



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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

BOARD OF SELECTMEN
MEETING MINUTES
December 2, 2019
6:00 PM

PRESENT:

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

ALSO PRESENT:

Mark Vernon, Conservation Commission
Fire Chief Jay Lyon
Michael Williams, Budget Committee member
John Raby, Budget Committee member
Robert Prohl, Budget Committee Chair
Public Works Director Bob Harrington
Jerry Coogan, Budget Committee member

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

Public Comment – Mark Vernon attended the meeting to submit a request regarding parcel 072-006, a parcel of town-owned land on Parkside Road, abutting New London Hospital and Outing Club lands. He noted that this parcel is 1.4 acres and is oddly shaped. The Conservation Commission's interest in this relates to protecting the Lyon Brook water shed and the Lyon Brook trail. This is important to protecting water quality and the trail itself is an important part of the trail network in New London.

Mr. Vernon explained that the northern most segment of the Lyon Brook trail was recently lost due to the New London Place development. Mr. Vernon thinks it would be a shame to erode that trail even more. He asked that when the Selectmen consider the options for this 1.4 acre parcel, that they give full consideration to the value of it regarding water quality and the trail. Mr. Vernon provided three thoughts on how to do this. The first would be to not sell it and keep it under town control. The second is that if there is a town warrant article, a provision should be included that protects the trail and water shed. Thirdly, this parcel does abut the Outing Club property and Knights Hill Nature Park and perhaps a partnership could be done with them.

Proclamation recognizing 125th anniversary of Elkins Fish & Game Club

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to approve the proclamation recognizing the 125th anniversary of the Elkins Fish & Game. THE MOTION WAS APPROVED UNANIMOUSLY.

Request of Fire Department to allow alcohol to be served at annual pay night dinner

IT WAS MOVED (John Cannon) AND SECONDED (Janet Kidder) to allow alcohol to be served at the annual pay night dinner. THE MOTION WAS APPROVED UNANIMOUSLY.

Note receipt of resignation of Bruce Hudson from the Zoning Board of Adjustment (ZBA) – The Board of Selectmen noted the receipt of resignation of Bruce Hudson from the ZBA and approved a letter of thanks from the Board to Mr. Hudson for his service on the ZBA.

Consider recommendation of ZBA Chair for appointment of Steve Root and Lauren Snow-Chadwick to the ZBA as alternate members

IT WAS MOVED (John Cannon) AND SECONDED (Janet Kidder) to appoint Steve Root and Lauren Snow-Chadwick as alternate members of the ZBA. THE MOTION WAS APPROVED UNANIMOUSLY.

Discuss recommendation of Public Works Director to change the pay scale for Maintenance I position

Public Works Director Bob Harrington distributed a memo that provided explanation of his recommendation to change pay grade 7, that includes the Maintenance I position, by making step 3 the starting level (make it step 1). Mr. Harrington's biggest concern is that employees will leave for more money in other towns. Many area towns are looking for experienced drivers. Chair Rollins asked Mr. Harrington for his proposal timing of adopting his proposal; Mr. Harrington responded as soon as possible, pointing out that this time of year is a bad time to lose employees as it affects the quality of work for the entire department.

Selectman Kidder asked what the budget implication is where would the money come from? Finance Officer Wendy Johnson responded it would be up to Bob Harrington to find the money in his budget to get us through this budget year. The increase would be approximately \$12,000. Chair Rollins stated it is the right thing to do to remain competitive; she thanked Mr. Harrington for the memo outlining the issue and his recommendation.

IT WAS MOVED (John Cannon) AND SECONDED (Janet Kidder) to change the pay scale for pay grade 7. THE MOTION WAS APPROVED UNANIMOUSLY.

FY2021 Budget – Final Selectmen's Review for submission to the Budget Committee

Executive –The Selectmen recommended accepting this budget request.

Election – The Selectmen recommended accepting this budget request.

Finance – The biggest items in this budget request is the part time Finance Assistant and the Deputy Tax Collector. The Selectmen recommend accepting this budget request.

Reassessment of Property – The Selectmen recommend accepting this budget request.

Legal and Animal Rescue Fees - Chair Rollins asked Kim Hallquist why Legal fees were raised from \$20,000 to \$25,000. Ms. Hallquist responded that this is a revaluation year, and this sometimes generates more abatement applications. She hasn't heard that many people are filing abatements yet, but the deadline has not been reached yet. There are also no legal issues pending. Chair Rollins recommends cutting it back to \$20,000. The Selectmen were in favor of this.

Personnel Administration – The Selectmen recommend accepting this budget request.

Planning & Zoning – Selectman Rollins asked why there was a large increase in planning services. Kim Hallquist stated they have increased the hours for Town Planner, Adam Ricker. He is contracted through the Regional Planning Commission (RPC). The amount went from \$51,480 to \$66,000. Originally Mr. Ricker was scheduled to be in New London two days a week (16 hours) but it hasn't worked out that way due to meetings etc. and the account has gone over budget.

Chair Rollins asked who was responsible for monitoring Mr. Ricker's hours. Ms. Hallquist stated he is here when the Planning Board needs him. Planning Board meetings are sometimes long, and he doesn't leave in between. The Planning Board needs him at meetings, and he also meets with citizens in his office and does site visits. Chair Rollins feels the hours should be regulated more. Ms. Hallquist noted that the length of meetings is difficult to forecast; it is possible to have him cut office hours short if a meeting goes long, however that means the public will not have access to him. Chair Rollins recommends staying with 2 days a week and budgeting \$52,000. She would like to work with the RPC to stay within that timeframe.

Selectman Kidder feels this will prove problematic. Adam Ricker and Zoning Administrator Nicole Gage spend a lot of time reviewing the current zoning ordinance which has significant contradictory issues. Chair Rollins suggested that Mr. Ricker doesn't need to attend every Planning Board meeting, but Selectman Kidder doesn't feel that would be a good idea considering the detailed things that come before the Planning Board.

Chair Rollins made a motion to keep the RPC amount at \$52,000; there was no second to the motion.

Selectman Kidder stated that since they actually spent \$57,000 in 2019 that they consider the amount of \$60,000. This is less than what has been proposed but would give Mr. Ricker more hours.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to budget \$60,000 for Planning Services. Chair Rollins voted No. THE MOTION CARRIES.

The other item is the building permit software. Ms. Hallquist stated that the software would be great to have, but it is not an essential item. Without the software, staff would track building permits as it currently does. Michael Williams stated if there isn't a justification for it and increased efficiency or a significant improvement in service, this would make the environment more complex. He doesn't see what would be gained.

IT WAS MOVED (Nancy Rollins) AND SECONDED (John Cannon) to remove the budgeted amount for the building permit software. THE MOTION WAS APPROVED UNANIMOUSLY.

General Government Buildings – The Selectmen recommend accepting this budget request.

Cemeteries – The Selectmen recommend accepting this budget request.

Insurance – The Selectmen recommend accepting this budget request.

Advertising – The Selectmen recommend accepting this budget request.

Police

Chair Rollins asked why computer support and service has gone up. Ms. Hallquist responded that Chief Anderson explained that CCI services are high and when computers go down, CCI is who they have to call. She noted that she is working with Mike Williams to look into other services, but she is finding that all computer support services are expensive.

Selectman Kidder asked what other professional services included. Wendy Johnson stated it is the Merrimack County Attorney fee. This went from \$9,600 to \$11,000. Chair Rollins stated we were not given a reason as to why there was an increase. Ms. Hallquist stated that Chief Andersen indicated that the County Attorney has informed him that the cost will be going up. She noted that having the County Attorney prosecute some of the town's cases is more cost effective than the town hiring its own police prosecutor.

Chair Rollins stated it has been consistent through 2021 and then jumped. Chair Rollins would like to keep this at the same amount until we get an explanation as to why there was an increase.

Chair Rollins recommended that the K-9 line item for \$3,000 be pulled out of the operating budget. As she recalls, they were told at town meeting that costs associated with the K-9 would not show up in the operations budget. They stated this was a place holder and the department would still be asking for donations. Selectman Kidder does not think they will have any issues raising the money for the K-9.

Fire

The largest increase in the Fire Department budget is to fund the code compliance officer position. Selectman Cannon stated it may be needed in the future, but he does not support this at this time. Chair Rollins asked what the difference is between a building inspector and a code compliance officer. Fire Chief Jay Lyon replied that this position was approved in 1999 (Fire Prevention and Training Officer) but has not been funded. This deals with the fire code and life safety issues as opposed to a building inspector that looks at various issues related to setbacks, foundations, electrical and plumbing.

Chief Lyon stated there isn't a good time to spend money but there is a right time. This position would also be a firefighter/EMT and would add additional staffing levels that could include weekend coverage. He recommends to the town that this be funded.

Chair Rollins stressed that she is not denying this is important, but noted it is a matter of timing. Her recommendation is to have a part time building inspector added into the budget. She does not support the Code Compliance Officer position at this time and suggested that the budgeted amount be removed.

Firewards - The Selectmen recommend accepting the budget request.

Emergency Management - The Selectmen recommend accepting this budget request.

Dispatch - The Selectmen recommend accepting this budget request.

Highway Administration - The Selectmen agreed to add in \$12,000 to reflect the changes approved to pay grade 7 as well as move an employee from part time to full time status.

Highway & Streets - The Selectmen recommend accepting this budget request

Lighting - The Selectmen recommend accepting this budget request

Transfer Station - The Selectmen recommend accepting this budget request

Solid Waste - The Selectmen recommend accepting this budget request

Health Administration - The Selectmen recommend accepting this budget request

Nonprofit Organizations (COA, CASA, Ambulance, VNA)

Selectman Kidder would like to increase the budget request for CASA from \$1,000 to \$1,500. This will cover the cost of training one volunteer.

Welfare Administration - The Selectmen recommend accepting this budget request

Inter-Governmental - CAP - The Selectmen recommend accepting this budget request

Vendor Payments - The Selectmen recommend accepting this budget request

Recreation - The Selectmen recommend accepting this budget request

Library - The Selectmen recommend accepting this budget request

Patriotic Purposes, Culture, Archives and Conservation - The Selectmen recommend accepting this budget request

Energy - The Selectmen recommend accepting this budget request

Other Conservation - The Selectmen recommend accepting this budget request

Debt Service - The Selectmen recommend accepting this budget request

Capital Outlay

Land - Approved

Vehicles - Approved

Buildings - Approved

Improvements - Paving was completed on Stoney Brook Road and Pine Hill Road.

Transfer to Capital Reserves

Conservation Land Acquisition Fund - The request was for \$50,000 and the Selectmen recommended lowering it to \$10,000.

The total amount reduced from the budget was \$142,758. Chair Rollins recommended adding in \$40,000 for a part time building inspector with a salary amount comparable to Newbury.

IT WAS MOVED (Nancy Rollins) and SECONDED (Janet Kidder) to add in \$40,000 for a part time building inspector. THE MOTION WAS APPROVED UNANIMOUSLY.

Selectmen Kidder would like to recommend having an appraisal done on the 41-acre Cricenti property. She explained that she felt that it a good idea for the town to consider purchasing this property for a variety of things including offering a portion of the land to a developer for affordable housing and for anything the town might need in the future. This property has town water and town sewer. It is on the market for \$4 million dollars, but this could possibly be negotiated.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to have an appraisal done on the Cricenti Property on County Road using funds out of the current budget. THE MOTION WAS APPROVED UNANIMOUSLY.

Town Administrators Report

Ms. Hallquist provided the following report:

- Arch Weathers is working on changing all of the ropes to chains on the windows at Whipple Hall. There was a change order of \$600 added to the \$8,250 due to work that wasn't anticipated.
- The Building and Facilities Committee have sent out the RFP and have been getting questions. They will meet to decide how best to answer those questions.
- Mike Black of Continuum has requested the town write a letter in support of their application to have the entire site looked at as one Alteration of Terrain permit. They are applying for their Alteration of Terrain permit and the State of New Hampshire wants them to do their alterations in phases. This would require an additional 550 trucks in that area to import and export material. It would also cost an additional \$800,000. The Board agreed to have Ms. Hallquist draft a letter and they will vote on it at the next meeting.
- There has been a request for a proclamation for Bruce King who is retiring. The request is to proclaim October 1st as Bruce P. King Day in New London. The Selectmen agreed.

Committee Meetings & Reports

Planning Board - Selectmen Kidder reported that the Board discussed the number of changes they may have on warrant articles on the Zoning Ordinance.

Chair Rollins discussed the Planning Boards proposal to present the Master Plan at the Town Meeting. She is concerned about waiting until March and also whether it should be done at a separate meeting. Selectman Kidder stated they selected Town Meeting as they felt there would be a lot of people there, but it doesn't have to be done at Town Meeting. Chair Rollins would like to have it done sooner rather than later.

Meeting Minutes

November 18, 2019

IT WAS MOVED (Janet Kidder) and SECONDED (John Cannon) to approve the Board of Selectmen minutes of the November 18, 2019 meeting. THE MOTION WAS APPROVED UNANIMOUSLY

November 18, 2019 Joint Selectmen & Budget Committee Minutes

IT WAS MOVED (Janet Kidder) and SECONDED (John Cannon) to approve the minutes of the joint Selectmen & Budget Committee meeting on November 18, 2019.

Fire Chief Jay Lyon requested that his comment on page 2: *Chief Lyon commented that he is excited to have Shawn Riley as the new Ambulance Director, noting that he has had concerns, especially in the past sixth months, about **the quality** of the ambulance service be changed to ...**the availability** of the ambulance service.* Chief Lyon noted that he has never questioned the quality of the service only the availability of the service.

THE MOTION WAS APPROVED UNANIMOUSLY WITH THE AMENDMENT REQUESTED.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, December 16nd – 6:00 PM
- Recreation Commission – Wednesday, December 20th – 5:00 PM @ Whipple Conference Room
- Budget Committee – Wednesday, December 4th – 7:00 PM
- Buildings & Facilities – Thursday, December 5th – 6:30 PM
- **TOWN OFFICES CLOSED – Friday, Dec 6th, 12:00 - 2:30 PM – Employee Holiday Lunch**
- Planning Board – Tuesday, December 10th – 6:30 PM
- Budget Committee – Wednesday, December 11th – 7:00 PM
- Master Plan Committee – Thursday, December 12th – 8:30 AM
- Conservation Commission – Wednesday, December 18th – 8:30 AM

Please see the calendar on the town website for a complete listing of other meetings, including subcommittee meetings, of the various town boards: www.nl-nh.com

Items to be signed

- Accounts Payable Voucher
- A letter of appreciation to Bruce Hudson for his service on the Zoning Board of Adjustment
- Certificates of Recognition for Employees reaching 5, 10, 15, 20, 25 & 30 years of service to the town
- Notice of Intent to Cut – 139 Knights Hill Road

Applications Approved &/or Denied

Temporary Event/Sale Permits – all approved

- Wildlife presentation by Sue Morse at The Fells, Whipple Town Hall on Sunday, February 23rd from 7pm to 9pm. Snow date: March 1st.
- Alzheimer's fundraiser at Whipple Town Hall on Saturday, December 7th from 9:00am to 2:00pm.

Building Permits

- Mountain View Shopping Ctr. (NH Liquor), 277 Newport Road, TM 059-005-0-0-0. Add 1350 sq. ft. addition to MacKenna Bldg. BP 19-132 APPROVED
- Abigail & Michael Goen, 226 Quail Run, TM 108-006-0-0-0. Build 14x6 shed. BP 19-135 APPROVED
- Harry Snow III, 52 Pond's Edge Lane, TM 106-018-0-0-0. New single family 3-bedroom residence. BP 19-159 APPROVED
- John Cavender & Rosalind Stevens, 360 Whitney Brook Road, TM 039-007-0-0-0. Convert deck to 4 season room. BP 19-163 APPROVED
- Lawrence Rupp, 13 Balsam Acres, TM 095-001-0-0-0. Install stainless steel chimney. BP 19-164 APPROVED
- Tyler Kipp & Catharine Newick, 495 Elkins Road, TM 078-001-0-0-0. Demolish house. BP 19-165 APPROVED
- S&P Family Trust, 125 Tracy Road, TM 117-008-0-0-0. New single-family residence with Accessory Dwelling Unit. BP 19-166 APPROVED
- Theresa & Robert Sienkiewicz, Columbus Avenue, TM 084-001-0-0-0. New single-family residence. BP 19-167 APPROVED

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

The meeting adjourned at 7:40PM.

Respectfully submitted,
Trina Dawson
Town of New London
Recording Secretary