



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES September 17, 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 Gatchell & Judy Johnson, Harriman
Alison Seward, Solid Waste Committee
Ed Andersen, Police Chief
Scott Blewitt, Recreation Director
Phyllis Piotrow, Budget Committee Member
Leigh Bosse, *The Messenger*
Minette McQuenney, *The Intertown Record*

Michael Williams, New London Resident
Peter Bianchi, New London Resident
Marianne McEnrue, New London Resident
Tom McCue, New London Resident
Lt. Emily Cobb, Police Department
Maureen Prohl, New London Resident

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

Transfer Station Study

Alison Seward attended the meeting as a representative of the Solid Waste Committee. Ms. Seward reminded the Selectman that part of the Capital Improvement Plan is to address the Transfer Station issues and suggested putting out an RFP to have a topographical survey and study of the wetlands completed for the site so that discussions of future plans can continue.

Chair Rollins asked what the estimated cost would be. Ms. Seward replied they've gotten figures that range from \$20,000-\$37,000. This money would be taken from the Transfer Station fund which currently has \$50,000. The Board noted that the State did not approve the town's request to obtain land; the topo survey and wetlands delineation information will allow the Board to see just how much land the town has to work with for the transfer station.

Selectman Helm stated Kim Hallquist and Bob Harrington will need to work together to determine exactly what needs to be done.

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to approve the request for a topographical survey and wetlands delineation with a limit of \$25,000. THE MOTION WAS APPROVED UNANIMOUSLY.

Buker Study

Will Gatchell and Judy Johnson of Harriman attended the meeting to provide an update. Mr. Gatchell explained that based on the last meeting, they will share the proposed schedule,

alternative options and next steps. He noted that the deed restriction on the Town Green prohibits non-public use of the land so their work is confined to the existing lot lines and will not extend into the Green, even for parking.

Mr. Gatchell explained that if the sally port is moved to the opposite side as requested, it engages an entire floor higher than where it is now. The existing booking area and infrastructure tied to the sally port is now dislocated from the natural lower level ground floor by an entire story. This has made renovation options difficult. The use of the Whipple basement would require additional circulation. Stairs and elevator would need to be code compliant for potential recreation use.

The area gained by potentially purchasing the neighboring property allows the best options. It provides secure parking location for the police department that is separate and distinct from public areas. Abandoning the existing police entry is a critical step to alleviate the flooding issues.

Mr. Gatchell provided four options:

Option 1A: Renovate with minor additions: Police only – The development is contained to the existing property. The main level of Whipple Hall remains public use.

Option 1B: Renovate with minor additions: Police only – Same scope as 1A but the neighboring property is utilized to add parking.

Option 2A/B: Three story building that is connected to Whipple Hall and removes the Buker building entirely. One option doesn't go into the neighbor's property and one option does.

Option 2A: Envisions recreation using the lower level of Whipple Hall. The police department is a three-story building. This version holds to the existing property line. The issue with a three-story building is that the footprint is smaller so not all the staff is on the same level. Patrol and administration are separated which is not an optimal situation. It's difficult for communication and results in wasted time.

Option 3: Two story stand-alone facility for the police department with the recreation department in an addition that is connected to Whipple Hall. The development extends to the neighboring property for parking. There is a courtyard in between Whipple Hall and the police facility. This is new construction and the Buker building is completely removed.

Option 4: Major renovation plus addition. This is similar to option 1 but accommodates police and recreation. Whipple Hall and Buker are both renovated and added too, not removed.

Selectman Helm stated a resident wanted to know what needed to be done to not build anything new. This could include moving things out of the police department that are not absolutely necessary for example, storage. This could be moved offsite to free up space.

Mr. Gatchell stated that would mean removing 3,000- 3,500 square feet from the program which could include items such as the training room. Any suggestions about moving it away from the core make it dysfunctional and their recommendation is to keep it all onsite. They need these spaces to operate and function as a department. Mr. Gatchell noted that he didn't provide this information as he felt it wasn't sensible to do this.

Chair Rollins clarified whether the cost projections included acquiring the neighboring property. Mr. Gatchell stated that the projections don't include the property acquisition, just the development of the property. Chair Rollins asked about the option of a two-story building attached to Whipple Hall for police only discussed at the last meeting. Mr. Gatchell stated that there isn't a dedicated version that is two stories and attached to Whipple Hall. Chair Rollins

requested this option at the last meeting. She doesn't understand why there would be a new two-story building on the existing property and wanted to see the option of a two story attached police facility. Ms. Johnson stated it didn't fit within the confines of the property boundary unless the neighboring property was acquired. Ms. Johnson stated they will develop an option 5 which would place the sally port on the back by using the neighboring site. This will be a two story, police only facility.

The design option findings revealed that the 3 story options don't function well and diminishes the operational efficiency. The use of the neighboring lot is highly recommended as it allows for separate and secure parking. Renovation options 1 & 4 aren't the best long-term options as they are adding to existing building elements that aren't in great condition. The two story stand along police department meets all needs and creates a clear entry area for both recreation and police use and is optimal.

Selectman Helm would like to know what the cost difference is with regards to stories. If there was 14,000 square feet on a single story versus 14,000 square feet on two stories how does this affect the cost one way or the other with new construction? Ms. Johnson commented that when you build higher, there is less foundation and roof than if you build wide, but when you build high there is also the cost of an elevator and stairs. This difference in cost is not significant. Having everything on one level is ideal but not always doable because of site constraints.

Selectman Kidder asked if it was possible to solve the drainage issues with the current building by doing site work so it can continue to be used. Can the heating, ventilation and electrical problems be resolved? Mr. Gatchell stated his recommendation is that the mechanical systems be replaced. They aren't performing as they should and aren't up to standard.

Chair Rollins clarified that option 4 is a two story and the neighboring property is included. She asked what the floor plan would look like if recreation was not part of it. Mr. Gatchell stated it would be smaller and the sally port could be moved. Options 1A and 1B still have the sally port where it currently is. Chair Rollins would like it on the back side.

Peter Bianchi asked if this new proposal will be available to the public. Chair Rollins responded that yes, it would be made public.

Mr. Bianchi stated there seems to be an underlying theme that the police and recreation departments need to be in close proximity. Chair Rollins noted that at the last meeting the question of whether recreation had to remain with the police was posed and the Board all agreed that this is not the case. They want to look at all options.

Mr. Bianchi pointed out that there is no mention in tonight's presentation of taking the existing building and renovating it. He feels there is a lot of duplication with office space, and if the recreation department is removed, it seems there would be ample space for police and dispatch. Chair Rollins commented that one of the concerns with the building is the multiple add-ons of different construction time frames. It would be a matter of reconfiguring it sufficiently to address the water and drainage and HVAC issues. Mr. Gatchell clarified that if you take all of the Buker building and lower level of Whipple Hall you are still 3,500 square feet short on police program needs.

Selectman Helm stated that option 1A assumes you are working with the existing building and the conclusion is in order to do this the renovation would cost approximately \$260 per square foot. This isn't sufficient because there is a space deficiency and it's not efficient to move some areas offsite. This is Harriman's best estimate to renovate the existing structure without an addition. This is just construction cost estimates and could vary from 10-20%.

Phyllis Piotrow asked how much extra space is gained by putting a second floor on the sally port. Mr. Gatchell responded that approximately 1,000 square feet is added.

Space requirements and needs were obtained by the Police Chief and law enforcement officers but there are accepted standards and guidelines used as well. Mr. Gatchell noted that New London Police Department has been frugal in the requests they are making and a lot of spaces are shared. Each option is broken down by cost. These are estimates and they don't include the cost of the land or the possibility of having to relocate for a temporary police facility during construction. The estimated cost for all of the options range between \$7-\$11 million. Ms. Johnson will prepare a matrix for comparison. Many of these costs have contingencies built in and they are using conservative numbers.

Chair Rollins noted that once they receive option 5 and have a chance to discuss, they will need at least another meeting to review.

Selectman Helm suggested narrowing things down and just focusing on the police department. He doesn't feel that Whipple Hall is an ideal location for the recreation department and further discussion should be had about a new location. A lot of time has been spent trying to fit two very different needs into a building that should be left as a historical building. If he was focusing on just the police department, he would look at option 1B and the police department part of a stand-alone facility (option 5). He doesn't like the options that propose a large add on behind Whipple Hall and feels it diminishes the historical character of the building. He agrees with getting the sally port relocated. He wanted to acknowledge that option 3 is a brand-new police department for approximately 5 million dollars. That compares to renovation costs of Whipple Hall which is not a good investment. Ms. Johnson commented that if you go to a completely different site there would be costs associated with site utilities. One of the things they need to consider is not surrounding Whipple Hall with buildings that detract from it.

Selectman Kidder asked if programs aren't going to be held there anymore, where would they be held, how much would that cost to build something else and is it more cost effective staying on site versus trying to find another site? Selectman Helm stated that they need to have a discussion about what the real needs are for recreation. They haven't spent enough time talking about this. Trying to fit both the police department and recreation on the same site and trying to meet all their needs is sub-optimizing the project. Scott Blewitt commented that he agrees that the use of Whipple Hall does not satisfy the needs of the community.

Ms. Johnson clarified the request for option 5. They will demolish everything except the Whipple Building. For the police station do they want it as an addition or separate from the Whipple Building as a stand-alone? Chair Rollins stated if they went with a stand-alone, some semblance of a courtyard with a nice entry way into the back of Whipple Hall would be ideal.

If this option is considered, police would need to be temporarily relocated during construction. Police Chief Ed Andersen stated that many years ago the police department was in the lower level of Whipple Hall and it would make sense for them to move back down there if they need to be relocated since the fiber optics etc. are still there and it wouldn't be too disruptive.

The Board will begin its next meeting at 5:00PM instead of 6:00PM to continue the discussion with Harriman. The meeting will be held on October 1st. There will not be a meeting on September 24, 2018.

Public Comment – None

New Business

Discuss Hall Farm Road Street Number Error

Kim Hallquist reported that the town assigns street numbers when new houses are built. There are times when the numbers are incorrect and a house on Hall Farm Road was numbered 48 when it should have been 60.

When the property owners were notified, they disagreed with the change. State law requires that if there is a disagreement, there will be a public hearing. Ms. Hallquist recommends holding the public hearing on October 1, 2018. Police Chief Ed Andersen and Fire Chief Jay Lyon will attend to explain the importance of changing the number to 60. These numbers are based on distance.

Consider Cash Receipts and Investment Policies as recommended by the Finance Officer

Chair Rollins thanked Wendy Johnson for the work done on the policies. She asked about petty cash and if we currently have petty cash accounts. Ms. Johnson stated there are currently about 4 petty cash areas. Chair Rollins would like to confirm and document this and ensure these areas are aware of the process and expectations. She would also like some stipulation that if another entity wants a petty cash account they need to let Wendy Johnson and the Board of Selectmen know.

The law states that a deposit has to be made weekly or when funds total \$1,500, from all departments combined. The town's policy requires individual departments to make a deposit (to the Finance Officer) at least weekly or when their funds total \$500; this rule will ensure that the \$1,500 aggregate limit is observed. The Treasurer is responsible for depositing the funds in the bank and accounting of the funds.

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to approve the investment and cash receipt policies. THE MOTION WAS APPROVED UNANIMOUSLY.

Town Administrators Report

Ms. Hallquist provided the following report:

- The Selectman reviewed the Wings of the Dawn lead sinker disposal letter. Ms. Hallquist spoke with Bob Harrington and they have no problem with it. Selectman Kidder also suggested having these boxes at boat launches on Pleasant Lake and Little Lake Sunapee.
- There will be a public hearing on October 1, 2018 to accept FEMA funds. Lou Botta completed all the paperwork for reimbursement in the amount of \$15,216.57.
- Installation of the sprinkler system in the Academy Building is not quite complete, but things have gone well.
- Ms. Hallquist met with the Energy Committee last week. They are looking at our electric purchase contracts and are interested in putting solar in various buildings. They will present to the Board in the next few months.
- Ms. Hallquist and Ms. Johnson have been working on the budget. Ms. Johnson is trying to get all of the department head requests in; salaries, insurance and possible COLA. Selectman Helm felt a COLA was inevitable this year and would like to see the COLA included so we don't lose sight of it. He suggested 2%. The Board will make their decision on the COLA at their next meeting.

- Selectman Kidder discussed the request from a resident regarding a fund for Japanese knotweed removal. When it is in ditches, drainage is compromised. A member of the DPW will need to become certified to use the chemicals required to remove it. This would be a part of Bob Harrington's budget proposal.

Committee Meetings & Reports

Selectman Kidder provided the following report:

On September 11, 2018 the Planning Board had a meeting.

- There was discussion about tree removals.
- John Doyle from the Messer Pond Protective Association attended to discuss that he received a grant for \$10,000 from DES for drainage buffers. They will be installed on the north side of County Road to take care of runoff. This system was recommended by Richard Lee and Bob Harrington has also approved of it. The money is for survey and design material. This is on town owned land. This is the first piece of a multilayered plan to protect Messer Pond.
- A proposal to add a garage at Camp Wallula was discussed. This is a cluster development.
- CIP meeting will be held tomorrow morning.
- An in-depth review by Horizon's Engineering was approved for drainage for the Continuum project. Underwood will do the water and sewer review. The total cost was approximately \$12,500.

Meeting Minutes

IT WAS MOVED (Bill Helm) AND SECONDED (Janet Kidder) to approve the minutes from the September 4th meeting with one change (on page 2, add Linda Nicklos agreed). THE MINUTES WERE APPROVED.

Upcoming Meetings & Special Events

- Next Regular Selectmen's Meeting – Monday, September 24th - 6 PM
- Zoning Board of Adjustment (ZBA) – Tuesday, September 18th – 6:30 PM
- Conservation Commission – Wednesday, September 19th – 8:30 AM
- Planning Board – Tuesday, September 25th – 6:30 PM
- Joint New London/Sunapee Sewer Mtg. @ Sunapee Town Offices, 23 Edgemont Rd – Thursday, September 27th – 5:30 PM

Items to be signed

- Accounts Payable Voucher
- Payroll Authorization Voucher
- Cash Receipts Policy
- Investment Policy
- Applications To Use Town Property
 - ✓ Whipple Hall – On Thursday, October 18, 2018 from 2pm - 4:30pm for an Instrumental Petty Zoo by Center for the Arts.
 - ✓ Whipple Hall – On Sunday, January 13, 2019, Sunday, March 10, 2019 from noon - 5pm & Saturday, February 16, 2019, from 5pm - 9pm for the 2019 Performing Arts Series by Center for the Arts.

- ✓ Whipple Hall – On Saturday, April 27, 2019 from 8am - 5pm for Visual Arts Guild-Artist Workshop by Center for the Arts.
- ✓ Town Common/Bandstand – On Saturday, July 6, 2019 from 7am - 5pm for Arts on the Green by Center for the Arts.
- ✓ Whipple Hall – On Saturday & Sunday, October 12-13, 2019 from 8am - 6pm for Open Studios by Center for the Arts.

Applications Approved &/or Denied

Temporary Event/Sale Permits

- Church supper for First Baptist Church., at 461 Main Street, on Saturday, September 22nd from 5:30pm to 7pm. APPROVED

Sign Permits

- Temporary Sign – By Paul Heilmann for a 2’x3’ A-frame sign at the Information Booth for the Springfield 250th Celebration during September 3rd - October 6th. APPROVED
- Temporary Sign – By First Baptist Church for a 24”x36” sandwich board sign at the Information Booth & on church property for the church supper during September 15th - September 22th. APPROVED

Building Permits

- Mert Aktar, 408 Bunker Road, TM 062-027-000. Demo existing garage, build new garage w/breezeway. BP 18-082 APPROVED 9-5-18
- Bonin Properties LLC, 210 Main Street, TM 084-064-000. Add Efficiency kitchen. BP 18-083 DENIED 9-5-18
- Susan & David Reeves, 28 Twin Lake Villa Road, TM 020-018-000. Convert deck to screen porch. BP 18-084 APPROVED 9-13-18
- Valerie White Trust, 46 Wallula Road, TM 033-016-013. Build 12x14 Screened porch. BP 18-086. APPROVED 9-5-18
- Bonin Properties LLC, 210 Main Street, TM 084-064-000. Renovate existing apartment. BP 18-087 APPROVED 9-5-18
- Jeff & Lisa Cote, 88 Wallula Road, TM 033-016-008. Build 12x16 shed. BP 18-089 APPROVED 9-6-18
- Bonin Properties LLC, 210 Main Street, TM 084-064-000. Add Efficiency kitchen. BP 18-090 APPROVED 9-7-18
- Mark Brady, 419 Little Sunapee Road, TM 046-016-000. Build a 10x14 shed. BP 18-092 APPROVED 9-13-18

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

The meeting adjourned at 8:09 PM.

Respectfully submitted,

Trina Dawson, Recording Secretary
Town of New London