



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

**Board of Selectmen's Meeting
Monday December 10, 2018
6:30 pm
Rail Road Station**

PRESENT: Scott Champagne, Selectman-Chair; Brian Higgins, Selectman; Arthur Boutin, Selectman; Jennifer Trelfa, Town Clerk/Tax Collector

PUBLIC: Chester and Kandi Spruill; George Paige

Approval of minutes from December 3rd BOS meeting: Brian Higgins made a motion to approve the December 3rd 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 December 3rd, 2018 Non-Public minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Intent to Cut- There was an intent to cut for Map R44 Lot 6 on Gilman Hill. Arthur Boutin made a motion to sign and Brian Higgins seconded the motion. All were in favor of the motion.

Letter of Support from North Country Council: North Country Council is applying for a Solid Waste Technical Assistance Grant which is through the U.S. Department of Agriculture. North Country Council is asking the

surrounding communities to write a letter of support. Arthur Boutin made a motion to write a letter of support and Brian Higgins seconded the motion. All were in favor of the motion.

Water/Wastewater Contract: When the RFP went out there were no bids sent in. That being said the board asked Utility Partners if they were willing to extend their contract for another year. Rob Lauricella (Area Manager -Utility Partners) and Jefferson Tolman (NE Region Vice President) met with the board last Thursday and accepted the offer of extending their contract for another year. The CIP will increase 2.5% so the annual fee for Utility Partners will increase from \$79,868 to **\$81,864**. Scott Champagne did reach out to Welch's Water Wastewater (as they stated they could help the town for \$150,000.00) with a counter offer. Welch's called the office and spoke with Jennifer Trelfa and stated that they would love to help the town but they just don't have the staffing at this time. Arthur Boutin made a motion to sign and go with Utility Partners for another year and Scott Champagne seconded the motion. All were in favor of the motion.

Roberts & Greene PLLC-Auditors: Roberts & Greene PLLC has sent the town a three year engagement letter. The letter states that they will complete the audit for years ending December 31, 2018, 2019, and 2020. It states the fees for service are as followed: 2018 and 2019 \$12,750.00 and then 2020 is \$13,000.00 The board would like to see one exception on page 4 under paragraph "Engagement Administration, Fees and Other" Per our telephone conversation earlier this year the Board would like to see in there, that Auditors report if not obtained by the Town by September 1st of each year the town may withhold monthly payments until such time as the Town receives its draft report. Scott Champagne made a motion to accept but with the stipulation and Brian Higgins seconded the motion. All were in favor of the motion.

Letter of Extension to DES in reference to the (CMOM): A letter has been written to DES (Department of Environmental Services) in reference to an extension for the Capacity Management Operations and Maintenance Plan. The letter stated that Horizons Engineering has been hired to complete the Capacity Management Operations and Maintenance Plan for the Town of Lisbon and due to recent staff changes the town has fallen behind on its work and respectfully request an extension until April 30, 2019. Scott Champagne (Chair) has signed the letter which has been sent to Teresa Ptak of DES. Scott Champagne made a motion to approve the

letter and Arthur Boutin seconded the motion. All were in favor of the motion.

Letter from Town of Bath-Referencing Cell Tower: The Town of Bath NH is having a public hearing on December 18th 2018 at 6 PM at the Bath Town Hall meeting room. The applicant wants to construct a Telecommunications Facility on property located at 172 Goose Lane which is in the rural/agricultural zone. This is for anyone to attend.

Abatement Request: There was a water/sewer abatement for 90 Bergin Terrace. The original bill for sewer was \$963.48 and water \$816.08. The abatement request is as follows: Sewer \$809.53 and Water \$686.47. Scott Champagne made a motion to approve the abatement and Arthur Boutin seconded the motion. All were in favor of the motion.

Supplemental Tax Warrant: A supplemental tax bill has been made for 431 Presby Road in the amount of \$815.00. The reason being is the property was marked as exempt in the system. Scott Champagne made a motion to approve and sign the abatement and Brian Higgins seconded the motion. All were in favor of the motion.

Audrey Champagne-Invoices need to be Ok'd: Audrey Champagne had two invoices that she needed the board to sign off on. The first invoice is from Eversource. The bill amount is \$2,391.00 in which \$1,195.50 to come from the Fire Department and \$1,195.50 to come from the Life Squad 2012 account. Arthur Boutin made a motion to approve the \$1,195.50 and Brian Higgins seconded the motion. All were in favor of the motion. Scott Champagne (Chair) recused himself of the vote.

The second invoice is to reimburse Audrey Champagne in the amount of \$1,650.42 for seven reels that have been installed to the ceiling at the station. Arthur Boutin made a motion to approve and sign the check and Brian Higgins seconded the motion. All were in favor of the motion. Scott Champagne (Chair) recused himself of the vote.

7:28 PM Scott Champagne made a motion to go into Non-Public to discuss personnel issues and Brian Higgins seconded the motion. All were in favor of the motion.

8:03 PM out of Non-Public

8:03 PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.

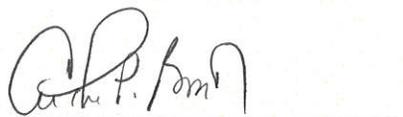
NEXT BOS MEETING: December 17, 2018 @ 6:30 pm at the Rail Road Station.

Respectfully submitted by Krystle Dow

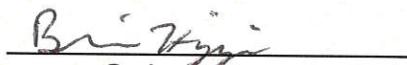
Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins

Approved / Not Approved
on: 12/17/2018