



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN APPROVED MEETING MINUTES April 27, 2015

### **PRESENT:**

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

### **ALSO PRESENT:**

Bruce Hudson, New London Resident  
John Wilson, Budget Committee Member  
Phyllis Piotrow, New London Resident  
Andy Deegan, Ausbon Sargent Land Preservation Trust

Chair Kidder called the meeting to order at 6pm and said the first order of business is an appointment for Andy Deegan of the Ausbon Sargent Land Preservation Trust (ASLPT).

### Andy Deegan, ASLPT – Amendment to Bohanon Easement, Burpee Hill Road

Mr. Deegan explained that the easement on the Bohanon property is meant to preserve the view. The new owner of the property would like to have cows on the property to eat down the vegetation and maintain the view. The owners plan to do this in conjunction with other landowners in the area. Mr. Deegan explained that the easement specifies “no fences” are to be allowed, however, the ASLPT board discussed the issue and agreed that allowing fences (to maintain the cows) would be a good change, as it is something they could control. One stipulation is that the fencing could not block the view and must be used for agricultural purposes only. Mr. Deegan added that when asked, the New London Conservation Commission agreed that this amendment would be in keeping with the rural nature of the area and would not be a negative since the fence would not block the view.

Mr. Deegan noted it is necessary to get approval from the AG’s office, specifically the Charitable Trust Division. The ASLPT has submitted the appropriate criteria to the AG’s office and it was requested that the fencing be temporary (such as electric fencing). The AG’s office issued a letter to ASLPT of “no action,” which basically says they can go forward with their plans if they do as they had requested. In addition, the Town needs to give their approval and sign the documents as the Town is the back-up for ASLPT on the easement. Mr. Deegan noted that this amendment is something they routinely allow in current easements, but at the time of the Bohanon easement it was not allowed, hence the need for the amendment. He concluded by noting that the amendment allowing the fence is in keeping with the purpose of the easement.

Selectman Bianchi asked if the fences and cows would have to remain as part of the property years down the road if another owner were to come into the picture. Mr. Deegan noted that there is no requirement to have cows on the property or the fence to contain them. He noted that the fence would be a low-impact fence, temporary in nature, and could come down if new owners did not wish to have cows there. Agriculture is not forced, but would be allowed on the property.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the amendment to the Bohanon easement per ASLPT's recommendation.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

Town Administrator's Report – Kim Hallquist, Town Administrator  
*Bidding Update for Town Garage and Bandstand*

Ms. Hallquist said that invitations to submit proposals were sent out for both the highway garage and the bandstand. Any interested contractors must view the bandstand with town staff by May 5<sup>th</sup> to inspect it and gather information to submit a proposal. Efforts to get proposals for the highway garage didn't get much interest. Ms. Hallquist noted that if a suitable contractor cannot be found to do the job, it may be possible that Matt Grimes, Facilities Manager, could do the work.

Selectman Bianchi said he spoke to two people who were invited to bid on the highway garage; they received the letters just a day or two before the bids were due. He said it was impossible to get a bid prepared in that amount of time. Ms. Hallquist agreed that it was short lead time, however, Mr. Lee felt that the deadline listed in the newspaper advertisement weeks earlier had to be observed. She noted that the deadline may have to extend the bid for the garage. Ms. Hallquist said she hoped that the people who were invited to bid had also seen the invitation in the paper, which had been published in advance to their receiving a letter from the Town.

With regards to the bandstand, Selectman Bianchi suggested Matt Grimes determine if it is safe for the summer. If is not, they should close it for the summer. Ms. Hallquist noted that she and Mr. Lee have agreed that Mr. Grimes will be asked to look at the bandstand to see if temporary supports should be added to ensure safety; a structural engineer will be engaged if there is any question as to the structural integrity. Ms. Hallquist noted that the Board will know by May 5<sup>th</sup> (the deadline to view the bandstand by interested contractors) whether anyone on the list of contractors is interested in doing the work. Proposals are due May 11<sup>th</sup>. She noted that it is possible that the Selectmen could make a decision on a contractor on May 11<sup>th</sup> and have it all done by Hospital Days.

Selectman Bianchi said for a bid process to be executed properly, contractors should be bidding on the same conditions, which are spelled out. He anticipates that any proposals that come in will be like comparing apples to oranges. Ms. Hallquist noted that she felt that Mr. Lee and Mr. Grimes are capable of reviewing the proposals and determining which proposal is the best for the Town.

Ms. Hallquist reminded those at the meeting that they agreed to allow the Bandstand Committee to be involved in the repair of the bandstand.

*New London Hospital Ambulance Service Additional Payment Discussion*

Ms. Hallquist said she, Chief Lyon, and Steve Ensign (Board of Firewards) met with Bruce King (President of New London Hospital) and Rick Riley (head of EMS) last week to discuss the hospital's letter addressing options to provide service in light of the fact that Newport ambulance will no longer be providing backup. They agree that option #2 (\$78,775 in additional funding from New London, and varying amounts from the other towns, to purchase another ambulance and have another crew on duty) seems the best for New London. It is ultimately the Board of Selectmen's decision which option to go with.

*Paper Bags at the Transfer Station*

Ms. Hallquist said that Don Bent (former Health Officer for New London) was in to see her about the brown-handled bags that are used to collect recyclable paper at the Transfer Station. These bags, which

had been made available to citizens, were recently replaced with less-expensive brown bags without handles. After many complaints were heard, it was decided to go back to the handled-bags. Mr. Bent suggested that the Rotary could have a program to sell the bags. She told him the handled bags would be back but it was nice to see people thinking “outside the box” to help keep costs down in New London.

#### *Town Meeting Preparation*

Ms. Hallquist said that at the next Selectmen’s meeting, scheduled for May 4, 2015 at 6:00pm, they would focus on preparation for Town Meeting. Michael Todd, Town Moderator, will be present. The Selectmen will decide who will introduce which articles at the meeting. The Selectmen also plan to meet on May 11<sup>th</sup> to take care of any last minute business.

#### *Recreation Department Donation*

Ms. Hallquist said that Scott Blewitt, Recreation Director, received a \$15,000 donation for the future acquisition of a recreation van from the Jack and Dorothy Byrne Foundation. A public hearing to accept the funds will need to be scheduled. Mr. Blewitt was commended for his efforts to secure these funds.

#### *Elkins Project Update*

Ms. Hallquist said that she and Richard Lee attended a mandatory all-day training the past Thursday. The project will go out to bid as soon as the State DOT gives the “notice to proceed with bidding”, which is expected within a few days. Once the notice is received the notice of bids must be published in a newspaper of statewide circulation for a minimum of three weeks. She said Mr. Lee feels the timeline for the project (estimated to be 22 weeks by Pathways) seems to be longer than it will actually take in some parts, however it is anticipated that ordering, and receiving, the pedestrian bridge is the reason for the long project schedule.

Selectman Bianchi wondered the maximum exposure to the Town of New London. Ms. Hallquist said as soon as the bids are opened, the Board will know what the town’s expense will be and whether additional town funds will be needed to complete the project. If the project can’t be done because the price is much higher than anticipated, and the Board decides not to go forward, the Town will likely be responsible to pay back all the money that was given for the engineering phase. She stressed that it is impossible to know at this point whether the project will be over budget or not.

#### New Business

##### *Request from the Estate of Elizabeth Brown – Abatement of Property Tax Interest*

The Board reviewed a letter from the son of Elizabeth Brown requesting forbearance in the collection of property taxes as he works through the probate process. The Board noted a recommendation from the Tax Collector that the request should be denied. The property is subject to elderly deferral of which the family of the now deceased property owner is aware.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to deny the request for abatement as requested for the estate of Elizabeth Brown. THE MOTION WAS APPROVED UNANIMOUSLY.**

##### *Notice of the Receipt of the Audit for Year Ending June 30, 2014 – Plodzik & Sanderson*

Ms. Hallquist noted that the audit went well. She noted that the Treasurer has received a copy as well. The Board discussed the comment related to the New London-Springfield Water Precinct and Selectman Bianchi said this issue could all be changed by an amendment in the legislature. Ms. Hallquist agreed, noting that it is likely that this circumstance is not common in New Hampshire (the town on quarterly tax

payments so it does not collect precinct taxes until the end of March, while the precinct must pay its bills by the end of December).

Old/Pending Business

*Establishment of a Solid Waste Committee and appointment of members*

Ms. Hallquist informed the Board that she asked some of the people who were interested in being on the Single-Stream Recycling Committee and weren't chosen, as well as some that did serve on the committee, to be on a soon-to-be established Solid Waste Committee. She felt that the Board could now establish the committee and appoint the members.

Chair Kidder feels the charge for the committee could be formed from the request Mr. Lee made at the Selectmen's meeting on April 13, 2015. The committee will be asked to analyze costs of various recycling markets and give advice on what is best for the Town, discuss space issues at the transfer station and make recommendations on that and the recycling program in New London. Selectman Rollins suggested preparing bulleted items to serve as the charge for the committee before the Selectmen establish the committee.

Selectman Bianchi worried that the Committee will spend too much time on the recycling aspect of the charge and suggested including in the charge that single stream recycling should not be investigated. Ms. Hallquist thought it unlikely that the committee would spend much time on single stream recycling given that some of the very committee members who stated it was not viable, will be on the solid waste committee. However, if during their work they find that single stream is viable, it seems reasonable that they would report on that. Ms. Hallquist noted that the Single Stream Recycling Committee originally suggested creating this Solid Waste Committee, so those members who are appointed to the new committee will be familiar with what was learned from that study with respect to single stream recycling. It was noted that Mr. Lee is looking for specific information and would like the committee to research it for him.

Ms. Hallquist agreed to extrapolate bullets for the charge of the committee and present it at the next Selectmen's meeting on May 4<sup>th</sup>.

*Consider Proposal from Frank Anzalone and Associates for Work at the Academy Building*

The Board reviewed a draft proposal for services on the Academy Building as submitted by Frank Anzalone. The proposal would have Mr. Anzalone overseeing the work that will, pending Town Meeting approval, be completed at the Academy Building. Ms. Hallquist noted that she has spoken with Mr. Anzalone on a few items that needed to be changed in the agreement and she expects to resolve those issues. She asked if the Board would engage the services of Mr. Anzalone for the work, contingent on working out the few outstanding items in the agreement. Ms. Hallquist said that the Town's Building Committee (Jim Wheeler and Bruce Parsons) is recommending the Town engage Mr. Anzalone for this project. She offered that Mr. Anzalone could come in to speak with the Selectmen if they wish.

Selectman Bianchi said he has no problem with Mr. Anzalone doing the work. He worries that the contract, as written, removes any responsibility from the person doing the work. He is concerned about an open-ended contract, one that is based on a percentage of the construction cost at 3%-8%; he felt that the estimate of 3%-8% is too wide and makes it hard to estimate the cost to the town. Ms. Hallquist suggested that the Board could negotiate a fixed cost if that would work better for the town. Selectman Bianchi noted that he does not believe a fixed price agreement would be better. Ms. Hallquist said it is impossible to know the cost of the project; however the Board may be able to find they may be able to

pin the price down between the ranges of percentages given. Chair Kidder felt it will be helpful to get a revised draft of the proposal and for Mr. Anzalone to come in to answer some questions.

Selectman Bianchi said it seemed like the contract encompassed more than what they need, including references to electrical work and landscaping. Ms. Hallquist specified that the Building Committee suggests having a "Clerk of the Works" to oversee the project. Mr. Anzalone proposes that he will hire the contractors, oversee them, and make the plan of what needs to be done. There are two main jobs: someone to do the work to take siding off and repair, and the overseer who will make sure what is being done is correct as it is happening. Mr. Anzalone will plan accordingly if the rot is not as bad (or is worse) than the 4' of siding they have already removed.

Phyllis Piotrow asked why the Board is considering hiring Frank Anzalone to oversee the project when just recently the Board said that Richard Lee would be in charge. Chair Kidder noted that the Building Committee is now recommending that a professional be hired to oversee the project.

Selectman Rollins said she would like some estimates for time frame of the three phases Mr. Anzalone describes in his proposal. She was looking for a reasonable construction timeline. Selectman Bianchi suggested that the Board take steps now to get a better idea of the project cost. Ms. Hallquist noted that with Town Meeting only two weeks away, she would not recommend spending any money on this project until voters have a chance to vote on the project. Selectman Bianchi noted that money in the capital reserve fund could be spent on this and even if voters turned down the request for funds to complete the project, the plans to repair the building could be used in the future. He stressed that he didn't want to get in the position of having to wait longer to get this done. Ms. Hallquist observed that the first step is to decide whether the Board will hire Frank Anzalone to oversee the project or to have town staff oversee the project.

The Board will request that Mr. Anzalone attend their next meeting to discuss this issue further.

#### Committee Meetings/Reports

Selectman Bianchi said the Planning Board met and have started working on some zoning changes for next year. These changes involve the overlay districts and natural resource areas that need clarification. They are at the discussion phase right now.

#### Approval of Minutes

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to approve the minutes of April 13, 2015, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Other Business

##### *Dispatch Fees*

Chair Kidder said that Chief Andersen had reported that the Town of Hanover is hiring a firm to determine the fees for their service. She thought they should talk to Hanover about this and see if they could do the same. Selectman Bianchi said he doesn't think this is necessary; he thinks Chief Andersen has done a good job of investigating the fee issue. He observed that the Board has had a Town Committee look at it, Bob Barry from Primex did a report on it, as did the Sheriff. Ms. Hallquist noted that she looked into the issue of a new fee schedule, but there was no town committee; additionally, the reports by the Sheriff's Department and Bob Barry of Primex did not address the fees schedule for dispatching. She noted that Chief Andersen and John Wilson have been working together on possible new fee formulas. Ms. Hallquist observed that hiring an outside firm would likely be expensive, but such a study might be well received from the other towns as more unbiased than anything the town might come up with.

*New London Hospital Ambulance Service – Additional Funding Request*

Ms. Hallquist said that she, Chief Lyon and Mr. Ensign feel that the \$78,775 (option #2) will give the Town a better service as it will be of the highest quality, albeit more expensive. She explained that if the Board is in favor of the request for additional funds, it may either move to amend the article for the ambulance at Town Meeting or it could transfer funds in from other line items during the budget year. Ms. Hallquist recommended an amendment at Town Meeting as the best choice.

Selectman Bianchi didn't know if there was an issue of not having enough ambulances or staffing for the vehicles they already have. He didn't believe that the 70+/- calls they think they need to cover (that Newport would no longer be helping with) would require an extra ambulance. Selectman Bianchi said he sees a lack of consistency from the hospital and was concerned. Members of the Budget Committee and the public tried to figure out the costs several years ago and it was "fuzzy" math. The hospital asks for a lot of money from a lot of other people and he wasn't sure where the money was going. He wondered what New London's extra \$78,000 was for. Ms. Hallquist noted that according to the letter sent by the hospital, the funds would be used to acquire another ambulance and increase 911 staffing for both the existing second ambulance, and the new third ambulance, focusing on the times of highest demand: 7am – 11pm. Selectman Bianchi wondered if New London will be covering the other towns if the other towns decided not to pay. Ms. Hallquist noted that she has not heard of any of the other towns declining the request for additional funds. She pointed out that the other towns have already had their town meetings and now have to find the money in their budgets; they can't raise the additional funds at their town meeting until next year. New London is still able to add these funds in to their budget.

Ms. Hallquist said she would recommend the Board of Selectmen make a motion at Town Meeting to amend Article 7 and increase it by \$78,775 and see how it goes at the meeting. The Selectmen would discuss this at the meeting on May 4<sup>th</sup>.

Elkins Fish and Game Request to Continue Using Town property on Mountain Road for parking

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to allow Elkins Fish & Game to continue using the parking area at Mountain Road. THE MOTION WAS APPROVED UNANIMOUSLY.** It was noted that a certificate of insurance has been received.

Refund of Car Registration Fees

The Board reviewed a request for refund of car registration fees as submitted by Jennifer and John Mortimer. Mrs. Mortimer registered the family car, not knowing that her husband purchased a new car as a gift; the registration could not be transferred to the new vehicle. Ms. Hallquist noted that Town Clerk/Tax Collector is in agreement of refunding the town portion of the registration fees as requested.

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Peter Bianchi) to approve the refund request for car registration fees for Jennifer and John Mortimer. THE MOTION WAS APPROVED UNANIMOUSLY.**

Upcoming Meetings and Special Events

Sunapee Wastewater Meeting – Thursday, April 30<sup>th</sup> at 5:30 PM

Next Selectmen's Meeting – Monday, May 4<sup>th</sup> – 6:00 PM

Recreation Commission – Monday, May 4<sup>th</sup> – 5:00 PM – Whipple Town Hall

Planning Board – Tuesday, May 5<sup>th</sup> – 7:00 PM

**Town Elections:** Tuesday, May 12<sup>th</sup> – 8:00AM – 7:00PM – Whipple Memorial Town Hall

**Town Meeting:** Wednesday, May 13<sup>th</sup> – 7:00PM – Kearsarge Learning Campus Gymnasium –

Cougar Court

Application for Building Permit

- Lake Sunapee Regional VNA (073-039-000) 107 Newport Road. Exterior Renovations – APPROVED.
- Christopher & Pauline Lizotte (048-010-000) 598 Pleasant Street. Convert porch to sunroom – APPROVED.
- Mountain View Shopping Center (059-008-000) 247 Newport Road. Add 370 sq' to Unit D by adding a partition. – APPROVED

Application for Use Town Common/Bandstand

- New London Farmer's Market - Wednesdays, June 17 – September 2, 1pm – 7pm

Application for Use of Whipple Memorial Town Hall

- New London Bandstand Committee (Location of concerts in the event of rain): June 12, 19, 26, July 3, 10, 31, Aug 7, 14 5-8pm.

Application for Use of New London Inn Common

- Harvey Best for St. Andrew's Episcopal Church – Church Fair – July 1-2, 9am – 2pm.

Sign Permit

- Identiti Resources /Verizon Wireless (059-008-000) Mountain View Shopping Center (Replacing two permanent signs)
- Kearsarge Presbyterian Church – Temporary Sign at Info Booth
- New London Farmer's Market – Temporary Sign at Info Booth

Other Items to be Signed

- GIS Internet Services Maintenance Agreement – CAI Technologies (2)
- Payroll Authorization Voucher
- Elderly Exemption Application
- Veteran's Credit Applications

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

The meeting adjourned at 7:42pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London