



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES August 20, 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:

Will Gatchel and Judy Johnson, Harriman
Joe Cardillo, Budget Committee, Vice Chair
Lauren Chadwick, Budget Committee Member
Jerry Coogan, Budget Committee Member
W. Michael Todd, Moderator
Bruce Hudson, New London Resident
Scott Blewitt, Recreation Director
Leigh Bosse, *The Messenger*
Minette McQueeney, *Intertown Record*

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

Michael Todd attended the meeting to request the appointment of Kathleen Horten, Kimberly Ilg, Will Kidder, Kristin Walters, Lyndsay Lund and Edward Mavragis to serve as inspectors of election under RSA 658:5. Mr. Todd noted that an inventory of inspectors (ballot clerks) has been done and this needs to be augmented. Selectman Helm asked if there was a copy of this list. One copy was given to the Selectmen but there may be changes to this list. Mr. Todd concluded that the appointments are for two years and sworn in every two years.

Chair Rollins asked if there had to be a balance with regards to the party they represent. Mr. Todd stated there should be equal number from each party. He stated that the existing slate is fairly evenly divided. There has been a push to get all the ballot clerks into state training.

Chair Rollins asked for a complete list by the September 4, 2018 meeting. She also asked that if any significant changes were made in the Election Procedure Manual that Mr. Todd make them aware of them.

IT WAS MOVED (Janet Kidder) AND SECONDED (Bill Helm) to accept the slate as presented. THE MOTION WAS APPROVED UNANIMOUSLY.

Buker Study

Will Gatchel and Judy Johnson attended the meeting to provide an update on the Buker study.

Mr. Gatchel informed the Board that a lot of work has been done since the kickoff meeting on July 26, 2018. He explained that a draft of the space needs has been completed and the onsite assessment was conducted on July 31, 2018. Mr. Gatchel and two engineers went through Whipple Hall and Buker building and compiled a building condition summary.

Mr. Gatchel provided an overview of the existing space as these plans give a sense of the square footage, where spaces are and how they relate to other areas. A chart was done which gives an understanding of what conditions are from structure to life safety and the building electrical and mechanical systems. A total score of 2.3 was obtained which means the building is in fair condition. The biggest issues are that some of the major infrastructure is in poor condition. Some of the interior and finishes are in good shape.

Deficiencies include the following:

- The slab joint at the 1985 and 2000 addition does not align.
- Exterior Architectural – site grading creates flooding at several PD spaces including the entry vestibule, the lobby, the waiting area, the toilet room and the administrator's office.
- Interior Architectural – fire rated partitions (the wall that separates recreation from police) do not extend through the attic and are not safe.
- Mechanical – Chimney should have a liner for LP gas, radiators are residential grade and don't provide adequate output so interior space doesn't get warm enough. The whole HVAC in the 2000 addition needs to be replaced.
- Electrical – There were deficiencies in 7 categories. A lot of the wiring should be in metal conduit. It shouldn't be a vulnerable system and it currently is.
- Operational notes – a police department has more specific needs than a regular building. There should be ballistic rated windows, the communications infrastructure, evidence area needs better ventilation and the sally port is unsafe as it is also used for storage. There is vulnerability from flooding.

The overall square usable footage is about 11,000 square feet and the total gross square footage is 14,000 square feet. When the analysis was done they determined the values associated with the space needed for current and future use. It was found that that they are short approximately 5,200 square feet of usable space and 8,500 square feet short in the overall building. This information gave them a good place to start to use blocking diagrams.

Mr. Gatchel provided basic diagrams of three options.

Option 1 stays along the property line at the right of way at the top of the site and creates a two-lane circulation in and out with parallel parking but crosses property line. This would be a two-story building.

Option 2 is another two-story building with a connector into Whipple Hall where the recreation department could occupy the downstairs and the top floor would be the police department. The building fits within the property line but the right of way would just be for the neighbor. All police access and parking would be in the lower area and this crosses the property line.

Option 3 is a three-story building. There would be a retaining wall and below that would be police parking and entry to sally port. Looking over from the Town Green, the cars would be below and not seen. The focus would be the building and landscape. With the three stories you could stack the different departments. Administration could be up higher. Recreation would be in the lower level of Whipple Hall. This option is the only one that has the sally port relocated.

All of the egress would be onto Main Street. Chair Rollins wanted them to assess how tight the parking area is for traffic coming in and out.

Scott Blewitt asked if in all three options, the recreation department was in the lower level. Mr. Gatchel stated it's not been completely defined but they would occupy most of that space. Mr. Blewitt stated visibility and accessibility are important to his programs. He is concerned about being in the lower level and lack of natural daylight.

In all of these scenarios, the Buker building gets completely replaced. Replace in place or a phased addition would not be possible. The most likely solution would be to relocate the police department into Whipple Hall temporarily and the recreation department would be moved out completely during construction. The entire Buker building would be removed and replaced and then the two departments would move back in.

Selectman Helm noted that none of the three options assumes that either the police department or the recreation department leaves the building. He thought another option would be to consider having one of the departments move to a new location. Mr. Gatchel expressed that if the recreation department went somewhere else, Whipple Hall would be under-utilized. Selectman Helm stated he wouldn't want to assign the upper space of Whipple Hall to anyone as it should remain community space.

He also discussed dispatch continuity and that the Police Chief was clear on not wanting to relocate. Mr. Gatchel noted this would be on a temporary basis. Ms. Johnson stated it was their understanding that there was a nice synergy between the police department and the recreation department that they wanted to keep. Mr. Gatchel stated they can make this work.

Selectman Kidder likes the three-story option and from a visual standpoint would be the most attractive. It would provide additional space and allows for the recreation department to still work with the police department.

Chair Rollins likes having much of the Buker building behind Whipple Hall so from a front visual all you see Whipple Hall. She likes the sally port being moved. She would like to see a scenario that does pull the recreation department out. She would like a visual of the height differentiation of the two-story vs. three-story building.

Work is being done to determine what the restrictions are for the commons and also for a survey of the properties to confirm the limits of each parcel. Ms. Hallquist is doing deed research as she doesn't think a building can be put on it but will inquire with legal counsel about a portion of parking on the edge of the common. Selectman Kidder asked if it would be worth exploring an arrangement to acquire the right of way with the abutting neighbor. The idea of purchasing this neighboring property was also discussed. If this is feasible, the Board agreed that it would be a great option.

Selectman Helm clarified that in all the options, the existing Buker structure would be eliminated as it's unusable as a facility for any type of use. Mr. Gatchel agreed and stated it would be very challenging to work with the existing structure, so it would make the most sense to start clean. Selectman Helm stressed that the Board will need to definitively support that conclusion to the voters so he would be looking to Harriman for the information to share with voters. He also feels that they are trying to also put a lot in a small amount of space. Three stories is an operational compromise and he worries that they are trying to cram everything into a very limited space. He would like to determine what the priorities are and make decisions based on

the footprint of the space they are working with. Ms. Johnson stated they can provide a layout that are diagrams with floor plans so they can see how many of the program goals can be met.

Chair Rollins finds the location of the sally port detrimental and detracting from Whipple Hall. All agreed that the focus should be on the third option, with an additional option of pulling the recreation department out of the plan.

Chair Rollins asked if there were questions or comments from those present at the meeting on the information presented by Harriman. There were none. She thanked Mr. Gatchell and Ms. Johnson for their presentation and for the work done so far.

Public Comment – None

Old Business

Chair Rollins noted for the Continuum project, Underwood Engineers is being engaged for the sewer and water study of that property as well as Horizon for the roads and egress. She would like to have the Planning Board raise the questions around what the increased demand will be on law enforcement, fire and ambulance with regards to the additional population.

She also commented that she is hoping that the town will be thoughtful around stipulations with regards to the roads. She noted that should the roads within the development ever become the responsibility of the town, she would like the roads to meet the regulations for public roads, noting that some private roads are fairly narrow, and for sidewalks to be addressed as well. She also has concerns about the egress.

New Business

Discuss budget priorities for FY2020

Selectman Helm has four priorities:

1. To make sure the Board addresses employee compensation in a positive fashion, the cost of living is going up, and proper employee compensation helps the town to avoid turnover in staff
2. No need for additional staff
3. Make sure to vet health insurance
4. Spend time on discussing capital reserve funds

For Whipple Hall, Selectman Kidder would like to replace chairs, obtain an adequate audio/visual system, explore soundproofing and shades and screens on the windows.

Chair Rollins echoes Selectman Helm's comments with regard to staffing. It's important to attract and retain staff so increase adjustments may be necessary. She would like to know where we are with increases in Workman's Comp claims and expenses with insurance categories that may increase ratings. She would like to begin to think about preventative health and wellness programs.

Chair Rollins noted that the bridge at Otterville looks like it is deteriorating and there may be some potential problems on Bunker Road. There are a number of expensive capital projects that will need to be prioritized. She would like operations to be frugal in their requests.

Discuss Transfer Station improvement study

Ms. Hallquist reported that she received notification from the state that the town will not be able

to purchase or acquire the .55 acre property to expand the transfer station. The State has not yet sent the official letter but the town has been informed that the request has been denied.

Ms. Hallquist noted that Sanborn Head provided a report that suggested doing a site analysis of the property because the wetland area may have changed. The Solid Waste Committee is meeting next week and will be looking at this and will provide a recommendation.

Discuss Nonresident Taxpayer Meeting for 2019

Ms. Hallquist noted that attendance at the non- resident taxpayer meeting has been declining over the past several years. The intent of the meeting was for people that were not in town year-round to get updates from department heads. Due to having easy access to department heads, and all of the information on the town website, the non-residents do not need to come to a meeting to hear from department heads on what is happening in town. She recommends discontinuing having it.

Chair Rollins agrees with eliminating it. With electronic communication and *Municipal Matters*, there doesn't seem to be a need. She would like to get the word out about this well in advance. She is also concerned about the time and expense placed on the departments heads to come and present at these meetings.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to discontinue the Nonresident Taxpayer meeting for 2019. THE MOTION WAS APPROVED UNANIMOUSLY.

Consider approval of MS-1 forms as prepared by the assessors

Ms. Hallquist reported that the Town's assessed value is up \$12 million dollars. The veteran's credits are down from 295 to 284 and this is mainly due to veterans selling their property. The Board reviewed the MS-1 forms for the town and for the water precinct.

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to approve the MS-1 forms as presented. THE MOTION WAS APPROVED UNANIMOUSLY.

Town Administrators Report

Ms. Hallquist provided the following report:

- Last week, Ms. Hallquist attended a meeting at Newport Health Center with New London Hospital and Annie Custer. They discussed health needs of the community.
- Ms. Hallquist has been working with Bob Harrington. She provided an updated dashboard. Tomorrow they will start digging the sewer lagoon. Depending on weather, Mr. Harrington is hoping to have it closed in a week. The digging of the water main for the sprinkler system will be starting soon.

Committee Meetings & Reports

Selectman Kidder reported that a Recreation meeting was held on August 7, 2018. Scott Blewitt reported on Hospital Days and the triathlon. That event cost the town \$1,000. Selectman Helm noted that he worked the triathlon and Mr. Blewitt's staff was outstanding and professional.

Both beaches have been tested for bacteria and are well below accepted levels. The bathhouses will be open through Columbus Day weekend. The swim rafts will stay through Columbus Day

at Bucklin but the rafts will be pulled from Elkins Beach prior to the work being done on the dam in September. Fencing has been replaced at Bucklin as well as damaged playground equipment. There is a damaged tree at Elkins that will be removed. Tables will be replaced at both beaches.

Halloween will be celebrated on Saturday, October 27, 2018.

Meeting Minutes

IT WAS MOVED (Janet Kidder) AND SECONDED (Bill Helm) to approve the minutes from the July 26th and August 6th meetings. THE MINUTES WERE APPROVED.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Tuesday, September 4th – 6:00 PM
- Planning Board – Tuesday, August 21st – 6:30 PM
- Trustees of the Trust Fund – Friday, August 24th – 8:30 AM
- **Town Offices Closed – Monday, September 3rd – Labor Day**
- Recreation Commission – Tuesday, September 4th – 5:00 PM @ Whipple Town Hall
- Zoning Board of Adjustment – Tuesday, September 4th – 6:30 PM @ Whipple Town Hall
- Energy Commission – Wednesday, September 5th – 7:30 PM

Other Business

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to enter into a nonpublic session pursuant to RSA 91-A:3, II (d): consideration of the acquisition, sale or lease of real 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: Rollins: Yes; Helm: Yes; Kidder: Yes

The Board entered nonpublic session at 7:40 PM.

The Board reentered the public session at 7:44 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

- Accounts Payable Voucher
- Payroll Authorization Voucher
- PWIM Annual Maintenance Agreement for 10/16/18 – 10/15/2019
- Conservation Commission appointment card for Joe Kubit
- Sewer Betterment – Edmunds Road
- Application for Veteran Tax Credit
- Applications To Use Town Property
 - ✓ Inn Common – On Saturday, October 6th from 10am – Noon for the Blessing of the Animals by St. Andrew's Church.
 - ✓ Whipple Hall – On Saturday, July 6, 2019 for LSPA Annual Meeting by Little Sunapee Protective Association.

Applications Approved &/or Denied

Temporary Event/Sale Permits

- Fundraiser/sidewalk sale for Sparrow School by Rachel Ensign, at 10 Lovering Lane, on Saturday, August 11th from 9:00 to 1:00pm. APPROVED
- Fundraiser-Kearsarge Area Crop Hunger Walk for Church World Service Hunger Relief starting at Elkins Beach on Sunday, Sept. 30th from Noon – 4pm. APPROVED

Sign Permits

- Temporary Sign – By N. Sutton Baptist Church for a 2'x3' A-frame signs at the Information Booth during August 16th - September 15th. APPROVED
- Temporary Sign – By Church World Service Hunger Relief for 6"x18" signs during fundraiser on September 30th. APPROVED

Building Permits

- John & Rita Drapala, 626 County Road, TM 082-013-000. Build 8x8 deck in place of concrete steps. BP 18-070 APPROVED 8-9-2018
- Nancy Rollins, 303 Barrett Road, TM 085-046-000. Build 8x10 shed. BP 18-077 APPROVED 8-14-2018
- Adam & Vanessa Mann, 72 Pressey Court, TM 073-061-000. Build 24x12 shed. BP 18-066 APPROVED 8-10-2018

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

The meeting adjourned at 7:50 PM.

Respectfully submitted,

Trina Dawson, Recording Secretary
Town of New London