



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES November 4, 2019 6:00 PM

PRESENT:

Nancy Rollins, Chairman
Janet Kidder, Selectman
John Cannon, Selectman
Kim Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

Bill Helm, New London Resident
Thelma Kaplan, New London Resident,
Police Chief Ed Andersen
Michael Williams, Rip Cross, Phil Sherman, Bob Bowers, Joe Cardillo; Building & Facilities
Committee members
Mark Kaplan, New London Resident
Amy Kaplan, New London Resident
Fire Chief Jay Lyon

Selectman Rollins called the meeting to order at 6:00 PM.

Public Comment - None

Old Business

Buildings & Facilities Committee suggested Buker Request for Proposal (RFP) timeline

Bob Bowers stated that a memo has been submitted to the Board of Selectmen which suggests that the committee start looking for professionals to do the work that has been proposed. There are members of the Building and Facilities Committee that have connections and can provide names of firms that have experience with police station building and renovation projects.

Work is also being done on the Request for Proposal (RFP). They are using the former Harriman RFP (*Municipal Facility Needs and Site Alternative Analysis Services* RFP issued by the Selectmen in May 2018; Harriman was the successful consultant) as a template. Rip Cross is also looking at other RFPs to see if there is anything in them that should be added. The committee will also identify the scope of work they will be asking them to do. Once Rip Cross and Phil Sherman have completed and drafted the RFP, it would go out to the committee, Town Administrator, Kim Hallquist and Police Chief Ed Andersen. Ms. Hallquist provided the committee with the list of proposals that were sent in when the last study was put out for bid and the committee has also invited Chief Andersen to send in any names he has. The goal is to have this list together and then Kim Hallquist, the Police Chief and the Building and Facilities committee will meet and go through the list to come to a conclusion on who should be invited to submit a proposal.

Mr. Bowers explained that the hope is that at the end of that meeting they will have a product to send out. Any RFP's that we are interested in pursuing would come in to meet with the committee, Kim Hallquist and Chief Andersen. A recommendation would be made to the Selectmen as to what the best choice would be. The hope is that this will all be done by January 6, 2020. A subcommittee of

the Building and Facilities committee will be charged with dealing with who is hired and answering questions. They will meet to make sure steps are being taken and will report back to the committee as needed. A final report with recommendations to the Board of Selectmen will be given at a public meeting. This timeline is not set in stone, but this is the concept they are working under.

Chair Rollins appreciates the timeline and is hopeful that Chief Andersen will be actively involved as this is critical. Chair Rollins asked Chief Andersen to also have his senior leadership weigh in on the proposal.

Selectman Kidder asked Bob Bowers if he has considered the possibility that when the report is done, it might not meet their expectations. Also, the town may not vote to approve funds for it. She suggested having the proposal include looking at the space if the Police Department and Dispatch were not there and how it could be repurposed, pointing out that it could be used as a community facility, offices, Emergency Management, storage and meeting space. 70% of the people that responded to the recent Master Plan survey are in favor of building a new police station. The voters may not be in favor of spending more money to repurpose that space for a Police Department. They were in favor of using it for Recreation or other town offices. She feels it may be wise to ask the consultant hired to perform the study, to look at both options.

Rip Cross feels this is graying the parameters, pointing out that the committee is trying to create an RFP that is specific and has certain deliverables. Mr. Bowers doesn't think Selectman Kidder's suggestion a wrong idea but disagrees with doing both at the same time. He suggested that the point of the committee is to find out exactly what can be done and what that would cost. Then you find out what you are not going to get that Chief Andersen wants and needs and you have an outline of what can and can't be done. That puts you in a position to compare those results to what a new building would cost and what it can provide. Right now the committee is getting data collection to do analysis. Chair Rollins stated a vote was taken by the Board and they will move ahead with doing a study.

New London resident Bill Helm addressed the proposed timeline that was just discussed. He urged the Board of Selectmen to slow down pointing out that this process has been going very quickly. In the Board of Selectmen's minutes of the October 21, 2019 meeting it stated there should be no impact on the current budget deliberations for bonding or major actions, Mr. Helm sees no need to rush between now and early 2020 to undertake another study of the Buker Building. He observed that in eight days the Planning Board will hold a public hearing on the 2020 - 2026 Capital Improvement Plan which may reflect another view on the Police Facility and future recreation facilities, based in part on responses to the current and developing master plan that Selectman Kidder referred to. Mr. Helm urged the Selectmen to consider input from all of their boards and committees that it appoints. With respect to the funding of the study, the Town Building Capital Reserve fund was established in 2002 to provide funds for approved maintenance projects, not studies. Over the past two years, the Board of Selectmen and the Budget Committee have worked together and proposed increased funding for this reserve fund (up to \$50,000 each year) in recognition of the need to increase reserves for unexpected building needs. Using these funds for studies was never discussed during those budget discussions. Town meeting should be the time and place to let all the interested parties be informed about and vote on the expenditure of \$25,000 - \$30,000 for another Buker Study as was done at the 2017 town meeting under Article III for the Buker study (*completed by Harriman*) and under Article XX for the Transfer Station study (*completed by Sanborn Head*). Mr. Helm asks that that the Building and Facilities report and recommendations be taken under advisement to consider input from the Planning Board and to develop a warrant for the 2020 town meeting to raise funds for one or more projects and/or studies.

Police Chief Ed Andersen also noted his concern for the direction that the project is going. He stated the Building and Facilities committee is doing a good job moving forward but he feels it is becoming a rehash of the way the building was designed before. He feels the committee has decided this is where the Police Department is going to be and timelines have been set up without his knowledge. He hasn't been able to attend any of the meetings or be a part of the discussion. He understands that Chair Rollins would like his whole police department involved in how the facility is constructed. This has not been done.

Chief Andersen emphasized that it's time to find out what it would cost to build a facility at a different location at the same time this study is being done. This is not even being considered. He would ask the Selectmen to not just look at a study that has already been looked at with the Harriman report which force fits the police department in its current footprint but to look at another location and look at the studies side by side. He agrees that they should slowdown, noting that the Police Department would much rather wait and spend tax dollars more wisely. There needs to be room for growth and the building needs flow and functionality. Mr. Bowers stated the one thing Harriman did was give numbers on a new building. The point of the study is to get hard numbers on what it will cost to do the renovations so a list can be developed of what can't be accomplished so there is a comparison.

Chair Rollins appreciates the comments. She stated a vote was taken after a thoughtful discussion so the work of the committee will continue. She adamantly asks that the Chief and his senior leadership be actively involved in this process.

Bill Helm asked where the money would be coming from as he raised that point as well. He does not feel using the funds from the Capital Reserve Fund (CRF) is appropriate. To suddenly decide to fund this study out of the capital reserve fund with no discussion with the town is not how it has been done in the past. The last two studies that were done were taken to the town for a vote. Wendy Johnson stated she would have to research what the language of the warrant article says from 2002. She stated it all depends on how the warrant article was originally written. Ms. Hallquist stated it is her understanding that the CRF is for repairs and maintenance of town buildings; if so, then doing a study of the facility to determine the maintenance and repair needs are to continue to use the building would be appropriate. She noted to Mr. Helm's point that he is saying if in the past we have asked for voter approval to do studies, then we should continue the same way we have in the past.

New Business

Approval of 2020 dispatching fees

Ms. Hallquist reported that they used the same formula that they have used in the past. She has informed the member towns what their 2020 rates will be, pending Board approval, as they are all working on budgets and needed an idea of the figures.

IT WAS MOVED (John Cannon) AND SECONDED (Janet Kidder) to approve the 2020 dispatching fees. THE MOTION WAS APPROVED UNANIMOUSLY.

Recommendations for Land Use Change Tax from Chief Assessor Norm Bernaiche

The Board reviewed recommendations for land use change tax as submitted by Chief Assessor Norm Bernaiche; three properties totaling \$77,370

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to approve Norm Bernaiche's recommendations on the three properties submitted to them. THE MOTION WAS APPROVED UNANIMOUSLY.

Recommendations for Land Use Change Tax abatement from Chief Assessor Norm Bernaiche

The Board reviewed the recommendation for abatement of land use change tax for Samuel Drive LLC property: \$3,500

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to accept Norm Bernaiche's recommendation for abatement of land use change tax for Samuel Drive LLC property. THE MOTION WAS APPROVED UNANIMOUSLY.

Housing Study

Chair Rollins discussed the presentation on workforce housing that Twin Pines recently did for the Citizen's Advisory Committee on Saturday. Chair Rollins asked Ms. Hallquist to speak with Town Planner Adam Ricker regarding the review of the housing study that was done in Woodstock as it was mentioned in that presentation. Chair Rollins would like to know if there is a recent inventory of town property with sewer and water.

Selectman Kidder noted that an environmental group from Colby-Sawyer College has been coming to the Planning Board meeting. The Planning Board asked them to do an inventory on properties that are currently using town water and sewer and they have agreed. Selectman Cannon commented that the water precinct has voiced concerns about future growth and how much more use is sustainable.

Old Business - None

Town Administrators Report

Ms. Hallquist provided the following report:

- Data was distributed that identifies a speeding issue on Shaker Road. Enhanced enforcement will be done as a result.
- Superintendent of Schools Winfried Feneberg provided a response to the Board of Selectmen regarding repairs to the outside of the SAU building. He informed the Board that the renovation project schedule was developed in the most cost-effective manner possible and is expected to be completed in the summer. The renovations to the inside of the building are fully underway. The outside work, including the new entrance and repairs to the side of the building, will be started in the spring; it was determined that doing the work in the winter would be more costly than in the spring. Superintendent Feneberg asked for the public's understanding of the process and offered to answer questions that might arise.
- Ms. Hallquist provided the Tax Collector contract that will put Linda Nicklos' salary at the same level it would have been when she left. The job grade level was lowered when the job was split but now that she will go back to level 15 and step 3. This is consistent with the personnel policy and pay scale so will go to the next as soon as she has a successful performance evaluation in January. The contract goes into effect as soon as the Board of Selectmen sign it and she accepts it. Ms. Nicklos will also need to be sworn in. Chair Rollins is fine signing it but wants to be assured that the hours go back to Monday – Friday and two Saturdays a month before it is enacted.

IT WAS MOVED (Nancy Rollins) AND SECONDED (John Cannon) to sign the contract contingent on the office hours going back to Monday-Friday and to include two Saturdays a month. THE MOTION WAS APPROVED UNANIMOUSLY.

- Ms. Hallquist invited the Selectmen to view the chair samples she received that might be possibilities for Whipple Hall. She is also obtaining quotes for AV equipment.
- Arch Weathers will be working on the windows and this project should be done by November.
- Ms. Hallquist reported that the Emergency Operations Plan (EOP) has been updated. There aren't any critical changes but the requirement is that it be updated every five years. Noting that Mr. Botta was scheduled to attend the meeting but was not able to appear, Ms. Hallquist recommended that the Board the updated EOP as presented.

IT WAS MOVED (John Cannon) AND SECONDED (Janet Kidder) to accept the updated Emergency Operations Plan. THE MOTION WAS APPROVED UNANIMOUSLY.

Committee Meetings & Reports - None

Meeting Minutes

The minutes from the October 28, 2019 meeting will be deferred until the next meeting.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, November 18th – 6:00 PM
- Selectmen & Budget Committee Joint Meeting – Monday, November 18th – 6:30 PM
- Recreation Commission – Wednesday, November 6th – 5:00 PM
- *Veteran's Day – Monday, November 11th – Town Offices CLOSED*
- Buildings & Facilities – Thursday, November 14th – 6:30 PM
- Planning Board – Tuesday, November 19th – 6:30 PM
- Conservation Commission – Wednesday, November 20th – 8:30 AM
- Master Plan Committee – Thursday, November 21st – 8:30 AM

Other Business

- The Citizen's Advisory Committee meeting for December has been canceled.
- The Employee holiday party will be held on December 6, 2019. The snow date will be December 13, 2019.
- Pay night dinner will be held on December 9, 2019.

Items to be signed

- Accounts Payable Voucher
- 2019 Municipal Assessment Data Certificate
- Land Use Change Tax Abatement request for tax maps:
086-022-005, 068-006-001, 137-018-000, 137-020-000
- Applications To Use Town Property
 - ✓ Whipple Hall – On December 1st from 10:00 am to 3:00 pm for training for NL Barn Playhouse.

Applications Approved &/or Denied

Temporary Event/Sale Permits – all approved

- Hospice Craft Fair at Kearsarge Presbyterian Church on Saturday, November 16th from 9am to 2pm by Lake Sunapee VNA & Hospice.
- St. Nicholas Christmas Fair, 52 Gould Road on Saturday, December 7th from 9am to 2pm by St. Andrews Church.

Sign Permits – all approved

- Temporary Sign – By Lake Sunapee VNA & Hospice for a 2’x3’ sandwich board sign the Information Booth for the Hospice Craft Fair from November 12-16th.

Building Permits

- Lisa Rynne, 39 Wilmot Center Road, TM 077-017-0-0-0. Build 2nd story & convert deck to living area. BP 19-147 APPROVED
- Williamson Realty Trust, 644 Lakeshore Drive, TM 050-004-0-0-0. Roof mount solar array 10kw. BP 19-150 APPROVED
- 35 Little Sunapee Road, LLC, 35 Little Sunapee Road, TM 060-001-0-0-0. Add 3x5 generator. BP 19-151 APPROVED
- Dorr Family Farm, LLC, 258 Little Sunapee Road, TM 046-035-0-0-0. Demo & fill. BP 19-152 APPROVED
- L & B Findeiss Rev. Lvg. Trust, King Hill Road, TM 137-018-0-0-0. New construction single-family residence. BP 19-153 APPROVED

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to adjourn. THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting adjourned at 7:33 PM.

Respectfully submitted,

Trina Dawson

Recording Secretary
Town of New London