving CIP. The six roads he had on the priority list are short, dead end roads that are difficult to maintain as they are. They are newer subdivision roads and need just a little maintenance prior to paving, and would save them a lot of work grading several times a year, applying calcium chloride, sanding in the winter, and would save money on gravel, sand, and labor.

***Drainage:***

Mr. Lee said they spend their budget for drainage each year. He has learned in many trainings that if you want to save a road, drainage is the key. They have used paving money in the past to address drainage. They put a lot of

drainage into the roads they pave now to keep the water away from them as much as possible. Mr. Lee has asked for \$17,000 more in his operating budget to address some of these things a little at a time.

Selectman Kidder asked if they are going to address the drainage where Seamans Road hits Main Street. Mr. Lee said he just ordered the materials for that job that day. The water department will also be going into that area to isolate three water valves to be able to shut down different parts of Main Street.

Seamans Road drains down behind the Village Green. Selectman Rollins said there is a significant problem with this and the drainage going down to Barrett Road. This needs to be redirected from Seamans Road. Mr. Lee said the State doesn't really care about this issue but the Town can take some measures to help mitigate the problem from the Town-maintained roads. The Town will be repairing the culvert near her home that has collapsed.

***Facilities:***

Parking Lot – Mr. Lee said with regards to plans for additional parking at the Town Office Building, he has come up with two scenarios adding 20 or 26 spaces. The estimate is between \$45,000 and \$60,000. Chair Helm suggests that this is something the CIP committee should discuss.

Transfer Station – Mr. Lee reported that the Solid Waste Committee meets monthly and are looking to possibly revamp the current facility. He noted that previously, the NRRA came through to do some consulting for them about their space and couldn't make any recommendations for the current location. It was their recommendation to move to a new location with a new design. Ms. Hallquist was asked to check in with the Solid Waste Committee to see when their report would be complete. The Selectmen would like a representative to come to a meeting to give an update. Selectman Kidder said the Solid Waste Committee had asked for some funds to do further consulting but the Budget Committee did not recommend the appropriation.

Mr. Lee said the recyclable materials they take in are not internationally saleable due to the size of the bales they can create. What they sell to a buyer has to be un-baled and re-baled with other products to meet the demand of the international buyers.

Mr. Prohl asked if a neighboring town might be interested in a regional facility. Mr. Lee said it would be nice to have a discussion about this with neighboring towns.

Elkins Post Office – Mr. Lee said this building needs to be shingled, painted and have a new ramp put in. They will bring this back to the budget this year to get the building fixed up.

***Equipment Replacement***

Mr. Lee has the schedule out to 2026 and is happy with it. He added that it is hard to find good used equipment for the money they have available. They are having a hard time finding a used sweeper at this point in time. He said they have about \$60,000 in the budget for this but he can't find one in good shape for less than \$80,000.

**Whipple Hall/Buker Building Painting Quote – Mr. Lee, Public Works Director**

Mr. Lee said he got the price to paint Whipple Hall. Everything would be painted except the cupola (trim, sign posts, railing). The company will scrape and apply two coats of paint, clean and oil the wood gutters, etc. for \$12,600. It was noted that this same contractor did this work at Whipple in 2005.

**IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to appropriate \$12,600 to moving ahead with this contractor to get Whipple Hall painted per the estimate provided.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

**Consider Acceptance of Donated Funds for the K-9 Fund**

Officer Josh Fisher has collected \$9,600 towards the K-9 program. The money was given to Ms. Johnson by Ms. Donna Larrow.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to accept the \$9,600 for the K-9 Fund THE MOTION WAS APPROVED UNANIMOUSLY.**

Town Administrator's Report – Kim Hallquist, Town Administrator

*Emergency Management Director Update*

Ms. Hallquist said the new Emergency Management Director, Lou Botta, is doing a lot of work to get information out to the senior groups in town regarding emergency preparedness. He will be meeting at senior living facilities in the area and has invited both chiefs to attend. Mr. Botta will have a booth at Hospital Days to provide information.

*Land Purchases*

Ms. Hallquist said the Pleasant Street closing took place and is complete. With regards to the Clark Lookout property, the sellers will be going to the Planning Board the following week. She doesn't expect there to be any issues with this.

*Goal-Setting Information*

Ms. Hallquist said she sent this information out but did not hear back from all the Selectmen. She and Wendy went to a training at the training facility at Primex. Selectman Rollins doesn't think they need to do a goals list this year because of all of the projects going on at this time.

*Whipple Cupola*

Work on this should start July 18<sup>th</sup>.

*Compensation Philosophy*

The Selectmen will discuss this at the next meeting.

Committee Reports

There was nothing to report.

Approval of Minutes

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of June 20, 2016, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

Selectman Rollins said she was not aware that minutes were available to the public in draft form before they were approved. Ms. Hallquist said by law they are available to the public five days after the meeting is held. It was noted that the minutes had appeared in the Intertown Record prior to being approved. Ms. Hallquist assured Selectman Rollins that this is customary for publications that do not have a reporter on staff to cover the meetings.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, July 18<sup>th</sup> - 6:00 PM at Tracy Library
- Planning Board – Tuesday, July 12<sup>th</sup> - 6:30PM at Tracy Library
- Conservation Commission – Wednesday, July 20<sup>th</sup> – 8:30 AM- Lake Sunapee Bank Community Room - 116 Newport Road
- Recreation Commission – Tuesday, August 2<sup>nd</sup> – 5:00 PM – Whipple Town Hall

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to go into non-public session pursuant to RSA: 91-a3 2d to discuss buying, selling and leasing of real estate. THE MOTION WAS APPROVED UNANIMOUSLY.**

**Roll call: Helm – Yes, Kidder – Yes, Rollins – Yes**

The Selectmen returned to public session at 8:05pm.

Other Business

The Selectmen decided to put the discussion of compensation on the agenda for the July 18<sup>th</sup> meeting.

Items to be signed

- Tax Abatement for Arthur Davis Jr., 20 Wilder Lane, TM 099-009-000. Tax Year 2016 for \$250.
- Tax Abatement for Samuel Drive LLC, 533 Seamans Road, TM 086-022-007. Tax Year 2016 for \$12,000.
- Tax Abatement for Miriam Cordell, 684 Burpee Hill Road, TM 056-005-000. Tax Year 2016 for \$250.
- Birthday Cards to employees

Approved Building Permits

- Miriam & Norman Cordell, 684 Burpee Hill Road, TM 056-005-000. Add 12'x16' elevated deck and 14'x27.6' single story addition. BP# 16-069 **APPROVED 7/5/16.**
- Kristopher Galluzo & Craig Galluzo, 443 Mountain Road, TM 101-001-000. Add 2nd floor to garage to add office, bedroom and bath. Build 24' X 24' addition for new living room and kitchenette w/stairs to new garage space. BP# 16-070 **APPROVED 7/5/16.**
- Pike Brook Rd. Revocable Trust, 98 Pike Brook Road, TM 138-008-000. Construct a 2, 349 sq. ft. Barn/ Garage with 2nd floor for gym. BP# 16-071. **APPROVED 6/30/16.**
- Pike Brook Rd. Revocable Trust, 98 Pike Brook Road, TM 138-008-000. Construct a Porte Cochere. BP# 16-072. **APPROVED 6/30/16.**
- John Ellis, 37 Old Main Street, TM 095-036-000. Reset foundation under existing shed. BP# 16-073. **APPROVED 6/30/16.**

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

The meeting adjourned at 8:00pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London