



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES

July 2, 2018
6:00 PM

PRESENT:

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

ALSO PRESENT:

John Ellis, New London Resident
Phyllis Piotrow, Budget Committee member

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

Presentations of Buker Municipal Building Study Proposals

Harriman

Judy Johnson, a principal and architect at Harriman and Will Gatchel, a senior architect attended the meeting. The firm has been in existence for almost 150 years and there are four offices, Portsmouth, Boston and two in Maine. They are an integrated architecture and engineering firm that works together as a team and provides their clients great quality service. They have a lot of experience with municipalities, police and public safety buildings.

Mr. Gatchel distributed examples of prior studies and reports. He addressed the site, its challenges and the need for more space for both the police and recreation departments.

Ms. Johnson discussed the financial aspect of the project. As the existing building is evaluated, they come in as a team, obtain the information, document what is there and work to recommend the most economical systems. Once a plan is approved, the cost estimate can be put together. A project budget is also developed to appropriate funds for the work being done.

Selectman Helm asked if they had looked at the Mires report that had been previously done several years ago. Mr. Gatchel stated that he went through all the information and plans. He felt they could build on the analysis that had been done. Ms. Johnson stated the entire team would want to review all reports prior to starting the work.

Selectman Helm asked about the timeframe, noting that the Town is in the beginning of its budget cycle and it would be helpful to have this information by the fall. Mr. Gatchel stated that at the beginning of the project they would schedule meetings and as long as they could adhere to the schedule that was planned out, he feels it is reasonable.

Chair Rollins asked how quickly they could start the project. Ms. Johnson replied that they like to have two weeks' notice.

Selectman Kidder commented that there is a lot of unused space in the building as it was designed to be a court, so her hope is that this building can be repurposed, so it is more suitable for police, dispatch and recreation. Ms. Johnson noted that the way people work today is

different than even 10 years ago. There are a lot of opportunities to look at how it can be used more efficiently.

Chair Rollins noted that in the comments they stated they now understand we are not looking at other sites and questioned if the stated fee would be changed given that alternate sites are not part of the project. Ms. Johnson looked at this and feels they could probably come down in the range of about \$5,000.

Chair Rollins addressed the tower and the radio repeater and explained that a lot of work and energy has gone into establishing this system. Mr. Gatchel responded that the height of the land is a significant consideration. The Board asked if the Harriman team includes anyone with electronic expertise. Mr. Gatchel stated they get an outline of what needs to happen, and his team and the agencies work together.

John Ellis addressed the outside compound located at the Public Works Department for cars under federal investigation. He stated it would be great for the police department to have a place for two or three vehicles to be compounded. Chair Rollins stated it would be something they will discuss later.

Tennant Goucher

Pete Tennant and Greg Goucher attended the meeting. They represent Tennant Goucher Architects from Bedford, New Hampshire. They are experienced in small scale up to multi-million-dollar projects. They pride themselves on listening to the needs of their clients and they deal directly with the clients themselves. They have experience with police and recreation centers. They have experience with municipal projects and feasibility studies. They have a good track record of meeting functional requirements and budgetary constraints.

To illustrate how they intend to perform the work, Mr. Tennant provided their scope of services and outlined meeting schedules.

What can you expect from Tennant Goucher Architects? They will listen to ours needs. They've received feedback from previous clients that they appreciated that Tennant and Goucher paid attention to what they had to say. There is direct involvement by the principals and they will do what it takes to get the job done. They like to establish building and budgetary expectations early on.

As far as space, it is limited and there is currently 8,600 square feet of police department, 2,200 square feet for the recreation area and 3,200 is the meeting hall for a total of 14,000 square feet.

Options for this site would be to leave the original historic building and take off everything else and start with a clean slate. It allows it to be designed how we want it. Another thought is to keep the holding area on the lower level and build up around it. They also took a look at what could be done with the existing footprint. The issue is that this is an addition to a historical building and an addition on to that addition. This causes a circulation pattern problem. If you keep the original building, the plan would be to clean out as much as you can and make it an open area. Now this space can be reconfigured and there is more flexibility. Anything done would have to address insulation, heating and air conditioning and ventilation.

Selectman Kidder clarified that when they were referencing police, this should also include dispatch. They agreed yes and understand this is a community service for surrounding towns. She wanted to emphasize the fact that this building should be utilized better than it has been. Much of the space is wasted or not used at all.

Selectman Helm asked what resources are looked at for police as opposed to other projects. Mr. Tennant stated they look to the officers and the chief for input. Selectman Helm asked if they

are at a point that they could take on this project in the next few months. Mr. Tennant feels they have the time and wouldn't be here if they couldn't do it.

Chair Rollins stated that since it has been clarified that it is not our expectation that they look at other sites, can this change the price point. She also noted a concern about the tower and the radio repeater and would like them to address the engineering component to this.

The original proposal was a schematic conceptual. They work with the town on the design and budget. They have the conceptual expertise to do this and with the Mires report this is enough at the conceptual stage. It will not change the price point.

The estimate for the timeframe of completion of the project is about 2-3 months at a minimum. They would like frequent meetings.

Warrenstreet

Jonathan Halle, principal, and Zachary Brock attended the meeting. Mr. Halle distributed a document to supplement their proposal. Specific to this project, he wanted to stress that the focus of the firm would be building consensus. Mr. Halle is hoping they can meet with the departments to talk through their wants and needs. He would then want a series of meetings that the community could be invited to for open discussion. He stressed the importance of having these discussions and to also discuss not only the needs of today but also in the future.

Mr. Brock feels clear and concise communication is important. The first task in the proposal was to plan how to approach the project. He broke it down into four different meetings. Initially they would get as much information as they can.

Mr. Halle stated that as a co-op, their pricing is open-ended. Changing meetings or the scope can be done and they can be flexible. They have done a lot of work for municipalities.

Selectman Helm asked that they speak about work they have done for police and for New Ipswich in particular and how the work was tailored to police. Mr. Halle stated they need to have an understanding of how the department works. One of the first things they ask is if they want the department to be certified as there is a national checklist. They also want to engage the community. When working with a co-op there will have the support of the entire office. It is a team approach.

Selectman Kidder gave a brief history of the facility pointing out that when the town added on to the historic Whipple Hall, it was an issue for many people in town. She commented there is a lot of wasted space and would like to make this space more efficient. She conveyed that the people in this community would like to see this building used appropriately.

Chair Rollins inquired about the timeframe. Mr. Halle estimated they could start soon and have budget information by November.

Chair Rollins asked about the co-op and if engineers were on the team. Mr. Halle stated they aren't an architectural engineering firm, they are an architectural firm. They do planning, architecture, landscaping architecture and they have an interior person.

Discussion:

These were three very different proposals. Selectman Helm personally preferred Harriman. He felt they demonstrated clear and in-depth knowledge of police work.

Chair Rollins was impressed with Harriman's presentation and appreciated a willingness to adjust the price. She was impressed with the work they've done with municipalities.

Selectman Kidder was leaning toward Harriman or Warrenstreet. Her concern is that Harriman is out of Portsmouth as opposed to Warrenstreet which is out of Concord. She does think Harriman is impressive and their breadth of staff and the things they are capable of doing is great.

Selectman Helm suggested that Ms. Hallquist meet with Harriman to negotiate a contract. The goal would be to confirm this by the next Selectmen meeting.

John Ellis – suggestions to Board on various topics

Mr. Ellis displayed the lock that is currently on the car compound at the Public Works Department. He feels this is not adequate and can be easily cut and recommends something stronger. He provided a material that would cover the chain link rather than tarping it. The tarp gets ripped when the wind blows, and the edges of the car are sharp. This material can be slid through the fence to block the view of the cars inside.

There is a 25 mile per hour sign on old Main Street and a second sign behind it that states “No Thru Trucks”. He noted that by the time the driver sees the sign he’s not going to back up and not go through, so he suggested that the signs be moved so the trucks don’t use it as a passage way. There are 6 children in this area. He would suggest a “Children at Play” sign be put up. This is the same at the other end of the street.

Mr. Ellis also addressed a granite post at the cemetery that had a sign on it. It appears to have broken off and he asked if this could be fixed. Ms. Hallquist replied that the Cemetery Trustees would handle this. She noted that Public Works Director Bob Harrington informed her that it has been fixed several times in the past.

Mr. Ellis asked if Bob Harrington could address the bridge guardrails. Ms. Hallquist stated he is working on this.

There are saddle horse signs that slow traffic and Mr. Ellis asked if one or two could be put up on South Pleasant Street.

Chair Rollins stated that many of these concerns are about traffic and speeding on Old Main Street. She suggested Ed Andersen and Bob Harrington work together to resolve them. Ms. Hallquist will reach out to Chief Andersen and Mr. Harrington with these concerns and then report back.

Old Business – NONE

New Business

Consider request of Elkins Fish & Game for continued use of town property for parking for special events

IT WAS MOVED (Janet Kidder) AND SECONDED (Bill Helm) to support the request of the Elkins Fish & Game for continued use of town property for parking for special events. THE MOTION WAS APPROVED UNANIMOUSLY.

Town Administrators Report

Ms. Hallquist provided the following report:

- Lou Botta arranged for a cooling center at Council on Aging (COA) today and tomorrow. COA is closed on Wednesday so if needed, they will have it at the town offices.
- Today was the first official day for the new Public Works Director, Bob Harrington.

- Telephone poles on Main Street are being swapped out. Eversource has wanted the town's electrical outlets off the poles for many years so this is being done now in conjunction with the new poles.
- With regards to the water main break, Rob Thorp contacted the Administrative Assistant, asking that a notice be placed on the town's website. The Board asked Ms. Hallquist to find out where the break was and how the Precinct goes about notifying customers of such events.

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Committee Meetings & Reports

Selectman Kidder reported that on June 26, 2018 there was a Planning Board meeting. They discussed a major subdivision of land on Soo Nipi Park Road and a minor subdivision on Tracy Farm Road. Canary Systems on Gould Road would like to add 1,380 square feet. There were some questions about runoff.

On June 28, 2018 there was a Capital Improvement Program (CIP) meeting. They were supposed to meet with three department heads but only one was able to come. Jay Lyon noted that he feels they should put aside \$125,000-\$130,000 for the next five years for replacement of equipment. Last year his request was reduced but in order to have at least \$600,000 on hand, it will need to be increased going forward. Selectman Helm noted that a deal was made to rearrange the order that money was being put into capital reserves for the Fire Department.

The joint meeting of the New London Selectmen and Sunapee Wastewater Commission, at the Sunapee Town Offices, did not take place on June 28th due to a lack of a quorum. The meeting was rescheduled to July 26, 2018 at 5:30 PM

Meeting Minutes

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to approve the minutes from the June 18th and June 22nd meeting. THE MINUTES WERE APPROVED.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, July 16th - 6:00 PM
- Recreation Commission – Tuesday, July 3th - 5:00 PM
- **Town Offices Closed – Wednesday, July 4th – Independence Day**
- Zoning Board of Adjustment – Wednesday, July 11th - 6:30 PM @ Whipple Hall
- Energy Committee – Wednesday, June 6th - 7:30 PM
- Conservation Commission – Wednesday, June 18th - 8:30 AM

Other Business

Items to be signed

- Payroll Authorization Voucher
- Accounts Payable Voucher
- Warrant – Land Use Change Tax - Current Use
- PA-28 Inventory of Taxable Property Form
- Applications To Use Town Property
 - ✓ Whipple Hall once a month in 2019 (except May, August & December) for Bradford Country Squares Dance Club.
- Raffle Permit
 - ✓ Our Lady of Fatima Church, 245 Main Street for church fundraiser on November 3rd.

Applications Approved &/or Denied

Temporary Event/Sale Permits

- Attic treasure sale fundraiser by Our Lady of Fatima Church, 724 Main Street on Saturday, July 28th from 9:00am to 2:00pm. APPROVED
- Pancake breakfast fundraiser by Habitat for Humanity at Kearsarge Community Presbyterian Church, 16 Whipple Court on Saturday, August 11th from 7:00am to 10:30am. APPROVED
- Holiday fair fundraiser by Our Lady of Fatima Church, 724 Main Street on Saturday, November 3rd from 9:00am to 2:00pm. APPROVED

Sign Permits

- Permanent Sign – Barton Insurance Agency, 52 Main Street, TM 073-045-000. APPROVED 7-7-2018
- Temporary Sign – By Habitat for Humanity for a 3’x2’ sandwich board sign at the Information Booth during August 5 – 11th. APPROVED
- Temporary Sign – By Ice House Museum for a 2’x3’ A-frame sign at the Information Booth during July 7th -14th & September 22 – 29th. APPROVED
- Temporary Sign – By Our Lady of Fatima Church for two signs (2’x2’ & 2’x3’) sandwich board signs one at the Church & one at the Information Booth during July 22 – 28th. APPROVED
- Temporary Sign – By Our Lady of Fatima Church for two signs (2’x2’ & 2’x3’) sandwich board signs one at the Church & one at the Information Booth during October 28 – November 23rd. APPROVED

Building Permits

- Holly & Henry Sethness, 485 Old Main Street, TM 121-005-000. Build 12x14 Pavilion. BP 18-054 APPROVED 7-2-2018
- Justin & Erin Garzia, 683 Seamans Road, TM 098-008-000. Convert closet to bathroom. BP 18-066 APPROVED 7-2-2018
- John & Jennifer Nye, 280 Knollwood Road, TM 035-034-000. Renovate kitchen. BP 18-059 APPROVED 7-2-2018

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

The meeting adjourned at 8:07 PM.

Respectfully submitted,

Trina Dawson, Recording Secretary
Town of New London