



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES September 7, 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:

John Wilson, New London Resident  
Jason Lyon, Fire Chief  
Rob Prohl, Budget Committee Chair  
Lucy St. John, Planning & Zoning Admin.  
Richard Lee, Public Works Director  
Jaclyn Goddette, *Argus Champion*  
Bruce Hudson, Budget Committee  
Emily Cobb, Police Department

Mark Vernon, Conservation Commission  
Bob Brown, Chair, Conservation Commission  
Phyllis Piotrow, Budget Committee Member  
Joshua Fisher, Police Department  
Ed Andersen, Police Chief  
John Raby, *The Intertown Record*  
Linda Nicklos, Town Clerk/Tax Collector  
Donna Larrow, Police Dept. Admin. Assist.

Chair Helm opened the meeting at 6:00pm.

### Public Comments

There were none.

### Approval of Joint Use Agreement and Trail License for Power Line Trail

Bob Brown, Chair of the Conservation Commission, summarized that the trail agreement with New London Hospital, Eversource, and the Town of New London has been in the works for over five years. It is important to get the agreement signed so they can move forward. The entire loop, which will include the existing Lyon Brook North trail, hospital property, will go along Newport Road, under the power line, along Parkside Road, and back on the Lyon Brook trail. This trail is on private land, as many of the trails are. They have to communicate closely with land owners to make sure they are in agreement with what they wish to do (remove trees, etc). The hospital seems to be OK with the Town's plans. The agreement, once signed, can be terminated if any of the property owners do not wish to continue with it. The Town will need to do some trail work in the wooded areas. Mr. Brown explained that when they use the term "bridge" it is actually a boardwalk; a 12' long bridge that can be picked up and moved. This fits in with the permitted uses of the trail. There had been some concern with "construction" not being allowed, but any bridges they plan to build are not considered construction. The Town understands that Eversource will need to get in through their right of way to service the lines. The Town has identified the wet spots in the area and some may need attention to enable a reasonably dry surface throughout the trail. Lastly, Mr. Brown noted that all the materials they need to build the trail can be purchased with funds in the Conservation Commission's existing budget.

Selectman Kidder said they had previously indicated money would be needed to build the trail and asked if this was no longer the case. Mr. Vernon said for now they have scaled their plans back and will not request Mary Haddad funds.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) TO APPROVE THE JOINT USE AGREEMENT AND TRAIL LICENSE AS PRESENTED. THE MOTION WAS APPROVED UNANIMOUSLY.**

Before moving on to new business, Selectman Rollins asked about the status of the 1941 Building. Chair Helm said he would report on this at the next meeting. He had just returned from vacation the day prior and was not prepared to discuss the topic at that point in time.

Selectman Rollins asked about the plans for the Pleasant Lake Dam. Ms. Hallquist said Dubois & King are still working on the plans and are on schedule. There were no updates at this time.

#### Preparation for FY2018 Budget

It was noted that the first meeting of the Budget Committee for preparation of the FY2018 budget would be held on the following Wednesday.

Selectman Rollins said there are a number of projects that need to be addressed in the upcoming budget. She feels they have done an incredible job on the salary study and salary adjustments; she suggested that this would not be the year to have huge increases in the operating budget. She asked Department Heads to be mindful and respectful of where people are, financially, in the town. Selectman Kidder said the Department Heads have been fiscally responsible with their budgets in the past and expects continued prudence in their planning.

Chair Helm added that when the Selectmen approved the compensation changes, they put \$50,000 on the table for next year to continue with the salary changes; the Board doesn't want to fall behind again and can't imagine that there won't be some additional compensation adjustments. Chair Helm noted that he doesn't believe in giving a certain percentage of increase to stay within while budgeting however he cautioned that the Department Heads will need to be mindful of budgeting. Chair Helm said this is a year to be thinking about compensation, major projects, and less focus on other things.

Ms. Piotrow asked how many positions in the Town were considered seriously below the comparability level of other towns. Chair Helm said most positions were below the competitive level of surrounding towns. Selectman Rollins said the last study was done in 2006 and while cost of living adjustments were made, no adjustments were made to the base levels to keep the salary levels competitive. Ms. Piotrow feels the study was a good thing to do.

Chief Lyon asked if they have building or project issues should they show up in the budgets that are due to Ms. Hallquist. Chair Helm said yes; such items should be included within the department's budget requests.

The Selectmen plan to get their budget to the Budget Committee by the end of November.

#### Review and Approve MS-535

Ms. Johnson said this was the fiscal year ending June 30, 2016. The results of the MS-535 is unaudited but it is required by the DRA for their tax setting process. The Town added \$318,000 to the unassigned fund balance, which is less than anticipated; her earlier estimate did not account for all of the Elkins project. The Selectmen approved the document as prepared by Ms. Johnson.

#### Review and Approve MS-1 from the Tri-Town Assessors

There were no questions from the Selectmen regarding the MS-1 as prepared by Chief Assessor Norm Bernaiche.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve and sign the MS-535 and MS-1, as presented. THE MOTION WAS APPROVED UNANIMOUSLY.**

Consider Approval of Contribution Assurance Program (CAP) through FY2019 with Primex

Ms. Hallquist said New London has been asked to be in the Primex CAP program which prevents increases with from exceeding 9% through the 2019 fiscal year. It was noted there isn't a lot of competition for this kind of insurance in the State. Ms. Hallquist recommended that the Board join the CAP program with Primex.

Chair Helm read aloud the resolution of the program. There were no questions or comments from the Selectmen or the meeting attendees.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the resolution from Primex regarding the CAP program through fiscal year 2019. THE MOTION WAS APPROVED UNANIMOUSLY.**

Discussion of Further Work at the Sewer Lagoons

Ms. Hallquist informed the Board that she received a call from Dennis Thompson suggesting that the Board agree to do some excavation and testing of the material in the buried lagoon this fall, in order to get the state permit before work resumes in the spring. Mr. Thompson indicated that Charlie Hanson of RMI agrees with this proposal. Mike Rainey is retiring from DES and they would like to get this resolved now, with his assistance. They want to test the materials from the bottom of the lagoon, which could be a couple thousand dollars. They are looking at the October timeframe. Ms. Hallquist explained that funds would need to be paid for out of the current fiscal year's budget. Mr. Lee feels this is a good idea but thinks the Town's staff could do the work to bring the cost down. They could do the excavation work but the testing would still need to be done by the State.

Mr. Lee said the lagoon in question is the one that DES had told them they may need to dig out and clean as it has a foot of sludge at the bottom of it. They are trying to see if they can get around having to dig the whole thing up. Selectman Kidder said this was also a recommendation by Nobis in the past.

Mr. Prohl said that Mr. Rainey is retiring and they are in the midst of a drought. Is there a possible risk to wait a year and end up working with someone else who will require other testing/procedures? He wonders if they have enough funds to get the entire job done this year. Mr. Lee said the three open pits are permitted to be closed now and someone new can't change that. The fourth pit they are trying to see if they can get permitted to close, or determine if they will eventually have to dig it up and clean it out. Mr. Lee said he could probably find a couple thousand dollars in his budget to get the testing done.

Dr. Wilson said this work is stated as part of the original proposal. It was noted in this proposal that testing would only be needed if preliminary tests came back questionable. Chair Helm said this is true, but the Town told RMI to stop work after the first lagoon was closed because they did not have funds available to close all of them.

Dr. Wilson wonders why they can't take bridge money to get this project done. It seems that the money can be moved around and the Town would be happy about it, and the job would be done. If done during this drought season, it would mean less water would need to be pumped to Sunapee, which the Town is charged for. Chair Helm said the loan money was allocated to projects the voters agreed to and the Board didn't want to stray from those plans.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to allocate up to \$3,000 from exiting funds for testing. THE MOTION WAS APPROVED UNANIMOUSLY.**

Issues at Police Department

Mr. Lee said he talked with contractors from ARC Mechanical who looked at the attic area which has been the cause of water leaks in the past. The amount of antifreeze needed to fill the system is estimated at 400 gallons which will cost approximately \$9,100. Other work to complete this project is \$1,470. Last winter they had water leaking into the communications area which is inconvenient and should not happen especially with the new dispatch equipment being housed there.

Mr. Lee said there are heat exchangers in the ceilings and the whole system has minimal antifreeze in it now. As time goes by and antifreeze leaks out and is replaced with water, the antifreeze gets diluted. When the temperature goes below zero, pipes freeze and when they thaw out water comes through the ceiling at dispatch. This project to fill the whole system with antifreeze is a time-consuming and difficult process. This will not need to be done yearly; it should last about five years or more. Testing could be done every five years and have the antifreeze replenished if need be. By doing this project now, they will know exactly how much it will take to fill the system with antifreeze. It was thought the boiler and equipment was replaced in 2001. Mr. Lee said a recommendation later on will be to insulate the roof.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to pay for the expenses having to do with replacement of antifreeze in the heating system at Whipple Hall with the Town Maintenance Fund. THE MOTION WAS APPROVED UNANIMOUSLY.**

Mr. Hudson asked if this same problem exists at the Academy Building. It was noted that it does.

Letter from the Gordon Family re: Ongoing Activities on the Sandbar

Ms. Hallquist said she has a letter from the Gordon family as well as a video that shows the noise they are burdened with on their property along Lake Sunapee. They hope someone will help. Ms. Hallquist noted that the property owners have received a tax abatement due to this issue they have with their property being near the sand bar.

Chief Andersen said he doesn't get calls for problems at the sand bar. Selectman Kidder suggests writing a letter from the Town to the Department of Safety to encourage the State that this area should be monitored by Marine Patrol. Selectman Rollins asked if there could be a closing off of the sand bar. Selectman Kidder said as long as there is no rafting they have no jurisdiction. Ms. Hallquist said she would draft a letter for the Selectmen to sign.

Ms. Piotrow asked if there was a requirement to monitor the water quality; she feels it is a health issue if people are staying at the sand bar for extended periods of time without access to a toilet. Selectman Kidder said this would be a recommendation for the LSPA, as this is what they do.

Discuss renewal of permit of Pine Hill Cross Country Ski Program

Ms. Hallquist said this is ongoing and the ski club provides a certificate of insurance to the Town. Chief Andersen said he has no issues with the renewal and noted that communication has improved over the years. He noted that the trail goes near Shepherd Pit, where the Police Department's gun range is located.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to renew the permit with Pine Hill Cross Country Ski Program to use Town land. THE MOTION WAS APPROVED UNANIMOUSLY.**

Discuss Tuition Reimbursement

Ms. Hallquist asked if the Selectmen would transfer funds to the Tuition Reimbursement line in the operating budget so that it may be used by two employees who would like to take classes. She indicated that several years ago the fund had \$10,000 in it but this has been cut down over the years because employees were not taking advantage of the benefit; the FY2017 budgeted amount is \$100. The two employees in question could qualify for

up to \$2,000 each, depending on their final grade in the class, according to the Town's personnel policy. Selectman Kidder said the Town doesn't have the money to pay for this benefit this year. If there seems to be interest going forward, they should put funds into the account for FY2018. Selectman Rollins feels the subject matter should be enrolled into the study of the full compensation benefit package. She would not be inclined at this point to add any more money to that account before revisiting the account in general. Chair Helm said he would like to see what the benefit to the Town would be if the employee takes a class. Will there be a significant benefit to the Town. Ms. Hallquist noted that she felt a good case could be made for both requests being a benefit to the Town and meeting the requirements of the personnel policy. It was felt additional funds being put into the Tuition Reimbursement Fund would not be a possibility for FY2017.

Appointment of a Deputy Town Clerk/Tax Collector

Linda Nicklos (Town Clerk/Tax Collector) said that Holly Wickstrom seems to be a good fit for the deputy position and asked that she be appointed by the Selectmen, adding that Ms. Wickstrom is good in dealing with the public, and her references are impeccable. Selectman Kidder wonders if it would be better to wait until they know this would be a good fit before appointing this new deputy. Ms. Hallquist said an appointed deputy is allowed to do some things that regular employees cannot. It is better to have someone in that office that can do things that a clerk cannot, especially if Ms. Nicklos is at lunch, etc.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to appoint Holly Wickstrom as Deputy Town Clerk/Tax Collector. THE MOTION WAS APPROVED UNANIMOUSLY.**

Grants for the Police Department – Ed Andersen, Police Chief

Chief Andersen said that he has won three NH Highway Safety Grants that need signature by the Selectmen. One is for DWI patrols. The other is a STEP Grant, which is the enforcement of unregistered cars and speeding. The third grant is for distracted driver (cell phone, not paying attention, dog in lap, etc.) Chief Andersen explained that the funds from the grants allows them to pay officers overtime to go above and beyond to go on patrol. It adds hours for weekend patrols. They still do these things after the grant money is done, but the grant allows them to spend more hours on these specific kinds of patrols.

Selectman Rollins feels this is a good thing. They had talked about talking with the college students about texting and distracted driving. Chief Andersen said he and Chief Lyon (Fire Chief) will be having their regular talk with the students about these things soon.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve and accept the grants for the Police Department. THE MOTION WAS APPROVED UNANIMOUSLY.**

Dispatch – Repeater on Sunapee

Chief Andersen said he has been meeting with Selectman Kidder, Chief Lyon, Ms. Hallquist and the Board of Firewards. They have started an advisory board with members from area departments (fire/police). They are still determining how they want to move forward. The area towns are extremely happy with New London Dispatch at this point. They are going to keep the budget the way they have been and they feel right now it is where it needs to be. They will be talking to some area towns about Phase 3 (the repeater) which was completed in June. This is a tower at the New London Police Department that is stand-alone. They want to put a repeater on Sunapee and due to the size of equipment being reduced, there is now space on the tower on the top of Mt. Sunapee to put it. There is a \$6,000 fee to get an engineering study done to say the equipment can go on top of existing structures. Chief Andersen feels it prudent to get this done before another town or cell phone company fills the space. Finishing Phase 3 is critical to what they have started and will end the project. It will help Newbury and Sunapee, New London and Sutton the most.

Selectman Rollins wonders if administrative costs could be included in the costs shared by the towns. Chief said the towns are interested in completing Phase 3 but are on different budget cycles which makes things difficult. Chief Andersen said through the Police Department and the Dispatch budgets he could find funds to pay for the engineering study.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to pay \$6,000 for the engineering study to be able to move forward with putting a repeater on the tower on Mt. Sunapee. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### K-9 Fundraising Update

Officer Fischer said that they have raised \$22,500 so far. He said they are still working on some large donations and need \$30,000 to be safe, assuming their worst case scenario. Raffle tickets are available at Unleashed and drawings for prizes will be September 15<sup>th</sup>. The issue right now is the cruiser. Chief Andersen explained that the State Police run their K9 cars 140,000 miles and can do so because there is one person driving the vehicle instead of it being shared by many; this prolongs the life of the car. A nearby town will donate all the equipment for the car as they had used the same make/model for their K9 Unit in the past. Chief Andersen noted that he may come back to the Selectmen to request that the older vehicle be kept for use by the K9 Unit if funds are not raised to purchase a vehicle noting using this older vehicle is their worst case scenario. They hope to get a newer vehicle to use as their K9 Unit.

#### Town Administrator's Report – Kim Hallquist, Town Administrator

With regards to Whipple Hall, Jim Perkins (Town Archivist) secured one quote for roof repair and gutters. Richard Lee & Matt Grimes are securing additional quotes. This information will be used for budgeting purposes. With regards to the Park and Ride issue, a letter has been sent to the Attorney General but she has not heard back from anyone yet. Ms. Hallquist said that budget requests are due on Monday by the Department Heads. She will review them with the Department Heads and the Budget Committee will get them on September 23<sup>rd</sup>. The Budget Committee is scheduled to meet on September 14<sup>th</sup>. Ms. Hallquist noted that the auditors will be in the office on September 19<sup>th</sup> and she welcomed the Selectmen to come introduce themselves, and ask questions, if they wished to do so. Ms. Hallquist said that Ms. Johnson has done a Capital Reserve Fund projection and reminded the Selectmen that it is a draft at this point in time.

#### Committee Updates and Reports

Selectman Kidder said she attended a subcommittee meeting on signs. She also attended a Recreation Commission meeting the previous night. Upcoming events are the Touch a Truck, Return of the Pumpkin People, The Great Pumpkin Race, The Haunted Halloween Walk, and Trick or Treating which will be held on Monday, October 31<sup>st</sup>. There was some discussion of adding a skating rink but it wasn't something the department could handle (need more staff). They are currently looking at poles for fencing around the current rink. On October 22<sup>nd</sup> there would be a Chili Fest fundraiser for local non-profits at the Historical Society. The beaches are closed for the season but bathrooms will remain open through Columbus Day. Selectman Kidder indicated that the staff did a great job and were busy. Bonin Architecture has been approached to look at possible erosion control at Bucklin Beach. There are also storage needs for the beaches; adding sheds may be the solution. Selectman Kidder said she encouraged Mr. Blewitt to increase the budget for his staff. He didn't have enough money for staffing due to the nice weather and had to move funds around; he has also been advised to include the payments for the van in his budget.

Selectman Rollins recommends the commission request of Mr. Blewitt to do a summary document of the programs this summer, including the number of participants in the camp, lessons, etc. She'd like to see the revenues and the expenditures. What the staffing pattern was, and how many lifeguards they had at the beaches. She would like to see details about what they paid for this summer.

Selectman Rollins asked if the Recreation Commission recommends continuing with hockey at the current skating rink site. Selectman Kidder said they did not, they just will not ban hockey from there. She said there will be a better fencing system this year. Selectman Rollins would have liked to see more detail about what it would cost to have a hockey rink somewhere else compared with their liability of having pucks flying around everywhere. This continues to be a concern. Selectman Kidder said they would need more staff to maintain two rinks and they don't have this. She feels the Outing Club should be approached as this is where a hockey rink was and it would be better to restore one instead of creating a new one. Selectman Rollins wonders if they could open up a meeting and invite those hockey people discuss this, suggesting that perhaps a 501 (c)(3) organization could be created for the "Friends of New London Recreation" that could help pay for a hockey rink, camp scholarships, etc. She suggests also looking into what could be done in collaboration with the college and hockey.

Mr. Hudson wonders where the Town is in relationship with the Outing Club. It seems they are going in different directions. Selectman Kidder said he is welcome to ask the Outing Club directly as she did not have information on that question.

#### Review of Minutes of August 15, 2016

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of August 15, 2016 as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Upcoming Meetings and Special Events

- Next Regular Selectmen's Meeting – Monday, September 19th - 6:00 PM
- Planning Board – Tuesday, September 20<sup>th</sup> - 6:30PM
- Conservation Commission – Wednesday, September 21<sup>st</sup> – 8:30 AM- Lake Sunapee bank Community Room – Newport Road
- Recreation Commission – Tuesday, October 4th – 5:00 PM – Whipple Town Hall

#### Other Business

*Amendment of an Addition to the Conservation Easement Deed for Big Hilltop Property*  
The Selectmen agreed to sign this at the end of the meeting.

#### *September 11<sup>th</sup> Ceremony*

Chief Lyon noted the September 11<sup>th</sup> ceremony that would be held at 11am on September 9<sup>th</sup> at the Fire Station.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to enter into non-public session to discuss a personnel issue pursuant to RSA 91-A:3, II (a).**

**Roll call vote: Helm: Yes; Kidder: Yes; Rollins: Yes.**

The Board entered nonpublic session at 7:25pm

The Board returned to the public session at 7:55pm

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

#### Items to be signed

- Financial Report of the Town Budget.
- September/October Birthday Cards with list.
- Intent to Cut – Arnold Wood, 1845 King Hill Road, TM137-019-000 on Saturday, September 10, 2016

### Requests to Use Town Property

- Elkins Beach by Deb Dumond for Lake Sunapee Region VNA & Hospice, 107 Newport Rd. on Wednesday, September 7, 2016 from 4:00pm to 8:00pm.
- Town Green by Wendy Sloan for St. Andrews Church Blessing of the Animals, on Saturday, October 1, 2016 from 10:00am to 11:00am.
- Whipple Hall by Melissa Saccento for NL Farmer's Market on Saturday, December 10, 2016 & February 18, 2017 from 8:00am to 4:00pm.

### Approved Building Permits

- Cleopatra Rios & Steve Monette, 420 Main Street, TM 085-044-000. Interior renovations. BP# 16-089 **APPROVED 8/24/16.**
- Arnold & Anne Wood, 1845 King Hill Road, TM 137-019-000. Interior/exterior renovations & extend deck. BP# 16-084 **APPROVED 8/24/16.**
- John & Louise Chowanski, 1502 King Hill Road, TM 129-018-000. Extension of BP #15-075. BP# 16-099 **APPROVED 8/24/16.**
- Lake Sunapee Region VNA, 107 Newport Road, TM 072-038-000. Renovating interior to add four new offices. BP# 16-095 **APPROVED 8/24/16.**
- Simply White/Fernanda Bourlot Trustee, 38 County Road, TM 059-019-000. Add 36' x 33' garage with 8' x 10' breezeway for total SF of 1268. BP#16-100 **APPROVED 9/7/2016.**
- John & Kim Packard, 27 The Seasons Condo, TM 146-002-027. Gutting & remodeling three existing bathrooms. BP# 16-101 **APPROVED 9/7/2016.**
- Charles Jr. & Corrinne Curtis, 477 Sugarhouse Road, TM 022-002-000. Adding Bathroom, Interior & Exterior demoing & renovations, including electrical & plumbing. BP# 16-103 **APPROVED 9/7/2016.**
- Kenwood & Elizabeth Foster, 84 Summit View Road, TM 138-009-000. Replace four skylights with four gable dormers & install new garage doors. BP# 16-104 **APPROVED 9/7/2016.**
- Simply White/Fernanda Bourlot Trustee, 38 County Road, TM 059-019-000. Renovating existing garage & existing breezeway. BP# 16-106 **APPROVED 9/7/2016.**

### Approved Sign Permits

- **Approved** Permanent Sign for Cataleya's Caribbean Bar & Grill - Cleopatra Rios, 420 Main Street, TM 085-044.
- **Approved** Permanent Sign for Country Houses, LLC – Los Quatros Amigos, 370 Main Street, TM 084-004-000.
- **Approved** Permanent Sign for Milestone Real Estate, Inc. – Marilyn Kidder, 224 Main Street, TM 084-063-005.

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

The meeting adjourned at 8:05PM.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London