



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES November 20, 2017 6:00 PM

PRESENT:

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

ALSO PRESENT:

Colby-Sawyer Students: Jordan O'Brien, Justin Enright, Shayna Levesque, Michelle Lopes, Brooke Vigiotta, Grace Ledgard, Nicole Semeraro, Teriko Maclonnell, William Astle
Budget Committee Members: Robert Prohl, Phyllis Piotrow, Bruce Hudson
Jay Lyon, Chief of Fire Department
Richard Lee, Public Works Director
John Raby, *Intertown Record*

Phosphorus Study Update

Colby-Sawyer College students attended the meeting to give an overview of a community research project they are conducting. The study is being conducted by Environmental Science and Studies students in collaboration with the Town of New London and its Public Works Department. The purpose of the study is to help the town understand phosphorus dynamics. They are working to help the town find ways to lower phosphorus as DES permits get more stringent. They are updating maps as well. The cost to treat phosphorus at the treatment plant in Sunapee is paid by New London property owners that are on the municipal sewer system; Sunapee users pay for their usage as well.

Phosphorus is found in cleaning products, i.e. hand soaps, body washes, and laundry detergents. They are going to determine an estimate for how much New London is contributing to the Sunapee Wastewater Treatment Facility and to design a public outreach program to help people understand how to lower the amount of phosphorus they are adding to the system, both for residents and business. Their data collection can be broken into two different procedures, sample collection and lab analysis. For sample collection, they picked 17 different manhole sites. They get a discharge reading and an actual sample.

They selected the manhole sites based on the flow maps and wanted to get most information out of the fewest sites. They take samples and analyze them in the lab.

The students have done a lot of research to find where the phosphorus is coming from and have narrowed it down to surfactants, human waste and fertilizers. Surfactants are dish soap, detergents and body washes. Human waste is a bigger contributor than they thought. Fertilizers are infiltrating into the system.

They have done a great deal of public relations work and are planning to do more. So far, they have done a radio interview with WNTK, the Inter Town Record and Colby Sawyer. They have submitted an ad in the Kearsarge shopper to describe the project and to advertise when the final presentation will be held.

They developed standard operating procedures and quality assurance measures. They submit monthly reports on data collected, trends noticed and what they've accomplished to Kimberly Hallquist and Richard Lee. They are developing a survey for next semester to determine what products residents and businesses are using and how much.

The end of the semester presentation will be Thursday, December 7, 2017 at 6:00pm.

Selectmen Rollins asked if the culmination of the study in the spring will include have recommendations for residents for how they can do a better job in reducing their phosphorus usage. Mr. Astle stated that that is the intention of the study.

Budget Discussion

Chair Helm noted that the Board would review the FY2019 budget and discuss areas where more information might be needed. He noted that no decisions would be made until the full Board met at a future meeting.

Town Clerk/Tax Collector – The additional 8 hours added on to the current part-time position will cost \$35,000 as the position will go to full-time, which includes benefits Chair Helm feels that work should be done to find a different solution to make that operation more efficient and suitable for the town. Selectmen Rollins agrees with this. Both feel this is an unnecessary expenditure.

Police – Request for Full-time officer - Selectmen Rollins felt that in reading the documentation, including that the request will allow for a decrease in part time wages (\$15,000), and the difficulty in trying to provide sufficient coverage, she supports this request. Safety is of utmost importance to her.

Chair Helm agrees but is concerned about the budget and thinks instead of having it start on July 1, 2018, maybe it could hit half in the first year and half in the second year. The timing on this is open for discussion.

Selectmen Rollins is open to that idea but would like to hear Police Chief Ed Andersen's thoughts on it. The reality is there are struggles with hiring and she wants to make sure we retain the people we have.

Chair Helm suggested a cost of living adjustment (COLA) for all employees. We've heard in some cases we may be falling behind the curve and he would be inclined to add in the cost of a 1% COLA (\$24,000). This would happen at the beginning of the year. Feedback from the department heads suggests that a COLA would have a positive impact. Selectmen Rollins feels that 1% is reasonable.

Recreation Department – Proposal was for an Administrative Assistant for 25 hours per week for 52 weeks. Previously requested an Assistant Beach Manager position but has withdrawn that request and instead will identify a staff person as a head lifeguard to share duties when the manager is off. This sounds reasonable, but Selectmen Rollins would like to hear if there is a proposal to bump up the employee rate to make them the head lifeguard. There is also a request to increase starting pay for lifeguards from \$9.00 to \$10.00 per hour.

Selectmen Rollins discussed the proposal for the administrative assistant that would be responsible for the front desk and would help facilitate special events and trips. She does not support this request. She feels a full-time recreation director and a 25 hour a week administrative assistant is not necessary.

She does support increasing the starting pay for lifeguards as she feels that they play a critical role. She also supports the notion of the head lifeguard with an increase in the salary to indicate this.

Chair Helm doesn't support a full year administrative assistant. When the presentation was made, the focus was on the busy season and based on this, his thought is hiring for a three or four-month

part-time summer position. He would like clarification on the lifeguard issue with regards to scheduling and coverage. Safety on the beach is important. Chair Helm removed \$18,000 out of the budget.

Selectmen Rollins feels that a lot of administrative work can be done during down time and she questions the need for a full time Recreation Director during the off season. Chair Helm can see that gearing up for busy season may require an administrative assistant to help noting that if the town didn't have a full-time recreation director we risk losing some of the programs that go on during other times of the year.

Chair Helm noted that the Recreation Commission minutes from March, 2017 states that one of the purposes of the revolving fund was to begin new programs. At that time there was positive discussion around the possibility of a new facility and an expanded recreation program in cooperation with other groups in town. In this proposal, there were only 8 new programs. If there isn't an expanded program activity, do we need \$50,000 in the revolving fund? The revolving fund is supposed to be used to subsidize programs and replace it quickly. Selectmen Rollins is asking if some of these requests for equipment shouldn't be coming out of the revolving fund. Lines for the swimming area and lifeguard chairs are important things to have.

The conclusion is that Chair Helm and Selectmen Rollins want to cut back the request from the recreation department and want more information and detail from Scott Blewitt regarding lifeguard pay, lifeguard hours, beach manager position and what hours would be most beneficial for a part time administrative assistant.

Neither is in favor of a year-round administrative assistant position.

With the adjustments made so far, the change to the operating budget is an increase of 2.5%. The amount is between \$175,000 - \$180,000.

Not-for-Profit Use of Town Property – Chair Helm stated that there is good purpose in having the facilities used for the benefit of our town. He is inclined to waive the fee for activities used for less than a twelve-hour period. If it is a New London based activity that is providing a cultural benefit to the town, he would be in favor of not charging for the use. This topic will be on a future meeting agenda for consideration by the full Board.

Health Insurance – Kim Hallquist provided information regarding a small increase beginning July 1, 2018 for a full twelve months. It will not exceed .6%.

Color Copier – Chair Helm wanted to know why this is a big expense and how can it be managed better. Ms. Hallquist stated that it is available to any department head that needs to use it. They now implemented codes so they can track what departments are using it. Chair Helm feels it is wasteful to print everything in color. Selectmen Rollins feels sometimes there is a need if charts and diagrams are being printed and many documents can be printed double sided.

Library – Selectmen Rollins would like more detail on the wage study that was done. She would like to address the repairs and upkeep amount and would like to ask the Board of Trustees what the plan is for that building. The Selectmen can't take action on the library budget but can make recommendations to the budget committee.

Capital Reserves Funds

GIS – Chair Helm asked if this could be closed out but Wendy Johnson stated we are only halfway through the project and can probably close it out in 2020.

Town Building /Maintenance – \$50,000 per year. There are no plans for specific projects at this time, but the Selectmen are agents to expend.

Computer Maintenance – Chair Helm asked if this could be closed out. Ms. Hallquist stated this is money to be used for unexpected computer issues like a server going down or other big expenditure. She recommended that it remain open.

Master Plan – \$10,000 – This will be discussed at the Planning Board meeting as they are planning to do a survey. Chair Helm would like them to discuss their financial needs at their next meeting on November 28, 2017.

Fire Vehicle Fund – \$75,000 is the proposed contribution for the upcoming budget.

Bridges – Chair Helm asked Richard Lee how soon Brookside 2 would need to be done. Mr. Lee noted that he feels they are living on borrowed time. Chair Helm stated that in 2020 they have a bond maturing. That would be a logical time to do another as the new bond payments would just replace the old ones. They will confirm when the bond matures. The Goose Hole Road engineering study hasn't been started yet but the money is already set aside.

Highway Equipment – no changes

Pleasant Lake Dam – Can be closed out.

Sewer Lagoons – We probably can't get a waiver for the buried lagoon. \$25,000 will be added.

Pump Station – \$24,000 will be moved into the Sewer lagoon account.

Library – Spending almost as much on the library building every year as they do on all the other buildings combined. Selectmen Rollins would like to hear what their broad development plan is. Chair Helm would like to see the budget cut down.

The beginning balance for the capital reserves was \$704,000 and \$80,000 has been removed.

Triathlon – Chair Helm inquired how much the town contributes to the triathlon as he felt that the town incurs a significant cost with extra police, fire and beach coverage. Ms. Hallquist stated that Hospital Days and the triathlon present excellent training opportunities for the police department for crowd control and traffic control and the money spent is worth it for the training that would be hard to get otherwise. She also noted similar benefits for the lifeguards.

Items to be signed

- Payroll Authorization Voucher
- Accounts Payable Voucher
- Capital Reserve Withdrawal Request
- Veterans Credits
- Appointment change – Geoffrey Daley, Full-time Police Officer
- Employee Recognition Certificates for “Years of Service”
- Birthday Cards for employees
- Notice of Intent to Cut Wood or Timber (Stanley Farm Association, Inc.)
- Applications To Use Town Property
 - ✓ Whipple Hall on July 10, 2018 from 11:00 am to 3:00 pm by the New London Garden Club for an educational program.

- ✓ DATE CHANGE - Whipple Hall on February 17, 2018 from 4:00 pm to 10:00 pm for the Winter Performing Arts Series by Nicole Southworth for the “Center for the Arts” (change from February 24, 2018).
- ✓ Whipple Hall on 2018 every first Friday from 4:00 pm to 10:00 pm for “First Fridays Activity” by Nicole Southworth for the “Center for the Arts”.

Applications Approved &/or Denied

Temporary Event/Sale Permits

- Kearsarge Chorale at Our Lady of Fatima Church on Main Street on November 18, 2017 at 7:30pm and November 19, 2017 at 3:00pm. APPROVED

Sign Permits

- Temporary Sign – By Kearsarge Chorale for a 2’ x 3’ A-frame sign at the Information Booth from November 11th to November 19, 2017 for a Concert at Our Lady of Fatima. APPROVED

Building Permits

- William & Allison Faccone, 154 Knights Hill Road, TM 083-001-000. Enclose existing porch, other interior & exterior renovations. BP 17-127 APPROVED 11/8/17
- Margaret Eisenbach Real Estate Trust, 450 Hall Farm Road, TM 076-053-000. Refinish 80 sq. Ft. of basement. BP 17-132 APPROVED 11/8/17
- Robert & Donna Young, 25 Everett Park, TM 072-042-000. Demo & reconstruct garage with covered entry way. BP 17-126 APPROVED 11/9/17
- Benjamin Barton, 52 Main Street, TM 073-045-000. Addition, interior renovations & porch with roofing. BP 17-131 APPROVED 11/9/17
- Robert Caia, 623 Main Street, TM 096-002-000. Exterior additions to house. BP 17-130 APPROVED 11/14/17
- Matthew McClay, 62 Castle Lane, TM 130-015-006. Add a 30' X 24' garage. BP 17-133 APPROVED 11/14/17
- Tracy M. Prescott Living Trust/ Trustee, 742 Seamans Road, TM 098-036-000. Add a 10' x16' shed. BP 17-134 APPROVED 11/14/17
- David Brewster, 317 Owls Nest Road, TM 135-001-000. Demo of a house. BP 17-135 APPROVED 11/14/17

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Trina Dawson, Recording Secretary

Town of New London