



# TOWN OF NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • WWW.NL-NH.COM

## BOARD OF SELECTMEN MEETING MINUTES October 3, 2011

### **PRESENT:**

Mark Kaplan, Chair, Board of Selectmen  
Tina Helm, Selectman  
Peter Bianchi, Selectman  
Kimberly Hallquist, Town Administrator

### **ALSO PRESENT:**

Bob Bowers, Tracy Library Trustee Chair  
Bruce Parsons, Tracy Library Trustee  
Dave Harris, Tracy Library Trustee  
Ki Clough, Tracy Library Trustee  
Bruce Hudson, New London Resident  
Bill Clough, New London Resident  
Doug MacMichael, New London Resident  
Merry Armentrout, *InterTown Record*

Chair Kaplan called the meeting to order at 6:00pm and began by asking the Trustees of Tracy Library to give a summary of what had been going on with the building.

Mr. Bowers began by explaining that he felt that the Board of Selectmen misinterpreted some of the recent events at the library. It appeared to some that the library was doing something wrong or that they were not following through properly with things. He noted that once the facts are made known, it should be clear that this is not the case. He went on to explain that since the addition was put on 20 years ago, they have tried to assess what exactly would be the problems of the library that would need to be addressed all at once. Mr. Bowers said that rather than finding blame about what happened in the past, they tried to assess the existing problems and how best to address them. More problems developed as they worked on recent projects. When they first started talking with the budget committee about a bond, they wanted \$400,000+ to get everything done. Instead, the amount of \$370,000 was approved and they worked with this number to plan for what was most important to get done. They were able to leave some money aside as a contingency. Additionally, upon receiving the bond, it was agreed that the library would not ask for more money until after the 2012/2013 fiscal year.

Mr. Bowers went on to explain that one firm quote for a project became less firm due to the bids increasing between the time the initial bid had been given and when the money was available. Mr. Parsons worked diligently to get the numbers down and move forward. This extra expense presented them with a tight money issue right from the start. This situation became exacerbated by finding that the entry way to the library had a snow and ice danger issue, as it would slide off the roof and fall near the entrance. They have recently put a portico structure over the entry way. Frank Anzallone, New London resident and architect, came and helped them design a handicapped entranceway with the portico to make the entrance safer. This increased their original costs by \$36,000 but it was a need and had to be addressed. They asked Mascoma Savings Bank for help with this and they generously donated \$25,000 towards the project.

As they got into the project, they identified an existing problem of leaking in the Tomie Room. They didn't have leakage in this area after Tropical Storm Irene, however. Because of the huge flow of water from the storm and the outage of electricity, there was a failed sump-pump which caused water to come in through the cracks of the building's foundation, and flooded the children's room. Most of this damage was covered by insurance, however. The primary concern they had when they addressed this damage the night of the storm was "how could they have had a system engineered 20 years ago that could have included a sump- pump to work when the electricity had been lost." Those same comments were brought up at the last Board of Selectmen's meeting but were not presented clearly. He didn't find that a sump pump was even part of the initial plan for the library. They are aware of the problem of the sump pump and are addressing a generator issue, which also has problems of its own. The propane system would have to be situated a certain distance away from the building and the installation of this would be expensive.

Mr. Bowers noted that none of the Tropical Storm Irene water had anything to do with the leaking caused by the faulty roofing structure which had been constructed by Bruss Construction. It was a confluence of events that occurred with some issues with the building itself, and the foundation, which caused the problem. Since the storm, however, the problem with the roof over the entry way has been taken care of.

Mr. Bowers offered that their Board of Trustees thanks Mr. Parsons for his help with the library project as he was there every day handling problems and keeping things on track. The members of the Board of Selectmen seconded that appreciation to Mr. Parsons for his work and the time he has spent on the project.

Mr. Parsons addressed the Board to summarize all of the upgrades and repairs that had been made to the library most recently. He read from his memorandum as follows:

- 1) We had new window sash manufactured and installed including jambs and weather stripping utilizing existing historic sandwich glass panes in the oldest wings of the buildings.
- 2) We have replaced all the windows, insulation, sheathing siding and trim on all of the 1990 building wings.
- 3) Phase one of two HVAC upgrades adding new ERV's in the circulation areas, second floor and Tomie room. Upgraded existing ERV in Youth area. Added new Air Conditioning to the second floor and reference/AV room. We are currently finalizing an evaluation of the remainder of the systems for future phase two upgrades.
- 4) We have removed the leaking and inefficient glass roof and wall systems in the Stack Room, curved stairwell wall and main entry and upgraded these areas with energy efficient windows consistent in design with the remainder of the building.
- 5) We have upgraded the egress from the Tomie Room with a new door system, panic bar, and an automatic door closer, push pad door opener and raised the exterior brick patio to be code compliant and handicap accessible to the garden area.
- 6) We created a new main entry to solve weather related safety issues as well as energy efficiency. In the process of this upgrade we made the main entry fully handicap accessible with a design that honors the classic look of the library and blends with the existing building wings, thanks to Frank Anzalone Architects. This area now has a better entry flow, a new book drop and it soon will have a Knox-box rapid entry system installed for emergency access to the building. This new entry was made possible by a generous grant from Mascoma Savings Bank.
- 7) We found and repaired old foundation leak issues.
- 8) We added new landscaping to the Main Street and South Pleasant Street facades thanks to a generous memorial gift from the DePorter family through the Friends of Tracy Memorial Library.
- 9) We added new exterior lighting to the main entry and the garden areas.

We are currently in the final phase of this work and going through the punch list items and expect to be fully completed in about two weeks.

### **Hurricane Irene;**

Hurricane Irene brought us five inches of rain in a short period of time with the result being a lot of water and a power failure. There has been a leak over the years around the oldest original and newer 1990 foundation joints. A number of years ago a sump pit and pump were installed in the base of the elevator shaft to deal with this water seepage. No backup systems were ever installed for this system. With the Irene storm power outage and the great amount of water coming in, the elevator shaft flooded and then over flowed into the youth section of the lower level. We were at the library because the new entry roof had sprung a leak that we later found out to be from the new metal roofing not sealing well to the older flat rubber roof. Being there was a stroke of luck to then be made aware of the sump pump issue. We had the area pumped, thanks to Jay Lyon and our Fire Department loan of a back up pump and Sandra Licks loan of a generator at the expense of their own basement flooding. The next day we had the carpet removed and drywall removed up 2' from the floor and put in blowers to dry the area out. We have now started the reconstruction of this area and hope to have the children back in these spaces by mid November. We are taking a number of steps to prevent this from happening in the future. We want to make sure we have adequate backup systems in place in case we have water penetration as well as remove as much as is possible any chance of future water penetration.

We are;

- 1) Replacing the carpet in the youth area with tile so if we have a leak it will not need to be replaced again. We are holding all drywall up off the floor to keep it dry and replacing all base trim with PVC trim instead of wood. We are re-insulating the lower walls with rigid insulation that can get wet.
- 2) Pricing and expecting to install a generator for back up of our critical systems in any season. This will be a propane fired air cooled system needing little maintenance and it will be set up to run for about an hour once a week to maintain its systems and be in ready mode. This system will require regular checking for oil levels and annual maintenance through an outside contract hopefully piggy backing on the town's current generator maintenance provider.
- 3) Exterior work phase one; we are planning on excavating the old foundation from the round wall on the South Pleasant Street side to around the corner adjacent to the new entry. We do not expect to have any of the work we have just completed disturbed by this project nor were any of this work responsible for this problem. We will add a new waterproofing membrane and drainage system to these foundation walls. We will be re-grading the ground level to better allow surface water to drain away from the building.
- 4) Phase two of this work will be to create a piping system to go to a drywell and/or the storm drains on South Pleasant Street to take any excess ground water away from the building. We will be discussing options and working with Richard Lee for this phase.

I want to give special thanks to Sandra Licks our Librarian and the entire staff for their professionalism, good humor, dedication, and support as we worked through these last two years of twists and turns while constantly/successfully trying to do their jobs in a construction zone. They all have gone over and above their job description day in and day out. [End of verbatim memorandum]

Mr. Parsons said that he and Bruss Construction are making a maintenance binder that will give information on the building's systems, maintenance and warranty information. This would be a great resource to have as boards of trustees change and the library and its systems age over time.

Ms. Helm suggested to Merry Armentrout (the reporter from *the Intertown Record*) that she write some pieces on the library and what has been done. Ms. Helm noted that she felt badly about the article that was put in the paper after the last Board of Selectmen's meeting and thought there were some positive things that could be shared about the progress being made at Tracy Library.

Mr. Bowers said there was a \$36,000 over run as a result of the changes made to the entrance way. The design at the beginning was to leave the sidewalk where it was and move the door over. While they were having a meeting one day, they heard a crash and looked out and a huge chunk of ice had fallen off the roof about one foot behind a young girl who had just exited the library. They were then convinced that they needed to re-do the entrance of the library even though the extent to which they did it was not in their initial plans. They re-focused on how to do something that would prevent ice from coming off this area in the future. Frank Anzallone came up with the portico design. The construction of the entrance cost \$36,000 more than they had put into the bond figures for that piece of the project. The sidewalk wasn't really handicapped accessible as it was, so it had to be updated as well. Mascoma Savings Bank gave them a \$25,000 grant, leaving them with an \$11,000 over run. Mr. Parsons noted that if they had gone forward with what they had planned initially and later decided to implement the portico design at a later time, it would have been a lot more money as they would have had to do it in two separate phases.

Mr. Bowers said that there was a \$40,000 contingency put in the plan, which paid the extra \$11,000 for this entranceway shortfall. They had in the original bond proposal \$10,000 for a generator but concluded that with the cost overruns and the propane issue, it would be better to update the electrical system to allow a rented generator to be utilized when needed.

Dave Harris, Trustee said that they would have more information on the generator details and the propane estimates on Thursday when they come in with their CIP information.

Mr. Bianchi said that in May they discussed these projects and he wanted some assurance that there would be some oversight. It was decided that Mr. Parsons would do the oversight but Mr. Bianchi worried that it was too much to put on a volunteer. He said that it got relayed that he was mad about what was going on at the library. He noted that he was not mad at all; instead, he merely feels that they need some oversight for all the town buildings. He was concerned but not with the library trustees; they are fully volunteer and they do a great job with what they do. He feels it is too much to ask a group of volunteers to make sure everything is going the way it should. Mr. Bianchi noted that he'd rather pay someone to do this work. Between 2009 to the present time, there has been over half a million dollars spent on Tracy Library. His concern was that there should be a procedure in place so this sort of thing won't happen again. He was not angry or concerned with the library trustees or what they are doing. These series of events showed a weakness in the Board of Selectmen's process, not theirs.

Mr. Bianchi recommended that they have an alarm by the sump pump to send an alert for high water. He knows of some people who have bought such a device that could be connected to the existing alarm system. Should a pipe break without a power outage, it could help prevent damage. In reference to a remark Mr. Bowers had made regarding the possible use of dry wells to take excess water away from the library building, Mr. Bianchi noted that there were existing dry wells in the town, but that they would not work well due to the makeup of the soils in town. He has been told that there are footing drains at the library that go out back. Mr. Parsons said that it appears that the drains were broken when the 1990 wing

went in. Mr. Bianchi said that if they need to, they might have to put the drainage through the garden. Mr. Parsons said that he still needed to talk with Mr. Lee about the possibilities.

Mr. Parsons noted that in the past projects, a contractor was hired and an architect was hired to oversee, and things still were not done correctly. Mr. Bianchi said that he would like to put someone on the job on a contingency basis to make sure things with the town buildings were being done right.

Mr. Bowers shared the idea of a centralized way to deal with all the town buildings. They, as trustees, want to leave a building that is reconstructed properly, set up well with reduced heating costs, and put it in such good shape that they should not have to go through this again in 20 years. On an annual basis certain things need to be looked at, but someone who is trained should be the one to figure out how to deal with problems.

Mr. Bianchi said that they need an institutional memory created. Ms. Helm said that this project has helped to create a list of lessons learned. She applauded the trustees for the landscaping they have done around the library. As a taxpayer, she thought it was money well spent to keep the library as the signature building that it is. Ms. Helm added that there was another lesson learned; New London has an interesting structure in the town; there are boards and trustees who work independently, therefore more communication between the independent boards and the Board of Selectmen should exist. The Board of Selectmen is the stewards for the money. She felt that they probably should have had the trustees come in with some updates along the way so that they would be able to tell people who ask what was going on with the library. Mr. Bowers noted that the Trustees did come in to update the Board but agreed that it may have been helpful to have done it more often.

Bill Clough commented that he had previously worked for a foundation in the state of Maine. Part of the work of the foundation in awarding money was to look and see how the community felt about itself. A chief indicator was how people felt about their library. He felt that these new upgrades to Tracy Library would serve the community well and also says a lot about how the citizens feel about their town.

#### Approval of Minutes

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the September 19, 2011 minutes, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

There were three small corrections, which Ms. Hallquist agreed to make.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the September 26, 2011 minutes, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Pleasant Lake Dam

Mr. Bianchi noted that the probe was replaced and it seems to be working. Mr. Wilson suggested that the lake was up 1.5" and that a new calibration would be necessary to bring it to the right level. Mr. Bianchi said that they voted at the last meeting to shut the dam down for Wilmot to work on a project but had noticed it was wide open all weekend. Ms. Hallquist said she was under the impression that Mr. Lee would have it closed down that day. Ms. Helm said she sent a thank-you to Richard for the time he spent on the dam project.

#### Pleasant Street Sidewalk Project

Ms. Hallquist said that the best case scenario was to start the project in mid-November, which may pose significant problems including that asphalt plants generally close in mid-November. Mr. Lee has indicated that he has things to do to get ready for the winter and it is tricky to get this sort of thing started

in mid-November. They want to get the bidding on the curbing out as soon as they can and explained that the bids need to stay open for three weeks. Ms. Hallquist noted that citizens are very anxious to get this project finally completed, as it has been delayed since 2009, but it may be the best choice to put it off once again.

Mr. Bianchi reviewed the memo prepared by Ms. Levine before she left in April that stated the project was all approved in December 2010. Ms. Hallquist agreed that that was the impression that both Ms. Levine and Mr. Lee had, but it turned out that there were still approvals needed. For example, the six page bidding application routinely used by the town was rejected by the State, causing further delay. Ms. Hallquist suggested that they do the bidding now even if they have to wait until June to get the work done. Chair Kaplan thought they should delay the project as he didn't like to open up streets in mid-November and felt it was an unnecessary risk. Ms. Helm agreed with Ms. Hallquist that estimates should be obtained now and they could do the work in June. Mr. Bianchi said that if the estimates come in by early November and the curbing company could do their portion in less than two weeks, they could get that part done this year and then pave the rest in the spring.

#### Newport Road Sign

The Board noted that the State DOT has denied their request to put an additional speed limit sign on Newport road but have agreed to move the existing sign to a location that may be more visible to motorists, thus encouraging them to observe the speed limit in that area.

#### Joint Selectmen's Meeting

Ms. Helm noted that the upcoming Joint Selectmen's Meeting, October 24<sup>th</sup> in Sutton, is being held the same night as the Budget Committee meeting. Chair Kaplan said that he would be attending the Budget meeting. Ms. Helm and Mr. Bianchi said that they would attend the Joint Selectmen's meeting.

#### Salisbury Board of Selectmen

Ms. Hallquist received a call from the Salisbury select board about discussing the feasibility of entering purchasing plans with several towns. Mr. Bianchi thought it was a logistics problem to purchase things that are delivered in one spot and would have to be trucked to the various towns. He thought, however, that it would be good to go to keep an open mind and do some listening. Ms. Hallquist said she would attend the meeting and report back to the Board of Selectmen.

#### Elkins Village Project

Ms. Hallquist said that she and Mr. Lee met with William Rose in Concord that day. They plan to get the project going on time. With regards to flexibility on the plans, there was ample as long as they keep open lines of communications with Mr. Rose. He is willing to be contacted and will discuss things with them as needed. Mr. Bianchi recalled that they needed all requests and approvals in written form (emails would suffice).

Ms. Hallquist said no construction would begin until the spring of 2013. Mr. Lee and Ms. Hallquist will work together to get the specs out for the engineering. They will send the specs to some firms and will put it in the paper. They will then go through a process to choose the firm they will use.

Mr. Bianchi was concerned that the current marks on the plan may prohibit large vehicles (trucks) from making some turns. He would discuss these concerns with Mr. Lee. Ms. Helm recalled that the Elkins sub-committee wanted to be involved in the selection process. Ms. Hallquist noted that Mr. Rose was informed of this and he thinks such a citizens committee will be very helpful to the project.

Mr. Bianchi said that Dave Kidder spoke with him that day. Much of the \$25 million dollars that was just made available by the State would be used to help aid the hospitals' tax burden this year and would not be going to help offset costs imposed to the towns.

#### Portsmouth Coalition

Chair Kaplan thought it important to keep abreast of what they are doing, as New London could become a donor town again in another two years. Ms. Hallquist had provided a newsletter from the coalition to Chair Kaplan. In the past they had given \$5,500 to the cause but last year they didn't give any. Mr. Bianchi and Ms. Helm will be provided with a copy of the letter.

#### Planning Board Report of September 27

Ms. Helm reported that there was an annexation of land within a family. Also, someone on Little Lake Sunapee Road had a tree-cutting request. There was a discussion regarding the Center for the Arts requesting signage for a micro gallery at both the Millstone and the New London Inn. Colby-Sawyer wants to put a large walk-in refrigeration system behind Leftbridge Lodge. The CIP subcommittee will begin the following day and would be represented by Tom Cottrill (chair), Paul Gorman and Michele Holton. The meeting would begin at 7:00pm in the Syd Crook Conference Room.

#### Economic Development Committee

Mr. Bianchi said that he and Ms. Hallquist attended this meeting and felt there was a lot of frustration felt. Larry Ballin indicated that his wife, Annie, is done with Center for the Arts and that it would go forward with volunteers only. There is a concern that New London didn't have a large commercial district and that the strict zoning makes businesses not feel welcome.

#### CAC Meetings

Mr. Bianchi suggested asking the CAC members at the next meeting about their preference of having a meeting in December. Chair Kaplan thought it would be useful to have someone from the College come and talk about their plans for the future, as they have a record high attendance this year. After some discussion, this was deemed as a worthy topic for the CAC, but that they would need to have some concerns ready to bring up to the college, with regards to how the town would be affected due to increased attendance.

#### Application for Building Permit:

- Peter & Harriet Messer, Tracy Road (Map & Lot 118-003-000) build new 4 bedroom house – Permit #11-094 – Approved.
- Andrew & Alison Seward, 55 Summit View Road (Map & Lot 129-012-000) erect greenhouse – Permit #11-095 – Approved.
- Colby Sawyer College, 541 Main Street (Map & Lot 085-033-000) construct addition for walk in cooler – Permit #11-096 – Approved.
- Colby Sawyer College, 541 Main Street (Map & Lot 085-033-000) pour cement pads for propane tanks – Permit #11-097 – Approved.
- James & Kristen Broom, 314 Route 103A (Map & Lot 080-008-000) replace roof & add dormer & deck to master bedroom – Permit #11-098 – Approved.
- Twin Lake Village Inc., 105 Twin Lake Villa Road (Map & Lot 020-012-000) convert basement to office add first floor master bedroom – Permit #11-099 – Approved.
- Emma Crane Living Trust, 450 Hall Farm Road (Map & Lot 076-053-000) build 3 season porch – Permit #11-100 – Approved.
- Risk & reward, LLC, 228 Main Street (Map & Lot 084-062-000) new entry porch & railing – Permit #11-101 – Approved.

Application for temporary sign permits:

- Sign for the Fells Holiday house tour – 12-10 & 11 – 10AM – 3PM – approved.
- Sign for the Kearsarge Chorale – 10/30 3: PM in Newport – approved.
- Our Lady of Fatima Church Fair signs – 1 at church & 1 at info booth – approved.

Application for Permanent sign permits:

- Ed Burt, Burt Handyman, LLC 201 Little Sunapee Road - Approved.

Application for use of Whipple Memorial Town Hall:

- North East Shakespeare Ensemble Company – John Goodlin, May 1-20, 2012 play rehearsal for play at CSC. Approved.

Other items to be signed:

- Disbursement voucher.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Mark Kaplan) to adjourn the meeting.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 7:50 PM.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London