



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES

July 24, 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:

Steven Schneider, Executive Director, Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)  
Adam Ricker, Planner, UVLSRPC  
Paul Gorman, Planning Board Chair  
Bruce Hudson, Budget Committee Member  
John Raby, *Intertown Record*

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

### Planning Services: Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)

Chair Helm welcomed Steve Schneider and Adam Ricker, Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) to the meeting and asked that Ms. Hallquist begin by summarizing where the Board is in the process of filling the vacancy in the Planning & Zoning office. Ms. Hallquist noted that the Board has been discussing splitting the full-time position to two part-time positions, one for zoning enforcement and one for planning. To explore this option, Ms. Hallquist contacted Steve Schneider and asked if the RPC could provide planning assistance to New London should the town go in that direction; Mr. Schneider expressed that his organization could help. Two weeks ago, the Board heard from current and former Planning Board and ZBA Chairs and they expressed some concern over not having a full-time person in the office when people came into the office. Ms. Hallquist noted that she was confident that the service provided by the UVLSRPC would be excellent, however, going to part-time help would require some adjustments by all. New London has used the services of the RPC in the past and found the service excellent, the challenges came from citizens wanting assistance when they came into the office, and the Circuit Rider (the planner who provides the planning assistance) was not in the office. Paul Gorman questioned whether the town could try splitting the position for a year to see how it will work; the Board agreed that a trial period could be tried.

Mr. Schneider began his presentation by explaining how the UVLSRPC assisted the Town of Enfield when he was Town Manager. He explained that Enfield, a town approximately the same

size as New London, successfully used the services of the UVLSRPC to provide planning services to the town, using approximately a day and a half each week of planning services at the start and then going to two full days. Mr. Schneider noted that the planner, Nate Miller, was in the town office for the day and a half, but stressed that when needed he was available for consultation at other times and could also arrange to come in at other times. Mr. Schneider concluded that using the UVLSRPC in Enfield, for approximately two years, allowed the town to “catch its breath” and make plans for the future, while still having capable planning services. The Town of Enfield eventually went back to a full-time zoning and planning person as a town employee.

Adam Ricker, Planner, informed the Board that he is currently providing planning services to the Town of Wilmot; he has been in that role for approximately 3 years and typically provides 10 hours per month. Selectman Kidder inquired about coordinating with in-house staff for making appointments and hearing what is happening. Mr. Ricker responded that in Wilmot there is a staff person with the title: Property & Land Use Assistant, that manages the tasks when he is not in the office; this person also assists with assessing issues. He noted that the office person in New London would be the person who knows everything that is going on in planning and zoning for the town, and that person would communicate with Adam when he is in the office, or can call him or email him and, if needed, he could come into the office on off-days, they would be very flexible on availability. Selectman Kidder asked if Mr. Ricker had an opportunity to review the town’s zoning ordinance; Mr. Ricker confirmed that he has and noted that it appears well written and thorough and not expect the need for a total re-write.

Paul Gorman, Planning Board Chair, commented that he felt it would be beneficial to try the model of having UVLSRPC contracted support for one year to see if it would work for the Town. He observed that when you have someone part-time with half days, there is innate “creep” that occurs where the person ends up needing to stay the entire day and this suggested the town should just go straight to two full days as a more natural work day – the person comes in in the morning and leaves at the end of the day. Mr. Gorman also pointed out that using the UVLSRPC will give the Town access to additional expertise from the others in the office, unlike hiring a person who comes with a certain set of skills and experience. Mr. Riker agreed and noted that with some issues where he does not have a lot of expertise, like GIS and natural resources, he would seek input from those in his office with that expertise.

Chair Helm asked if Budget Committee Member Bruce Hudson had any comments. Mr. Hudson noted that he did not, but he asked for clarification of the Board’s direction in filling the vacant position of Planning and Zoning Administrator. Chair Helm noted that the issue being discussed would address only the planning support position, not the zoning enforcement piece. Mr. Gorman asked for confirmation that the discussion was applicable only to planning support but did not include the master plan; the Board agreed that the master plan was a separate issue.

The Board discussed the amount of time the Town should commit to using the UVLSRPC. The current fiscal year budget includes the salary for the former Planning and Zoning Administrator plus benefits. Ms. Hallquist noted that the minimum time to be able to evaluate whether the model of outside staff providing planning support would be six months. Selectman Rollins suggested that she agreed with Mr. Gorman that the plan should be tried for one year.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to enter into an agreement with Upper Valley Lake Sunapee Regional Planning Commission to provide planning services to the Town for the fiscal year 2018 (ending June 30, 2018) for two days a week. THE MOTION WAS APPROVED UNANIMOUSLY**

Public Comments. There were none.

#### Planning and Zoning Position

Ms. Hallquist informed the Board that she will be meeting with the Sunapee Town Manager to discuss potentially sharing a zoning enforcement person. Bruce Hudson questioned whether that person would be doing building inspection. Chair Helm noted that the zoning enforcement person is different from a building inspector; the Town could not hire a building inspector to enforce the state building code while the zoning enforcement person enforces the zoning ordinance: that signs are the correct size, setbacks are being observed, etc. Chair Helm noted that at the Board's last meeting, former Planning Board Chair Tom Cottrill and current Zoning Board Chair Doug Lyon both expressed opposition to having a building inspector. Mr. Raby recalls some time ago hearing a prominent developer express surprise that a Town Meeting vote would be needed to hire a building inspector; and this person felt that a building inspector should be hired for the town.

#### Project Updates

Ms. Hallquist reported that on the sewer lagoons, she recently spoke with Dennis Thompson and he continues to be behind on his projects; he was expected to be in New London mid-July and now it appears that it will be mid-August. Once started, Mr. Thompson expects the work to take 3 weeks. The Pleasant Lake Dam project started on July 19<sup>th</sup> and is going as expected; there has been a slight change to the railings near the gate house but this should not be a significant price adjustment. Ms. Hallquist noted that the Board has been provided with pictures of the old gate control mechanism that has been removed from the gate house; Richard Lee suggests that the mechanism be preserved and not sold for scrap as there is some historical value and suggests the Ice House as the appropriate place for it. Ms. Hallquist noted that she asked Jim Perkins, Town Archivist, and he agreed that the item should be preserved. The Board discussed whether the Ice House and Historical Society should be contacted about taking the item. Selectman Kidder noted that she and David Kidder have looked at it and feel that it would be good to have at the Ice House, and she doubted that the Historical Society would want it, however, if they did, it could be moved from the Ice House. The Board agreed to have the old gate controller delivered to the Ice House for preservation and display to the public.

The Elkins Bridge railing project is progressing; the concrete bridge abutments have been installed and are prepared to receive the railings when they are delivered in 6-8 weeks. Ms. Hallquist noted that the railings are a special order as they are powder-coated to match the other railings in Elkins. This project should be completed in September. The gravel road paving is completed, and driveways will be tied-in by the Highway Department before the winter. On the sidewalks, the curbs are expected to be set September 5 & 6 on Parkside and Seamans; the Seamans Road sidewalk should be paved in 2017 and Parkside should be paved in the spring

2018, that sidewalk needs drainage work that will be done in 2017 to prepare for the pavement. The culvert on Brookside Drive has been ordered and continues to be a September start date. The Academy Building HVAC project is complete, staff is happy with the units and the Board noted that the meeting room was comfortable and the units are quiet. The sprinklers are up next for installation, Richard Lee is speaking with the contractor about the water main to the building. The GIS project is on-going and the Asset Management Plan loan paperwork is in the folder for approval at that meeting.

#### Welcome to New London Signs

Selectman Kidder informed the Board that she contacted five makers, she got two quotes and suggests going with the low from Roberge Signs from Bradford at \$5,345 for two signs. Selectman Kidder suggested that the Board appoint her to work with the sign maker and the architect to select the location for the signs and other details. She noted that there is discussion about going to granite posts and having the sign be larger than 30” and instead go with the size that was originally depicted in the architects rendition; Mr. Roberge said it is not a problem making it larger. Selectman Kidder noted that she did not think the granite posts would add much more than the mahogany posts. The Board expressed that 30” would be too small; Selectman Kidder agreed and noted that she would like to sign down with the sign maker and the architect to sit down and discuss this specifics.

The Board discussed where the funds would come in the budget. Ms. Hallquist noted that the Highway Department does has an appropriation for signs, however it would not be enough to cover this entire expense, so the Board would have to transfer funds in to cover it. Wendy Johnson, Finance Officer, noted that she did not anticipate a problem finding available funds in the budget.

**IT WAS MOVED (Bill Helm) AND SECONDED (Nancy Rollins) to approve the cost of \$5,500 for the two signs and authorize Selectmen Kidder to work out the details. THE MOTION WAS APPROVED UNANIMOUSLY.**

The signs will be placed at the Transfer Station and at the Four Corners.

#### Merrimack County Commissioner Meeting, Monday, August 7<sup>th</sup>, 8:30AM in Boscawen

The Board will be meeting with the Merrimack County Commissioners on Monday, August 7<sup>th</sup> at 8:30am. The Board noted that they are interested in hearing about the county budget and why it seems to increase each year. Ms. Hallquist will provide information to the Board on the budget to help the Selectmen prepare for the meeting.

#### Nonresident Taxpayer Meeting- Saturday, August 12<sup>th</sup>, 7:30AM at Whipple Memorial Town Hall

Chair Helm noted that he has spoken with Bob Brown of Conservation to make a presentation; and it is hoped that the new police K-9 will be present. All departments will be in attendance and can answer questions. The Board asked that the updated project dashboard be available as well.

### Town Administrator Report

**Solid Waste facility study:** The Solid Waste Committee met with representatives from Sanborn Head, the consultant that will be doing the study, on June 11th to begin process for the study.

**Sewer Meeting in Sunapee on Thursday:** The Board will be meeting with the Sunapee Sewer Commissioners; outstanding from the previous joint meeting is the question of the equipment that New London wants installed to send meter readings to us electronically. The Board has been given flow rates through June.

**Hospital Days:** Starts on Thursday, August 3rd with the opening of the midway and Chamber Night, parade on Saturday August 5th and Tri-Athlon on Sunday August 6th

**CIP subcommittee:** Met on July 13<sup>th</sup> to begin its work. The project forms that were used in the past have been given to the Department Heads to be filled in to assist the committee. The next meeting is on August 2. CIP Subcommittee members include: Janet Kidder, Paul Gorman, Bill Dietrich, Bill Berger, Rob Prohl and Michelle Holton.

### Review of the Minutes of July 10<sup>th</sup>

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of July 10<sup>th</sup> as presented. THE MOTION WAS APPROVED UNANIMOUSLY, THE MINUTES WERE APPROVED**

John Raby and Bruce Hudson commented on the excellent quality of the Minutes from the new Recording Clerk.

**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 RSA 91-A:3, II(d) consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Roll call vote: Bill Helm: Yes, Janet Kidder: Yes, Nancy Rollins: Yes**

The Board entered nonpublic session at 7:05pm

The Board reentered the public session at 8:01pm

The Board voted to seal the Minutes. Roll call vote: Bill Helm: Yes, Janet Kidder: Yes, Nancy Rollins: Yes

The Board reviewed and approved vouchers and permits.

### Items to be approved and signed

- Payroll Authorization Voucher

- Accounts Payable Voucher
- Form 8d–Designation of Authorities for Clean Water SRF Loan–Warrant Article #4
- Intent to Cut Wood or Timber – Pingree Road, TM 036-005-000
- Birthday cards for town employees – August
- Tax Exempt Requests for the tax year 2016:
  1. New England Forestry foundation, Inc. **Denied**. The property must be used in order to qualify for an exemption.
  2. Colby-Sawyer College **Approved**
  3. Kearsarge Area Council on Aging, Inc. **Approved**
  4. Ladies Benevolent Society of Elkins **Approved**
  5. Lake Sunapee Region VNA and Affiliates **Approved**
  6. Masonic Association of King Solomon’s Lodge #14 **Approved**
  7. NL Barn Playhouse, Inc. **Approved**
  8. NL Historical Society **Approved**
  9. NL Hospital **Approved**
  10. NL Outing Club **Approved**
  11. WFK Ice House Foundation, Inc. **Approved**
  12. Elkins Chapel Society, Inc. **Approved**
  13. First Baptist Church **Approved**
  14. Kearsarge Community Presbyterian Church **Approved**
  15. Roman Catholic Bishop of Manchester/Our Lady of Fatima **Approved**
  16. St. Andrews Church **Approved**

Requests to Use Town Property- Approved

- Syd Crook by Bill Green of the Highland Ridge Condominium Association for the Annual Homeowner’s Meeting on Saturday, August 12th from 9:00 AM to 11:00 AM.

Requests for Temporary Event/Sale Permit-Approved

- Our Lady of Fatima Church for “Attic Treasures-White Elephant Odds & Ends” at 724 Main Street on Saturday, July 29, 2017 from 9 AM to 2 PM.

Building Permits

- Proudstone Corporation, 195 Main Street, TM 073-077-000. Amendment to BP 16-124 . BP 17-059 **Approved** 7-10-2017
- Colby-Sawyer, 541 Main Street, TM 085-033-000. Install 228 solar panels on Arts Building. BP 17-071 **Approved** 7-11-2017

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

The meeting adjourned at 8:15PM.

Respectfully submitted,

Kimberly A. Hallquist  
Town Administrator