



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES September 24, 2012

PRESENT:

Selectmen
Peter Bianchi, Chair
Tina Helm, Selectman
Janet Kidder, Selectman
Kimberly Hallquist, Town Administrator

ALSO PRESENT:

Tom Galligan, President of Colby-Sawyer College
David Sauerwein, Doug Atkins, & Peter Berthiaume: Colby-Sawyer College
Dan Wolf, Chairman of the KRSD School Board
Andy Deegan, Ausbon-Sargent
Bob Brown, Conservation Commission
Steve Jesseman, Jesseman & Associates
David Seastrand, Police Chief
Jay Lyon, Fire Chief
Rob & Maureen Prohl, New London Residents
Merry Armentrout, the *Intertown Record*
Leigh Bosse, *The Messenger*

Chair Bianchi called the meeting to order at 9:00am.

Dan Wolf, Chair of Kearsarge Regional School District School Board – 1941 Building Update

Mr. Wolf appeared before the Board as requested to discuss the School Board's efforts to address the empty 1941 building. He informed the Board that the school board put out a Request for Proposals (RFP) seeking proposals for the re-development, lease or purchase of the 1941 building, formerly the New London High School. They have been working for several years (even prior to the middle school's move to Sutton) to lease the building to various community groups without success. The school board would like to do something with the building. Ideally, they'd like to lease it on a long term basis so the district could have it back at some point, should school district needs require it, but are open to a sale/lease or anything else.

Chair Bianchi said that at the last Citizens Advisory Committee (CAC) meeting, the members agreed that the 1941 building was beautiful and should not be taken down. They felt the town should get involved in some way to preserve the building for a community use. The Town has no formal proposal and the Select Board has not voted on anything, but would like to be sure the building stays standing and used for community functions. He wondered how serious the School Board was to rent the building for profit as opposed to having it for the town for a community-based type use. He felt it was a critical building within the town and should be used for recreation and/or education.

Mr. Wolf said that it is an expense to maintain the building and noted that it is deteriorating. He observed that if nothing is done, the deterioration will only accelerate. Something needs to be done soon as it has

been vacant for five years. The school district hasn't been thinking about revenue return from the building. He reminded the Select Board that they lease the gymnasium to the Outing Club for \$1/year and they share in the cost for the maintenance of it. In this instance, they are looking to reduce their expenses, stressing that it is a cost-avoidance issue. They will consider all proposals and feel strongly that it is time to do something. The sprinkler system will hopefully be up and running by that day (2pm was the check). Mr. Wolf summarized that it is not a matter of what they can make for money from this deal; the priority will be what is best for the school district and the seven surrounding communities.

Ms. Helm asked for the history of ownership of the building. Mr. Wolf said that to the best of his knowledge, the building is jointly owned by all seven towns. He offered that in the past they have offered buildings back to the towns when schools have closed. This happened in Newbury, Bradford, Springfield, and Wilmot. It is different with this building, however, as there is quite a bit of land that goes with it. They would like the opportunity to keep it because it includes so much space that could be used later on should it be needed for educational purposes in the district.

Chair Bianchi asked Mr. Wolf if he had read the Articles of Agreement of the school district, regarding giving buildings back to the towns when they are no longer in use. Mr. Wolf said he had not. Chair Bianchi said he hadn't read them recently, but would do so. He recalled that when the articles were created, there was quite a bit of contention about what would be done with the buildings.

Chair Bianchi asked Mr. Wolf why the cafeteria was not included in the RFP. Mr. Wolf said that while it wasn't specifically mentioned in the RFP, the cafeteria could be included in someone's proposal. They are wide open to do something with that building. The timeline of proposed occupancy is important and they don't want to sell it or lease it to someone who might have the building sit for three to four years while they figure out what they want to do with it.

Ms. Helm asked if the Board of Selectmen wanted to move forward and have more of a presence as far as the future of the building, did Mr. Wolf feel that there would be pushback from the other towns who may feel as though they should have an even shot at the building. She wondered if he had any idea where the other towns stood at this point. Mr. Wolf said he didn't feel there would be any pushback. Ms. Helm then asked if the other vacant school buildings were given or leased to the towns. Mr. Wolf said they were sold back to the towns.

Ms. Kidder asked if the school board had the authority to lease the building. Mr. Wolf said that per a vote taken about four years ago, permission was given to do so. If they decide to sell the building, they would need to vote again.

Ms. Helm asked about asbestos in the building. Mr. Wolf said that there is some there, as it was built in 1941 and the use of asbestos was common. Ms. Helm asked if the presence of asbestos would be a problem with the building being able to be leased or a sold. Fire Chief Lyon said that some abatement would need to be done on it but it was fine as long as no walls were opened during refurbishment.

Mr. Wolf said they would like to be able to bring forth something to the voters at the next school district meeting in March. One of his goals when he ran for re-election was to get this situation resolved. The building can't continue to just sit.

Chair Bianchi asked if the land around the building could be part of the deal. Mr. Wolf said it could be. Everything is on the table at this point.

Ms. Prohl said she worked in both the Newbury and Bradford buildings before they were sold back to the towns for \$1. She didn't remember it being a district vote but that it was a transaction under the Articles of Agreement. She didn't know if the land was included with the building from the beginning but she felt they should really be looking into the Articles of Agreement to see what course of action they should take. Ms. Prohl wondered if the school district sold the building to the Town for a dollar, could they enter into some deal with the school district to share profits from what eventually goes into the building? Mr. Wolf said that right now they spend about \$50,000/year to heat and maintain the building and would like to get rid of that expense. That is what they are looking to do right now. They could start to mothball the building when the sprinkler system is approved.

Ms. Kidder said that if the Town wanted to do something, such as form a committee and come up with a proposal, they may not be able to do that in four weeks (the deadline set in the RFP). She asked if the Town could have more time to come up with a plan. Mr. Wolf said he couldn't speak for the school board, but if the Town were to come to them and had something coming together, they would want to hear it. They don't want to exclude anyone in this or spend more time drafting leases, extending benchmarks, etc. Chair Bianchi said that the Town didn't have any money right now to do anything with the building. He thought a public/private relationship would be a win/win situation for everyone involved.

Chair Bianchi asked if the mandatory walk-through of the building, for those who are interested in making a proposal, would be necessary for those on the select board, who have already gone through it. Mr. Wolf suggested they take the tour as it is a requirement of the RFP process. Ms. Helm said she was planning on going on the walk even though she has been there in the past. Ms. Hallquist said she would go as well.

Mr. Prohl said that given the history of the school district giving buildings back to the towns, he was curious as to why the school board didn't come to the Town of New London and ask, before doing the RFP, if they wanted it back. Mr. Wolf said that ideally their thoughts are not to sell the building because it is a key parcel within the learning campus that may be needed in 10+ years. In the cases where schools were given back to the towns, it was because it was determined that the site was not viable to the district for school purposes, generally because of the size of the property or location. Also, there have been a lot of communications with groups who have come before the school board trying to get their ideas off the ground. They didn't avoid the Town with the discussion as they felt New London was aware of what was going on.

Ms. Helm said that the Board was aware that the school board was trying to do something with the building for some time; it wasn't until the CAC meeting a few weeks ago that they heard that the school board put out an RFP for use of the building. She observed that the cut-off for RFP being October 26th inhibits them from being proactive in moving forward with town involvement. Mr. Wolf said the school board is subject to a legislative calendar and that is why they chose that date. They have the right to change the date as they wish, however. If the selectmen come to the school board with a proposal and tell them they need until November to have a more formalized plan, they'll consider it. Chair Bianchi said he was glad to hear that the school board was willing to negotiate.

Colby-Sawyer College

Chair Bianchi began by noting that the Town couldn't be happier that the college is doing well and is growing. He observed that the college being healthy and vibrant only helps the Town of New London. The Board would like to talk about trying to get through the growth the college is experiencing with the least amount of potential animosity and disputes. In growing, there have been some concerns about the spreading of the residential life from college and dorms into residential areas. There have been issues with the two new buildings on Cottage Lane, and the number of cars parked in front of houses along Seamans

Road. Chair Bianchi said he would like to know the college's long-term plans for the houses and for parking. He had heard that the college was planning to purchase the buildings on Cottage Lane and thought that with that kind of growth in the residential section of the town, the college should communicate about what their plans were to the Town.

Doug Atkins noted that joining him at the meeting was Tom Galligan (President of Colby-Sawyer College), Pete Berthiaume (Director of Campus Safety), and Dave Sauerwein (Dean of Students).

Mr. Galligan began the discussion by noting that the college's board has approved growth in a 3-5 year period to a maximum of 1,500 students. He suggested that they would likely reach their goal closer to the 3 year benchmark, than the 5. They are about 1,415 currently. The demographic in New England for high schools, from which they draw students, is decreasing. Their goal, however, is still the same. As far as residence hall space goes, they opened this year with about 20 vacant spaces all over campus. This is due to some construction that was done on campus in addition to the two houses the college is renting from Snow Construction. They do have an agreement to rent the two houses that Snow Construction has built for up to five years or until they decide to sell the houses. They haven't committed any resources to buy them, nor have they said that they wouldn't buy them. At this time they do not have an arrangement to lease the two houses currently planned for construction by Mr. Snow.

Mr. Atkins said that in regards to the houses along Seamans Road, every year there are new students housed there and it takes time to make them aware of the rules. It says on their lease agreement that they are not to park on the grass. He puts notes on their windshields letting them know they are not to park that way. It seems to be getting better. He felt it was a beginning-of-the-year-exercise they have to go through to get the students parking in the right places. With regards to other parking on campus, it was his impression that this year they had a large increase in the number of students who brought cars to campus. K lot is being utilized more than it has been in the past. They have reassigned people to other lots to reduce pressure there. They lost some parking at Ware Campus Center, due to some construction but have arranged to utilize 29 spaces at Pizza Chef until early 2013 when construction should be done.

Mr. Sauerwein emphasized that every fall is a new education process for students to let them know where they are to be/park. They never know how many cars will come and they have to assign students to certain lots to keep it from getting over crowded in any area. There are also parking spaces that must be made available for visitors, users of Hogan, and employees.

Chair Bianchi said that when Harry Snow came before the Town relative to the number of people who were supposed to be living in the buildings, they found that only five unrelated people could live in a dwelling together. Mr. Galligan said that there were five people in each unit now, although they hoped to be able to house six, as requested by Harry Snow. They will continue to be forthright and open in this matter. He added that the master planning firm they have been working with (The Slam Collaborative), who designed the Ware Campus Center, will be reporting to the college's board at the October meeting on their work thus far. They would like to come back and share this information with the Board of Selectmen. Mr. Sauerwein said he could also talk about student development and mitigating adverse consequences for students who live off campus. The college has assigned a staff member specifically with the role of Community Relations who will work with parents & students to make sure rules are followed and expectations are met. In establishing this position the college hopes to help students see that they aren't out there on their own as well as assist landlords and other community members with the interacting with the student population as they interact within the town.

Chair Bianchi asked if they have plans for a new dorm on campus. President Galligan said they will know better after their meeting with "The Slam Collaborative" to discuss their master plan.

Ms. Helm said they received a letter a couple weeks ago from a concerned citizen about traffic coming out of Hogan. She shared that even she came very close to being clipped by someone coming out of Hogan recently, who didn't even look to see oncoming cars. One proposal they have is to eliminate one parking space on each side of the driveway which would help increase visibility. Mr. Atkins said that they have had a recent conversation about crosswalks and the need to increase site-lines at some of the intersections. The road they are talking about is a State road and they are completely supportive of the effort to make it a safer area.

Ms. Prohl asked if freshmen were allowed to bring cars to campus. Mr. Atkins said that they are but the college is thinking of changing this. They are located in rural New Hampshire, however, and when recruiting within this area it is enticing to students to be able to bring their cars with them to college. Ms. Prohl said that her daughter goes to school in rural Maine and wasn't allowed to have a car her freshman year. She observed that the college was vigilant about this rule and has managed to cut down on the number of cars on campus.

Police Chief Seastrand said that off-campus students occasionally have guests. He wondered where the students are telling their guests to park. Mr. Sauerwein said students who live in residence halls also have guests and that all guests are encouraged to park in guest parking, available on campus. These guests are usually coming on weekends, which is a time that there are more spaces available since much of the college staff is not on campus during that time.

Ms. Kidder asked if the college's ultimate goal was to have all housing on-campus. President Galligan said that he wasn't sure that was their goal. The houses off-campus would still be used for another purpose even if housing wasn't the use. There would still be parking issues if employees worked from these houses. Other colleges own houses in the neighborhood and use them for their various uses. President Galligan said that the college had sold houses previously and have had to buy them back due to the need for space. Ms. Kidder said that it is an issue for people who live in the private areas of town who find themselves living next to a dorm. She added that the houses the college owns are within the R1 district and if the college decides to use them for other means they would have to change some of the zoning to allow for it. She also commented that students walking across the street don't realize that they are crossing a major thoroughway to the town and can be dangerous.

Chief Lyon said the college has improved from a fire safety point over the last few years. Buildings have been brought to NFPA code. Chief Lyon verified that at the day of the inspection at the houses on Cottage Lane, there were five beds there. The college is growing as is their utilization of the buildings they own. As the college continues to grow, he thinks it is important to look at the relationship and infrastructure from a pedestrian standpoint to make things safer for all.

Mr. Atkins asked about a permit application. The College's 175th anniversary is this year and they would like to put banners proclaiming this on their light posts around the outside of their dorms. They would like to have the banners up for two 60-day periods: October - November and Mid-March – Mid-May. He noted that last year they were asked to remove some Colby-Sawyer College banners that they had put up. Chair Bianchi said they will have to look at the ordinance in place. He had no personal problem with what they were suggesting, but he would have to look at the ordinance to see what was allowed.

President Galligan said that on October 12th they would have the college's 175th celebration on the town green. Someone from the Board of Selectmen would be present to read a proclamation, and there would be historical reenactments and games. He invited the public to join the celebration.

Philips Memorial Preserve Conservation Easement

Ms. Hallquist said that she and Mr. Deegan of the Ausbon-Sargent Land Preservation Trust (ASLPT) have talked at length and have made some changes to the easement language. There remains three items that ASLPT doesn't want to change. She understands that this was prepared by the Trust with the goal of making it as easy as possible to enforce on their end, however she feels that the provisions may be a problem for the town in the future.

Ms. Hallquist explained that one area that would be beneficial to change from the town's standpoint is on page 13, section H, regarding attorney's fees. The provision states that if the grantee (ASLPT) takes the Town to court and the court determines the litigation was initiated without reasonable cause or in bad faith, the court "may" require that the town's attorney's fees be paid. She suggested that the provision be changed to require the town's attorney's fees be paid in such a case.

Another item Ms. Hallquist suggested should be changed is the town's waving of defenses (page 13, section I) should it be sued. She noted that if the town has a reasonable defense for its actions, they shouldn't waive it.

The third item that Ms. Hallquist suggested should be changed is the "Hold Harmless" provision on page 15.

Ms. Kidder asked if the Town was getting money for this easement, as the language on the first page made it sound as though it was being paid for. Mr. Deegan said the Town is not receiving money for it. He explained that even if doing a Quit Claim Deed, all the documents state that it must include "for consideration paid."

Ms. Kidder asked what parking was provided to access the trail on the property. Mr. Deegan said that the parking he has used is right off the beginning of the trail head. He wasn't sure how much the parking would increase after the easement. Easements can have provisions to allow for things that are not generally allowed, under certain circumstances. He noted that increasing parking would be a circumstance that could be provided for. They could discuss including a reservation of right to expand the parking area within reason, although it would be difficult to actually expand very much as it gets steep right off the road. Ausbon Sargent has added parking provisions into easements in the past, for example, the Clark Pond Trail. They've also worked with other towns to expand parking to accommodate more cars, but they do it within reason. He could put a parking provision in this easement as well. Ms. Kidder referenced a recent problem with a homeowner who had a problem with people parking on her road to get to a trail, and the damage of the road that was caused by the frequent use of it.

Noting that the Easement reserves the right to conduct agricultural activities on the property, Ms. Kidder asked what type of agricultural activity was envisioned on the property. Mr. Deegan said they don't anticipate anything at this time, however there is a large field that was used for logging in years past. They'd like the lands to be used, if possible. For example, if a local farmer would like to put some cattle there to graze, they'd like to allow it. It is a way for the Town to get some money from it (with a lease agreement) and they don't want to inhibit that. If the town wants to get rid of the property and sell it to someone else for agriculture, they want this to be possible.

Ms. Kidder asked about the maintenance of forestry products. Mr. Deegan said that Pierre Bedard wrote the forestry plan for the parcel several years ago. The plan helps them be able to take down the trees that aren't going to do well. Removing those trees will help the health and vitality of the others. A forestry manager will help the forest to grow better.

Ms. Kidder asked how Mr. Deegan knew that there wasn't any hazardous material on the land, insuring an "Environmental Warranty." Mr. Deegan said that they look at DES' list of areas where those types of materials were present. He was confident that there wasn't anything of this nature on the property. There could be legal issues with the land trust if they find out later that it was a hazardous waste dump. It would be the Town's responsibility to clean it up if this was found. It is the Town's property already and would be their responsibility either way. He did not think that this would happen.

Mr. Deegan noted that the easement was not meant to be an adversarial document. They want to protect the land with the land-owner. If they communicate well, they can work together to remedy any situations that go against the easement. They want to make sure this property isn't developed, but is managed using a sustainable method.

Ms. Kidder asked why they are proposing to prohibit hunting & fishing on the property. Mr. Deegan said he doesn't usually put that in there but that the Phillips wanted the land retained as a nature sanctuary and didn't want hunting allowed on the property. For New London to meet their obligation to that deed, he wrote it in to post it against hunting if they wanted to. It is up to the Town to decide if they want the land posted.

Mr. Deegan said that with regards to the "hold-harmless" clause, if someone is doing an activity that is allowed and gets hurt and sues the Town, there are ways they can protect themselves. Since no fee is charged, State law says that the town can be sued but the plaintiff will not win. Their mission is to allow the public to visit properties. If people get hurt repeatedly and sue repeatedly, Ausbon-Sargent will require the Town to post the properties against trespassing because they will keep losing money being sued all the time. They have extensive trail networks already in town and Mr. Deegan felt it was important to keep them open. Their attorney did not want to change the things Ms. Hallquist had suggested.

Mr. Deegan explained that Ausbon-Sargent is a community-supported organization and they are in business because people trust them and support their mission. If they decide to take people to court all the time, they will see their support drop or vanish. It is not in their best interest to bring frivolous lawsuits forward. Chair Bianchi said that the Town has to look for their best interest. These easements are in perpetuity and they need to protect themselves well into the future. Chair Bianchi said they are not against this easement but it is a legal document and so they have to have legal counsel review and approve the documentation. Mr. Deegan urged them to have their counsel look at it. He said that they have used this language before with several of the Town's other easements, which have been brought to counsel previously, and were OK'd.

Bob Brown (Chair of the Conservation Commission) said that the dead end gravel road which the trail head is near is wide, so parking wouldn't be an issue unless the area got very popular or if snow storage was a problem.

Mr. Brown said that the Philips Preserve is not visited more because the spectacular view at the top has grown over. They would like to move forward with the forestry plan to do some selective cutting and enhance the view. They would discuss this further in a few months.

Review of Minutes

IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to approve the minutes from September 10, 2012, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Pathways Engineering

Chair Bianchi asked how they were feeling about continuing with Pathways Engineering. Ms. Hallquist said that Mr. Lee hadn't changed his opinion on this matter. Ms. Kidder didn't know if Pathways would be able to sustain the kind of attention they were giving the project if it wasn't in jeopardy. She hasn't worked with them prior to this so didn't know why they had dropped the ball to begin with.

Chair Bianchi felt that Pathways seemed to be qualified but they still don't know the price. Ms. Hallquist said that this will be part of the negotiation which would take several meetings to hash out. It seemed that there were many parts of the project that needed to be negotiated. Ms. Helm wanted there to be a good working relationship between Pathways, Ms. Hallquist and Mr. Lee. She felt that Pathways would be ever-vigilant to meet their needs now that they have been taken to task. She would be inclined to go to the next step with them but could also see some reasons for not going forward. Ms. Kidder was concerned about the fact that they've gone this far with them and will have to start over at square one with someone else if they let them go. She thought it would be worth it to see where they were with the proposal.

Ms. Prohl thought that they were working hard to please the Town right now. To not get the job wouldn't look good in the surrounding communities. They need a good working relationship and qualified engineers. She thought they should give them a chance and if the numbers are too high they can move on to the next engineer.

Ms. Hallquist was asked to contact Pathways to let them know the Board will continue with the negotiations.

New Business

The Energy Committee wished to appoint new members Leigh Bears and Michael Rodriguez. The Board of Selectmen agreed to appoint these new members to the Energy Committee.

Pine Hill Cross-Country Ski Trails

Chair Bianchi didn't think that Town property should be used by a private entity to make money. He had no problem if it was a non-profit but thought there should be some kind of lease agreement. Ms. Kidder didn't think that they were making much money as their costs to maintain the trails and run the program were high.

Ms. Helm said that at some point they need to discuss Town properties and what they will charge for rentals of them. Ms. Hallquist asked if this Cross-Country Skiing issue had ever gone through town counsel for purposes of checking on the liability the Town might be exposed to. If there is a charge to use the trails, the Town may be exposed to liability. Ms. Kidder said that the ski club allows people to become a member by paying a yearly fee and that they also accept donations for trail maintenance. It was thought they should do some research on this before signing the agreement.

Nicholas Gilman - Abatement Lawsuit

The Board noted receipt of a lawsuit filed against the Town in Superior Court for the denial of an abatement of 2011 taxes. Town Counsel has filed his appearance.

Town Administrator's Report

Ms. Hallquist noted that Richard Lee was notified that the facility the town uses to dispose of brush is not accepting any brush for a month. This means that the town has no place to dispose of the brush, so citizens have been informed that they can't bring their material to the town facility for the month of October. Mr. Bianchi noted that he felt that the town could burn the brush. Ms. Hallquist noted that she spoke with Mr. Lee about this option, but it is not the preferred option since there were many complaints

from neighbors in the past about smoke. Mr. Lee also noted that labor costs might increase given the fact that until the fire is completely out, there must be an attendant watching it. There was also a question as to whether the Town has a current State permit to burn.

Employee Committee to study the Personnel Policy

The second meeting of the employee committee would be held the following day. Ms. Hallquist noted her understanding is that the first meeting went very well and was productive.

Sunapee Wastewater meeting

The joint meeting of the New London Board of Selectmen and Sunapee Wastewater Commissioners will be held on Thursday, September 27th at 5:30 at the Sunapee Town Office.

1941 Building

With regards to the 1941 building, Ms. Kidder thought the Board of Selectmen should put together a committee to come up with a proposal. Ms. Helm thought that there should be a public meeting for people to bring up their ideas first. She thought they should have two key questions and keep the discussion focused as to not rehash what has been discussed before. Ms. Kidder thought they should appoint a committee and let them spearhead the public meeting.

Chair Bianchi said he spoke with Fred Downey that morning who wanted to continue discussions about the building with him. He told Mr. Downey that it wasn't productive to speak one-on-one but that they need to talk to a larger group to decide what to do with the building.

Ms. Helm said that there has been a lot of discussion about this issue and she would like to "quasi-clean" the slate and have a public forum for those who are interested in sharing their ideas. Questions they could direct to the participants would be something like "If you could dream what would be the best use of the building, what would it be?" and "If you perceive "x" as the best use, should Town monies be attributed to it?" She felt guideline questions would help them better decide what direction the Town should move in.

Chair Bianchi said that after the public meeting, an eight-member committee could be formed to come up with a proposal. It was decided that Saturday, October 6th at the usual CAC meeting (7:30am – 9:00am) would be a good time. It could be held at Whipple Hall to accommodate more people. A notice of this meeting would be put in the Kearsarge Shopper, put on the website, and sent out on the list-serve. Guidelines for the discussion at this meeting were covered to allow for the most people to be able to share their ideas.

Wastewater abatement request

Ms. Hallquist said St. Andrews Church has sent in a wastewater abatement request which Mr. Lee approves. The outside faucet was left on for an unaccounted period of time during the winter. The water didn't go into the wastewater facility and thus the town was not charged to treat the water. The abatement requested is \$533.00.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to accept a one-time wastewater abatement for the amount of \$533.00 for St. Andrew's Church.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Chair Bianchi asked if Mr. Lee had started putting blue stone on Forest Acres Road. Ms. Hallquist said that she was not aware that the project had been started, she was aware that the Pleasant Street sidewalk has delayed these kinds of projects as Mr. Lee awaits the curbing delivery.

Chair Bianchi asked if Mr. Lee had checked with Sunapee about taking out one of the meters in the pit that has not been used in several years to record wastewater flows. Ms. Hallquist said Mr. Lee hadn't replied back to her about it yet.

Chair Bianchi asked if Mr. Lee had come back to her with paving bids yet. Ms. Hallquist said he had not.

Chair Bianchi asked if the Bucklin Beach bids came in. Ms. Hallquist said only one bid came in and that Mr. Denning would be reviewing it before bringing it to the Board.

Chair Bianchi asked if the tax rate had been set yet. Ms. Johnson said that all of the required forms have been submitted to the State Department of Revenue so we are in line for the tax rate setting process. She noted that we are on track for it to come in within the next couple weeks.

Chair Bianchi asked if an ad had gone out yet for the replacement of a full-time employee in the Sewer Department. Ms. Hallquist said that she is working with Mr. Lee on the ad and job description.

Chair Bianchi asked if the locks had been changed at the Sewer Department yet. Ms. Hallquist said that Heather was looking into getting estimates on the cost to have the locks re-keyed.

Chair Bianchi said that they need to come up with a budget guideline soon for the department heads. He would like to suggest they have that ready for the next week's discussion. The Board will address this at their next meeting.

Ms. Kidder requested a change of meeting times. Chair Bianchi said he was OK with some morning meetings but felt that more people could come to meetings if they were in the evening. Ms. Kidder asked if 8:30am would work. It was decided to change the December 10th meeting to 8:30am and the rest of the previously scheduled morning meetings that were scheduled for 9:00am were changed to 8:30am as well.

Application for Building Permit:

- Edward & Melody Johnson, 1359 route 103A (Map & Lot 128-009-000) replace and add windows – Permit #12-092 – Approved.
- Ben & Avery Hoglund, 108 Job Seamans Acres Road (Map & Lot 060-018-000) build new deck – Permit #12-093 – Approved.
- Deb & Craig Langner, 1299 Route 103A (Map & Lot 128-007-000) pour stamped concrete patio – Permit # 12-082A (Amendment) – Approved.
- Andrew & Alison Seward, 55 Summit View Road (Map & Lot 129-012-000) finish attic area over garage into bedroom & bathroom – Permit #12-095 – Approved.
- Jaromir Divilek, 77 Whitney Brook Road (Map & Lot 052-004-000) build 2 car detached garage – Permit #12-096 – Approved.

Application for raffle permit:

- Colby Sawyer Athletics, daily raffle for the month of November – Approved
- Colby Sawyer Chargers Club, 50/50 raffle – drawing 10/13/2012 - Approved

Application for use of the Mary Haddad Bandstand:

- American Cancer Society – Making Strides Against Breast Cancer – wrap the bandstand in pink ribbon for the month of October. – Approved.

Application for use of Whipple Memorial Town Hall:

- Northern New England Repertory Theatre Company – use of Whipple Memorial Hall from April 22nd, 2013 – May 19th, 2013 – Approved.

Application for sign permit:

- NL Historical Society, sandwich board at information booth – 10/25 – 11/1 – Approved.
- New London Outing Club – 4 signs – Approved.
 1. 10/7 – Fall Fling
 2. 10/14 – Fall Fling
 3. 10/25 – Monster Mash
 4. Ski & Skate Sale

Other Items to be signed:

- Disbursement voucher
- Cartographic Associates, Inc. maintenance agreement 10-16-12 – 10-15-13

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

The meeting adjourned at 11:50am.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London