



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES May 21, 2012

PRESENT:

Peter Bianchi, Chair
Tina Helm, Selectman
Janet Kidder, Selectman
Kimberly Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

John Tilley, Planning Board Member
Linda Jackman, Administrator's Assistant
Terry Dancy, New London Resident
Deirdre Sheerr-Gross, Planning Board Member
Mike McChesney, New London Resident
David Cook, New London Resident
Phyllis Piotrow, New London Resident
Gerald Coogan, New London Resident
Martin Gross, New London Resident
Merry Armentrout, reporter for the Intertown Record
Mr. & Mrs. Jack Sheehan, New London Residents
Doug MacMichael, New London Resident
Rob Prohl, Budget Committee Member
Peter Stanley, Planning & Zoning Administrator
Michele Holton, Planning Board Member
Michael Doheny, Planning Board Member
Tom Cottrill, Planning Board Chair
Paul Gorman, Planning Board Member
Bill Green, New London Resident
Bob Brown, Conservation Commission Chair
John & Sue Clough, New London Resident
W. Michael Todd, New London Resident

Chair Bianchi called the meeting to order at 6:00pm.

He began by explaining that the position of Zoning and Planning Administrator would be vacant as of May 31st and that the Board of Selectmen was seeking public input on how the position should be filled. He noted that the Board received some email responses from some New London residents, and it was fair to say that all of those responses were in favor of filling the position and some preferred a full-time replacement. He felt there were some well-thought-out comments that were sent in.

Mr. Tilley wondered what the interim plan was if they don't have someone hired right away. Who can answer questions in a timely and professional manner, as Mr. Stanley does currently. Chair Bianchi said that they would do the best they could with the personnel in-house. Ms. Helm said that there will also be

some money in the budget that could be used to call on the Regional Planning Commission. Mr. Tilley wondered if this would be done in perpetuity and asked for a rationale for not hiring someone to replace Mr. Stanley.

Ms. Helm said the first plan is to get input that night from those at the meeting. This will help the Board of Selectmen decide if they should hire full/half time for the planner, or not at all. She felt it would be a mistake to not hire a full-time Planning and Zoning Administrator. If they vote to hire, it would be her hope to get going on the search ASAP to reduce the time without someone in the position.

Mr. Tilley said that there is \$1.1 billion dollars in real estate within the Town of New London. The Planning Board has an \$85,000 budget and brings in over \$40,000 in revenue. He explained that it would be bad business to not fill this position with someone full-time.

Mr. Dancy thought it important to remember how they came to have a Zoning Administrator. In 1991 Carolyn Marshall was looking for volunteers to work on the town's waterfront ordinance. He (Mr. Dancy) was appointed to this study. When they discussed regulations, a reasonable question was asked why they should pass ordinances if people don't follow them. They decided "enforcement" was unlikely and they thought that education would be key so that people would know why the ordinances existed. At this time, Mr. Stanley was on the Conservation Commission. In 1992, Peter was appointed as the Zoning Administrator. Mr. Ken McWilliams (previous Town Planner) would come to the Conservation Commission meetings when he (Mr. Dancy) served as the chair. He felt they needed someone capable of doing the job without the word "enforcement" being there. He can't imagine what the town would be like without a Zoning Administrator. Mr. Dancy said that he has worked with the other towns in the watershed and felt the Town of New London had a fantastically good reputation because of the way in which Mr. Stanley has been able to advise the Selectmen. He doubted they'd be able to find one person to do all that Mr. Stanley does.

Mr. Doheny said they are dealing in multiple variables and wondered if they could narrow the variables down a bit; would they fill the position? Yes or no. If yes, would it be full or half-time. Making this clear would make him more comfortable about the discussion.

Ms. Kidder felt as if she didn't have enough information to make this decision on whether to hire at full or part time. She said she would like to see other job descriptions, such as one from the RPC. She felt that it was too much for one person to be responsible for and didn't feel that whoever took this position should be asked Planning and/or Zoning questions while out and about in town, as Mr. Stanley has done. She thought calls should be forwarded to the town office and not be asked of the new hire, at all hours of the day.

Chair Bianchi said this was a good time to step back and take a look at the skills that exist with the personnel they have. He observed that Mr. Stanley knew and did so much that it will be very difficult to find someone who could continue his work in the manner that he has been doing it. He felt it might be a good idea to reallocate duties so that more than one person is an expert on the Planning and Zoning within the town.

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) that the Board of Selectmen vote to fill the position of Planning and Zoning Administrator.

Mr. Cook said this was a major vote. If they choose not to fill it, it would reflect badly on the town. He doubted they would find a second Peter Stanley. How they fill it is open, but the concept of management by walking around work sites and being familiar with the town applies above all for the Zoning and

Planning Administrator. Unless the person is out and about in the town checking things out, they won't be doing a good job. The person they hire should be hired at least half time or half position, so they can get a feel of the town and walk around to learn. He felt this was something imperative to Mr. Stanley's good success. He said that Mr. Stanley also volunteered for many things, such as the Conservation Commission.

Ms. Piotrow spoke on behalf of people at Hilltop and Great Pines she spoke with. They feel it essential that New London have a full-time administrator in the position. She thought the main requirements for the job are 1) the person should know and understand the regulations of the State, town, and laws which are constantly changing, and 2) it is an education position and the role is not to pour over regulations but to interact well with people.

Ms. Piotrow said that the person will be answering questions from people all the time. It seemed to her that they should advertise this position widely and see who is available. Many people in town may have a conflict of interest that will taint their ability to be objective. The proof of success will be that in the long run it will be more than one job. She felt it was OK to be able to ask the new hire questions while out shopping in Clarke's Hardware, for example, and not just in the office. She felt it important for the person to be the sort that people want to talk to.

Mr. Tilley said they have talked about the past and present, but haven't talked about the future. Mistakes in zoning compliance are going to cost the citizens money. There will be bad deeds, and other records kept, and they need someone to answer questions and prevent mistakes. This is an important vote.

There was some discussion as to whether the position would be for a Zoning Administrator or for a Planning and Zoning administrator. Ms. Helm said that Mr. Stanley was playing both roles and felt they should discuss it in that way unless their votes go in a different direction.

Mr. Dancy asked if they would consider sharing services with other towns. Chair Bianchi said that they were not sure yet, but they need to vote on whether or not they would fill the position and how.

Chair Bianchi called for a vote on the motion to fill the position of Planning & Zoning Administrator.

THE MOTION WAS APPROVED UNANIMOUSLY.

Mr. Martin Gross said he has owned property in New London for 12 years. He was on town counsel of Sunapee for 30 years, and among other titles held, has also been the Mayor of Concord. He could not say strongly enough that effective land use programs require full-time professional and skilled administration. He noted that it was already said that there are multiple functions to this job, and he would agree with that observation. One function is to advise the boards to keep the quality of their decisions uniform and accurate. Without this accurate administration of planning and zoning, they will get lawsuits filed against the Town. Secondly, it has been said that an important function of this position is to assist the public in navigating the land use portion of the town. Mr. Gross opined that New London is a good place to live and it has kept that reputation over the years. Part of it has to do with the existence of the land use program. They want to preserve that and don't want to abandon that. The question is how to most effectively pursue it. He heard a suggestion to inquire the LGC for concepts and ideas and he felt this was a good idea. He cautioned them not to wait too long; he felt they should move forward as soon as possible and he favored a full-time administrator be hired.

Mr. Sheehan said he was in favor of filling the Planning and Zoning Administrator position on a full-time basis. One point he had was to keep in mind that their town's regulations are more stringent than State

regulations. They need someone who can interpret the two. Secondly, the history of having a fulltime administrator showed that when they had a part time administrator they spent a lot of money paying an outside planner (Ken McWilliams) to support their Planning Board and Zoning Board of Appeals. When Mr. Stanley's position went to full-time, the expense for an outside planner was reduced. They will need to buy the service somewhere if not paying for it with a full-time employee within the town.

Ms. Deirdre Sheerr-Gross, said she is an architect in New London and serves as an alternate on the Planning Board. She's had an architectural business since 1983 and has seen the land use plan on a commercial and private scale for many years. It used to be that they had to work on interpreting the plan and try to anticipate how the State would go. They don't have a building inspector in New London but they do have a land use person. Ms. Sheerr-Gross felt that Mr. Stanley is fair and interprets the plan/ordinance and goes down the line with anyone; family or stranger. It was comfortable for her to say to her clients that there was a way to deal with their property and to help them understand their responsibilities towards the lakes. It is an educational process. The first person people talk to is Mr. Stanley if they have any questions because they know he understands the local and State regulations. For her it was comforting because if they talked to Mr. Stanley early on, he could help them understand how things were interpreted and how they could make things work. She worried that if they farm out too much of this position, it wouldn't be special any more, and she felt New London was special. In the Master Plan they discussed what made New London special. Planning and Zoning are big parts of this. She has appreciated Mr. Stanley over the years and feels this is an important full-time position in New London. She added that not having a building inspector was unsafe. She felt it was responsible for the town to maintain this position.

Celeste Cook said that she was on the Planning Board before and has worked with Mr. Stanley. She felt that New London was a special place and that if they do not have the position filled, they are opening themselves up to lots of things with people coming in and doing whatever they want. New London pays attention to what they have and people move and live in New London for a reason. She opined that New London pays attention to itself and what is going on. As a taxpayer they voted for this position and it was funded. She didn't really understand why they were talking about how to fill the position.

Mr. Coogan said that he was a professional planner who lives in New London. He felt strongly that the position should be continued. Maybe they will never find another Peter Stanley who knows as much about the community. Maybe the Town Planner and the Zoning/code enforcer would turn into two jobs.

Mr. Cottrill, Chair of the Planning Board, said he has spent some time with Christine at the RPC and with Mike McCrory who has worked with the Planning Board on the Master Plan. He was glad they were going in the right direction with the decision, and had voted to fill the position. The Planning and Zoning jobs make the Planning Board run more efficiently and make it more streamlined for the applicant. The months of June and July will see a slowdown in the process without guidance from someone like Mr. Stanley. The likelihood of the RPC helping them out as they had in the past may not be possible; the RPC staffs their office according to what they anticipate for work and have already budgeted their year. There is quite a bit of paperwork Mr. Stanley handles. While Chair Bianchi had said that they could maybe shift some of this work to the Town Administrator, he didn't feel that there was enough time or availability for her to do what is needed. Complicated applicants with complicated plans will require the assistance from the RPC, who charges about \$60/hour. He felt comfortable in the next month or so that they would be OK with this arrangement, but thought it would be nice to get someone in the position right away. They need someone in town fielding the phone calls. Mr. Cottrill said if it was determined they'd like to utilize the RPC more often they have to alert them to this fact ASAP so they can find someone to help them.

Ms. Sheerr-Gross said the fact that there were six members of the Planning Board present at the meeting was credible evidence of how strongly the Planning Board felt about this issue. She didn't believe they would be there if they didn't feel strongly about it. Ms. Sheerr-Gross added that sometimes things get difficult in the Planning Board meetings and the average person doesn't understand the laws and regulations so it is important to have someone on staff who does know these things.

Mr. Doheny said when they changed the Zoning position from part to full-time there was some consternation but at that time they had the services of Ken McWilliams. Then they had a full-time Zoning Administrator and a part-time planner. Mr. Stanley took over many of the planner's duties, and when Mr. McWilliams left, he took over everything. In considering what they should do, they could either go back to having a part-time Zoning Administrator and a half-time Planner, or continue with one person doing both planning and zoning. He would favor a full-time Planning and Zoning Administrator.

Ms. Helm asked Ms. Hallquist what her opinion was. Ms. Hallquist said that having someone full-time makes it easy for the public to get help. If the position is not filled with someone of Mr. Stanley's caliber, the citizens won't get the kind of service they get now. She pointed out that she agreed with those who noted that there could be problems with lawsuits against the Town that result from mistakes made because of faulty administration of the planning and zoning laws. Having someone dedicated to the job every day will likely reduce this risk. The new person will have to spend a great deal of time learning the regulations and the Town. Amy Rankins (Land Use Coordinator) and Linda Jackman (Administrator's Assistant) could pick up some of the slack in the meantime, but they will not be able to give the same service to the public that Mr. Stanley gives now. It is not uncommon for a citizen to come in to the office and need an hour or two of Mr. Stanley's time going over the regulations and how they will apply to their property. Finding this kind of uninterrupted time to work on paperwork and helping with this position with current office staff would be difficult but it could be done, however, the level of services to the citizens would not be the same. The question is how much service the Town wants to make available to its property owners.

Mr. Cottrill said that they are working with both residents and non-residents and some would perceive the regulations as a big stopping point. The right person would present a non-adversarial position. Mr. Stanley points out what they *can* accomplish, how they can do it, and he does it in an expedient way. He felt it will be difficult to decide which calls should be sent to the RPC for help, how long they would be allowed to talk, etc. They need someone in town who can recognize what is needed and how it should be handled.

Chair Bianchi said that finding a person to do what Mr. Stanley does seems to be a daunting task. Knowledge of legal issues, shoreline protection regulations, and building skills are helpful in the right candidate. It is a big job. He felt that they should consider the job, and not the person currently in it who has a huge body of knowledge, and then apply the job requirements to the potential applicants.

Ms. Helm said that they all agree that Mr. Stanley is irreplaceable but that doesn't mean they can't try to find a "quasi-Peter" to fill the position. They have support staff enough to assist someone who doesn't quite have the expertise that Mr. Stanley has, but who does have the potential.

Mr. Prohl added that once the person is identified, they may need to have some sort of mentoring program so that they can gain the training they need.

Mr. Coogan felt the job description was all-inclusive and advised them to re-work it in light of what the Planning Board and the town wants for the planning portion of the position.

Mr. Gorman felt that the important thing is to be sure the person has an ethic of customer service. The citizen is the customer and the people who want to move into town, developer, or someone who lives there already is the customer. Education is vital. The regulations won't do anything unless the Town simultaneously provides the assistance required so that people can understand them.

Mr. Todd arrived at 6:50pm. He said that he sits on the ZBA and is challenged to find certain facts and make a ruling with respect to special exceptions and variances. It is crucial for that board to have an advocate who represents the town. Mr. Stanley has been outstanding at discovering violations, presenting the situations and assisting the board in drilling down to specific issues and leaving it to the board to make a decision. The customer service role may become more difficult when having to enforce violations. The individual applicants must be able to present the pertinent facts to the board so that their case can be judged fairly. All property owners must follow the ordinance which preserves the town.

Ms. Piotrow said the Board of Selectmen replaced Jessie Levine when many didn't feel it could be done. She felt Ms. Hallquist was a very good replacement and was doing a fine job. Similarly, she thought that they were up to the task again. Ms. Piotrow felt that the position was almost, if not more for some people, important to the town. She felt filling the position was worth just as much attention as the search for the Town Administrator.

Chair Bianchi thanked Ms. Piotrow and noted that the process of hiring Ms. Hallquist took a great deal of time. To say that this job would be filled in October or November was not acceptable; they have more of a time constraint for this position.

Ms. Helm thought she heard a sense of urgency from those at the meeting and so she made a motion:

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) that the Board of Selectmen approve the search for a full-time Planning and Zoning Administrator to start immediately.

Ms. Kidder said she didn't feel comfortable voting in favor of this motion until they get information from LGC about the job description they want to put forward. Ms. Helm said she was frustrated about this remark because as she recalled, someone was supposed to have contacted the LGC and it wasn't done. She would have done it herself if she knew it wasn't going to get done. Perhaps they could amend the motion to suggest the search pending reevaluation of the job descriptions, which could include calling the LGC to find out what other protocols were, etc.

Chair Bianchi felt all the functions done by Mr. Stanley have to be filled. The Planning skill-sets and Code Enforcement skill-sets were not the same and he has not yet resolved that issue. He felt there were some opportunities for them to hire part-time people and could maybe add up to 50 hours/week (two part-time positions at 25 hours per week each). He thought they should look into some other alternatives.

Mr. Stanley said that Jay Lyon (Fire Chief) is proof he can be replaced. He was sure he could be replaced in this capacity as well. He has been around long enough and has paid attention. Someone else could do the same. The body of law they have to understand to be a good Zoning Administrator and Planner is the same. They have to study the same information. They do not have a building code and don't deal with building issues. It is just zoning information. The Board of Selectmen, in the past, would look at the building permit and sign off on it. It would sometimes turn out in error including houses built on the wrong piece of property. Attempting to extract the building portion of the position is not necessary. The Board of Selectmen, in the past, has tried to take it out of context and not physically understand the responsibility they have in enforcing the zoning in town. They need someone who understands zoning, not so much enforcing. They need someone to assist people in compliance. They will not find better

knowledge than they have at the LGC. They are helpful in reviewing criteria for the job, but they will not tell them what it is they need. If they try to parcel the job out to a couple different people, they could be in trouble. It is not that daunting a task. He came to learn the job was much more than just the New London Zoning Ordinance. A good starting point is someone who is a planner or even someone with an engineering background.

Ms. Helm wondered what Ms. Kidder would like to see from LGC. Ms. Kidder said another job description.

Ms. Sheerr-Gross said she was surprised they were discussing the filling of the position at whatever level. Professionally it is something she feels strongly about. Whether or not there is a change in the job description, per say, there is a continuity of the job description they need. She is nervous that somehow their town has been discussing not having the position. Ms. Helm said they thought they should discuss all the options. Ms. Sheerr-Gross said that as a citizen, she was concerned that they had thought there was a possibility that the job would not be filled. Chair Bianchi said that Ms. Helm thought they should get some input from everyone. She thought it should remain as a full-time position and maybe some other people help out as well.

Michele Holton said she could appreciate Ms. Kidders' feelings. They have, however, provided enough input at the meeting and thought that the other parts of the job could be handled by the Board of Selectmen and with input from the Town Administrator and the other boards.

Mr. Robert Brown, a resident of nearly 50 years, felt the discussion was good. In the Board of Selectmen's defense, he felt they were doing due-diligence which is not a bad thing. He felt it was beyond the point in time that they need to vote to fill the position. He said as a member and chair of the Conservation Commission, Mr. Stanley's position has been an enormous asset. He realized that the Conservation Commission wasn't at the top of the grand scheme of things, but he didn't know what they'd do without the position. Mr. Brown said he would encourage the Board of Selectmen to make it a full-time position and investigate the wisdom of making it more than one person. The overlap of having multiple people fill the position will cause them to lose a lot. It is nice to have one person to call to ask a question.

Chair Bianchi acknowledged that the 20 people there at the meeting want the position to be full-time but they have heard from others, not present at the meeting, that it should be filled but not full-time. He said that they were trying to be fair to those individuals and others in the town who felt the same way. Ms. Helm said that those people were not there at the meeting or had not emailed in and there had been ample opportunity for them to offer their input.

Diane Piotrow inquired if it is possible to reach out to the building/architect community. She observed that the Board might be surprised to hear that the builders do not regard a good zoning person like Mr. Stanley as the enemy. A good person saves them so much time and money and enables them to deal with their clients more effectively. Architects don't draw up one plan anymore; they create three or four or as many as the client wants. They can go to the zoning person and find out which will work best. She felt they would find if they reached out to that community they would agree that this position is needed and that they should be available on a full-time basis.

Mr. Cook remarked at something Ms. Kidder had said in a prior meeting about the housing market being dormant, causing less of a need for a full-time replacement. He said that the pressure is not off and things are not as dormant as one would think. He predicted an increase in real estate activity as evidenced in some parts of the country that are seeing such changes.

Ms. Helm asked Mr. Stanley if they were on a trajectory for more permits. Mr. Stanley said they are now more in line with what they were seeing in 2008.

Ms. Helm noted that the emails received by the Board are public records and read from a portion of one received from Connie Appel:

“The protection of our property values provides the base of our economic well-being, both as individuals and as a community. The best way to accomplish this is to have a full time, professional Planning and Zoning Administrator to oversee the town’s growth.... It seems to me that the job description should speak for itself. There is a clear and demonstrated need to have a full time, professionally qualified person as the Planning and Zoning Administrator. It would be ‘penny wise and pound foolish’ to move to a part time position or to void it all together. I find it hard to believe that either of those options is even being considered. Year after year and once again this year, Town Meeting demonstrated that the overwhelming majority of citizens in New London are willing to pay taxes necessary for filling this position.”

Michael Doheny concluded that the Planning Board was not very busy at the moment. The sense of urgency to fill the position is not there and he felt they had time to find the right candidate. They also have time to fine-tune a job description. They will most likely have a search committee to help figure this out. He felt they should decide to fill it full-time and then fine tune the description afterwards.

Mr. Tilley said as a Planning Board member, he agreed with Mr. Doheny. As a citizen he would expect them to look at a job description before hiring, but that doesn’t preclude the fact that they should hire someone full-time. He felt those were two logical steps that needed to be taken.

Mr. Cottrill asked how many hours would be considered “full-time.” Ms. Helm said that Mr. Stanley works 35 currently, so that is what they would consider for a full-time position.

Chair Bianchi thought that having two part-time people would be something to investigate and he would like this option when making their decision. They should also look at the options within the office already. He noted that one of the office staff members who might be tasked with some new responsibilities is on vacation so the Board was not able to investigate that option yet.

Mr. Cottrill didn’t see how the job duties Mr. Stanley had provided could be split between two people, as the work overlapped in so many areas.

Mr. Dancy thought it irresponsible to wait another month while coming up with a job description. They know what work they want someone to do. He said he was willing to work on a job description from the starting point Mr. Stanley had given. Mr. Dancy remarked that he has never found a lack of talent or information after working with the town for the past 20 years. Chair Bianchi felt that this sort of thing needed to be done by a company like LSG, who does this as a business.

Ms. Helm asked if they would be comfortable amending her motion to fill the position full-time for the remainder of the FY through 2013. Chair Bianchi noted that such an amendment would not be helpful as they can’t do anything beyond 2013 anyway.

Chair Bianchi called for a vote on the motion.

THE MOTION FAILED 2:1, Peter Bianchi: No, Janet Kidder: No, Tina Helm: Yes

Immediately after hearing the failed motion, many people left the meeting showing signs of anger and frustration. They expressed that they were upset that they had attended the meeting, spoke their mind in favor of a full-time position, made many good points why the position should be filled full-time, and the motion still did not pass.

After the room had cleared, Ms. Kidder said that she thought it might take more than one full-time person to do the job, so that is why she didn't want to vote in favor of Ms. Helm's motion. Ms. Helm felt they should have at least voted to fill the position as it stood currently.

Chair Bianchi wondered if they agreed that everything Mr. Stanley had put on his job description was accurate. Ms. Helm thought that they would need to come up with a committee of five or seven people to work on this description. Ms. Kidder felt the job description was daunting. Ms. Hallquist noted that the description should, in very general terms, touch on anything that could possibly be involved with the job, however it is only a guide and can be changed as needed. Chair Bianchi observed that in a small town this sort of thing gets personal and it becomes about the person and not the position.

Ms. Kidder asked if Ms. Hallquist would recommend advertising for the position before having a complete job description they all agree on. Ms. Hallquist said they could advertise first, but that they would need to get a job description together pretty quickly after advertising so that when people called to inquire about the position, they could have a job description to send them. Ms. Kidder thought maybe LGC would have something that wasn't in Mr. Stanley's current description that should be included in the new job description.

Ms. Helm commented that there had been a lot of input given from the townspeople at the meeting about the position.

Ms. Kidder asked her colleagues if they really thought all of Mr. Stanley's duties could be accomplished by someone in just 35 hours/week. Ms. Helm said that they need to set the bar high and may need to make allowances for someone new coming up on the learning curve. Chair Bianchi said that Mr. Stanley went from part-time to full-time and then still had the time to pick up the Planning duties. Either something was sacrificed in the zoning portion of the job, or he had the time to do the Planning portion in addition to his other job. He wondered if some of the clerical work could be done by the existing staff to allow a new person to do the rest of the work on a part-time basis.

Ms. Helm suggested tackling the challenge and if they have to revisit it again for the 2014 budget, they will. Chair Bianchi said that it would be easier to go from part to full than the reverse. Mr. Doheny understood Chair Bianchi had said earlier that he would suggest having two part-time or two half-time positions but now he is talking about just one half-time. He asked Chair Bianchi to explain what he meant. Chair Bianchi said that if they started with just one position, it would be better to either add another part time position or go from half to full rather than from full down to half. He stressed that he has never been in favor of firing anyone.

Ms. Helm said that people in this town like their services. When people come to the town offices and want to talk to a Zoning Administrator or Planner, someone should be there to answer their questions. Ms. Kidder asked Ms. Hallquist if she felt it was possible to have part time people do Mr. Stanley's job. Ms. Hallquist said that it was not. Mr. Stanley gives service to the townspeople when they want it and he is very thorough. She didn't think this level of service could be done in just 25 hours/week.

Ms. Kidder said that this information was what she would have liked to have had before the voting took place. She felt that they can't do this on a part-time basis and they should advertise the position as a full-time position. Based on what they've just discussed they should hire someone full-time for the position.

Chair Bianchi wondered if the people who work in the building, including Linda Jackman, Amy Rankins and Ms. Hallquist, could they do some of the work Mr. Stanley currently does. Ms. Hallquist said that this was possible as there was some time available. She noted that Ms. Jackman has already indicated that she can take on some of the administrative permit processing that Mr. Stanley does now. Chair Bianchi said that when Ms. Levine left her position as Town Administrator, she had noted that the Town Office building was over-staffed. He thought that he would like to run the town more efficiently but not "on the cheap."

Ms. Hallquist said that while the office staff can assist in these duties, it won't be consistently the level of service now available. She pointed out that there are times when Mr. Stanley spends an hour or more with someone and will go out to the site with them to view the area. The service may not be as great in the beginning even when a new person comes in, as they will be getting acquainted with things, but after a while, the service would improve.

Ms. Kidder asked if the expertise Mr. Stanley has to answer questions was that different than what could be answered by Ms. Jackman or Ms. Rankins. Ms. Hallquist said that his expertise is much greater as he is immersed in zoning and planning all the time and he is very well-versed in the topic.

Chair Bianchi said the complaint he gets is that the zoning amendments are things that Mr. Stanley makes up that foster his job. Mr. Doheny said that as a new resident he had the same perception. After being on the Planning Board, however, he learned that a lot of the amendments are housekeeping issues made to clear up misunderstandings. He was confident that Mr. Stanley wasn't making rules to keep himself busy. Chair Bianchi disagreed. He offered that New London has stricter shoreline protection regulations than the State and felt this was done so that only one person (Mr. Stanley) could interpret it.

IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to fill the vacancy of the Planning and Zoning Administrator as a full-time position.

THE MOTION PASSED 2:1, Tina Helm – Yes, Janet Kidder – Yes, Peter Bianchi – No

They would discuss the job description at the next meeting on May 29th. Ms. Helm was uncomfortable sending an ad out without a job description available.

Approval of Minutes

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to approve the minutes of May 14, 2012, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.

MS-2 Form

The State of NH Department of Revenue requires that Town's report the appropriations actually voted at Town Meeting. The form was prepared by Wendy Johnson, Finance Officer, and was approved and signed by the Board of Selectmen.

Notice to Public about Filling Various Boards

All town boards and commissions Chairs were asked to forward their recommendations for appointments of expiring terms. The Board will discuss these recommendations at their June 4th meeting, to allow time for the Chairs to forward their recommendations.

Update on Tri-Town Assessor Vacancy

The town administrators, Donna Nashawaty (Sunapee), Dennis Pavlicek (Newbury) and Ms. Hallquist will review the resumes of six applicants for Mr. Bernaiche's position. They will then interview the top two or three candidates and bring their recommendation to the Tri-Town Assessing Board who will make the final decision.

It was asked if the tri-town assessing model was working. Ms. Hallquist said that she has heard positive remarks from the citizens. Chair Bianchi said that they were told they would be assessed 20% per year for five years but that this wasn't being done. Ms. Hallquist agreed that this was something that has not been followed and said that the assessors have noted that perhaps they could use another staff member to help with data collection measuring to free up the time of the assessors so they could accomplish this task.

Committee Meetings and Reports

Ms. Hallquist said Michael Rodriguez would like to join the Energy Committee. The request will be forwarded to the Energy Committee Chair.

Portable Radio Grant

Ms. Hallquist noted that Chief Seastrand would like to accept a portable radio grant for the Police Department. The grant application was due to be signed that day. The grant provides seven radios to be given to the Town by means of FEMA money. Chair Bianchi noted that he spoke with Chief Seastrand who assured him that no town money is required to accept the radio.

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to approve the grant from the Department of Safety as requested by Chief Dave Seastrand for seven portable radios which total \$13,260.80. THE MOTION WAS APPROVED UNANIMOUSLY.

Upcoming Meetings

Planning Board – May 22, 2012 at 7:00pm

Board of Selectmen – May 29, 2012 at 6:00pm

CAC – June 2, 2012 at 7:30am

It was suggested that the rules of being on the CAC (regarding attendance) should be discussed. Ms. Hallquist said she would look up the details and have them available for the meeting.

Other

Ms. Hallquist said that on Monday they got the notice to proceed on the Pleasant Street sidewalk. There are still a lot of hoops they have to jump through before they can begin construction, including holding a pre-construction meeting with several people from the State and the Town.

Chair Bianchi said they need to get an employee committee together regarding the personnel policies.

Ms. Helm said that the flag pole may be up at the Town Office that week. Ms. Hallquist asked that the broken water pipe at the bandstand be given priority over the flag pole as the Garden Club is anxious to start work on the flowers at the bandstand. Ms. Helm agreed and noted that the flag pole project is not as time sensitive. She will be meeting with Bob Harrington of the Highway Department and will make that clear to him.

Application for Building Permits:

- James & Colleen Deangelis, Rowell Hill (Map & Lot 123-029-001) build new 3 bedroom house – Permit #12-044 – Approved.

- Melody Cassista Rev. Trust, 856 Main St. (Map & Lot 109-020-000) replace roof, siding & two windows – Permit #12-045 – Approved.

Application for Sign Permits:

- St. Andrews Church, sign at information booth – summer fair – Sat. 6/30/12 – Approved.

Application for use of Town Commons:

- NL Inn common – St. Andrews Church Fair – 6/29 set up tents – 7/2 remove tents – Approved.

Application for use of Sydney Crook Conference Room:

- Adventures in Learning, Tuesdays – September 18 – October 9 – 9AM - 12
Wednesdays – September 19 – October 24 – 1PM – 4PM
Fridays – September 21 – October 26 – 9AM – 12
Approved

Other Items to be signed:

- Disbursement voucher
- Pole licenses (3)

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

The meeting adjourned at 8:50pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London