



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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

## BOARD OF SELECTMEN MEETING MINUTES December 19, 2011

### **PRESENT:**

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

### **ALSO PRESENT:**

Peter Blakeman, Engineer for Harry Snow  
Richard Lee, Public Works Director  
Wendy Johnson, Finance Officer  
Sandra Licks, Library Director  
Shelby Blunt, Library Treasurer  
Bob Bowers, Library Trustee Chair  
Doug MacMichael, New London Resident  
Renate Kannler, New London Resident  
Peter Stanley, Planning & Zoning Administrator  
Mr. & Mrs. Russ Register, New London Residents  
Mike James, New London Resident  
Merri Armentrout, reporter for *the Intertown Record*  
Walter Kochanek, New London Resident  
Peter Ruth, New London Resident

Chair Kaplan called the meeting to order at 6:00pm. He noted that the first item of business was the public hearing for the acceptance of West Side Drive and Snow Lane as Town roads. He said that if people wished to be heard regarding the matter they should raise their hands and they would be recognized.

Mr. Peter Blakeman, engineer, presented the amended road plans on behalf of Harry Snow, the developer. He informed those present that the roads they are discussing are in the Snowcrest subdivision by Route 11 near Exit 12. They were built around the year 2003. In 2006 they were given the final Certificate of Performance from the New London Planning Board. The construction was completed a few years later and they have now requested that the roads be taken over by the town. Mr. Lee looked at the roads and came up with a punch list of maintenance items that needed to be attended to, and those items have been addressed. Mr. Blakeman said everything has been reviewed by the Town Administrator and he understood there were some issues regarding the deed that would have to be addressed prior to acceptance by the town.

Mr. Lee (Public Works Director) said that everything that was on his punch list has been attended to and the condition of the road is satisfactory. Ms. Hallquist said that a review of the proposed deed by town counsel has resulted in a few items that needs to be addressed: (1) On page 1 of the deed, the words "in fee" need to be added to make it clear what the town is accepting, (2) it should state that the homeowners have the right to maintain their utilities, etc., and any work done is subject to Town permitting, and (3)

the stone wall on lot #10, that is within the right-of-way being offered to the town, may remain but the deed must be clear that the town is not accepting ownership, responsibility or liability for the stonewall that is currently on the property. These three items would be added to the deed.

Mr. Register, a resident of the Snowcrest subdivision, said that the hammerhead at Snow Lane has a sewer pipe under it. He wondered whose responsibility it was to take care of the pipes under the town-owned land. Mr. Blakeman said that the pipes are the responsibility of the property owners or the association, depending on the situation. Mr. Bianchi said that they would still need to get a permit to dig, as do all other property owners within the town. He also pointed out that state law requires that "Dig Safe" be contacted before any digging is started, and that the "Dig Safe" process is free to the property owner.

Mr. James, a resident of the Snowcrest subdivision, asked if there was any issue with where their mail boxes were as he learned that the mailboxes were not actually on his property. Mr. Lee said that the only thing they can put on the town-owned part of the road/property is their mailbox. Flowers may need to be removed for maintenance so he cautioned against planting them. Culverts at the base of driveways will be cleaned out by the Town, but not replaced should the need arise, as the culverts remain the responsibility of the homeowner. Replacement of the culverts and the costs associated with them would be the responsibility of the property owner.

Ms. Register asked about the priority for plowing this subdivision. Mr. Lee said that the priority would be low priority because it is not a main road or part of a school bus route. They begin plowing once three inches of snow has accumulated. He noted that they would be plowed out, but that it wouldn't be a priority. Mr. Lee said the town will mow two passes every two years and four passes every three years. They won't mow it back to the extent it has been mowed most recently. Mr. Lee said that there was no issue with the area being mowed privately, but that the Town wouldn't pay for this to be done nor accept any liability for such work.

Mr. Bianchi said that there were a couple of errors on the plans previously and he wondered if these had been corrected. Mr. Blakeman said that they had been and noted that he brought the corrected plans to the meeting. Ms. Register asked if the homeowners could get a copy of the plan. Chair Kaplan said they could. Mr. Peter Ruth asked if each owner of a lot of the subdivision would get a plan. Chair Kaplan said that anyone may have a copy but that they have to be requested at the town office. Ms. Helm said that there was a charge to get a copy of the plan. Mr. Blakeman offered to provide copies to property owners upon request.

Mr. James said last summer when the town came and put the granite boundaries in at the hammerhead, he was surprised at how far they went into his front yard. He thought that some iron spikes that existed on the property were the boundary lines, and they did not go so far into his yard. He wondered what the spikes represented. Mr. Blakeman said the boundary lines never changed and the right of way has always been 50' wide. At each end of their property line is a granite bound. Mr. James disagreed with this and Mr. Blakeman said that Mr. James would need to talk with Mr. Snow directly about this. Mr. James said that at some point they may try to sell their property. He wondered if the boundary markers would prohibit his ability to sell. Mr. Bianchi said that the bounds define his property as registered with the Merrimack County Registry of Deeds.

Mr. Register wondered how they (the residents) would know when/if the roads were accepted by the Town. Ms. Helm suggested sending a letter to those 11 property owners to let them know when the acceptance was complete.

Mr. Bianchi suggested approving the road that night with conditions outlined in the deed amendments stated earlier. Chair Kaplan thought it would be better to wait until the lawyers came together to approve the acceptance.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the acceptance of West Side Drive and Snow Lane, conditional on the amendments to the deed, as stated above. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Approval of Minutes

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve the minutes of December 12, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

Chair Kaplan wanted the actual numbers associated with the DES grant approval stated in the minutes.

#### Committee Reports

Ms. Helm said the Planning Board requested to have the final hearing and adoption of the master plan put on the website in hopes of getting better attendance. She added that the last Planning Board meeting, which was a public hearing for the Master Plan, was not well-attended.

Ms. Helm said that the Rotary is interested in selling food on the town green on Friday nights during the concerts in the summer. Mr. Bianchi thought they needed to get a permit from the town to do this. He noted that there could be a concern that food sales on the green could take business away from the local businesses who also sell food.

#### Upcoming Meetings

December 27, 2011 at 8AM – Board of Selectmen

December 27, 2011 at 7PM – Planning Board Meeting – Adoption of Master Plan

December 29, 2011 at 8AM – Board of Selectmen – to focus on the budget only.

Mr. Lee confirmed that the Transfer Station would be closing at 12:00pm on Christmas Eve but that they would not be closing early on New Year's Eve.

#### Budget Discussion

##### *Tracy Memorial Library – Sandra Licks*

Ms. Licks said their dispersements were flat compared with the current budget year. They have kept Personnel flat until they get more information about compensation, potential increases and new insurance information.

- Books: down \$250 in magazine subscriptions.
- Supplies: down \$1,250 in custodial supplies, and they are using one less copier and printer.
- Equipment: down \$6,000 – due to the computer line item that had been part of the CIP being moved from their budget. They are also not planning to do as much with the computers as in previous years.
- Programming: kept flat at \$1,400.
- Maintenance: line items are up \$8,000
- ✓ fuel increased because of the increased price of propane
- ✓ electric has been projected to go up as they added some air conditioning
- ✓ telephone has kept flat, as has cable, internet, and water
- ✓ sewer increased \$300 due to the wastewater treatment bond
- ✓ repairs and upkeep increased \$6,500

- ✓ grounds are down by \$4,000 – due to the fact that snow clearing is included with the new cleaning company
- ✓ Cleaning is now \$14,000 (they have also kept a cleaning line item to deal with clean-up from construction that has been going on).
  
- Travel & Dues – kept flat
- Misc: down \$1,500
- ✓ The audit was down by \$500, and they decreased the special project line item by \$1,000

Total dispersements are \$200 below FY 2012.

Income:

Ms. Licks said that they have some income they generate that helps defray what they ask to be appropriated by the Town. They anticipate bringing in \$4,500 less in fiscal year 2013 than they did in 2012. The only lines not kept flat were:

- Trust funds: decreased by \$2,000
- Lost and Damaged Books: decreased by \$1,000
- Gifts and Memorial Funding: they are projecting this down by \$1,500 per the trend they have been seeing

They project to generate \$42,450, which they subtract from their expenses. They plan to request \$433,000 which is up over fiscal year 2012 to make up for their projected loss in revenues.

Ms. Helm asked what special projects were. Ms. Licks said that when some people give donations, sometimes the benefactor asks for something specific to be purchased with the money.

Mr. Bianchi asked if the library had purchased a generator yet. Ms. Licks said it is installed and due to be tested that week. The funds for it came out of the bond. Mr. Bowers didn't think that the propane usage for the generator would do much to their overall propane numbers and it was only the initial fill-up that would reflect any additional start-up costs.

Ms. Helm asked about Repairs and Upkeep line. She wondered how many of these projects were intended to be covered by the bond. Ms. Licks said that this fund was for unforeseen expenditures that don't count as capital improvement expenditures. She said that they felt that \$6,500 was a conservative figure. Mr. Bowers said that in the past, the repairs tend to exceed their hopeful estimates.

Mr. Bianchi asked what happens if they don't need the entire appropriation. Ms. Blunt said that it stays with them. They agreed that this was a unique situation with the library. Mr. Bowers said that this helps them to be able to meet unexpected expenses. He couldn't recall a time when the library spent less than what was appropriated. They said that the town report tells how much they spent and what is left over. Ms. Blunt said they consider it to be "balance forward."

Mr. Bianchi understood that this budget was contingent on personnel expenses. Ms. Licks confirmed this notion. She added that they have three full-time employees and about a dozen part-time employees some of which are substitute help. Part-time employees work a high of 28 hours/week, and a low of just five hours/week or less.

*Department of Public Works*

Mr. Lee said that he has taken the comments that had come forth regarding hiring someone fulltime to fill the vacant position in his department. After talking with his entire staff he said he would like to propose not filling the position at this time. This will save almost \$35,000 on the rest of this year's budget and about \$60,000 in next year's budget. They'd like to add \$15,000 to their part-time line item to hire someone to help out for the summer. They may need to pull the employee from the wastewater department from time to time to get the work done. They will monitor the comments that come in and the issue may need to be revisited in the future. Mr. Lee said that the entire staff understood that they would be responsible to pick up a little extra and will try to make it work. The Board of Selectmen thanked Mr. Lee for working with the department doing what they could to cut costs. Mr. Lee said they were willing to try it for a year and see if it could be done. Ms. Helm asked Mr. Lee to pass on the message to his department that the Board of Selectmen are pleased with the decision and thanked them for being willing to try this new arrangement.

Mr. Bianchi asked if George Mooshian and the rest of the department were abiding by the OSHA standards when going into wet wells, etc. Mr. Lee said that they are on top of the regulations and adhere to them strictly.

Ms. Helm thanked Mr. Bianchi for submitting his questions for Mr. Lee ahead of time for everyone to review and prepare.

### **Highway Administration**

Med Services – this is used to pay for DOT physicals because the employee's health insurance generally won't pay for them. Sometimes when they go for a primary care physical they can just get the doctors to fill out a DOT card; and they sometimes will, so another appointment (and charge) is not needed. Mr. Lee said he likes to leave the money in this line item in the event they are refused for this type of physical.

Testing – this is for drug testing. They have one person who is drug tested every quarter. Two people are drug and alcohol tested twice per year. This meets DOT requirements. They have some extra funding in the budget because if there is an accident, the driver must immediately go and have a drug/alcohol test done before they are allowed to get back into a truck to work.

Conferences & Training – The Technology Transfer Center at UNH offers road maintenance classes that are sometimes attended. They also have to be re-certified each year for solid waste disposal.

Office Supplies – This is for copier/fax, paper, file folders, etc.

### **Highways & Streets**

Radio Repairs – They like to keep \$800 in the fund in case a radio in a truck needs repair. Every time they replace a truck they replace a radio as the ones they have now have been in three trucks. This is in the Capital Improvement section and is included with the replacement of the truck. Mr. Bianchi asked if they use portable radios. Mr. Lee explained that they no longer have them as they did not find them useful. In the event they need them, they can borrow from other town departments.

Paving Services – Mr. Lee said they've spent \$160,000 out of \$174,000 on paving. The \$155,000 for shimming has been completely spent. He said that working with Continental helps the Town save money on hot top costs. They know how much there is to spend and they work with Mr. Lee on getting them the most work done for the money available. Mr. Lee explained that shimming helps keep the roads in shape between paving to help repair wheel-rutting, which is what happens when the road wears down where the tires travel.

Gravel Roads – Some places need drainage to keep them from washing out. This has been done in some places around town that has proved to work well. They anticipate spending \$25,000 before the end of June on gravel roads. Some of that will be used on an engineer to design a culvert replacement through DES on Meadow Road.

Ms. Helm asked about the difference between the Highway Streets and Culverts line item and what they were talking about within the Gravel Roads line item, which was including culverts. Mr. Lee said that this fund is to cover the purchase of culverts which need to be replaced. He indicated that they try to keep some plastic and aluminum piping in stock for emergency use.

Mr. Bianchi asked if they have a replacement plan for the culverts in town and buy accordingly, or do they buy the culverts as needed. Mr. Lee noted that they try and have some culverts on hand to be ready in the event of an emergency. He explained that if they buy over four pieces of each size of culvert, they qualify for the state contract price and they avoid freight charges.

Sidewalks – Mr. Lee asked for some funding for this last year and the Budget Committee denied it. He has put in another request as there are some sidewalks that do not meet ADA requirements and need to be topped. Also, some sidewalks are only 30” wide and the snow blowers that are used to clear them are 40” wide and dig up people’s lawns. He would like to do a little at a time to bring these sidewalks up to code. Ms. Helm remarked about a dangerous dip in the sidewalk in front of her house on Main Street near the hydrant. Mr. Lee said it was a catch basin owned by the State that is falling in. Mr. Lee said that the sidewalks they are discussing are put together in sections and can be taken out and replaced piece by piece.

Tree Take-Downs – They have spent \$2,400 this year. “TLC” charges \$1,600/day no matter how many trees they take down. This company was cheaper by \$5,000 than other companies that would do the same work.

Equipment Repair and Maintenance – This pays for parts and labor to fix their equipment. It buys their cutting edges, plow shoes, nuts, bolts, etc. The grader will have blade work done out of this year’s money to the tune of about \$5,600. Mr. Bianchi wondered if they could spend the \$5,600 on the cutting edges and parts this year, would it mean they’d need less in their budget for the next year. Mr. Lee said that this could be done. Mr. Bianchi understood they couldn’t plan on breakdowns. He thought that if they could use up the money they asked for completely in this current year, they could save money to be asked for in fiscal year 2013. Mr. Lee said he was willing to try this. With three newer trucks available to the department, they shouldn’t need to spend much on maintenance for them.

Equipment Rental – this pays to rent a hot roller, a compactor for the gravel roads, or a pump to keep a culvert dry, etc.

General Supplies – this pays for paper towels, cleaning products, anything to do with trash cans, liners for the cans at the beaches and on the green. The gate house siding and roof is under this line. Ms. Hallquist noted that a new line item under general government buildings has been added to cover expenses for the Pleasant Lake Dam and the \$600 could come from there. They could reduce the general supplies by \$600 if they create this new line.

Materials/Repair Supplies – if they have to buy a drill or hand grinder, chain-saw, weed trimmers, leaf blowers, etc.

Gravel – they buy a little crushed stone, some bank run, and mostly ¾” blue stone. They price shop each year and they either truck some of it in themselves or it is delivered to the town. Mr. Bianchi asked if it was cheaper to have the town haul the gravel. Mr. Lee said that if nothing else was going on they could but they would have to take the plows and wings off of the trucks to do so. He said it was something they could consider.

Sand – Mr. Bianchi said if any local company was close to the lowest price, they should buy local. Mr. Lee said that he had a bad experience with a local company in the past but perhaps the product they were selling was better now. He pays \$9/yard for sand and they screen it as it is ordered. Mr. Lee said that over the last three years they have used an average of about 3,800 yards of sand each winter. They try to cut down each year but still need to maintain safety.

Chair Kaplan asked about the crushed glass and where it would be used. Mr. Lee said they plan to use some under the sidewalks and in other places where they would normally use gravel. Ms. Helm asked if they have been able to sell it to others. Mr. Lee said they have made it available but they haven’t sold much. It was used on the round-a-bout with success.

Mr. Bianchi believed that ledge pack was more expensive than crushed gravel. Mr. Lee agreed but felt that it packed down better, plowed better, created less dust, and lasted longer. He felt using this product saved the town money in the long run.

Bituminous Products – they get a price per pallet. The company estimates how many roads can be done per pallet. Mr. Lee said that this fall with the rain they were not able to purchase this material and spend the money. They expect to spend it before the end of June, however.

Street Paint – there is \$1,000 in the line item now, which will help with the painting they have to do. They also need more money for paint to paint yellow lines on some town roads. They had a few complaints about no lines in the road, which seems to encourage some people to pass on roads such as Seamans Road. He explained that the paint that must be used for such purposes does not last as long as in the past, which means line painting more often, at a greater expense.

Mr. Bianchi suggested that the roads that are newly paved or shimmed should be painted as well.

### **Transfer Station**

Mr. Lee said that the Transfer Station’s budget was much the same as it was last year. They may have to look at the trucking and trash disposal portion in February. Right now they are coming in close to their target. Mr. Lee said that since the college has gone to single stream recycling and is no longer trucking their own trash, the Town has to do more trucking. The tipping fees don’t change, but they may need to pay more for hauling.

### Intent to Cut Application:

- Joel & Marita Carpenter, (Map & Lot 087-003-002)
- Lionel & Jamie Dalton, (Map & Lot 098-019-000)

### Other items to be signed:

- Disbursement voucher

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

**THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 8:25pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London