



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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

## BOARD OF SELECTMEN MEETING MINUTES March 21, 2016 6:00 PM

### **PRESENT:**

Nancy Rollins, Chair  
Bill Helm, Selectman  
Janet Kidder, Selectman  
Kim Hallquist, Town Administrator

### **ALSO PRESENT:**

Minette Sweeny, *Intertown Record*  
Louis Botta, New London Resident  
Phyllis Piotrow, Budget Committee member  
Heather Dion, *The Messenger*

Chair Rollins opened the meeting at 6:00pm.

### Frank Anzalone – Update on Whipple Hall Cupola

Mr. Anzalone informed the Board that there are a few items remaining to be finished on the Academy Building: the second coat of paint and cleaning up the temporary parking area.

Mr. Anzalone reviewed the cupola project at Whipple Hall. He noted that originally the estimate for repair was \$25,000. This estimate was “from the ground”, before a closer inspection was completed. When Trumbull-Nelson used a lift to make a closer inspection, the estimate was increased to \$38,787. Mr. Anzalone noted that the glass needs to be re-glazed, the cupola needs to be stripped and re-painted. The cupola is structurally in good shape and the needed repairs are cosmetic. The contractor will remove the windows and bring them to their shop to fix them. The contractor originally thought they could do the work on the cupola using the lift but decided the project will require the use of scaffolding as there is more work than initially thought.

Selectman Helm wondered if replacing the cupola was considered instead of repairing the current one. Mr. Anzalone said it would cost a lot more to do this, especially if they want a new one built to look like the original one. Selectman Helm said he knows of a place where these kinds of things are made for residential use for \$5,000. He thinks perhaps they should ask this vendor to give them a quote. Mr. Anzalone said if they want the cupola to match what is there now, it will cost much more than the \$38,000 estimated to repair it, pointing out that the cost of the crane to place a new cupola would be very expensive, and it would be in addition to the cost of the cupola.

Chair Rollins wonders if the Town must adhere to certain design restrictions due to Whipple Hall being an historic building. It was noted that the building is listed on the State Historic Register however there are no restrictions on what can be done to the building. Mr. Anzalone noted that he would call the company Selectman Helm is talking about to inquire about a replacement cupola.

Selectman Kidder questioned if the Board should put the job out to bid. Mr. Anzalone pointed out that the Board could probably find someone to do the work for less, but feels the bidding process alone would make the project cost more. Mr. Anzalone said the Town is happy with this contractor, who is willing to work with them so it would be prudent to stay with them for the cupola project as originally planned. He suggested that instead of going out to bid, the Town can ask their contractor to go out to bid on things like painting, which they may be able to get for less, thus saving the Town money on the project but still staying with the same contractor.

#### *Academy Building Attic*

Mr. Anzalone informed the Board that he and representatives from Trumbull-Nelson inspected the attic area of the Academy Building. He noted that there is very little insulation on the attic floor; heat rises and escapes through there. The attic is also where the heating and cooling air-handlers are located. They looked at some options for insulating this area. One option is to remove the insulation that is there and spray foam insulation in, and then add a layer of insulation on top of that. The mechanical equipment would be housed in a small, insulated room. Some duct work is insulated but needs some repair. Trumbull-Nelson provided a cost of \$91,447.00 to do this work.

Another option is more extensive. Mr. Anzalone said that at some point the roof will need to be re-done as it is starting to show signs of aging. The shingles are sitting on old boards and so the sheathing will need to be replaced. He asked Trumbull-Nelson to price what it would be to take the whole roof off and insulate, which was \$278,000. He suggests putting a minimum of 10% contingency on the insulating work, alone. Mr. Anzalone said they can keep an eye on the attic for now and they can get additional bids for the work.

#### Other Business

Chair Rollins asked if the drainage/gutters at Whipple have been repaired yet. Ms. Hallquist said that Mr. Lee is now getting quotes on the gutters and painting at Whipple. Chair Rollins said it would be good to get a summary of the life safety repairs that were referenced as needed from Mr. Meyers.

Chair Rollins said the Board should review the project list to check on updates and additions. They should also consider dispatch for the next year with regards to a status update relative to grants and billing towns for the future. Selectman Kidder said the subcommittee on this has been meeting regularly and will review the financing of dispatch. They plan to meet again with all the area select boards.

Chair Rollins said they also need to consider an update to the website, which has been mentioned previously, and she has information she will share with the Board on potential website companies.

Lastly, Chair Rollins said due to accessibility, parking, and space issues at Whipple Hall, the Town should consider approaching the school district about providing space for the general election and primary. The Board discussed that this might require use of the cafeteria near the 1941 building. The

Outing Club gymnasium, where Town Meeting is held, would likely not be available since school is in session. Ms. Hallquist suggests speaking with the Superintendent directly and thinks the old cafeteria is likely a better option than the Outing Club gymnasium. Ms. Hallquist said she will contact the superintendent to discuss.

#### New Business

Ms. Piotrow thinks the budget committee is going to ask for a budget for the K-9 program. Even if the expenses are going to be covered by grants and donations, it is still good to know what it would cost. Ms. Hallquist suggested that this information is already in the report provided by the K-9 subcommittee.

#### Consider Recommendation to Nominate Louis Botta as Emergency Management Director

Ms. Hallquist recommended that the Board appoint New London resident Louis Botta as Emergency Management Director for the Town. She explained that Chad Denning was the director for several years and did a great job. When he left, the job was left vacant and Ms. Hallquist has been filling in. Ms. Hallquist said she will remain as deputy until such time as Mr. Botta finds someone he would like to work with.

Mr. Botta introduced himself to the Board and noted that he has been a resident of New London for three years. His background is military which is how he got into emergency management, spending 13 years with FEMA. He retired from FEMA in 2011. He then worked in Wallingford, PA and decided to have a quality-of-life move which brought him to New London. Mr. Botta enjoys public service and volunteering. He is a fellow Rotarian with Selectman Kidder, who suggested he contact Ms. Hallquist about the position.

Mr. Botta said the focus of emergency management should be on mitigation and preparedness and strengthening the community for the possibility of hazards.

Chair Rollins said having an identified coordinator in each town/city is crucial. Ms. Hallquist said as soon as he is appointed, the State will be notified and he will be eligible for training. Mr. Botta noted that he attended an Emergency Management Committee meeting the prior Friday and he feels the town's emergency management preparedness is in better shape than many other communities that he has seen.

Ms. Piotrow asked if there are budgetary implications to his taking this position. Mr. Botta feels it premature to talk about budgets at this point. He believes they all have a responsibility to the community, which is why he is volunteering.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Bill Helm) to appoint Louis Botta as the Emergency Management Director, and move Town Administrator Kim Hallquist to the Deputy Director position. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Re-adoption of Selectmen's Rules of Procedure

**IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to reaffirm the Selectmen's Rules of Procedure that are in place. THE MOTION WAS APPROVED UNANIMOUSLY.**

Appointment of Selectmen to Boards and Committees

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to appoint Bill Helm as Chair of the Board of Selectmen. THE MOTION WAS APPROVED UNANIMOUSLY.**

Selectman Helm chaired the remainder of the meeting.

The following Selectmen will be responsible for sitting on the following boards/committees:

Planning Board – Janet Kidder

Budget Committee – Nancy Rollins

Tri-Town Assessing Board – Janet Kidder

Regional Planning Commission Representative – Selectman Rollins said she has been on the RPC for two terms. She would like to step down; they have room for two appointments. She feels the UVRPC has not been utilized as much as it could be. They meet in evenings, every other month, in Lebanon. Selectman Rollins said she will continue to go until May. The Selectmen will ask around to see if there are any members of the Planning Board who would be willing to serve. Ms. Hallquist noted that she would serve should no replacements be appointed in time for the next meeting. Board members will attempt to locate interested citizens to fill these two openings.

With regards to the Planning Board, Chair Helm suggests filling his position by appointment immediately but not appoint any alternates until they have seen the list of those interested people. Paul Gorman's term is up; he suggests reappointing Paul Gorman and moving Liz Meller from alternate to a full member.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to reappoint Paul Gorman for another term, and Liz Meller as a full member. THE MOTION WAS APPROVED UNANIMOUSLY.**

With regards to the 1941 Committee, Chair Helm proposes to step down from this and appoint Doug Lyon to replace him.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to appoint Doug Lyon to the 1941 Committee in Bill Helm's place. THE MOTION WAS APPROVED UNANIMOUSLY.**

Selectman Kidder said two members of the Recreation Commission are going off of it. These members are Casey Biuso and Jason Stadler. Two people would like to take their place: Lori Lavapociello and Justin Garzia. Selectman Kidder said they would like to increase the number of members of the Recreation Commission due to the amount of volunteer work that needs to be organized.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Bill Helm) to appoint Lori Lavopicello and Justin Garzia to the Recreation Commission to replace Jason Stadler and Casey Biuso. THE MOTION WAS APPROVED UNANIMOUSLY.**

The Board will consider making appointments for the remainder of positions at the April 13<sup>th</sup> meeting. The deadline for submitted a volunteer interest form is March 31<sup>st</sup>.

Town Administrator's Report – Kim Hallquist, Town Administrator

Ms. Hallquist observed that Town Meeting went well. She noted that it takes months for town office staff to arrange for all the details needed to hold the meeting, and it was a seamless event. She noted that thanks goes to Town Office Staff, Public Works, Scott Blewitt, Carter Bascom and the Facilities Staff at the school for setup of the meeting and breaking it down at the end of the evening. She also noted that all department heads were present at the meeting and ready to answer any questions posed by voters. Selectman Kidder received a suggestion about the yes-no ballots: switch the position of the yes-no on the small ballots to no-yes, so the no is on the same side where the staple is, as most people vote yes and it is easier to remove.

With regards to the bandstand construction, Ms. Hallquist and she and Richard Lee (Public Works Director) met on Friday with Trumbull-Nelson. They are looking forward to getting started on it as soon as it is dry enough to get vehicles onto the green. Some materials can be brought in by hand before then. It is anticipated to take 6-8 weeks to complete the work.

Ms. Hallquist said there is an Elkins Project meeting March 31<sup>st</sup> at 10am. Mobilization is expected to happen on April 4<sup>th</sup>, so that the remainder of the work can be completed.

Sewer Lagoon Committee – Ms. Hallquist informed the Board that she informed the Sewer Lagoon Committee that the Board would like to see the closure plan submitted no later than April 1<sup>st</sup>; the committee is confident they will make it. The committee is meeting with Resource Management Inc., the contractor that Nobis included in its closure plan.

Hospital Days 2016 planning is underway; they have a meeting later that week. The parade theme is "Happiness Is..." and the celebration will be August 4-7. Ms. Hallquist noted that the Public Works Department removed the ice skating rink last week; this will ensure that the liner will not be damaged by kids playing in the water.

The wage and compensation study is going well. Ms. Hallquist communicated with Gary Thornton of Thornton & Associates and was informed that survey replies from the other towns are coming in. The first week of April department heads will meet with Mr. Thornton to review the job descriptions. Mr. Thornton should have a final report done by the end of May, middle of June; in time for the July 1<sup>st</sup> changes in compensation.

Ms. Hallquist said Amy Rankins contacted TDS about the ad that appeared in the *Shopper* that contained information regarding the discontinuation of services. Ms. Rankins reported that 542 households total (not all in NL) are impacted by TDS's discontinuation of obsolete cable products as fiber is now used. Of the 542 households, only 10 people will not be able to switch over to fiber service and will need to get a dish if they want to remain with TDS.

Last Saturday Ms. Hallquist attended the NH Amateur Emergency Radio Services Conference at the Fire Training facility in Concord, along with New London resident Bill Hopwood who is a ham radio

operator. Ms. Hallquist noted that ham radio operators support emergency communications in the event that the other modes of communication fail; they were extremely helpful during the ice storm that shut down New London several years ago.

Ms. Hallquist said the State notified the Town this morning that a 2.9 magnitude earthquake occurred at 9:18am. The Town was contacted by the State as the Town is a dam owner.

It was noted that the April 11<sup>th</sup> meeting of the Board has been rescheduled for April 13<sup>th</sup> which is a Wednesday.

### Committee Reports

*Recreation* – Selectman Kidder said that Chris Emmonds, from the Boys & Girls Clubs of NH came to their last meeting. Frank Anzalone brought him in and thinks a chapter should be located in New London. This group has expressed interest in renting space from a town-owned facility, should there be one. Scott Blewitt, Recreation Director, also invited John Tilley, Director of Camp Coniston to the meeting. They all talked about the different programs coming up. The annual Easter Egg Hunt will be held on the 26<sup>th</sup> at the Historical Society. “Free Frank Friday” on May 6<sup>th</sup> with Croquet from 11:30am – 1:00pm. The docks from Rick Green have been ordered. They are working with Outing Club to arrange joint activities so they can have more collaboration. At least 50% of the openings are filled for the summer camps and 90% of the staff is returning.

*Planning Board* - Selectman Kidder said she, Selectmen Helm and others from the Planning Board (Paul Gorman, Marianne McEnrue, Lucy St. John (Planning and Zoning Administrator), and Bill Dietrich) from the Planning Board attended an accessory dwelling unit seminar in Concord. As of June 1, 2017 every house is allowed to allow an accessory dwelling unit in the residential district if they have a septic and lot size that will allow it.

Ms. Hallquist informed the Board that Ms. St. John has been asked by Hannaford if they can put signs out that say “Help Wanted.” Ms. Hallquist noted that the Town allows signs for contractors and designers, but “Help Wanted” and other signs are not allowed. The town’s sign ordinance could be considered content-based in that signs are allowed based on what they say. The Board noted that it would be helpful to see model sign ordinances that takes into consideration recent court rulings on the subject. Ms. Hallquist will ask Ms. St John to check with the OEP on model language.

### Approval of Minutes

Minutes of March 7, 2016

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of March 7, 2016, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

Minutes of March 10, 2016

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of March 10, 2016, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

March 17, 2016

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of March 17, 2016, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, April 4<sup>th</sup> - 6:00 PM
- Recreation Commission – Tuesday, April 5<sup>th</sup> – 5:00PM – Whipple Town Hall
- Planning Board – Tuesday, April 12<sup>th</sup> – 6:30PM
- Conservation Commission – Wednesday, April 20<sup>th</sup> – 8:30 AM

Application for Building Permit

- Ronald M. Collins & Thomas C. Wallace, 606 Wilmot Center Rd., Elkins, TM 053-004-000. Move existing 16' wall to enclose front porch. BP# 16-020. **APPROVED**
- Mark & Marilyn Wendling, 31 Pingree Road, TM 036-005-000. Adding two-car garage with mudroom connecting existing structure. 22' high. BP# 16-021. **APPROVED**

Application for Sign Permit

- Temporary Sign Permit (24"x36" poster board on sandwich board sign holder) at Chamber of Commerce Information Booth by Patricia Denny of the NNE Rep. Theatre Co. for April & May. **APPROVED**
- Temporary Sign Permit (6' square on wooden frame) at Chamber of Commerce Information Booth and King Hill Road by Kearsarge Community Presbyterian Church for May 21-28, 2016 **APPROVED**
- Temporary Sign Permit (6 ft. sq. sandwich board 2-sided) at Chamber of Commerce Information Booth on June 19 - 25, July 1 - 7, July 15 - 21, July 28 - August 4 and August 12 – 18, 2016 for Summer Music Associates by Don Boxwell. **APPROVED**
- Temporary Sign Permit (24" x 18" sandwich board) in front of Whipple Hall, corner of Main Street & Seamans Road by Patricia Denny of the NNE Rep. Theater Company on April 27 through May 1, 2016 **DENIED**

Other Items to be Signed

- Raffle Permit by Wilmot Fish & Game Club for Scholarship Programs at Wilmot Public Library on October 5, 2016.
- Form PA-60 Conservation Restriction Assessment Application by Ausbon Sargent Land Preservation Trust for property located at Checkerberry Lane (TM 044-035-000).
- Disbursement and Pay Authorization dated March 28, 2016.
- Birthday cards for employees with upcoming birthdays.

The meeting adjourned at 7:35pm.

Respectfully submitted,

Kristy Heath  
Recording Secretary