



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES August 20, 2012

PRESENT:

Peter Bianchi, Chair
Tina Helm, Selectman
Janet Kidder, Selectman
Kimberly Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

David Seastrand, Police Chief
Tom Anderson, Police Officer
Doug MacMichael, New London Resident
Charles "Park" Adams, New London Resident
Joshua Fisher, New Police Officer

Chair Bianchi called the meeting to order at 6:00pm. He noted that Chief Seastrand was there to request the appointment of Joshua Fisher as a new fulltime police officer for the Town. Chief Seastrand introduced Josh and noted that he is a long-time resident of the area and has been a part-time officer in Sunapee; however he is currently certified to work full-time. Chief Seastrand explained that Mr. Fisher went through the selection process and was deemed their #1 choice.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to appoint Joshua Fisher as a new police officer with the Town of New London.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Ms. Hardy administered the oath of office to Mr. Fisher. He was then congratulated by the members of the Board of Selectmen and the members of the public present for the swearing in.

Minutes of August 6, 2012

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to accept the minutes of August 6, 2012, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

The Board noted typographical errors to be corrected. Ms. Kidder asked that the full name of MRI, Municipal Resources Inc., be included to clarify the common reference of the firm that was used in the minutes.

Old Business

Furnace Boiler Replacement

Chair Bianchi noted that the Town received eight proposals for the replacement of the boiler in the Town Office building. The highest price was \$26,000 but it represented the installation of boilers that are, in his opinion, larger than necessary. The average price was between \$13,000 and \$15,000. He noted that Dave Kidder, local businessman who is familiar with replacing furnaces, reviewed the file and made comments. Ms. Kidder noted that her husband felt that Partridge was a good choice as it is a local company, has a quick response time, and the make of boiler they wanted to install was one that he trusted. Ms. Helm said

that Huckleberry was impeccable in their response time as well. She had just used Huckleberry for her home boiler. It was noted that the boiler at the Town Office is at least 25 years old.

Ms. Helm said that the bid from Partridge was about \$2,000 higher than Huckleberry and while it is good to use someone local, she thought that it was their fiduciary responsibility to the taxpayers to choose the lower quote. Chair Bianchi said that they could contact both companies to check on the warranty and double-check that the cost covered removal of the old boiler. They would also make sure the companies are all licensed to work with gas and would be able to connect the gas to the boiler. Ms. Kidder asked that they ask about the range of BTUs and explain why there is such a difference. The Board will take up these remaining issues at the meeting on August 27th.

Meeting Dates

Unless noted, meetings will begin at 6:00pm.

August 27th

September 10th

September 24th at 9:00am

October 1st

October 15th at 9:00am

October 29th

November 13th at 9:00am

November 26th

December 10th

December 17th

Ms. Hallquist suggested that more meetings could be added when budget preparation began. Ms. Helm wondered if it was necessary to get started on the budget quite so soon this year. She felt there was a lot of downtime last year and there was a lot asked of the Department Heads which seemed a bit unfair. She wondered if they could push it back a bit although she knew there were timeframes that needed to be adhered to. The last budget, FY2013, was presented to the Budget Committee on January 9th. Chair Bianchi said there is no statutory requirement of when they need to hand the budget over to the Budget Committee. Ms. Helm wondered if they could have until the first week in February to present the budget to the Budget Committee. She felt there had been a lot of unnecessary meetings that could have been consolidated during the last budget preparation. She felt the whole process should start later in the fall. Chair Bianchi said it wouldn't be fair to make the BC work in a more condensed manner but that he understood her desire not to drag it out longer than necessary. Ms. Hallquist said that it depends on how much time they'd like to work on the budget and how quickly the committee can work – the deadline for the Budget Committee to present their Budget to the Selectmen for posting is April 24th. She noted that it would not be a good idea to wait until the last minute as then printing of the annual reports may be delayed. Ms. Helm said they won't even have the six-month actuals until January. Ms. Hallquist agreed and noted that this is the nature of having this fiscal year time frame and sometimes numbers have to change during the middle of the budgeting when the information presents itself. This makes predicting expenses for the budget all the more difficult. Ms. Helm preferred to meet in a more condensed manner in a shorter time-frame rather than drawing it out a long time.

Chair Bianchi noted that Jim Wheeler (Budget Committee Chair) is sensitive to the fact that the Board of Selectmen speaks with Department Heads, and they also have committees that speak with them as well. Mr. Wheeler has indicated to him (Chair Bianchi) that he is sensitive to the issue of duplicative efforts in the process and the impact on the Department Heads.

Ms. Johnson said that Mr. Wheeler plans to hold a preliminary meeting in October to set up the remainder of meetings for the budget season. Ms. Helm said she would like to invite Budget Committee members to be involved in their deliberations as she felt it would be useful in helping them to answer some of their own questions. After all, they are all working towards a common goal. Chair Bianchi opined that there is no need for people who have been on the Budget Committee for several years to go and visit Department Heads, however, new people on the committee should do these visits on their own and gather information. He suggested inviting Mr. Wheeler to attend the next Board of Selectmen meeting to discuss the planning of the Budget Committee meeting schedule.

New Business

September 11, 2012 Ceremony

The Board reviewed information from citizens, including Park Adams, informing them of a planned September 11th ceremony. Chair Bianchi said that this ceremony had been held at the Fire Station previously. They would like to have it in front of the Town Office this year. This event is organized by citizens as opposed to one particular department. Chair Bianchi thought the schedule looked fine to him. Ms. Helm noted that September 11th is also Primary Election Day and since the Selectmen have to be present at the polls, they couldn't all be at the ceremony simultaneously.

Mr. Adams said he thought the Town Office lawn was more of a common ground between the police and fire departments and perhaps more people would come as a result. Amy Lyon is in touch with Ms. Densmore (elementary school music teacher) and she has found that both the Sutton and New London 5th grade classes can take part in the National Anthem and the Pledge of Allegiance.

Chair Bianchi questioned the planned pager alert that goes out on September 11th as part of the memorial. Mr. Adams said that the alert goes out to the fire fighters and is an announcement that goes to the surrounding communities that are dispatched by New London Police. The alert goes out at the times that the towers were hit, roughly 8:59am and 10:28am. He stressed that this is a planned event, so there is no resulting confusion about the alert, all are aware that it is part of the memorial to September 11.

Mr. Adams said that the ceremony would last between 45 minutes and 1 hour. He asked that the Board of Selectmen consider speaking at the event if possible. He noted that they were still in the planning stages of the event and are looking for an event permit at this point. The Board noted that a permit would not be required for this type of event.

Review and Approve 2013 Town Office Holiday Schedule

Ms. Hallquist said the town observes 9 holidays and also allows employees two floaters. The Town Office is closed for 10 of them as provided in the list (town office employees may then choose one day as a floater). The list is posted to alert the public as to when the offices will be closed for holidays.

Investment Policies

Ms. Johnson presented the Town's Investment Policy, last approved in March 2011. She noted that the Town is required to have an investment policy and it is to be reviewed once/year and signed. She noted that nothing has changed in the policy since 2011 and recommended approval of the policy as presented. She pointed out that the auditors were due to visit the office in the coming week.

Ms. Kidder asked how people are checked for the money that they receive. Ms. Johnson said that they have internal controls for every collection. The weakest areas in controls are generally where cash is accepted, for example in the Town Office; cash is accepted for things like sale of zoning ordinances, copies and less frequently, for building permits. The majority of larger payments are made by checks, but some are cash. Ms. Johnson explained that Ms. Jackman keeps a list of her collections and turns it over to

Ms. Johnson, who checks it. Everything that comes into the Tax Collector is documented, checked by her and again by Steve Theroux. The e-waste at the transfer station is well-documented as all who bring in e-waste are given a receipt. Chair Bianchi said he was assured by Mr. Theroux that New London has good safeguards put in place to make sure monies are collected and checked. There is separation of duties and checks and balances in place.

Ms. Kidder asked about the bandstand funds and how the auditors would view the situation. Ms. Hallquist said that they haven't heard back from Terry Knowles (State of NH Office of the Attorney General Division of Charitable Trusts) yet but that the auditors won't be concerned with it as the money is well accounted for as it is in the hands of the Trustees of Trust Funds. It is the Selectmen who are concerned in that there is a question as to who can authorize expenditures.

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to approve the Investment Policy as presented. THE MOTION WAS APPROVED UNANIMOUSLY.

Encumbered Funds

Chair Bianchi said that he met with Ms. Johnson last week to go over encumbered funds. There were funds on the list that are no longer needed, and there are new encumbered funds that she has a list of. Ms. Johnson has recommended removing some items on the list for old projects where money was just sitting there. These remaining funds go into the unreserved fund balance.

Town Administrator's Report

Ms. Hallquist showed an article from the *Concord Monitor* regarding a court decision related to Local Government Center (the town's insurance carrier) ordering that organization to return premiums to affected towns. This may result in New London receiving money back. The Board noted they were aware of this news item.

Ms. Hallquist referenced the memo from Richard Lee (Public Works Director) regarding the truck purchases which were approved at Town Meeting. Mr. Lee wants to purchase two items: a full-sized truck cab and chassis (\$81,997.95) and a body plow and wing (\$65,995.00). It is a Ford 550 Super-Duty and the price includes everything except the sander and the radio.

Ms. Helm said that this was approved at Town Meeting and the money was appropriated so they should approve it. Ms. Hallquist noted that should the vehicles be purchased for less than the amount voted by Town Meeting, the unspent money would remain in the Capital Reserve Fund and could not be spent on anything else.

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to accept Richard Lee's proposal to purchase the two items specified in his memo using monies appropriated at Town Meeting. THE MOTION WAS APPROVED UNANIMOUSLY.

Ms. Hallquist said that Christine Walker from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) called and asked the Board of Selectmen to appoint someone to fill Peter Stanley's position to represent the Town of New London. Peter Stanley could be reappointed if they wish. Ms. Kidder noted that while she appreciated the years of capable service on the UVLSRPC by Peter Stanley, she was opposed to having him re-appointed at this time as she felt they should have someone new on the board. She was also opposed to the UVLSRPC's ability to nominate someone from New London as an "at large" member without the prior approval of the Town.

Ms. Helm wanted to reappoint Mr. Stanley to continue with the UVLSRPC as he represented the Town well in the past and she had no problem with him representing the Town for another term.

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to reappoint Peter Stanley from New London to serve another term on the UVLSRPC.

Chair Bianchi called for a vote on the motion. **THE MOTION WAS NOT APPROVED.**
Yes: Tina Helm, No: Janet Kidder, Peter Bianchi.

Ms. Hallquist asked if there was anyone they had in mind to nominate. Ms. Kidder said it would be good to go to a couple of meetings to see what was going on. She would be willing to do this but could not attend the meeting that Wednesday night. Ms. Hallquist said she would go to the meeting and would collect the by-laws and schedule of future meetings.

Lake Sunapee Protective Association – Appointment of a Representative

Ms. Hallquist noted that John Clough, member of the Lake Sunapee Protective Association representing New London, has informed the Board that he must resign his position, leaving a vacancy to be filled by the Board. Ms. Helm suggested Ms. Hallquist contact Mr. Clough or Mr. Charlie Forbes to see if there is someone who has been particularly proactive who would be a suitable replacement.

Conservation Easement on Philips Preserve granted to Ausbon Sargent Land Preservation Trust

Ms. Hallquist noted that the proposed conservation easement deed as prepared by the Ausbon Sargent Land Preservation Trust (ASLPT) was delivered to the Town Office. Voters approved the granting of the Easement at the May 2012 Town Meeting. Since the document was just recently submitted, neither the Selectmen nor Town Administrator has had an opportunity to review it. The Board will take up the issue at their next meeting. Andy Deegan, ASLPT, will be invited to attend to answer any questions that may come up.

Parking on Main Street

Lawrence Harper, resident of New London, e-mailed the Selectmen requesting that some thought be given to eliminating some parking spaces on Main Street, in front of Colby-Sawyer College, as exiting from the area after using the Hogan Sport Center is very difficult. Mr. Harper suggested not having any parking for 15' on either side of the driveway. Chair Bianchi suggested Chief Seastrand take a look at this idea and if it is appropriate the selectmen would support the suggestion. He agreed that Main Street parking is an issue that needs to be addressed.

Upcoming Meetings & Special Events

Primary Election on September 11, 2012

Ms. Helm would represent the Selectmen at the Town Hall from 8am – 11am.

Chair Bianchi would take the 11am – 3pm shift.

Ms. Kidder would be there from 3pm – 7pm.

Ms. Helm said she would go to the September 11th ceremony at the Town Office after her shift at the polls.

Other Business

New London Hospital Ambulance Agreement

Ms. Kidder asked if Chief Lyon had gotten together with the hospital yet to discuss the details of the agreement. Ms. Hallquist said that he had not. Donna Nashawaty (Sunapee Town Manager), who leads the ambulance study committee, is attempting to schedule a meeting with the hospital and the towns to

understand the proposed agreements. Chief Lyon's concerns are with back-up ambulance service and that part of the service agreement is not what the managers will be discussing at this time, instead, discussion will revolve around how the bills are calculated. Ms. Hallquist said these issues regarding the funding are what they would like to speak with Terri LeBlanc about at this time. Ms. LeBlanc is agreeable to meeting and they are working on an amenable date. Chair Bianchi said that the letter they received asks for money in May, 2014, which cannot be promised at this time. He said that they made a change to charge towns by census and not by the number of calls.

Public Works Department Updates

Chair Bianchi said he hadn't heard from Mr. Lee about paving yet. Ms. Hallquist said that Mr. Lee will be going out to bid soon. She also noted that he has found two people he would like to hire for the full and part-time positions.

Ms. Kidder asked if they need to provide a directive to Mr. Lee to include Sunday hours at the Transfer Station. Chair Bianchi said that he thought Mr. Lee would be considering this during budget season since he has heard the requests from residents first hand at the last two non-resident taxpayer meetings.

1941 New London School Building

Chair Bianchi said that there seems to be a growing concern from people at the CAC about the 1941 building. He wondered aloud at the last CAC meeting if it was time for the Town to get involved and try to make some headway on the project, but noted that none of the CAC members seemed to want to comment on this issue. He said that recently he asked Fred Downey some pointed questions to find out some details. Mr. Downey has also acquired the non-profit designation, 501(c) (3).

Chair Bianchi said he feels like people are fighting against each other and wondered if there was something the Town could do to get a community center going. He wondered how the other members of the board felt about this. He thought the town could take the initiative to get it going.

Ms. Helm said she was delighted to hear that Chair Bianchi was in favor of having the Town be involved in this initiative. She has said in the past that the Town could give traction to the efforts of getting a community center going. If the three of them are in agreement of having the Town be involved, they would need to begin thinking of how they could present this idea at Town Meeting. Ms. Kidder was in agreement that investigating how the Town might be able to assist in these efforts was desirable.

Chair Bianchi said he is interested in having the Town involved to assist in keeping the process moving forward, but he continues to be opposed to having the Town providing seed money to get it going. He felt that if people want a community center, they can work towards that goal and the Town can get involved as well, however not financially. Ms. Helm was encouraged that the topic was brought up and that the Town could give some direction moving forward. She felt they should work together and come forward with a uniform message. She suggested finding out what the different groups interested in the building are considering so they can compile as much information as possible.

Citizen Concern - Lifeguards

Ms. Helm was approached by a towns person who heard that the head lifeguard would not be returning next season, and questioned whether this is a position that should be looked at to see if the extra level of supervision is necessary. The towns person also noted that there was a hole in a dock at Bucklin Beach. Ms. Hallquist explained that vandalism at the beaches is not uncommon and that Chad Denning (Recreation Director) and his staff address the issues they can. For issues beyond their abilities, professionals are hired to make repairs.

Chair Bianchi said that a resident told him that they were happier with the demeanor and the way the lifeguards conducted themselves this year. He said he would let Mr. Denning know this the next time he sees him. This was someone who had had a bad experience with the lifeguards in the past.

Updates at Bucklin Beach

Chair Bianchi indicated that Mr. Denning has supplied some information on the bid specs for the upgrades to the Bucklin Beach bath house. He also added that Stearns had been hired to pump the septic tank at Bucklin instead of Byron, which is more expensive. The reason Stearns was hired is because the alarm went off, which means the tank would need pumping in the next 24 hours. Byron couldn't come when Mr. Denning called, so he called Stearns. Byron came the next day to pump the tank and since it didn't need to be done, they charged the Town \$75. Chair Bianchi noted that he didn't feel this was a responsible move made by Mr. Denning. Ms. Hallquist noted that there appears to be some confusion between the septic hauler and the Recreation Department about how soon a service call is to be made after the alarm goes off.

Application for Building Permit:

- Craig & Deb Langner, 1299 route 103A (Map & Lot 128-007-000) remove garage, build 3 car garage expand deck between house & garage – Permit #12-081 – Approved.
- Kevin & Jessica Hathaway, 929 Main Street (Map & Lot 109-003-000) put cabinetry & window in mudroom & laundry room – move garage doors – Permit #12-082 – Approved.
- Alex Neuwirt – Canary Systems, 5 Gould Road (Map & Lot 084-080-000) interior renovations – Permit #12-084 – Approved.
- Extension – Mary Miller, 490 Elkins Road (Map & Lot 077-025-000) extend permit due to finances – Permit #10-89B – Approved.
- Dr. Greg Baker, Everett House Condo. 224 Main Street Unit 4 (Map & Lot 084-063-004) interior renovations – Permit #12-086 – Approved.
- Erica Kattalia, 132 Main Street (Map & Lot 073-038-000) interior renovations, replace windows – Permit #12-087 – Approved.

Application for use of Syd Crook Conference room:

- Adventures in Learning – Tuesdays 9:00 AM – 11:30 AM Jan. 22, - March 5th (7 weeks) – Approved.

Other Items to be signed:

- Disbursement voucher
- Investment policy

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

The meeting adjourned at 8:30pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London