



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES June 12, 2012

### PRESENT:

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

### ALSO PRESENT:

New London Residents: Derek and Debbie Hunt, Bruce and Nancy Stetson, Marie Rossachacj, Glenda Cavallaro, Terry Bingham, Linda Smith, Barbara Troxell, William Ross, Joan Nutter, Stuart Nutter, Mary Doyle  
June Fichter, Lake Sunapee Protective Association  
Merry Armentrout, reporter for the *Intertown Record*  
Chad Denning, Recreation Director  
Richard Lee, Public Works Director  
Linda Jackman, Administrative Assistant

Chair Bianchi called the meeting to order at 6:00pm. The first item on the agenda was a discussion of Forest Acres Road. Mr. Lee (Public Works Director) reminded the Board that he came to see them in March to request permission to use unspent money in his budget (due to a mild winter less sand and salt was needed) to put nitpack (a.k.a. bluestone) on Forest Acres Road. At that time the Board suggested that he come back in June, closer to the end of the fiscal year, to see how his budget looked. Mr. Lee stressed that he would like to put some gravel on the road and was not there to discuss paving it. He estimated that it would cost about \$20,000 to do the entire road and, between the two line items he identified to use, there is \$19,397 available. Mr. Lee noted that the subcommittee from the Budget Committee who met with him this past year, said that if possible he should use money in this year's budget for things he knows he will need the following year, and to think outside the box about ways to manage his department. He noted that he believes he is doing just that in asking to put the unused sand and salt money into Forest Acres Road. It is his desire to purchase ¾" manufactured material from Pike to repair the road.

Chair Bianchi said that it had been a tough spring and thawing season and noted that Forest Acres Road was not one of the worst roads during this difficult time. After their discussion at the meeting in March about using remaining money to tend to roads that needed it most, it didn't seem to him to be the wisest use of the money to use it all on one road. He thought a more judicious use of the money would be to stockpile some gravel, since the account was overspent this year. He noted that there was some gravel available at the town's shed already. He was not in favor of using all the funds for one road.

Ms. Helm asked Mr. Lee if he was not allowed to use the money for this road, were there other roads in town that could use work. Mr. Lee said that all the gravel roads could use work. He explained that it isn't just mud season that they are concerned with; 200 cars traveling on Forest Acres Road on a regular basis will wear down the gravel on the road at a rate of an inch per year. He saw this as an opportunity to take a

heavily traveled road and get it repaired all at once instead of doing it little by little as they usually have to do. The \$20,000 in the budget for gravel roads will go a ways, but not that far. That amount of money will only pay for one mile of gravel road per year to be repaired. Mr. Lee said he was trying to be proactive instead of reactive. He didn't choose this road because of the number of complaints that had come in. He thought this would help them with the maintenance of the road.

Ms. Debbie Hunt said that they have over 50 families who live on that one mile of road (Forest Acres Road). The population has grown and summer camps have been remodeled into year-round homes and the traffic has increased. Ms. Helm asked how many of the 50 homes were year-round. There was no definitive answer offered. Barbara Troxell said she sent a letter about the condition of the road to Ms. Hallquist in early April, which was forwarded to the Board of Selectmen. The letter was signed by many who live on Forest Acres Road who were also present at the meeting. More and more people are making the houses on the road their full-time home. She didn't feel that emergency vehicles could have made it up the road very well during mud season. Ms. Troxell said that Forest Acres Road is the longest unpaved road in town, and the longest unpaved road near a water body. The road is being washed away into the pond, which is something they are trying to protect.

Ms. Kidder asked if the other roads that were bad in town had been worked on since finding they had problems this spring. Mr. Lee said they had tended to the roads; they used about 300 tons of stone during mud season. Compared to the towns around them, New London had minimal work to do and he felt it was because of the quality of the material they put on their roads and the year-round maintenance program.

Ms. Helm appreciated the number of emails she got from townspeople who were in favor of Mr. Lee's nitpack proposal and were also not in favor of paving the road. She thought there were people who were on both sides of the paving issue, however.

Chair Bianchi said that although they have \$19,000 left over within two line items, they were underfunded in the budget by \$15,000 for the next year. He thought stockpiling gravel with the money would be a better idea so that more roads could be serviced. He didn't feel that Forest Acres Road was any worse than any other roads in town. He credited the highway department for keeping all the roads open and passable during the spring.

Chair Bianchi said that the fund they are talking about is 84% used to date. Some of this money should perhaps go back to the tax payers. He felt that Tucker, Quarry, and South Cove Roads were much worse than Forest Acres Road this spring.

Stuart Nutter asked if the road was surfaced with bluestone would it cut down on the salt needed on the road in the winter. He was concerned that the salt was threatening to the pond. Mr. Lee said that they use a mix of 14:1 (sand to salt) and that no, the highway department would still have to use about the same amount. The road would plow easier as the added gravel would provide a better surface, but gravel makes ice when temperatures drop to freezing. Mr. Lee said that the salt and sand needs have been reduced for next year not only because of the mild winter, but also because they have been keeping better records over the last five years of what they actually use.

Ms. Helm asked what roads were repaired with stone this spring. Mr. Lee listed the roads: Quarry Road, Tucker Road, Sargent Road, Wilder Road, South Cove Road, Forest Acres Road, Davis Hill Road, Morgan Hill Road and Fairway Lane. Ms. Helm said that South Cove and Forest Acres residents responded positively when this was done and felt that Mr. Lee and his crew were very attentive to repairing the road when it was needed.

Nancy Stetson, a resident living on Little Cove Road, emphasized the safety issue. A couple of years ago Fieldstone Lane had the same problem and was mentioned to Mr. Lee. The next spring he put down bluestone on the unpaved section at the s-curve. It greatly improved their situation and she felt Forest Acres Road could benefit from the same treatment. She understood about the selectmen not wanting to spend all the money in one place. Perhaps they could compromise by applying bluestone to the parts of the road that really need it. Chair Bianchi said that this is what Mr. Lee generally does to maintain the roads.

Marie Rossachacj lives midway between Bog and County roads. She said there were trenches in the Forest Acres Road and it took her six minutes to go a half-mile during mud season. Had she met oncoming traffic there would have been an accident. She was terrified and stayed home for several days and was worried that emergency vehicles could not be able to pass if need-be.

Mary Doyle, a resident who lives at the far end of Forest Acres Road said she often comes down off of County Road when she knows that Forest Acres Road is bad. Several times she thought she would get stuck in the mud, it was so bad. She avoids that section of the road as it was very difficult to get through. She supported a compromise where the treacherous parts of the road would be repaired. There are a lot of pedestrians, bicyclists and people on horses who travel that road and safety needed to be considered.

Mr. Bruce Stetson was concerned with Mr. Lee's math regarding the budget and how much it would cost to repair the road. On a related note, he said that in the past they had hydroplaned on Fieldstone Road going only 20 mph because of the poor condition of the road. He thought the Board of Selectmen should allow Mr. Lee to use enough money to put material on the road to enable him to grade it properly to maintain safety.

Mr. Nutter wanted to thank Mr. Lee for what he has done to maintain Forest Acres Road. He said that he has lived on Forest Acres Road for 20 years and it used to be so bad that mud would get up on the inside of his wheels. This doesn't happen anymore. Mr. Nutter appreciated the effort that has gone into making the road better.

Ms. Troxell asked how much was spent each year to maintain Forest Acres Road. Mr. Lee said he wasn't exactly certain but calculated it to be about \$2,000 each year. She said that some of the material from the gravel road is leaching towards the water body, which most of the other town roads don't have to worry about. She wasn't sure that repairing the road piecemeal made sense and thought that repairing one road per year would be the way to do it. She felt this would improve safety for the community.

Ms. Hunt thought that they had about 15 full-time residents on the road, but since the camps are made into homes, people are coming up for weekends all year long. She added that the pot holes in the road make it difficult to drive. The grading Mr. Lee does is great, but it doesn't hold and pot holes appear. Mr. Lee said that it has to do with the rain. Ms. Helm said she drove the road recently and didn't think the pot holes were that bad and thought the road was in better shape than she expected it to be after hearing from so many people.

Chair Bianchi said he has been in the gravel road and excavator business for 33 years. If he had been called to put bluestone over Forest Acres Road, he would do it, but opined that it wouldn't solve the problem. The condition of the road could be just as bad depending on the frost cycle and the kind of winter they have. Chair Bianchi believed that living on a gravel road is part of living in New England. If it is bad a couple weeks or days of the year and they have pot holes, it is merely the nature of the beast. Mr. Hunt said that Fieldstone Road holds up better in the spring because of the stone that was put on it.

The s-curve on Fieldstone Road is bad in the rain because that portion of the road is mostly clay. The stone has helped the condition of the road substantially.

William Ross thanked Mr. Lee for the condition of the roads and for his work. He wondered if it would be more fiscally responsible to use the entire available funds for one road or to divide it up into patch work on a half dozen roads. Mr. Lee said that he wasn't sure, but thought it would be a lot nicer to get one road done all at once and be able to concentrate on other roads in the following years. They are always trying to play catch-up and put gravel where they really need it. This was a way he thought they could try and get a road done and not have to worry about it for a while. He was fine with whatever the Board of Selectmen decide and was open to their suggestions. Ms. Rossachaj said that their extra concern is the health of the pond.

Ms. Troxell said that paved roads don't have the same problems as gravel roads. Chair Bianchi agreed and said that the costs have been analyzed by Mr. Lee. Paving a road costs a lot more than just putting asphalt on it. Paving isn't forever and has a 20-year life-span. Ms. Troxell said that paved roads are safer in slippery conditions and everyone in the town is entitled to have safe roads. Chair Bianchi said that there is only so much money in the budget to pave roads and they have a list of roads in prioritized order of importance, considering safety and ease of maintenance first. He added that there were some emails sent in by some who were opposed to paving the road.

Ms. Kidder asked Mr. Lee if the roads that needed attention were repaired to his satisfaction. Mr. Lee said that they still have some work to do but he hasn't heard from any of the people from those roads complaining about their condition. After the mud dried up, they were able to grade the roads and they were in good shape again.

Ms. Troxell said she believed that a number of years ago Forest Acres Road was on the pave list. A few citizens came forward and the road had been removed from the list. It wasn't the consensus of the citizens on Forest Acres Road. Chair Bianchi said that the list is made by Mr. Lee and isn't based on those who complain. Safety is the first concern.

Ms. Kidder asked if Mr. Lee could improve the condition of the road significantly without using the entire \$20,000 dollars. Mr. Lee said that whatever the percentage of the money could be used is the percentage of the road he could repair. He noted that they have to apply the gravel at least two inches deep.

Ms. Helm thanked Mr. Lee for being so collaborative this year.

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to agree with Mr. Lee to expend the \$19,000 unspent from the sand and salt lines of the Highway Department Budget (01-4312-600-682 & 683) to purchase and apply nitpack for Forest Acres Road.**

Chair Bianchi added that this is the cost for just the materials to repair the road; it does not include labor. Mr. Lee said this is a job that would be done when other jobs couldn't be done and would take some time. Ms. Helm said she still intended to appropriate the surplus from the two line items but wondered if he could decrease the materials to include the cost for the hours for labor. Mr. Lee said they never figure out the labor on a project done in-house like this as the workers are there 40 hours per week anyway. They will fit this job into their weekly schedule and won't use overtime to do the work. Chair Bianchi said that by adding this project, other projects won't be able to be completed.

Ms. Helm said she put the motion forth because she has total confidence in Mr. Lee. She felt he had the needs of the town in mind and was confident that if it is what he is suggesting for the use of the surplus,

she trusted him and didn't want to second-guess him. Ms. Kidder said she felt it a wise idea to repair the road all at once rather than to keep coming back to fix it.

**A vote was called: THE MOTION PASSED 2:1 Tina Helm: Yes, Janet Kidder: Yes, Peter Bianchi: No.**

Engineering Estimates for the Georges Mills Pump Station

Mr. Lee said that this is for a scope of services to look at the plans and make changes for the valve pit area. Chair Bianchi said the total estimate is \$7,800. Mr. Lee said that the wastewater equipment and maintenance line item has enough in it to cover this expense. Chair Bianchi said that they have \$41,000 remaining in that line item. Mr. Lee said the repair costs from the night of the leak would come from that account as well, which came to approximately \$10,000. Ms. Helm asked if there was some insurance to take care of this kind of failure. Ms. Hallquist said there was not. This was normal wear and tear and wasn't something that broke.

Mr. Lee said that the engineering would give them an idea of things to look at but that didn't have to be put in place all at once. Some of the changes they suggested would have mitigated the problem and may have prevented septic material from going out on top of the ground when the gasket failed and the alarm did not work. Mr. Lee thought it was their due diligence to look at the pump station in this way as there were some things wrong with it. He thought they should make repairs as they are able. If they could have isolated the pumps, it would have allowed one pump to continue pumping during the leak and they wouldn't have had to spend \$7,000 to get the waste pumped and brought to the treatment facility.

Chair Bianchi said that a rule of thumb is that engineering costs 10% of what the project will cost. If this is the case, the repairs to this pump station would be about \$80,000. Mr. Lee said that he is trying to be proactive and not have to react to another emergency at the pump station.

Mr. Lee said that he chose Underwood Engineering as they were familiar with the pump and they are the engineers they usually use for this kind of thing. He felt it was a reasonable amount of money for the work. Chair Bianchi said that the engineering doesn't include a solution to the alarm problem.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to accept the scope of services from Underwood Engineers for \$7,800.00 for engineering of the Georges Mills Pump Station.**

June Fichter of the Lake Sunapee Protective Association thanked Mr. Lee for reacting so quickly regarding the pump station failure. This is the second time the station failed in the last five years. This leakage was estimated at 10,000 gallons of raw sewage going into Lake Sunapee. The previous spill was about 100,000 gallons. She appreciated them doing the engineering study and inquired about the study and potential improvements to the pump station. She felt it was a ridiculous place for a pump station to be as it is surrounded by lakes and streams, but unfortunately that is where it is located. She encouraged the Board of Selectmen to act quickly as it sounded like the repair was going to be drawn out over several years. She thought the backup of the alarm system was important. Ms. Fichter said she has a background as a mechanical engineer and offered that anything with moving parts will fail over time. That is why there is redundancy needed and why the station needs attention. Chair Bianchi said it would be premature for them to say when the work would be done as there wasn't anything in their budget for this year to spend on the issue. Regarding the alarm, he felt the system needed to be changed. This was a wake-up call for them for all the pump stations. They need to have redundancy and need to have the alarms tested regularly with some records being kept. He didn't feel this problem would have happened if the alarms worked. He thought the alarms should be attended to immediately and assured her that steps would be taken in this regard.

Chair Bianchi called for a vote: **THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Alarms

Mr. Lee said that the alarms at the pump stations are being checked every Friday and have always been checked once each month. They document these monthly checks, as they are required to do so by law. Chair Bianchi asked how long it takes to check the alarm. Mr. Lee said it takes between 5-10 minutes. Chair Bianchi asked who is called if an alarm is tripped. Mr. Lee said the alarm calls the Wastewater Telephone. Then it goes to Capital Alarm. Then it goes to the wastewater pager and Mr. Lee's cell phone. If any of these numbers are answered and called back to the system, the alarm stops calling the next numbers. The Georges Mills station alarm goes directly to Capital Alarm where someone (human) manually calls the list of people until they get someone to answer. If the telephone lines are down the warning goes out as a radio transmission. Chair Bianchi said he wasn't comfortable with the alarms being tested weekly and thought they should be tested daily. Mr. Lee said that someone is physically in the station seven days a week as they have readings that need to be recorded.

Chair Bianchi wondered what other redundancies they had in the station. Mr. Lee said that the pumps are alarmed for six different things: over-revving, if they get too hot, if they get moisture in them, if the generator kicks on, if the wet well gets over-full, or if the storage tank gets full. Everything goes through Capital Alarm. Chair Bianchi asked if there was any way that they could test all of the alarms. Mr. Lee said that most of the alarms are sealed off and are contained within the system and there was no way to simulate a problem to test them. They get a "pump fail" alarm and then have to go to the station to figure out what has gone wrong. Mr. Lee said that they could test the alarm every day if that is what the Board of Selectmen wanted.

Ms. Prohl asked if there was a way to have a back-up alarm for the part that wasn't working. Chair Bianchi said that the engineers suggested adding another float alarm to create redundancy. Mr. Lee noted that Capital Alarm is a monitoring notification company and did not put the alarms in. He observed that the engineers said they could also put in a multi-trode stick that would send alarms depending on depth. Ms. Rossachacj asked how much wear and tear would be put on the mechanics of the system if they test it every day. Mr. Lee said they just tip it and he didn't think it would be creating excessive wear and tear.

Ms. Helm said that they are being proactive in moving forward with this issue and she was comfortable with having the pump station checked every day until they are able to be confident in the alarms. Mr. Lee said that he could contact the engineer about getting this alarm part expedited so they could get it done sooner rather than later. They would begin testing the alarm daily.

#### Elkins Project Negotiating Schedule

Ms. Hallquist said they need to discuss how they will proceed with negotiating with their first choice of engineers. She and Mr. Lee plan to see William Rose, DOT, about the process to ensure that the Board follows the proper procedures. Chair Bianchi said that they need to make sure Mr. Rose knows it isn't 1.8 miles of sidewalk. Ms. Hallquist noted that she would discuss how the state estimates would be used for the town's smaller project. The Board will start with Pathways Engineering as the committee's number one choice. Chair Bianchi felt it should be discussed in a non-public session as the details of the project need to be kept confidential as it refers to a negotiation of a contract. He thought the Board of Selectmen would conduct the interview and a representative from the Elkins Committee could sit in on it. Ms. Prohl said she would be interested in sitting in. Chair Bianchi suggested inviting Pathways to come in on the 25<sup>th</sup> of June at the regular meeting. It was decided to meet with Pathways at 4pm on the 25<sup>th</sup>, prior to the regular meeting, at the town office.

#### Pleasant Lake Dam Operations Schedule

Ms. Hallquist said that Mr. Wilson gave her a dam operations schedule dated June 2010 which he thought was already in effect. It was noted that Mr. Wilson was asking for the schedule to be “blessed” by the board as it is the schedule that has been used since the automatic dam gate was installed. Chair Bianchi didn’t have a problem sending the information to the State to inform them of their operating schedule. Mr. Lee had no objection.

Mr. Lee recalled that there was something is in the memo about lowering the level of the lake to prepare for an impending storm. He was asked to lower the lake level when Tropical Storm Irene came through and it was requested too late, so he didn’t do it. It wouldn’t have made much of a difference, he said. He stressed that the automatic gate is designed to take care of the lake level, even in a storm, so he did not think manually overriding it on request was a good idea. He thought those requests should come through the Board of Selectmen and not to him directly and asked that everyone be made aware of this fact. The Board of Selectmen agreed with Mr. Lee and said that he could tell people who call him directly that they need to go through Ms. Hallquist and the rest of the Board of Selectmen when a request to lower the lake is requested.

#### Pleasant Lake Dam Letter of Deficiency

Ms. Hallquist said they need to send a letter to the Dam Bureau and wondered what they wanted to include for timing. They need to give a ball-park figure. She said they need to tell them they have the \$25,000. Chair Bianchi said the State is asking to be kept in the loop to solve the problem. They could send a copy of the vote from Town Meeting and add something that says they will be looking into it over the next several months to see if they need more money that can be obtained through the next Town Meeting. Ms. Hallquist said they could add something about the Town starting work on the Elkins project as well.

Ms. Kidder asked how many dams in the State were built for a 250-year storm (the accurate classification is “two-and-a-half times a 100 year storm”). That fact is unknown. Ms. Hallquist noted that at the meeting with State Dam Officials (March 15, 2012), they indicated that the State is working on their own dams to bring them up to this standard as well. Ms. Helm said that she gathered from the meeting they had with the State, that as long as they could show they were moving forward with the dam issue, the State would be flexible.

Ms. Prohl asked if the feasibility study would be done by more than just the one engineering firm that had looked at the dam previously. Chair Bianchi said that it would, as they did with the Elkins project. The engineering firm hired to prepare the breach analysis in connection with the emergency plan for the dam, gave the Board an idea of what it would mean for the Town to have a dam classified as significant hazard. It was thought that it might be possible to lower it to significant hazard (from high hazard), but when that was found not to be possible, they drafted three possible plans to address the modifications to the dam that would be required by the State. Mr. Lee said that when the town puts the work out to bid, engineering firms would come in with more details and costs for bringing the dam up to regulation. Ms. Hallquist agreed to draft a letter and the Board of Selectmen would review and sign it.

#### Connections to Seaman’s Road Forced Main

Mr. Lee said he has had a couple requests from people who would like to connect to the forced main connector on Seaman’s Road. He hasn’t found a signed copy of the agreement between Lake Sunapee Country Club (LSCC) and the Town of New London as to who owns and maintains the connector. He wondered if the Board of Selectmen wanted him to continue looking into this and perhaps ask Mr. Homan (owner of LSCC) to see if he had a signed agreement. Chair Bianchi said that this would be fine for him to do. Mr. Lee said he would also like to come up with something to address a policy of how people can

hook into a forced main. They want to avoid drilling a lot of holes into a forced main. Chair Bianchi said they need to consider how these connections are billed as it may become something that could show an increase in the town's annual bill to the Sunapee Wastewater Facility.

#### Certificate of Herbicide

Ms. Hallquist informed the Board that after the CAC meeting where a discussion was held regarding the invasive species "Japanese Knotweed", she contacted the State to see about getting town staff certified to apply herbicides to remove invasive species, including knotweed. She reported that it isn't too costly and the State is happy to have towns help as they can't manage it all themselves. Mr. Lee said there are places where they have to chop down the invasive species known as Japanese Knotweed, as it impairs vision. They spend three to four days each year, with two people and a truck, chopping it down and hauling it away. They can't mow it because then the rhizomes spread and cause more growth. Chair Bianchi wondered if someone with an herbicide certificate would help solve this problem. Ms. Kidder said if they cut it down to about a foot in June and spray the stems, it can be eliminated. Anything they cut has to be put in a black plastic bag. Mr. Lee said it would be beneficial as they could then be certified to spray for poison ivy as well. He said he would probably send a couple people to training if this was approved.

Ms. Bingham said that homeowners are having the same issue and wondered if they could put something on the town's website about how to deal with Knotweed. Ms. Hallquist said that Rick Anderson is working with the Conservation Commission to create a pamphlet on this issue, and the State is very happy with the pamphlet. It will be made available soon and should be present on the town's website. Ms. Kidder said that another good place to look for suggestions is the UNH Cooperative Extension website.

#### Recreation Department Move to Whipple Hall

Chair Bianchi said that they discussed this issue at the last meeting and he wondered if they had come to a consensus. He said that since the last meeting he spoke with Mr. Denning. Chair Bianchi noted that he has not changed his opinion that it is not the best place or time for this move. He felt it shouldn't be considered as a trial as once they move it would be difficult to move the Recreation Department back into the Town Office.

Ms. Kidder wondered if Mr. Denning would know by February if the move was working. Mr. Denning said he won't be able to start utilizing the hall for any programs until September or October, so that time-frame would be a good one to see if it is working. He wasn't opposed to moving back to the Town Office if the arrangement wasn't working. Mr. Denning said he wasn't sure how they would be able to tell if it was "working" or not. He wasn't opposed to moving to the old middle school if it became a community center. He said that if they feel, as a select board, that it wasn't an appropriate place for the Recreation Department by an agreed-upon date in February, he would comply with their wishes for him to move back to the Town Office building.

Mr. Ross felt that such a move would expand opportunities but not engender any significant additional expense. They are already maintaining the Whipple Hall building. As a taxpayer, he thought it was a pretty smart move. Chair Bianchi said that he thinks there will be an additional expense to keeping it open and heated. Ms. Hallquist said that they will have one less phone line at the town office building, as the Rec Department currently pays for one of the four lines, and Mr. Denning will take that line if he moves. Mr. Ross said there is potential for increase program participation/fees to come in due to this move. Chair Bianchi said that fees charged for recreation programs can't offset the heating or maintenance of Whipple Town Hall. The fees that come in go back into programming costs. Mr. Ross said the more people going in and out of the building may encourage more use of the hall and will open an avenue for possible increased revenue from those who want to rent the space. Ms. Helm said it was their hope that by having a resident "caretaker" in the building, thermostats won't be left on when they don't need to be, and

someone would be able to oversee the use of the hall. She added that if they approve this move, the Board of Selectmen will need to pursue one more step; to work with and document Mr. Denning and Ms. Jackman's defined expectations and goals. Mr. Denning said that this would be fine. He suggested that they could move some of the activities that go on in the Syd Crook conference room to Whipple Hall, to enact a fee structure for the use of the Syd Crook conference room and the Town Common.

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to approve the move of the Recreation Department to Whipple Hall with the expense of the move to come from the Recreation Budget, not to exceed \$700, and to have the move be revisited in February 2013 to evaluate. THE MOTION PASSED 2:1 Tina Helm: Yes, Janet Kidder: Yes, Peter Bianchi: No.**

#### Minutes of June 4, 2012

**IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to approve the minutes of June 4, 2012, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Approval of Appointments to Boards, Committees and Commissions

The Board noted that they have been informed that Jerry Coogan is not interested in continuing as a Recreation Commissioner. Laura Laurio would like to be appointed to the Recreation Commission, and Laura James would like to be reappointed. Ms. Hallquist would write a letter to Mr. Coogan thanking him for his service. She would also write letters to the three people who asked to be on the Planning Board, who were not appointed.

Ms. Helm said that the Planning Board was recommending that Peter Stanley be the representative to the UVLSRPC. She wasn't sure if they discussed this at the last meeting. It was determined that this had not been decided yet but that the UVLSRPC was aware of the situation. The Board of Selectmen will take turns attending meetings until a new hire is on Board and a decision is made whether to assign that task to the person.

Ms. Helm thought they should revisit the guidelines of making appointments to boards and committees with regards to term limits as it seemed a little murky currently.

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) that Laura Laurio and Laura James be appointed to the Recreation Commission. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Hospital Day Parade Float

Ms. Helm said that Hospital Days has switched to just one day this year. She thought the Town Officials should be in the parade and thought it would be nice for people to know who they were. She would take responsibility for seeing if the committees were interested. It wouldn't be mandatory but she thought it would be a good idea.

#### Propane

Ms. Johnson said that she heard from a citizen about a good propane deal. She called Irving and got a price of \$1.59/gallon which is 26% lower than what they were getting. She wanted some direction from the Board of Selectmen to see if she should lock the price in or wait a bit to see if it goes down more. She was advised to wait a bit longer before locking in, and to continue to monitor prices from various companies.

#### Raises

Ms. Johnson said that the budget included a 2% increase for every full-time employee. The first pay-period in July will be the new fiscal year. Do they want to give a 2% raise to everyone or do it on some other basis? Chair Bianchi said that they discussed a blanket raise and it was never discussed to give raises on merit however there would have to be clear procedures in place prior to implementation so all employees know what is expected. It was suggested by Ms. Hallquist that giving raises by merit should be considered for the future and made part of employee committee to see what the employees felt about it. Ms. Johnson said that there is no incentive for employees to do anything above and beyond because they know they will get a raise regardless. A merit method of administering raises should be brought up before the next budget season, as part of the personnel policy. Ms. Hallquist thought that many employees would welcome a merit raise system if it was clearly stated and fairly administered.

#### Town Administrator's Report

Ms. Hallquist said they have received about 15 resumes for the Planning & Zoning Administrator position. The closing date is June 20<sup>th</sup>.

Richard Simek of Brookside Drive submitted an e-mail expressing concern about what he sees as a steady increase in zoning regulations which he believes is eroding personal freedoms of property ownership. Mr. Simek cautioned the Board to use care in selecting the new Planning and Zoning Administrator. The Board asked that Ms. Hallquist respond to the writer, and explain how zoning amendments are approved as his perception was not entirely correct.

Ms. Hallquist informed the Board that the Sewer Warrant utilized the same rates as last year. Although there are less gallons being billed, which would generally mean higher rates to collect the necessary funds, but due to increased hook-up fees received, they won't have to. It was noted that there is a minimum of \$2,000 for a connection fee to connect to the main.

#### Sunapee Wastewater Treatment Plant Update

It was noted that the bid opening was held and the low bid was submitted in the amount of \$6,666,000 by Penta Corp. Chair Bianchi wondered if the lower bid meant that New London wouldn't have to come up with the entire \$5.2 million dollars. This is something they have to hash out at the next sewer meeting. Ms. Hallquist said that she would like it clarified as her reaction was different than others after attending a finance meeting some months ago. New London is responsible for 65% of the total project expenses. If Sunapee doesn't spend all of its \$2.2 million dollars, they won't get all of their grant funding, which comes at the very end of their expenditures. This is unlike New London, where the 25% grant, in the form of loan forgiveness, is applied to the first dollar spent.

Ms. Hallquist didn't want to tell the voters it would cost less unless they were certain. Ms. Helm said in the beginning the system design had a lot of bells and whistles and it was whittled down to only what was really necessary. Chair Bianchi said that since the bid came in lower, Sunapee may want to add some features of the facility that they had to eliminate previously in an effort to save money.

#### Pleasant Street Sidewalks

Ms. Hallquist said that the following day they would have a pre-construction conference, which is a requirement of the Safe Routes to Schools Program.

#### Upcoming Meetings

Board of Selectmen on June 25 at 4:00pm.  
Planning Board on June 26 at 7:00pm.

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to go into non-public pursuant to RSA 91-A:3, II (e) to discuss pending litigation. Roll call vote: Bianchi: yes; Helm: yes; Kidder: yes. THE MOTION WAS APPROVED UNANIMOUSLY.**

The Board returned to their public meeting to continue their regular business.

Application for Building Permit:

- Tracy Prescott, 242 Elkins road (Map & Lot 077-041-000) add screen area – Permit #12-51 – approved.

Application for Temporary Sign Permits:

- Center for the Arts – June 24<sup>th</sup> – 30<sup>th</sup> & July 1<sup>st</sup> – 7<sup>th</sup> – at information booth – approved.
- First Baptist Church
  - Bible school sign – 6/18-12 – at info. Booth & church – approved.
  - Summer fair – 7/7/12 – at info. Booth & church – approved.
- The Fells – sign at info booth – 6-23 to 6-30 – approved.

Application for Raffle Permit:

- Our Lady of Fatima – Holiday Raffle – 11/10/12 – approved.

Application for use of Whipple Memorial Town Hall:

- SKIT – 7 weeks – Oct. 14<sup>th</sup> through Dec. 9<sup>th</sup>, fee of \$300. Approved.
- Elkins Fish & Game – September 14, 2012, 7PM-9PM paid fee of \$25. Approved.

Other Items to be signed:

- Disbursement voucher
- Warrant Yield Tax Levy, \$279.87 – (Map & Lot 087-003-002) Approved.
- Tax abatement - \$1098.05 – (Map & Lot 095-021-000) Approved.
- Tax abatement - \$3.33 – multiple lots – Approved.
- Tax Abatement - \$18.50 – 101 Hilltop – Approved.
- Intent to cut – Map & Lot 117-005-000 – County Road.
- Multiple Appointment Cards – Approved.

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

The meeting adjourned at 10:15pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London