



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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**APPROVED**  
**Budget Committee Meeting**  
**Meeting Minutes**  
**February 13, 2012**

**BUDGET COMMITTEE MEMBERS PRESENT:** Jim Wheeler (Chair), John Wilson, Ben Cushing, Doug Homan, Kathy Bianchi, Bill Green, Connie Appel, Joe Cardillo, Mark Kaplan (Board of Selectmen's Representative)

**BUDGET MEMBERS ABSENT:** Ann Bedard

**OTHERS PRESENT:**

Linda Hardy, Town Clerk/Tax Collector

Wendy Johnson, Finance Officer

Peter Bianchi and Tina Helm, Board of Selectmen members

Dave Seastrand, Police Chief

Jay Lyon, Fire Chief

Sandra Licks, Library Director

Chad Denning, Recreation Director

Linda Jackman, Administrator's Assistant

Peter Stanley, Planning & Zoning Administrator

Steve Ensign, Board of Fire Wards

Nancy Friese, Council on Aging

Sean Carroll, reporter for the *Intertown Record*

New London Residents: Renate Kannler, Bruce Hudson, Phyllis Piotrow, Bob Meck, Jerry Coogan, Bill Helm, Chris & Heidi Currier

Chair Wheeler called the meeting to order at 7:02pm. He said he would like to keep the meeting informal and keep it conversational without participants interrupting each other. They would look at the budget in earnest and if anyone wanted to make a motion, they could do so. He added that they would try to make some decisions as the night progressed, but he didn't want them to feel like they had to make decisions if they weren't ready to do so.

Review of Minutes from January 9, 2012

Mr. Wilson said that first paragraph of page, last sentence: the words "the payment" should be struck from the sentence.

**IT WAS MOVED (Kathy Bianchi) AND SECONDED (Doug Homan) to approve the minutes of January 9, 2012, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

Elkins Dam

Mr. Bianchi noted that engineers from Wright Pierce recently came to a Board of Selectmen's meeting present some information they had compiled after studying the Pleasant Lake Dam. The dam was not in as good a shape as they had once believed and they found that it needs to be upgraded per State requirements of it being able to withstand a 2.5x a 100-year storm event. Major renovations would need

to be made to the dam costing upwards of \$300,000. This amount did not include the engineering that would be needed for a feasibility study, and was only a preliminary guess on the part of Wright Pierce of what it would cost. Mr. Bianchi noted that this news was a surprise to the Board of Selectmen, who had been lead to believe that the dam would be able to be re-classified and remain in its current condition. The Board of Selectmen have not met again since the presentation from Wright Pierce, but it seemed to him, and he believed to his colleagues as well, that any effect to the immediate budget would be to put some money aside for further engineering for the dam. The long-term effect for the budget would probably to raise a half-million dollars to fix the dam. Mr. Bianchi said right now the Town has a bonded indebtedness of about \$8,000,000.00. It will be a challenge on how to pay for this necessary project. Mr. Bianchi explained that there is already a capital reserve account in place for dam repairs however it has less than \$1,000.00 in it currently.

Mr. Bianchi said that there was some concern that the Elkins project and the dam project may clash. They want to make sure that whatever is done in Elkins doesn't have to be done twice. Ms. Helm said the Elkins project is due to be completed in August, 2013 and they already have the grant money for it to be done. The people from the Dam Bureau have said the dam would need to be repaired by that same deadline. If the Town is able to show the State that they are working towards the goal of repairing the dam, they would likely get an extension on the deadline for its completion. Mr. Homan thought that there should be some grace period for this requirement because it is a fairly new rule. Ms. Helm said the rules have always been there but the State has been lax in implementing the requirements until the recent flooding in Alstead, NH area.

#### Review of Revenue Report

Mr. Homan asked what the discrepancy was between the 2011 and 2012 budget. Ms. Johnson said that the 2011 budget was an 18-month budget and the 2012 budget was 12 months. Ms. Johnson said that the revenue sheets contained very preliminary numbers but felt they were best guesses at this point.

Ms. Johnson said that the sewer revenue says "\$740,000" and it should be changed to "\$650,506" to match the appropriation. Another change needed is under "Sale of Municipal Property." It should be \$35,000 for the anticipated trade-in amount for the fire truck. Chief Lyon said he thought it was worth \$75,000 but due to the extensive corrosion beneath it, it would have to be repaired to make it road-worthy. As other estimates come in for trade-in or for out-right sale, Chief Lyon would update this number. Ms. Hallquist said that the amount given, whether outright or trade-in, has to be shown on this sheet as the vehicle is Town property and some value is gained from it. The asset has to be accounted for. Chief Lyon said they would have the truck at least another year before it would be replaced so they haven't advertised it for private sale.

Chair Wheeler thought the Town would come up short on Motor Vehicle Registration Fees. Ms. Hardy said she had lowered the totals based on the actual numbers for the last 12 months. It is lower than what they had projected the previous year.

Mr. Cardillo asked about the interest on page 1 of \$20,000. Ms. Johnson said it was interest on property tax. She said that the largest increase was the last line, which had to do with liens. Chair Wheeler asked about the interest they get from savings and CDs. Ms. Johnson said the interest rate is low but that they were at least getting something.

#### Budget Sheets

Chair Wheeler asked how people felt about getting two different sets of budget sheets. He liked having them as they each had important information on them but wondered how everyone else felt. Ms. Bianchi felt it was ridiculous having two sets. She didn't see the point of it and thought they should decide on

having just one. Mr. Cardillo felt it helpful having the calendar year on one of the sheets. Chair Wheeler decided to go with having the sheets with one department per sheet and then just keeping the second set of sheets for reference.

#### Administration Budget

Mr. Wilson asked about retirement. The numbers didn't look like they had increased that much. Ms. Hallquist said that the State changed the rates for all the groups. They lowered the retirement cost for employees for employers. Police and fire retirement have increased, but overall, the NH retirement exposure to the Town went down. Ms. Hallquist added that this is how it will be going forward until the State changes the rates again.

Mr. Cardillo asked about the administrative assistant line item that was \$1,500. He noted that in the past, they had not even used half of the amount allotted. Ms. Hallquist said that it was funding for hourly employees in the office who might work overtime. She noted that they try not to let this happen, but it is there just in case. Ms. Hallquist said that it was possible to decrease this amount by \$500 bringing the total to \$1,000.

Mr. Homan asked for some detail on the Board of Selectmen's Discretionary Account. Mr. Kaplan said it was used for employee holiday bonuses as well as for the coffee provided at the monthly CAC meetings which are held at 7:30am. Whatever is not used of the fund goes back into surplus.

Mr. Green asked what was included in the Executive Budget. Ms. Johnson said it was for Amy Rankins' (Land Use Coordinator) and Linda Jackman's (Administrative Assistant) salaries.

Ms. Bianchi asked about the increase for Town Clerk Supplies. Ms. Hardy said it was for a new computer. A year ago, Joan Pankhurst's computer was replaced at a cost of \$1,200. She estimated a little higher for her own computer to be replaced in 2012/13. She explained that her budget didn't have a separate computer line item to keep them on track for the replacement of computers, so she has to put it under "Supplies." Ms. Hardy said that about \$600.00 would actually be used for traditional office supplies for the clerk, and \$1,600.00 was earmarked for the computer and several hours of IT time necessary to transfer files, set up the firewall, and network the printer. Mr. Homan said he just bought a business computer for \$700.00. Ms. Hardy said that because her computer will be on a network with the State, her computer and the additional things she will need for it will be more expensive. They are required by the State to have a higher firewall protection. She noted that the printer that is used for the boat registrations was purchased by the State.

Ms. Hallquist said that they recently got a new computer for about \$600.00 for Ms. Johnson through a grant that Chief Seastrand got for the Town. They ended up having to spend another \$400 to transfer the files. She assured the Budget Committee that they will try and get the best price possible. Mr. Homan asked if the whole Town used the same IT person. Ms. Hallquist said the Town Office and the Police Department did. Chief Lyon said the Fire Department used someone else.

Mr. Cardillo wondered about miscellaneous/election/food/supplies line item which increased to \$2,850.00. Ms. Hardy said the narrative on that was to set aside \$2,000 to start replacing the voting booths. If they don't replace the booths, the amount would be \$825.00. Ms. Hardy said her thought was to replace the booths a little at a time instead of replacing them all at once. Some of the booths don't stay together and are quite rickety. Ms. Hardy said that on March 13 when they have the school election, she welcomed anyone to come and look at how they are set up and observe their condition. Currently they have 25 or 30 booths. They recently had to buy five or six new booths because they didn't have enough as

mandated by the State for the number of voters in the town. The remainder of the booths, she believed, had been around for about 20 years.

Mr. Homan explained that everyone was trying to hold their budgets down to a 2% increase and this one was high. Ms. Hardy said the booths were the least important of the three things she had in her budget. Ms. Bianchi suggested postponing the booth replacement expense for a year so that the \$2,850.00 would go down to \$825.00. Ms. Hardy said that was fine.

Chair Wheeler asked about the ballot machine expense. Ms. Hardy said it costs \$1,000 to program the machine. Two memory cards are programmed and it depends on how many races there are as to the actual cost. Town elections are generally more expensive because there are many races involved. This is also a presidential election year, so that is why it is more. Ms. Hardy indicated that they will be using paper ballots for the March school election this year as it will save the school \$1,000.00.

#### GIS Maintenance

Mr. Wheeler asked Peter Stanley about the Tax Map Update line item in addition to this GIS Maintenance line item. Mr. Stanley said anything that changes the configuration of lots goes through Carter Graphics to maintain up-to-date information each year. As far as the pickups go, that would go through Norm Bernaiche's (Tri-Town Assessor) office as he deals with that directly.

Mr. Green asked how many lot lines and mergers are done per year. Mr. Stanley said that there were about 15 last year, including a few subdivisions.

Mr. Cardillo asked about the audit cost increase. Ms. Johnson said that at the end of June, the auditors will come and audit the 18-month time-frame. After this year, it will go back to being a 12-month audit.

Mr. Homan asked about the telephone bills for this past year. Ms. Hallquist said there are some cell phones included in that line item, and it also includes all the phones in the Town Office building.

It was asked what was included in the Finance Advertising Budget. Ms. Johnson said it was for the Department of Public Works to post advertising for closings, parking ordinances, or other notices coming out of the Town Office. She wasn't sure of the reason, but it is included in her budget.

Mr. Homan asked about the jump for the cost of the office leases. Ms. Johnson said it actually went down. Ms. Appel said that it includes the postage machine lease, copier lease, and copier and printer maintenance.

Mr. Wheeler asked Ms. Hardy to talk about the Tax Bill Expenses as it had increased. Ms. Hardy said that they are currently doing the billing in-house using the "Muni-Smart" software they have. It has a non-custom generic bill form they use. They print the bills in the office on the copier that they lease and then at least five of them in the office spend a day folding and stuffing the bills and putting them through the postage meter that they lease. When they went to quarterly billing, the bills had to change as the software is set up for bi-annual billing. Concord has set up a custom-billing program with "Muni-Smart," which creates more user-friendly bills. In New London, they currently send out two bills in each of the two mailings. They could make the billings better for the town in two ways:

1. Have "Muni-Smart" do a software upgrade to enable the Town to be able to print bills that could be a one-page bill with two tear-off stubs with all the information they need on it. They would still be printed, stuffed, and mailed in-house. That cost would be about \$2,400 for the software upgrades, plus two computer maintenance fees at about \$200/year.

2. They can activate something in the software to create a file to have an outside printer print the bills and potentially contract to have the stuffing and mailing done off-site. For this option, Ms. Hardy said she got a rough estimate from the City of Concord of about \$2,200.00 each year.

Ms. Hardy indicated that earlier years' budgets for the bill printing process only accounted for the envelopes that were purchased. Nothing else was taken into consideration. The Town Clerk/Tax Collector "Stationary" line is where the envelope purchases are paid from now.

It was decided to have the software upgraded and have the bills prepared in-house. It would take the \$2,255.20 down to zero. (Does this make sense to you? It doesn't seem to go along with either of the options listed above...)

Ms. Bianchi had a question on Sick-time Buy-out, which was at \$9,325.00. She wondered when this started. The concept of having the sick time being bought out was unclear to her. Ms. Hallquist said that when employees don't use their sick time and once they get over 240 hours of accrued sick time, the Town pays the employees for half of those hours, in cash. It rewards employees who aren't sick by giving them some monetary payback for it. Mr. Homan felt this was a budget-buster. They have the potential of six weeks sick-time accrual. Conceivably if an employee was there for an extended period of time, they could have three months of sick time. Ms. Hardy said that when someone leaves their position with the Town, there is no monetary value to the sick time. Mr. Homan wondered if there were grounds for dismissal for someone using sick time when they were not sick. Ms. Hardy said that there was.

**IT WAS MOVED (Doug Homan) AND SECONDED (John Wilson) to make the sick time buyout line item zero.**

Ms. Bianchi felt that sick days were a benefit of employment. The Town is saying that if someone is sick and is home and can't come in, they will continue to be paid. If at some point, the Town has agreed to buy out the hours at 50% when the employee accrues 240 hours, it seems like the Town is paying the employee again for days that they didn't work. Ms. Hallquist said that this is fairly common practice and wasn't something the Town made up. She added that some places combine all sick and vacation time which clears up the issue. It was noted that employees have to earn their three weeks of vacation in the first year. If they have been with the Town for 15 years or longer, they can get six weeks of vacation per year.

Mr. Denning noted that they were talking about personnel policy which could only be changed by the Board of Selectmen. Mr. Homan said that it was their job to understand the policies before they can change it. Mr. Homan said they are not required to fund the Sick-Time Buy-Out line item and if they choose not to, the Board of Selectmen would have to find the money for it elsewhere.

Mr. Helm said that although not being a town employee but having run businesses for a number of years, the policy has to stand for those employees who have been working under that benefit. He offered that the Budget Committee may need to increase the Legal line item if they take away the Sick-Time Buy-Out line item. As nice as it would be to take this \$9,000.00 out of the budget, any employee entitled to that money now would need to have the policy honored. He said that it was an accounting issue. Ms. Johnson said that the number she provided was the maximum exposure to the Town.

**Mr. Homan amended his motion to bring the funding for the Sick-Time Buy-Out down by 50%.**

Ms. Johnson said if an employee accrues 240 hours of sick time, they have to either cash it in or convert it to vacation time or it is lost. Cashing in sick time to vacation time is done at a rate of 3:1.

Ms. Bianchi asked if they could wait on making a decision on the topic that night. Ms. Johnson encouraged the Budget Committee members to read the employee manual.

**Mr. Homan withdrew his motion and amendment.**

Heidi Currier, resident, offered that when calculating the numbers, they should calculate the amount of overtime they will have to pay the people who will be covering for those who are out sick.

Ms. Appel asked if Ms. Hallquist could survey the surrounding towns about this policy to see how they handle it. Ms. Hallquist agreed to do so.

Ms. Bianchi asked about the \$20,000.00 under the Employee Benefits line item. She assumed that to be the Health Insurance deductible pool. Her understanding was that the pool, created in 2011, was for one year to help the employees in the transition. Ms. Hallquist said this was the case. Ms. Bianchi wondered why it was appearing again. Mr. Kaplan said that this year they also had a renegotiation where the deductibles changed again and it was the second year they had to take care of those changes. Last year the deductible was \$250.00 and \$750.00. Now it is \$500 and \$1,500 (?). A single person will pay no deductible. They were guessing on \$20,000 because they don't think all the deductibles will be claimed.

Mr. Green asked if they had looked into health savings accounts. Ms. Hallquist said they had not although she thought some employees would like this option. She said that they would look into this for the future. Ms. Bianchi asked if they could cut the \$20,000 in half. Ms. Hallquist said it would open the Town up to being over-expended in that area. She said it is a gamble, as healthcare is expensive.

Ms. Bianchi asked if the Board of Selectmen anticipated going forward keeping the same policy for FY 2014. Ms. Hallquist said they would revisit the issue next year. The Board of Selectmen decided that since the Town was saving money on the insurance plan they had chosen, and that since they had increased the deductible to the employees, they would help the employees out in this regard this year.

Mr. Cardillo felt there was some rationale to decreasing the \$20,000.00. If they take the increase in the deductible and look at how it has been expended in the past, they would be hard pressed to spend \$10,000.00 in the line item. If they went over the \$10,000.00 they'd have to find the overage somewhere else. He felt it would do no harm to lower this amount by 50%.

**IT WAS MOVED (Joe Cardillo) AND SECONDED (Doug Homan) to reduce the Employee Benefits line item from \$20,000 to \$10,000. THE MOTION PASSED.**

**Mark Kaplan and Connie Appel were opposed.**

It was asked for details regarding the RPC Planning Services line. Peter Stanley said it was for their membership dues in the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC). The dues (\$5,000) enable the Town to use planning services at a substantially lower rate than they could get by contracting someone privately. They also get a portion of their dues applied back to services they engage the UVLSRPC in. This year, and in recent history, New London has had a variety of contracts with the commission, including work to finish up the Master Plan, rewriting the Telecommunications Ordinance, and finding a better way to map the zone district boundaries in the Town.

Town Buildings

Mr. Green asked if they have a capital replacement fund for the Town's buildings. Mr. Stanley said that there is one collective fund but more work could be done on determining replacement costs for buildings.

Mr. Green asked about an energy audit that was done in Town and if anything had been acted upon. It was noted that some work was done in the library, the fire station and in the town offices.

Mr. Homan asked about the fuel oil and propane increases. Ms. Johnson said that she added 10% to what was spent last year. They were paying \$2.14/gallon for propane this season. Today if it was purchased, it would be \$2.76/gallon which is more than a 10% increase. Mr. Homan asked why the department heads weren't budgeting their own utilities. Mr. Kaplan said that they have to negotiate with the fuel companies as a whole and not building by building. They get a better price that way.

Ms. Bianchi asked about the Fire Station Repair line. She asked how many windows to be replaced were represented in the figure. Chief Lyon said that they anticipated replacing two windows. There has been a plan in place to replace two windows each year in the 1972 section of the building at \$500/each. Other issues have come up (water heater, valve problems) so the window replacement hasn't been completed as yet. The window replacements were deferred so the money could be used to pay for these other unforeseen expenses. He noted that they do these replacements in-house as opposed to hiring someone out.

Mr. Green asked if they will have to modify the Fire Station to accommodate the new truck. Chief Lyon said that it is not modifiable and they are working with two companies who are specking out a truck that would fit in their current garage.

Chair Wheeler thought that if the Fire Department is continually spending money on unforeseen expenditures and can't use it for the projects it is meant for perhaps they are under-budgeting. Chief Lyon agreed and said that when they continually have to use a zero-based budget, it is hard to get the things done that are needed.

Mr. Cardillo asked about the \$3,300 for the hydrants. Mr. Wilson said that is what they pay the water precinct for servicing them at \$250 per hydrant.

It was asked about the Pleasant Lake Dam line item for \$3,000. Ms. Hallquist said this was new. Over the summer there was no line item to draw from when the gate had to be fixed. They need a line item for maintenance issues that may arise in that area.

#### Police Department

Mr. Cushing asked why holiday pay wasn't included. Ms. Hallquist said that they talked about putting it in the regular salary area.

Mr. Homan asked if there was a 2% increase as it didn't look there was enough money in the budget. He asked if they could offer comp time instead of overtime to employees. Ms. Hallquist said that if the employee agrees in writing to do it that way, they can. Government employees and municipalities can do this, but private companies cannot. There are some rules about how much could be banked and said that they could talk about it.

Chief Lyon said one of his employees currently takes comp time over being paid for holiday shifts.

Ms. Hallquist said that salary people don't get time and a half. They are exempt from overtime. The policy of the Town is that, within reason, if someone works 60 hours they could take time off within that pay period without using vacation time.

It was noted that the Police Outside Services line item should be \$10,000 not \$5,000.

Chair Wheeler didn't think the amount of gas allotted was enough. Chief Seastrand said that he was concerned as well although they have tried to idle less and they use bikes more. The price of fuel has gone up so much, even though they get a reduced rate by not having to pay the State tax on fuel. Chief Seastrand wanted to have some more time to do research on their gas needs. He said he would talk to some of the other agencies to see what they are doing to see if they can get any ideas on how best to proceed.

Mr. Homan noticed that the Car Maintenance line item had doubled. Chief Seastrand said he moved some things around a bit with the older ones vehicles requiring more maintenance and newer ones requiring less. The 2009 SUV line had \$2,000.00 put into it, but as it has now become the old one he changed it to \$3,500.00 and moved the \$2,000.00 onto a newer vehicle. Chief Seastrand noted that they have a \$1,000 deductible on each cruiser. They get the extended warranties on the cruisers, which has saved the Town a lot of money over the years. They've had expensive maintenance (transmissions replaced) done on the cruisers in the past that they haven't had to pay for.

Mr. Homan said that the Police Department's budget shows an 8% increase. Chair Wheeler said there was a \$4,500.00 error last year when they split the 6 and 12 month budgets. It was for Attorney Services. When it got split up, \$4,500.00 was taken away and paid at the first month causing the 12 month actual to look like it was \$4,500.00 more this year. It is always a \$9,000 .00 bill. Chair Seastrand noted that as cases increase, the County Attorney can increase this rate if they see it necessary.

Mr. Green asked about the overtime wages and how it amounts to \$30,000/year. Chief Seastrand said they have a certain amount of overtime that gets paid out weekly. An arrest made at the end of someone's shift makes overtime kick in. Occasional department meetings must be attended by everyone and some people who are not already working are paid overtime to attend. He said in the past, the Finance Officer has put these numbers together using his input. If they over budget, it is easier than having to ask for more money half-way through the year.

Chair Wheeler said that the Police Retirement costs also helped with the increase in the Police Department's budget.

Mr. Green asked if the part-time employees are used to supplement the full-time officers or if they are used regularly. Chief Seastrand said that they cover about two shifts every week and also cover vacations for full-time officers.

#### Dispatch

Chief Seastrand said if they wait to hire someone they have to pay overtime to cover the missing person. They will then have to pay overtime during the training period. After this is cleared up, they experience very little overtime. Mr. Homan asked why the part-time was up so much. Chief Seastrand said that it is because they lost a full-time person and had to pay more part-time wages until they got back to the full compliment. Mr. Homan felt they would be over-budgeted by about \$15,000 as they would either be paying more for full-time or more for part-time but not more for both. Chief Seastrand said he would revisit this and find out what would be needed.

Chief Seastrand noted another budgeting error that occurred last year, where \$1,000 was deposited when the actual needed was \$10,000.

Mr. Green asked about the Computer Support line. Chief Seastrand said that they took over the CodeRed program from the town, which is a reverse 911 program that 14 area towns are a part of. They have put

other hardware and software into the dispatch budget so all the towns that benefit from CodeRed would be helping to pay for the service. It was originally in the administrator's budget but was moved so all the towns could help pay for it.

Mr. Green noted that New London represents 25% of the service area/people but pay over 60% of the service fee. Ms. Hallquist said that New London produces 62% of the calls. The same is true with the ambulance service. Mr. Kaplan said the population of New London is different than the other surrounding towns; they don't have a hospital or a college. If they couldn't bill the other towns for services one way or another, they'd have the whole bill to pay all by themselves. Mr. Cushing said that New London has always paid the brunt of the share and always will. In 1998 when he left the police force, it was the same issue. New London has always wanted to have their own dispatch system.

Ms. Appel said that this is a service that the community wants and they are getting help paying for it. Mr. Homan disagreed and said technology would allow for other towns to do dispatch and New London could still benefit. There are other options. They could check what else is out there for dispatch options. A second option is to come up with a more equitable payment system with the other towns. Mr. Kaplan said that when they are paying by the call, it is equitable. Mr. Homan said the call log is a self-fulfilling prophecy. They do more stops in New London which become a call in the log. The more police they have, the more calls are made and put into the log. Chief Seastrand agreed in part and said that the number of calls is consistent with the number of stops so they can track the officer's time and the things that go into a stop. It doesn't mean that the calls are self-generated, however. There are a number of other things that go into calls for service. They have tried to come up with other ways to count the calls. Fire dispatch centers charge based on population and valuation of a community. If they were to move their New London fire dispatch, the town's valuation would come into play with that. It has come back overwhelmingly by the town that the dispatch center was wanted. They were just interested in how to defray the costs.

Chair Wheeler felt it would be good to look at this issue again. He wondered if the Board of Selectmen could increase the cost to the other towns and still keep them as customers. Mr. Homan said that he would like to see it be more cost effective. Chief Seastrand said they could add more towns but their current system isn't adequate to handle the increase. If they get the grant they are hoping for, they could add the infrastructure to make servicing more towns possible.

**IT WAS MOVED (Bill Green) AND SECONDED (Connie Appel) to adjourn the meeting.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 10:00pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London