



TOWN OF
NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • WWW.NL-NH.COM

**BOARD OF SELECTMEN
MEETING MINUTES**

**June 18, 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:

Bob Brown, Conservation Commission Chair
Phyllis Piotrow, Budget Committee
John Ellis, New London Resident

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

Bob Brown, Conservation Commission Chair, met with the Board to discuss timber cutting on conservation property. He discussed work that was done at Low Plain two winters ago. The north section was harvested to improve wildlife habitat and the health of the forest. The end result was cash positive. They have done a lot of planting in there and it is looking good and there are reports of wildlife returning.

The Conservation Commission intentionally stayed away from harvesting the southern part because it is congested and neighbors are closer. The issues on the southern side are the proximity of neighbors and wetlands but there are significant improvements that can be done there. The Conservation Commission asked their forester to take inventory and to see if it made sense financially.

Chair Brown also discussed the Shepherd Pit area (53 acres) with Richard Lee, Public Works Director. Thirty acres are completely away from areas that the Public Works are working in. Chair Brown asked if they were interested in looking at this while equipment is there. Mr. Lee thought this was a good idea and mentioned many years ago it was decided that the Shepard Pit area should be under the supervision of the Conservation Commission. There is significant timber there as well as two additional parcels, a 14-acre parcel and a 30-acre parcel that are Town land.

Chair Rollins asked if any of the wood chips from the harvest could be used on trails. Chair Brown noted that while they would make good cover for the trails, it's difficult to handle them and get them where they are needed. There is a strong argument for leaving the tree tops to decay and go back into the ground, but it doesn't look nice so they generally remove it from the site.

Chair Rollins clarified if Chair Brown is asking if they support harvesting the Shepard's pit area plus two other parcels. Chair Brown said yes, and they would be willing to manage it. The Board is in agreement that it is a worthwhile thing to do.

Chair Brown stated they have always used some of the timber revenue to cover initial costs. He asked the Selectmen if they would be willing to share the net profit from the harvest and place the funds into the Conservation Fund; this fund has a balance of \$13,000. This fund was the result of gifts and donations many years ago. This money could be used to put a deposit on a parcel and they wouldn't have to wait for town meeting.

Selectman Helm noted that at the last town meeting, the town voted against giving the selectmen the ability to purchase land that the town meeting hadn't passed judgment on. They didn't want people to have that flexibility. He supports what Chair Brown is suggesting but this would require a warrant article.

Selectman Kidder noted that this fund hasn't been used in the past. Any requests for purchase go before town meeting and come out of the Capital Reserve Fund. Chair Brown stated that for the last purchase they did use a small amount of the fund for a deposit.

Selectman Kidder asked when loggers are hired are they paid up front. Chair Brown responded that generally they are not, their fee comes out of the proceeds of the harvest. It is usually 15-20% of the gross income.

The Selectmen support this request and Chair Rollins suggested bringing this to the Budget Committee to get their feedback.

IT WAS MOVED (Janet Kidder) AND SECONDED (Bill Helm) to support the Conservation Commission's proposal, which will go to town meeting, with regard to having some of the proceeds of the timber harvest to be placed into the Conservation Fund. THE MOTION WAS APPROVED UNANIMOUSLY.

John Ellis asked what the fund was intended to be used for. Chair Brown was unsure, as it was established many years ago and he doesn't know if it was earmarked for any specific use. He stated it could be used for an urgent need that couldn't wait for a town meeting. Selectman Helm suggested before Chair Brown goes before the Budget Committee, he should find out the history and the purpose of the fund.

Chair Brown discussed Clark Lookout. Work is being done there on the trail, a new access point has been established, a new gate, and signage directly across from the Park and Ride. Chair Brown informed the Board that there is evidence that people are using the woods behind the new access as a bathroom. Chair Brown spoke with the bus company representative and he agrees we need to find a solution. This is a health issue. Most park and rides do not have bathroom facilities.

Chair Rollins suggested a sign to deter people from using the property for that purpose. Chair Brown will discuss this at the next Conservation Commission meeting.

Public Comment – None

Old Business

John Ellis discussed a sign that was to be placed on Knights Hill and Old Main Street. He has been told it has been ordered. A stop sign at this same intersection has been moved but the stop line is about 40 feet beyond the stop sign. The white line needs to be moved next to the stop sign.

Ms. Hallquist will bring these issues to the attention of the Department of Public Works.

New Business

Consider recommendation of Wendy Johnson to transfer funds from the K9 Trust fund

Wendy Johnson reported that \$42,000 was collected in donations. They have spent \$30,134.50 to date. She would like to withdraw this amount from the canine trust to reimburse the Town for expenses incurred for the K9 program.

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to withdraw \$30, 134.50 from the K9 trust fund to reimburse the town. THE MOTION WAS APPROVED UNANIMOUSLY.

Consider adoption of Cash Receipts Policy

Wendy Johnson stated that during an audit last year, it was recommended that they have a cash receipts policy. Ms. Johnson created and submitted a policy for approval. There was a discussion of the current procedures for cash transactions.

Chair Rollins wants to ensure the town's policy is clear and the risk is minimized. She suggested Ms. Hallquist go to the Municipal Association and see if anyone has done a forensic review of embezzlement case recently in the news. She wants to make sure that the town's cash transactions are conducted in a way that we aren't ever in that situation.

Selectman Helm wanted it clarified and suggested adding a sentence that states under three separate sections (motor vehicles, real estate taxes, sewer) that no individual employee may have more than \$1,500 at any time.

John Ellis asked why there aren't cameras in the office. Selectman Helm stated there are not many cash transactions and it doesn't warrant the expense of the cameras. Audits are done every year.

Discuss letter from Sally Prince re: property assessment

The Board reviewed a letter from the owner of the former Lemon Twist property on Main Street, seeking an abatement as the sale price is lower than the assessment. Ms. Hallquist noted that Norm Bernaiche is looking into this.

Discuss Request for Proposals for Buker Building study

The Board noted that six proposals were submitted. Selectman Helm would like to have at least three come in for interviews soon as time is an issue. He also noted that some of the proposals included looking at different sites in town and this was not part of the request as the main focus was to look at the feasibility of the Buker Building.

Selectman Helm suggested meeting again in a few days after all the selectmen have had a chance to review all of the proposals. They agreed to meet on Friday, June 22, 2018 at 8:30am. This will be to decide who will be invited to the July 2, 2018 meeting.

Town Administrators Report

Ms. Hallquist provided the following report:

- Ms. Hallquist attended a Federal resource roundtable in Franklin. There were various federal departments talking to various town administrators about what services they provide.

- On Friday at 2:00pm there will be a state moorings public hearing at Whipple Town Hall to consider whether Pleasant Lake should require state permits to moor a boat.
- The retirement party for Richard Lee on Thursday night went well.
- The sidewalks at the roundabout had to be changed as the tip downs were plastic and the State requires that they be metal plates.
- There was a light pole in that area that was knocked down. The Town is liable to pay for the expense of putting it back up but it is unclear if we arrange to have it put back up or if Eversource does.
- Sewer Lagoons – the goal is to get the last one done this summer.
- Town Office sprinklers – The consensus was to go with the wet system throughout. Selectman Kidder suggested the project be delayed until after Hospital Days as the front lawn is used for some activities. The Board agreed,
- Energy plans for dealing with town meeting vote on renewable energy sources: Ms. Hallquist reported they are working hard on the car charging issue. It was noted meeting minutes haven't been posted since January.
- Karen Ebel has contacted the Department of Transportation regarding the land issue and the Transfer Station. It is a lengthy process but she will try to facilitate moving it along.
- The Cupola is coming along and work is being done on the flashing.
- Peter Christian's is hoping to open by July. They have obtained a sign permit.
- Newport Road paving timeline – they are hoping to start tomorrow, weather permitting.
- Tax Collector position – a discussion needs to be held to determine if Ms. Hallquist will continue in this role or if a person will be hired.
- Bio for new Recreation Commission member – Ms. Hallquist distributed the volunteer interest form. Chair Rollins discussed the form and suggested adding more detail for what they are requesting for information. It should include what skills they have that are relevant to the committee. It is important to bring uniformity across the committees.
- Selectman Kidder asked Ms. Hallquist to check with Police Chief Ed Andersen to see if he can cover the vehicle at the DPW building. The tarp is weathered and it is unattractive.

Committee Meetings & Reports

Selectman Helm reported that the Budget Committee met on June 9, 2018 for training new members.

Selectman Kidder reported that the Recreation Commission met on June 5, 2018.

The Strawberry Festival is this Saturday. There will be 65 vendors on the common.

Day camp starts on June 25, 2018. On June 26, 2018 Sunapee and New London will meet at Dewey beach for lifeguard training with EMT's. Sand has been added to Elkins beach. The fence will be replaced at Bucklin Beach behind the bath house. The Whipple Centennial is at 3:00pm on Saturday, June 23, 2018. Jim Perkins will do a presentation.

Chair Rollins reported there was a Steering Committee meeting with the Outing Club last Monday. They discussed four committees they want to form with regards to the strategic planning process. They are looking for volunteers to participate in work committees.

Meeting Minutes

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to approve the minutes from the June 4, 2018 meeting. THE MINUTES WERE APPROVED.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, July 2nd - 6:00 PM
- Conservation Commission – Wednesday, June 20th – 8:30 AM
- Planning Board – Tuesday, June 26th – 6:30 PM Whipple Town Hall
- Recreation Commission – Tuesday, July 3rd - 5:00 PM Whipple Town Hall

Other Business

Ms. Hallquist gave an update regarding the request to treat property in the commercial zone as residential property for purposes of property assessment; the property is located at 10 Main Street. Norm Bernaiche has recommended that this be approved. Nicole Gage looked into this and spoke with Jim Buchan who stated that this is a single-family home and always has been as far as he knows. He has not run a business at this location since 2009 when he sold distinctive doors and then moved to Rhode Island; since coming back from Rhode Island, he rents space in Andover, and only parks his work truck at home.

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to accept the recommendation of Chief Assessor Bernaiche to assess the property as a residential property in a commercial zone. THE MOTION WAS APPROVED UNANIMOUSLY.

John Ellis discussed two guard rails on South Pleasant Street that are not attached and are lying close to the road and are dangerous and asked that they be removed and replaced. Ms. Hallquist will notify the Department of Public Works about this.

IT WAS MOVED (Bill 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 7:15 PM.

The Board reentered the public session at 7:50 PM.

IT WAS MOVED (Bill 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
- Warrant – Wastewater
- Warrant – Yield Tax Levy
- 2017 Abatement Requests
- Tax Exempt Status Requests

- Tax Abatement
- July Birthdays
- Applications To Use Town Property
 - ✓ Whipple Hall & conference room on November 10th from 8:00am to 7:30pm for Miss Granite State Scholarship Program.

Applications Approved &/or Denied

Temporary Event/Sale Permits

- Fundraiser, NL Barn Playhouse, Main Street, Colby-Sawyer College, Quad Bld., Friday, July 13th from 5:00pm to 8:00pm. APPROVED

Sign Permits

- Permanent Sign – Proudstone Corporation for Peter Christian's Tavern, 195 Main Street, TM 073-077-000. APPROVED 6-18-2018
- Temporary Sign – By Lake Sunapee Rowing Club for a 5.3 sq. ft. sandwich board sign at the Information Booth during June 1st to September 1st. APPROVED
- Temporary Sign – By 250th Celebration Organizing Committee of Springfield for an A-frame sign at the Information Booth for a fundraiser July 7-17th. APPROVED
- Temporary Sign – By Wilmot Bandstand Committee for a 4 sq. ft. sandwich board sign at the Information Booth for the music concerts during July 14 to August 18. APPROVED

Building Permits

- 290 County Road LLC, 219 County Road, TM 059-003-000. Interior renovate & adjust space for new tenant. BP 18-044 APPROVED 6-12-2018
- Zeller Family Trust/Robert & Deborah Zeller, 686 Lakeshore Drive, TM 051-014-000. Build 2 story garage. BP 18-046 APPROVED 6-13-2018
- Darling Living Trust/Douglas Darling, 16 Whipple Court, TM 084-012-000. Add roof mount solar array - 5.12kw. BP 18-047 APPROVED 6-8-2018
- David & Barbara Foster, 59 Farwell Lane, TM 070-003-000. Convert/expand deck to 12x20 screened porch. BP 18-050 APPROVED 6-14-2018
- Peter & Sally Bliss, 13 Conifer Lane, TM 045-040-014. After the fact kitchen renovations and finish basement. BP 18-052 APPROVED 6-18-2018
- James & Kathryn Muirhead, 772 Bunker Road, TM 076-016-000. Build 12x12 shed. BP 18-053 APPROVED 6-18-2018

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

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Trina Dawson, Recording Secretary
Town of New London