



**TOWN OF LISBON, NEW HAMPSHIRE
INCORPORATED 1763**

Board of Selectmen's Meeting

Tuesday April 10, 2018

6:30 pm

Rail Road Station

PRESENT: Scott Champagne, Selectman-Chair; Brian Higgins, Selectman; Arthur Boutin, Selectman; Sharon Penney, Town Administrator; Jennifer Trelfa, Town Clerk/Tax Collector; Krystle Dow, Administrative Assistant; Greg Hartwell, Fire Chief; Audrey Champagne, Treasurer

Approval of minutes from April 2nd BOS meeting: Brian Higgins made a motion to approve the April 2nd BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Brian Higgins made a motion to approve the April 2nd Non Public BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Paving Bids: Two companies placed bids for the paving of Bishop Road. The first company was Pike Industries and their bid amount was \$111,562.50 and the second company was Blaktop and their bid amount was \$105,673.30. Arthur Boutin made a motion to approve the bid from Blaktop but not to exceed \$100,000.00 and Brian Higgins seconded the motion. All were in favor of the motion.

PSU Economic Development: Rebecca Cormier from Plymouth State University came before the board as part of the Lisbon Economic Development Committee/PSU partnership regarding the information booth. She asked the board if the group could repaint the information booth and

maybe add a flower bed. She also asked about a vacant lot in town where they were thinking of planting some grass and trying to create a small "pocket" park. She also mentioned having a picnic table located in the gazebo park. When she explained where the lot is Scott Champagne (Chairman) stated that the town only owns half the lot not the entire lot. He said it is something to consider for sure. The board is all for sprucing up the town.

Gravel Pit Discussion: The board reviewed an Intent to Excavate application for a gravel pit on River Road. There have been some recent questions about current use with this pit. The total acreage wasn't filled out on the application which was considered to be incomplete. The administrative assistant (Krystle Dow) reached out to Mary Pinkham-Langer (Gravel Tax Appraiser at DRA) in reference to the application. Mary stated that there has been an ongoing issue with this pit for a number of years. She stated that for the last 19 years, previous BOS have signed the intent and never addressed the CU issue. Mary suggested a letter be sent to the applicant requesting an update of the plan/map before going any further. Scott Champagne made a motion to return the check and intent to excavate to the applicant along with the request for information. Mary had provided a support letter requesting new updated maps and instructions for the town to follow up with the contracted assessors. Arthur Boutin seconded the motion. All were in favor of the motion.

Letter sent to 120 School Street: A letter had been sent to the residents at 120 School Street in reference to the abundance of trash on their property. The letter was first sent by certified mail which the residents declined to accept delivery of. The letter was re-delivered by police and this time was accepted by the residents. The letter gives the residents at this address 10 days to get the property cleaned up. Mr. Norton did come by the office on 4/9/2018 and spoke with Sharon Penney (Town Administrator). Sharon subsequently emailed Chris Hodge (Building Inspector) and asked him to give Mr. Norton a call. A meeting has been set up between Mr. Norton and Chris Hodge.

Update from Highway Department: Kevin Clement (Road Agent) provided Krystle Dow (Administrative Assistant) a list of projects they will be working on for the week. This list includes tree/shrub removal at new fire station location, servicing of fire trucks, maintenance of trucks, winter equipment being stored for summer and summer equipment retrieval,

ditching of Bishop Road to prepare for paving, cold patching where necessary, computer updating and spring grading. Kevin did state that Tyler from J.A. Corey did look over the Bath Road pump station generator and it was the control panel that seems to have the performance issue. Parts have been ordered and as soon as they arrive J.A. Corey will come out and repair the generator.

Oath of Office: There is an open position on the ZBA which Stanley Sudol would like to be appointed to. This position is for a 3-year term. Scott Champagne made a motion to appoint Stanley Sudol to the position and Arthur Boutin seconded the motion. All were in favor of the motion.

Excavation Warrants- Signatures needed: The board has been given two warrants to sign for excavation that was done last year. These warrants help bring revenue to the town. The first warrant was for a pit on Oregon Rd in the amount of \$473.52 and the second warrant was for a pit on River Rd in the amount of \$1,007.78. All warrants were signed by the Board of Selectmen.

Update from Town Clerk/Tax Collector: Jennifer Trelfa (Town Clerk/Tax Collector) got a notice from the State of New Hampshire Board of Tax and Land Appeals in accordance with the provisions of RSA 76:13 the Tax Collector shall notify the Board of Tax and Land Appeals in writing of the date when the final tax bill was sent. Jennifer need to fill in the name of the municipality and the date the final tax bill was mailed and she was to provide the board with a copy of the form which she has done.

Treasurer: Audrey Champagne came before the board with a request to open a checking account for the new Fire Station/EMS/ EOC. This account would cover invoice payment for charges associated with the new building construction. Scott Champagne recused himself from this vote as he is a member of the Life Squad. Brian Higgins made a motion to accept and open a new checking account for the Fire/EMS/ EOC station and Arthur Boutin seconded the motion. All were in favor of the motion.

Audrey Champagne also came before the board in reference to a donation that the Life Squad received. She stated that normally the donations they receive are cash or a check, however this was a gift card for \$100 to a restaurant in Littleton for the staff that worked the snow machine races. She asked the board how they should approach this. Arthur Boutin

(selectman) made a motion for the life squad to keep the gift card and use as they see fit. Brian Higgins seconded the motion. All were in favor of the motion. Scott Champagne (chairman) recused himself as he is a member of the life squad.

Town Administrator Updates: Sharon Penney (Town Administrator) stated that John Branagan from Affinity left her a message stating they would have started switching street lights over yesterday but got behind schedule. Sharon agreed with the board that the Eversource location report has to be received before and reviewed before any lights are installed. Sharon stated that she should have the report soon.

Sharon stated that Alexis Rastorguyeff from DES (Department of Environmental Services) will be here April 11, 2018 between 9:30-10 to discuss the municipal sewer ordinance update.

7:23 PM Scott Champagne made a motion to go into nonpublic to discuss a Personnel issue All board members were in favor.

8:02PM Arthur Boutin made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.

NEXT BOS MEETING: April 16th @7:00 at the Rail Road Station.

Respectfully submitted by Krystle Dow

Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins

Approved / Not Approved on: 4/16/2018