



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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

## BOARD OF SELECTMEN MEETING MINUTES

January 8, 2018

6:00 PM

### **PRESENT:**

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

### **ALSO PRESENT:**

Michael Gelcius, Conservation Commission Member  
Mark Vernon, Conservation Commission Member  
William Dietrich, Planning Board Member  
John Wilson, New London Resident  
Peter Bianchi, New London Resident  
Paul Gorman, Planning Board Chair  
Richard Lee, Public Works Director  
John Ellis, New London Resident  
John Raby, *Intertown Record*

Chair Helm called the meeting to order at 6:00PM.

### **Capital Improvement Plan**

Paul Gorman and Bill Dietrich attended the meeting to discuss the Capital Improvement Plan (CIP). Chair Gorman presented the CIP as approved by the Planning Board on November 14, 2017 and explained the process used. He noted that members of the Capital Improvement Committee included himself, Bill Dietrich, Janet Kidder, Bill Berger, Rob Prohl and Michele Holton. The process began in June, 2017 and there were several meetings. Members of the committee spoke with and interviewed the Police Chief, Public Works Director, Recreation Commission, Fire Chief and the Director of the New London/Springfield Water Precinct. There was also a visit to the new police station recently built in Bow, NH.

In the course of this process, they reviewed last year's recommendations of the CIP process. Chair Gorman noted that many of the issues identified a year ago that needed attention or completion have been completed. These include the Pleasant Lake Dam project, the sewer lagoon project, and the Parkside sidewalk project. The engineering study for Goose Hole Bridge remains to be done. Last year the resolution of the 1941 building was the number one priority in the CIP and it was resolved.

This year, the CIP identified five issues to bring forward and included the following recommendations:

1. Finding a location for a new police department. The committee felt strongly that this process of identifying a site and then developing a plan to house a police department was first priority.
2. The second is the transfer station study. The final report has been issued and it was felt that once it had been received by the Board of Selectmen they would begin to develop a clear plan for implementation.
3. The third is that work be completed on the second Brookside culvert project, the Pingree Road bridge project and to develop an engineering study for the Goose Hole Bridge over the course of the coming year.
4. The fourth is that a review of the Buker Annex to Whipple Hall be completed to indicate how that space can be repurposed for the recreation department once a new Police Station facility is completed.
5. The fifth is to institute a planning process that will result in a Community facility for the town. This has been raised in the past and the committee felt it should be given attention again.

Chair Rollins asked if there were any more details regarding facilitating the development of the Police Department. Chair Gorman stated no, he feels the work the committee undertakes is only to identify what the priorities are. Chair Rollins asked if the location or any pieces of property were discussed. Chair Gorman stated they have had two meetings with the President of Colby-Sawyer and talked with her about the whether they are interested in selling any property.

John Ellis asked if the stage we were at now is to find a possible place for the Police Department. Chair Helm replied that the Board has received the CIP and the focus will be to get through the March town meeting before thinking about timelines for other projects.

### **Conservation Easement on Pleasant Street Property**

Mark Vernon and Michael Gelcius, Conservation Commission members, met with the Board to request that the Board of Selectmen agree to place a warrant article on the town meeting warrant to seek voter approval of placing a conservation easement on the Pleasant Street East parcel. Mr. Gelcius stated that back in November the Conservation Commission went before the Planning Board asking for their approval and they made a motion to move forward with the conservation easement; the Conservation Commission was very happy with that endorsement.

Selectman Kidder stated that the town voted to purchase the land for conservation and this is the next logical step for that piece of property. John Ellis asked how many acres this involves and Mr. Vernon replied it is 26 acres.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to draft a warrant article to place the Pleasant Street East property under conservation easement. THE MOTION WAS APPROVED UNANIMOUSLY.**

**Public Comments: None**

### **Old Business**

Chair Helm asked if the other board members were agreeable with his draft of the Selectmen's 2017 Annual Report; the Town Administrator Report will include a description of the Planning and Zoning changes. The Board is in agreement.

## **New Business**

### **Lowering Pleasant Lake to Make Repairs to the Dam, Fall 2018**

Ms. Hallquist reported that during the most recent Dam project, it was noted that significant work needs to be done to the concrete. This should be done soon since it's a safety issue. Richard Lee has gotten an estimate of \$14,650. The money can be taken from the previously approved bond for the upgrades to Pleasant Lake Dam.

Chair Rollins asked when to anticipate this happening. Mr. Lee stated the ideal time would be a week or two after Labor Day. The goal would be to get it done and get the gate closed and the level back up before it gets cold. Chair Helm stated that it would be a good opportunity for residents around the lake to do repairs and maintenance to their property. John Wilson stated that every five years they give residents the opportunity to do repairs and this is the fifth year so is an appropriate time. He feels that it should be communicated to residents when the water level will be going back up so they know how quickly they need to get the work done. A public hearing will be held to notify residents as required by state statutes.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to lower the lake level of Pleasant Lake in the fall of 2018 to complete repairs on the dam. THE MOTION WAS APPROVED UNANIMOUSLY.**

### **Citizen Committee for Public works Director Search**

At the last meeting it was decided each Selectman would provide Ms. Hallquist with two names for the committee and then they would decide together on the seventh member.

Chair Helm has suggested Allison Seward and John Ryan. Selectman Kidder suggested David Cary and Scott Ellison. Selectmen Rollins suggested Rob Prohl and Jerry Coogan. After discussion, it was decided a seventh person was not necessary. Chair Helm directed Ms. Hallquist to contact the people recommended to see if they are willing to be a part of the Citizen's Committee. The advertising for the position will begin next month. The citizen committee will be called upon mid- to late March.

### **Contribution Assurance Program (CAP) for Workers' Comp Insurance from Primex**

The Board reviewed information from Primex that allows the town to participate in the CAP program that provides stability in renewal rates, capping the yearly increases at 8% for 3 years. Ms. Hallquist reported that similar to the other insurance programs we currently have with Primex. 8%.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the proposal and enter the Primex Workers' Compensation Contribution Assurance Program (CAP). THE MOTION WAS APPROVED UNANIMOUSLY.**

### **Receipt of Resignation for Dee Doheny from the Solid Waste Committee**

The replacement of this position will be reviewed at the same time other board openings are reviewed.

## **Audit Services**

In the fall, the question was raised about how frequently we explore changing auditors. Ms. Johnson stated that they have not gone out to bid for audit services since 1986. Ms. Hallquist stated it's not unusual for towns to stay with the same auditors while other towns require a change at regular intervals. She noted that one benefit to switching firms is that a new firm might take a closer look while completing the audit. Wendy Johnson feels the company they use is reputable and she is comfortable with them. She doesn't have a compelling reason to change. Selectman Kidder feels it's important to have a good working relationship with auditors and as long as Ms. Johnson and Ms. Hallquist are comfortable then she doesn't see any reason to change. Chair Helm agreed but asked that the town's auditing firm be asked for their policy on whether the principal partner on an account changes periodically.

## **Town Administrator Report**

Ms. Hallquist provided the following report:

- The trial date for the Gilman v. Town of New London case is scheduled for two weeks in July. This is the road drainage case. Mr. Lee is the expert witness for the Town.
- There will be new LED outside lights installed the Academy building as it is dark in that area of the parking lot.
- Acquiring State Property – Ms. Hallquist provided the board with information regarding acquiring state property. There is a \$500 fee. The estimated timeline is 1.5 years. Ms. Hallquist noted that she informed the state that the town would like to know as soon as possible if acquiring the land near the transfer station is even a possibility.
- Projects - Mr. Lee provided information on Whipple Hall and noted that the Board needs to decide what work will be scheduled. He explained that as far as the lighting goes, the emergency lighting on the outside of the building should be done. Rewiring the old town hall was another safety concern. There is a rise in the floor near the stage and this could be a liability as a tripping hazard. The A/C unit in the police department needs to be replaced.

Ms. Hallquist also addressed the windows and feels that they present a problem since they are propped up with sticks when they are opened because they will not stay open without support. She noted that with children in the hall in the summer, the windows opened using a stick for support presents a risk of injury should the window close unexpectedly. She also noted that the storm windows do not function properly. It would be nice to get whole new window units. Mr. Lee agreed to get an estimate.

Selectman Rollins feels the lights and safety issues need to be addressed. She feels they should move forward on some of these items. Selectman Kidder feels that the outside lighting needs to get done to meet fire codes. Chair Helm proposed that Mr. Lee be given a budget of \$50,000 for work on the building: \$20-\$30,000 could be spent on the roof, \$10,000 on the air conditioning unit and the other \$10-\$15,000 for lighting. Chair Helm would like this done or well underway before Mr. Lee leaves. For future reference Chair Helm would like estimates for the cost of windows and the electrical wiring.

John Ellis asked if the windows could be locked down. Mr. Lee stated all the windows are the big windows and they put the storm windows up. If they are screwed shut it gets too hot and there isn't any ventilation. John Raby was concerned about the 100 year celebration in June and the window issues at Whipple Hall. Selectman Kidder feels that not all the windows have issues

and some could be opened to allow for ventilation. Chair Helm stated that he isn't diminishing the safety issues with the windows but there are other things they have decided to start with and will have Mr. Lee get estimates for new windows in the meantime.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to allocate \$50,000 from the capital reserve fund for repairs to Whipple Hall to be used for the roof, air conditioning unit and lighting/safety issues. THE MOTION WAS APPROVED UNANIMOUSLY.**

- Sewer Lagoons – Ms. Hallquist reported that RMI recommends that the town test the material in the remaining lagoon, which might allow the town to leave the lagoon as is, as it was covered decades ago. If the test results are not good, the town would have to remove the material like it did in the other 3 lagoons. The cost for testing is approximately \$2,500. Ms. Hallquist and Mr. Lee feel it's worth investing the money. Mr. Lee feels even if it comes back bad, he thinks his crew could do the work.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the amount of \$2,500 to test the fourth sewer lagoon. THE MOTION WAS APPROVED UNANIMOUSLY.**

- Nicole Gage met with the owners of Peter Christians and has determined that the height of the building is in compliance with zoning.
- Ms. Hallquist will report at the next meeting about changing the tax bills from quarterly to semi- annually. She will also report about agents to expend status of the existing capital reserve funds and whether there were any others to put on the warrant.

### **Committee Reports**

Selectman Rollins reported that the Budget Committee has completed its work and is in sync with the Board of Selectmen's budget. There won't be a need for a reconciliation meeting. Selectman Rollins attended the deliberative session for the school on Saturday and felt both committees did a great job. They came in at a 1.28% budget increase.

Selectman Kidder reported on a recent Planning Board meeting on December 19, 2017. They approved a tree cutting application and a two-lot subdivision on Morgan Hill. Four items that the Planning Board will be putting on a warrant article are bike racks, solar energy, small wind energy and an institutional/theater district.

Selectman Kidder attended a ZBA hearing on December 28, 2017. One issue was Colonial Pharmacy requested three signs. The town's zoning ordinance allows two signs and one of the signs exceeded the square footage of the current zoning ordinance. This was denied. They can have two signs and they must meet the sign regulations. There was also a request for a variance for a foundation that did not have a building permit. The foundation doesn't meet the setbacks. They were directed by the Zoning Board to come to the Board of Selectmen.

On January 2, 2018 there was a Master Planning committee meeting. They agreed on categories for the different sections of the Master Plan.

Also on January 2, 2018 there was a Recreation Commission meeting. The netting and posts have been installed for the skating rink. When the lining was put down the ground was not frozen, so a lot of work was done to smooth it out. Scott Blewitt thanked the Public Works Department for all the work they have done. The cost for the posts and netting was \$3,300 and this came out of the revolving fund. It was noted that the Highway Department put in the anchors for the posts. Mr. Blewitt will be having a sign made to indicate the times available for free skating and pond hockey. Plans are progressing for the Jack Frost dinner to be held at Colby-Sawyer College.

### **Meeting Minutes**

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of December 18, 2017 as presented. THE MOTION WAS APPROVED UNANIMOUSLY.**

Richard Lee commented that the budget process having joint meetings with the Board of Selectmen went very smooth this year compared to years past.

John Ellis commented that the new hire in the Town Clerk/Tax Collector's Office, Gisela, is a great addition to the tax collector office. Mr. Ellis also noted that some of certificates at the reception desk are outdated and wondered if we had updated certificates to replace these. Ms. Hallquist will look into this. Mr. Ellis also addressed the signage on Old Main Street. There is a triangle there and would like the sign moved so it's clear as there is confusion. Chair Helm suggested consulting with Mr. Lee. Mr. Lee stated he will install a new post in the spring and will put a new sign up.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to enter into a nonpublic session pursuant to RSA 91-A:3, II (a): the dismissal, promotion, or compensation of any public employee or the disciplining of such employee and (d): consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

Roll call vote: Helm: Yes, Kidder: Yes, Rollins: Yes

The Board entered nonpublic session at 7:19 PM.

The Board reentered the public session at 8:10PM.

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

### **Items to be signed**

- Payroll Authorization Voucher
- Accounts Payable Voucher
- Board of Selectmen, Rules of Procedure
- Application for Land Use Change Tax – Current Use
- Applications for Veteran Tax Credit
- Application for Current Use – Good Shepherd Farm LLC, Main Street & Squires Drive

- Yield Tax on Timber Cut – Molly Kidane, 1041 Newport Road
- Retroactive Proclamation – Arbor Day
- Birthday Cards – January

**Applications Approved &/or Denied**

**Building Permits**

- Wesley & Nina Royce, 1590 Little Sunapee Road, TM 030-019-000. Construct a house. BP 17-020. DENIED 1/3/17
- Morgan Point LLC, 12 Lovering Lane, TM 084-059-000. Interior for offices & bakery. BP 17-148 APPROVED 1/3/17
- Jan Hostage & Elizabeth Stevens, 131 Hilltop Place. TM 144-001-131. Interior – Kitchen. BP 17-150 APPROVED 1/3/17

The meeting adjourned at 8:20PM.

Respectfully submitted,

Trina Dawson, Recording Secretary  
Town of New London