



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES February 21, 2012

### PRESENT:

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

### ALSO PRESENT:

Peter Stanley  
Merry Armentrout, *Intertown Record*

Chair Mark Kaplan called the meeting to order at 8AM.

Peter Stanley, Trustee of the Stanley Point Trust, met with the Board to request its approval of an amendment to the easement currently held by the Ausbon Sargent Land Preservation Trust (Ausbon Sargent). He explained that since the Town of New London is the backup grantee and holds a power of termination in the easement, Ausbon Sargent would like the Town to sign off as well. Mr. Stanley informed the Board that recently it came to the attention of the Trustees that an abutting property owner built a garage and dug a well on the Trust property. Such improvements are not allowed on the property according to the easement. To correct this, a lot line adjustment was sought and subsequently approved by the Planning Board. The lot line adjustment was essentially a swap of land, so that the well and garage built on the Trust property is now party of the abutting property. The amended easement, as prepared by Ausbon Sargent, will accurately reflect the land now covered by the easement.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the amended easement as presented by Mr. Stanley. THE MOTION WAS APPROVED UNANIMOUSLY.**

Chair Kaplan announced that he has decided not to seek re-election to the Board of Selectmen. He noted that he has enjoyed his years on the Board but feels that now is the time to “retire.” Both Selectman Helm and Bianchi expressed their appreciation for Chair Kaplan’s work with the Board and his service to the town.

Mr. Bianchi noted that because of the change to a May Town Meeting, Chair Kaplan will be serving more time on the Board prior to the elections (to May instead of to March) and he suggested that some thought be given to amending the salary to cover this extended period of time. The Board took the issue under advisement.

Approval of Minutes from February 6, 2012

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the minutes from February 6, 2012, as amended. THE MOTION WAS APPROVED.**

The Board noted typographical errors to be corrected.

Approval of Citizens Advisory Committee Minutes from February 4, 2012

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the CAC minutes from February 4, 2012, as amended. THE MOTION WAS APPROVED.**

Ms. Helm also wanted to point out that a comment was made at the CAC meeting suggesting that the *Intertown Record* be utilized to publish articles summarizing parts of the Master Plan, as a way to educate the public on what the Master Plan contains.

Pleasant Lake Dam

The Board noted that engineers from Wright-Pierce agreed to attend a meeting with the Selectmen and representatives from the State Dam Bureau to discuss the status of the dam and the extent of improvements the State will require. Wright-Pierce estimates that the cost for attendance at the meeting would be \$500-\$600. The Board noted that the town appropriated \$30,000 for engineering services for the dam. Approximately \$27,700 has been expended to date. Mr. Bianchi noted that he spoke with Jud Donaghy, a New London resident with experience in dam engineering, who advised him that the Board should get the State and Wright-Pierce people in a meeting so that the issue can be discussed more fully.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to setup a joint meeting with Wright-Pierce and representatives of the State Dam Bureau, as soon as possible. THE MOTION WAS APPROVED.**

Ms. Helm observed that it may be advisable to ask Town Meeting to appropriate money for engineering for the dam to start the process. The Board will discuss this option further once the joint meeting is held.

Sunapee Wastewater Treatment Plant Upgrade

The Board reviewed a contract from Underwood Engineers to provide services to the Town during the Wastewater Treatment Plant Upgrade project. Underwood has been providing peer review services to the Town during the engineering phase of the project, and will now provide similar services during the billing phase of the project to ensure that the town is properly reimbursed for all expenses from the DES revolving fund loan. The contract is in the amount of \$5,000 and is a project expense.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to accept the proposal with Underwood Engineers as presented. THE MOTION WAS APPROVED.**

Town Administrator Report

*Inaccurate information regarding status of prior years' employees raises in salary.* The Town Administrator reported that her prior statement that "some employees had not gotten raises in three years" was incorrect. In fact, the only year in recent memory when some (not all) employees did not get a raise was in 2011. The Town Administrator expressed regret for making the error of giving the Board incorrect information.

*Sick-time buyout survey.* At the last Budget Committee meeting, it was requested that a survey of surrounding towns and some local businesses be conducted to determine how sick time is handled by other employers. Ms. Helm expressed interest in having the Board work on the town's personnel policy to see if changes are needed. Mr. Bianchi read from the policy which states that the Board may change the policy as needed. The Board will set aside time at their March 19<sup>th</sup> meeting to begin the process of reviewing the town's personnel policy.

*Dedication of the 2011 Town Report.* The Board discussed several potential former residents who passed away in 2011. While there were several town residents who gave much to the town during their lives, the Board agreed that Dr. John Ohler would be an excellent choice to dedicate the town report to. It was noted that Dr. Ohler spent many years volunteering in various capacities on behalf of the town and its residents. He was well known in town as someone who was always ready to help, he was well respected and well-liked by all who knew him.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to dedicate the 2011 Town Report to Dr. John Ohler. THE MOTION WAS APPROVED.**

#### Other Business

*Yellow Lines painted on town roads.* Ms. Helm noted that a local resident included a note in her tax payment asking for yellow center lines to be painted on town roads as a safety measure. This question will be investigated by the Town Administrator and the tax payer will be contacted.

*Letter from Christina M. McKee.* Ms. McKee is requesting permission to hook into the town's sewer main along Job's Creek Road. The request will be forwarded to Richard Lee for comment.

*Flag pole at Town Office Building.* Ms. Helm asked for the Board's consent to work with Dick Leach on possibly raising private funds to purchase and install a flag pole at the Town Office Building. She estimated the cost needed would be about \$1,200. The Board did not object to her working with Mr. Leach on the effort to raise private funds. Ms. Helm noted that she felt that as a municipal building, an American flag should be flying out front.

*Performance evaluation of the Town Administrator.* Mr. Bianchi suggested that the Board conduct the six month evaluation of Town Administrator, Kim Hallquist. The Board will be provided with the necessary evaluation forms and will meet with the TA to conduct the evaluation.

*Department of Revenue Administration (DRA) Equalization Assessment.* Mr. Bianchi asked that Norm Bernaiche meet with the Board to discuss the DRA letter which determined the town's equalization assessment to be 100% for tax year 2011 and the median ratio to be 101.4%. Mr. Bernaiche will be invited in to a selectmen's meeting to discuss the matter further.

#### Committee Reports

Ms. Helm reported on recent actions taken by the Planning Board: Dr. Greg Baker was granted site plan approval to have a dental office. She also reported on the Colby-Sawyer presentation to the Planning Board regarding possible zoning amendments to change the Institutional-Recreation (IR) Zone to allow more uses at Kelsey Fields. Ms. Helm reported that there were many abutters present, the vast majority in opposition to the plan. Ms. Helm observed that in her opinion more could have been done by the college to speak with abutters in advance to try and address concerns prior to the Planning Board taking action on recommending zoning amendments.

#### Application for Building Permits:

- Loretta D. Quackenbos, 157 Poor Road, (Map & Lot 091-011-000) interior renovations & porch, deck & garage – Permit #12-004 – Approved.

- David & Sylvaine Neises, 25 The Seasons (Map & Lot 146-002-025) interior renovations – Permit #12-005 – Approved.
- Judith Morrissey, 145 Tracy Road (Map & Lot 117-011-000) interior renovations – Permit #12-006 – Approved.
- Elizabeth Edmunds, 117 Edmunds Road (Map & Lot 095-030-000) interior renovations – Permit #12-007) Approved.
- Henry & Susan Cushman, Oakmont Road (Map & Lot 094-004-001) new 3 bedroom home – Permit #12-008 – Approved.
- Scott & Margaret Hollinger, 824 Lake Shore Road (Map & Lot 051-004-000) demolish existing house & construct 4 bedroom home – Permit #12-009 – Approved.

Application for use of the New London Town Commons:

- Center for the Arts – Art Fair – July 7 & 8, 2012 10-4 Saturday & 8-6 Sunday – Approved.

Application for use of the Whipple Memorial Town Hall:

- Center for the Arts – Art Fair & Performance – July 7 & 8, 2012 – 10-4 Saturday & Sunday – Approved.

Application for use of Town Office Building:

- Colby Sawyer College – Dr. Coy’s Pathway Class (9 students 2 adults)– 2/24/2012 & 3/16/2012 12:00 PM – 5:00 AM – to stay in building to study paranormal (ghosts) – Approved.

Other Items to be signed:

- Disbursement voucher

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

The meeting adjourned at 10:25 AM.

Respectfully submitted,

Kimberly Hallquist  
Town Administrator