



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

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**BOARD OF SELECTMEN  
MEETING MINUTES  
November 16, 2015**

**PRESENT:**

Nancy Rollins, Chairman  
Peter Bianchi, Selectman  
Janet Kidder, Selectman  
Kim Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

**ALSO PRESENT:**

Lucy St. John, Planning & Zoning Administrator  
Linda Hardy, Town Clerk/Tax Collector  
Rob Prohl, Budget Committee Chair  
Richard Lee, Public Works Director  
Phyllis Piotrow, New London Resident  
Jack Sheehan, New London Resident  
Jay Lyon, Fire Chief  
Ed Andersen, Police Chief

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

Chair Rollins opened the Public Hearings scheduled for:

- Acceptance of a 2015 Homeland Security Grant in the amount of \$135,286.39 for the “Repeater Voter System Project – Phase II” for use by the Communications Department
- Acceptance of a Life Pack 15, equipment valued at \$34,184, for use by the Fire Department

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) to approve the acceptance of the 2015 Homeland Security Grant, as described above.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) to approve the acceptance of the Live Pack 15 equipment, as described above.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

Chief Andersen attended the meeting briefly to inform the Board that he had spoken to representatives from Beltronics concerning the timing of payments for the work under the grant and learned that if the Town is willing to make a 50% payment after January 2<sup>nd</sup>, Beltronics will order the equipment now. This will solve the Town’s cash flow issue that was a possibility if the payment were due before that time. The Board agreed and noted its appreciation of Beltronics’ willingness to work with the Town.

Old Business

Consider recommendations of Frank Anzalone and Trumbull-Nelson for air exchange equipment as part of the Academy Building project - \$13,564.10

Selectman Bianchi questioned where money would come from for this item: as part of the \$350,000 Academy Building project or from the Town Buildings Maintenance Capital Reserve Fund (CRF). He noted that he did not have a problem with purchasing the equipment, but felt that the source of the funds should be identified.

**IT WAS MOVED (Peter Bianchi) to purchase Air Exchanger and take the money from the Town Buildings Maintenance Capital Reserve Fund (CRF).**

The motion was not seconded.

Selectman Bianchi said he feels the money raised for the Academy Building project was for the outside of the building only and any leftover funds was to be used for repairs to Whipple Hall. He didn't think it was a huge deal, but feels the capital reserve account for building maintenance should be used for these kinds of things (the air exchanger). The Selectmen are agents to expend from that account.

Selectman Kidder said the Board knew going into the project that there would be related costs and the air exchanger is one of them. Chair Rollins said to consider that Mr. Anzalone also brought it to their attention that the attic was not well-insulated. She thinks maybe he should come back to give them a cost estimate. Selectman Kidder feels the air exchange system is part of the Academy Building project and should be taken from the \$350,000 set aside for it.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Peter Bianchi) to approve the recommendation for air exchange equipment \$13,564.10. THE MOTION WAS APPROVED UNANIMOUSLY.**

New Business

*Discuss request of Janette Cavallo and James Alderman, 640 Bunker Road, for abatement of property tax interest: new property owners unaware that property tax was due*

It was noted that the total being requested for abatement is less than \$200. Linda Hardy, Town Clerk/Tax Collector, said when a property sells between the mailing of one statement and another, sometimes the seller doesn't bring the bill to the closing or forward it to the new owner, and the buyer doesn't ask about the taxes. Most people who purchase property in New London understand that there is quarterly billing. In the past, these types of requests have not been granted.

Ms. Hardy said she is noticing this kind of thing happening more often lately. Selectman Bianchi feels this is someone else's mistake and not the Town's. Ms. Hardy said it is incumbent upon the property owner to know when the town's taxes are due.

**IT WS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) to deny the request for abatement by Janette Cavallo and James Alderman of 640 Bunker Road. THE MOTION WAS APPROVED UNANIMOUSLY.**

*Discuss letter forwarded to the Town by the Town of Sunapee: US EPA has filed an administrative complaint against the Town of Sunapee for alleged noncompliance with the Clean Water Act at its wastewater treatment facility*

It was noted that this complaint is stemming from instances of improper discharges from the sewerage treatment plant in 2013, 2014 and 2015. The EPA has offered to settle the case for a \$15,000 penalty. A meeting is planned for the upcoming Thursday in Sunapee to discuss this. Ms. Hallquist noted that she could not attend as she would be out of town.

#### FY2017 Budget Preparation

*Planning & Zoning – Planning & Zoning Administrator, Lucy St. John*

Ms. St. John said there are only minor changes in this year's budget as compared to last year's. Of note, she is recommending that a part-time code compliance employee be added.

Selectman Bianchi noted this position doesn't appear in the budget sheets. He noticed the Workman's Compensation line went from \$118 budgeted last year, up to \$2,557. He wondered why there is such an increase. Ms. Johnson said each work category has its own rate within Worker's Compensation. Any job where the employee has to leave the building and meet with people has a very high rate. Additionally, the rate is based on salary.

Chair Rollins asked about the Zoning and Planning Board secretary hours; is it the same person? It was noted that this line is only to pay for the recording secretary to take minutes. Chair Rollins suggested that since code compliance is part of the full-time position of the Planning & Zoning Administrator, that if the administrative support was increased, there could be an offset so that Ms. St. John's role could include increased code compliance. They could pay an administrative person less than a part-time code compliance officer. Ms. St. John said many communities have code compliance employees who are separate from the Planner as the job of code compliance can be time consuming and take staff out of the office for long periods. Many towns also have designated administrative help in the Planning & Zoning office.

Selectman Bianchi said he thought the reason the part-time help at the front desk was hired at 50 hours a week, combined, was to give help to Ms. St. John. Ms. Hallquist explained that the two people working 50 hours as Office Assistants was not designed to give immediate help to Ms. St. John, it was designed because having part-time people means more hours are needed because it takes longer to train and projects must be handled by more than one person, which takes more time. It is hoped that down the road, having two part-time people will allow some assistance to the Planning & Zoning Administrator but that is not the case yet.

Ms. Piotrow asked what percentage of time should be spent in the office and out in the field checking on things. Ms. St. John said any time staff goes into the field, it can consume a significant amount of time. She tries to respond in a timely fashion when people express concerns or complaints about things. She does not have time to go look at every building site, nor does she have the technical expertise to do so. They respond more to complaints about a situation. Ms. St. John observed that in other planning and zoning offices she has worked for, it is usually a totally different person who deals with code enforcement. It is typically not the same person who performs the planner role. She wasn't sure she could identify a percentage of time given that it varies so widely.

Chair Rollins thinks they need to ascertain work-load and then they could figure out the breakdown of field work and office work. This could help understand their need and how to address it. She feels this will help them be proactive instead of reactive.

Jack Sheehan said he has expressed concern over code compliance over the past year and feels it needs to be improved. He agrees they need to separate the need and the way by which to determine how it needs to be done. His recommendation to the select board is to consider code enforcement and determine the best way to get it done.

Chair Rollins asked Ms. St. John to try and determine the work load. Selectman Kidder said she doesn't feel Ms. St. John has the time to do the paperwork and meet the demands of people who come to her with various requests. If she goes out in the field, it could take all day, leaving the office with no one to meet with people who come in for help. Time has to be spent with the owners to make sure they are doing the work correctly. Therefore, a part time code enforcement officer would be the way to go. She doesn't see how Ms. St John can be the one going out into the field to follow up on building permits and other things having to do with zoning ordinance.

Mr. Prohl suggests asking former Planner, Ken McWilliams, or former Planning & Zoning Administrator, Peter Stanley, if it was important to go out in the field. He feels Ms. St. John should have an administrative assistant who can handle some of the routine work in the office so she can have time to go out into the field. He wonders what others who have done the job think about this issue. Selectman Kidder said there are more laws now than there had been, and it takes time to get through those details.

Ms. St. John said the Planning and Zoning Boards have a lot of things they would like to do and be proactive with the issues they are addressing.

Ms. Piotrow asked if the compliance officer would be giving out tickets for not following the rules, or work with the people to solve problems. Ms. St. John said under state statute there is a process that has to be followed if the code compliance officer were to find a violation. This is similar to how she and Ms. Hallquist have addressed violations in the town in the past. They can tell people to stop doing things but it would take a court order to force them to stop if they refused the request of the town.

Mr. Prohl feels it would be good to see a job description for this new code compliance position. Chair Rollins suggests comparing the current job description of Ms. St. John with a proposed job description for the new employees, as well as to determine the work load.

*Town Clerk/Tax Collector – Linda Hardy*

Ms. Hardy said there were no major increases or requests in her budget. She requested small increases in envelopes and paper as everything is costing a little bit more. There are three elections in FY2017 so she has budgeted accordingly for that.

Ms. Hardy said that she hasn't heard anything back from Lake Sunapee Savings Bank about the ability to use Visa in the office. All debit cards from Lake Sunapee Bank are Visa which makes it difficult when the majority of people have a Lake Sunapee card. Not being able to accept Visa is due to a function of the company that works with their software. It is all about the fees and Visa does not agree to a flat fee, as do the other credit cards. People who use their credit cards in the office pay a flat fee to do so. Visa won't agree on a flat fee.

Ms. Hardy said credit cards are used regularly in the office but would be used much more if Visa cards were accepted. She noted that online, any credit cards are accepted (with a lower fee than if used in the office) and e-checks are only .40¢ to use on the website.

Selectman Bianchi asked why the voting machine expense was down. Ms. Hardy said they have one less election in that line item since the Town and the School vote will be the same day (due to Town Meeting moving back to March). The fees are for programming the machine.

With regards to the Deputy Town Clerk, Ms. Hardy has budgeted for an average of 29 hours a week; with a regular weekly schedule 25 hours a week (additional hours are used for when Ms. Hardy is out of the office).

Chair Rollins asked about the learning curve. Ms. Hardy said she the Deputy is now up to speed on the tasks she performs in the office.

#### *Executive Budget*

Ms. Hallquist gave a rundown of the changes in the proposed budget from last year:

- She suggests increasing the Selectmen's stipend to \$9,000 (\$3,000 each)
- Town Moderator increase to \$600 to compensate the Moderator at \$150 per election/meeting instead of \$50.
- Office assistant overtime - decrease by \$200
- Town Meeting Expenses – increase by \$200
- Office Supplies - \$1,500 increase as they have gone over in this line for the past several years
- With regards to the website, Ms. Hallquist said if they want to spend money on this, they should put money into an account to do so. It will cost between \$2,000 and \$5,000 to get it updated. The Police Department has their own website but it doesn't seem to be updated often. The Fire Department has a site and it is maintained regularly. Chair Rollins believes the Town's website is something that should be updated.
- Reassessment of Property – The tri-town assessing budget is based on a calendar year budget so the amount recommended (\$93,815) is an estimate since New London is on the fiscal year which goes beyond the calendar year used.
- Legal - Ms. Hallquist is suggesting a \$5,000 increase. Currently the Town has three cases in superior court.
- Animal Rescue Fees – Ms. Hallquist noted there have been more fees lately as the Police Department has been picking up more stray dogs. She suggests an increase of \$300.

#### *Personnel Administration*

- Leave-time Buyout – This is a guess for what they will need in the upcoming fiscal year should employees leave the town and a payout of accumulated leave time is required.
- Health Insurance Deductibles – Ms. Hallquist suggests not changing this.
- Tuition Reimbursement – Ms. Hallquist is disappointed that more employees don't take advantage of this. She feels it is something they should encourage employees to do. Chair Rollins said that education should be tied to job descriptions and reviews and goals. She noted that "The College of America" is a very reasonably priced resource for higher education classes. It was noted that part-time employees may be able to use this funding if it is included in the employee manual; perhaps they could pro-rate the benefit for part-time employees.

#### *Insurance Not Otherwise Allocated*

- Worker's comp insurance is for the library and is reimbursed by the library.

- Insurance Property Liability Trust Vehicle -  
Ms. Hallquist said she and Ms. Johnson had a meeting recently with Primex to discuss the town's property and liability insurance and learned that the quote may not be as high as the \$100,000 they anticipated. They are double checking some figures. It might not be as grim as when they heard that Property Liability Trust was not going to write insurance. Ms. Hallquist noted that Davis & Towle is also working on a quote to submit to the town.

#### *Finance*

Ms. Johnson said the budget is basically for her time and computer programs.

- Audit: spent \$23,000 last year so kept the same for next year.
- Telephone - increased to meet the actual
- Computer licenses and fees – several different packages which she has listed
- Computer support – they have a contract with Competitive Computers for monitoring their system and two kinds of back-up.
- Registry of Deeds
- GIS – mapping
- The Town leases their copy machine and postage meter
- Dues and subscriptions increased – NHMA increased
- Postage went up because they overspent last year

#### *Fire Chief Lyon - Life Pack 15*

Jay Lyon, Fire Chief, showed the Board the Life Pack 15 that was recently donated to the Fire Department. He explained that the cost, \$34,184, was privately raised through a private solicitation letter. He showed the actual machine to the Selectmen and said New London Hospital has the same one. It can detect the causes of chest pain with regards to a cardiac event, can conduct an EKG, test for carbon monoxide amounts in the blood, take blood pressure, etc. Now they don't have to add the expense of this machine to their regular budget to purchase. Chief Lyon feels this is an important tool to have. It has been recommended that every piece of apparatus have an AED on it. They will purchase the maintenance agreement on the machine which is about \$1,400 a year and covers the batteries which are very expensive to replace. He said the support in the town for the fire department has been really overwhelming and was very appreciative.

Chief Lyon reminded the Selectmen that their annual Pay Night Dinner would be held the first Monday of the month in December. He asked that the Board approve the request for a waiver to allow alcohol to be served during the event.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Peter Bianchi) to waive the requirement of no drinking alcohol on Town property for the Pay Night Dinner for Monday, December 7<sup>th</sup>, 2015. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Town Administrator's Report – Kim Hallquist, Town Administrator

Ms. Hallquist informed the Board that a salvage person purchased the old Academy Building windows for \$200 – these windows were slated to be disposed of. The loan repayment schedule for the Sunapee sewer loan has come in. The rate is lower than they thought. It is 2.552% over 20 years. The first payment is due December 1<sup>st</sup>. The total loan is \$4,143,968.30. The grant amount that is forgiven is \$1,357,629.53, and is taken off in full at the start of the repayment.

Ms. Hallquist said there were two sewer main leaks (November 9 and November 12). Richard Lee (Public Works Director) and his crew got right on it as soon as it started and resolved the matter in a timely manner. Mr. Lee filed the necessary notifications to the EPA immediately, as required. Ms. Hallquist noted that the Public Works Department should be commended for handling the problem so quickly and effectively.

#### Upcoming Meetings & Special Events

Next Regular Selectmen's Meeting – November 30th – 6:00 PM

Budget review planned: Bonded debt Principal/Interest, Capital Reserves, revenues.

Finalize budget to submit to Budget Committee

Planning Board – Tuesday, November 17<sup>th</sup> – 6:30PM

Conservation Commission – Wednesday, November 18<sup>th</sup> – 8:30 AM

Budget Committee Capital Reserve Committee – Wednesday, November 18<sup>th</sup> – 7:00PM

Board of Selectman's Meeting – December 7<sup>th</sup> – 8:00 AM

#### Approval of Minutes

**IT WAS MOVED (Janet Kidder) AND SECONDED (Peter Bianchi) to approve the 11/9/15 9am minutes, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) to approve the 11/9/15 6pm minutes, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

Chair Rollins noted that she wanted to clarify comments made at the last meeting concerning trick-or-treating, observing that people's natural tendency (when Main Street is closed) is to go down Squires Lane and Barrett Road and come out on Scytheville Road. She wanted it clear that it was dangerous to have kids on that street, dodging cars. It is dark and she didn't see any police in that area on Halloween this year. This should be taken into consideration. She feels the detour wasn't well communicated to the people of New London and should be done better next time.

#### Application for Building Permit

- Scott & Margaret Hollinger, 824 Lake Shore Road, 051-004-000. Construct 24'x26' two story barn. BP# 15-116 **APPROVED.**
- Robert & Kathryn Ruggles, 823 Bunker Road, 077-004-000. Construct 2 story garage 24'x26' w/ entry porch. BP# 15-122 **APPROVED.**
- Kenneth Frieze, 45 Pilothouse Road, 080-010-000. Screen Porch Addition/ Remodel of lg. closet to bath. BP# 15-125 **APPROVED.**
- Tom & Janet Paul, 38 Highland Ridge, 145-001-038. Interior renovations, windows, energy improvements, converting unfinished to finish. BP#15-132 **APPROVED.**
- Joe & Janet Kubit, 229 Barrett Road, 084-015-000. Installation of 23 solar panels. BP#15-133 **APPROVED.**
- Richard & Cornelia Leach, 193 Maple Lane, 139-002-000. Add a 20' shed roof to existing shed. BP#15-134 **APPROVED.**
- Edward & Sally Prince, 162 Knollwood Road, 035-049-000. Single story addition off kitchen (10' x 12') BP# 15-135 **APPROVED.**

#### Requests to Use Town Property

- Town Common by Michael Gelcius for Elkins fish & Game Club on Saturday, May 21, 2016, 9AM to 3PM for fly fishing tutorial and food bank. **APPROVED**

- Whipple Hall and Whipple Hall Conference Room by Patricia Denny for Northern New England Repertory on various dates from March 24 through May 1, 2016 for rehearsals and performances. **APPROVED**

Sign Permit Application

- Michael Gelcius (Fly Fishing Tutorial & Food Drive) on Sandwich Board at Information Booth from May 16, 2016 to May 21, 2016. Temporary Sign **APPROVED**
- Stephanie Bart for First Baptist Church (Community Lessons) on Sandwich Board on front lawn at 461 Main Street from December 6 to December 13, 2016. Temporary Sign **APPROVED**

Other Items to be Signed

- Warrant/Land Use Change Tax-Current Use Tax Collection by Linda Hardy, Collector of Taxes for the Town of New London in the amount of \$17,500.00 with 18% interest per annum after December 18, 2015.
- Tax Abatement Form for Gold Family Trust/Gerard & Jane Gold, Trustees, of 525 Shaker (124-001-000) for amount of \$250.00 for tax year 2015.

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

The meeting adjourned at 7:45pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London