



TOWN OF NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN
MEETING MINUTES
At Tracy Memorial Library
July 18, 2016
6:00 PM**

PRESENT:

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

ALSO PRESENT:

Leigh Bosse, *The Messenger*
Richard Lee, Public Works Director
Lucy St. John, Planning & Zoning Administrator
Phyllis Piotrow, Budget Committee Member
John Wilson, New London Resident
Jason Lyon, Fire Chief
Ed Andersen, Police Chief
Peter Bianchi, New London Resident
Bruce Hudson, Budget Committee Member
Scott Blewitt, Recreation Director
Jaclyn Goddette, Argus Champion
Chandler Engle, Shawn Patenaude, and Charles "Joe" Kistler of Dubois & King
Rob Prohl, Budget Committee Chair

Chair Helm opened the meeting at 6:00pm.

Dubois & King – Engineering Update Regarding the Pleasant Lake Dam

Chandler Engle, project manager from Dubois and King was there to discuss the three dam design alternatives that have been offered to the Town to address the letter of deficiency given to the Town by the State. Along with him were colleagues Shawn Patenaude, and Charles "Joe" Kistler. The dam is classified as a high hazard dam, which must withstand the flow from a 100 year storm, multiplied by 2.5 times. DES is requiring that this issue be addressed by passing the water through the dam or holding it back.

There were three conceptual analyses done and their hydraulics models have been updated using newly acquired data. There is a rock wall that is in need of repair, regardless of the alternative selected, which is a relatively easy fix. There is also a low spot near the left abutment that will be repaired and armored to handle flow.

Alternative 1: This alternative uses a parapet and won't have any effect on the levels of the lake until they get to a 500 year flood event. Drawbacks: significant change to the look of the dam due to a 2.5' concrete wall which may obstruct views. This is the most straight-forward, least expensive alternative.

Alternative 2: This alternative minimizes the visual changes in the dam, armoring the crest of the dam and not modifying the geometry of the existing dam. Concrete blocks that are wire-cabled together will be installed along the crest of the dam. The area will be covered, re-seeded, and the dam will look largely the way it does now, without a wall on top of it. Large riprap will be installed in one u-shaped area where convergent flows would exist if flows were high enough.

Alternative 3: This alternative would include building a parapet wall and trying to concentrate flow into an overflow section. This is the most expensive alternative because both alternatives (1 and 2) are combined. This alternative would have the least impact on the trees and is the least intrusive method. The benefits are not significantly better, however, than alternatives 1 or 2.

Chair Helm asked Mr. Engle to answer the written questions from Mr. Donaghy, provided earlier, who was not present at the meeting.

Mr. Engle said, with regards to the first question, they did engage with the engineer at Dam Safety, who was assigned this dam, regarding getting a lower hazard classification. The engineer did provide some pointers, but said there is significant development downstream from the dam and he feels those, and some development along Chase Pond that were not addressed previously, make the dam high hazard. It was the feeling of the engineers at Dubois and King that lowering the classification was not something that could or would happen.

The question regarding the outflow near Elkins Beach was answered by Mr. Engle. He said the low spot where flow may be able to go is limited by the crest of the road, which is the hydraulic control. At the lowest point, the crest is higher than the water surface predicted at the highest levels. It is close, but it is not a significant flow path through that area.

It was asked if the parapet would cause water to go out by the post office. Mr. Engle said it would not, due to the crest elevation of the road.

It was asked if modifications to the spillway were looked at to increase the flow. Mr. Engle said this was considered first. The existing spillway crest elevation was examined but it was found that the whole dam would need to be a spillway to increase the flow.

It was asked if they confirmed the hydraulics of the box culvert. Mr. Engle said they did. Under certain events the water will go over the top of the road. Their models take into consideration the effects of the culvert.

It was asked if a cutoff wall was needed at the boat ramp. Mr. Engle said there is a fair amount of flow going under the boat ramp in all scenarios. They have considered a cutoff wall which may be a consideration depending on which scenario is chosen. The wall would be concrete or riprap.

There was a question about normal water elevation. Mr. Engle said surveyors from Dubois and King used a modern vertical data program and an older system was used earlier which gives different elevations. The main thing they want to ensure is that the water levels of the lake stay the same. They are in communications with DES who say the simulations should be started from the non-manual operation spillway invert, which is the crest of the spillway.

It was asked if the old trees between the spillway and the gate house needed to be removed. Mr. Engle said the dam engineer agreed that where the trees are is old ground and the trees do not need to be removed. The caveat to this is that they need to look at the trees' impact on the outflow should the area be used as a spillway. They will take this into account. From Dubois and King's standpoint, the trees will remain.

It was asked if Dubois and King looked at/discussed Inflow Design Flood (IDF). Mr. Engle said in some smaller dams, they look at this figure. High Hazard classification makes them have to hold to the 2.5 x 100 year storm. Incremental standards analyses are time consuming and require more data than what was used to determine the hazard classification, and would require increased labor and time. They could do less expensive improvements to the dam if the IDF analysis shows it doesn't need to be repaired to the standards of 100 year x 2.5 storm. On the other hand, the costly analyses may show that the 2.5 x 100 year storm standards need to be met and the initial designs would need to be chosen.

Selectman Kidder asked if there were renderings of the alternatives available. Mr. Engle said they could do this. Selectman Kidder said it is important that the dam looks nice and is functional.

There were no further questions from the Selectmen.

Rob Prohl, Budget Committee Chair, asked what happens to the flow downstream in the first two alternatives. He wonders if there is anything that will cause property damage and if the Town could be sued if such a thing happened. Mr. Engle said the dam will mitigate some of the flooding. Mr. Patenaude added that the classification of High Hazard holds a liability if the dam fails. The Town of New London is being proactive and is conforming to the regulations set for the dam.

Mr. Bianchi recalled Mr. Engle saying that some extra surveying work has been done. Did they take elevations through the whole stone wall that goes to the culvert that goes under the Elkins Road to the rearing pool? Mr. Engle said they took elevations of the crest of the road which acts as the hydraulic control. They didn't recall using the stone wall figures. Mr. Bianchi said the culvert under Elkins Road is a source of water going into Pleasant Lake. He said if there was a 100 year flood event, this area would rise as well. He is concerned that this area isn't part of the dam structure but it is a low area that, if it got to be a lot of water, there could be erosion and problems with Elkins Road. Mr. Engle said they were looking at another flow path that they may have missed. He agrees that there could be some erosion or damage to Elkins Road in the area Mr. Bianchi was referring to.

John Ellis asked when the 100 year rain study starts/finishes. Mr. Engle said it refers to current rain information from the Cornell Northeast Climate Center. They update it every year and have a model that uses rain gauge data going back 100 years or more.

Mr. Ellis asked if they would need to drain the lake for the construction of the dam to occur. Mr. Engle said they wouldn't need to drain the lake but maybe do some cougher damming.

Mr. Ellis asked what time of year would be best to do this work. Mr. Engle said during the low water levels, potentially the fall.

Mr. Ellis asked if there are other towns whose rainfall drains into Pleasant Lake. Chief Lyon said a little bit comes from Springfield and a little from Wilmot.

John Wilson asked how much it would cost to do the IDF analyses. Mr. Engle said there are so many variables that make it almost impossible to determine the cost. At this point they couldn't give a figure that would be accurate. IDFs are used on a sparing basis. It is about 200 labor hours for an engineer/team of engineers to come up with a result. The result may not be in the favor of the town. If it costs \$30,000 to do the analyses, does it balance out a reduction of 10-15% on the presented alternatives? The extra effort may not be worth it because the cost may outweigh the possible savings. There is a 1% probability each year that a 100 year storm will happen.

There was discussion about the probability and history of 500 year storms. Mr. Kistler said it depends on where you look. Some places get more damage than others. Upstream and downstream there are vast differences. These rain events are not normal but can occur.

Ms. Hallquist said Jud Donaghy was hoping the engineers would have a guesstimate about whether or not the IDF analyses would be worth doing to give a larger savings on the dam renovations. Mr. Engle said it would help to get a guesstimate by using the dam break analysis done by Wright Pierce and running some models from that information. They would need to collect more data and address the global uncertainty of DES allowing the Town to use Elkins Road and the reduction of flow that it provides. There are a lot of moving parts which makes this difficult.

Ms. Hallquist asked how long it would take to complete the IDF, should the Selectmen decide to go that route. Mr. Patenaude said it would take about a month. They are early enough in the year they can make accommodations to their design schedule to be able to meet the towns' construction schedule for the spring. Mr. Kistler said Wright Pierce's analysis used Chase Pond as the furthest downstream water body. The analysis showed the water came very close to the top of that dam. The length increases at that point because if a second dam fails it must be routed down far enough to be accepted by DES. Mr. Lee said Wright Pierce took the flows all the way to Salisbury. Mr. Engle said they would need to model this to make sure there was no more than a foot of rise all the way downstream.

Chair Helm asked that the engineers come back with a rendering of alternatives 1 and 2 as these seemed to be the alternatives favored by the Selectmen. The wall in alternative 1 should look as natural as possible. The engineers would return in two weeks.

Public Comments

John Ellis asked about status of his request to put a trash bin by the park and ride bus pick-up. He has talked with Dartmouth Coach drivers who said they would be willing to take trash home and dump it at the bus station after the last trip of the evening. Selectman Rollins said they didn't want to get into policing garbage. There is increased risk with rodents and other vermin coming into the area when garbage accumulates. Mr. Ellis said the trash is still accumulating and rodents will come anyway. What is the harm in putting a trash bin with a steel lid in that area? Mr. Lee said if this is done, it will become a drop-off area when the transfer station is closed. They have this problem every place in town where there are trash cans. He understands the issue but worries it will become a trash drop-off zone.

Ms. Hallquist said Dartmouth Coach prefers to not have a trash receptacle in this area as they are also worried about additional trash being brought into that area; Dartmouth Coach is responsible for maintaining the area.

Employee Compensation Philosophy

The Selectmen reviewed the compensation philosophy as discussed at their last meeting. The Board agreed that the following would be adopted:

As an employer we believe that it is in the best interest of both the Town of New London and our employees to fairly compensate our workforce for the value of the work provided. The statement of compensation philosophy is designed to reflect the importance public employees play in the delivery of services and programs to the community and that compensation is a clear measure of that importance. It is our intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system used will be objective and non-discriminatory in theory, application and practice.

The compensation philosophy, including the selection criteria and responsibilities of the Selectmen and Town Administrator, can be reviewed in its entirety on the town website.

Questions provided in the study were addressed by the Selectmen:

What is their target market position; where do they want to be compared with other towns?

Chair Helm said everyone wants to be at or above the average. Selectman Rollins said after conducting the study, her preference would be to target the median. This would be done as a starting point and then other variables would be put forth with regards to certain positions or class of positions where the demand is higher. They may need to do something extra to keep up with this area. But as a starting point, she'd like to head towards the median. Selectman Kidder agrees.

Pay Scale/Structure

Chair Helm said the problem with the pay structure set forth by Thornton is that there was not actually a midpoint. He found a midpoint, himself, to be able to fill in the blanks, which he found could make sense. Individual performance and longevity could be accounted for as necessary.

Selectman Rollins said the quartiles suggested in the report made sense and should be taken into consideration when they have new hires.

Ms. Hallquist will review the pay scale prepared by Chair Helm.

Part-time Pay Standards

It had been noted that there is a policy in New London of paying part-time people less than full-time employees in the same position. Selectman Rollins doesn't think this is a standard she would like to keep. Chief Andersen agrees; in the Town of Goshen they had a rate for part-time officers of \$15/hour. After talking to the select board, they were able to raise it to \$26/hour which has worked well for them to retain good part-time help. Mr. Lee said it would be easier to attract better qualified part-time people if they offered more money. These employees won't be getting benefits but will be doing the same job(s). Chief Andersen said for weekends and midnight shifts it is hard to get part-timers in because they don't get much pay.

Chair Helm said they would like to create a policy to make part-time pay equal to full time pay, just without benefits.

Entry Hiring Pay Standards

It was noted that the report suggests a minimum rate upon being hired. Ms. Hallquist said the department heads bring someone in for hire and she and the department head work together to decide the appropriate rate, taking into consideration the amount of experience the individual has. It is rare they hire people at the bottom rate. Generally people come to them with experience and education, etc.

Chief Andersen said they would get zero applicants if they started someone at the bottom rate. Ms. Hallquist said someone going through the police academy would likely start at the bottom but wouldn't stay at that rate afterwards or else they would leave.

The lowest salary is paid to individuals who are qualified to hold the position in the range. Selectman Rollins said the person starting at the bottom is generally given training and will grow within the position.

Chief Lyon said they hired someone at the station lately who has experience and education but because they have not been in this area before, he recommended they be paid at a lower rate. They have been doing a lot of training with this individual and Chief Lyon feels it is beneficial to start at the bottom to let them grow into the position. This level can also be used for a probationary period for a position.

Chair Helm said the definitions provided are reasonable. Selectman Rollins agrees.

Range Maximum

Chair Helm noted that this represents a difference from the current policy, as provided in the salary study, the range maximum is typically the highest salary that should be paid to individuals in a range. A salary above range maximum will be “red-circled” until adjustments to the salary structure bring it to within range. Any salary increase for individuals over the maximum is considered on a case-by-case basis. If warranted, performance may be recognized in the form of a one-time lump sum award.

Merit and Performance Based Pay Changes

Ms. Hallquist said department heads attended evaluation training presented by Primex on that day. They would need specific training on merit based raises if they decide to base raises in this way.

Earlier, Chief Andersen had brought a question regarding the use of steps. Some towns do merit raises, some have a step program, and some do across-the-board raises. He wonders how both steps and across-the-board worked.

Selectman Rollins said she wonders if the merit performance-based “piece” including a further detailed step concept be something that is “phase 2” and what they want to do immediately is to address the discrepancies in the labor grades and those who are at the minimum. Then they can continue the discussion around steps.

Chief Andersen agrees that getting started is important, but one of the largest questions asked by a new employee is about compensation and what the future is. Something, either steps or merit, should be put in place so they know what to expect. This is moving in the right direction but it will be nice to have something concrete to use in hiring negotiations. Selectman Kidder agrees with Selectman Rollins regarding the problems with compensation at this point. When this is done, they can nail down a philosophy that the department heads can use. Chair Helm said he agrees but doesn’t want to see this aspect lost in the shuffle. It was agreed that this needs to be continually addressed.

Promotion/Pay Changes

Chair Helm said that this ties into the evaluation process. Selectman Rollins said the Thornton study says that a pay increase can’t go above 10% of the base. She thinks this is where they want to be. She said this company does a lot of work with municipalities and small towns and feels it a good structure to follow.

Chief Andersen asked if they promote an officer to a sergeant, and move them up a labor grade, they wouldn’t be able to make more than \$2.50/hour increase? If he wants to promote a 12 year veteran (detective sergeant), in 11 months to a lieutenant who is going to leave, he would never be able to move someone from an officer into that higher position. Selectman Rollins said this is an algorithm that needs to be analyzed constantly. Chair Helm said Chief Andersen is raising questions about the pay grades and Ms. Hallquist has suggested he be able to make some changes in his department. They should deal with this on a case by case basis. Selectman Rollins said the study emphasizes taking the individual out of the process. They need to have the pay level discussion.

Chief Lyon said if the study is a guideline and not policy, the department heads can work within the system to attain the people they want. No policy will cover all circumstances.

Chair Helm said the next step is to look at Ms. Hallquist’s recommendations for individuals with regards to the pay ranges/scales. It was determined that another meeting should be scheduled to discuss these recommendations. The Selectmen decided to meet on Wednesday, July 27 at 8:30am. Ms. Hallquist will determine where the meeting will take place and it will be posted. Chief Lyon offered the fire house as a possible location.

New Business

There was none.

Town Administrator's Report

Ms. Hallquist said they are still working on the website design investigation and they will have more information on it in two weeks.

There was a two hour training from Primex that day, as was noted above.

Chair Helm had asked Ms. Hallquist to comment on the new law regarding exempt employees' minimum pay. Ms. Hallquist said the Town will not be impacted by this. All of their exempt employees are paid over the minimum.

Ms. Hallquist said she will meet with the superintendent of schools later that week to discuss the 1941 building in the event the Selectmen go forward talking with the school board. This is in regards to the lease.

Selectman Rollins asked about the lifeguard email that came in. Mr. Blewitt said the lifeguards have been talked to about doing their job and taking their breaks somewhere besides the beach. He will respond to the complaint. He noted there have been many compliments which are not heard at times in addition to the few complaints.

Committee Reports

Selectman Kidder said at the last Planning Board meeting they approved the acquisition of land surrounding Clark Lookout off of Davis Hill Road. The subdivision was approved and the Mylar was signed. They also approved a commercial farm for alpaca livestock at 127 Sutton Road, the former home of Fred and Anne Ray. They will have approximately 35 alpacas at the farm. In comparison, the farm in Elkins has over 100 alpacas. They won't be having school children come for visits. Selectman Kidder said they had an application for a change of use at Colonial Plaza where the restaurant had been. Mr. Lee had raised a question about a grease trap that needed removal. The manager of the property will speak with the owners of the plaza about this.

Selectman Kidder said at the Recreation Commission meeting they learned that the Strawberry Festival was a huge success and grossed over \$3,000 which is used for camperships to help kids come to camp who otherwise wouldn't be able to afford it. They have an average of 70 campers per week at the day camp and Mr. Blewitt has had to use the new van, the old van, and rent a bus to do events with the kids. There has been a steady increase in the number of kids involved in the camps.

Selectman Rollins asked about a possible "Friends of New London Recreation" that could be established to help raise funds for camperships.

Selectman Kidder noted that two members of the Recreation Commission are exploring a suitable enclosure for the skating rink for the winter. Selectman Rollins suggested finding out if the land behind the 1941 building could be used for the location of the skating rink.

Chair Helm said he, Lucy St. John (Planning & Zoning Administrator) and Liz Meller (Planning Board member) met with the outgoing Regional Planning Commission Director. There are some conferences in the fall that look interesting. He hopes the Town will support sending some of its Planning Board members to Portsmouth to partake.

Other Business

Live Stream Camera at the Park and Ride

The question came up as to why they don't have a streaming camera at the park and ride. Chief Andersen said the legislature wouldn't approve it under Senator Kirk who saw it as an invasion of privacy. This is frustrating because they are allowed to use a cruiser with a camera there and it is completely legal. When they need

information off the camera there, they have to write a letter to the state and it takes a long time to get information back. The people from the bus company are upset because they feel the request was misinterpreted and are going back to the AG's office to approach it in a different way. Every other park and ride has cameras monitored by people on site. This is the only bus station in NH without live stream monitoring and it is out in the "middle of nowhere." He recommends writing letters to the state in favor of live stream camera at the park and ride.

Chief Andersen said he doesn't want to record the video stream, but wants it to be available so dispatch can look at it and send officers there if help looks necessary.

Dog Park

Ruth White, member of the Conservation Commission, came to the last recreation meeting with a concern that people were not picking up after their dogs at Knights Hill and at Low Plain. She wonders about the feasibility of having a dog park in town. Selectman Kidder feels that this is an educational issue and people need to know that they have to pick up after their dogs. In the next *Municipal Matters*, this could be included. There is signage in both places but people are not using the bags.

Minutes of July 6, 2016

These will be reviewed at the next meeting.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, August 1st - 6:00 PM at Tracy Library
- Planning Board – Tuesday, August 9th - 6:30PM at Tracy Library
- Conservation Commission – Wednesday, July 20th – 8:30 AM
Lake Sunapee Bank Community Room - 116 Newport Road
- Recreation Commission – Tuesday, August 2nd – 5:00 PM – Whipple Town Hall

Signatures

Requests to Use Town Property

- Little Common by Milena Zuccotti of NL Barn Playhouse for July 23, 2016.
- Town Common by Michele Holton of Kearsarge/Sunapee Republicans for Sunday, Sept 18, 2016 from 12 to 3pm. Tent set up for Friday or Saturday.

Approved Building Permits

- Sally McDermott, 13 Sawyer Lane, TM 073-065-000. Adding 8'x12' Shed. **BP# 16-074 APPROVED 7/7/16.**
- Michael Morgan & Laurie Schive, 721 Little Sunapee Rd., TM 033-015-000. Demo existing and rebuild new house. **BP# 16-075 APPROVED 7/7/16.**
- Francis & Denise Olson, 44 Holman Lane, TM 072-033-000. Demo existing deck & Adding 12'x16' porch w/screen. **BP# 16-078 APPROVED 7/18/16.**
- Stephan & Cynthia Bailey Trustee, 35 Woody Point Road, TM 043-012-000. Adding two-story garage & attaching breeze way to house, updating electrical service. **BP# 16-068 APPROVED 7/18/16.**
- Pike Brook Rd. Revocable Trust, 98 Pike Brook Road, TM 135-008-000. Extension of BP#15-081. **BP# 16-080 APPROVED 7/18/16.**
- Brent & Ann Kern, 58 Westside Drive, TM 055-012-003. Adding 10'x12' Shed. **BP# 16-077. APPROVED 7/18/16.**

- Robert Brown, 449 Forest Acres Road, TM119-014-000. Extension of BP15-069. **BP# 16-081 APPROVED 7/18/16.**
- Joe Cardillo, 173 Seamans Road, TM 085-026-000. Remodel kids bathroom & add new bathroom on 2nd floor. BP# 16-082 **APPROVED 7/18/16.**
- SJAP LLC, 11 Dixie Lane, TM 084-029-000. Demo deck & replacing with pavers, adding a 12' deck w/sliders. **BP# 16-079 APPROVED 7/18/16.**
- Pamela Callahan, 18 Prescott Lane, TM 073-022-000. Remodeling inside, adding a window, replace back steps & bury propane tank. **BP#16-076 APPROVED 7/18/16.**

Approved Sign Permits

- Temporary Sign Permit at Information Booth on Sat., July 23rd by Our Lady of Fatima Church for Attic Treasure Sale. **APPROVED.**
- Temporary Sign Permit at Chamber of Commerce on July 7th thru Oct. 8th by NL Historical Society to notify Village is open. **APPROVED**

Other

- Plodzick & Sanderson, P.A./Accountants & Auditors; Audit engagement agreement for FY2016, FY2017, FY2018.

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

The meeting adjourned at 8:01pm

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London