



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES

March 6, 2017

6:00 PM

### **PRESENT:**

G. William Helm, Jr., Chair  
Nancy Rollins, Selectman  
Janet Kidder, Selectman  
Kim Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

### **ALSO PRESENT:**

Phyllis Piotrow, New London Budget Committee  
Ed Andersen, Police Chief  
John Raby, *Intertown Record*  
Jaelyn Goddette, *Argus Champion*  
Jay Lyon, Fire Chief  
Linda Nicklos, Town Clerk/Tax Collector  
Donna Larrow, Police Department Administrative Assistant  
Dr. John Wilson, New London Resident

Chair Helm opened the meeting at 6:00pm.

Chief Lyon indicated that a helicopter belonging to Eversource had mechanical problems and was forced to land in the strawberry fields belonging to Spring Ledge Farm. After repairs, the helicopter will be removed. Should anyone call to report this sighting, he wanted the Town to be aware that the situation was under control.

### Park and Ride Video Feed

Ms. Hallquist shared that the State DOT has agreed to allow the video feed from the park and ride to go to the dispatching center. The Town must pay \$3,000 which is the cost to the state to make the changes needed to send the live feed to the dispatching center. Chief Andersen has indicated that the dispatch budget can absorb this cost. Still outstanding is the issue of entering into a memorandum of agreement with the State; the Attorney General's Office is preparing the document and once received will be reviewed by the town attorney and insurance carrier. The State's decision to allow the video feed to go to the dispatching center is the successful end of several years of trying to get the video for the safety of the people that use the park and ride. Selectman Kidder suggests sending a letter to House Representatives Gene Chandler and Karen Ebel for their efforts on the town's behalf.

### Town Moderator Review for Town Meeting – W. Michael Todd, Town Moderator

Mr. Todd asked if the Selectmen had decided who would be speaking to each of the articles to be considered at Town Meeting. Chair Helm said they have these assigned and Ms. Hallquist said she would get the assignments to Mr. Todd.

Mr. Todd said the inspectors of elections (Thelma Kaplan and Janet Beardsley-Blanco) feel it is time for them to retire from being the leaders of the ballot clerks. Two individuals have been found and have accepted the positions: Gena Edmonds and Linda Jackman.

Mr. Todd said he plans to begin Town Meeting as usual by recognizing the veterans, saying of the Pledge of Allegiance, singing of the Star Spangled Banner, thanking the individuals who set up the gym and organized the potluck. Amy Rankins, Jennifer Vitiello and Diane Richmeyer will run the microphones. There will be recognition of those to whom the Town Report is dedicated. Chair Helm said they should also recognize those volunteers who sit on boards and committees, etc. Chair Helm suggests some recognition of Tom DeMille who passed away recently. Mr. Todd agreed and said he would do so but would appreciate some text to read from as he didn't know Mr. DeMille very well.

Mr. Todd said he would implement a five-minute speaking limit. He added that he commissioned the building of a new ballot box for secret ballots; there will now be one at the check-in table and one on the stage to help with quick voting. Mr. Todd informed the Board that he intends to institute a new procedure for yes/no secret ballots: instead of ripping the ballot and putting the half into the ballot box representing the vote, he will inform voters to circle their choice of "Yes" or "No" (not rip the ballot), and put the entire ballot in the box.

Chair Helm said the street sweeper will likely be the only issue that may cause some discussion.

Dr. Wilson asked why the decision was made to use a pencil to signify "Yes" or "No" instead of tearing the ballots in half and depositing the "Yes" or "No" side in the ballot box. Mr. Todd said tearing the ballots compromises the internal control of the voting. There is also a possibility that half a ballot found on the floor could be cast by someone else. Better to have them marked, folded and deposited in the ballot box. Voters will need to circle yes or no using provided golf pencils.

#### New Business

##### *April Designated as Donate Life Month in New London*

Ms. Hallquist informed the Board that supporters of "Donate Life", the effort to encourage organ donation, once again has requested that the Board proclaim April as Donate Life Month. Chair Helm said the flag that had been requested to fly at the Town Office (but was denied due to restrictions in the Zoning Ordinance) now flies over the hospital.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to proclaim the month of April as "Donate Life Month" in the Town of New London. THE MOTION WAS APPROVED UNANIMOUSLY.**

##### *Policies for Employees*

Ms. Hallquist asked if the Board had an opportunity to review the information on personnel policies that address the issue of employees that have second jobs. She noted that the policies used in the towns of Hanover and Sunapee might be ones to model, should the Board feel it appropriate to add to the town's personnel policies.

Selectman Rollins thanked Ms. Hallquist for doing the research on this issue. She recommends the provision be included in the New London employee policy but will leave it up to the employee committee to decide on the wording. She would suggest the employee committee and department heads have a conversation around perceptions that could be presented not only to the public but amongst themselves and employees; perception is important. She added that having a policy means that if an issue comes up with an employee's outside employment it can be addressed.

Chair Helm agrees that this issue should be taken up with the personnel policy. He thinks the wording from the Town of Amherst was good.

*Evaluation Form for the Town Administrator*

Chair Helm said the Board of Selectmen met with Ms. Hallquist in non-public session and discussed the changing dynamic of her position. They wish to update the job description used by the company who conducted the compensation study. They need a better evaluation process and he agrees with Ms. Hallquist on the use of a new format. If they agree to the changes made to the form, they would use it. Ms. Hallquist's evaluation would be done in June as that is her anniversary date.

Chair Helm reviewed the goals as prepared by the Board: (1) assume responsibility for oversight of projects approved for funding at the March Town Meeting, including establishing a regular reporting mechanism; (2) establish a policy for revolving funds, (3) Propose a process for replacing the Director of Public Works, (4) complete a review of and propose changes to Personnel policies, (5) with the BOS, establish guiding policies for FY18 for Finance, Personnel and Program priorities.

Selectman Rollins said she would like to see a single sheet written up for the Academy Building which identifies when things were done to the building, what was done, and the dates. It would be helpful to them and would serve as a historical archive. Chair Helm suggests that a similar document should be created for all the town buildings and the town equipment.

Chair Helm said these are specific things they'd like done between now and June when she has her review.

Selectmen Kidder said they need to also know where they are with the current Public Works Department projects: paving of Seamans road, sidewalk, etc. If they could have an idea of when those things are scheduled to come due, it would be helpful.

*Consider Primex Cap Program for maximum 7% increase for 3 years*

The Board reviewed documents from Primex concerning their Cap program that the town is eligible to participate in. Ms. Hallquist noted that participating in the program means the town will lock in their insurance for the next three years at a maximum increase of 7% per year. She noted that the town's former carrier, Property-Liability Trust, also used to offer a cap program; such programs are common. Selectman Kidder asked if the NH Municipal Association (NHMA) would review the Cap program and advise the town on whether they should agree to it. Ms. Hallquist noted that the NHMA would not be able to comment on the programs of various insurance companies; the town could check other insurance companies to see what programs they offer. Selectmen Kidder observed that the Board has done that and Primex was determined to be the best value for the town.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the Primex Cap Program. THE MOTION WAS APPROVED UNANIMOUSLY.**

Town Administrator's Report – Kim Hallquist, Town Administrator

Ms. Hallquist informed the Board that the Town Reports are in and would be delivered the next day to the library and transfer station for citizens to pick up. She commended the office staff for a job well done on a project that takes hundreds of hours to complete.

It was noted that there would be an Employee Committee meeting the next day which would include the new members.

Ms. Hallquist informed the Board that Senator Ward can't make the meeting planned with the Board and House Representative Karen Ebel and Dan Wolf for the meeting of March 20<sup>th</sup>. Ms. Hallquist is working on a new date when all three will be able to meet with the Board; likely in April.

Ms. Hallquist informed the Board that one of the police cruisers was involved in an accident on Friday night with the sudden snow storm that created icy roads. Chief Andersen, driver of the pickup truck cruiser said he was traveling west on Newport Road coming towards the interstate. A car came off the interstate going between 30 and 50mph and never stopped. Chief Andersen hit the car at the front fender and his pickup was pushed onto the on ramp facing southbound. A quick snow squall left snow and ice on the roadway, prohibiting the person coming off the ramp from stopping. Neither Chief Andersen nor the other driver was seriously hurt, the cruiser sustained damage and will likely be out for repair for 3 weeks.

Ms. Hallquist noted that the March issue of *Municipal Matters* went out on Thursday. As requested by Chair Helm, they were handed out at the Transfer Station and also will be at the polls on Tuesday, March 14th. Additionally, it was emailed to over 700 recipients who are on the email list for town news.

Ms. Hallquist noted that she has contacted the chairs of the various town boards for recommendation on appointments for members whose terms end in 2017. A list will be prepared for the Board to review and make appointments. The Town Report has a volunteer form in it that can be used. She indicated that there are not a lot of open spaces due to people requesting reappointments.

Senator Ward is interested in the Selectmen's opinion on HB324. They can discuss this further when she comes to the meeting on April 3<sup>rd</sup>. The vote is not coming up until January.

Selectman Kidder asked about new flooding she heard about at the library. She wondered if the Building Committee or the Library Board of Trustees would be invited in to discuss how they can keep this from happening. It doesn't seem like there is any real explanation why this addition is having so many problems. The Board asked that the Library Trustees be invited in to the next Selectmen's Meeting to discuss this issue further.

#### Committee Reports

Selectman Kidder said at the last Planning Board meeting they approved a merger of two properties across from the cleaners for the future colonial pharmacy. They talked to Eversource about tree cutting on scenic roads they plan to do. There was a 3-lot subdivision on King Hill Road that was approved. They spoke with the owners of Peter Christian's about what they are doing to the restaurant; the owners plan to restore it to the Edgewood Inn. The restaurant will close for a while but will re-open once the kitchen is renovated. Upstairs will also include a medical spa. Tom Chadwick and Doug Dow are the owners.

Selectman Kidder said the Planning Board wrote to the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) regarding State's 10 year Transportation Improvement Plan regarding three dangerous intersections: Route 11 & Route 114, Route 11 & Seamans Road, Newport Road & Little Sunapee Road. Chief Lyon said he has photographs of accidents at these places if necessary. Selectman Rollins noted the difficulty pulling out of Dunkin Donuts and Tuckers due to parking spaces blocking visibility on Main Street. There was discussion on ways to remedy this. The Board asked that a plan be prepared by Chiefs Lyon and Andersen and Public Works Director Richard Lee on the best way to makes these areas safer, and submit it to the Board for possible implementation.

Chair Helm said the president of Colby-Sawyer College contacted him that day regarding setting up a time to discuss combining the Town and College archives. He asked if his colleagues have any issue with having this discussion. There were no issues with this; however, Selectman Kidder recommends that Jim Perkins, Town Archivist, be involved in the discussion. The Board asked Ms. Hallquist to follow-up on this issue.

#### Approval of Minutes

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of February 21, 2017, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to approve the minutes of February 27, 2017, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

Other Business

*Poll Coverage on Tuesday, March 14, 2017*

Bill Helm 7am – 11am

Janet Kidder 11am – 3pm

Nancy Rollins 3pm – 7pm

Upcoming Meetings and Special Events

Selectmen's meetings: March 20<sup>th</sup>, April 10<sup>th</sup>, and April 24<sup>th</sup> all at 6:00pm

- Elections: Tuesday, March 14<sup>th</sup> – 7AM – 7PM – Whipple Memorial Town Hall;
- Town Meeting, Wednesday, March 15<sup>th</sup> – 7:00PM – Kearsarge learning Campus/Outing Club Gymnasium
- Planning Board – Tuesday, March 21st – 6:30PM
- Recreation Commission – Tuesday, March 8th – 5:00 PM – Whipple Town Hall
- Conservation Commission – Wednesday, March 15th - 8:30 AM

Requests to Use Town Property

- Whipple Hall by Bob O'Dell of New London for Little Sunapee Protective Assoc. on June 8, 2017 from 8AM to 12PM for an annual meeting.
- Town Common/Inn Common & Bandstand by Sarah Humphreys for the NL Hospital on August 3<sup>rd</sup> – 7<sup>th</sup>, 2017 all day for Hospital Days.

Other Items to be signed

- Pay Authorization Voucher by Wendy Johnson, Finance Officer
- Accounts Payable Voucher by Wendy Johnson, Finance Officer
- Tax Abatement Form for year 2016 for Nicholas Gilman Trust/Nicholas Gilman, Trustee
- Warrant Land Use Change Tax-Current Use, State of New Hampshire by Linda Nicklos, Tax Collector

Approved Building Permits

- David Henderson, 10 Wallula Road, TM 033-016-000. Interior renovations-partial removal of two walls, update windows, doors & insulation. **BP17-010. APPROVED 2/24/17**
- Gay Farm Joint Venture, LLC, 372 Burpee Hill Road, TM 070-026-000. Demo existing house, garage & barn. **BP17-012. APPROVED 3/1/2017**

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to enter into non-public session pursuant to RSA 91-A:3, II (a) to discuss compensation of town employees.**

**Roll call vote: Helm: Yes, Rollins: Yes, Kidder: Yes**

The Selectmen entered back into public session at 7:35pm.

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

The meeting adjourned at 7:35pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London