



# TOWN OF NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • WWW.NL-NH.COM

## BOARD OF SELECTMEN MEETING MINUTES December 9, 2013

### **PRESENT:**

Tina Helm, Chair  
Peter Bianchi, Selectman  
Janet Kidder, Selectman  
Kimberly Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

### **ALSO PRESENT:**

Richard Lee, Public Works Director  
Jason Lyon, Fire Chief  
Ed Andersen, Acting Police Chief  
Dan Wolf, New London Inn  
Sean Carroll, *InterTown Record*  
Teri Bingham, Jeannie Plant, JL Toner – New London Emergency Animal Shelter  
Joe McCarthy

Chair Helm called the meeting to order at 8:00am.

### Public parking lot on Main Street

Dan Wolf, New London Inn, met with the Board to continue discussions of changing the policy of no overnight parking in the town's lot on Main Street. He explained that when the Inn and the restaurant are busy, he does not have enough parking in his own lot. He noted that when his guests park in the lot and get a ticket, which the Inn pays for, it does not give a very good impression of the town.

Selectman Kidder noted that it is difficult to plow with cars in the lot and asked if it was possible to have the cars moved by 6AM. Mr. Wolf said that it would be unreasonable to expect guests to get up and move their cars so early on the morning.

The Board discussed possibly enacting a policy where overnight parking would be by permit only. Ms. Hallquist noted that if such a policy is adopted, it would have to be fair to all. Richard Lee noted that his staff must get the lot cleared by 7:30 AM as it fills up with cars after that time. Mr. Wolf pointed out that allowing overnight parking would be a convenience to the public and for that reason he feels that it should be done.

Chair Helm noted that she would like to have a longer term discussion, at some time in the future, about adding parking to the town office. She would like to include The New London Inn and Saint Andrews Church in those discussions as they have parking issues as well. Chair Helm

asked if any thought had been given to expanding parking in the area between the town office and the Inn. Mr. Wolf confirmed that he has been thinking of this as an option. Mr. Lee noted that a parking lot in that area has already been designed and the cost is estimated to be \$34,000 for 24 spaces.

Selectman Kidder felt that the Board should give the idea a try as a way to help the businesses in Town. Chair Helm agreed and observed that part of the role as the governing body is to not make things more difficult. Selectman Bianchi noted that he is in complete sympathy with both Mr. Wolf and with Mr. Lee on this issue, but worries that the Board would be opening a can of worms by allowing overnight parking in that area. Mr. Wolf suggested that the Board consider trying the plan for a limited time, until February 15, allowing long term parking (not to exceed 12 hours) in the town's parking lot. Cars that are parking in the lot for longer than 12 hours could be ticketed.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Peter Bianchi) to allow, on a trial basis until February 15, 2014, overnight parking at the Main Street parking lot, not to exceed 12 hours in a day.**

During discussion on the motion, Selectman Bianchi felt that it would be too difficult for the Police Department to enforce the time limit and the plan added unnecessary work to them by keeping tracks of the cars and chalking tires, etc. Mr. Wolf noted that he was hopeful the plan would work well.

A vote on the motion was taken: Helm & Kidder: yes, Bianchi: no. **THE MOTION WAS APPROVED.**

Richard Lee, Director, Public Works Dept.

Mr. Lee met with the Board to discuss trying another method of maintaining paved roads, a process called chip sealing. He explained that with hot top over \$65 per ton, it makes sense to try the chip sealing as it would be about \$19,000 less than shimming.

Mr. Lee said the estimate he has for the oil chip sealing is from All-State Asphalt, Inc. He explained that this kind of sealing would entail having a type of oil sprayed over the pavement, covered with small stones and has a gravel texture. He said the estimate he got was from the only company in New Hampshire that does this kind of surfacing to the scale that would be appropriate for Hall Farm Road, which is the road he wanted to try. He thought this application would help with the wear on the road. The Selectmen agreed with Mr. Lee's recommendation to try the chip seal application and he was given the go-ahead to move forward with the project.

Abatements

Mr. Lee presented two applications for abatements of wastewater usage bills: R. Quinlan in the amount of \$1,014 and D. Moore in the amount of \$416.00. Mr. Lee explained that the sewer department bills off of the water precinct's meter readings. After getting a larger-than-normal sewer bill, the customers in question did some research and found that their bills were incorrect.

Mr. Lee agreed that the bills are incorrect and recommended that the Selectmen grant the abatements as requested. The Board agreed.

#### New London Emergency Animal Shelter

Jeannie Plant explained that a town is not eligible for FEMA funds unless they have an emergency animal shelter. They currently have 16 people who have gone through emergency animal shelter training and they have a space in the basement of the Police Department to house animals that may come in during an emergency. JL Toner said they are trying to get funds to keep the shelter going and making sure they are prepared. There was \$2,240 donated in memory of David Plant, of which they have spent \$2,000 for supplies and crates and training. There is a little over \$200 left. They have since collected donations in memory of Mary Perry in the amount of \$925. Ms. Toner said they thought of trying to get 501(c)(3) nonprofit status so that they could take donations but they found that was for organizations taking in at least \$5,000/year, which would be more than they planned to have. The animal shelter group is now looking for a way to deposit funds into an account and be able to draw from the fund and fundraise for more funds as needed. They would like people to be able to make tax deductible donates, as that is critical to their success.

Ms. Bingham said they have the necessary equipment and supplies (15 cages). The Upper Valley Humane Society (UVHS) said the space could actually hold 25 dogs and 50 cats. They would like to augment with more cages. They have scheduled arrangements with Unleashed (local pet store) to get food in the event of an emergency, but have not paid for this yet. Necessary forms have been made for intake and management of pets (Ms. Bingham handed out examples for the Board to review). The shelter would be open 24/7 and they hope to have eight more volunteers to help staff the operation if there is an emergency. Ms. Bingham said the Police Department has been extremely cooperative in giving the space, and giving access to it for training. She thanked Wendy Johnson for helping to manage the funds they received from Mr. Plant's memorial and getting the bills they had paid efficiently.

Chair Helm asked Ms. Hallquist to explain the funding. Ms. Hallquist said when someone gives money to a town with restrictions, such as this, it has to be held in trust with the trustee of trust funds and can only be spent for the purposes stated in the gift. This money is managed and invested and any requests for usage requires them to take the money out of these investments to be used. Ms. Hallquist explained that many transactions (both adding gifts and spending the money) put a burden on the trustees who must account for all of these transactions. She noted that if people just made a gift to the town, with a specific purpose stated, the money could go into the general fund and would not be considered trusts. Ms. Bingham wondered why they couldn't just have a fund for this. Ms. Hallquist said they could have a fund, but it would be a trust fund and it has to be managed by the Town's Trustees of the Trust Funds. If money is given for a specific purpose, it has to go into a trust, by law. Ms. Toner said they have talked with the trustees and understand their dilemma.

Ms. Toner said upcoming transactions would be few and far between and would include such items as food from Unleashed and perhaps assistance in moving animals to the UVHS so perhaps

it would not be a problem for the trustees to manage. Mr. Bianchi said donations coming in also count as transactions, causing the trustees to spend a lot of time managing the fund.

Selectman Kidder said there were five line items under the emergency management funds and they get monthly printouts showing what money has gone in or out. They could monitor the expenditures of the shelter there. Ms. Hallquist agreed that expenditures for the town's emergency shelter would come from that account, but noted that income could not be deposited directly there as any money coming in for a specific purpose has to be in a trust fund.

Chair Helm explained that from the town's point of view the best way to do this would be to receive donations and keep track of them. When there is a need to pay out, the money is there and it would come from the general fund. It wasn't clear if people could get a tax deduction for their donations to the town. Ms. Hallquist noted that money given to the town without a specific purpose could be spent by the town in any way the Selectmen felt appropriate.

Chief Andersen said they have a Benevolent Police Department fund and they also manage a fund for DARE. They have a treasurer but have never had to meet a threshold of \$5,000 to be a 501(3)(c). He said they take in donations and pay bills with this fund without problem. Ms. Toner noted it would cost between \$700 and \$2,000 to apply for the 501(3)(c) designation.

Ms. Bingham said they are trying to help alleviate potential expenses for the town in the event of an emergency. They had elderly people who wouldn't leave their homes in a past emergency because they didn't want to leave their pets alone. This could be a workable system without having to make up a separate system especially since it is part of the Town's emergency preparedness. Ms. Hallquist said this was true; these are costs the town will have to pay anyhow and those funds will come from the general fund. A line item could be put into the budget for the shelter. They have a budget for the regular human shelter that is included in the budget as well.

Ms. Hallquist said people who want to donate need to get their own tax advice about whether or not they will get a tax deduction. She said the Town is a government and not a non-profit so it is different with regards to tax deductions. She noted that many groups formed as a "Friends of the Library", "Friends of the Recreation Department" and "Friends of the Fire Department" to fund raise and collect donations on behalf of a town department. These groups are private and they manage their own money, as it is difficult for the towns to accept this money and manage it in a trust as the law requires. Having a friends group donating equipment or other items to the town, eliminates the need for the town to manage the money in a trust.

Ms. Toner said the checks they received in memory of Mary Perry total \$925 and are made out to "Friends of the New London Animal Shelter." Ms. Johnson wasn't sure the bank would cash them even if the Town wanted to.

Chief Lyon suggested that people would still donate even without a tax exemption and he didn't think people who were donating funds in memory of a deceased loved one were looking for a tax deduction.

Ms. Johnson suggested creating a “friends of” group and they would only need a tax ID # which was easy to get. Ms. Hallquist said in an emergency, the bills from the shelter will be paid by the town. With a friend’s group, they can do more than what the town can appropriate with a budget. A friend’s group may donate equipment and sponsor people to go to trainings, etc. Such a group is not a public body and doesn’t need to get approval from anyone before spending.

Chair Helm thought they should further investigate getting a Tax ID # to allow them to open their own checking account.

Chief Lyon said they’ve never come to the town to ask for food or other common expenses for times when they’ve had to man the station 24/7 because of emergency events. The Town has always reimbursed them for these kinds of costs. Unleashed could have an account for the Town and bill them retroactively. He appreciated all they have done and wished they had as many volunteers in the fire department who were trained in emergency preparedness as they have people trained to take care of the animals in an emergency. He thought all the pieces in an emergency fall together in New London and said people step up and do good things.

Chair Helm felt the animal shelter is a benefit to the Town and she thanked them for their hard work.

Joe McCarthy offered that it cost about \$80 at the Secretary of State’s office in Concord to open an account under any name/organization name. You can use a Tax ID# or your SSN# and they will designate an account.

#### Receipt of letter from a resident from Andover

The Board noted receipt of a letter from Fiona Petersen of Andover complimenting Officer Mastin for a job well-done. The individual was stopped for speeding and the officer was kind and understanding about her situation. She didn’t know his name but wanted him to be thanked for his understanding.

#### Renewal of Workers Compensation and Unemployment Compensation Policies

Ms. Johnson informed the Board that the town’s current carrier, Property-Liability Trust, is moving all of their accounts to the fiscal year. They will issue a six month policy, until June 30<sup>th</sup>, with no increase in rates. She said she recommends that the Board approve the 6 month agreement now. In the spring the town can look into more carriers and will be able to compare policies at that time, before deciding where to get coverage starting July 1<sup>st</sup>.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) to accept the worker’s compensation and unemployment compensation policy extension for six months, ending June 30, 2014. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Resignation of Linda Jackman

Chair Helm noted receipt of a letter of resignation from Linda Jackman, Administrative Assistant. Her last day will be December 31st. The Board expressed regret to hear of the news but wished her well in retirement.

Ms. Hallquist suggested that the Board consider filling the position with part-time staff. She noted that if they go with part-time, there will be times when no one is at the desk. The Selectmen thought someone should be at the window at all times. Wendy Johnson and Amy Rankins are closest to the area but it is not always conducive for them to work out front. It was noted that Ms. Rankins covers for Ms. Jackman when she goes on vacation.

Ms. Hallquist said that currently, the office is open from 8-4 and is open through the lunch hour. Selectman Bianchi suggested they could close for a half-hour at lunch. Ms. Hallquist said if they hired someone from 8:30am – 2:30pm it wouldn't really help to close at lunch-time. The first half-hour of the day is not as hard to cover with existing staff, it is the 2:30-4:00 timeframe that presents the biggest challenge to fill with existing staff. Selectman Bianchi said it has to be advertised to in-house for one week before applications are taken from the outside. Ms. Hallquist said if they have someone in-house already they can transfer the person into the job and will not advertise the position.

Chair Helm thought they should have someone from 8am – 4pm at the window. Selectman Bianchi wanted to see the job filled with someone part-time. Ms. Hallquist said it would still be manned full-time if they hired someone part-time and things would be covered. She didn't want to have the others in the office regularly covering the desk. Selectman Bianchi wasn't opposed to closing the window at some point during the day but he would like to see it open until 4:00pm. If they can find a scenario to fill the position part-time they should. Otherwise, they would fill it with someone full-time.

Selectman Kidder thought they should go with someone part-time, from 8:30am – 2:30pm and find another part-time employee to work 2:30pm – 4:00pm. If this doesn't work they will do something else. They should not rely on those in the office to man the desk. Ms. Hallquist said covering 8am – 8:30am was doable. She would report back to the Selectmen the following week regarding the position.

#### Committee Reports

December 10, 2013 – Planning Board, 7:00pm

December 12, 2013 – Recreation Commission, 5:00pm (Whipple Hall)

December 16, 2013 – Selectmen's Meeting, 6:00pm

It was noted that the 1941 Building Committee would give their presentation to the Selectmen at the December 16<sup>th</sup> meeting.

#### Approval of Minutes

The December 2<sup>nd</sup> minutes would be approved at the December 16<sup>th</sup> Selectmen's meeting.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Janet Kidder) to enter into non-public session pursuant to RSA 91-A:3, II (c) with Joe McCarthy. THE MOTION WAS APPROVED UNANIMOUSLY.**

**Roll call: Bianchi – yes, Helm – yes, Kidder – yes**

The Board re-entered the public session at 10:11am.

Application for Building Permit:

- Harry Snow III, 38 Ponds Edge Lane (Map & Lot 106-013-006) build new 4 bedroom home with attached 2 car garage. – Permit #13-135 – Approved.

Application for temporary sign:

- New London Historical Society, sign at information booth – 12/15 – approved.

Other Items to be signed:

- Disbursement voucher

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

**THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 10:20am.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London