



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BUDGET COMMITTEE MEETING MINUTES

April 25, 2018  
7:00 PM

**BUDGET COMMITTEE MEMBERS PRESENT:** Rob Prohl (Chair), Joe Cardillo (Vice Chair), Phyllis Piotrow, Lyndsay Lund, Jerry Coogan, Mark Christensen, Lauren Chadwick, Suzanne Jesseman, Chris Lorio, Bill Helm (Selectmen's Rep).

### STAFF PRESENT:

Kimberly Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

### OTHERS PRESENT:

John Raby, New London resident

Chair Prohl called the meeting to order at 7:00PM. He thanked outgoing members Tyler Beck and Bruce Hudson for their work and dedication to the Budget Committee and welcomed new members Jerry Coogan, Mark Christensen and Lauren Chadwick; he asked each to introduce themselves. Mark Christensen explained that he has lived in New London for 14-15 years, is active in the Outing Club and has served as New London's representative on the School Board. Lauren Chadwick explained that she grew up in New London and now practices law in Concord. Jerry Coogan explained that he had lived in NH for 40 years and has been in New London since 1999; he has served on the Recreation Commission and as an alternate on the Zoning Board of Adjustment.

### Approval of meeting minutes

#### January 3, 2018

Lyndsay Lund noted that she would like page 2 of the minutes to reflect that she stated that she did research on the library maintenance request and found that the library's operating budget request is under the national average.

**IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Joe Cardillo) to approve the minutes of January 3, 2018 as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### January 31, 2018

Phyllis Piotrow noted that she objects to the use of the word "feels" when describing comments attributed to herself and to Lyndsay Lund while comments from men are generally recorded as "stated". She attributed this tendency as 'unconscious bias' and requested that the minutes be amended to remove "feels" and replace with "stated" when attributed to herself or Ms. Lund.

**IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Sue Jesseman) to approve the minutes of January 31, 2018 as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### February 7, 2018

**IT WAS MOVED (Joe Cardillo) AND SECONDED (Lyndsay Lund) to approve the minutes of February 7, 2018 as presented. THE MOTION WAS APPROVED UNANIMOUSLY.**

### Selectmen's Report

Selectman Helm began by informing the committee that he intends to vote the Selectmen's position when voting on Budget Committee matters; if his personal opinion differs he will offer that information as well. He noted that he has served on the Budget Committee in the past, leaving the committee when his wife became a selectman. He gave the following report:

- Nancy Rollins is now Chair of the Board of Selectmen and Janet Kidder is on the Planning Board and Recreation Commission
- The Board signed the conservation easement on the Pleasant Street property on Monday evening.
- Employee health insurance rates came in lower than the budgeted amount.
- Richard Lee reported that the paving bids came in lower than expected.
- There will be 10 banners along Main Street celebrating the 100<sup>th</sup> anniversary of Whipple Memorial Town Hall and New London Hospital; he thanked Joe Cardillo for his past support for banners on Main Street.
- The tie vote of the Town Clerk election was resolved first with a flip of a coin and then a recount of votes; these steps were dictated by state laws.
- The Selectmen have decided to split the position of Town Clerk and Tax Collector and have appointed Town Administrator Kim Hallquist as Tax Collector on a temporary basis until the Board can find a suitable person who would like to serve in the position.
- On May 4<sup>th</sup> the Selectmen will conduct interviews of candidates for the Public Works Director position.
- The Selectmen will work on the RFP for the Buker study at their next meeting. He encouraged Budget Committee members to attend Board of Selectmen meetings whenever possible.
- The Selectmen have discussed their budget FY2020 review schedule and they intend to add another meeting date to ensure adequate time to review the budget.

Questions were posed by committee members:

- The recount resulted in four additional votes, is there a concern with the counting process? Selectman Helm noted that there were four ballots that were not marked in such a way that the machine read them, however the candidates and counters at the re-count agreed that the voter's intention was clear and so they were counted.
- Is there an issue with the Town Clerk who was running for office being involved in the election? It was noted that the Town Clerk did not handle any ballots during the election process.
- Were there changes made to the Pleasant Street conservation easement? Selectman Helm noted that there were provisions to allow for a dog park and/or a community garden but those provisions were removed because the Selectmen determined that since the easement would not allow parking, it was not prudent to allow the uses without on-site parking; otherwise, the easement is the same as the Phillips Preserve easement.
- Celebrating Whipple banners is a good idea, is it possible to get signs that identify the Buker Building and Whipple Hall as many do not know where they are? Selectman Helm will bring this issue to the Board.
- Peter Christian's Tavern construction – are there design standards that must be followed in construction of commercial buildings? New London does not currently have design standards in the zoning ordinance, people interested in adding them should see the Planning Board for possible zoning amendment options.
- Where is Continuum Health Care project at New London Hospital in the permitting process? Selectman Helm noted that the developers are currently working on legal issues; the developers are from Maine and they have a project in York, ME that interested members could look at as an example of what they do.

- Is the Workforce Housing project that is being talked about related to the Continuum project? It was noted that the developers for the hospital project and the workforce housing are the same, and there will be a conceptual discussion at the next Planning Board meeting, Tuesday May 8<sup>th</sup>. Committee members were urged to check the Planning Board website or contact the town planner for more details.

### Training

Chair Prohl asked if members would be interested in training. Members expressed interest and it was decided to hold a training session on Saturday, June 9<sup>th</sup> at 7:30am. It was also suggested to ask the Public Works Director to take the committee on a tour of various future infrastructure projects to familiarize members with them. This was done a few years ago and was found to be very helpful. Ms. Hallquist will check on this and try to set it up for a Saturday.

### Budget Review Schedule for FY2020

Chair Prohl noted that the last budget preparation (FY2019) was the first in which the Budget Committee and Board of Selectmen met jointly to hear budget presentations, and asked members if they wanted to continue that process with the next budget. Ms. Lund noted that sometimes she felt rushed and would like to clarify the procedure so that there is adequate time for questions by both boards. Selectman Helm noted that the intent was to be economical by hearing the same presentation at the same time, however it should be noted that everyone has the right to follow-up with additional review and questions.

Chair Prohl suggested having the Capital Reserve Fund discussion at the beginning of the process instead of at then end. Selectman Helm agreed and noted that the Planning Board will be encouraged to complete its Capital Improvement Program (CIP) work earlier.

Ms. Piotrow noted that her personal priorities will be to include \$100,000 for capital reserve funding for buildings and facilities and to consider energy issues as directed by the warrant article that was passed at town meeting (see 2018 Town Meeting Warrant Article #19). Ms. Piotrow stated that she plans to ask department heads to address the issue of energy conservation when they present their budgets.

Joe Cardillo noted that he has no preference between how the committee heard the budget presentations last year over the way it was done in other years, however it did feel rushed to him at times, and it felt more like a Board of Selectmen's meeting than it did a Budget Committee meeting. He added that he hoped that if a vacancy occurred again in the committee, that the seat be filled as required by statute.

Gerry Coogan noted that the Budget Committee should take a narrow approach and follow RSA Chapter 32 regarding the budget law. He noted that it was his observation that the process used for the last budget worked well and the differences between the two budgets was minimal.

Chair Prohl noted that he could go either way while Chris Lorio stated that he felt that it was an efficient process and he did not feel rushed and enjoyed having the Board of Selectmen at the meetings. Lyndsay Lund noted that she liked the process used last time, however she just wanted to clarify the parameters. Joe Cardillo noted that it is up to the committee to do their homework as that is very important to the process.

The committee discussed the timing of their meetings. It was noted that Wednesdays work well and that 7pm is the best starting time.

Selectman Helm noted that he appreciated Ms. Piotrow stating what her priorities are and he asked if there is a consensus among the entire committee for priorities of the upcoming budget. Ms. Piotrow noted that she is encouraging the Board of Selectmen to take the lead. Chair Prohl questioned whether the committee should meet to discuss the issue of its priorities. Chris Lorio noted that it would be useful to discuss 'hot topic for the coming year'. Joe Cardillo noted that he likes the idea of having the CRF discussion up front and suggested that the committee's focus is more limited. A discuss ensued about the role of the Budget Committee and Chair Prohl suggested that the topic be addressed during the upcoming training session.

Ms. Piotrow stressed that energy is not her personal issue it is the warrant article that was passed at Town Meeting by the voters.

#### Election of Officers

**IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Lyndsay Lund) to nominate Rob Prohl to serve as Chair. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Jerry Coogan) AND SECONDED (Mark Christensen) to nominate Joe Cardillo to serve as Vice-Chair. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Lyndsay Lund) AND SECONDED (Sue Jesseman) to adjourn the meeting. THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting was adjourned at 8:19 pm.

Respectfully submitted,

Kimberly Hallquist  
Town Administrator

Revised: Page 3, Training date changed from June 16<sup>th</sup> to June 9<sup>th</sup>.