



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES September 8, 2015

### **PRESENT:**

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

### **ALSO PRESENT:**

Bob Brown, Conservation Commission Chair  
Mark Vernon, Conservation Commission member  
Ruth White, Conservation Commission member  
Phyllis Piotrow, Budget Committee  
Minette Sweeney, *Intertown Record*  
Bruce Hudson & Renate Kannler, New London Residents  
Jim Perkins, Town Archivist

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

### Bob Brown, Conservation Commission Chair

Mr. Brown discussed the recent activities of the Conservation Commission. Tom Coverdale, Trail Maintenance Intern, came back this year for a second summer and has done a great job. Mark Vernon has been continually working on the Kidder/Cleveland/Clough Trail including the installation of a beaver control device. In the past, beaver activity has put the trail system under water, and neighbors complain about wet basements. Mr. Brown pointed out that the beavers are not giving up easily but the “Beaver Deceiver” has been working well to minimize the damage. The Conservation Commission has installed more boardwalks and it (Kidder/Cleveland/Clough) is a special trail.

Mr. Brown informed the Board that some property is being offered as a gift to the Town; it is private and situated on 20 acres (TM 073-083-000). It encompasses the Kidder/Cleveland/Clough Trail and is accessible from several places. Mr. Brown explained the area and handed out a map showing where the property is situated. There is a proposal from the owners to gift the property to the Town. The owners plan to keep four acres of the parcel and annex it to the Ice House property, so the gift would actually be 16 acres. The Conservation Commission believes this to be an important piece of property as it is close to the center of town and is important to the watershed. The only cost to the town would be to cost to survey and subdivide the parcel to remove the four acres to be annex to the Ice House property, and the cost of the deed preparation. Mr. Brown said it is expected that the cost will be between \$2,400 and \$2,600 which could be covered by the Conservation Commission’s operating budget. He understood it would need to be approved at Town Meeting to accept the gift of the property.

Mr. Brown feels this project makes perfect sense. The property is under a conservation easement which did not seem to be an issue. Selectman Bianchi asked if the Town did not take the gift would there be any

harmful effect. Mr. Brown said if the owners no longer wanted the trails on the property or public trespassing, they could put limitations on it. It will never be developed because there is an easement on it.

Selectman Kidder recused herself from the discussion as she has a personal interest in the property.

Ms. Piotrow said the trail is very nice and level and COA uses it several times per year. It would be a shame if they could no longer use it.

Mr. Brown would like permission to take the necessary steps to include this proposal as a warrant article for voting at Town Meeting and would like the approval of the Board of Selectmen.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Nancy Rollins) to authorize Bob Brown and Conservation Commission to continue their work on this project and to present it to Town Meeting assuming the support of the Board of Selectmen. THE MOTION PASSED.** Selectman Kidder abstained from the vote.

#### Municipal Records Retention Policy - Jim Perkins, Town Archivist

The Board reviewed a memo as prepared by Jim Perkins, Town Archivist, concerning RSA 33-A Disposition of Municipal records. Mr. Perkins said he didn't think Archives has received any records except for the bound Board of Selectmen's minutes since he has been at the Town. He feels it is time to establish a municipal records management policy for the Town of New London. Towns are supposed to have a records management committee and he suggested that such a committee be appointed.

Mr. Perkins said the State statute explains who should be part of the committee. RSA 33-A:3. Linda Hardy, Town Clerk/Tax Collector went to a training in 2007 and a survey of the archives facilities was done. A committee was never established and no follow-up can be found.

Ms. Hallquist said nothing gets thrown away because they don't really know what they need to keep. Mr. Perkins is looking at this as an opportunity to be able to identify what should be kept and what can be discarded. Mr. Perkins said he would like to cover their bases for historical reference.

Selectman Bianchi said if it is set up by statute, they need to support it. Ms. Hallquist said they may want to convene the committee. Selectman Kidder doubted the Town Treasurer would have time to devote to this committee. The Town Clerk should be involved but she feels that people should be appointed. Mr. Perkins said he spoke with Ms. Hardy, Amy Rankins (Land Use Coordinator) and Wendy Johnson and they are interested in tackling this problem. It was noted that the statute requires that the selectmen (or their designee), town clerk, tax collector, treasurer, and an assessor make up the committee to govern the disposition of municipal records and they assign the task of gathering and retaining the records.

Ms. Piotrow wondered if the committee researching space issues in Town should be involved in this. Mr. Perkins said it is related but he wasn't sure. He feels the inventory work could be done with volunteers from Archives. The policy does require the input from the Town Clerk, Treasurer, etc. however.

The Selectmen asked Ms. Hallquist to meet with the Town Clerk and Treasurer and come up with a policy. She would report back to the Selectmen with the policy.

#### Zoning Violation: Illegal Signs on Seamans Road and Hall Farm Road – Cherry Hill Homes

Ms. Hallquist indicated that some signs that were in violation (nailed to trees) advertising the real estate agent selling the lots and also signs showing the lot configuration and size and also one sign that was

larger than allowed, announcing the name of the developer. The property owner was under the impression that it wasn't their problem because the signs didn't belong to them. Selectman Bianchi suggests that they should include a specific date by which the property owner needs to take action. Ms. Hallquist said the cease and desist order was sent on August 21<sup>st</sup> and they contacted the Town on August 24<sup>th</sup> to say they would take care of the matter. They did not take care of all of the signs; it wasn't until two after the cease and desist order was issued that the real estate signs came down.

Selectman Bianchi is concerned that the Town doesn't enforce the Zoning Ordinance and this leniency could set precedence. Selectman Kidder disagreed and feels that each instance is different; the owners now know the rules and are following them. Selectman Bianchi feels the Select Board needs to enforce the rules, although he doesn't want to fine people. He said a lot of violations can be seen all around town and feels like they should fine people for making these infractions. A couple of court cases will get everyone's attention and might help people follow the rules. Chair Rollins suggests that they have taken action to date with the letters sent. Should more signs go up, they can take action. The owners are not from New London and didn't know the rules; she feels they can move on. Selectman Bianchi disagrees.

#### Potential Joint Meeting with the Board of Selectmen and Budget Committee

Chair Rollins said last year they had a joint meeting at the end of the budget process. The Budget Committee recommended meeting at the start of the season this year. Rob Prohl (Chair of the Budget Committee) has suggested several topics to discuss for the following night's Budget meeting. She asked her colleagues how they feel about a joint meeting. Both Selectman Kidder and Selectman Bianchi said it was fine with them. September 14<sup>th</sup> was a proposed date for this meeting. The Selectmen agreed to meet at 6pm on the 14<sup>th</sup> to take care of their own business for one hour, and then meet with the Budget Committee at 7pm. There would not be a quorum for the scheduled meeting on September 21<sup>st</sup>, so the 14<sup>th</sup> would serve as their second meeting of the month. They would tentatively schedule a meeting for September 28<sup>th</sup> at 6pm at which only Selectmen Bianchi and Rollins would attend.

#### Adoption of Rules of Procedure

The Board reviewed the Rules of Procedure as prepared over several meetings by the Selectmen.

**IT WAS MOVED (Peter Bianchi) and SECONDED (Janet Kidder) to adopt the rules of procedure. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Update on Sewer Flows

Ms. Hallquist said New London's flows for the month of August were 43%. The next joint meeting of Board of Selectmen would be held in Sunapee on September 24<sup>th</sup>.

#### Old/Pending Business

*Breed Property* - There were no updates; the State has not approved their permit yet.

*Sewer Lagoons* - Nothing more has been reported. Ms. Hallquist said she has been in contact with them requesting that the report be detailed. She was assured that it would be but has not yet heard back from them.

*Live-in Program at the Fire Station* – There has been no further information submitted by Chief Lyon as yet – he has indicated that he will provide the Selectmen with the proposed policy for the live-in firefighter program.

*Pleasant Lake Dam* – Ms. Hallquist informed the Board that on August 30<sup>th</sup> the dam gate was reported open when it should have been shut. Upon investigation by Public Works Department personnel, it was determined that there was no power to the dam gate due to the breaker being switched into the off position. It is unclear how this happened. Ms. Hallquist has discussed this issue with Public Works Director Richard Lee and he intends to wait until the lake gets back up a bit before turning the gate back on automatic to see if it works. Right now the gate is off, so it cannot open automatically. Chair Rollins thought it would be worth getting an estimate for some kind of security at the gate, such as a light on a timer or an alarm to keep people from getting into the gate house.

Town Administrator's Report – Kim Hallquist, Town Administrator

Ms. Hallquist said she attended the Little Sunapee Protective Association Board of Director's Meeting. They discussed enforcement of zoning regulations and the shore land regulations. She said Board Members don't feel the Town is doing as much as they can. The topic of requiring surveys for expansion of building footprints or new construction was briefly discussed. They also talked about signs.

Ms. Hallquist noted a memo from Lucy St. John (Planning & Zoning Administrator) on the survey issue, a shopping center issue (storage container), and noting that the Outing Club has moved a building and constructed another without a permit. They dropped the permit off but didn't wait for it to be approved before starting work.

Ms. Hallquist said that Bill Helm (Planning Board Chair) emailed her and thinks they should have Trumbull-Nelson take their sign off the fence in front of the construction at the Academy Building. She feels it is important to keep the sign there so the taxpayers know who their money is going to for the work. Selectman Kidder feels the issue is the size of the sign. Ms. Hallquist said she didn't see a problem with the size of the sign given that the purpose is to allow people on Main Street to easily read it. They are not trying to give free advertising to the company, but it is helpful to have a sign that people can see. Without a visible sign, they get a lot of calls asking what is going on at the Academy Building. Selectman Kidder asked if a smaller sign would be possible.

Committee Meetings & Reports

*Recreation Meeting – Janet Kidder*

Selectman Kidder said she had attended a Recreation Commission meeting that evening prior to the Selectmen's meeting. She reported that it had been a good summer. The Recreation budget was overspent for staff at the beaches because they only closed three days this year and there were no swim lessons cancelled. Mr. Blewitt (Recreation Director) plans to ask for an increase in budget for 2017 for summer staff. He said he can find the \$2,000 to \$3,000 he needs within his budget this year. Upcoming events are a Touch-a-Truck event this Saturday at the shopping center, the Pumpkin People, The Great Pumpkin Race, Archery, Adult drop-in basketball, among other things.

The Bucklin Family donated a sunfish that is in great shape for Bucklin Beach. The bathrooms at Bucklin will be open through Columbus Day Weekend. There has been no vandalism this year and the bathrooms have been open 24/7. If there are any problems, they will lock them up.

The Elkins Beach bathroom renovation is to start this fall and will include new toilets, sinks, lighting, and will be ADA accessible. Matt Grimes is doing the installation/construction and Miller Plumbing will do the plumbing.

### *Planning Board Meeting*

Selectman Kidder said at the last Planning Board meeting they talked about site plans, signs, and a possible demo delay on historic buildings. The demo delay would mean that if someone wanted to take down a building they will need to wait a certain amount of time. To have such a delay, the Town would need a building code (which they do not) or form a Heritage Commission. The Planning Board recommending forming a committee to study the issue. Jim Perkins, Archivist, has volunteered to sit on the committee, as has Tom Little (Archives Committee member). Mr. Perkins said the demo delay would require someone to wait 40-90 days before demoing an historic building. It would give other people time to purchase the property from the owners (instead of having it demolished), and would also give the archivists an opportunity to document the building before it is destroyed. The property owner still has the right to demo the property when the waiting period is up and they do not have to allow any photos or documentation take place.

Mr. Perkins said in New London there isn't a lot of historic preservation work going on and he wouldn't anticipate the Heritage Commission would have a lot to do once they put the policy in place. He would offer suggestions of possible members to Ms. Hallquist.

### Approval of Meeting Minutes

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) to approve the minutes of August 17, 2015, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

### Upcoming Meetings & Special Events

Budget Committee – Wednesday, September 9, 2015 – 7:00 PM

Citizen's Advisory Committee – Saturday, September 12, 7:30am – Police Dept.

Next Regular Selectmen's Meeting – September 14, 6:00 PM

Joint Selectmen/Budget Committee Meeting – September 14, 7:00 PM

Planning Board – Tuesday, September 15, 6:30PM

Conservation Commission – Wednesday, September 16th – 8:30AM

### Application for Building Permit

- 15-093 James & Judith Oates, 534 Lakeshore Drive, (050-012-000) Renovations of existing space.
- 15-090 Brett & Amy Kozlowski, 91 Herrick Cove Road, (091-019-000) Construction of new 12' X 16' shed
- 15-099 Paul & Susan Snow, 1330 King Hill Road, (129-001-000) 7'x11' Entry Porch Addition
- 15-096 Katherine Wilson Trust, 296 Lamson Lane, (062-018-000) Upgrade master bedroom. Upgrade kitchen. Replace decking on deck.
- 15-098 Timothy Paradis, 457 Seamans Road, (086-015-000) Replace/repair porch.
- 15-094 Stephen S. Chellis, Columbus Avenue, (081-006-000) Add new porch and garage.
- 15-100 Mary Shain, 28 Shaker Road, (098-018-000) Construct wheel chair ramp.
- 15-095 Robert & Kristian Morriss, 318 Fieldstone Lane, (105-006-000) Finish existing bonus room in attic to media room, office and bath.

### Requests to Use Town Property

- Syd Crook by Colby-Sawyer College (Adventures in Learning)  
(Five Weeks/ Twice a Week),  
Every Tuesday, January 19, 2015 – February 16, 2015, 9:00 am to 12:00 pm and  
Every Friday, January 22, 2015 – February 19, 2015, 9:00am to 12:00pm.
- New London Inn Common by St. Andrew's Church (Blessing of the Animals)  
Saturday, October 3, 2015, 10:00am to 12:00pm

Temporary Sign Permit

- John W. Jones for First Freewill Baptist Church, Route 114, North Sutton, NH 03260, at Chamber of Commerce Information Booth – Sept. 9 to Sept. 12
- New London Historical Society, 179 Little Sunapee Rd., N.L., NH 03257, at Chamber of Commerce Information Booth – Sept. 9 to Sept. 20
- New London Historical Society, 179 Little Sunapee Rd., N.L., NH 03257, at Chamber of Commerce Information Booth – Sept. 9 to Sept. 27
- New London Historical Society, 179 Little Sunapee Rd., N.L., NH 03257, at Chamber of Commerce Information Booth – Nov. 27 to Dec. 7

Other Items to be Signed

- Financial Report 2015, MS-535
- Land Use Change Tax (070-044-001) Daley, 269 Burpee Hill Rd.
- Land Use Change Tax (070-044-000) Carstensen Trust, 299 Burpee Hill Rd.
- Employee birthday cards (10)

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

The meeting adjourned at 7:28pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London