



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES

May 14, 2018

6:00 PM

### **PRESENT:**

Nancy Rollins, Chairman  
G. William Helm, Jr., Selectman  
Janet Kidder, Selectman  
Kim Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

### **ALSO PRESENT:**

John Raby, New London Resident  
Minette McQueeney, *Intertown Record*  
Phyllis Piotrow, Budget Committee member  
Lou Botta, Emergency Management Director  
Joe Cardillo, Budget Committee member  
Bruce Hudson, Budget Committee member  
Scott Blewitt, Recreation Director  
Bob Bowers, New London Resident  
Storm Connors, New London Resident

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

### **Amendments to the Emergency Operations Plan**

Lou Botta, Emergency Management Director, attended the meeting to discuss amendments to the Emergency Operations Plan. Mr. Botta informed the Board that the number one priority of the Emergency Management Committee is to establish a town shelter. There needs to be one dedicated spot and the committee came to the conclusion that the SAU building is the optimum place for a shelter in New London. He noted that the committee will be seeking to obtain a grant for a stand by generator for the shelter.

Homeland Security and Emergency management (HSEM) told them the first thing that needed to be done was to change the Emergency Operations Plan with the town to reflect that the permanent site will be the SAU building, not the Elementary School.

Mr. Botta has already met with the Red Cross and it is going to be a town administered and Red Cross sponsored shelter. The Red Cross will visit and validate the location. Mr. Botta spoke with the superintendent and there is room for the shelter as well as isolation rooms. There is also the availability of oxygen generators, if needed. The building is well designed for this. The oxygen generators that are currently available in town are not portable but they are transportable. Once this is done, it will be coordinated with the HSEM division so they can include this in the exercise schedule. A table top exercise is being designed and training for all Emergency Management and Selectmen will be done.

A Community Emergency Response Team (CERT) needs to be established. There are several in New Hampshire and Mr. Botta noted that he is working on establishing one in New London, with 12-14 people indicating interest in volunteering. They will need background checks. The initial priority of a CERT team is to establish and run the shelter. Informational sessions will be scheduled.

The Hazard Mitigation plan has been updated. Final approval from the state and FEMA is pending. There will be need to have action by the Conservation Commission and Planning Board for some areas of the plan.

Mr. Botta met with Eversource several months ago and they reviewed the electric grid resiliency. New London is doing very well. With the disaster that was recently declared, New London was way above neighboring towns, primarily due to the work that both Eversource and the Public Works Department have done clearing debris and branches.

Code Red information is still on the priority list.

In the next few months a container will be acquired to contain emergency equipment so all emergency supplies, bedding, and MRE's will all be in one place.

Selectman Helm asked Mr. Botta to define the Kearsarge Learning Center Campus – where does it begin and where does it end. Mr. Botta stated in his view, it comprises the cafeteria, gym and several other rooms. It was clarified that it begins with the gymnasium and extends down to the old library. If the next part of the building is renovated, it will extend further. It includes all of the rooms that the Outing Club currently uses for programs. There has to be a locale for an eating facility, but an actual kitchen is not required since the Red Cross can serve as a dining source.

Selectman Helm has concerns that they are being asked to sign the document to make changes, but there are still many moving pieces. He also asked what changes would need to be done with the Conservation Commission and Planning Board and asked for clarification. Mr. Botta stated it relates to mitigation items such as zoning changes that are directed at limiting damage to structures and conservation trail work aimed at mitigating damage from storms. It is to encourage dialogue and consider things that relate to Zoning, Conservation, etc. when making decisions.

Chair Rollins asked what happens in the event that Colby-Sawyer College is in session. Mr. Botta stated that this has happened in the past, and some of the students occupied the elementary school and others went with family or friends. This is an issue when Colby-Sawyer or the elementary school has to reestablish their programs and people who still need shelter, have to go elsewhere. This is going to be addressed during the table top exercise and direction will be needed with some of these challenges.

**IT WAS MOVED (William Helm) AND SECONDED (Janet Kidder) to approve the change in the Emergency Operating Plan as presented. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### **Public Comment**

Storm Connors attended the meeting to request permission to install a bench near the dam to memorialize Kitty Wilson who recently passed away. He explained that Ms. Wilson did a lot of work at Pleasant Lake and the Pleasant Lake Protective Association. The cost of this would be covered by the PLPA or other donors. Selectman Helm has no issue as long as Mr. Lee approves

the location. Chair Rollins agrees this is a nice gesture. The Selectmen will get feedback from Mr. Lee and will respond back to Mr. Connors.

Phyllis Piotrow commented that the Hilltop residents are very pleased to have the crossing light from the Hilltop driveway to Hannaford.

### **Buker Municipal Building Request for Proposal (RFP)**

A copy of the request for proposal (RFP) was reviewed by the Selectmen. Selectmen Helm discussed his requested revisions and Ms. Hallquist will make these changes to the proposal and send it out so potential consultants can submit a proposal for the work.

Bob Bowers addressed the Board and stressed that his hope is that when Town Meeting is held next year, those present will know that an adequate review has been done to determine what can be done for the Police Department in that building, before any funds are requested. Mr. Bowers stressed that in his opinion, the RFP is designed to make sure the Engineer looks at what could be done to make the Police Department work in that space. Selectman Helm thanked Mr. Bowers for his efforts and his interest.

### **Public Works Director Search**

Ms. Hallquist reported that Bob Harrington, the current Public Works Department foreman, has accepted the offer to become the next Public Works Director starting July 1, 2018. He has worked for the town for over 20 years and is currently the foreman and was also the top candidate of the Citizen's Review Committee.

Chair Rollins asked if there was a plan for training. Ms. Hallquist will work with Richard Lee and Bob to go over major projects and work with Bob to get him up to speed on administrative tasks like payroll, budgeting and reports. She noted that Mr. Lee keeps very good files so that will be helpful for Mr. Harrington.

Selectman Kidder is pleased that after an extensive search and numerous interviews, all felt strongly that Mr. Harrington was the right person to assume Mr. Lee's role. She's happy that someone within the department was able to succeed Mr. Lee. Selectman Helm agreed.

### **Revised Budget Preparation Schedule**

Selectman Helm reported that the Budget Committee met in April. They agreed to continue to work jointly with the Selectmen in terms of presentations with the department heads; however, there was discussion about the tightness and order of the schedule. Selectman Helm distributed a revised proposed schedule. Budget requests would still be received on September 21, 2018.

- October 1, 2018 the committee would like to start with capital reserves, debt and capital improvement program as they feel it gets rushed when it's done at the end.
- October 15, 2018, Public Safety departments will present their budget and this is ahead of DPW so it will give Mr. Harrington a chance to familiarize himself with the process.
- October 22, 2018 due to holidays. The committee felt strongly that an additional date was needed.
- October 29, 2019, the thought was to have the Town Clerk and Recreation present, as these usually involve more discussion.
- November 5, 2018 would be the rest of the administrative presentations.
- November 19, 2018 would be all that are remaining.

Selectman Helm stated that the committee prefers a start time of 7pm. A training session with Ms. Hallquist and Ms. Johnson will be done in June. The date will be clarified.

Selectmen Helm commented that Phyllis Piotrow made a strong pitch to give attention to the warrant article on energy independence. She would like each department head to include energy in their proposal and would like the Selectmen to exercise leadership on the energy issue.

During the budget meeting, a question was raised about why there aren't any signs identifying Whipple and Buker Hall. Another question was raised about design standards for buildings and also whether the town should have a building inspector.

Ms. Piotrow clarified that in addition to her comments about energy, she also wanted to argue in favor of setting up a new capital reserve fund titled "Capital Reserve for new buildings and facilities".

Chair Rollins summarized the budget schedule and acknowledged the revisions from October 1 – November 26, 2018. There was also a proposal for the joint meetings to begin at 7:00pm. The Budget Committee has some new members and due to their work schedule may have difficulty attending earlier meetings.

Selectman Kidder suggested compromising and starting at 6:30pm. The Board of Selectmen meetings could begin at 6:00 and the Budget Committee at 6:30pm. Chair Rollins agreed to try the 6:30 start time for now and as it gets closer this may need to change.

Chair Rollins would like the Board of Selectmen to have a discussion about how to direct the department heads with regards to their budgets. She would like this on the August 6, 2018 agenda.

Joe Cardillo commented that at the joint budget committee meeting, there was enough conversation about time restraints and how things felt rushed. There were a significant amount of members that have difficulty getting to the meeting and he hopes they will consider a 7:00pm start time to get as much input from people as possible. We need to find a way to accommodate people or we lose them.

### **Skateboarding on the Gazebo**

Selectman Helm observed young residents of the town skateboarding in the gazebo and he suggests putting up a sign. Ms. Hallquist stated they can post a sign but if they make it an ordinance with a penalty, they would have to have a public hearing. Selectman Helm would like to start with a polite sign that states there is no skateboarding in the gazebo.

Chair Rollins commented that recently she has noticed many skateboarders of all ages, and her concern is that they are not wearing helmets. She wondered what happened with the skateboard park idea, and would like to do some type of safety awareness through the schools or recreation department. Joe Cardillo commented that the skateboard parks don't seem to be used anymore, instead, skateboards are being used as a mode of transportation.

### **Chamber of Commerce request to allow alcohol on town property during Hospital Days Chamber Night**

**IT WAS MOVED (William Helm) AND SECONDED (Janet Kidder) to approve the request of the Chamber of Commerce for alcohol on town property during Hospital Days Chamber Night. THE MOTION WAS APPROVED UNANIMOUSLY.**

### **New London Recreation Department & Outing Club**

Chair Rollins discussed there was a meeting last week with the Planning Board and the developer for the proposed workforce housing project. It was mentioned that the development company was asked to have conversations with the Outing Club, COA and the Recreation Department. Chair Rollins asked about conversations the town has had with the Outing Club. Ms. Hallquist stated that she has participated in two very productive meetings with members of the Outing club and Laura Lorio, Chair of the Recreation Commission to discuss ways that the two groups might collaborate in the future. Ms. Hallquist noted that she was not part of the conversation between the developers and the Outing Club so she can't comment on that.

Selectman Kidder clarified that at the Planning Board meeting, they didn't mention having conversations with the Recreation Department, only COA and the Outing Club. She asked Doug Lyon specifically what plans they had but at this point he said they were just having conversations. Selectman Helm took this to mean they would like to be a part of the community in a broader sense than just a housing development.

Chair Rollins questioned if the town should be part of the discussion. At one point, they discussed having COA, the Recreation Department and the Outing Club consider joint planning and looking at shared facilities so she feels that the town should take a leadership role in these discussions. She finds it interesting that an outside developer and consultant comes into New London and gives the appearance that they are involved with discussions with several groups about several different projects that have been discussed for a long time. She would like the town to be driving the conversations related to future needs of the town. She would like to be notified of any future meetings.

Scott Blewitt noted that having a building with the Outing Club, COA and the Recreation Department would be a community center in the truest sense of the word.

Phyllis Piotrow commented that when they originally presented the proposal, they discussed having the workforce housing on Parkside Drive and it is now unclear to her if due to possible plans for an Outing Club expansion, they could no longer consider workforce housing there.

Ms. Piotrow noted that the two closest abutters would be Hilltop Place and Great Pines. There haven't been any discussions between these two places and the developers and she hopes they don't wait until the last minute. She thinks that residents of both Hilltop and Great Pines would appreciate being part of the discussion.

Selectman Kidder noted that much of this is based on rumor. The first time the developers talked about workforce housing was last week. Ms. Piotrow stated this is not true and they discussed this at a previous meeting and the location they addressed was Parkside Drive at that time. Selectman Kidder stated the first time they proposed a conceptual was last Tuesday and they didn't talk about Parkside, they talked about the Newport Road location. They haven't made any formal approach to the Planning Board about workforce housing. Anything said previously has no validity. Selectman Helm stated the development company has a purchase and sales agreement on the land.

Joe Cardillo asked if an appraisal was done on the Bewley land with town funds. Selectman Helm stated that yes, an appraisal was done. Mr. Cardillo wanted to know the rationale for doing an appraisal on a piece of land that wasn't specifically talked about being purchased with money we didn't have. Selectmen Helm noted that this was a piece of land that they might have brought before the town before they had the appraisal done. Once they received the appraisal, it was determined they had no further interest in it.

Scott Blewitt reviewed the upcoming Recreation Department activities from May into the summer:

- Touch a Truck & Car Show (May 5)
- Granite State Track & Field (May 10) 25+ kids signed up
- Senior Trip (May 17) to the Red Blazer Restaurant in Concord with Counsel on Aging
- Boston Red Sox Trip (May 18) with the Claremont-Newport-Sunapee Rec Departments
- Free Hot Dog Day (May 18) at the Town Office building
- Photography workshop with Larry Harper (May 30)
- Ballroom Dancing: Salsa for Beginners (June 4) and Tango for Beginners (July 9)
- Senior Trips: Fosters Clam Bake (June 7) and Clarks Trading Post (June 19)
- 4th Annual Strawberry Festival (June 23) – 70+ vendors, live music, hot food
- 6 weeks of Bucklin and Elkins Swim Lessons (June 25 - August 3)
- 8 weeks of Sun N Fun Summer Day Camp (June 25 - August 17)
- 4 weeks of Sailing Lessons (July 9 - August 3 2018)
- Jr Summer Adventure Camp (June 26- July 24) including archery, fort building, fishing, farming/gardening)
- Men's Drop-In Basketball Tues/Thurs Kearsarge 6:30-8:30 (Every Week)
- Karate for all ages every weds @ Whipple hall

Mr. Blewitt also pointed out that he will discuss the recreation offerings during an interview on WNTK on May 16th @ 8:40am and on Kearsarge Chronicle – Thurs, May 24th

Chair Rollins asked about staffing changes with regards to the waterfront. Mr. Blewitt stated he has the same waterfront director. He has an assistant manager who is from New London and has worked the past two years as a beach attendant. He is fully staffed with life guards. He is in a good place, staff wise.

### **Town Administrators Report**

Ms. Hallquist provided the following report:

- The crossing signals are in at Hilltop.
- Selectman Kidder mentioned previously about getting a sign for Whipple Hall and Ms. Hallquist is working on this and will try to get one similar to the Town Office sign.
- Hospital Days planning continues.
- Banners to celebrate the 100<sup>th</sup> anniversary of Whipple Memorial Town Hall and the New London Hospital are currently in production.
- A radar speed sign has been placed on Main Street.
- Tax bills will be received by property owners this week; Linda Nicklos was instrumental in getting the bills out in such a timely fashion.

### **Committee Meetings & Reports**

Selectman Kidder provided the following report:

- On April 24<sup>th</sup> the Planning Board met. There were tree cutting applications. Adam Ricker reported that the Regional Planning Commission does three traffic studies each year. They've chosen Main and Pleasant Street to conduct a study. This will be done soon. There is no cost to the town.
- The master plan survey is still being worked on.

- On April 25<sup>th</sup> there was a Centennial Celebration Committee meeting and things are all set for June 23, 2018 for the celebration of Whipple Memorial Town Hall.
- On May 1<sup>st</sup> a Recreation Commission meeting was held: fencing needs to be replaced at Bucklin Beach, the ice skating rink has been removed, and the Recreation Commission voted to recommend Pete Hamel as a new commissioner.

**IT WAS MOVED (Janet Kidder) AND SECONDED (William Helm) to approve that Pete Hamel be appointed as a new member of the Recreation Commission. THE MOTION WAS APPROVED UNANIMOUSLY.**

Selectman Helm would like to get resumes for new members.

- At the May 8<sup>th</sup> Master Plan meeting it was discussed it would be helpful to install bike racks. It was suggested the town purchase a few of these and one be placed at town hall offices as well as another location in town. This will hopefully encourage people to ride bikes. In the budgeting process, this could be placed under the operating budget of town buildings. Bike racks are currently at Bucklin Beach, Tracy Library and Elkins Beach. The College and the Hospital are looking into the bike share program.
- On May 11<sup>th</sup> Jay Lyon presented at the Rotary Meeting. He is an amazing ambassador for the town.
- On May 12<sup>th</sup> was the town of New London clean-up day. This was organized by Gary Faccone and the Fire Department. It was suggested that a letter of thanks be sent to Gary Faccone from the Board of Selectmen. It was a great effort and deserves recognition. Ms. Hallquist will draft this letter.

### **Meeting Minutes**

**IT WAS MOVED (William Helm) AND SECONDED (Janet Kidder) to approve the minutes from the April 23, 2018 meeting. THE MINUTES WERE APPROVED.**

**IT WAS MOVED (William Helm) 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: Helm: Yes; Kidder: Yes; Rollins: Yes

The Board entered nonpublic session at 7:25 PM.

The Board reentered the public session at 8:01 PM.

**IT WAS MOVED (William Helm) AND SECONDED (Janet Kidder) to seal the nonpublic session meeting minutes. THE MOTION WAS APPROVED UNANIMOUSLY.**

### **Items to be signed**

- Payroll Authorization Voucher
- Accounts Payable Voucher
- Yield Tax Levy
- Application for Veteran Tax Credit

- Application for Elderly Exemption
- June Birthday Cards

### **Applications Approved &/or Denied**

#### Building Permits

- Robert & Susan Caia, 623 Main Street, TM 096-002-000. Addition to garage (14'). BP 18-018 APPROVED 5-2-2018
- Timothy & Kelly Condon, 138 Herrick Cove Road, TM 091-020-000. Construct 12x12 shed. BP 18-029 APPROVED 4-25-2018
- Richard & Susan Showalter, 216 Bog Road, TM 106-012-000. Convert breezeway to mudroom & add open porch. BP 18-032 APPROVED 4-25-2018
- Eric & Allison Campbell, 1512 King Hill Road, TM 129-017-000. Add pool & 4x6 deck. BP 18-033 APPROVED 5-14-2018
- Lindsay Holmes, 107 Gould Road, TM 085-010-000. Add 20x20 deck & 3x12 walkway. BP 18-034 APPROVED 5-2-2018

#### Sign Permits

- Temporary Sign – By Paul Heilmann for an 18”x36” sign at the Information Booth for the Springfield 250<sup>th</sup> Celebration during May 14-17. APPROVED 5-14-2018
- Temporary Sign – By First Baptist Church for a 24”x28” A frame sign at the Information Booth for the Vocation Bible School during June 25-29. APPROVED 5-14-18

**IT WAS MOVED (William Helm) AND SECONDED (Janet Kidder) to adjourn. THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 8:05 PM.

Respectfully submitted,

Trina Dawson, Recording Secretary  
Town of New London