



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES September 10, 2012

### PRESENT:

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

### ALSO PRESENT:

Doug MacMichael, New London Resident  
Richard Lee, Public Works Director  
Leigh Bosse, *The Messenger*  
Bruce Hudson & Renate Kanler, New London Residents  
Ann Kynor, Skip Nalette, Scott Williams and Peter Goodrich, Pathways Consulting  
Mary Poulos, *InterTown Record*

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

Chair Bianchi explained that Pathways Consulting was there to discuss the Elkins project, of which they had been chosen as the number one candidate after sending in their request for qualifications. After several meetings with Rod Finley, who has been representing Pathways Consulting, the Town felt nervous about how the project would proceed. There were several items they were uneasy with and a decision was made to discontinue negotiations with Pathways, and move on to the next engineering firm on the list. Pathways was present to request that the Board reconsider their decision.

Mr. Peter Goodrich started with some background on the project. He said that he was one of the owners of the company and noted that he had met with Rod Finley and Kim Hallquist recently to discuss the town's concerns and how Pathways could address them. Ann Kynor was introduced as the Senior Engineer for the project. Scott Williams was introduced as the LPA Certified Engineer and it was noted that he has experience with DOT contracts. Skip Nalette was introduced as the surveyor who would be in charge of collecting all the base data.

Ms. Kynor said that they would like to work on this project and hoped to make the Town more comfortable staying with Pathways by giving the Board some more details on what they propose. She said that she has worked with this same group of engineers for the past 15 years and has done a number of contracts using the process they are currently using. She was prepared with information to help answer some of the questions and concerns that the Board of Selectmen had raised.

Mr. Williams agreed that the LPA process was a daunting one. A lot of the requirements are new and in this case, a sidewalk project can seem overwhelming. They like to break such projects down into pieces to make it manageable. The process they are required to follow in this case started in 2011 but was a rewrite of the TE schematic process, and was intended for Transportation Enhancement/Pedestrian/Traffic Enhancement projects. The meat of the process is the same as it was in earlier versions, but there are

some changes. Mr. Williams admitted that while they may not be familiar with every single aspect of the process, they have been through it before. The goal is to work in the oversight of the Federal Government with projects funded from federal sources. The DOT serves as the manager of the project. The overall process has not changed in their opinion. What was missing in the previous process was the documentation part. Many firms and towns had gone through the process and didn't realize how it was supposed to go and what information was required to compile at each step. When the projects were reviewed, it was found that many things were missing. The intent of the LPA manual is to gather every detail so that all the requirements are met.

Mr. Williams said that Pathways has been working on these kinds of projects for over a decade. They have worked on sidewalks in Lebanon, NH (Miracle Mile and Route 120), and more recently a Strafford, NH sidewalk project. They worked on the Northbridge project in Keene where they did the Environmental Review portion, which is required under the National Environmental Protection Act. They are currently under contract with the DOT as an on-call consultant for environmental work. Their contacts at the DOT are at the Bureau of Environment. Through these contracts they have ongoing relationships with a lot of the people they will need to meet with during the Environmental Review Process.

Mr. Williams said that he and Rod Finley have gone through the LPA training, which took two days. Although they found it helpful, they felt that having been through the process before, there wasn't a lot of new information but mostly just new processes regarding documentation. Their goal is to act as an extension of the Town and walk them through what can seem to be a daunting process. They want to make sure the Town is comfortable and that they (Pathways) understand the specific goals. Chair Bianchi noted that Richard Lee and Kim Hallquist also took the two day course for the LPA manual.

Ms. Kynor observed that one of the Board's concerns was the amount of time they would be able to spend with citizens during public meetings. She said that they would have the two required meetings (preliminary and later stages) but could do more if necessary. Ms. Hallquist clarified that it wasn't the number of meetings they were concerned with, but the amount of staff from Pathways who would be at the public meetings to present the project to the public, and to answer questions.

Chair Bianchi said that it is hard for people who are not from New London or Elkins to understand the sensitive area that Elkins is. Mr. Finley kept saying that he could handle the details himself and, while he may be able to, they didn't get the impression that the company understood that it was a sensitive area. The people who live in and around the Elkins area are very interested and concerned about what it will look like. The Board of Selectmen heard a casual "yes, I'll go to the meetings" from Mr. Finley, but it was felt that more of those working closely on the project should be present at the meetings as well.

Ms. Kynor said that they would like to rectify this. In past projects they have had site walks with abutters and those who lived in the areas they are working within, as well as having public meetings. They have a landscape architect, Allan Saucier, who would be coming in for consultation for streetscapes, street trees and renderings if they needed to supply them. She spoke highly of Mr. Saucier who works well with the public. She would be willing and able to conduct some abutter site walks that can more directly get the people around the area involved in the process.

Mr. Goodrich said that they have been involved in some politically charged projects in the past, most recently the Lebanon Middle School (in Lebanon, NH). Neighborhood meetings were conducted and it was a 60/40 vote for the project, but prior to those meetings it was dead even. They have had other politically charged projects at KUA, Dartmouth College and Dartmouth-Hitchcock Medical Center. He expressed that they don't take these things lightly. When he and Mr. Finley spoke with Ms. Hallquist, it

was a negotiating process and if Mr. Finley missed something, they were there to rectify it and would hold as many meetings as necessary to keep everyone on the same page.

Ms. Helm wondered if they had read any of the minutes from previous meetings where input was accrued from abutters and neighbors. Ms. Kynor said that they have the 2009 grant application and the two charettes that were done. Those would be the jumping off point for the preliminary engineering. Ms. Helm said that they have a finite amount of funds and don't want to reinvent the wheel. The citizens of Elkins feel they have offered their input and are ready to get on with the project. There is written background information available that could help bring Pathways up to speed.

Ms. Kynor said the culvert crossings are one physical constraint and she would like to add someone to the project who is a structural engineer. His name is Karl Childs and he has seen photographs of the crossings. He said they would need to make sure there is room for two lanes of traffic and a 5' sidewalk. If that space doesn't exist, they will need to come up with some creative ways to accomplish what they need. In one location they may be able to do a pre-cast concrete plank for the sidewalk. The bridge closest to the lake has a sidewalk that is not five feet wide, which is the State standard. They are going to need to meet pedestrian needs, installing crosswalks where needed, but making sure they can fit in two lanes plus the sidewalk using the measurements they are required to use.

Chair Bianchi said that Pathway's proposal listed just 20 hours of structural engineering for the bridges, which he felt wasn't enough. He expected someone to explain how they would solve the problem of the bridges but instead they were just informed that the bridges were a problem. Mr. Finley had said that there were alternatives but that they would cost a lot of money. Chair Bianchi said that he was looking for the engineers to give them a good solution to the problem and not to agree that it was a problem and not supply any suggestions on what to do. He went on to say that it wasn't clear, at first glance, if Pathways understood the complexity of a project that included 2,400' of sidewalk with three or four crossings.

Ms. Kynor said that a year ago when they put in the RFQ for this Elkins project, another engineer was in mind to handle the Structural Engineering portion, but it was later found that he was not able to participate. Mr. Childs had said that some of the bridges are old and in need of repair. Because of the limited scope and budget, they have to agree up front that they can't do a structural analysis on the integrity of the existing bridges, or retrofit them. They need to minimally tie them into the road so they are not impacting the existing structures. Mr. Childs would do the preliminary engineering and conduct a site walk. They could possibly do a small cantilever out and widen where they need to. This might work in some instances. Another option would be to use a pre-cast concrete span, which would have minimum impact on the bridge closest to the Elkins town line. This method would be cost effective.

Chair Bianchi said they had talked before about the need for a Historical Study. Mr. Finley had said that they might be able to get a waiver for it. It was not expressed by Mr. Finley what it would cost or mean if a waiver was not acquired. Chair Bianchi wondered if that would mean an extra \$1,000 or \$15,000? Additionally, there is a requirement for a Traffic Study. He indicated that in the past they have tried various kinds of things at the intersections in Elkins to see what works. There was some concern about what would be the best engineering and would they need a traffic study. Mr. Finley had told them that with regards to this study it may or may not be required.

Ms. Kynor said they have done some more work on this. A firm called "Harken Archaeological Studies" has worked with Pathways in the past and they would hire them to do the environmental and historical review. Pathways has a proposal from this firm to do a 1A review. This includes a site visit to do a photographic log, online research of historic locations in the area along the project corridor, and a project report. Pathways would use the report to fill out the paperwork for the exclusion. Ms. Kynor said that they

have done some of this work themselves on some projects in the past that had very tight budgets. They can do the online research and if they aren't in a highly historic area, more of this can be done by the engineer. The person from Harken Archaeological Studies who would do this work was located in Putney, VT, and Ms. Kynor had a copy of her resume with her for the Board of Selectmen to review.

Ms. Kynor recommended the use of Traffic Planning & Consultant Ed Connell during the preliminary engineering period. He could do traffic counts and offer a quick assessment of the existing intersection. He could also review existing traffic reports. Mr. Lee said that traffic counts have already been done in some parts of that area by the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC).

Chair Bianchi said that while they have not seen the final dollar figures from Pathways Engineering, what they have seen so far in their scope and fee was within the town's price range. Chair Bianchi reiterated that their price was not one of their concerns at this time.

Mr. Williams said they may not have communicated it well at initial meetings, but there is some room in the scope to put in the traffic study, archaeological studies, etc. Pieces of these things are always part of the projects but how big the pieces are depends on how they are handled. They need to evaluate the initial concern. It may be something they have to go a different direction on with the design (for example, moving a sidewalk to the other side of the road to avoid a bridge) or come up with something creative to keep the project moving.

Ms. Helm said she is looking for the engineer to come to the Selectmen and anticipate the "what-ifs" and come to them with things the Selectmen haven't thought about. Even though Ms. Hallquist and Mr. Lee have done the training, they can't provide the same things that an engineering firm could. She asked them how they have anticipated problems and relayed this information to clients so that a lot of money wasn't spent before a problem came to light.

Mr. Goodrich said that they have built some relationships with municipalities in the Upper Valley and other institutions by anticipating problems and giving solutions to their satisfaction. These clients have been tremendously satisfied with what they have done over the past decades. Building a relationship with New London is what they believe they can do as they have done it again and again over the years with others. They are glad to give references for these instances.

Ms. Helm said that Mr. Lee and Ms. Hallquist are very knowledgeable and didn't see their role as being the ones to think about problems before the engineers did. She sees the engineers being the primary initiators of questions, etc. She saw it as a thought process that they have to look at the scope of the project and identify things they need to consider and bring to the Town.

Ms. Kynor said when she drove the project site and read the RFQ and charette information, the questions that came to her were numerous. Those questions included access, driveways, a power pole that was in the way, and timing with seasonal construction, to name a few. She said she would be looking to Mr. Lee and Ms. Hallquist as a sounding board to understand how the solutions might be accepted in the village of Elkins.

Ms. Helm said they had hoped to have had some numbers at this point and wondered how much time they anticipated needing before they could get an estimate to them. Ms. Kynor said they were close and only had to input a few pieces of information.

Chair Bianchi said it wasn't their intent to make a decision that night on whether or not to keep Pathways on as their firm of choice. They still need to discuss some things. If Pathways could come back with some more information regarding price, they would appreciate it.

Ms. Kidder said she appreciated hearing that Pathways had a process whereby if "Plan A" doesn't work out, they've considered other options within the budget and they have given it careful consideration so they can meet their budget requirements. That was the main thing to her; to be flexible about thinking about the project. Mr. Goodrich said that they are not interested in change orders and want to keep everything within the budget.

Chair Bianchi thanked the engineers for coming to speak with them.

#### Dalton Building Permit

Chair Bianchi said there was a building permit submitted by Mr. Dalton. Before Lucy St. John came on board, he and Linda Jackman identified some issues with the permit and possible zoning problems. Ms. St. John and Chair Bianchi have had a chance to sit down with Mr. Dalton and discuss these issues. Mr. Dalton has resubmitted a new plan that resolves the issues that the old plan had. The property is at the corner of Shaker Street and Rte 11. They want to build a two-bedroom dwelling over the barn. All the information for the driveway, septic approval, etc. is in order for this permit.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to accept the building permit for Mr. Dalton, as submitted. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Richard Lee – Georges Mills Pump Station

Mr. Lee said he would like to know what direction the Board of Selectmen would like to go in after reading the information he sent them about the pump station in Georges Mills. There is one flow meter that shouldn't be so close to the valve. Sunapee and New London agreed 4-5 years ago not to use that meter data any more as the placement of it causes fluctuations in the data that are not authentic. He thought they should check to make sure that shutting off this meter would be OK with Sunapee. They won't be seeing that data any more, which shouldn't be a problem because it is disregarded anyway.

Mr. Lee said that they measure the flow from New London at the town line and they have a meter built into a cement structure in the man hole. They also measure the flow at the main plant. The difference is Sunapee's contribution. Sunapee pays New London a bit to use the pump station at Georges Mills. Every quarter the flow meter at the town line is calibrated to keep it accurate.

Chair Bianchi said that David Mercier, Town Engineer, came up with the three questions that the Board of Selectmen had been provided by Mr. Lee. Mr. Lee said that the engineer agrees that where the meter is does not give an accurate reading.

Item # 1 – Inaccurate Meter: It was the consensus of the Board of Selectmen to discontinue the use of the meter after concurring with Sunapee

Item #2 – Plastic Pipe Replacement: Mr. Lee said the wet well pumps are at the bottom and when they fill up, the pumps kick on and pump out. They are hooked to cast iron housing. Inside the wet well the pipe is plastic until it goes to the valve pit. These are the same kind of fittings that blew out earlier in the summer. The plastic expands and contracts each time the pump is turned on and the bolt puts pressure on the plastic and can cause it to crack. That was the reason for the past two plant failures. He thought they should use cast iron inside the wet well too. It might not be tomorrow or next week, but sometime the

plastic pipe will break sooner than an iron pipe would. He thought they should replace the whole main with iron. The Board of Selectmen agreed that this replacement plan should be pursued.

Item #3 – Mr. Lee asked if they want to try and get funding from DES to help pay for these repairs. They could submit for ARR funds if they become available again. There is some extra paperwork required to do this. Sometimes it is a good deal and sometimes it is not. Chair Bianchi said that there is an associated cost with looking to get money (grants). Unless they feel they can get the money to make up for what they spend on time spent and the materials, they should just put it out to bid. Mr. Lee said he would talk to Dave Mercier from Underwood Engineering about whether or not this would be a good thing to do (paperwork) or if they should just go with putting it out to bid.

#### Public Works Memorial

Mr. Lee said that he serves on a committee of about eight people to create a Public Works Memorial in Concord, honoring those who died while performing their public duties. The committee has been working on this project since 2007. They will be asking for donations to build a memorial for those who lost their lives in service. The Governor signed the bill in 2009. If a town has an individual who passed away in service, they can be added. The brochure Mr. Lee had at the meeting was called “A Call for Names of Public Workers Who Have Died in Service Public Works Employee Memorial.” He noted that Police and Fire departments have their memorials but Public Works Departments do not. The memorial will be built on Hazen Drive near the DOT head office. Copies of the memorial and brochures are available in Mr. Lee’s office.

Ms. Hallquist read from the brochure, “A Call For Names of Public Workers Who Have Died in Service - Public Works Employee Memorial” which explained the memorial and asked for names of individuals who should be memorialized on it. The memorial will sit on State property but will not be paid for by the State. Private funds will pay for it and its upkeep.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Tina Helm) to enter into the record the correspondence regarding the Public Works Memorial.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Pleasant Street Sidewalk

Mr. Lee said the curbing contractor is supposed to be in New London that week to work on the Pleasant Street sidewalk. He was supposed to be there last Wednesday and did not show. Mr. Lee has been calling every day to see where he is and when he will be on the job in New London. He will try again the following day to get in contact with the contractor. Mr. Lee said that the contractor had informed him that all of his projects came together all at once so he is extremely busy.

#### Lamson Lane

Mr. Lee said they met with the residents in the area and walked the road. The engineers were there and they explained what they wanted to do. Everyone was pleased with the plans. The engineers are working on the wetlands permitting. Federal funds will be used for this project, in part.

#### Budget

Mr. Lee said he’d like to sit down and talk about some changes he would like to make in their paving program. He’d like to throw out some ideas before he begins working on his budget. Ms. Helm thought he should come before the Board of Selectmen to discuss this soon.

Chair Bianchi thanked Mr. Lee for repairing the rail on the bridge in Elkins. Mr. Lee said it was patched together and said it would be extremely difficult and time-consuming to remove the old rail and put a new

one in. He thought that the rail would be part of the Elkins project, so this patch job should suffice until the project was underway.

#### Minutes Approval

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to approve the minutes of August 22, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.**

A typographical error will be corrected.

#### Old/Pending Business

##### *Boiler Quotes*

Ms. Hallquist said that there wasn't any new information that came into Linda Jackman's email while she was out prior to that night's meeting. Chair Bianchi said that he spoke with Bob Partridge and asked him the questions about the BTU ranges. Mr. Partridge told him that it was simply a manufacturer's specifications. They are all modulated boilers, which produce the heat needed based on the outside temperature. They haven't heard back from Huckleberry, which was the other company they were considering for the job.

Ms. Kidder asked if Mr. Lee had any experience working with Huckleberry or Partridge. He had not. Ms. Helm said she was surprised that Huckleberry hadn't responded as they had been very responsive with her personal boiler in the past.

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to accept the bid from Partridge for the replacement of the boiler at the Town Office building. THE MOTION WAS APPROVED UNANIMOUSLY.**

#### Ambulance Contract

Ms. Hallquist said they are having an attorney look at the issue of the fund the hospital wants to establish to purchase an ambulance. Ms. Johnson contacted the auditors and found that they don't like the idea. The issue is that it is Town money going to the hospital and put into a capital reserve fund at the hospital. Then they would purchase an ambulance at some point. The question is whether a town can give money like that in advance of something. What happens if something happens to the hospital such as it being sold or going bankrupt? Additionally, since the contract calls for more than a one year commitment, there will need to be an "escape clause" added in case funding is not provided by Town Meeting.

#### Colby-Sawyer College Request – Parking/Crosswalks

Ms. Hallquist sent an email to Doug Atkins to look at the areas he is talking about in his letter. She noted that Richard Lee and Dave Seastrand will be present as well. She will also talk to him about some Seamans Road parking issues where people are parking on the lawn. Chair Bianchi suggested inviting Mr. Atkins in to talk about some things, such as parking and the possible purchase of the buildings Harry Snow is building. Ms. Hallquist said that Doug Atkins would be invited to the next meeting to talk about these things.

#### Old Middle School

Ms. Kidder felt it important to invite the chair of School Board to discuss what is going on with the old middle school. He would be invited to the next meeting.

#### Evaluation

Chair Bianchi said that since Ms. Hallquist had been with the Town for over a year, she should be evaluated. Ms. Hallquist said that she could get the proper evaluation form to the Board of Selectmen.

Ms. Helm thought they should do it on their own and come together and then share their input with Ms. Hallquist.

#### Town Administrator's Report

##### *Storage of items of Bucklin Beach Bath House while it is under construction*

Ms. Hallquist said that Mr. Denning (Recreation Director) feels it would be about a month that construction would be done and he questioned where the materials could be stored during this time. One thought is to rent a roll-off container to store the items in, which would be close so they could easily move the items back into the bath house when construction is done. The other option is to store the items in the Sewer Department, where he has other items stored. Ms. Hallquist said she would go look at what is needed to be stored. Mr. Lee suggested that if there are not a lot of items to be stored, they could be taken to the Sewer Department.

##### *September 11<sup>th</sup> Ceremony*

Ms. Hallquist reported that the September 11<sup>th</sup> ceremony that was originally planned for the lawn of the Town Office had been moved back to the Fire Station.

#### Committee Meetings & Reports

Ms. Helm said that the last Planning Board meeting was very short. They approved three tree-cutting requests, a merger of two properties to form seven acres, waived a Site Plan Review for Tom & Vicki Mills to put in a 3x13 shed in the front of the Flying Goose, and "The Wind Guys" (for a project at Colby-Sawyer) did not come. They did talk about them needing a Site Plan Review to put in the turbine and abutters needed to be noticed. She emphasized to Tom Cottrill that he needed to get the CIP process going and gave him the names of the two Budget Committee members who would participate in the CIP meetings with them. She also informed them that they had been charged with choosing some names for representatives to the RPC, to be forwarded to the Selectmen for final appointment. They would come prepared with names to discuss at the next meeting.

#### Upcoming Meetings & Special Events

Primary Elections: September 11, 2012

Zoning Board of Appeals: September 17, 2012 at 7:30pm – This is a request for a re-hearing for Harry Snow. If they won't re-hear the case, they can go to court. If they will re-hear the case, they will re-notice and hear the case again.

Board of Selectmen's Meeting: September 24, 2012 at 9am

Planning Board Meeting: September 25, 2012 at 7pm

Ms. Hallquist suggested that some direction from the Board of Selectmen for the Department Heads in their budgeting would be discussed at the next meeting.

#### Wendy Johnson – Auditor Report

Ms. Johnson said that Greg Colby, Auditor, prepared the MS-5 Form. This is the financial report for the Town and is one of the reports needed in order to set the tax rate. The audit was not completely finished, but he had done enough of it to be able to send the form. It will be signed by Board of Selectmen and then sent to DRA. The MS-4 will still have to be done after the revenues are updated. The MS-1 form is the inventory. Kris McAllister, Assessor, has filed an extension for this. They hope to set the tax rate in October. Ms. Johnson said that at any time they could decide how much surplus to use against the tax rate.

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to enter into non-public session pursuant to RSA 91-A:3, II(a), to discuss personnel matters. Tina Helm: Yes, Janet Kidder: Yes, Peter Bianchi: Yes.**

**IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) to seal the minutes of non-public session. THE MOTION WAS APPROVED UNANIMOUSLY.**

Department of Public Works

Chair Bianchi asked how Mr. Lee will handle being one man down at the sewer department, given the recent departure of an employee. Mr. Lee said that they have some people on staff who can take the pager so it will be covered as usual. He will begin looking for a new employee for that department and he hopes to find someone who has some wastewater experience to take the position. They will do the best they can. Perhaps someone who is unhappy in their current position in another town would be interested in working for New London.

Mr. Lee said that one new part-time worker started that day and one would start the next. There is a labor market out there but all applicants have to be looked at carefully. He noted that some changes will come about such as moving all the office functions from the sewer building to the Public Works garage. They will request some funds during the next budget to do some sewer software work, buy some computers for his office, and that will become the public works office.

Ms. Helm wondered if that would give more supervision. Mr. Lee thought so. He added they have a program in the computer that should be able to do a lot for them. Some things have not functioned in the program and they need someone to come help them straighten it out so it will work to their benefit.

Ms. Kidder asked if there was anyone in the Public Works Department who could do small maintenance projects on the various town buildings. Mr. Lee said they can do small projects and he tries to keep a list going of them so they can be tended to when time allows.

There was some discussion about the information they acquired after meeting with Pathways Engineering that evening. Ms. Hallquist observed that the presentation given by the four engineers that night was more like what she had hoped to hear during the prior meetings with Mr. Finley. It was thought that they were well-prepared but it was also felt that they were still being reactive instead of proactive. Mr. Lee thought he would have been more assured if they had provided this information the first three times they had asked for it. The Board will take the matter under advisement and discuss it at the next meeting. Mr. Lee noted that Pathways had not been audited by DOT until this project so he wasn't sure how many projects they had done using this Federal funding. Ms. Helm said she didn't want Mr. Lee and Ms. Hallquist to be the initiators in this project. If they decide to pass over Pathways, the next firm on the list is CHA.

Application for Building Permit:

- Tom & Vicki Mills Trust, Flying Goose Pub, 40 Andover Road (Map & Lot 122-001-000) build 3 x 13 shed to front of building – went to Planning Board 8/28/12 approved by PB – Permit #12-085 – Approved.
- Thomas J. Gallo Revocable Trust, 146 Wilder Lane (Map & Lot 099-016-000) build 12 x 16 shed on gravel pad – Permit #12-089 – Approved.
- Lionel & Jamie Dalton, Andover Road/Route 11 (Map & Lot 098-019-000) build new 2 bedroom 30x40 home over garage – Permit #12-090 – Approved.

- Jane S. Barban Trust, 48 Summitt View Road (Map & Lot 129-014-000) remodel kitchen & laundry rooms – Permit #12-091 – Approved.

Application for sign permit:

- Elkins Fish & Game – Michael Gelcius – sign in front of information booth, week of 9/9/12– approved.

Other Items to be signed:

- Disbursement voucher
- Religious & Charitable & Educational Tax Exempt Applications

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

The meeting adjourned at 9:00pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London