

**BOARD OF SELECTMEN
MEETING MINUTES
September 26, 2011**

PRESENT:

Mark Kaplan, Chair, Board of Selectmen
Tina Helm, Selectman
Peter Bianchi, Selectman
Kimberly Hallquist, Town Administrator

ALSO PRESENT:

Wendy Johnson, Finance Officer
Bruce Hudson & Renate Kannler, New London Residents
Merry Armentrout, *The Intertown Record*

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

New/Pending Business

Sunapee Wastewater Treatment Facility Upgrade - Chair Kaplan explained that the meeting was called to consider issues related to the NH Department of Environment Services (DES) Application for the State Revolving Fund for New London's share of the cost of the Sunapee Wastewater Treatment Facility Upgrade. Neil Cheseldine, Wright-Pierce (the engineering firm for the project), e-mailed the application as completed so far. Two items for the Board to consider prior to submission of the application, according to Mr. Cheseldine, are: (1) appointment of an authorized representative to sign documents in connection with the application and (2) confirmation that the town intends to repay the SRF loan via sewer user rates and from the general fund. Noting that Mr. Cheseldine suggests that the authorized representative is typically the town manager/town administrator, DPW Director, sewer commissioner or Board Chair, Ms. Helm moved to appoint Kim Hallquist, Town Administrator. Mr. Bianchi seconded the motion. Ms. Hallquist agreed that she was comfortable taking on the responsibility on behalf of the Board. All were in favor, the motion passed. Turning to the second issue, Ms. Helm moved to confirm that the loan would be repaid via sewer user fees and from the general fund. Mr. Bianchi seconded the motion. All were in favor, the motion passed.

The required documents will be prepared and returned to Mr. Cheseldine for submission to the NH DES.

Propane contract - Wendy Johnson met with the Board to discuss locking in a price for the town's propane and oil supply for the coming year. She explained that she has been checking prices daily and she feels that the town should lock in today as the price is likely as low as it will get. Today's price is \$2.14 per gallon for propane, last year it was \$1.669. Mr. Bianchi moved to authorize the Town Administrator to sign the contract tomorrow, Ms. Helm seconded the motion. All were in favor, the motion passed.

Mr. Bianchi inquired about the town's oil supplier. Johnson explained that the town does not use as much oil, and she has not looked at those prices in a week or so. The Board asked that she get

as many quotes as possible before selecting the lowest one possible. She noted that last year the town used Fred Fuller and spent about \$2,000 in oil.

Lost check replacement - The Town Administrator presented a check in the amount of \$120 to "TailorJoan" which replaces a check the town issued, but was never received. The expense was related to the cost to sew on patches and alter uniforms of a firefighter. Mr. Bianchi moved to approve the replacement check and Ms. Helm seconded the motion, all were in favor, the check was approved.

New Business

Mr. Bianchi asked the Board to consider whether the town should have an employee who would act as a facilities coordinator or manager, being responsible for keeping track of all town buildings, the maintenance of them, and so on. He explained that a checklist could be devised for each building and the person could go through the checklist, making sure that the required maintenance issues have been addressed. He noted that the recent issues at the library and the leaking in the town office building highlight the need for such a position.

Mr. Bianchi stressed that he does not see this as a new town employee, rather adding duties to a current town employee. As an example, he suggested that if a DPW employee is selected, that person would continue to plow snow in the winter when needed and the town building program would be done during the times when not needed for other highway other tasks. Mr. Bianchi noted that if part-time personnel were needed for lawn mowing to allow the building maintenance tasks, the Board could consider that, but stressed again that he was not suggesting adding fulltime workers for this position. He concluded that with one person in charge of all town buildings, department heads would have one person to contact who would then coordinate the repairs necessary, using procedures set by the selectmen and overseen by the Town Administrator. Mr. Bianchi noted that the new procedure would also include creating a list of approved tradesmen (plumbers, electricians, construction, etc.), preferably locals, who would be called when a repair is needed. The buildings person would then oversee the work done on behalf of the town by the hired tradesperson. Mr. Bianchi asked the Board to consider the concept for further discussion at a later date.

Chair Kaplan noted that the town owns some very valuable buildings and it makes sense to have someone dedicated to keeping track of them and to ensure they are properly maintained. Ms. Helm summarized what she felt what the Board would be considering: (1) to have someone on-site to do minor repairs to town buildings and to keep track of the maintenance of all buildings and (2) to have someone who would supervise major building projects for the town. She asked that the Board ask Richard Lee, DPW Director, to attend a meeting to discuss the matter further.

Mr. Hudson asked if such a position had been discussed when the library addition was discussed. The Board agreed that it had. Mr. Hudson observed that the skillset of an inspector is different from a day to day facility manager. The Board agreed.

Ms. Helm asked the Board to consider working on articulating a vision for the town. She pointed out that the Board faces many challenges but has never articulated a vision, or a strategic plan, which would guide them in their decision making. Mr. Bianchi and Chair Kaplan observed

that what she was suggesting was what is contained within the town's master plan. She agreed that the master plan does contain some of the points that she is suggesting, but she is thinking more about a vision for the Board as it often seems to her that the Board is busy "putting fingers in the dam" instead of working from a strategic plan. Ms. Helm asked the Board to consider the issue for possible discussion at a future meeting.

Having no further business before them, Ms. Helm moved to adjourn the meeting at 6:36 PM and Mr. Bianchi seconded the motion. All were in favor, the meeting was adjourned.

Respectfully submitted,

Kimberly A. Hallquist
Town Administrator