



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN DRAFT MEETING MINUTES April 13, 2015

PRESENT:

Janet Kidder, Chairman
Nancy Rollins, Selectman
Peter Bianchi, Selectman
Kimberly Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

Bruce Hudson, New London Resident
Renate Kannler, New London Resident
Phyllis Piotrow, New London Resident
Aarne Vesilind, New London Resident
Nicole Densmore, President of the New London Bandstand Committee
Kristin Walters, Kearsarge Regional Elementary School
Dave & Celeste Cook, New London Residents
Michael Todd, Town Moderator
Katharine Fischer, New London Resident
Ed Andersen, Police Chief
John Wilson, New London Resident
Richard Lee, Public Works Director
Leigh Bosse, *The Messenger*
Minette Sweeney, *The Intertown Record*

Chair Kidder called the meeting to order at 6pm and said the first order of business is to discuss a \$350,000 bond or note for needed repairs to the Academy Building.

Public Hearing Pursuant to RSA 33:8-a, to discuss proposed issuance of a bond or note in the amount of \$350,000

Chair Kidder summarized the planned project as those in attendance viewed pictures of the building displayed on a screen showing the failed siding:

- Academy building siding is failing.
- The building was painted in 2008 at a cost of \$27,000 and within 2 years the paint was chipping and flaking off.
- It is impossible to say how much damage will be found when the siding is removed - rot is visible.
- Public Works Director Richard Lee and the Building Committee (Frank Anzalone, Jim Wheeler and Bruce Parsons) agree that the work should be done as soon as possible
- The Selectmen, Building Committee and Budget Committee feel that \$350,000 is a reasonable estimate for the work needed.
- If funds allow, the windows may be replaced

- If funds allow after the removal and replacement of the siding and replacement of the windows, any remaining funds will be spent on Whipple Memorial Town Hall where there are several safety related issues that need to be addressed.

Bruce Hudson asked if the \$350,000 is an estimate. Chair Kidder said it was.

Selectman Bianchi said he thinks they need to come up with a list of general specifications to accelerate the bidding process. He thinks the best way to work with a builder is by using a time and materials contract. Chair Kidder said Bruce Parsons and Frank Anzalone, members of the Building Committee, have already provided a list of specifications for the work to be done at the Academy Building. She read from that list:

- 1) Removal of all the siding and trim on the building and discard.
- 2) Investigate the existing sheathing and replace/repair as necessary.
- 3) Investigate all framing components to determine structural integrity.
- 4) Investigate the quality of the existing wall cavity insulation to determine if better insulation is warranted.
- 5) Re-Insulate if determined.
- 6) Replace Sheathing and all impaired framing members.
- 7) Add Felt Paper to walls and seal and flash windows and doors.
- 8) Add a siding breather membrane to sheathing.
- 9) Reside and re-trim
- 10) Apply two coats of finish paint.
- 11) Re roof the tower and repair all areas needing work.

Selectman Bianchi agreed with Chair Kidder that this list was a good start and may be used for the bidding process. Mr. Todd said there was no mention of windows in the specifications. Chair Kidder said that they didn't know if they would definitely have to replace the windows but they would determine this upon review and study of the windows. She offered that drafts that have been felt from the windows are due to the windows not being closed and locked correctly. The windows may be just fine; she wasn't sure.

David Cook observed that the Town should consider bonding for upgrades to the bandstand and Whipple Hall as well as the Academy Building at the same time. He wondered why this wasn't being done; the town won't get a better deal than it can right now. He urged the Selectmen to bond for more than just the Academy Building. Chair Kidder answered that they aren't sure of all the needs of Whipple Hall at this time and what it will cost; going forward the town has to look at space needs, storage needs and parking needs at Whipple Hall before asking for funds to make upgrades.

There were no further comments regarding the \$350,000 loan.

Nicole Densmore, New London Bandstand Committee Chair - Bandstand repairs/Mendelson Trust

Chair Kidder said the Board estimates the bandstand will need between \$60,000 and \$70,000 in repairs. The suggestion has been that the funds should come from the Bandstand Fund, from money left by Steve Mendelson. The Town paid for the roof to be replaced but since the bandstand is integral to the Mendelson Trust, the Selectmen hoped the funds would come from the Bandstand Committee. Ms. Densmore wondered how much they would take from the unrestricted fund of the Mendelson fund. The Selectmen said only the amount needed to complete the repairs.

Michael Todd, reviewing the report of the Trustees for the period ending June 30, 2013, pointed out that there is \$330,000 in principal and \$85,000 in income in the Mendelson Trust. The will specified that the

income from the restricted fund could be used for programming. He noted that Mr. Mendelson had three IRAs, which the Bandstand Committee was named the beneficiary of. Mr. Todd argued that those funds do not carry the same restrictions as the restricted fund. Therefore, two funds were created: one restricted (\$100,000), and one unrestricted (bandstand fund). He believed they should only be using the income from the unrestricted fund for repairs. Mr. Todd said that the funds should be taken from the income and they should leave the principal intact.

Selectman Bianchi said that the Bandstand Committee is spending \$11,000 - \$13,000 per year on programming and the funds don't generate that amount of interest per year. The unrestricted fund is being used to pay the difference for band concerts and is diminishing. There is no income coming back in.

Mr. Vesilind said when the Bandstand Committee asks for the funds for the coming year, the Trustees choose which fund to take it out of. Over the years they have taken it from the unrestricted fund which doesn't really make a difference. Selectman Bianchi said the restricted fund is supposed to have \$100,000 in it and not to go below that amount. The interest from this money is supposed to pay for band concerts. The interest is not substantial enough to pay for the concerts and so they have to dip into the unrestricted funds to pay for the bands each year. He didn't believe they were allowed to take money from the principal of the \$100,000 restricted fund. Mr. Todd identified that the fund went below \$100,000 in 2013 which did not align with the wishes of Mr. Mendelson. Mr. Cook said he did an analysis of the investments of the restricted fund years ago. The funds were invested more aggressively than the other funds in town. There were some unrealized capital losses. He suspected that was the explanation of the diminishment of the fund. Mr. Todd said they weren't talking about fair market value, it is the cost they are looking at. He didn't understand how they got below \$100,000 on that fund. The Board noted that they seek additional information from the Trustees of the Trust Funds.

Chair Kidder said the Town would like to ask the Bandstand Committee if they would pay for the needed repairs to the bandstand. Ms. Densmore said they would and added that they would like to be involved in the reconstruction and design of the repaired structure. Chair Kidder said this would be fine and encouraged the involvement from the Bandstand Committee.

Selectman Bianchi feels strongly that the town should use its bidding document, which is what the Board uses for any project costing over \$5,000. He hoped they would not make the same mistake they did with the roof of the bandstand, when they accepted a low bid and ended up paying more than they thought they would. He feels they should put the work out to bid immediately, which should be simply, to make the structure sound. They are already in the month of April and the first band concert wasn't far away. Selectman Bianchi feels adamant that they get several bids before getting the work done. Mr. Lee said that previously, the project was advertised for several weeks and they had a hard time getting contractors to come give a bid; in fact only one contractor showed up. Selectman Bianchi said they need to advertise and get more bids.

Ms. Piotrow asked who was in charge of the bandstand project; who would make sure it was done correctly. Mr. Lee said town buildings are his responsibility. Chair Kidder said as a board, they should give Mr. Lee a list of contractors they trusted, and invite them to bid on the work.

Mr. Vesilind said this project would really mess up the band schedule. There is a wonderful bandstand but is a lousy place to play. People sit too far away from it which is not a very good situation for enjoying band concerts. He observed that most of the bands they have are too big to fit on the bandstand. He wondered if this may not be the time to think of an alternative for the summertime concerts; perhaps hold them on another place on the green using a shell for the bands for better acoustics.

Mr. Hudson asked if the bandstand bid received was a bid or if it was a time and materials estimate. Mr. Lee said it was a bid and was from the same gentleman who repaired the roof. Mr. Lee feels the estimate was too low so it was not considered for award.

Mr. Cook said the typical attendance for the band concerts when they are moved to Whipple Hall for rain is 10-20% of what usually attends when they are held outside at the bandstand. He didn't think Whipple Hall would be a good replacement location for the concerts while the construction is taking place.

Chair Kidder asked that the Selectmen provide Mr. Lee with contact information for contractors they would like to invite to bid on the work needed at the bandstand.

Selectman Bianchi opined that all the bids should have been requested and received by this past February and they weren't. This all should have been done before now. Mr. Lee responded that they did do some work with the bidding process last fall and that is when they got the one bid. He physically made contact with contractors to ask them to come bid on the project and they still ended up with just one bid. Chair Kidder said she believes that contractors are providing reasonable bids and the town just takes the lowest bid. Contractors don't want to spend the time to provide a good estimate and then be rejected time and again. Ms. Piotrow said she has heard that contractors don't like working for municipalities because of the number of people in charge of making decisions.

Katherine Holmes – Comments on the New London Park and Ride

Ms. Holmes was not present at the meeting.

Recycling Issues and Solid Waste Committee – Richard Lee, Public Works Director

Mr. Lee said he would like the town to put together a committee to look at solid waste and recycling in New London. The costs for a company to come to New London to take their newspaper away to be recycled, for example, is increasing as of April 15th, and he fears it could be cost prohibitive to keep doing things they way they are doing them. He would like a committee to analyze these costs and give advice on what is best for the town. Mr. Lee said the committee could discuss space issues at the transfer station as well and make recommendations, but right now, recycling needs to be looked at. The market is flooded with recyclables, which is driving the profit for them down.

The Board agreed that forming a Solid Waste Committee would be helpful and asked Ms. Hallquist to contact those people who expressed interest in serving on the single-stream recycling committee to see if they are interested in serving on a new committee.

Mr. Lee noted that April 22nd is Earth Day. Last year he purchased some compost bins in hopes that some residents would be interested in purchasing them, but no one did so he would like to give people who recycle a raffle ticket and raffle off the two bins on Earth Day. The Selectmen agreed that this was a good idea.

Ms. Walters, a fourth grade teacher at the Kearsarge Elementary School, said that Eric Scheuch, an Eagle Scout from New London, just completed his Eagle Scout project by building cold frames (greenhouses) for people in the area to purchase. Perhaps they could piggy-back on the composting idea by promoting these cold frames.

Chief Ed Andersen & Dr. John Wilson - Dispatching
Dispatching Fee Study

Chief Andersen said he called other dispatching agencies to see how they charge. Hanover is hiring a firm to come in to figure out how to charge other communities. Chief Andersen contacted Goshen, which is a straight fee per person but is just for police; for fire they use a formula based on population, valuation, and calls for service. Chief Andersen explained that he and Dr. Wilson have come up with some numbers using this formula for New London. Chief Andersen feels that the town could be charging some more for New London dispatching services, but a conversation should be held with each town/department individually and discuss the issue of fees. Because of the various ways that fees are accessed, Chief Andersen feels they need to talk with each town separately.

Chief Andersen said he spoke with Cindy Richards regarding NH Grants. He explained to her that the town is trying upgrade the tower at New London to become a simulcast system and she said this project would fall in line with the available grant money. If they combine the console funds (to be requested at Town Meeting) with the tower grant, they would have their matching funds and get the tower installed. They are going to send a field representative out, should the Selectmen agree, and they could try for this grant to complete phase II of the dispatch upgrades. He noted that this grant is through Homeland Security.

Chief Andersen feels that over the past year they have made great strides in New London Dispatch, with the tower on Mount Kearsarge, increased staffing on Thursdays, Fridays and Saturdays, and the upgrade in the consoles. These improvements can justify increases in rates. The next major step is for the Selectmen to sit down with a plan to come up with a final figure for how much the town should spend, including capital reserve funding.

Dr. Wilson said 10% of the entire cost of the operation is taken and divided by the number of towns involved. Everyone pays this fixed price. Selectman Bianchi said that New London currently pays 62% of the \$377,000 to run Dispatch. He wondered if there were any figures available on what New London would pay if any of Chief Andersen's scenarios were used. Chief Andersen said he did not have figures at the moment; he wanted to sit with the select board with the formula and discuss it with other select boards and chiefs of police and fire. Selectman Bianchi said when they get some figures they should bring them to the Selectmen. They will all have to go to the other towns with a plan to let them know what the prices will be. They have decided they want to keep dispatch in New London, so they will need to negotiate with the towns involved. He advised Chief Andersen to come back with some figures to compare with the cost it would be to outsource. Chief Andersen said he does have some figures but he is trying to figure out the right formula to keep prices low enough for other towns to stay with their service. He is still working on the numbers.

Chief Andersen said they could have the simulcast equipment done within six months if the Selectmen approve him going forward with a grant opportunity. Selectman Rollins said she feels that they should move forward with this opportunity and that Chief Andersen should get estimates of fees for dispatching based on his formula work. It was noted that the warrant has been set based on the budget hearing of April 8th and could not be changed at this point. The amount of \$135,000 for consoles is on the warrant, it is only the grant award amount that is not yet considered for appropriation. Ms. Hallquist will check to see if the grant can be accepted at a public hearing by the Selectmen as it does when other gifts and grants are offered. If the grant people say the \$135,000 being appropriated for the consoles could be considered a match money, no additional funds will need to be appropriated. Chief Andersen will proceed with applying for the grant.

Chief Andersen said it has been asked in the past what the value was of having a person available at the window at Dispatch. He learned that the Town of Hanover pays an extra 10% of the budget to providing a dispatcher at the window.

Park and Ride Complaint

Chief Andersen said there was an issue a few weeks back where the Park and Ride was overflowing and people were parking on the grass and in the bus lane. The bus company contacted the New London Police to tell them that the cars in the lane must be removed because they couldn't have the busses backing out of the Park and Ride due to safety concerns; 12 cars ended up being towed. Chief Andersen said he put up orange signs that said "no parking" to keep people from parking in those areas.

One complaint that was brought to his attention was from someone that parked in an area reserved for loading and unloading handicap passengers (the white stripped area next to a handicap parking spot). He noted that the car was not towed because it was not impeding traffic and there were other areas where the bus could unload handicapped passengers. Instead of towing the vehicle, he wrote a ticket for \$50, when in actuality, the fine is \$75. The recipient of the ticket complained saying that there were no other places to park and they shouldn't have received a ticket. Chief Andersen said it is clearly marked that it is not a place to park and it is for handicapped use. The person complaining was scheduled to attend the meeting to discuss this issue but was not present at the meeting.

Ms. Hallquist said the recipient of the ticket did call the office to complain and suggested that the parking area should be larger to avoid having people park in handicapped spots. Ms. Hallquist said she contacted the State and there are no plans to enlarge the Park and Ride in New London. The caller also suggested that the locations of other park and rides should be noted at the New London location so that, in the event there are no spaces remaining, one could go on to the next Park and Ride. It was suggested that this information be provided by signage in the area. The caller also believes there are too many handicapped parking spaces at the Park and Ride. Ms. Hallquist responded by noting that the Park and Ride is provided by the State of NH and follows all State regulations in accordance with ADA guidelines. Chief Andersen said he did contact the State to ask that some confusing signs be removed.

Chief Andersen suggested they could try and enforce the 14-day maximum parking period at the Park and Ride by chalking the tires and monitoring whether or not cars have been parked there for a longer period of time. If they have been parked for more than the two week maximum, they could be towed, thus opening up parking spaces for those who are using the area as it is intended.

Town Administrator's Report – Kim Hallquist

Ms. Hallquist noted that the "Municipal Matters" newsletter went out over the weekend and she would send another one out the week before Town Meeting.

Ms. Hallquist and Mr. Lee had dinner at the Masonic Lodge the previous week and talked about the Elkins project. Also, Pathways has agreed to provide the bidding assistance at no cost because they left it out of the design phase and instead put it into the construction phase, which is not allowed. They are still waiting and hope to have the notice to proceed to go to bid any day now. Ms. Hallquist also reported that she and Ms. Johnson attended a seminar the past week on the Affordable Care Act (aka Obamacare) so they are up to speed on that.

Ms. Hallquist reported that members of the Police Department came to her to commend the town's Fire Department on the great job they did handling the fire last week on Stoney Brook Road.

The CAC meeting will be Saturday, April 18th at the Town Office Building.

Ms. Hallquist noted that the town received a letter from New London Hospital regarding its response to the town of Newport's decision not to provide backup ambulance service to the towns served by New London Hospital Ambulance. It appears that additional funding will be asked of all the town's so that an additional ambulance and staffing can be added to compensate for the loss of Newport as backup. Ms. Hallquist reported that she, Chief Lyon and Steve Ensign, Board of Firewards, will meet with Bruce King later that week to discuss the options available to ensure ambulance service is available. Ms. Hallquist noted that if the town agreed to the additional amount requested, it could either appropriate additional funds at Town Meeting by amending the article for the ambulance appropriation by \$78,775 (the additional funds being requested by New London Hospital) or the Selectmen could transfer money from one part of the budget to the ambulance line. Chair Kidder questioned whether New London should ask the Town of Newport how much they would need to continue providing back-up for New London and perhaps for the other towns. This could be a conversation they could have with all the other towns as well. Ms. Hallquist said they will likely find out more details after meeting with Mr. King.

Protocol for Expending Funds for the Mary Haddad Trust

Chair Kidder asked her colleagues if they wanted to go with the original protocol or accept the changes Ms. Hallquist had added, which were in red.

Selectman Bianchi felt what was provided, with changes, was appropriate and served as a guideline.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to approve the draft guidelines for the protocol for expending funds from the Mary Haddad Trust, as written on April 13, 2015. THE MOTION WAS APPROVED UNANIMOUSLY.

New Business

Receipt of response from Mary Miller – removal of storage containers

Ms. Hallquist noted that Mary Miller has replied to the town's request to remove the storage containers on her property. Ms. Miller has asked for an extension to move the containers until the end of May. Selectman Bianchi did not feel an extension should be given as Ms. Miller has been granted two extensions to keep them. He would like to see them moved out by the first of May. Chair Kidder felt that having them removed by June 1, 2015 would be agreeable. After some discussion, it was determined that removal by June 1st would be appropriate, after that the penalties as provided in the zoning ordinance would be assessed.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to request that Mary Miller be asked to move the storage containers from her property as of June 1, 2015 or fines would incur. THE MOTION WAS APPROVED UNANIMOUSLY.

Petition Warrant Article

Chair Kidder noted receipt of a petition warrant article asking for the establishment of a committee to study whether a K9 unit should be added to the Police Department. There is no money involved, the article just asks for a committee to be formed. The article has been placed on the warrant as it was timely submitted.

Receipt of a Letter from Arianna Stokes for Use of Whipple Hall

The Board reviewed a letter as submitted by a senior from Kearsarge High School, Arianna Stokes, requesting use of Whipple Hall on June 6th for a silent auction event for her Senior Project. She has asked that the fees be waived, as the event would be a fundraiser for a nearby non-profit.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to allow Arianna Stokes to use Whipple Hall on June 6th for the purposes of her Senior Project and that they waive the fee. THE MOTION WAS APPROVED UNANIMOUSLY.

Approval of Minutes

IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to approve the minutes of March 26, 2015, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to approve the minutes of March 30, 2015, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.

Selectman Bianchi asked if minutes posted online are the corrected version. Ms. Hallquist explained that minutes are posted as soon as they are prepared. Then, if changes are made by the Selectmen during the approval process, the on-line version is changed to the approved version. Selectman Bianchi noted that the minutes with the section that was later removed (March 16th minutes discussion of the Mary Haddad public hearing) still contain the paragraph. Ms. Hallquist noted that the minutes as amended have not been posted.

Highway Department Overages – Richard Lee, Public Works Director

When asked, Mr. Lee said that due to the hard winter, they are \$26,000 over budget on sand and \$2,000 over budget on salt.

UPCOMING MEETINGS & SPECIAL EVENTS:

- Next Selectmen's Meeting – Monday, April 27 – 6:00 PM.
- Planning Board – Tuesday, April 21 – 7:00 PM
- Recreation Commission – Tuesday, May 5 – 5:00 PM – Whipple Town Hall
- Conservation Commission – Wednesday April 15 – 8:30 AM
- Citizens Advisory Committee – Saturday, April 18 – 7:30 AM
- **Town Elections:** Tuesday, May 12 – 8:00AM – 7:00PM – Whipple Memorial Town Hall
- **Town Meeting:** Wednesday, May 13 – 7:00PM – Kearsarge Learning Campus Gymnasium

Meeting/Committee Reports

There were none.

Other Business

Town Meeting 2015 Warrant Review

IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to approve the warrant with changes, as discussed. THE MOTION WAS APPROVED UNANIMOUSLY.

Application for Building Permit

- Peter Canavan – 120 Birch Acres Road (074-036-000) – Install a 9.0kw rooftop solar array - APPROVED

- Nancy & Edgar Broadhead – 559 County Road (082-035-000) – Install a 8.1kw rooftop solar array and one air source heat pump unit (indoor and outdoor component) - APPROVED

Application for Use of Sydney Crook Conference Room

- Daniel Schneider – Adventures in Learning – September 2, 2015 through November 10, 2015 – 9:30 AM through 12:00 PM

Application for Use of Whipple Memorial Town Hall

- Claire Vannatta – League of Women Voters – Candidates Forum - May 5, 2015 – 6 PM through 9 PM
- Arianna Stokes – KRHS Senior Project – June 6, 2015 – 1:00 PM through 9 PM

Sign Permit

- Kearsarge Chorale at CSC – Concert – April 26, 2015 – 3 PM – Sawyer Center Theater

Other Items to be Signed

- Pole License Petitions – PSNH License # 32-0990, Elkins Road
- Tax Abatement Form – Hunter’s Hill Trust/Sally Boyd Sander – 717 Lakeshore Drive
- Yield Tax Warrant – Robert Carr/Carr Land Holdings – Soo Nipi Park Road

IT WAS MOVED (Peter Bianchi) AND SECONDED (Nancy Rollins) to adjourn the meeting. THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting adjourned at 8:15pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London