

**Town of New Haven Emergency Selectboard Meeting**  
**7:00 pm Town Offices**  
**Thursday, October 30, 2008**

Present: Keith Hall, Roger Boise, Lowell Nottingham, Pam Marsh, Pat Paquette,  
Pam Kingman

Visitors: Rob Naylor from Naylor & Breen Builders

**Agenda Results:**

Keith Hall explained to Rob Naylor that he has to meet with the Development Review Board, to get the Site Plan Review. The DRB has approved the variance and the boundary line adjustment with the school. The State has issued its permit to the Town and the Zoning Administrator has issued the Town permit and both are posted. Naylor & Breen can proceed with the project, focus will be on excavation, backfill and concrete until after the DRB meeting on November 12, 2008.

Roger Boise asked about the cost of adding a basement. There was some confusion on exactly what the Town was asking for which was a full basement under the Town Offices to be used as storage. The price that was quoted was for an addition with a full basement. Rob Naylor said he was not made aware of any additions with or without a basement, he said he will look into the cost of adding a basement under the Town Office and get back to Lowell Nottingham with a price quote.

1. Pam Marsh made a motion to **authorize Keith Hall to sign contracts on behalf of the Selectboard**, seconded by Lowell Nottingham. 5 yes / 0 no  
Keith Hall and Rob Naylor then signed the contracts between Naylor & Breen Builders and The Town of New Haven to construct a new Town Office and Library Building.
2. Keith Hall made a motion to **appoint Lowell Nottingham as the direct contact person** for this project. Lowell Nottingham will meet with Naylor & Breen and make decisions. Seconded by Pam Marsh. 5 yes / 0 no
3. Pam Kingman typed up an order to begin the project for Naylor & Breen. Keith Hall made a motion to sign the order, seconded by Roger Boise. 5 yes / 0 no
4. **Clerk of the Works** – This person (to be determined) will meet with the Architect, Peter Morris and Project Manager, Rob Naylor and/or Kim Levins from Naylor & Breen. Rob Naylor said the time frame on a daily basis for the “Clerk” could range from 1 hour to being on site all day, and that they need to be on call. Mr. Naylor said there will be weekly meetings to discuss the progression of the building.
5. **Temporary removal of the flagpole and the Rudy Sargent memorial** – The memorial marker was installed by Little League and the Town many

years ago. Lowell Nottingham will ask the Schoolboard and the principal, Steve Flint if it is ok to move the memorial marker next to the new Sargent Field sign and ball field. They both need to be moved because they will interfere with the drainage. Rob Naylor said to have someone show Naylor & Breen workers were to place them.

- 6. **Sign contract with Brian Hayes for the Carriage Barn** – Keith Hall made a motion to sign the contract between the Town and Brian Hayes for the sale of the Carriage Barn. The Town has received Mr. Hayes check for \$550 and a copy of his insurance. Seconded by Pam Marsh. 5 yes / 0 no
- 7. **Rick Shappy / Brian Hayes** – Are seeking permission from the Selectboard to **burn scrap wood from the Carriage Barn**; they have reassured the Board they will not burn anything toxic. Rick Shappy thought it would be a good idea if they burned the pile on the weekends when school is not in session. Pat Paquette made a motion to allow Rick Shappy and Brian Hayes burn scrap wood from the Carriage Barn, with these conditions: 1) Get a burn permit from the Fire Warden. 2) Do not leave the fire unattended and make sure it is completely out at night. 3) Coordinate burn time with Events Coordinator, Suzy Roorda to confirm there are no functions in the Town Hall at the time of burning. Motion seconded by Roger Boise. 5 yes / 0 no
- 8. Lowell Nottingham volunteered to take some of the junk leftover from the Carriage Barn to the Transfer Station in Middlebury.
- 9. Lowell Nottingham will talk with Architect Peter Morris about a Clerk of the Works.

Other Business:

Adjourn: 7:45 pm  
Respectfully submitted:  
Pam Kingman  
Approved:

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Keith Hall, Chair

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Roger Boise

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Pam Marsh

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Lowell Nottingham

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Pat Paquette