



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN
MEETING MINUTES**

June 16, 2017

8:30AM

PRESENT:

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

OTHERS PRESENT:

John Raby, *Intertown Record*
Rob Prohl, Budget Committee Chair
Jerry Coogan, Zoning Board of Adjustment
Paul Gorman, Planning Board Chair
Joseph Kubit, Planning Board
Jay Lyon, Fire Chief
Vahan Sarkisian, Zoning Board of Adjustment

Chair Helm called the meeting to order at 8:30am.

The Board noted receipt of a letter of resignation from Lucy St. John, Planning & Zoning Administrator; her last day will be June 21st.

Ms. Hallquist explained that she would like the Board to discuss plans for filling the position and questioned whether they should consider hiring two people: one for zoning enforcement and one for planning. She noted that she has spoken with the Upper Valley Lake Sunapee Regional Planning Commission (RPC) about getting planning assistance and a proposal will be forthcoming; the RPC is very interested in assisting the Town. Ms. Hallquist suggested that the other position would be a zoning administrator, and this would be a town employee. Chair Helm asked how the positions would be filled in the interim. Ms. Hallquist noted that she and Amy Rankins would be handling the position until the positions are filled.

Selectman Rollins asked how much time is spent in each area. Ms. Hallquist suggested that the zoning portion (building permits, other permits, and enforcement) is the majority, estimating 60% in zoning -40% planning or 75%-25%. She noted that when working on the master plan and CIP, more time in planning would be needed, however, overall, less time is generally needed in the planning area. The summer time is a big time for building permits and people want them quickly and expect to have the permits processed quickly, so that the project can begin. Chair Helm noted that Peter Stanley submitted a memo when he left in May 2012 suggesting that he spent 25% of his time in planning, 50% in zoning and building permits and 25% on miscellaneous things like meetings, conservation commission, etc.

Paul Gorman noted that his observation is that Lucy spent a lot of time speaking with the public, explaining zoning ordinances and answering questions as there seems to be a lot of confusion out there about what the zoning ordinances mean – he suggested the Board consider that part of the job as a hidden dimension of the job, like public relations. Ms. Hallquist agreed and noted that people often want help filling out their building permit, even for relatively easy permits like shed. She noted that Amy Rankins is performing the tasks of helping people at the start of the application process; this change was made to assist Lucy so she could get out in the field more often to check for compliance. Mr. Gorman noted that there was one project that took about a year that took hours and hours of Lucy's time, and while that was perhaps the exception, there are times when a case will take a lot of time.

Rob Prohl noted that expecting someone new to jump in and do the master plan is probably unrealistic and perhaps that task should be contracted out. Selectman Rollins agreed, and noted that she is trying to get a sense for the number of hours needed for the zoning portion – how does the volume compare with other towns and how do those towns staff the positions. Selectman Rollins observed that there have been suggestions that the town has not always been consistent in following up on zoning compliance. Mr. Prohl suggests the Board also consider sharing the position with another town.

Selectman Kidder suggested that there is another piece of this and that is how much time the Health Officer, Deb Langner, spends looking at septic plans and what she does should be done in conjunction with the zoning administrator. She did not feel that the Board had enough information to decide on how to fill the position at this point. Ms. Hallquist urged the Board to focus on filling the position sooner rather than later as property owners will not be happy if it takes a month or more to get a building permit.

Chair Helm summarized that he would like some investigation into having part-time roles and refining what each role includes.

Jerry Coogan observed that the skill set for a building inspector/code enforcement person is entirely different from a planner. He noted that he felt that a building inspector is needed in town and he would suggest looking for a building inspector/code enforcement person. Chair Helm noted that the town cannot hire a building inspector until Town Meeting votes to do so; the Board will be discussing that issue in the coming months.

Mr. Prohl noted that it takes a specific skill set for each position and while Peter Stanley was unique in many ways, he questioned if it is feasible that they could find another person who could do both positions, and suggested that the Board look to other towns in the lakes region to see what they do for these positions. Chair Helm pointed out that the Town also had the services of RPC professional planner Ken McWilliams, not all of the time but most of the time of Mr. Stanley's tenure in the Planning & Zoning role. Mr. Sarkisian noted that he agreed with Mr. Coogan but disagreed with him with regard to needing a fulltime person in the building inspector/code enforcement position. Chair Helm reminded those present that the building inspector position is an additional role not being discussed now, and can't be until Town Meeting decides the issue.

Selectman Rollins asked for additional quantitative information about volume to get at workload and the qualitative pieces both from what has come anecdotally from the RPC and from Lucy herself, and from Peter Stanley and also some thought to salary range, as compared to other

towns, given the change in the position that the Board is now talking about. She noted that it is important that the positions stay in line with the newly adopted salary scale. Selectman Rollins asked how quickly the RPC planned to submit its proposal, Ms. Hallquist noted that she expected it within a day or two.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) based on the resignation of the Planning and Zoning Administrator, to instruct the Town Administrator to look into details of a planner position and a zoning and permits position and report back to the Board. THE MOTION WAS APPROVED UNANIMOUSLY.

Other Business

Selectman Rollins noted that she received a complaint from abutters about noise at the pharmacy construction site. She observed that the Board may need to look at the process of addressing these issues so that concerns are allayed as quickly as possible. She noted that she understands that construction sites are noisy, but there might be ways to do a better job of addressing these types of issues by talking with abutters and job foreman to work out reasonable compromises. Selectman Kidder noted that during the public proceedings there were no concerns raised about noises. Mr. Sarkisian noted that across American, construction sites are noisy. Selectman Rollins agreed but noted that she was suggesting that there be a way for these kinds of complaints to be addressed with construction foremen, or others, to discuss a reasonable compromise so address the issues.

John Raby asked how long the investigation into two part-time positions would take. Ms. Hallquist noted that she expected one week – 10 days

Upcoming Meetings and Special Events

- Next Regular Selectmen's Meeting – Monday, June 19th - 6:00 PM
- Conservation Commission – Wednesday, June 21st - 8:30 AM
- Planning Board – Tuesday, June 27th – 6:30PM
- Nonresident Taxpayer Meeting & CAC – Saturday, August 12th – 7:30AM – Whipple Hall

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to enter into 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 and (b): the hiring of any person as a public employee.

Roll call vote: Bill Helm: Yes, Janet Kidder: Yes, Nancy Rollins: Yes

The Board entered nonpublic session at 9:10am.

The Board reentered the public session at 9:26am.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to withhold the nonpublic session minutes pursuant to RSA 91-A:3, III. Roll call vote: Kidder: Yes; Rollins: Yes; Helm: Yes.

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to appoint Cynthia Stillman as Deputy Tax Collector. THE MOTION WAS APPROVED UNANIMOUSLY.

Tri-town Assessing Board

Ms. Hallquist noted that the next Tri-town Assessing meeting would be held on Wednesday, June 21st and pointed out that if the Board could agree on appointing a resident today, that person could attend the next meeting. Ms. Hallquist recommended that the Board appoint Tina Helm as she has served in the past when she was a Selectman and thus has some knowledge of the issues.

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to appoint Tina Helm as the New London resident member of the Tri-town Assessing Board. Kidder and Rollins in favor; Helm abstained. THE MOTION PASSED: 2-0-1.

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

The meeting was adjourned at 9:35am.

Respectfully submitted,

Kimberly Hallquist
Town Administrator