



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES

April 1, 2019

6:00 PM

PRESENT:

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

ALSO PRESENT:

Joseph Campbell & Roland Pothier, North Branch Construction
Bob Harrington, Public Works Director
John Lewis, New London Resident
Peter Bianchi, New London Resident
John Wilson, New London Resident
Joe Cardillo, New London Resident
Jim Wheeler, New London Resident
Leigh Bosse, *The Messenger*
Minette McQueeney, *Intertown Record*
Karen & Peter Hogle, New London Residents

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

Appointments

Buker Renovations – North Branch Construction

Joe Campbell and Roland Pothier from North Branch Construction attended the meeting to discuss the Buker Renovation project.

They provided a short narrative of the scope of work they were asked to provide an estimate for. Mr. Pothier stated they looked at the Harriman report and the assessment they did of the Buker building. The scope of the work they were asked to do was mostly remedial work for the heating and air-conditioning system, ice damming on the roof, water infiltration and mold issues. Kim Hallquist asked them to put budget estimates together so they brought in specific contractors to get reliable cost estimates.

The scope of work that was included in the estimate to Ms. Hallquist involved replacing much of the equipment in the attic area, putting Energy Recovery Ventilator's (ERV's) in for better air quality and provided options for heating and air conditioning in Whipple Hall. It was their understanding that the Police Department may move someday but it is currently their home. They were trying to price things that would improve the buildings no matter what the use is.

Chair Rollins confirmed that the bond that was passed was to focus on fixing the HVAC, water infiltration and mold issues.

Mr. Pothier addressed the water infiltration and noted they brought in a site contractor to discuss re-pitching the grade and putting drainage in. With regards to hallway ceiling leakage, it was proposed to replace the system with a split system with electric back up. This should eliminate the leakage from the

existing systems. If the attic is insulated, the system itself becomes more efficient since it's not working in cold air. Loosing heat through the attic contributes to ice dams. It would be a heated space and a warm attic so it would not be ventilated.

Another issue is the sprinkler data room. They discussed installing stone and a drain along the inside of the wall into a sump pump. They visited the site and decided it was coming in around the sprinkler pipe and to try to solve that from outside of the building was not probable. It is cost prohibitive and they can solve it easier on the inside by doing a drain, sump pump and ejecting water.

There was a question about the sally port roof leakage. There was an active leak which caused a mold issue. There was recently a contractor working on the roof and they haven't noticed any more leaks since that work has been done.

The whole building is serviced by one boiler, so it is recommended that this be replaced with a condensing gas fired boiler. The efficiency rating will be much better than now. The architectural windows in Whipple Hall need work but Mr. Pothier was not successful in finding a contractor to work on them. North Branch has their own carpentry force that can probably handle that.

John Lewis asked about installing exterior roof gutters and noted there are currently no gutters on Buker. He asked if that was looked at. Mr. Campbell stated they can look into it and it would catch roof runoff but the issue is that the entire slab pitches towards the entrance and the slab should be replaced.

Peter Bianchi asked what the procedure would be moving forward with this project; will there be an RFP for bids going out? Chair Rollins stated they have not discussed it at this point. Mr. Bianchi feels that a project of over \$600,000 should be put out for bids. He hasn't heard about what that procedure will be from the Selectmen.

Mr. Campbell stated the approach they took in the interest of saving money for the town is working with their trades and developing that scope of work in order to provide the pricing. Mr. Bianchi stated the bond is for \$600,000 and their estimate was approximately \$650,000. The rationale was that maybe there would be bids that would come in under the bond amount. Mr. Bianchi stated he is a strong believer in putting projects of this magnitude out for public bid for transparency in the whole process.

John Lewis asked whether North Branch has done any previous work for the town. Chair Rollins stated she didn't believe so. Mr. Campbell responded they have done several projects for the College and the New London Inn. They are familiar with the town.

Kim Hallquist stated the reason North Branch was asked to provide an estimate was so the Selectmen would have a reliable figure to bring to Town Meeting. North Branch came in and did several views of the facility, so they were able to come up with a credible estimate to bring to Town Meeting. Mr. Bianchi was correct in stating the Selectmen didn't ask for \$653,000 because they felt it could potentially be less. If it is more than the original quote, there is the availability of the capital reserve fund for town buildings.

Selectman Kidder wondered if this were put out to bid, how much more it would cost us to have someone weigh in and prepare the bid specs and how much longer it would take to do that. She agreed that normally a project of this size would be put out for bid, however, in the past, when we have gone with the lowest bid we haven't always been happy with the success of that. She is not in favor of having a building and facilities committee to oversee this. She thinks Bob Harrington, Kim Hallquist and the department heads would be the clerk of the works on this project.

John Cannon stated he agrees that the low bid is not always the best way to go and it can be a gamble. The reputation of the company doing the work is more important.

Chair Rollins stated if this goes out to bid, we run the risk of dragging this process on even longer. She feels at this point it has been vetted and there have been a multitude of reports relative to these buildings. She would like to know why we shouldn't move forward at this point since it's within the specs and the amounts relative to town meeting. Mr. Bianchi stated it is fiscally irresponsible for a town to spend over \$600,000 without a bidding process. Mr. Campbell also noted that the trades that they consulted with are

holding spots in their schedule. This industry is very busy and is booking well into September and November right now. His concern is that if this goes out for bid, this project could be delayed until next year.

Selectman Kidder stated she is in favor of hiring North Branch to do the work, noting that it isn't practical to delay this any longer than they have already. North Branch's reputation is excellent and the town can count on them to do a good job. John Cannon agrees. Chair Rollins stated that they have this fixed cost and they need to move forward with it.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to hire North Branch Construction to do the renovations and repairs to the Buker Building based on the estimate presented. THE MOTION WAS APPROVED UNANIMOUSLY.

Appointment of Deputy Town Clerk & Full Time Status

Linda Nicklos did not attend the meeting, but she submitted two memos for the Board of Selectmen to review. Kim Hallquist stated that Ms. Nicklos would like to recommend the appointment of Lynn Lewis to be the Deputy Town Clerk. She is a New London resident so is eligible to serve as the official deputy.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to appoint Lynn Lewis as the Deputy Town Clerk. THE MOTION WAS APPROVED UNANIMOUSLY.

Ms. Nicklos requested that the Board consider allowing the full-time status of the deputy position start two months early. The budget allows for the full-time position to start on July 1, 2019. The additional amount would be \$5,752.55 as it is not in the current budget.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) for the full-time deputy position to start on July 1, 2019 as originally planned. THE MOTION WAS APPROVED UNANIMOUSLY.

Public Comment - None

Old Business

Discuss the establishment of a Building and Facilities Committee and Citizen's Advisory Committee

Chair Rollins proposed both at the last meeting and to developed charters for both.

Building and Facilities Committee

Selectman Kidder provided some history related to a previous facilities committee. She explained that former Public Works Director Richard Lee noted at the time that major repairs needed to be done on various town buildings. Rather than rely on Mr. Lee's recommendations, several members of the community and one of the selectmen suggested a building committee to review all the buildings and report on the status of each. The building committee was formed but the review of buildings was not done as it took much longer than anticipated. The Selectmen had hoped to have numbers for the budget season, but the committee noted they have jobs and didn't have time to finish the process before the budget season. The committee didn't feel work needed to be done on the Academy building but did feel the roof of the bandstand should be replaced. An RFP was done based on the work they felt should be done. After reviewing the proposals for the work, the committee recommended the lowest bidder and they were hired. Mr. Lee didn't feel the proposal of the work to be done was comprehensive enough and as it turned out, he was right. The work cost about \$10,000 more once the contractor started the work and we were stuck and had to pay him. About a year later there was rot on the bandstand and it was also discovered that the Academy building did need work done. At that point, the building committee realized that major work needed to be done on the bandstand and the academy building. We have a Public Works Director, department heads and a facilities manager who are all capable of alerting the Selectmen regarding issues in their buildings.

Selectman Kidder does feel a building inspector is a worthwhile position for the town and that person can work with the Public Works Director and the department heads to review all the town buildings. She thinks they should authorize Kim Hallquist to check with neighboring towns to see if they would like to partner with us in hiring a building inspector. She does not think the Selectmen should give their authority or responsibility to a committee; the selectmen were elected to make these decisions. Regarding future space needs, their priority should be to find a suitable property for the police department, obtain a possible design and bring that to the voters next March. Selectman Kidder concluded by noting that she is not in favor of a building committee.

Selectman Cannon stated it is probably a wise idea to have a building and facilities committee because there are a lot of projects on the horizon. As part of planning, they can be looking out for opportunities and needs. It would be important to find the right people but there are many qualified and interested people in town.

Chair Rollins firmly believes we need a building and facilities committee. She does not feel as a Board of Selectmen that having this committee is seeding their authority or decision making. She hopes to solicit members of this committee that demonstrate the skill, knowledge and background that would be beneficial for this committee.

IT WAS MOVED (Nancy Rollins) AND SECONDED (John Cannon) to establish a Building and Facilities Committee. Nancy Rollins – Yes, John Cannon – Yes, Janet Kidder – Opposed

Citizens Advisory Committee

Chair Rollins would like to propose revitalizing this committee, noting that is generally broader in scope relative to subject matter. This committee needs a new charter to lay out a scope and expectation on what they are advising on. The Building and Facilities Committee could report to the Citizens Advisory Committee. Some concerns or criticisms in the past were that it was only presentations and there wasn't time for advising. Chair Rollins would suggest appointing a chair and co-chair that would work with Kim Hallquist and the Board of Selectmen to define an agenda and a set schedule.

Selectman Kidder is not opposed to having this committee but suggested waiting until the fall because the Master Planning group will be holding charrettes all summer. They want as many people in attendance as possible.

Selectman Cannon isn't opposed to that as the summer months are very busy. He previously served on this committee and found it to be a good way to get involved and it's a good way of getting the pulse of the community.

Chair Rollins would rather not delay and her recommendation is to hold a meeting in May to organize the committee, decide on meeting times etc.

IT WAS MOVED (Nancy Rollins) AND SECONDED (John Cannon) to reinstitute the Citizen Advisory Committee. THE MOTION WAS APPROVED UNANIMOUSLY.

IT WAS MOVED (Nancy Rollins) AND SECONDED (John Cannon) to propose that the Citizen Advisory Committee start in May, 2019. THE MOTION WAS APPROVED UNANIMOUSLY.

New Business

Fill vacancy in Board of Cemetery Trustee

There was an error on the ballot and Charles Hafner's name should have been on it.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) that Charles Hafner be appointed to fill the vacancy as the Board of Cemetery Trustee. THE MOTION WAS APPROVED UNANIMOUSLY.

Transfer from Cupola Trust Fund to reimburse general fund

Wendy Johnson stated there is a citizen's group that fundraised to save the Cupola. The town has been holding this money in trust. To date the expenses to establish the cupola in its new location is \$15,004.39; this money should come out of the trust fund and transferred into the town's account to reimburse it for the expenses paid.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to transfer the funds from the Cupola Trust Fund to reimburse the general fund. THE MOTION WAS APPROVED UNANIMOUSLY.

Tax Collector Contract

Kim Hallquist stated that the law requires a contract with the tax collector each year by April 1. Linda Nicklos would like to resume the responsibilities of Tax Collector. Kim Hallquist has been doing it and has received no additional funds.

Chair Rollins suggested keeping things status quo for now until July 1, 2019 when the Deputy Town Clerk position goes full time.

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) renew the contract as it is now. This will be reviewed again on July 1, 2019. THE MOTION WAS APPROVED UNANIMOUSLY.

Town Administrators Report

Ms. Hallquist provided the following report:

- Dianne Bottari continues to look into estimates for chairs and drapes for Whipple Hall.

Chair Rollins stated they need to have a thorough discussion about Whipple Hall if it is to be restored to what it should be.

- The bid opening for the bypass pump at the wastewater pump station was last week the bids are being evaluated by Underwood Engineers for a determination of award.

Committee Meetings & Reports

Selectman Kidder reported on a Planning Board meeting held last week. There were tree cutting applications. They also discussed the Blue Loon Bakery wanting to extend their hours on Fridays from 4 pm - 8:30 pm. It was determined they didn't need to come before the Planning Board for that. Adam Ricker is trying to schedule a facilitator training with the UNH Cooperative Extension on how to conduct a Master Plan survey at the end of May. If there is enough interest, they may be willing to come to New London.

Meeting Minutes

IT WAS MOVED (Janet Kidder) AND SECONDED (John Cannon) to approve the minutes from the March 18th meeting. THE MOTION WAS APPROVED UNANIMOUSLY.

Upcoming Meetings & Special Events

- Next Selectmen's Meeting – Monday, April 15th – 6:00 PM
- Recreation Commission – Wednesday, April 3th – 10:00 AM @Whipple Hall
- Planning Board – Tuesday, April 9th – 6:30 PM
- Conservation Commission – Wednesday, April 17th – 8:30 AM
- Budget Committee – Wednesday, April 17th – 7:00 PM

- Joint New London-Sunapee Sewer Commission – Thursday, April 25th – 5:30 PM, Sunapee Town Offices, 23 Edgemont Road

Other Business

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) 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.

Roll call vote: Rollins: Yes; Cannon: Yes; Kidder: Yes

The Board entered nonpublic session at 7:19 PM.

The Board reentered the public session at 7:45 PM.

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

- Accounts Payable Voucher
- Payroll Authorization Voucher
- Appointment Cards
- Veteran Credits
- Intent to Cut – N. Pleasant Street

Applications Approved &/or Denied

Temporary Event/Sale Permits

- Annual Yard Sale by Kearsarge Community Presbyterian Church at Whipple Hall, on Tuesday, April 30 from 5:30 pm to 9 pm. APPROVED

Sign Permits

- Permanent Sign – Hugo Anderson, Hugo Anderson MFA, 468 Main Street, TM 085-037-000. APPROVED
- Temporary Sign – By James Bednor for a 2'x3' A-frame sign at the Information Booth for the Springfield 250th Celebration – Tea Party & History Display during March 27th – April 13th. APPROVED
- Temporary Sign – By James Bednor for a 2'x3' A-frame sign at the Information Booth for the Springfield 250th Celebration – Rubber Ducky Race during April 17th – May 4th. APPROVED

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

The meeting adjourned at 7:55 PM.

Respectfully submitted,

Trina Dawson
Recording Secretary
Town of New London