



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES December 17, 2012

PRESENT:

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

OTHERS PRESENT:

Jason Stadler, Chair, Recreation Commission
Laura Lorio, Recreation Commission
Merry Armentrout, *InterTown Record*
Leigh Bosse, *The Messenger*
Doug Homan, Budget Committee
John Wilson, Budget Committee
Jim Wheeler, Budget Committee
Rob Prohl, Budget Committee
Sandra Licks, Library Director
Bob Bowers, Library Trustee
Jen Tockman, New London resident
Chad Denning, Recreation Director
Jay Lyon, Fire Chief
Dave Seastrand, Police Chief
Richard Lee, DPW Director
Cicley Markoff, 1941 Building Committee
Jeff Hudkins, New London resident
Steve and Malaika Sidmore, New London residents
Penny Murano, New London Business Owner

Chair Bianchi called the meeting to order at 8:30am.

Recreation Director open position

Jason Stadler, Chair of the New London Recreation Commission, met with the Board to discuss the open Recreation Director position with the recent resignation of Chad Denning. Mr. Stadler noted that the Recreation Commission would like to post the position immediately so that it can be filled as soon as possible. He observed that over the past seven years Mr. Denning has done an excellent job of building up the Recreation Department to one that offers a wide range of programming and the Recreation Commission does not want to see those gains lost by not filling the position as soon as possible.

Ms. Kidder observed that she believes that the Board needs to think about the parameters of the position and how it will look going forward before they advertise to fill the open position. She felt that there might be an opportunity to make it more inclusive with other groups in town.

Chair Bianchi said they only found out about the vacancy as of Monday the 10th at 11:00am, less than one week ago, and the Board has not yet discussed it. This meeting is the first opportunity that the Board has had a chance to discuss how to move forward. He observed that he did not think it was in the best interest of the Town to rush into a decision. It takes months to fill a position as there are meetings with committees that must be held, noting there is a lot of work to do to find the right person. He noted that this opens up a lot of opportunity for the Town to work with other groups. He questioned how many recreation orientated groups are needed in a Town of 3,500 people.

Chair Bianchi noted that the Board received correspondence in advance of the meeting regarding this issue from: (1) Frank Hammond who informed the Board that he felt that the position should be filled immediately so that Town's important recreational programs can continue; and (2) from Paul and Ann Linehan who suggested that the Board take a look at the possibility of saving money by having the two Town recreation organizations working together, with any savings being directed to the 1941 Building project or other town initiatives.

Ms. Helm said she is passionate about inter-generational programs and attracting young families to the Town. She noted that she is working from a positive and supportive base. She sees that there are two issues. The first issue is the need to give immediate attention to the programs that benefit the families of the Town. It is the Board's responsibility to work closely with the Recreation Commission to make sure things don't fall through the cracks during this time while the Recreation Director position is unfilled. She was concerned with the planning of the summer programs and camps as well. Ms. Helm said she was committed to work with the Recreation Commission.

The other issue Ms. Helm brought to light is that they are in the process of crafting the budget for 2013-2014 and they are faced with increased healthcare and retirement costs. They need to be responsible when using the Town's money. Ms. Helm thought going forward they would like the Recreation Commission, the Board of Selectmen, and the Outing Club have some meetings to provide as much input as they possibly could to understand where everyone is coming from. It may be that they decide to leave things the way they are. Ms. Helm was concerned that if they hire someone immediately and then change the paradigm after they are hired, it might make things difficult for that new person.

Ms. Helm shared two events that went on that past weekend which were wonderful. One was David Cleveland's Christmas Carol, which was multi-generational and awesome. The second event was a Lessons & Carols event that was held at the Baptist Church in town, which was attended by people from several area churches. She thought both were very successful and were made possible by organizations collaborating.

Mr. Stadler pointed out another event that happened that same weekend was the visit with Santa at the Lake Sunapee Bank on Main Street. It was a very successful event and Mr. Denning planned the whole thing in two weeks time after finding out that the Chamber of Commerce was not going to handle it this year.

Mr. Stadler wondered when the next decision time would be. Ms. Kidder thought that it was the Recreation Commission's task to come up with some plans for how to keep the programs going during this interim period. The Board of Selectmen are looking for the Commission's directive on how to continue. Mr. Stadler said that there are some things that the Commission has decided would go by the wayside, and there were other things that would continue. Colby-Sawyer College would take over the swimming lessons, John Kiernan (Village Sports) would take over the ice rink maintenance, and the Winter Wild program will need help as Mr. Denning is a crucial part of it. He wondered how long it

would take the Board of Selectmen to make their decision. Ms. Kidder said it shouldn't take long after they sit down and discuss what is needed.

Cicely Markoff wondered if they would please consider including the 1941 Committee when the conversation begins, as they would be interested in this discussion as it relates to recreation. The Board agreed that the inclusion of the 1941 committee is an important part of the process.

Rob Prohl said that in his experience in the education field, sometimes a vacancy is filled by someone in the interim to maintain the status quo for a few months. Sometimes they can use someone who is retired and has had appropriate experience in the past. There are programs that they need someone to have skill to continue. Ms. Markoff said that the Town of Newbury has a spectacular Recreation Director who may be willing to be contracted for 4-6 months to help them out.

Ms. Lorio thought it would be good to get someone in as it would be very difficult for the Commission to do the things that needed to be done (answering calls, signing people up for programming, taking money) because they are either full-time moms or employed outside the home full-time. They could help figure out what to do with the program in the interim, but things like planning the Dinner with Jack Frost, isn't something they have the hours to devote. It was noted that hiring for the beaches should be conducted during February and March. Mr. Denning said they need to hire 21 lifeguards, 6 counselors, and a summer camp director.

Chair Bianchi observed that there will be some pressure put on the Recreation Commission as they are the best educated on the programs that are currently being offered and thus will be called on to assist more than usual during this period with no Recreation Director in place. He said that getting an interim director would necessitate them putting out a job description and going through the hiring process. There are details they need to compile before they can even think about bringing someone in for the interim.

Ms. Sidmore asked if there will be an opportunity to hold a meeting with the townspeople about this as there are a lot of people who are going to be impacted by this change and it is important to give them a chance to speak. She noted that the 8:30am meeting time is not convenient for many citizens. The Board agreed and it was decided that a meeting would be held on December 26th at 7:00pm.

Mr. Denning commented that in 2005 when Bob Andrews passed away, without hesitation and with just 1/3 of the programs they have today, they hired a replacement immediately. They have come a long way in 7 years and now they are hesitating. The selectmen acknowledged that the Recreation Department has come a long way.

Mr. Hudkins assumed that the Town has a job description already and wondered if they could use it to fill the position for a six month period. Chair Bianchi said they could but needed to discuss the position further. Mr. Hudkins said if they hire an interim they could change the program if they wanted and bide their time rather than try to patch the program together. Laura Lorio said she had the most current job description for the Recreation Director and gave it to Chair Bianchi.

Ms. McKenzie asked if the position was up for discussion on whether they would fill it and wondered if this was how every position is handled. Chair Bianchi said that it was, explaining that whenever a position becomes open there is a discussion of whether changes need to be made. In the past, the Board has chosen in some cases not to fill an open position. He noted that this happened most recently in both the Public Works Department and the Police Department.

Ms. Helm said that they try to be as responsible as they can to the taxpayer. There are two recreational groups in Town and it seemed to her that they should look at the present and the future of how these groups continue together or apart.

Mr. Sidmore asked if Chief Seastrand or Richard Lee left, would they fill their positions right away. Chair Bianchi said that they would but it might take up to six months to fill the position. Mr. Sidmore did not see any difference in the current Recreation Director opening because they are all department heads. Ms. Kidder said that it has only been a week and they have not had a chance to discuss the matter. She noted that the idea had been to have Bob Andrews running the program from the old middle school with the Outing Club. It seemed to her that they should get the groups together and work collaboratively. Ms. Kidder noted that the Selectmen were not dragging their feet on the issue, but needed to talk about it and look at the job description. She hoped the future program would be different and maybe even better. Rather than to hire someone for a short period of time, she would rather hire the person they want for the Town.

Ms. Lorio did not think the Commission would be able to handle the hiring of the beach staff. Chair Bianchi said that pre-Bob Andrews, all the lifeguards were hired by the Recreation Commission. Ms. Lorio said they could not have had the same number of hires back then. Chair Bianchi said he did not know. Ms. Lorio said certain things need to be done at certain times of the day. They signed on as volunteers and they did not anticipate it being a job. They will do what they can but they signed on with there being a Recreation Director in place. Chair Bianchi understood that everyone has jobs but that more pressure would need to be put on the Recreation Commission during this period.

Mr. Prohl remembered the Town had employed a part-time person to run the department before Mr. Andrews came on board.

Ms. Helm said they need to respect what the volunteers were saying. Everyone has demands and they need to listen to the folks on the Commission. Maybe it is not possible for them to assume as much of the responsibility now as they could 20 years ago. It was noted that liabilities and expectations are much different today and would be an increased argument to maintain the position, have someone responsible to hire for the programs, and make sure they have a safe program in place.

Ms. Kidder wondered if the commission would look over the job description and make any recommendations or changes before they met again. Commission members present confirmed that they would do so.

Mr. Homan asked if the Outing Club and the Recreation Commission had been in contact with each other yet. It was noted that they have not heard anything from the Outing Club lately but that they have agreed to not duplicate programs. Ms. Lorio said that with the time constraints due to the holiday, they probably would not have time to have a meeting with the Outing Club before the meeting with the Selectmen. Ms. Helm said she actually wanted the Board of Selectmen to be the ones to ask the questions and get the groups together. She thought it was a good opportunity to build on the strengths of both organizations.

Ms. Sidmore said her concern of merging the Outing Club and the Recreation Department would be that the cost of everything would go up. She felt the Outing Club was outrageously expensive and that this should be a huge consideration. Chair Bianchi said that he has been involved in the Outing Club and has heard a lot of negative talk about them. Right now they have to put everything aside and see if they can come up with a better model. The Recreation Department's budget is around \$160,000 per year and this should show the citizens that they are in favor of recreation as a whole.

Mr. Homan asked why they had 21 lifeguards for the beaches. It was noted that Red Cross requires rotations every few hours and that not every guard is on at the same time. It was also shared that there are programs at the beaches (swimming lessons, kayak, canoe and sail boat rentals) that lifeguards are needed to oversee, in addition to having lifeguards monitoring the waterfront.

It was noted by a member of the public present that there is opportunity to make things better for the Town and that takes a lot of time. The Town should hire someone temporarily to keep the programs running until they find the person they want.

Ms. Lorio said there are a lot of small towns around who rely on the services offered, which is why they need to have two recreation programs in town. Chair Bianchi noted that many of the surrounding towns have recreation facilities, like skate parks, basketball courts and ball fields. Currently New London does not, so this is a good time to explore how groups in town can work together.

Chair Bianchi asked that everyone remain open and respect different points of views.

The Board reviewed a letter submitted by Mr. Denning regarding the "Winter Wild" recreation program. Mr. Denning requests that the Board allow him to run the program on behalf of the Town, as the events are already scheduled and many have already signed up. Mr. Denning is willing to do this for \$2,000 for all eight events. He estimated that \$3,400 in revenue will be added to the Recreation revolving account as a result of this event. Mr. Denning said that this program has become very popular over the years, and it is a program that brings a significant amount of money to the Recreation Department which in turn is used to develop new programming opportunities. The money he is requesting will be \$250 per event. He stressed that this is a labor of love for him; he is not doing it for the money.

Mr. Denning said that the following mountains would be hosting the Winter Wild events: Mount Sunapee, Ragged Mountain, Pats Peak, Whaleback, Suicide Six, Black Mountain, and Wachusett.

Chair Bianchi said he had a problem with New London Recreation Department running programs in two neighboring states. He did not see the mission of the New London Recreation Department as being a regional and tri-state YMCA.

Ms. Kidder wondered how many from New London participate in the Winter Wild program. Mr. Denning estimated it to be between 15-20%. He explained that one of the main components they have developed as part of this program is the "Let's Move" initiative. Kids can participate in the events for free and the school that has the most kids participate wins \$5,000. Kearsarge Regional School District, Sunapee and Andover participated last year. Bow won it last year. Mr. Denning said that the program is a money-maker and they made \$4,500 last year. This year they have added three more venues. He added that there is no programming money in the budget to bring money in to offset new programming and make it sustainable. The summer camp brought in \$30,000 last year but they lost \$5,000. Where else would he get the money to cover that loss? This Winter Wild program helps offset these costs.

Ms. Helm wondered what the expenses of the Winter Wild events were. Mr. Denning said that they have to pay \$3,750 for the timer to come to the events. He also provides bagels and drinks at each event, personalized Winter Wild coffee mugs, hats and bags (at a cost of about \$3,000). The first event is less than three weeks away. Ms. Kidder thought they should keep the program going. It is all set up and it is making money.

Ms. Murano, owner of "Unleashed", is one of the sponsors of Winter Wild as one of the events welcomes canine participants. She thought it was an awesome program and even if the events were not being held

locally and her participation wouldn't necessarily push business her way, she would still be in favor of it.

Ms. Kidder and Ms. Helm said they would give Mr. Denning their blessing to continue with the program for this year. Chair Bianchi did not.

Dr. Wilson asked what the liability was for holding events outside of New London. Mr. Denning said that the Town's umbrella policy covers his staff while they are working and it didn't matter where they were.

Sandra Licks – Library Budget

Ms. Licks and Library Trustee Bob Bowers met with the Board to present the Library's FY2014 Budget. Ms. Licks noted that their total operating budget is up 1.25% over the current fiscal year. Their revenue is projected to go down a bit due to the interest rate of their trust funds decreasing.

Ms. Kidder asked why the library has 23 computers. Ms. Licks said six computers and two catalog computers are for public use. The Children's Department has two computers available and one catalog computer. They need four computers to run their circulation system, and other computers are staff-dedicated computers. Ms. Licks said that three full-time employees have their own computers, and a couple of part-time employees have their own, and they have a few part-time employees and volunteers share. Ms. Kidder wondered if they could downsize this amount. Ms. Licks said it would be tough to downsize at this point.

Ms. Kidder wondered about the training costs. She asked if it would be as beneficial if they could just have her go to the meetings and convey the information to the staff. Ms. Licks said that this could happen.

Ms. Kidder noted that the mileage had increased. She wondered where they drive. Ms. Licks said that they go to workshops and other trainings as part of their professional development.

Ms. Kidder asked if the Town took care of snow removal. Ms. Licks said the Public Works Department plows the 10-minute parking area but the Library pays for snow clearing of the sidewalks. The amount is on a separate line item below their operating budget.

Ms. Kidder said that in 2010 the Building Maintenance line item was \$7,500. In 2014 it is estimated at \$20,000. She wondered why it was such a big increase. Mr. Bowers said that a number of things that needed to be done were not being done. They kept bumping up the amount little by little. They had emergencies come up and had to take money from other areas to take care of them. Every time they tried to get the amount up to what they were really spending, they ended up spending more than they had put in the budget. They wondered if they should over-spend their budget or be honest about their needs and put in the amount they really needed. Ms. Licks said they have already spent 80% of their repair budget at 40% of the way through the year.

Mr. Bowers pointed to mold issues and a new ventilation system to prevent more mold as places where money has been spent. He said they hired some people to examine the mold issues. They instead, found things in the air that a ventilation system would help. The system was not working properly to take care of the issue, and it was found that the professionals missed some mold after all. Another group came in and found some mold issues. The ventilation system was examined by another group and they concluded that because of the mold they found on the front end of the building, the exchange system had to be changed to deal with it. Ms. Helm asked if there was recourse with the first professionals. Mr. Bowers said that they agreed to reimburse the library for the last inspection, claiming that the mold wasn't there

when they were. Mr. Bowers said that a similar event took place with the air exchange system. Part of it was not done correctly and they have received an oral commitment to credit them \$4,000 towards the cost they had been billed for.

Ms. Kidder wondered what a “trustee expense” was. Ms. Licks said that it is for advertising mainly. Mr. Bowers said that it is also for background checks at the Police Department.

Chair Bianchi said they had a bond issue for \$375,000 and now the repair costs are going up and up. He wondered if there was an end in sight. Mr. Bowers said it is difficult when the Trustees face a new issue. They opt to have it fixed as there is no other choice when they have a functioning building and can’t let it fall into disrepair. They want to fix problems as soon as they find them. He understood that the building has had a lot of money put into it over the last several years and they keep asking for more. If they don’t deal with the problems immediately, however, they only get worse and become more expensive to repair.

Chair Bianchi asked if they could use any of their trust funds for these repairs. Ms. Licks said that they are interest-only funds and would not make enough.

Mr. Bowers said they have been asked by the Budget Committee that if they see expenditures coming up that are large, they need to set aside money in the CIP rather than waiting until the year they need the money. Ms. Licks said they would not be drawing from the CIP for these things (mold and ventilation system). Mr. Bowers said that there is a certain amount of money that will be needed for repairs and there are things that will cost more money. However the Selectmen want them to appropriate the money (Budget or CIP), he would comply. Chair Bianchi wondered if the library had a Master Plan to map out a plan for the \$35,000 they would be asking for in the CIP each year. Ms. Licks said that they do have a list going

Linda Hardy – Town Clerk/Tax Collector Budget

Chair Bianchi calculated that the budget for Town Clerk was down about \$7,000. Ms. Hardy said that part of the decrease is due to when elections run. They have also reduced the conferences they go to. Usually they go overnight to spend two days at a conference. They have decided to close the office for one day and only go for the day and don’t stay overnight. They also have one conference in the spring. They take turns going to the tax collector portion and the town clerk portion so they don’t have to close the office. The RSA says the Town has to pay for them to go, but not for overnight accommodations.

Ms. Helm wondered why advertising was down. Ms. Hardy said they aren’t doing that much advertising; only putting information out that is absolutely necessary.

Chair Bianchi asked about the \$2,800 for the “Invoice Cloud.” Ms. Hardy said that people are still having some difficulty understanding the quarterly billing with two bills in one envelope. Things got behind because of Hurricane Sandy and it impacted Weare (the town where the new bills are created). They sent out two new sets of bills and there are many who did not pay their October bills. The taxpayers are finding this out when they go to pay their January bill. The Invoice Cloud software could alleviate a lot of these problems. It allows people, once opted in, to receive bills online. They will still send paper bills at this time as well. It works with their tax collection software and people can see their past-due bills and see what they owe with interest and any other costs. The Town can send past-due notices for each billing, automatically. This would cut down on the amount of time they have to spend with people on these issues. They have numerous calls from people wondering how much they have paid in taxes for the year. The website will have a history from the past 18 months to answer these questions. Ms. Hardy said that they don’t mind talking to people and helping them with these things, but the Invoice Cloud is a great customer service tool.

Ms. Kidder asked if people ask the Town to forgive the interest on their tax bills. Ms. Hardy said that State law says “no” and it would set precedent if they started doing so.

Ms. Hardy said that this “cloud” could allow people to pay their bills online. There is an extra fee to do so, however, charged by a third party vendor.

Ms. Helm asked if it would be confusing for taxpayers to get bills online and in paper form at the same time. Ms. Hardy said that the company sends a mass email to everyone explaining the program and how it works. Taxpayers have the opportunity to sign up for the service through that email.

Ms. Hardy said she had spoken with the budget subcommittee who wondered if this was a want and not a need. She had initially said she thought maybe it was a want. Now she sees that it is a need. They have to make photocopies and PDFs to email to people with their tax information on it. While this is a part of their job, she feels this software would make it easier for the taxpayer and they should be keeping up with technology.

Ms. Kidder thought anything that expedites the payment of the tax bill is a good thing. She wondered how they know that their off-site storage of electronic data was secure. Ms. Hardy said that they are partnering with the other software company they use currently. She thought they would be insured for that security but would check into this.

Chair Bianchi said he couldn't understand how someone could get two invoices in the mail and get confused. He didn't know if this online method would only confuse matters more. Ms. Hardy said it is a matter of where people put their paper. Sometimes they see two bills, pay one and either throw the other away because they didn't look at the dates and think it is the same bill, or they tuck the second one away and forget about it. Ms. Hardy said that the reminders would come from the Town of New London and she didn't think it would be confusing.

Ms. Hardy didn't think that having this software would mean that they would need any less support in her office. Ms. Kidder felt this was something that Ms. Hardy would have to assess in her own department.

Mr. Wheeler suggested considering semi-annual billing. They went to the quarterly payments to soothe the transition of the change to the fiscal year. He suggested going back to semi-annual billing and people won't lose their slips. He thought the management of this method was easier and felt that quarterly billing was causing more confusion.

Ms. Hardy said that this “cloud” system would also be applicable to semi-annual billing, as well as sewer payments. She said in the future they could use it for auto registrations too. Other municipalities use it for monthly utility bills.

It is \$2800 for the software, and then \$100/month for licensing fees. They update it every day so people can get a true picture of their account.

Ms. Hardy noted that the fee to use your credit card online is 2.9% of the total tax bill. It is only .90 for an e-check (using your checking account). She envisioned more people paying by e-check.

Ms Hardy said they only bill twice per year anyway, so that cost would not change. To her it didn't make much difference. Ms. Johnson said that there is still a cash-flow problem when collecting quarterly. Ms. Hardy said they place a lien on property taxes in May and send a friendly notice about the unpaid tax

bills. In March or early April they send the impending lien notice. The final bill is not due until March 29th and come April 2nd they have to send the first notice. Two weeks later they have to send the next letter to notify people of the lien in May. It is much less friendly to send two notices in two weeks.

Ms. Johnson said that \$600,000-\$700,000 of October bills did not come in on time. People are coming in to pay late and interest is being applied.

Ms. Hardy said the system could be up and running in 30 days from the date of approval.

Ms. Hardy said that she is interested in implementing more safety measures in the office. 13 years ago they weren't afraid of anything happening. She did not think they could stick their heads in the sand any longer. It is recommended by the State and they are one of the few offices that do not have appropriate safety measures. They need to be behind bullet-proof glass and have locks that work. Their panic buttons are not currently working but are in the process of being fixed.

Lucy St. John – Planning & Zoning Administrator

Chair Bianchi said the only thing it seemed Ms. St. John was pushing for was an increase in conferences and trainings. Ms. St. John said that it is important for the Planning and Zoning Board members to attend meetings and conferences to learn things hands-on. Planning Board members said that they rely on her to know things. Ms. St. John said that some communities required their members to attend a certain amount of hours of training/year. She said that they could put on a little in-house work session based on planning and zoning issues.

Ms. Helm thought perhaps once/year Ms. St. John and Ms. Hallquist could put on a training and the Planning Board would be more open to that.

There was some discussion about attendance at Planning Board meetings and whether or not people should remain on the Board if they do not attend regularly. Ms. Kidder felt that Planning Board members should be more involved in things and should be prepared at each meeting. Ms. St. John said these were things that could be discussed at the Planning Board level.

Ms. St. John said her professional certification is \$500/year and some communities pay for this and for them to attend conferences and workshops. It is helpful to hear different ideas and bring them back to town. She would be happy to make a presentation to the Planning Board after attending a conference to help educate them further. Ms. St. John said that she was asking for the town to pay the \$500 yearly certification fee.

Chair Bianchi asked if the educational funding that is available to employees could help pay for this certification. Ms. Hallquist said that this might be able to happen but it would only be a percentage of the total. Ms. St. John said she was willing to pay a portion of this certification should it be necessary.

In other Planning Board business, Ms. St. John said the Planning Board approved the CIP with a couple changes based on Jay Lyon's budget. They have also approved the wind tower at Colby-Sawyer College, but the Selectmen must afford the public a 30-day comment notice. If the Board of Selectmen thought this was a project of regional impact, they would need to have a public hearing about it. The Planning Board decided it was not a project of regional impact. Ms. St. John explained what factors the Board consider when deciding whether a project is one with regional impact, according to the statutes. .

IT WAS MOVED (Tina Helm) AND SECONDED (Janet Kidder) that the wind tower as proposed by Colby-Sawyer College is not a project of regional impact .

THE MOTION WAS APPROVED UNANIMOUSLY.

**IT WAS MOVED (Tina Helm) AND SECONDE D (Janet Kidder) to afford the public 30 days to comment on the proposal. A notice will be sent to abutters of the Colby-Sawyer campus.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Kim Hallquist – Administration Budget

Ms. Hallquist shared that General Government Buildings would be the largest area of increases in the budget. She provided a list of what they currently appropriate for Town Buildings Maintenance. They need to decide how much they want to increase or decrease the funds for the maintenance of various buildings. She suggested that a Bandstand Maintenance line item be added and also a boat launch maintenance line item. There were 11 buildings she had addressed that needed repair. Ms. Kidder noted that the Elkins Post Office is in really bad shape. She thought they should look into it as she thought it was perhaps a fire hazard. Ms. Hallquist noted that another area she is recommending for increased funding is computer support, as they have already gone over budget this year maintaining the office computers.

Ms. Hallquist said that LGC has lowered the appraisals of each of the Town's buildings. They need to hire an appraiser to see if these figures are accurate. Ms. Hallquist thought a committee would come in handy to determine the pressing building repair issues. The Board discussed potential members for a building committee and will discuss it further at their next meeting.

The Board also reviewed the Finance Budget. Ms. Johnson noted that she will likely have to revise figures as yearly contract renewals come in (examples include auditing and computer software licenses).

OTHER BUSINESS

Ms. Kidder noted that she recently read an editorial about the "Planet Aid" clothing donation containers that are actually operated by a profit-making organization, and are not donated to needy people. She suggested that the container at the Town's transfer station be removed as the Town should not be assisting a profit making group in this way. The Board agreed.

Application for Building Permit:

- Colby Sawyer College, 541 Main St. (Map & Lot 085-033-000) erect 52' wind turbine – Permit #12-123 – Approved.

Application for sign permits:

Application to use Whipple Memorial Town Hall:

Other Items to be signed:

- Disbursement voucher
- Tax Abatement for Veteran's credit (Walsh)
- Tax Abatement for lot merger (Bemis & Hoke) Map & Lot 091-015-000
- Supplemental property tax bill (Bemis & Hoke) Map & Lot 091-015-000
- 2012 Equalization Municipal Assessment Data form

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

The meeting adjourned at 12:40 PM.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London