

# Town of Lisbon, NH

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## Board of Selectmen Minutes 09/24/2012

### Town of Lisbon

Selectmen's Meeting Minutes  
Meeting Date: September 24, 2012

Selectmen Present: Ruth Robar (RAR), Peter Nightingale (PN), Michael Carver (MC)  
Town Administrator: Joe Wiggett  
Administrative Assistant: Barbara Menchin

RAR opened the meeting at 4:00 pm

Bills and manifests were approved. MC made a motion to accept the minutes of the September 17, 2012 Board meeting, RAR 2<sup>nd</sup>, so voted.

#### **SELECTBOARD:**

The Board stated that the revised personnel policies had been distributed to the town employees.

The Board stated they would be starting the budget process on Tuesday, October 16, 2012.

PN moved to enter non-public session per RSA 91-A:3 II (c) for the purpose of discussing a Buffington Fund application. MC 2<sup>nd</sup>. All members voted in favor taking BM with them.

Resumed public session. RAR moved to seal the minutes. MC 2<sup>nd</sup>. So voted

#### **TOWN ADMINISTRATOR:**

JW stated he was in the process of getting a Quit Claim deed prepared for a landowner whose property had been deeded and then was redeemed.

JW informed the Board that the Back Flo Prevention Report has been submitted.

JW stated he would speak to Tanis "Joe" Tavernier (Lisbon Chief of Police) regarding the school generator project and what is needed to finish the paperwork. He further stated that the project is complete except for the safety poles to be installed.

JW had spoken to Ms. Candace McMahon regarding the property located on Ecology Road. The Board stated they wished to speak to Mr. Kevin Clement (Lisbon Public Works) prior to making any commitment on the land. Mr. Clement will be meeting with the Board on Tuesday, October 2, 2012 at 1:00 pm.

JW reminded the Board that they need to appoint the committee members regarding Warrant Article V.

JW suggested the Board do a job classification study.

#### **ADMINISTRATIVE ASSISTANT:**

BM presented the Board with a letter from Mr. Stan Borkowski (Building/Code Inspector) requesting the Board to address the Building Code/Life Safety Issues regarding properties located on South Main Street which were up for deeding. The Board stated that they could not include these issues in an agreement to the property owner as it had nothing to do with the past-due taxes. The Board stated it was the Fire Chief's responsibility to contact the owner.

The Board requested BM to cut a check for Mr. Rob Brooks for the completion of the painting job but to hold the check until she received the left over paint in the two colors that were used.

BM stated she had a recent conversation with Mr. William Langdoc of Armstrong Avenue regarding the culvert located at his property. The Board stated that their position had not changed regarding the budget constraints but they would have the Highway

Department continue to monitor the culvert.

BM updated the Board on what Mr. Stan Borkowski (Building/Code Inspector) had discovered regarding the property located on Lyman Road owned by Barbara Shores. Ms. Shores had recently written a letter to the editor regarding the brook overtaking her property. Mr. Borkowski has since been in touch with the Department of Safety, Emergency Management and Homeland Security. BM to keep the Board apprised of the situation.

**DEPARTMENT HEAD:** Jennifer Trelfa (Town Clerk/Tax Collector)

The Board requested JT to write an agreement between the Town and a property owner stating the owner would pay a minimum of \$3,500.00 per month to go towards his back taxes. In this way, the owner would prevent his property from being deeded. JT presented the Board with deed waivers.

JT stated she had located the little election table that had been missing. The Lisbon Lion's Club had taken it in error. It has been returned to the Town Clerk.

JT stated she had spoken with Ms. Vaughan Stiles (Lisbon Treasurer) regarding depositing the daily cash receipts money. JT will have Ms. Stiles sign something giving JT permission to do these deposits.

JT informed the Board she would be requesting a change in Clerk Works software from BMSI to Avitar. She stated her reasons for her request. JT will be checking into costs for next year's budget.

JT stated she would wait until next year to pursue the kiosk for online bills.

JT stated that on Friday, September 21, 2012 she came into the building only to see the hall lights had been left on and that the ceiling fans had been left on. JW stated he would speak with the Upstage Players regarding this.

MC made a motion to adjourn, PN 2<sup>nd</sup>, so voted all.

Meeting adjourned 5:45 pm.