



TOWN OF
NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN
MEETING MINUTES**

June 5, 2017

6:00 PM

PRESENT:

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

OTHERS PRESENT:

John Raby, *Intertown Record*
Edward Andersen, Police Chief
John Wilson, New London Resident
Phyllis Piotrow, Budget Committee Member
Chandler Engel, Dubois & King Engineering
Bill Spear, Energy Committee
Bud Dick, Energy Committee
Tim Paradis, Energy Committee
David Paradis, Energy Committee
Gil Gianetti, Energy Committee
Jamie Hess, Energy Committee
Lisa Hess, New London Resident
Tom Zacaroli, Energy Committee
Peter Vedova, Energy Committee
Suzanne Jesseman, Budget Committee Member

Chair Helm called the meeting to order at 6:00pm.

K-9 Unit Update: Officer John Fisher introduced Vilo, the new Police K9. Officer Fisher and Vilo will attend training in July. Vilo is a Dutch Shepherd and is 19 months old.

Chandler Engel, DuBois & King – Award Contract for the Pleasant Lake Dam Project

Mr. Engel shared that the references came back from Pine Hill Construction favorably. It was found that the owner of the construction company tends to come in lower than other companies because he has low overhead. Mr. Engel doesn't foresee any change orders on this project. He has provided to Kim Hallquist a Notice of Award and Bid Recommendation for review, copies were also provided to the Board. Mr. Engel noted that once that is signed they will get a Notice to Proceed and will begin work, likely that month.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to designate the Bill Helm, Chairman of the Board of Selectmen, to sign the Notice of Award Letter for Pine Hill Construction. THE MOTION WAS APPROVED UNANIMOUSLY.

Energy Committee Updates and Plans – Bill Spear, Chair

Mr. Spear said there are 11 full members on the committee and introduced those present at the meeting.

Mr. Vedova was there to discuss the replacement of the 115 streetlight in town to LED bulbs. He was hoping it would be an easy arrangement with the utility company but it ended up taking longer than expected to get the work complete. Everything is up and running now and the utility company (Eversource) provided an \$11,500 grant to the Town to pay for the bulbs. The old bulbs were due for replacement around the time the new bulbs went in, so this also was a savings to the Town. The new bulbs are due to be replaced in 10 years, which is twice the lifespan of the previous bulbs. The savings and the lease cost are about 50% less since the project has been completed. They anticipate about an \$80,000 savings to the town over the next 10 years due to this change in bulbs. Mr. Vedova feels the LED lights are an improvement over the old bulbs not only in energy consumption, but in functionality; they seem to cut through fog and snow better than the old bulbs.

Selectman Rollins asked Mr. Vedova if he would be willing to write an article about the project for inclusion in the next *Municipal Matters* issue so that the citizens can be informed of this good work; Mr. Vedova agreed. The Energy Committee was thanked for their work on this project. Selectman Rollins noted that there aren't many projects that are done in town that save this kind of money.

Mr. Vedova suggests there are two lights on Main Street and South Pleasant Street that still could be replaced to help illuminate a parking lot. Due to the type of fixture, they weren't able to replace the bulbs with LED bulbs. It was suggested that they increase one of the lights from 100 watts to 150 watts and direct it in such a way to illuminate the parking lot. The second light could then be disabled.

Jamie Hess recognized Dave Harris, previous Energy Committee member, who was the first to start the interest in having an electric car show in New London. The Energy Committee put on an electric vehicle car show last fall at the Historical Society. The whole committee was there volunteering. It turned out to be the largest electric vehicle show in New England with 350 people in attendance. Some even traveled from Vermont and Massachusetts. There were 200 cars on display and some electric bikes. Mr. Hess noted that it was eye opening to many to see how practical electric vehicles can be.

Mr. Hess shared that there is an electric car show in White River Junction (WRJ) in September that the New London Energy Committee will help with. They have seven cars signed up so far, including two of the Chevy Volt models, which many people have never seen. They hope to have another show in 2018 in New London.

Mr. Hess said the Committee envisions installing a charging station near the Town Office Building that could be accessible to everyone. Currently there is a station at the Inn at Pleasant Lake. He said if they install a charging station with a donation box, it could be installed for a couple thousand dollars. They are expensive to install if they want include a way to charge for the use. Mr. Hess noted that typically, owners of these types of cars are generous with their donations at charging stations.

When asked, Mr. Hess indicated that charging times vary depending on the car; the more expensive cars charge faster than less expensive ones. The Town of Hanover has a charging station in their parking garage. Norwich, Vermont has stations at Dan and Whit's General Store and at King Arthur Flour. The City of Lebanon has several stations. South of New London, the Town of Warner is working on getting a station, the

Town of Henniker has one, and there are many in Concord. It would make sense to have a station in New London, as it is between these other stations and due to the topography of the area, cars coming from the Lebanon/Hanover area may need a charge once arriving in the New London area.

Mr. Spear said some citizens have approached him about having a policy in town to limit taxation on energy saving measures taken on personal homes. The Committee anticipates coming to the Town at a later time to discuss this topic.

Mr. Paradis talked about a feasibility study being done currently on large scale solar electric in town. He said that he has reached out to Revision Energy (who the Town has used in the past for energy studies) and they looked around for a good location in town in which to place a large scale solar array. Mr. Paradis said he identified some sites: the old transfer station, the Public Works building, and the highway shed. These are areas that are away from public view and have large surfaces that would be good for efficiency. Revision Energy noted that the former transfer station location was not feasible.

Mr. Vedova said the other two sites seemed to be enough to match the Town's consumption uses by using the highway roof and water pump area. Analyses are still being run to determine this. Mr. Lee is in favor of the idea at this point. When asked, Mr. Paradis said the reason they are looking to put the panels on a roof is because it is less expensive than building a free-standing structure.

Mr. Spear said the Town already has some net-metering and they would need to size their energy capturing appropriately because extra energy would not be credited to the Town at this point in time. Not until those net-metering contracts have expired could the Town benefit further from energy captured from these arrays.

On Wednesday, Revision Energy is scheduled to come to the Energy Committee meeting to give some information on the analyses. Mr. Paradis stressed that this is only a feasibility study at this point. There is still a lot of research to do on the matter. The energy that would be created would be used for Mr. Lee's buildings. Once the town's other net metering contracts are expired, more energy could be produced and used in other parts of the town.

Mr. Hess said their assumption is they would want to come up with a system that has zero up-front cost to the Town but would involve making an investment down the road, and experiencing a handsome return.

The Selectmen thanked the Energy Committee on the work they are doing. Chair Helm said the Town is interested in this forward thinking. They look forward to hearing more on these topics as more information becomes available.

Public Comments

There were none.

Police Detail and Recycling Revolving Fund Policies

Ms. Hallquist distributed a draft police detail revolving fund policy and a recycling revolving fund policy. She indicated that the police detail policy differs from recycling fund in that at the end of the year, excess funds over \$5,000 in the recycling fund are turned over to the general fund; the police fund has no cap. It was noted that the police fund will be used to pay salary and benefits of the officers doing details, and the amount charged for the cruisers may be used for cruiser maintenance. The Selectmen didn't have any issues with either policy.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the policies for both the Recycling and Police Detail Revolving Funds.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Since the copies of the policies distributed that evening were labeled “draft” the Selectmen would come into the office to sign official copies.

Paving Contract Bid

Mr. Lee received five bids for paving. Pike came in the lowest, and R&D was the second lowest. Mr. Lee recommends Pike at \$57.90 per ton and a total of \$384,255. This amount includes shimming and the gravel to paved roads that was approved at Town Meeting. Pike did the Elkins paving and Mr. Lee has been happy with their performance in the past. The paving is due to be completed by the fall.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to award the paving contract to Pike. THE MOTION WAS APPROVED UNANIMOUSLY.

Use of Mountain Road Land

The Elkins Fish and Game Club would like to make use of Town-owned land on Mountain Road for parking as they have done for the past several years; a certificate of insurance has been provide to the Town.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the request of the Elkins Fish & Game Club to park cars on Town-owned property on Mountain Road.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Program, Personnel and Finance Guidelines and Priorities

As requested by the Board, Ms. Hallquist provided a list of program, personnel and finance guidelines and priorities that she considers important for the Board to consider.

Building Inspections: Ms. Hallquist said in the last couple of months there have been conversations with the State Fire Marshall and the Town regarding the fact that New London does not enforce the state building code. She suggested that the Board might want to begin a discussion of this topic soon so that plans could be made for a Town Meeting vote, if the Board decided to make the change. Selectman Kidder asked about the suggestion mentioned at the last meeting of changing the name of the Building Permit to something else. Ms. Hallquist said they could, but they aren't required to do so, and she wasn't sure how much that would help with the issue. Ms. Hallquist noted that although people are often surprised that there is no building inspector in Town, licensed plumbers and electricians are supposed to build to code. The Town doesn't check up on this, however. Ms. Hallquist said they couldn't hire a building inspector right now because Town Meeting has not adopted an enforcement mechanism in the Town. Personnel at the State Fire Marshall Office informed her that the State can't enforce the code in New London unless the Selectmen provide a request in writing. According to the State Fire Marshal Office, New London is one of only 30 towns, out of 234, without a code enforcer.

K-9 Unit: Ms. Hallquist noted that she has included this topic on the list because there will be further discussion on the K-9 Unit in the future.

Facilities: Ms. Hallquist suggests adding Recreation and Police Department Facilities to the list for discussion and noted that others may have additional facilities to include. Chair Helm noted that Whipple Hall and the Transfer Station should be on the list too. He said they need to look at establishing a common facility for the Town. Who are the families that will be attracted to the Town in the future? Not the people

who are living here now. He would like to spend more time talking about the reality of the fact that they still need a place in town that will attract multi generational activities; these are the individuals who will pick up the burden of the taxes in the future. This is a critical priority in his mind. What a great opportunity to construct a facility with solar capabilities. The 1941 building is not going to happen. They still need to consider what to do. They need to look beyond the cost of the facility but more towards what the town will be like in the future.

Selectman Kidder said she is still in agreement with Mr. Helm; they need a facility in Town. Selectman Rollins agreed.

Full-Time Administrative Assistant: Ms. Hallquist said that they have attempted using part-time help after the last full-time administrative assistant left. It hasn't worked out that well and she would suggest making the position full-time again.

Public Works Director Transition: Ms. Hallquist said this is a big ticket item in the coming months.

Additional Full-Time Police Officer: Ms. Hallquist said she has had conversations with Chief Andersen in the past about this, and the Chief has mentioned it at other meetings, the addition of another officer will be something to consider so a plan can be established before the need becomes urgent.

Personnel Policies: Ms. Hallquist said that the Personnel Policies need to be updated as it has been 10-15 years since this has been done. The Employee Committee will be meeting with the Board at its next meeting to discuss their recommendations for updates, and Ms. Hallquist will present her recommendations as well.

Retention Strategies and Succession Planning: Ms. Hallquist said this is something they don't currently have and she thinks should be added. Selectman Rollins said in the future the volunteer Fire Department and Public Works Department and Police Department will continue to struggle with hiring. They will have to invest in or incentivize to attract and retain personnel. Chair Helm suggests that a community center would help attract and retain families of fire and police personnel and make them want to stay in town. Selectman Rollins added that workforce housing is also necessary to encourage people to come here and stay.

Selectman Kidder offered that identifying a site is key to beginning the planning a community center. She asked if Mr. Lee has been able to hire anyone yet, as he had a vacancy in his staff. Ms. Hallquist said he had.

Commitment to compensation plan, how to finance large projects, and health insurance are items under the Finance guidelines section. .

Selectman Kidder thinks they should meet with Jim Perkins in Archives to discuss what renovations he feels should be made to Whipple Hall in advance of the 2018 celebration of the building's 100 year anniversary. They talked about ordering replicas of flags that hung on either side of the stage. Ms. Hallquist said that Mr. Perkins is working on this. Mr. Perkins would be invited to an upcoming meeting.

Town Administrator's Report – Kim Hallquist, Town Administrator

Ms. Hallquist said she attended the last Planning Board meeting to hear the presentation by the school district to demolish the 1941 building. The Planning Board decided not to hold a public meeting, as was allowed by statute.

Other things that Ms. Hallquist wanted to make note of: the June issue of *Municipal Matters* has been distributed. The K9 "Vilo" has arrived (introduced earlier in the meeting). The Solid Waste Committee RFP resulted in two responses which have been distributed to the Selectmen. They will announce the winner of the proposal at the June 19th meeting. June 7th will be "Ausbon Sargent Day" in New London with a

celebration on the Town Common. Selectman Kidder agreed to read the proclamation on behalf of the Town if Chair Helm is unable to attend the event. The New London Hospital Trail grand opening will be Tuesday, June 13th at noon. The hours at brush and metal disposal area have been increased to include Thursday from 8:00am to 3:30pm. These hours will continue until the end of October.

Committee/Meeting Reports

Selectman Kidder said at the last Planning Board meeting there was a presentation of the 1941 Building demo plans. Colby-Sawyer College received approval to add new locker rooms at the Hogan Center for men's and women's volleyball teams. These locker rooms will take up some of the entrance space of the Hogan center. "Grounds Café" got approval to have a patio area for outdoor seating (seasonal). There was also an annexation.

It was asked if there had been a request for an amendment for the Peter Christian's building permit to reflect the additional work being done. Ms. Hallquist said that Ms. St John has requested that an amendment be submitted, Ms. Hallquist will follow-up to see if it has been submitted.

Selectman Kidder asked about the sandbar and rafting issue on Lake Sunapee near the Gordon property. Ms. Hallquist said that she would be meeting with the Department of Safety Marine Patrol, LSPA, Representative Karen Ebel, property owners, and Chief Andersen at the Gordon property to discuss options to address the issues related to the boats rafting at the sandbar. This meeting is scheduled and will take place before the end of June.

Review of Minutes of May 22, 2017

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of May 22, 2017, as amended. THE MOTION WAS APPROVED UNANMOUSLY.

Upcoming Meetings and Special Events

- Next Regular Selectmen's Meeting – Monday, June 19th - 6:00 PM
- Recreation Commission – Tuesday, June 6th – 5:00 PM – Whipple Town Hall
- Solid Waste Committee – Wednesday, June 7th – 7:45 AM – Public Works Depart.
- Energy Committee – Wednesday, June 7th – 7:00 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 7:15pm.

The Board reentered the public session at 8:40pm.

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.

Full-time Office Assistant: The Board discussed the recommendation of Ms. Hallquist to go from two part-time office assistants to one full-time person; the additional cost in benefits, depending on the health insurance plan, could be approximately \$17,600. Ms. Hallquist suggested that the position also go back to Administrative Assistant, where the person has more responsibility than the current job description for the office assistant. Ms. Hallquist noted that the position went to two part-time people in 2014 and after three years, she does not believe that part-time staffing in the position is as effective as they had originally hoped it would be.

Ms. Hallquist noted that although the FY2019 budget did not include increases for this position, she feels that savings in other areas will allow the change to be made at this time. Chair Helm noted that prior cost estimates were closer to \$15,000; Ms. Hallquist agreed but noted the current estimate includes the increased health insurance rates and all other benefits.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to support going from two part-time to one full-time staff person for the office assistant position. THE MOTION WAS APPROVED UNANIMOUSLY.

Other Items to be signed

- Payroll Authorization Voucher
- Accounts Payable Voucher
- Warrant Yield Tax Levy for \$369.35

Requests to Use Town Property

Town Common by Deborah Stanley of NL for the 30th Anniversary of Ausbon Sargent Preservation Trust on Wednesday, June 7, 2017 from 1 p.m. – 2:30 p.m.

Requests for Temporary Event/ Sale Permit

- Robin Corbett of Springfield for a fundraiser for the Wounded Warrior Project Carwash (Senior Project) at Hubert's on Saturday, June 10, 2017 from 10 a.m. – 1 p.m.
- Hubert's of NL for an annual tent sale on June 15th – 18th, July 1st – 4th, August 3rd – 6th, September 1, - 4th, October 6, – 9th during open hours.
- Nicole Densmore of NL for Bandstand Summer Concerts for the NL Bandstand Committee at the Band Stand & Whipple Hall on Fridays, June, 23, 30, July 7, 14, 21, 28, August 11, 18 from 6:30 p.m.
- Kelly Keith of NL for Kearsarge Council on Aging for a book sale on Saturday, July 8, 2017 from 9 a.m. to 3 p.m.

Sign Permits

- Temporary Sign Permit at Chamber of Commerce Information Booth from June 16th – 24th, by the Wilmot Community Assoc. for an Art Exhibit. **APPROVED**

- Temporary Sign Permit at Chamber of Commerce Information Booth from June 21st – July 1st by the St. Andrew's Church for a Summer Fair. **APPROVED**

Building Permits

- Jeffrey & Julie Deacon, 52 Pillars Lane, TM 094-023-000. Add a 26' x 36' freestanding barn. BP 17-036. **APPROVED 5-24-2017**
- Mark Walkup, 350 County Road, TM 072-014-000. Add stairs in barn to access storage. BP17-048. **APPROVED 5-24-2017**
- John M. Ellis, 37 Old Main Street, TM 095-36-000. Extension of BP16-083. BP18-045. **APPROVED 5-24-2017**
- Timothy & Lizette Sliter, 431 Shaker Street, TM 111-020-000. Add master bedroom & bath; garage; laundry room; and other renovations. BP17-047. **APPROVED 5-24-2017**
- Preston & Christine King, 295 Andover Road, TM 098-033-000. Remodel of kitchen, bath & demo garage. BP17-044 **APPROVED 5/24/2017**
- William & Laura Deveau, 68 Todd Farm Lane, 130-024-000. Replacing old 210' deck with 575' deck. BP17-049 **APPROVED 5/24/2017**
- Chris Alepa, 178 Poor Road, TM 091-004-000. Repair Deck & Railings. **APPROVED 6/1/2017**
- Richard E. & Mary I. Lavoie, Main Street, TM 109-005-000. Construct 4 bed/3 bath residence. **APPROVED 6/2/2017**
- Ronald Collins & Thomas Wallace, 606 Wilmot Center Road, TM 053-004-000. Add 10' x 14' Deck. **APPROVED 6/2/2017**

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

The meeting was adjourned at 8:45pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London