



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES

June 6, 2016
6:00 PM

PRESENT:

G. William Helm, Chair
Nancy Rollins, Selectman
Janet Kidder, Selectman
Kim Hallquist, Town Administrator
Wendy Johnson, Finance Officer

ALSO PRESENT:

Phyllis Piotrow, Budget Committee
Rob Prohl, Budget Committee Chair
John Wilson, New London Resident
Peter Bianchi, New London Resident
Donna Larrow, Police Department Administrative Assistant
Minette Sweeny, *Intertown Record*
Tom Paul, "Realistic Solutions for Funding NH Public Education"
Joshua Fisher, Police Officer
Edward Andersen, Police Chief
Renate Kannler, New London Resident
Bruce Hudson, Budget Committee
Richard Lee, Public Works Director
Jason Lyon, Fire Chief
Steve Ensign, Board of Firewards

Chair Helm opened the meeting at 6:00pm.

Recognition of Minette Sweeny, *Intertown Record*

On behalf of the New London Board of Selectmen, Chair Helm recognized Minette Sweeney, retiring reporter for the *Intertown Record*, for her service to the Town. Minette was given a framed copy of a photo she had taken of Whipple Hall, which had been used as the cover photo of the 2013 Town Report.

Tom Paul – "Realistic Solutions for Funding NH Public Education"

Mr. Paul said there will be a forum the following night at Whipple Hall at 7pm which is not meant to challenge the school budget, but rather determine if the method of funding the schools is appropriate. Some in the town see that the school tax is a large portion of their taxes and they are concerned. He isn't sure many citizens in the district or state understand how schools are funded. They don't have a solution but hope that the forum will bring up some ideas.

Loan Update – Wendy Johnson, Finance Officer

Ms. Johnson noted that they are ready to close on the \$460,000 loan approved at Town Meeting. The Selectmen have many documents to sign. The Selectmen recognized this and agreed to sign the paperwork at the end of the meeting.

Brookside Drive Culvert Replacement Bids – Richard Lee, Public Works Director

Mr. Lee said they put the job out to bid and three contractors responded. The lowest bid was for \$204,000 from B.U.R. Construction out of Claremont. They have done a lot of bridge work in the state and in nearby towns. They are certified by the State DOT and are recommended by four or five people he has talked to.

Bids were also submitted by R.D. Edmunds & Sons, \$236,100 and Michael Hansen Construction, Ltd, \$242,368.

Selectman Rollins said there is a \$38,000 difference between the highest and lowest bids. What constitutes this range? Mr. Lee believes that busy contractors give high bids because they don't really need the work. Selectman Rollins asked why they paved Brookside Drive if the bridge was in need of repair. Mr. Lee said the road was in very bad shape and it was scheduled to be done. They are only cutting 60' of road and he didn't want the rest of the road to get worse to wait for this project. The patch job will consist of one load of asphalt.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to accept the bid of \$204,000 from B.U.R. Construction. THE MOTION WAS APPROVED UNANIMOUSLY.

Sewer Lagoon Project Update – Dennis Thompson from Northern New England Field Services, LLC

Mr. Thompson said as of last week they had pumped one lagoon down and tried to move sludge closer to the road side but decided to let it sit for a week and dewater it. Unfortunately they got a lot of rain the day prior and it is supposed to rain that night as well. They are trying to determine if ground water is coming in. It was determined very little ground water was coming into Lagoon #3. Friday afternoon at 4pm a permit came in to move the material to the town pit. The DES wetlands division is not involved in the project at all. They have all the approvals needed to move forward at this point. The roads are all done except for some grading to the third lagoon. All the cutting is done. They will need a couple more days of pumping on the first lagoon before they can move forward with the removal of sludge due to the rain. He estimated it would take three days to get the sludge out. The second and third lagoons will not require a lot of fill at all. They were fortunate enough to have excess material from the area when doing the excavation. The first lagoon will need the most material because the area is so wet. Everything has gone well and Richard and his people have been great to work with. He wanted to know if they wanted to continue with the other two lagoons this year or hold off until the next year.

Mr. Lee said there is more sludge in the lagoons than they thought. The most material is where the pipes are that transfer the material from one lagoon to another; the south end. Overall he thinks there is an average of two feet of sludge throughout the lagoons.

Mr. Lee said if sludge doesn't meet environmental requirements, it has to be moved out within three months. Mr. Thompson said he doesn't think this will be an issue at all. The three months is the standard verbiage in the documentation. It is called SQC Testing and Mike Rainey, DES, will be the one in charge of this testing. If necessary, RMI will bring in ash to mix with the material to help it pass the test. This ash will raise the PH and kill any bacteria in the material.

Mr. Thompson hopes to be done in the area within three weeks but needs to know soon if they are going to do the other two lagoons. He has other jobs to do and only a certain amount of time in which to work. The Selectmen agreed to take this up at their next meeting.

Wage and Compensation Study Discussion

Selectman Rollins said Ms. Hallquist had noted there should be included in the Compensation Philosophy “the prudent use of taxpayer funds and the ability of taxpayers to pay”. She isn’t sure where this will go within the draft but she thinks they could look at it. Ms. Hallquist was given the go-ahead to weave this into the document and show it to the Selectmen at the next meeting.

The Consultant suggested the current benefit plans were competitive and in line with market conditions. Do they want to adopt the benefit plans as they exist for 2017 or defer it until they talk about the wage part of the compensation plan? Selectman Rollins said there are some noteworthy things relative to new employees. For instance, the health insurance program for new employees is not competitive. They should look at the entire package, including both salary and benefits, for a new employee. She thinks they should look to the department heads to see if there are any inequities in the current system.

Ms. Hallquist said the department heads agree that it would be better if they were all on the same page as far as vacation time and the Town’s contributions to insurance. The new employees would like to be in line with the grandfathered plans. Her recommendation is to not make any changes that make things more difficult (having the old employees pay the same as the new ones). The opposite scenario would be better received by the employees. Selectman Rollins feels they need to know what equalizing the compensation packages would cost them. Ms. Johnson will need to come up with a scenario. Mr. Lee said new employees feel slighted; they are doing the same job as someone who has been there longer, but have to pay more for their health benefits. It is a discussion that has been had.

Chief Andersen said when people look at vacation and the amount, they think three or four weeks is a lot of time. But they are talking about shift work so it is sometimes nice to have an extra week of vacation when someone needs a mental break. When they have only two weeks as a shift employee, it isn’t enough. Sometimes a week off to relieve stress is much needed. The rotation of nights and days and weekends is stressful. Officer Fisher said he earns more vacation than others under him and people are hesitant to take a day off because they want to save it to spend with their families. It is useful to be able to take a mental break at times.

Chief Lyon said they are looking to fill a vacancy in his department. Their top choice took another job because of the healthcare plan and the shifts were better. New employees are analyzing these parts of the job. There are 40 fire departments in the state looking to hire full-time positions. It is very competitive. The sick-time buyout was beneficial for individuals and it was a nice bonus for those who work hard for the town; it was nice compensation for not using up sick time every year.

Officer Fisher said the people under him have to use what little vacation time they have on a sick child because they can’t use their sick time for a sick child. Chief Andersen said they don’t have employees calling out sick when they have a sick child. They do the right thing and take a vacation day.

Chair Helm said there is a limited amount of money and they need to understand what their predecessors thought about when they set up the plan they have. The issue of the vacation topic is that they are so above the market with regard to long-term employees, they have a problem unless they want to value vacation over something else.

Ms. Larrow said she was on the employee committee and when they made the last change, they separated sick time and personal days from the vacation time. This is how the larger vacation time came about for the older employees. It used to be two weeks of paid vacation, as well as sick time that could be used for sick family members, etc. Chair Helm said even so, the time has been rolled together and is generous in comparison to other towns.

Selectman Rollins said part of the equity, is having family-friendly policies. She would like to look into this further because sick-dependent time is a worthy sick-time excuse.

Selectman Kidder wondered if since the tuition reimbursement isn't widely used, it should maybe be paid at 100% instead of 80% to entice more to take advantage of the benefit.

Ms. Kannler asked if just giving time, combined as sick, personal and vacation, would impose any financial difficulties on the town. Ms. Hallquist said all the time would be considered earned time so it would end up costing the town more.

Consider Interim Pay Program while Discussion of Compensation Plan Continues

Ms. Hallquist said employees usually get wage adjustments as of July 1st, and salary decisions won't be made by then, she suggests a one-time lump sum of money be awarded to the employees, between \$200 and \$500 each, and then after about three months, the raises they determine will go into effect. This would be for full-time or regular part-time employees only. Chair Helm wants to do something for the employees now and not make them wait. Ms. Hallquist said this could be expanded out to all part-time employees if they wish. If it was just for the full-time and regular part-time employees, it would cost about \$15,000 including the taxes. This bonus would not be subject to retirement because it is not part of the base salary.

Selectman Kidder agrees they need to do something now for the employees.

Selectman Rollins asked what the feedback is from the department heads. Ms. Hallquist said she hasn't approached the department heads about this yet; she just had the idea that weekend. Selectmen Rollins asked Ms. Hallquist to go back to the department heads and get their feedback. Ms. Hallquist said they could also do nothing now and then give raises retroactively once they are decided on. They would revisit this idea at the next meeting on June 20th.

Steps vs. Merit Systems or Automatic Increases across the Board

Ms. Hallquist said Sunapee uses steps and she feels they are popular with employees because it gives assurance of what will happen in the future. In 2006 there was a step system used in the town that was abandoned. If they choose steps they have to be committed to it because it needs funding. They also need to consider evaluation training which needs to be done. She thinks this could be done by October 1, 2016.

Chief Andersen said new hires come in and ask how the town handles raises each year. When they say that it is voted on by the Board of Selectmen and the Budget Committee and each year the raise is different, it isn't as appealing as showing them that they have a step system with a marked out plan showing where they can eventually be.

Selectman Rollins said they recognize that they may not be able to make all the salary adjustments all in one year. They have a significant number of positions that are not equal in labor grades to their neighbors. They need to have a sense what they want to attack first; what are the most significant points? Is there a way this can be phased over a period of time and what is the most important to the employees?

Chair Helm said if a step system is critical to the Police Department, he would like to address this sooner than later. Mr. Lee reiterated what Ms. Hallquist said. They used to have a step system in the town with a COLA and an opportunity to get a raise if they met the criteria. There have been years with 0% pay raises and some with generous increases. It gets old to the employees because they never know what they will get for a raise; it depends on what the Selectmen vote on. It would be nice to have a plan that would stay in effect longer than 1.5 or 2 years. He believes they should use evaluations with whatever plan they choose.

Peter Bianchi wonders what constitutes a step. A year of work without evaluation? He has been involved in a step program as a teacher where everyone got a step just for working another year. Chair Helm said the Board is just

listening at this point and has not made any decisions on a step program yet. The consultant that did the study warned against using a step program, however Chief Andersen brought up issues with not having a step system that were valid. Selectman Rollins said steps would never be considered, in her mind, without evaluation. That is not the intent of this discussion. Horizontal growth is critical which is why a sound performance evaluation is so important.

Chief Andersen said from his 20 years working for New London, it does seem like every time they have a wage pay scale study, the Town is being told they need to “catch up.” They started a step program but then stopped it. Whatever they do, it would be nice for the employees to know that if they work hard there are opportunities for regular and anticipated increases in salary.

Discuss How to get Input from Department Heads

Ms. Hallquist said department heads should meet with her and she will bring their recommendations to the board to discuss the pay grades and positions. If they can't agree, the Board of Selectmen have the decision-making ability.

Evaluation Training

Primex has a training coming up on evaluation training. Ms. Hallquist talked to Mr. Thornton's suggested evaluation trainer and it may too expensive to have her come to New London from Maine to do the training. Ms. Hallquist would like all the department heads to participate at the same time. They do a decent job with evaluations now, but they can always do better.

Selectman Rollins would like to know what Primex's evaluation process is and what the tools used in the class will be. Some are better than others. She would also like to hear a discussion about process; top down vs. bottom-up. Community input may be helpful in this area; there may be citizens who have experience in this area. She would like to see a written plan to see what Primex will be teaching.

Mr. Prohl said he was in a step system as an employee in the past. As a manager or administrator, he recalls a very small percentage of people didn't get their step each year. The COLA, if it is tied to some kind of index, has some merit. Merit on top of this kind of a system may be easier. Steps have pros and cons and it is key to use evaluations.

New Business

Police Department Grants

Chief Andersen said he is trying to upgrade the last two cruiser laptops with the use of grants. They have received two grants for these over the last two years. For the laptops they want, after five years the cost to refurbish and upgrade them to go another five years is \$1,000 each.

Chief Andersen said he is also looking to pursue a grant for a laser radar. The unit is hand-held and will be useful to patrol multiple roads and areas where there are speeding issues. They can use this kind of radar to pick out any car in a group of cars, can be mounted in a cruiser or even used on a bicycle, which could be helpful in some situations.

The Town's portion for the two laptops (with grant) is \$2,500. The laser radar (50% paid by grant) is between \$1,800 to \$2,200.

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to accept the grant for \$3,107 from the New Hampshire Highway Safety Agency for the purchase of two cruiser laptops and a laser radar. THE MOTION WAS APPROVED UNANIMOUSLY.

Receipt of Annual Financial Report

Chair Helm noted the receipt of the Town's Annual Financial Report.

Conservation Commission Appointments

**IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to appoint Tim Paradis as full member of the Conservation Commission, and Maggie Ford as an alternate.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Recreation Commission Appointment

IT WAS MOVED (Nancy Rollins) AND SECONDED (Janet Kidder) to appoint Steve Sidmore to the Recreation Commission. THE MOTION WAS APPROVED UNANIMOUSLY.

Elkins Fish & Game Club – Request to Park on Mountain Road

Ms. Hallquist said this is a repeat request from the Elkins Fish & Game Club, who need overflow parking available for an event they hold each year. The property on Mountain Road belongs to the Town of New London.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to allow the Elkins Fish & Game Club to use the Town's property on Mountain Road for overflow parking for an event.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Planning & Zoning Administrator – Permission to Sign off on Building Permits

Ms. Hallquist said in the ordinance, the Selectmen can appoint a designee to approve building permits. It would speed things up for citizens. She suggests having Ms. St. John and herself sign off together on permits. Ms. St. John signs the permits already prior to the Selectmen signing off on them, so for simple permits, Ms. Hallquist could also sign off. Selectman Kidder feels this will be user friendly and will allow people to start their projects sooner.

Selectman Rollins asked if this was always the way it was done. Ms. Hallquist said in the past, permission was granted to the Planning & Zoning Administrator and the Town Administrator but the practice did not continue.

Selectman Rollins recommends considering items of significance (demo/over a certain amount of money), the Selectmen should still sign off. Simple permits can be done by the staff. Selectman Kidder feels that Ms. St. John does a good job pointing out those issues that are problematic. Those issues would still be taken up by the Selectmen.

Chair Helm didn't think they should relinquish demo permit sign-offs to Ms. St. John and Ms. Hallquist. Perhaps also projects over \$100,000 should be reviewed by the Selectmen as well.

It was determined that Ms. Hallquist could sign off on building permits, but a list of what has been approved between meetings could be provided to the Selectmen in the event there are questions.

**IT WAS MOVED (Bill Helm) AND SECONDED (Nancy Rollins) to allow the Town Administrator to sign all building and sign permits and provide a report to the Selectmen every two weeks to include when the permit is applied for and when it has been approved.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Open Gov Demo

Ms. Johnson said a representative from this company would like to present a demonstration at the next meeting. She would ask them to keep it to 15 minutes. The program shows financial data, graphically, on the website for anyone to access.

Town Administrator's Report – Kim Hallquist, Town Administrator

Pleasant Lake Dam

Ms. Hallquist said she hasn't heard an update from the engineers, Dubois and King lately. She emailed Jud Donaghy about coming to the meeting on July 18th but unfortunately he is not available. He is unavailable the week prior also. They hope he can meet with them on July 1st and said he will look over all the materials for the Town.

Elkins Sidewalk Project

Ms. Hallquist said she did a walk through with Richard Lee, representatives from Pathways and L&M Construction to do a punch list. Six cars stopped to say how much they love the project during the walk-through. Mr. Lee said the L&M Construction company worked well, called when they had questions, and kept the Town informed at all times. The foreman was really good to work with.

Pleasant Street Property

Ms. Hallquist said she received an email from Bart Mayer's office (Town Attorney) saying their review of the deed for the property at Pleasant Street is done. He is sending it to Michael Chiarella and it should be done soon. It was a complicated deed.

Clark Lookout

Ms. Hallquist said they are still waiting on the P&S from the sellers. They are waiting until the survey is done by Pierre Bedard. Once there is a signed P&S, they have 15 days to get it to the Planning Board to review the subdivision plans.

Active Shooter Exercise

Ms. Hallquist noted an active shooter exercise would be held early Saturday morning with the Police and Fire Departments at Colby-Sawyer College. Signs will be up around town and at the college.

Recreation Van

Ms. Hallquist said the new van is ready. Scott Blewitt (Recreation Director) asked if he can use the old van for the remainder of the summer. Their plan is to sell it but it can be used for a while longer.

1941 Ad Hoc Committee Meeting

Ms. Hallquist said that all four members of the committee voted unanimously to have the building demolished. June 16th is the School District's next meeting. It is expected that many people will attend. Chair Helm said there would be a 60-day waiting period with the Planning Board and the Selectmen before demolishing the building.

Committee Reports

There were none.

Approval of Minutes of May 16, 2016

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve the minutes of May 16, 2016, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Upcoming Meetings and Special Events

- Next Regular Selectmen's Meeting – Monday, June 20th– 6:00 PM at Tracy Library
- Planning Board – Tuesday, June 14th - 6:30PM at Whipple Town Hall

- Conservation Commission – Wednesday, June 22nd – 8:30 AM- Lake Sunapee Bank
Community Room - 116 Newport Road
- Recreation Commission – Tuesday, June 7th – 5:00 PM – Whipple Town Hall
- Dispatch meeting – June 14th at 3:00 PM

Other Business

Selectman Kidder noted that the 4th grade visited The Ice House that day. Chief Lyon, Gena Edmunds, Ben Cushing, and Gary Faccone helped demonstrate the newest fire apparatus as opposed to the oldest. Tom Anderson from the Police Department came as well. She appreciated them helping with the NH History program.

Chair Helm has invited the County Commissioner to attend a meeting this summer.

Mr. Lee said \$250,000 has been allocated from the \$460,000 loan for the Brookside Drive culvert replacement. They would like to keep the \$250,000 to use as a contingency in case there are any problems. Engineers will come in to spot check as time goes on.

Mr. Lee said he put the paving out to bid and seven companies responded. The best price was \$58.25/ton from United Construction. He would like to give them a try.

Mr. Lee said when he priced the salt shed, he assumed the cost included the blocks the shed goes onto. They are not. Due to the snow load for New London being 95 pounds per square foot, the braces have to be 8' apart. He would like to purchase blocks out of this year's money using unused salt and sand funds that were not spent. Chair Helm would rather take the funds from the loan so they can put more towards lowering the tax rate. The salt shed is \$69,650, plus \$10,000 for the blocks. Selectman Kidder said money appropriated for the bond was designated for some specific projects. She'd like to see the money for these two come from that bond. If there is money to return to the tax rate, they should. Selectman Rollins agrees. Mr. Lee was fine with this.

Mr. Lee said some money was put into the budget to purchase a camera for the Wastewater Department. They are going to buy it and just wanted to let the Selectmen know. Mr. Lee added that the trash trailer is not in good shape. He would like to fix it if possible. It is a back-up trailer for them to store trash during holiday weekends. The cheapest bid to fix it is \$15,000.

Mr. Lee said the college is tearing down the Dilorenzo building. The Town has 10-15 emergency cots stored in the building. They are lacking a good place to put the cots. They have access to the Sullivan County all hazards trailer at the shop that has blankets and pillows and due to changes in its configuration, they are running out of room for the blankets and pillows. It would be good to keep the cots and items in one place and can do so if they purchase a storage unit to keep at the wastewater facility. The storage containers are water-tight, sealed shipping containers.

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to approve hiring United Construction with a quote of \$58.25/ton for asphalt, and to use available funds in the bond for the additional cost for the salt shed. The repair of the trash trailer and purchase of the shipping container will be discussed further at the next meeting. THE MOTION WAS APPROVED UNANIMOUSLY.

IT WAS MOVED (Janet Kidder) AND SECONDED (Nancy Rollins) to not have NNEFS close the second and third lagoons this year. THE MOTION WAS APPROVED UNANIMOUSLY.

Mr. Lee said an idea has come forward to dedicate the new sidewalk in Elkins to Bob MacMichael. They could get a plaque and have a dedication ceremony. It was thought that this was a good idea.

Application for Building Permit

Application for Building Permit

- Dennis & Sally Haas, 146 Sutton Road, TM 123-027-000. Adding platform over existing steps & a ground level boardwalk. BP #16-053. **DENIED.**
- Connor & Courtney Theroux, 33 Burpee Hill Road, TM 082-014-000. New garage with living space above. Relocate master bed/bath, office/den & laundry room. BP # 16-044. **APPROVED.**
- Barbara A. Case, 190 Fairway Lane, TM 124-002-000. Extending Deck to 22'x14' with new screens. BP #16-048. **APPROVED.**
- Christopher & Meghan Scarpa, 358 Stoney Brook Road, TM 137-011-000. Adding a Master Bedroom & bathroom above existing garage. BP #16-055. **APPROVED.**
- Daniel & Lisa Carlin, 111 Morgan Hill Road, TM 046-003-000. Add small ventilation window in closet. Add manufactured wood-burning fireplace to family room. BP #16-056. **APPROVED.**
- Edward & Melody Johnson, 1359 Route 103A, TM 128-009-000. Renovating bathroom, increasing insulation & replacing worn siding. BP #16-058. **APPROVED.**
- Megan McDevit, 642 Pleasant Street, TM 048-009-000. After-the-fact deck expansion. BP #16-060 **APPROVED.**
- Rowena Wilks, 464 Elkins Rd, TM 077-027-000. Replace 2 windows. Add 2' x 8' kitchenette. BP #16-057 **APPROVED.**
- Fred & Graceann Foulkes, 125 Sunset Shores Road, TM 091-007-000. Demo old garage & replace w/ new. BP# 16-061 **APPROVED.**
- Raoul & Karen LLC, 29 Boulder Point Road, TM 115-002-000. New House. BP# 16-059 **APPROVED.**

Application for Sign Permit

- Temporary Sign Permit at Chamber of Commerce Information Booth and Whipple Hall from June 6 – 11, 2016 by the First Free Will Baptist Church. **APPROVED.**
- Temporary Sign Permit at Chamber of Commerce Information Booth from June 9 – 24, 2016 by the Wilmot Community Association. **APPROVED.**
- Temporary Sign Permit at Artisan's New London from May 23 – 26, 2016 by Marcy Vierzen, Owner. **APPROVED.**

Requests to Use Town Property

- Whipple Hall by Christina O'Halloran for New London Hospital, 273 County Rd, NL on July 12, 2016 from 5:00pm to 9:00pm.

Other Items to be Signed

- Tax Abatement – Paul Kayle, 14 Conifer Lane TM 045-027-000
- Tax Abatement – Herrick Cove Partners c/o Daniel Connolly, Esq. TM 080-009-000
- Warrant Yield Tax Levy - \$682.97 with 18% interest.
- Sewer Betterment – Edmunds Road Property Tax 1st Levy for \$4000 with 12% interest.
- Disbursement and Pay Authorization Voucher dated 6/6/16 by Wendy Johnson, Finance Officer
- Loan Documents for \$460,000
- Recreation Dept. Van Lease Agreement
- Intent to Cut Wood or Timber – Laura E. Davis

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

The meeting adjourned at 8:20pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London