



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN DRAFT MEETING MINUTES November 21, 2016 6:00 PM

### **PRESENT:**

G. William Helm, Jr., Chair  
Nancy Rollins, Selectman  
Janet Kidder, Selectman  
Kim Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

### **ALSO PRESENT:**

Richard Lee, Public Works Director  
Phyllis Piotrow, Budget Committee Member  
John Raby, *The Intertown Record*  
Celeste Cook, Welfare Officer  
Sandra Licks, Library Director  
Jason Lyon, Fire Chief  
Jack Sheehan, New London Resident  
Donna Larrow, Police Department Administrative Assistant  
Bruce Hudson, Budget Committee  
Jaclyn Goddette, *Argus Champion*  
Rob Prohl, Budget Committee Chair  
Steve Ensign, Board of Firewards  
Vahan Sarkisian, New London Resident

Chair Helm opened the meeting at 6:00pm.

### Budget Preparation

#### *Bonded Principal Interest and Capital Reserve Funds*

#### **Fire Department**

Chair Helm provided a memo to the Selectmen and asked Ms. Johnson to make a few changes to the Fire Department Capital Reserve accounts. He proposed that to fund the fire department for the piece of equipment they need, the town should put an extra \$45,000 into the capital reserve account this year. The Chairman of the Firewards (Steve Ensign) noted that if the town defers the purchase of the equipment, it will just be more expensive when the time comes to purchase it. Chair Helm and Mr. Ensign had had a discussion prior to the meeting that perhaps in the next budget cycle they would take out the funding for the breathing apparatus and the radios, to be able to put money into the fund for the equipment needed, and in the next budget cycle they would put the breathing apparatus and radios back into the budget.

Selectman Rollins asked Chief Lyon how this change in the budget would impact the Fire Department. Chief Lyon said they will need to increase the deposits for the equipment from \$105,000 to \$120,000 in future years. This was understood. Chief Lyon said he was fine with the plan. The change to the funding was approved by the

Selectmen, the Fire Chief, and the Chair of the Firewards. \$10,000 for the fire breathing apparatus and \$15,000 for the radios would not be put into those funds this year.

**Town Maintenance Fund**

Over the next two years there will be withdrawals for fire station repairs, Post Office repairs (roof and inside), and the Whipple Hall roof. The goal is to keep in mind all the things they have heard and decide which projects should go first. Mr. Lee suggests that the roof replacement at Whipple should come before re-wiring of electrical in the building; if the roof leaks it could ruin any rewiring that may have been done. The Selectmen were in agreement that the roof should be fixed first.

The 10-year maintenance spreadsheet was reviewed and it was agreed that it was accurate.

*Bonding*

Chair Helm said that in June 2017 and June 2020 the Town has bonds that are maturing. If they can schedule their next round of big capital expenditures in such a way, they can take out new bonds and save money.

The suggestion is as follows:

Bond maturing in 2017 is \$1,022,000. The debt service is \$69,000 annually.

The suggestion is to take out a new bond FY18 for \$1,058,000 which should have the same debt service once it matures. The bond will cover:

- Pleasant Lake Dam \$500,000
- Lagoons \$133,000
- Goose Hole Bridge Engineering \$80,000
- Elkins Bridge Railing \$45,000
- Academy Building Attic/roof \$300,000

Bond maturing in 2020 is \$1,250,000. The debt service is \$80,000 annually.

The suggestion is to take out a new bond FY21 \$1,000,000 with likely, less debt service.

The bond will cover:

- Brookside Culvert \$275,000
- Pingree Bridge \$189,000
- Sidewalks \$300,000
- TBD \$236,000

The bonds would be taken out for just the amount needed; the warrant article would state “up to \$ amount.”

*Employee Compensation*

Selectman Rollins summarized the step program and recommendations relative to it, from a memo she created dated November 7, 2016. The proposal provides for the establishment of an 18-step plan. In FY2018, all employees will get a 1% COLA on July 1<sup>st</sup>; an additional salary adjustment will be given on the employee’s anniversary date, and will be in the amount needed to get each employee into a step. In future years, employees will get a step increase if their annual evaluation is acceptable. Most steps are 2.5%, except for the higher grade employees in the higher steps where the increase is less than 2.5%. Selectman Kidder feels the proposal makes sense and noted that she likes that the Employee Committee has reviewed it and are comfortable with it.

Selectman Kidder thanked Selectman Rollins for the work she did to come up with the proposal.

The Selectmen agreed that this proposal should be used.

### *Benefits*

Ms. Hallquist said the Employee Committee looked at the health insurance plans comparing the current HMO Access Blue plan, which may increase as much as 10.6%, and two other plans that are less expensive. Plan 2 and 3 are site of service plans. The drawback is that the sites where services can be obtained are not as accessible in the New London area. The Employee Committee would like to stay with the plan they have however they are sensitive to the increased cost; they are willing to increase their contribution rates of 4% and 10% to 6% and 12% to help with some of the increase the Town would be incurring. Those who are paying 15% (new employees) would not be asked to increase their percentage.

Selectman Kidder said this decision makes sense; the other plans are not convenient for the employees and she understands their thought process and appreciates their offer to increase their portion of the costs. Selectman Rollins said the site of service is specific to labs and outpatient surgery; these facilities have 24 hour or extended hour services. She pointed out that having a doctor in the area is still a possibility, although it is a bit more expensive. She doesn't think it is unreasonable to ask employees to schedule the appointments needed out of the area.

Chair Helm asked Ms. Hallquist and Ms. Johnson to contact other providers than Anthem, and table the discussion for the moment. Harvard-Pilgrim has come up with "Elevate Health" and has providers in our area (New London Hospital, Alice Peck Day, Dartmouth Hitchcock). He feels the site of service plans are very inconvenient for the employees. He would like to see what a different carrier may do for the town. Until a plan is picked, he would like to keep the 10.6% increase in the current plan in the budget as a placeholder.

Chair Helm extended his thanks to the Employee Committee for their work on the health insurance programs. It was noted that the insurance package didn't need to be chosen until July 1, 2017.

### *Revenues*

Ms. Johnson said she took this year's estimate and adjusted it for the proposed sewer budget, money they expect to take out of capital reserves, and proposed bond proceeds.

### *Review of Entire Budget for Possible Completion*

Chair Helm said they have a summary sheet that shows all the accounts and where they are at this time in their budgeting process.

Executive \$284,696  
Town Clerk/Elections \$65,820  
Finance \$267,416  
Assessing \$97,308  
Legal \$25,500  
Personnel Administration \$99,930  
Zoning and Planning \$100,370  
Buildings \$178,835  
Cemeteries \$28,963  
Other Insurance \$105,204  
Advertising/Regional Associations \$18,414  
Police \$1,113,846  
Fire \$394,056  
Firewards \$270  
Emergency Management \$10,040  
Dispatch \$384,601  
Highway Administration \$891,436

Highways and Streets \$494,100  
Street Lighting \$8,500  
Transfer Station \$391,859  
Solid Waste \$21,000  
Health Administration \$5,332  
Health Agencies \$213,330  
Welfare Administration \$3,326

#### *Community Action Plan*

Erin Reed from CAP was present to explain her budget. She said the amount asked for last year was to hire additional staff. She said there are now two full-time employees, including her. In 2015 New London residents received \$11,000 in assistance from CAP programs. Fuel assistance applications went down by five households for New London due to the warm winter. The amount CAP is asking New London for is \$6,000.

#### *Welfare Payments*

Selectman Rollins suggested bringing this down by \$1,500. Ms. Cook asked what she is to do if they cut the amount of money and they have a request. Chair Helm said they will have to find the funds somewhere else in the budget. It was decided to reduce this number to \$16,000

#### *Recreation*

Selectman Rollins noted that the revolving fund, as of June 30<sup>th</sup>, was over \$60,000. Selectman Kidder said currently it is about \$30,000. Selectman Rollins recommends that the following items be removed from the operating budget and paid from the Recreation Revolving fund: Bucklin and Elkins Beach Equipment: \$7,530; Travel Meals and Van Gasoline \$2,000; Lifeguard and Swim Supplies \$1,500; Van Maintenance and Repairs: \$1,000; Van Lease: \$8,500. The total is \$19,250.

Chair Helm had another idea. He suggests taking the difference between what they've been funding at Bucklin and Elkins Equipment, which is \$2,000. Take out salaries of those related to swim/sailing lessons \$4,920, which is revenue going into the revolving account. These are NOT general waterfront salaries. They tie to the revenue side so he thinks they should come from the revolving fund, which is \$7,188. Plus \$2,000 from the equipment line. His total is \$9,180.

Selectman Kidder said the warrant article for the revolving fund states that the money is to be used for programs. It is to allow the Recreation Director to purchase tickets and do various special programs. The other point to remember is the Recreation Commission is in charge of how they vet the budget. They have gone through it several times and feel the items listed in it are necessary. With regards to the van, it is a Town vehicle and is used by other departments for various purposes. For the money to come from the revolving fund, does that then mean the van is only to be used by the Recreation Department? Chair Helm said the gas, repairs and lease might need to be pulled from the revolving fund. Selectman Rollins said the van was purchased for recreation and wasn't sure how it is used for other departments. She said the van seems to be sitting a lot but feels it is integral to the recreation program.

Selectman Kidder said the other items suggested to pull from the revolving fund are also not programming. That is not how the warrant article was set up. Chair Helm feels this is an interpretation issue. Ms. Johnson said the revolving fund pays for the salaries for the camp counselors. Selectman Kidder asked if they didn't have the revolving fund for special programs, would they still have a waterfront staff? Yes. The revolving fund provides additional funds for special projects and programs. It has been used for docks in the summer when they were needed. She said the commission has decided their budget is appropriate and she will not agree to lower it.

Selectman Rollins said she would strike a balance: the revolving fund should be contributing to the activities she mentioned. She would also like an update to the schedule to show how the fund went from \$60,000 to \$30,000 since June. Ms. Johnson will provide a schedule YTD. Chair Helm said the Selectmen are responsible for the budgets; they don't automatically approve what has been suggested. Selectman Kidder agrees with this notion but feels the commissioners of the Recreation Department have gone over this budget carefully and in order to increase programming, the Recreation Director needs funds.

Chair Helm made a proposal as he feels there are adequate funds:

**IT WAS MOVED (Bill Helm) AND SECONDED (Nancy Rollins) that \$7,730 of waterfront program related expenses for swimming, sailing and swim instructors be deducted with related payroll taxes (\$550) from the waterfront staff wages and paid for from the Recreation revolving fund.**

Mr. Hudson asked what account the van lease was currently being paid from. It was noted it is a line item from the operating budget.

Ms. Piotrow said they always hear that they are trying to attract young people to town. The Recreation Department is supported by the younger generations; for the older generation to cut these activities is not encouraging young professionals to come to town. Chair Helm said the motion only changes how the costs of the revenue generating activities are paid for. It does not change any program or change any spending. This is the same way they pay for the camp counselors.

Chair Helm called for a vote on the motion:

**THE MOTION PASSED. Janet Kidder was opposed.**

Mr. Prohl said he understands the Recreation Commission strongly feels that the van should be paid by the Town and not just the Recreation Department. For this current year, it was voted in that the payments be made from the revolving fund.

**IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to take the \$8,500 out of the revenue and leave the \$8,500 in the expense. THE MOTION PASSED. Nancy Rollins opposed.**

Chair Helm said he would prefer to take only the salaries from the revolving fund and not take maintenance and supplies from there as well. Selectman Kidder said the \$2,000 Elkins Equipment/Bucklin is for \$1,000 for each beach. They want to purchase a shed at both sites to house equipment. Selectman Rollins feels these are program related because they are housing equipment being used for programming.

Selectman Rollins said she would back off taking the \$2,000 from the revolving fund.

Chair Helm said Mr. Blewitt had said they could reduce the maintenance on the van to \$750 from \$1,000.

\$181,749 is where Recreation is currently with these changes.

**IT WAS MOVED (Bill Helm) AND SECONDED (Nancy Rollins) to approve the amount for recreation to \$181,749. THE MOTION PASSED. Janet Kidder opposed.**

*Library \$476,900  
Patriotic Purposes*

Chair Helm said this shouldn't be an automatic thing; someone should know what they are doing with the \$300 appropriation. Ms. Johnson noted that the payment goes to the American Legion; she has been unable to speak

with Doug MacMichael about this but will continue to try and reach him for more information. The Board noted that for many years Bob MacMichael arranged the Memorial Day activities that the money is used for.

*Archives/Culture* \$1,000

*Conservation* \$15,663 – Selectman Rollins proposed bringing this down to \$13,000 or \$14,000 to keep it consistent with the actual over the last several years. It was decided to lower it to \$12,500.

*Energy Committee* \$923. This was reduced to \$450

*Other Conservation* \$26,500 (this includes the lake associations and garden club). This is reduced by \$1,300 to \$25,200: Care of trees was reduced to \$4,000.

#### *New Non-profits*

New requests included: \$700 Red Cross, \$300 The VNA of VT/NH, Merrimack County Advocacy Center, and \$2,500 Center for the Arts. Chair Helm thinks these are all worthy causes but feels they should do their own fundraising. He doesn't think they should ask the taxpayers to fill the void. This decision says nothing about the value of the organizations.

#### *Debt Service*

Ms. Johnson said the new principal payment amount needed in the FY2018 budget is \$331,046 and would apply to the outstanding loans and the proposed new bond, in the amount of \$1,058,000 as discussed on page 2. Chair Helm observed that the principal payment should be similar to FY2017. Ms. Johnson noted that the debt principal payment of \$322,296, which is included in the budget the Board is reviewing, is the number she came up with that includes new borrowing of \$883,000 (as discussed at the November 7<sup>th</sup> Selectmen's meeting). Interest would be \$84,949. These debt payment and interest amounts are included in the budget currently being reviewed and can be used as a conservative placeholder.

*Transfer to Capital Reserves:* \$635,510

Total Selectmen's budget: 2.8% increase at \$6,967,006

Library's salaries may change, and the health insurance may change as well.

**IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to present an operating budget of \$6,967,006 to the Budget Committee. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### RSA: 72-28-b "All Veteran's Credit"

The Board noted that a new law has been enacted that allows towns to grant property tax credits to all veterans, instead of only veterans who have served during certain times listed in the law. New London currently gives \$500 tax credits to qualifying veterans. Selectman Kidder appreciates all who have served the country but feels this is something that the Town cannot afford to do. Selectman Rollins agreed as did Chair Helm who noted he objects to the change even though he, as a veteran, would benefit from it.

**IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) that the Board not place a warrant article for the new all veterans tax option for the town. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### John Lewis Letter

The Selectmen reviewed a letter as submitted by New London resident, John Lewis. Chair Helm said that the Planning Board voted on a site plan for a new pharmacy on Newport Road and thus the Planning Board, not the Selectmen, should be the ones to discuss the points raised in Mr. Lewis' letter. Selectman Kidder wasn't sure that the Town could consider taking the property by eminent domain. Chair Helm said adequate parking for the new pharmacy is met. Selectman Rollins feels the parking issue will be adequately addressed. It was felt that the Planning Board should look at this request to discuss further.

Jack Sheehan Letter re: Building Permits/Surveys

Mr. Sheehan met with the Board to discuss the letter he submitted regarding the selectmen's decision to adopt the planning board's request to require surveys when a building permit comes into a sensitive area. Mr. Sheehan is concerned that the new rule has not been adhered to. Lucy St. John, Planning & Zoning Administrator, prepared a memo in response that agreed with Mr. Sheehan that this requirement is not listed on the building permit itself, however she has been enforcing the requirement since it was approved. 178 Poor Road, for example, was required to have such a survey. Ms. St. John will put this provision on the building permit and is working on doing this. She accepts responsibility for not doing this prior.

Jack Sheehan said he thinks since the Selectmen have approved the proposal, while it is good and being incorporated on an ad hoc process, it should be incorporated formally so it is not misunderstood by property owners in the future. His concern arose because the application form was revised in June of this year, five months after the Selectmen made the directive, and it was not incorporated in that revision.

Town Administrator's Report – Kim Hallquist, Town Administrator

Ms. Hallquist said the employee holiday party is scheduled for Friday, December 9th at 12:30pm - 3:00pm at Whipple Hall. The snow date is December 16<sup>th</sup>.

The park and ride video recording issue is still being worked on. Chief Andersen has assigned Rick Mastin to get information from the State. Karen Ebel, State Representative, is also in contact with the AGs office.

Ms. Johnson and Ms. Hallquist attended the NHMA Annual Conference last week which included a key note address with the theme of "the power of humor and optimism" that was excellent, as were the many training sessions both attended.

Ms. Hallquist reported that the Public Works Department got a thank you from the wood ministry in town (provides wood for the needy) for donating blown-down trees that could be cut up for firewood. The new windows are installed in the cupola at Whipple Hall. The gate at Pleasant Lake Dam is operational again. The sand and salt shed is finished and will be filled in the next couple of days. Dubois and King would like to have the 60% design meeting December 19<sup>th</sup>. They will have better ideas on cost at that point in time. Dubois and King is working closely with DES about potential savings.

Ms. Hallquist said there has been a request for reimbursement by the Moderator; she would like the Selectmen to determine whether it will be approved as it includes alcohol on town property, which is something the Selectmen approve or disapprove. Michael Todd, Moderator, had said it was a past tradition that the election workers have wine with dinner. The Board felt that it would not be appropriate to consume alcohol as part of the election work, and declined to approve the request for reimbursement.

Meeting Updates

Selectman Kidder said the Planning Board met on November 15<sup>th</sup>. Bob Brown, Conservation Commission Chair, reported on a timber harvest at Low Plain. This is something that needed to be done for some time and will improve wildlife habitat and the Town will make some money on the timber. He would be happy to come explain it to all if they wished. She told him she thought the Selectmen would be in favor of their efforts. Peter Messer came in for a conceptual plan on a subdivision on Tracy Road, which was approved. Mr. Souliotis came in to talk about a solar farm next Exit 11 on King Hill road. The Planning Board would like more information about the proposal. They will be back.

Frank Anzalone was in and is proposing a zoning district amendment to change the zoning of a property he bought on Main Street across from Spring Ledge Farm. It would include the Barton Agency and Angeli properties and would change it from residential R1 to commercial. The Planning Board advised him the proper approach is to do it as a petition warrant article. The property owners wanted the Planning Board to put it on the warrant and support it but the Spring Ledge farm property is over 50 acres in size and it was felt they needed to advertise what they wanted to do and note the restrictions on the Spring Ledge farm property. The property owners did not want to do a petition warrant article although that was what was suggested.

Selectman Kidder said a sign subcommittee meeting and a recreation budget subcommittee also met.

#### Minutes of November 7, 2016

**IT WAS MOVED (Tina Helm) AND SECONDED (Nancy Rollins) to approve the minutes of November 7, 2016, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Upcoming Meetings and Special Events

- Next Regular Selectmen's Meeting – Wednesday, December 7<sup>th</sup> - 6:00 PM
- **Town Offices will be CLOSED on Thursday, Nov 24<sup>th</sup> and Friday, Nov 25 for Thanksgiving**
- Budget Committee – Wednesday, November 30<sup>th</sup> – 7:00PM
- Recreation Commission – Tuesday, December 6<sup>th</sup> – 5:00 PM – Whipple Town Hall
- Planning Board – Tuesday, December 13<sup>th</sup> - 6:30PM
- Conservation Commission – Wednesday, December 21<sup>st</sup> - 8:30 AM

#### Other Business

Mr. Lee said he received a letter from the Upper Valley Lake Sunapee Regional Planning Commission to ask that he be appointed again by the Selectmen. He said he was willing to serve on the commission again.

**IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to appoint Mr. Lee to the commission. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Items to be signed

- Pay Authorization Voucher dated 11/21/16 by Wendy Johnson, Finance Officer
- Accounts Payable Voucher dated 11/21/16 by Wendy Johnson, Finance Officer
- Supplemental Property Tax Billing 2016 by Linda Nicklos, Tax Collector
- Notice of Intent to Cut Wood or Timber TM 088-007-000 Leo Maslan Route 11
- Land Use Change Tax Form A-5 by Normand G. Bernaiche, Chief Assessor

#### Requests to Use Town Property

- Town Common/Bandstand on Saturday, June 24, 2017 from 8AM to 6PM by Center for the Arts, Nicole Southworth, Executive Assistant. **REQUEST WAIVER OF \$25. RENTAL FEE**

#### Approved Building Permits

- Donald & Margaret Monticello, 78 Wallula Road, TM 033-016-009. Add a 28' x 7' farmers porch with roof. BP 16-116. **APPROVED 11/7/16.**
- Robert & Donna Young, 25 Everett Park, TM 072-042-000. Construct one story addition incorporating an area of existing deck. BP 16-127. **APPROVED 11/7/16.**

- Frank & Nancy Durocher, 108 Everett Park. TM 073-015-000. Construct 890' addition with garage & renovations to interior and exterior. BP 16-128. **APPROVED 11/7/16.**
- Pike Brook Rd. Revocable Trust, 80 Pike Brook Road, TM 135-010-000. Building a 120 SF tiki-hut. BP 16-129. **APPROVED 11/18/16.**
- Pike Brook Rd. Revocable Trust, 80 Pike Brook Road, TM 135-010-000. Removing the existing Tiki Hut, it is NOT going to be demolished. BP 16-130. **APPROVED 11/18/16.**
- Charles Jr. & Corrinne Curtis, 477 Sugarhouse Road, TM 022-002-000. Add 11'x18' mud room with roof. BP 16-135. **APPROVED 11/18/16.**
- Douglas & Pamela Adamian, 412 Forest Acres Road, TM 118-005-000. Addition of garage, addition to dining area, install vinyl siding. Remove existing deck & install patio. BP 16-137. **APPROVED 11/21/16**
- Oberkotter Harold F. Jr. Trust, 104 Checkerberry Lane, TM 044-017-000. Construct 3-bay 32' x 50' garage. BP 16-140. **APPROVED 11/18/16.**
- Steve & Connie Jankoski, 99 Little Brook Road, TM 035-037-000. Demo house & 2-car garage, Build new 2 story house w/attached 2-car garage with upper storage & Install septic. BP 16-138. **APPROVED 11/21/16**
- Heinz H. & Sally Muri, 18 Hillcrest Road, TM 077-031-000. Interior renovations. BP 16-141. **APPROVED 11/21/16.**
- Edward Ordman, 132 Everett Park, TM 073-014-000. Whole house remodel (five bedrooms). BP 16-142 **APPROVED 11/21/16**
- Robert & Carol Butts, 67 Hilltop Place, TM 144-001-067. Replace existing 15'-9" x 10'-7" 3-season sunroom (same size & footprint). BP 16-144. **APPROVED 11/21/16**
- Lambert Family Trust, Dennis & Elaine Lambert, Trustees, 1667 King Hill Road, TM 128-002-000. Remove existing window, replace with a 6 panel exterior door & a storm door. BP 16-145. **APPROVED 11/21/16**

#### Approved Sign Permits

- Wilmot Community Association, P.O. Box 23, Wilmot NH 03287 for a 6 ft. sq. sandwich board at the information booth November 26 to December 3, 2016 for Holiday Craft Fair at the NL Outing Club Indoor Center. **TEMPORARY SIGN**
- Laura Pillsbury for Lady P's Boutique at 406 Main Street (TM 085-045-000) starting November 1, 2016. **TEMPORARY SIGN**

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

The meeting adjourned at 7:55pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London