



TOWN OF NEW LONDON, NEW HAMPSHIRE

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

BOARD OF SELECTMEN MEETING MINUTES September 19, 2011

PRESENT:

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

ALSO PRESENT:

Don Jutton, Don Bliss, and Suzanne Prentiss, MRI
Merry Armentrout, *The Intertown Record*
Leigh Bosse, *The Messenger*
Dave Seastrand, Police Chief
Doug Homan, New London Resident
Norm Bernaiche, Assessor
Jim Wheeler, Chair of Budget Committee
Jay Lyon, Fire Chief
Bill Green, Zoning Board of Adjustment Chair
Doug MacMichael, New London Resident
Wendy Johnson, Financial Officer

Chair Kaplan called the meeting to order at 5:00pm and introduced Don Jutton, Don Bliss and Suzanne Prentiss from MRI. He asked them to speak on the ambulance study they have been hired to conduct.

Mr. Jutton said that they have been engaged to look at the current ambulance system and to explore alternative ways to help the hospital and the communities decide what should exist to meet their needs. He said that Suzanne was the expert on the delivery system and they would spend some time answering questions about the service that would be best for the community.

Ms. Prentiss said that she has been interviewing the towns' select boards or town administrators about the service they are getting and what they would like. She said she would like to know what things about the current model that they like, what needed improvement, and what they would like for a model for the future. She wanted to know what some things were that were important to the community so that they could factor those thoughts into the study.

Ms. Prentiss said that New London is one of two ambulance services in New Hampshire that work as it does with the use of paramedics and EMTs who work within the hospital's Emergency Department when not on runs, and where the billing is done through the hospital. There is also a municipal model which is a government entity where firefighters and EMTs work together or there is a straight EMS department. Either of these sorts of models would be run by a town or local government employee who is part of the retirement system and would come under the direction of the select board. The services can be combined with other towns to provide an inter-governmental model. Some companies do this for profit and will respond to proposals sent out for particular needs. A Regional EMS model is a 501(c) (3) (non-profit) type of organization. One or more towns can enter into an agreement to pool resources. The direction for

this model comes from a board of directors. She said that in the Municipal and Regional models, employees can be either career or volunteer. There was a time in New London that they had volunteers on the ambulance. This is not the case now.

Ms. Prentiss noted that there were First Responder agencies (FAST Squads) that are licensed by the State of New Hampshire that provide stable care to people prior to an ambulance coming. These services are important the further out people are from an ambulance service. She said that there were seven such organizations in the area.

Chair Kaplan said that the current system works well but is too expensive. That is why they brought in MRI. Ms. Prentiss said that New London has the highest level care possible outside of the hospital, which incurs a cost. The call volume is not exponentially high because it is a rural area. Because there is not a high call volume, the cost increases; it costs to keep these high-level employees prepared and trained.

Mr. Bianchi said that New London Hospital runs the service and bills the towns for their shortfalls, depending on how much each town uses the service. He went on to say that everything Ms. Prentiss had just explained had already been told to them by the hospital. MRI was hired to look into alternative models. He stressed that the Board knows what they have now, and all they do is write a check at the end of the year for a portion of what the hospital can't collect. Ms. Prentiss noted that when looking at alternative models, it is important to hear from the towns about how people feel about the current model and what they like, or wouldn't like, etc. in a new model. For them to make the best choice and recommendations, they want to gather this information from everyone.

Mr. Bliss said that the workers on the ambulances out of New London are of the highest level. Would they want to keep that level of service? Would they like to manage the service through their own Fire Department? Would it be acceptable to them to have the ambulance service located somewhere else making the response time longer? If Fire Department ran the ambulance service, would they be willing to provide additional staff? These were some of the value judgments they need to get from the New London Board of Selectmen. They understand the cost issues but said that there would be some trade-offs in the change and they needed to find their values.

Mr. Bianchi said he must have misunderstood the point of hiring MRI to conduct this study. He recalled that he was at the first meeting when the hospital sat down with the Board of Selectmen and said they couldn't continue with the current ambulance model. He said that the town is happy with the service they have and added that the hospital does a wonderful job and he felt that the ambulances are well-staffed. They understand that the staff is above the typical level for ambulances. He believed that MRI would study various models and make recommendations to them with several alternatives. He felt that the Board of Selectmen is not supposed to tell MRI what they should be doing; they are the professionals who were supposed to do this. Mr. Bianchi said that they started in February it was now September 19 and the first report was supposed to be done at the end of August. So far, they haven't heard anything from MRI regarding the study. They only recently heard that the Board of Selectmen was to be interviewed. He didn't feel that any of the Board of Selectmen were experts on the ambulance service. Mr. Bianchi was concerned that it was taking so long and wondered why the study hadn't been completed. He asked if they had interviewed every other select board. Mr. Jutton said that they had.

Ms. Helm said perhaps it would be useful to find what MRI understood their charge to be when hired. Mr. Jutton said that they were to look at the existing delivery system and prepare some alternative approaches. He explained that the delay is because of difficulty getting information and problems reconciling the numbers of calls that towns are saying they have. He added that they have done a lot of studies and are

there talking to them because in the past when they have submitted studies there have been complaints about them not engaging the select boards, fire and police chiefs. He assumed that the hospital would still provide the service if their costs were covered. They have the highest level of quality service possible and in order to get an alternative is tricky. Mr. Jutton said that New London is the hub community; they are the host of the hospital, the largest player in the service, and have the largest tax base. His fear is that they will propose something that people will be in disagreement with their neighbor about who would have to pay how much and who would be in control of the system. He wondered if New London was prepared to have an EMS service rather than the advanced life support (ALS) service they currently have in the community. He said he would anticipate push-back in the community should that change be made. He noted that they were trying to understand the big picture at the end of the day given the dynamics in play.

Mr. Jutton opined that one of the major changes that occurred was that Jessie Levine left and she was to be the point person in the study. Mr. Bianchi disagreed. Chair Kaplan said that they still had to do the investigation, it didn't matter that Ms. Levine left. He understood that New London was the hub and if they were to re-locate the ambulance base it would have to be close to the hospital so it would have to be in New London or at the hospital. Mr. Jutton said that was not the case, that an ambulance service could be located outside of New London and still provide adequate service here. Chair Kaplan asked if it would be less expensive somewhere else. He said that personally, his belief is that New London expects the same level of service they have grown accustomed to, not lower.

Mr. Jutton said that if New London said they want the same level of service as is there now, and if two other towns do not want to pay the price, they will have a disconnect and it would end up costing more. If six communities go away and they want to run their own system, that would be different and the costs would be different. The location of the ambulance is relatively insignificant. If New London wants ALS support, that fixes the cost higher than EMS service or lower.

Mr. Bianchi said that if MRI came back with a few models to choose from with pros and cons of each, they could let the towns worry about what they would choose. He thought they should just come up with recommendations to fulfill the general needs. He envisioned some alternatives. He thought the options would be to decrease an ambulance, reduce the level of staff, or even to use companies like Rockingham. He said that the number of runs made to each town is kept by the hospital; that is how each town is billed. He was extremely disappointed that they had no plans to offer and reminded everyone that they were supposed to have a report ready by the end of August.

Mr. Bliss said that getting the accurate sources of run numbers was difficult and they were also looking at response times of the communities. He added that outside of the community there is a large amount of volunteers that the service relies upon. If this changes, it will cost everyone more. They are looking at getting a handle on what the communities are willing to support. Mr. Bliss asked if there were any other issues or concerns the board had with regards to the study.

Mr. Bianchi said that he understood that the towns had gotten together to hire MRI because they didn't have any other means for an ambulance system except for the hospital. He noted that Bradford and Andover have their own service. He didn't understand the volunteerism they were referring to with towns in the study. Mr. Bliss said that there were first responders in each of the towns in the study. Ms. Prentiss added that there were 72 people who work on these systems and that contributed significant manpower. Some of the towns are saying that they may work with other towns, like Newport, should they not like the changes made with the New London Hospital service.

Ms. Prentiss explained that currently, Sunapee uses the New London ambulance 70% of the time and the Newport ambulance the remaining 30%. They have said that if the ambulance doesn't meet their needs

they will use Newport entirely. She noted that Grantham used to be completely covered by Newport but is now completely covered by New London. Chair Kaplan said that if the cost is too much to bear, other towns would go somewhere else and if they are not all contributing to the new service, it would make more of the cost fall on the remaining shoulders of the towns still participating.

Ms. Helm was concerned that the discussion is all over the map. If the representatives from MRI had questions, that was fine. After their questions were over, she would like to set some deadlines and not look back over what has, or has not, been done. The hospital and New London have committed quite a bit of money to this study and have not seen anything. She noted that she wanted the discussion to move forward.

Mr. Bliss offered some questions to the selectmen. He wondered if the New London Board of Selectmen cared where the ambulance was located. They answered that they didn't. Mr. Bliss asked if they minded if the attendants were a level lower than ALS. Chair Kaplan thought it was important that the staff remain ALS level. Ms. Prentiss asked if the service was changed to EMT level, a step back in a sense, but that there would be access to paramedics when needed, would that be acceptable. Ms. Helm said she wanted more data before making this decision. She wanted to know, for example, how many times life support systems were used in the last 12 months. Mr. Bianchi didn't think the highest level of care was necessary. Ms. Helm confirmed that she needed more information before flatly saying they couldn't do without it.

Mr. Jutton said that staffing was the factor that would drive the cost. Mr. Bianchi asked if the representatives from MRI would come back with a comparative cost of various models with the highest level of staffing, the next level down...etc... He realized that running an ambulance was expensive but they want the best service they can get at the best most reasonable cost.

Mr. Bliss asked about revenue collection from ambulance runs. He explained that communities often will contract with another organization that will collect the ambulance fees on behalf of the municipality. This is often the most cost effective way to collect the revenue. He wondered if the Board had any thoughts on how aggressive they would be with collections, if they were to bill for ambulance runs in the future as that would affect their revenue stream. Mr. Bliss explained that some towns choose only to collect from those insured and write off the other costs. Some others are more aggressive and attempt to collect from everyone who uses the service, whether they have insurance or not. Ms. Helm said that her response was two-fold:

- 1) If the hospital continues to run the ambulance in some way, it would be the responsibility of hospital management to decide how aggressive they would be.
- 2) If the town model was selected, she would be in favor of having the town being extremely aggressive of them going after delinquent accounts.

Mr. Bianchi said that the town only off-sets the hospital's loss and out-patient. He said that if the hospital had \$300,000 in bad debt, they couldn't say that the town would be able to rise above that either. Chair Kaplan said they don't want to go into the bill-collecting service. If the hospital didn't do as they were doing, collectively they'd go out to hire a service to do the bill collecting job.

Ms. Prentiss asked if the service was in New London but not at the hospital, would they entertain being the home for it. Chair Kaplan said that they can't say either way because they don't know the cost. They need more detail before they can decide. Mr. Bianchi said they would need to provide information on providing a garage, ambulances, etc... Ms. Prentiss said it was a mission-related question. She understood they didn't have the exact dollars for them but from a mission point of view, would New London be willing to entertain being the home for the service. Chair Kaplan said if hospital didn't run the service, the Town would have to step forward. Mr. Jutton said if hospital reconsidered getting out of the ambulance

service, would they prefer to have the town be the control of the business or if a regional entity would work for them. Mr. Bianchi repeated that they can't make that decision without numbers. They can't separate the control question and the cost question. Chair Kaplan said that the town could run the service, the hospital could, or they could hire outside of the town to do it. New London would pay the bulk of a regional system because they'd have the bulk of the calls. Whether they run it or run it in conjunction with others, New London would still be involved. There are just three ways to do it and they need to decide what is best for the majority; not just what is best for New London.

Mr. Jutton said they need facts to determine viable alternatives. Mr. Bliss said that the preferences of the other communities are that they'd like the hospital or New London to run the ambulance service. The idea of a regional consortium was the least interesting alternative to them. That is why they wanted to know if it would be viable for New London to run the service if the hospital did not. Many towns do not want to deal with adding the service to their municipal fire department as they don't have the time or resources to do it. Mr. Jutton said that the cost would be considerable to have the service hosted in the town. Mr. Bianchi said from his point of view, the last thing he'd like to do is make another town department and increase the infrastructure of the town. Ms. Helm felt that they needed more data. She wondered if they could work on a timeline. Mr. Jutton said that they have conference call scheduled with the steering committee that Thursday. They will be able to come to some assumptions and validate the numbers after that and would take them about three weeks to have something together. Ms. Prentiss said that they have to take different models and prepare them for review. Mr. Jutton thought that in mid-October their results would be presented to the steering committee. The town's representative from the committee would be able to report to the town. Mr. Bliss said they would do a draft report first to gain feedback from the towns and they would then come up with the final draft. Ms. Helm asked if they could plan on the week of October 17th. They thought that was appropriate and would share the date with the steering committee.

Ms. Prentiss asked if New London was already involved in any regional initiatives. She wanted to know what they liked and what they didn't about such affiliations. Mr. Bianchi said they are part of a tri-town assessing initiative, a seven-town school district, and a solid waste cooperative. Chair Kaplan said that some of them work and some do not; it depends on the people involved. Mr. Jutton said that a regional model would look something like the school district than another regional group that relies upon volunteerism.

Mr. Bliss thanked the Board of Selectmen for their helpful remarks. Mr. Bianchi said they just want the project to get done. The other towns have to come up with their budgets soon so they can plan on expenses for this service. New London has some extra time, as they are now on the July 1st – June 30th fiscal year.

Norm Bernaiche – Religions, Charitable Exemptions

Mr. Bernaiche began by noting that the New London Hospital owned a condo that had been used in the past for offices. In terms of exemption it is supposed to be used and occupied. He thought it should be removed from tax exempt status as it is not being used. Another issue they have is that there was an application from the First Baptist Church. In March they had the church building and a house they used to rent. The church found a new pastor and he was hired in August. Mr. Bernaiche was asked about getting an exemption for the house from August on, as it was being used as a parsonage. His comment was that it wasn't allowable by the law because the property wasn't used by the pastor as of April 1st which means the property is taxable for the entire year. On the other hand, if they had a pastor who moved out on April 2nd and they rented the house for the remainder of the year, the property would be tax exempt for the entire year, even though it was being rented out April 2. April 1st is the date used to determine the tax status for the entire year, based on state law. Nevertheless, the Church has filed an amended application for this. The Board of Selectmen can either deny the late application, accept it and then deny it, or they

could grant it. Chair Kaplan recommended that it be denied. Ms. Helm thought she should recuse herself from the discussion since she is a member of the church. The other members of the Board of Selectmen said they were comfortable with her voting.

Mr. Bernaiche said that the Board has accepted applications after the April 1st date in the past, but in this case, it is not just a late application, instead, the property owners are seeking to have an exemption when the property was not being used for exempt purposes on April 1st as required by state law to get the exemption.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to accept the religious recommendations provided by Mr. Bernaiche's memo dated September 16, 2011.

THE MOTION WAS APPROVED UNANIMOUSLY.

Regarding the educational portion of the matter, Colby-Sawyer's dining hall and dorms are taxable. Part of the Colby House is also taxable.

Mr. Green asked what the value of assessed properties was at Colby-Sawyer College. Mr. Bernaiche said it was around 19 million dollars. Mr. Homan asked what their total town tax was. Mr. Bernaiche estimated it to be \$340,000. Mr. Homan asked how the Hogan Center wasn't taxed since they use some of it for profit. Mr. Bernaiche said that the profits made are only a portion of their income and that there are precedents set with this type of thing at Dartmouth College.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to accept the charitable/educational recommendations provided by Mr. Bernaiche's memo dated September 2, 2011. THE MOTION WAS APPROVED UNANIMOUSLY.

Mr. Bernaiche said there were five cases being sent to Superior Court. Four of them are being handled by the same attorney. He has found that all the appraisals were done by the same appraiser. It is merely a difference of opinion between one appraiser versus the town. Mr. Bernaiche said he has spoken with town counsel, Bart Mayer, about the cases and where they might go and what might happen. He confirmed that they will be separate hearings with the same attorney. Mr. Bianchi asked what this would cost the town. Mr. Bernaiche said once they get into litigation they will know better. They need to decide on how far they want to go with each case. Mr. Bianchi said there is only \$22,500 in their legal budget.

Mr. Wheeler asked why they have so many lawsuits right now. Mr. Bernaiche said it is because of the 2010 re-evaluation. People get a new number and then get an appraiser who represented them in the past. Mr. Wheeler recalled this happened the last time there was a reevaluation. Chair Kaplan said they had many more cases then. Since Mr. Bernaiche coming in and using the format he has, and working with Newbury and Sunapee, their costs have gone way down. They are much more accurate, they pay attention to people who have complaints, and they have not spent that much money on going to courts and the BTLA. Mr. Bernaiche said they have to pick and choose their battles. There is always risk involved in each case. He noted that Ms. Hallquist, Mr. Mayer and he would talk about the best choices for these cases. Mr. Bianchi asked if these would be litigated in the next six months. Mr. Bernaiche said that they'd be litigated in the next year or more. It shouldn't affect this year's budget. He and Attorney Mayer will meet in early October to look at the properties with the taxpayer and the other lawyer, and then the town's attorney will advise the Board whether they should continue with each case or attempt to settle.

Mr. Homan asked what the tax dollars were in comparison to the legal fees. Mr. Bernaiche said that \$12,000 was their maximum exposure. Mr. Homan asked if the town ever hires a contract lawyer rather

than using a lawyer on an hourly basis. Mr. Bernaiche said they do not. Mr. Homan opined that five cases will be expensive. Mr. Bernaiche agreed but said that they don't really have a choice.

Approval of Minutes

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the minutes of September 6, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the minutes of the September 10, 2011 CAC meeting, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Ms. Hallquist agreed to make a few grammatical corrections, as noted by Ms. Helm.

Library Trustees Invite Board to Tour the Library

Chair Kaplan said that there was water in the basement as a result of Hurricane Irene and the sump pump went out of service due to a loss of electricity. Ms. Hallquist said the trustees of the library would like to give the Board of Selectmen a tour of the library instead of meeting at the Town Office during their regular meeting. Mr. Bianchi said he has already toured the library and was more interested to know where they were planning to go from this point on. He said he didn't mind going on a tour, however. Ms. Helm said she didn't mind going to the library but they would have to meet for their meeting in the New Hampshire room as the regular meeting room is being used as the children's room. Ms. Hallquist said she would post that the next Board of Selectmen meeting as to be held at the library.

Boy Scouts to sell popcorn at the Transfer Station on October 24, 2011

IT WS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to deny the request by the Boy Scouts to sell popcorn at the Transfer Station on October 24, 2011. Discussion of the motion followed.

Ms. Helm said that they denied the girl scouts selling cookies at the Transfer Station in the recent past. She felt they needed to remain consistent about this sort of thing. Mr. Bianchi agreed and said there were liability and safety issues involved. It wasn't a good place for kids to be selling cookies or popcorn as it is too congested an area.

Chair Kaplan said that in the letter, the boys state that average sales have been about \$900. Losing this income would be a big loss for troop #71 which has been in New London for 100 years. It was difficult for him to say no to this. Mr. Bianchi agreed that it was difficult but didn't think it was the right venue for the scouts to sell popcorn. Ms. Helm said they need to keep consistent as they have recently turned other groups down to do similar things at the Transfer Station.

Chair Kaplan asked for a vote: **To deny the request: Tina Helm – Yes, Peter Bianchi – Yes. Mark Kaplan abstained from the vote. The motion to deny the request passed.**

Town of Wilmot to have Pleasant Lake Dam closed for 3 weeks beginning Sept. 19 to make repairs to Dry hydrant and to the Tannery Pond Dam.

Mr. Bianchi said he didn't know how far they could actually close the dam. Chair Kaplan said they could close it until the lake would not rise to a certain point. Both Chief Seastrand and Chief Lyon said that it could be shut entirely. Mr. Bianchi said if they had another hurricane, they'd have to allow water out of the lake. Even if they kept it closed, they can't close the spillway. He had no problem doing this but would hate to have to open it up should the need occur and ruin the project they were working on. Ms.

Hallquist said that someone from Wilmot talked with Richard Lee about this. Ms. Helm wondered if the job could be done faster than three weeks. Ms. Hallquist said she would talk to them and tell them that the New London Board of Selectmen would agree to close the dam however, should there be heavy rains or some other circumstance beyond their control, the dam would have to be opened.

IT WAS MOVED (Mark Kaplan) AND SECONDED (Tina Helm) to allow Ms. Hallquist to contact Wilmot to tell them the dam would be closed as requested, but the town reserved the right to open it as circumstance dictate could close the dam but would need to open the gate should it be needed, and that the Town of Wilmot would need to absorb the cost of whatever happens as a result. THE MOTION WAS APPROVED UNANIMOUSLY.

Extension of Elkins Micro Hydro Study

Ms. Hallquist said the person doing the study is asking for an extension to the contract as he has not been able to complete the study by the July 31st contracted deadline. Additionally, if approved by the Board, the contract price will be changed from \$15,000 to \$14,500, allowing \$500 for the grant administrator to be paid from grant funds. This is a 100% granted funded study and there will be no added cost to the town.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to extend the Elkins hydro study until December 30, 2011. THE MOTION WAS APPROVED UNANIMOUSLY.

Town Administrator's Report

Ms. Hallquist said the Town Office basement water issue is hopefully resolved. DPW personnel were there at 8:00am and hand dug down and sealed the leaking area. They plan to keep the wall open a bit to see if the problem is resolved. Mr. Bianchi asked what the cost of this was. Ms. Hallquist said that the contractor who opened up the wall has not yet sent a bill, but that all other work was done by the DPW. Mr. Bianchi asked if there was another beam hole that was giving them problems, from when the building was moved. Ms. Hallquist said that they haven't seen any other problems, but given the experience with this area, office personnel will be looking for similar issues in other areas.

Ms. Hallquist said that she heard back on the Lamson Lane grant. The State Homeland Security personnel have confirmed that there are no problems and they definitely still have the money to move forward with the project even though news outlets are reporting that FEMA is running out of funds.

Ms. Hallquist said she attended a meeting of the 10 Year State Highway Plan in Franklin last Thursday evening with Richard Lee to stress to State officials that New London is very interested in getting Main Street back into the 10 year plan. Currently it is on the deferred list. She found that the chances of New London having Main Street fixed anytime soon were not good. She noted that Mr. Lee suggested to State officials that if they could relax their rules on requiring new engineering studies each and every time a project is proposed, and instead allow engineering plans for similar projects to be used over and over, it would save towns time and money. Others in the audience agreed with Mr. Lee's comments.

Ms. Hallquist reported that Neal Cheseldine submitted a 32 page application for the Sunapee Sewer Plan Upgrade grant to her which she would review the following day and have ready for the Board to approve.

Emergency Management Meeting – held on September 13th to discuss Tropical Storm Irene and how emergency preparations worked. Overall, emergency preparations were effective – some things to work on: (1) changing the phone message more often; (2) the radio station broadcasting at Colby-Sawyer needs more direction and (3) Colby-Sawyer makes use of some of the town's portable generators and they are

not being returned in same condition as when they were lent. Richard Lee said that he would make sure this doesn't happen again.

Mr. Bianchi asked about the Disaster Fund Meeting. He wanted to know why they get money because the ladder truck broke. Ms. Hallquist noted that Chad Denning, Emergency Management Director, attended a meeting about submitting expenses for reimbursement, and it is not clear whether New London will get any money. Mr. Bianchi felt they were wasting time and money trying to get FEMA funds for this when it could have broken during a non-hurricane event.

Flag donated by Dick Leach – Ms. Hallquist said that the flag has been delivered by Mr. Leach and wondered where they would like to mount it safely to the building. Ms. Helm said they have to do it where they have light on it to keep it up all the time. Mr. Bianchi said he didn't think it was an issue. If they have it attached to the pillar at the entranceway, it would be easy to take in and out each day as it wouldn't be a far reach. It wouldn't go up on the weekends. Linda Jackman (Administrator's Assistant) said she wouldn't mind doing this each day. Ms. Helm said it seemed to be a simple request and if Ms. Jackman was willing to do this, it was fine with her.

Pleasant Street Sidewalk – Mr. Bianchi asked where they were on this project. He was embarrassed for the town and it would be going on three years since the money was voted in. Ms. Hallquist said that they haven't gotten the go-ahead from the State to get bids for the curbing. It was 2008 was the application was first discussed and the money was awarded in 2009. They extended it in 2010 and 2011. Ms. Hallquist said she has a call in to the State to see what was going on. Once the go-ahead is given for the curbing bids to be advertised, it must stay open for three weeks. Mr. Lee can get working on other things during this time. Mr. Homan asked if the funds had been encumbered without a contract. Ms. Hallquist said that they used the grant application or extension as the contract. Wendy Johnson, Finance Officer, noted that the town's portion, \$33,000 was spent for engineering, under and approved contract.

Ms. Hallquist asked for a timeline and direction for the department heads for their budgets. They've all been thinking about it and are looking for direction. Chair Kaplan wondered how close the department heads could come to the last 12 months. Ms. Helm preferred to give them an absolute, such as they did last year with no more than a 2% increase. She would recommend they try to keep their budgets at a 1.5% increase. Her reasoning was that there would be some expenses beyond their control and she thought that this seemed reasonable. This would be for operating budget. Mr. Bianchi said this would not include health benefits and salary. He disagreed with Ms. Helm. He wondered if New London had a shortfall for money they had not budgeted for regarding retirement. Ms. Johnson said that this wasn't discussed at the meeting she recently attended. Ms. Hallquist said there would be a shortfall in this budget, but they didn't know what it would be for the following year. Mr. Bianchi felt a 1.5% increase in the operating budget was too high. He proposed that a 1.5% – 2% decrease in the budget might be more appropriate. If there are costs they can't control they have to cut something else. Chair Kaplan asked what else they could cut. Mr. Bianchi said this was something the Department Heads should be finding. Chair Kaplan said if the budget held steady it would be a big plus.

Mr. Wheeler suggested they may be setting the parameters prematurely for the best interest for the town. He didn't think they had any idea what the impact from the State would be at this point in time. He and Ms. Johnson would be going to a LGC meeting soon where this would be discussed. Secondly, the Budget Committee had agreed to attend the October 15, 2011 CAC meeting to go over the process of the budget and to describe how they do it and hoped to get feedback from the CAC members. He thought they'd want that input before they decided on what to give the Department Heads for a recommendation. He didn't think they should throw out a number off the cuff now and thought the Department Heads could easily put their budgets together in 30 days instead of 60.

Chief Seastrand said that things within the departments can be done now in anticipation of the budget season and what is expected of them. Ms. Helm said that she got a sense from the Department Heads that they were beginning this process and any guidance they could get was wanted. Chief Seastrand said that the guidance last year was helpful so they knew where they needed to come in. They would like to have a number (dollar amount) to know what had to be cut or to stay within and not a percentage. That would generate a good discussion.

Chair Kaplan agreed with Mr. Wheeler about waiting to hear from the State and the comments from the CAC and was willing to hold off on a recommendation should his colleagues agree. Mr. Homan thought waiting would be best and felt it was a pivotal year. He only hoped that the Department Heads wouldn't get stuck in the middle this year. Ms. Helm said that was her wish too. She felt they worked very collaborative last year and brought in a much lower budget than they anticipated which was due to the Department Heads having guidance and working hard. She would prefer to use the same process this year and wanted to take a vote on it. She would prefer to give direction as soon as possible.

Mr. Wheeler responded that Chief Seastrand indicated that the Department Heads appreciate getting the guidance but they'd like a number they can depend on. Ms. Helm said that it is a fluid process and will go on for a while and they have to start somewhere. Chair Kaplan said that there were many different ideas on the floor and he did not feel they could come to a consensus. He preferred to wait on a motion. Mr. Bianchi said he was fine with this. Chair Kaplan noted that Department Heads should let them know if there are any unusual expenses coming up.

Planning Board Meeting – September 13, 2011

Ms. Helm said that Tom Cottrill (Chair of the Planning Board) has identified a couple of dates for CIP meetings with the Department Heads. He has sent a memo to Ms. Hallquist noting that the dates would be October 4 and October 6. Ms. Helm said that the Planning Board was in favor of having Ms. Hallquist be a part of the process.

In this most recent Planning Board meeting, they finalized the Land Use chapter and the Implementation chapter. The next Planning Board meeting is scheduled for September 27, 2011.

It was determined that the next Board of Selectmen's meeting is scheduled for October 3, 2011 and would possibly be held at the library. Ms. Hallquist would give an update after speaking to the library trustees.

Application for Building Permit:

- Extension – Mary Miller, 490 Elkins Road (Map & Lot 077-025-000) extension due to finances – Permit #10-089 – Approved.
- UC Residential LLC, 232 Old Main Street (Map & Lot 107-013-000) repair & replace deck – Permit #11-086 – Approved.
- Mark & Catherine Owen, 108 Sugarhouse Road (Map & Lot 035-027-000) build porch w/railings, steps & roof – Permit #11-087 – Approved.
- Jan Beardsley-Blanco, 51 Bunker Road (Map & Lot 061-009-000) interior renovations – Permit #11-088 – Approved.
- Cynthia Jones Trust, 383 Burpee Hill Road (Map & Lot 070-006-000) new roof – Permit #11-089 – Approved.
- Horace & Lela Moses Trust, 986 Lakeshore Drive (Map & Lot 064-013-000) kitchen remodel – Permit #11-090 – Approved.

- John Peffer & Frances Beebe, 23 Castle Lane (Map & Lot 130-015-002) replace burned structure – and after the fact deck – Permit #11-091 – Approved.
- Stanley & Pamela Bright, 470 Burpee Hill road (Map & Lot 070-020-000) interior & exterior renovations – Permit #11-092 – Approved.
- Robert & Peggy Hutter, 280 Whitney Brook Road (Map & Lot 039-008-000) enclose porch & portico – Permit #11-093 – Approved.

Application for sign permit:

- New London Outing Club- signs at information booth:
 1. Monster Mash Halloween Dance – 10/31 – 5-8 approved.
 2. Ski & Skate sale – 11/5 – 9-12 approved.

Application for use of Town Conference room:

- Adventures in Learning – Tuesdays, 9AM-12 January 17th – February 14th, 2012
Wednesdays, 1PM - January 18th – February 29th, 2012
Fridays, 9AM-12 – January 20th – March 2nd, 2012
All above approved
- NL Garden Club, July 28th, 2012 8AM – 5PM – Approved.
- Ladies Duplicate Bridge – Monday's June 4th, 2012 – September 24, 2012 1:00 – 5:00 PM – Approved.

Application for use of Archives room:

- Warner Community Action Program – outreach appointments for fuel assistance – every 2nd & 4th Tuesday 9AM – 12 – October until April 2012 – Approved.

Application for use of Whipple Memorial Town Hall:

- NL Recreation – Zumbatomic – Tuesdays 3:00 – 5:00 PM October 4th – November 29th – Approved.
- Highland Ridge Homeowners Association – annual meeting – Sept. 22, 2011 9AM – 11AM – Approved.
- NL Bandstand Committee – summer 2012 concert series Friday's starting 6/15 through 8/24 used only as a rain facility – Approved.

Application for use of Town Commons – Mary Haddad Bandstand – Little Common

- Making Strides Against Breast Cancer – requesting to wrap the gazebo in pink ribbons to raise awareness about breast cancer research – Approved.
- NL Bandstand Committee – summer 2012 concert series Friday's starting 6/15 through 8/24 Approved.
- NL Garden Club – antique show – July 26th – July 29th, 2012 – Approved.

Other items to be signed:

- Disbursement voucher.
- State of NH – Acknowledgement of Non-standard addressing.
- State of NH – Data Capture Acceptance Letter
- State of NH – Data Release Agreement

- Charitable & Educational Tax Exemption Applications 2011 Tax Year
- Religious Exemption Recommendations

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

The meeting adjourned at 7:30pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London