



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN  
MEETING MINUTES  
At Tracy Memorial Library  
August 1, 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:**

Ed Andersen, Police Chief  
Jaelyn Goddette, Argus Champion  
John Raby, *The Intertown Record*  
Jim Perkins, New London Town Archivist  
Alison Seward and Bob Brown, Solid Waste Committee  
Arch Weathers, Arch Weathers Historic Sashworks, LLC  
Steve Ensign, Chair, Board of Firewards

Chair Helm opened the meeting at 6:00pm.

Solid Waste Committee Update – Alison Seward, Chair, and Bob Brown, Committee Member

Alison Seward and Bob Brown met with the Board to give an update on the work of the Solid Waste Committee. Ms. Seward noted that the committee has been meeting regularly since being assembled by the Town 14 months ago. The committee asked the Northeast Resource Recovery Association (NRRA) to do a study of the current facility and provide a report, which was done. Ms. Seward reminded the Board that a more comprehensive study would cost \$7,000, but this amount was removed from the budget by the Budget Committee for the FY2017 budget. The preliminary report that was done said much of what they already knew; the size and flow of the current station is inefficient, a horizontal baler would work best, they should allow all recycling of plastic (#s1-7), and they recommended against single stream recycling. The report suggested that the town's Shepard Pit is large enough for a new transfer station if they decide to go forward with moving to a new location.

Ms. Seward said the committee has been researching other transfer stations in New Hampshire by visiting them in person, speaking with the people in charge within the towns, and looking at the websites of the towns. It is difficult to compare "apples to apples" when looking at this sort of thing. They are aware that the economics of recycling is deteriorating.

Mr. Brown said the good news is what they are doing, considering what they have and what they have to work with, is good. The town's recyclables are at four different locations which causes them to be handled multiple times. The committee's hope is to come up with a "perfect plan" and decide what to do in the meantime. It will probably take ten acres to put in the kind of transfer station that will work the best. He agreed with Ms. Seward

that it is hard to compare other towns as some do not allow commercial trucking, some do curbside pick-up, and some do single stream recycling. They are at the point where some professional engineering assistance is needed.

Selectman Kidder asked how much a horizontal baler costs. Ms. Seward said Mr. Lee knows, but she wasn't sure. It was asked how large Shepard Pit was. Mr. Brown said it is plenty big enough; he felt at least 15 acres.

Selectman Rollins asked if they are still thinking about the amount of \$7,000 for the more comprehensive study. Ms. Seward said she would like to meet with the committee and come up with a plan of the information they would like and make this request to the engineer. \$7,000 is their best guess at this time, but the cost may have changed since the committee last investigated it.

Chair Helm asked if the committee got some money in March at Town Meeting, would that keep the committee busy for a year or so. He wants to know what the timeline is for a possible revision of the transfer station. Mr. Brown said many communities have a multi-town facility. He has no idea if that would work with New London, but this should be investigated. Selectman Rollins said this would be something they could ask the consultant when they get to that point. She also inquired if there would be a staffing increase if the transfer station was updated. It was thought this should be included in the plan with the consultant if it was the case.

Ms. Seward isn't sure if the charge of the committee is to recommend a major expense to the budget in terms of putting in a new transfer station. They see their mission on how to optimize the facilities they have currently, and how they can plan for the future. She said they should be able to come up with some good figures and a scope of work this fall to present to the Town.

Arch Weathers said he is from Andover and also sits on his town's Budget Committee. He said his town made the mistake of having single stream recycling and he warned against it. One suggestion he has is to look at other towns and possibly come up with a cooperative transfer station. Perhaps this would be possible with the Town of Wilmot.

#### Public Comments

Mr. Brown said the Pleasant Street parcel, east and west, is now complete. The west side (19.2 acres) has 16.2 presently with a conservation easement on it. The plan is to have Ausbon Sargent Land Preservation Trust become the holder of the easement instead of the Town, now that the town owns the land and cannot also hold the easement. This, he believes, is just a formality. The east side (27 acres) has no conservation easement but is the general feel of the conservation commission that they should put an easement on it. They wanted to ask the Selectmen if this was something they could discuss at a later date. The Board asked that this issue be placed on a future Selectmen's agenda for a more thorough discussion of it.

#### Old Business

##### *Jim Perkins and Arch Weathers – Cupola Window Repair at Whipple Hall*

Mr. Perkins informed the Board that the painting of the cupola is complete; the painters removed the four windows and Arch has taken them to his shop for repair. Mr. Weathers informed the Board that now that he can see the windows up close, he realizes that his estimate for repair must be revised. Mr. Weathers brought one of the curved pieces of the window to show what needs to be completed. He said it takes about 12 hours to repair a 6 over 6 window, which doesn't involve any major repairs. His initial estimate included \$100 per window for possible additional repairs but when he saw them up close he realized it would take a lot more time to repair them. Each frame is pinned and they must be drilled out, epoxied, and have pegs put back in. The other problem is the frame has been taken apart and the window must be plumb when put back together. It is tedious and takes a tremendous amount of work. He thinks, because he has been working on it for about a week, it was about 28 hours per window. He feels another 12 hours per windows would get the job done. Mr. Weathers said it will be considerably less than the "not to exceed" amount he had quoted in the revised estimate of \$2,590 per window

(the original estimate was \$1,390 per window). Further discussion resulted in a probable cost per window of \$2,140, not the \$2,590 in the July 22, 2016 revised estimate. Mr. Weathers said he would charge less if his hours were less; materials only account for 3% of the job.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the amendment to Arch Weathers' estimate not to exceed \$2,140 per window.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

Mr. Perkins reported that the painters did have to take off some trim and fabricate new pieces; he is pleased with the work done.

#### New Business

*Lake Sunapee Regional Chamber of Commerce – Request to serve alcohol on Town Property on Thursday, August 4<sup>th</sup>.*

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder ) to approve the request by the Lake Sunapee Regional Chamber of Commerce to serve alcohol on Town property on Thursday, August 4<sup>th</sup> during the Chamber Night activities during Hospital Days.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

#### *Discuss Information from NHMA regarding the legislative policy process*

Selectman Rollins said that August 12<sup>th</sup> is the deadline for towns to submit proposals to recommend new laws or changes in existing laws that affect the functions of local government. Any such recommendations will be submitted to NHMA. Selectman Rollins suggested that Board members review the material from NHMA regarding the 2017-2018 Legislative Policy Process, and if anyone has any suggestions or thoughts. The Board can consider them at the next meeting.

#### *Cameras at Park and Ride*

Chair Helm said a resident contacted him regarding the park and ride and bus stop. This resident has also spoken with Mr. Blunt (owner of Dartmouth Coach), and will be sending a letter to the AG about putting a live stream camera there. It was noted that current laws do not allow cameras at park and rides that do not have a manned bus station; attempts have been made to change the law to allow a camera to be placed and monitored by dispatch. Selectman Rollins suggests inviting the legislator who is concerned with privacy issues to the town to see the area. Chief Andersen said a walk-around and education of the area would be a great step to help get this issue resolved. It is the only park and ride with a bus facility that is not manned in the State of NH. Chief Andersen agreed to work with Ms. Hallquist to get a draft of a letter together that could be signed by the Selectmen.

#### *Consider support of seeking "Heartsafe Community" Designation*

Pam Drewniak, New London Hospital, is proposing that the Town apply for this designation as New London meets all of the requirements of a "Heartsafe Community" already. Ms. Hallquist noted that she and Fire Chief Lyon agree that applying for the designation is worthwhile. She noted the support of the Selectmen is needed for the application. Selectman Rollins is interested in seeing a concrete plan of how this will be rolled out. It was noted that the Town isn't being asked for any funding, only support. The Selectmen said they supported this initiative.

#### *Habitat for Humanity – Request for Waiver of Building Permit Fee for home on Route 103aA and Herrick Cove Lane*

Ms. Hallquist said this is a nonprofit; neither she nor Lucy St. John has the power to waive the fee. It was noted that the construction of the building onto the property will result in additional tax revenues for the town.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve waiving the \$820 building permit fee for Habitat for Humanity for a home to be built on Route 103A and Herrick Cove Lane. THE MOTION WAS APPROVED UNANIMOUSLY.**

*Discuss Nonresident Taxpayer Meeting – Citizens Advisory Committee*

Chair Helm suggests the topic of discussion be the new GIS program; he saw the demonstration done in Newbury and feels that this presentation will be of interest to CAC members and nonresidents. Ms. Hallquist noted that Mr. Bernaiche would not be able to attend the meeting, but Kris McAllister could. She noted that while the assessors are willing to do the presentation, they aren't sure that this would be the best venue to do it. Selectman Rollins suggests adding discussion of the current project list for town projects. The meeting will be held at 7:30am at Whipple Hall on August 13, 2016.

Town Administrator's Report – Kim Hallquist, Town Administrator

*School District Meeting/Updates*

Ms. Hallquist said on July 21<sup>st</sup> she met with the Superintendent of the School District regarding the 1941 building and using the area behind the school for a hockey rink. The Superintendent reviewed the draft of the lease that was being considered in 2014 and he is awaiting direction from the School Board and Selectmen as to whether a long term lease will be a possibility in the future. With regard to a hockey rink being established behind the 1941 building, the Superintendent loves the idea of getting people outside doing things, so he is always open to discussion of new ways to get people outside. However, since the area is leased to the Outing Club, it is out of his hands. Scott Blewitt, Recreation Director, will discuss this idea with his Recreation Commission members and they will contact the Outing Club.

*Mapping Project Update*

The goal is to have all the plans gathered by the end of the week and picked up on Friday. They are at about 1,300 plans currently. Once the plans are gone, the Selectmen's meeting room will once again be available for meetings. The August 15<sup>th</sup> meeting of the Selectmen will take place in the meeting room.

*Hospital Days*

Thursday is the start of the midway and chamber night. There will be family fun activities on the green. Friday night, there will be a band playing and a portion of Main Street will be closed. Saturday will be the parade, and Sunday there will be the triathlon. Everything is posted on the Town website, and there has been information posted about road closures, etc.

Chief Andersen noted that the Towns of Sunapee and Goshen will be assisting New London during the parade and there will be officers on bike patrol.

*Dam Update*

Ms. Hallquist said Dubois and King will be back at the next meeting to give an update on the renderings of the two designs favored by the Town, as well as further information about the IDF. Jud Donaghy will try his best to be at the meeting. He is up to speed on the details thus far.

Finance Officer Update – Wendy Johnson, Finance Officer

Ms. Johnson said at this time, she estimates there will be approximately \$544,000 added to unassigned fund balance for the FY2016; this would leave almost 1.4 million dollars total in Unassigned Fund Balance. She provided the Selectmen with information showing the projects that are currently ongoing and funding sources.

She provided some figures to consider:

Town Buildings and Maintenance Capital Reserve Fund = \$112,000 balance as of FY2017.

The Sewer Lagoon Project: Phase 1 is complete. \$130,828 has been spent to date. \$20,857 has been withdrawn from the Sewer Lagoon capital reserve fund and \$80,000 has been earmarked from the FY2017 \$460,000 loan.

The Pleasant Lake Dam Project: The engineering is completed. There is a balance of \$56,000 in the capital reserve and they are going to add \$15,000 in FY2017. The Engineering costs were \$65,650.

The Brookside Drive Culvert: \$250,000 from the FY2017 loan has been earmarked for this project. They have paid \$17,000 for CLD Engineering and have approved taking this amount from the capital reserve. The contract for the culvert is \$204,000. There is enough money in the loan to pay for this. There is also enough in the loan to pay for the overage of the lagoon closure.

Salt Shed: \$70,000 is earmarked from the FY2017 loan. Mr. Lee said the salt shed will cost \$80,000 now which is \$10,000 more than initially anticipated. The overage is due to later consideration of snow load in our area and measures that must be taken to deal with it.

GIS: They haven't spent any money yet but it should be \$115,000. The \$55,451 in the GIS Capital Reserve Fund and \$60,000 earmarked from the FY2017 loan will cover this project.

Academy Building and Whipple Hall: The Academy Building has been resided, the cupola is being repaired at Whipple Hall, and they will be painting the trim and gutters at Whipple Hall. It does include the cost of the windows discussed at this meeting. They had a loan in FY2016 for \$350,000. They have spent \$332,000 on the Academy Building. They will spend \$14,260 on the outside painting of Whipple Hall, and less than \$17,000 on the cupola. They are short about \$13,000. \$17,000 is left from the old loan which will cover the cupola. They can take the rest from the Town Building Capital Reserve fund or pay for it out of this year's operating budget of town building maintenance. The work has happened in this fiscal year. They can't use FY2016 operating budget funds because they are into the new fiscal year.

Bandstand: The final cost was \$89,781. The Bandstand Committee is giving \$70,000 which leaves a balance of \$19,781. Work was done last year and so they could use some of last year's budget to cover it. Or they can use the Town Buildings capital reserve fund. These questions will need to be answered by the next meeting.

Selectman Rollins would like to see a printout of where they are in the budgeting this year to determine if they take the funds from there or from the capital reserve.

Decisions will be made by the Selectmen with regards to this by August 15<sup>th</sup>.

#### Committee Reports

There were none.

#### Other Business

Selectman Rollins asked where the Town was with regards to the disposition of municipal records. Have they established a management policy? Ms. Hallquist said they are still working on this.

Selectman Kidder asked about a sign on Main Street for Whipple Hall. Ms. Hallquist said she believes Mr. Lee is looking into this.

It was asked if Jim Perkins, Town Archivist, had any success with obtaining flag reproductions for Whipple Hall. Ms. Hallquist said she wasn't sure; he hasn't said anything about it for months.

Approval of Meeting Minutes  
July 6, 2016 & July 18, 2016

With regards to the July 18 minutes, Ms. Hallquist provided an amended version of one section regarding the philosophy being approved, not the study.

Selectman Rollins suggested that the minutes be amended to identify Selectman Kidder as the speaker, instead of Selectman Rollins, with regards to educating people about dog responsibility.

Selectman Rollins asked that her comments at the July 6<sup>th</sup> meeting regarding the goal setting information be amended to include her reasoning for not wanting to do goal setting now, as the Selectmen are currently working on a lot of projects, so she doesn't think goal setting discussion should be done this year.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of July 18<sup>th</sup> with changes Bill Helm made with regards to compensation philosophy, and adjusting the language to reflect Selectman Kidder, instead of Selectman Rollins, when discussing dog owners responsibility. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of July 6<sup>th</sup> with adjustment of Selectman Rollins's comments on goal setting. THE MOTION WAS APPROVED UNANIMOUSLY.**

Meetings and Special Events

- Next Regular Selectmen's Meeting – Monday, August 15<sup>th</sup> - 6:00 PM
- Recreation Commission – Tuesday, August 2<sup>nd</sup> – 5:00 PM – Whipple Town Hall
- Planning Board – Tuesday, August 9<sup>th</sup> - 6:30PM at Tracy Library
- Nonresident Taxpayer meeting and Citizens Advisory Committee Meeting – Saturday, August 13<sup>th</sup> – 7:30 AM – Whipple Memorial Town Hall
- Conservation Commission – Wednesday, August 17<sup>th</sup> – 8:30 AM- Lake Sunapee Bank  
Community Room - 116 Newport Road
- Selectmen's Meeting – Wednesday, September 7<sup>th</sup> – 6:00pm
- Selectmen meet to sign MS-5 – September 22<sup>nd</sup> – 8:30am

It was noted that the auditors would be at the Town Office the week of September 19<sup>th</sup>.

Signatures

- Judy Lowe for S.K.I.T., P.O. Box 173 North Sutton for Whipple Town Hall on November 5 & 6, 2016 for "Radio Suspense Show"
- Judy Lowe for S.K.I.T., P.O. Box 173 North Sutton for Whipple Town Hall & Town Common on May 25, 26, 27, & 28, 2016 for "A Civil War Musical"
- Lorreen M. Keating for Tracy Memorial Library Summer Reading Program on July 26, August 2 & 9, 2016
- Douglas Cass for NewLife Dog Training for Whipple Town Common on Saturday, August 27, 2016 to benefit the K-9 dog at New London Police Department
- Warren Sherburne for Bradford Country Squares at Whipple Town Hall on Jan. 22, Feb. 19, Mar. 19, April 15, June 17, July 15, Aug. 19, Sept. 16, Oct. 21, Nov. 18 in 2017

Other Items to be signed

- Employee birthday cards
- COMCAST renewal with increased franchise fee
- Warrant for unlicensed dogs

#### Approved Building Permits

- F. Read Clarke, 240 Woodland Trace, TM 093-004-000. Replace asphalt roof shingles & expand deck. BP# 16-088 **APPROVED 7/29/16.**
- Gage & Katelyn Bensley, 36 Oxbow Road, TM 122-013-000. Add overhang to garage to protect firewood. Length 25 feet and 12 feet deep to equal 300 sq. feet. No foundation. BP# 16-087 **APPROVED 8/1/16.**
- Habitat for Humanity, Herrick Cove Lane, TM 091-018-000. New construction, house. BP# 16-086 **APPROVED 8/1/16.**
- Debra & Robert Berube, Shaker Street, TM 098-017-000. BP# 16-085 **APPROVED 8/1/16.**

#### Approved Sign Permits

- Temporary Sign Permit at Chamber of Commerce on July 7<sup>th</sup> thru Oct. 8<sup>th</sup> by NL Historical Society to notify Village is open on a 24"x36" sandwich board. **APPROVED.**
- Temporary Sign Permit at Information Booth from August 14<sup>th</sup> to August 21<sup>st</sup> by The Fells for Hay Day Family Festival on a 2'x3' sandwich board. **APPROVED**

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to enter nonpublic session pursuant to RSA 91-A:3, II (a), the compensation of any public employee.**

**Roll call vote: Kidder: yes, Rollins: yes, Helm: yes**

The Selectmen entered nonpublic session at 7:20pm.

The Board reentered the public session at 7:46pm (this portion of the meeting minutes taken by Kim Hallquist).

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to seal the minutes pursuant to RSA 91-A:3, III.**

#### *Employee compensation*

Chair Helm noted that they would now discuss how the Board will address the salary increases within the budgeted amount. He noted that Ms. Hallquist recommends that to get to the \$80,000 that pay increases be effective in November.

Chair Helm noted that the Board should consider what they will do for this budget year and what the process will be going forward, pointing to comments from the Police Chief relative to a step system and some surety about how increases will be handled going forward. Selectman Kidder noted that unfortunately they have not addressed compensation in some time, so the increases being considered now are fairly large.

Chair Helm would like to consider spending more than the \$80,000 this year and carry less to the FY2018 budget as he is uncomfortable asking employees to wait until Nov/Dec to get increases. Selectman Kidder questioned where he would get the additional money. Chair Helm noted that the Board could look to other areas of the budget just like they do when other projects go over. Selectman Rollins agrees that projects sometimes go over, however a decision was made by the town on the \$80,000 so they need to come as close to that as possible; \$10,000 - \$15,000 overage may be reasonable, but the town expects the Board to do due diligence to make sure

that the positions we have are the correct ones to see that the jobs get done. She also thinks we need to look at benefits, she doesn't think that there would be great savings there, but it is a full compensation package. Chair Helm noted that originally the number was \$100,000; Selectman Kidder noted that during the discussion of the \$80,000 it was often said that "you don't have to spend it all" so she thinks if they now spend more, it would be problematic. Chairman Helm agreed but noted that he does not feel that the Board's hands are tied to \$80,000.

Ms. Hallquist noted that if the Board is considering changes to the benefit plans, then those changes should be forwarded to the employee committee for comment before any changes are made. She stressed that the employee committee has made their position clear that they are not in favor of changes in benefits that result in lowering of benefits and the issue of the two classes of employees (new employees paying more for insurance and getting less leave time) is one that many employees would like to see changed, so that all employees have the benefits of the "grandfathered" employees. Ms. Hallquist felt that it would be more efficient for the Board to first give the employee committee an idea of where the Board is going before asking them to make comments on the benefit program.

Selectman Rollins feels that the Board should do as much as possible this year: reaching the goals of getting people in a competitive market level, but also noted that the Board needs to have the full discussion, and not just of the functions and jobs but also the labor grades, as it can all have implications on the financials. Chair Helm questioned if it would implicate the \$130,000 being discussed for salary increases. Selectman Rollins noted that it might or might not; she couldn't be sure until the discussions are held. Chair Helm pointed out it appears that the Board is not ready to decide on implementing the salary adjustments.

Selectman Rollins feels that there is a need for a broader discussion of the job functions as it will impact the \$130,000. Selectman Kidder agrees that the Board needs to review all that and get the department heads and any other employees to be part of it, but she feels it's important for the board to do what they told the employees they would do, noting that the employees might have to wait in order to stay within the \$80,000 budgeted, which was discussed in the past.

Chair Helm asked for confirmation that the Board has so far agreed that they will not do retroactive adjustments. The Board agreed, and further agreed that there are four things remaining to discuss: Grade levels, job functions, structure, and benefits. Chair Helm observed that these areas will not be accomplished in one meeting, the next meeting will start with: grades and functions/staffing needs – structure and benefits will be last.

The Board agreed to continue the discussion about the broader issues related to salary and benefit programs by having a discussion of the functions, needs and grades of the current positions that are being filled by town employees. The Board does not necessarily agree with the study grading system and the Board will be prepared to explain their reasons for that disagreement. The functions discussion will focus on the administrative department. The Selectmen are continuing the discussion on how to allocate the \$80,000 that is in the budget for this year but they have not come to a conclusion.

With regard to a discussion of benefits, Chair Helm asked if the Board should have the employee committee meet on this issue. Selectman Rollins observed that the study shows that the town has a rich benefits package in comparison to the other businesses in the area. Ms. Hallquist noted that the town benefits, in comparison to other municipalities, shows the town is even in most categories, is lower in dental and is higher for the grandfathered employees in health insurance because the single plans pay only 4% when other towns require 10% for all plan types. Selectman Rollins agreed but noted that when the Board decided to do the compensation study, it was agreed that the private sector would be part of the study. Chair Helm notes that the town is probably closer to private industry in the area of time off due to the changes to new employees that were made some years ago. He noted that the Board has heard that some feel that the new employee rule should go back to being the same for the grandfathered employees. Ms. Hallquist feels that since the Board has a good idea now of what the

recommendation of the employee committee is (changes that take away from benefits is not recommended) that before the committee meets, the Board should give the committee some direction as to what the Board is thinking, if changes are being considered. The Board also noted that the issue of steps and/or COLAs is still outstanding and must be considered as well.

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

The meeting adjourned at 8:15pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London