



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

**Board of Selectmen's Meeting  
Monday December 16, 2019  
Selectboard meeting at  
6:30PM  
Lisbon Railroad Station**

**PRESENT:** Scott Champagne, Selectman; Arthur Boutin, Selectman;  
Brian Higgins, Selectman; Krystle Dow, Administrative Assistant

**PUBLIC:** None

Approval of minutes from December 9, 2019: Brian Higgins made a motion to approve the December 9th minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

CNP Update: CNP contacted the office and had Mandy Irving (CNP) call Krystle Dow (Administrative Assistant) and walk her through the MS-1. Scott Champagne stated that CNP told him that they would be complete by noon so that DRA (Department of Revenue Administration) would have all the information they needed to work on the town's tax rate. Krystle Dow (Administrative Assistant) stated that it was 4pm when the MS-1 got electronically submitted on the portal to the DRA (Department of Revenue Administration). Krystle Dow (Administrative Assistant) stated that once the board has signed the MS-1 she will upload the signed copy in the morning to the portal and then we wait for the DRA (Department of Revenue Administration) to review the MS-1 and set the tax rate.

Horizon's Engineering- Horizon's Engineering has completed the revised Wastewater Collection Systems Operation and Maintenance Plan. Scott Champagne (Chair) stated that Cathy Conway (Horizon's Engineering) has submitted this to the State of NH. The board discussed this and thought it would be best before adopting the final CMOM that they wait to hear back from the state in case the state has any changes that they need to make. Scott Champagne (Chair) stated that he has been dealing with Teresa Ptak from the state in reference to being out of compliance. He stated that he would reach out to Teresa and see if she got the copy of the CMOM and what the next step is for the town in regard to this.

CAI to Recompile and Reformat town property maps: An email came in from CAI Technologies with a proposal to recompile and reformat the Town of Lisbon's property maps. The project will take all the recompiled parcel data that matches the orthomagey as well as reformatting the data to the current GIS technology. CAI stated that this project can be done in sections at a time or all at once, it is up to the board and how they want to handle it. The proposed price is \$22,700.00. The board agreed that they would put this on as a warrant article and let the town's people decide.

Timber Yield Tax- There is a Yield Tax Warrant for Map R37 Lot 6-6A in the amount of \$1084.97. Arthur Boutin made a motion to accept and approve and Brian Higgins seconded the motion. All were in favor of the motion.

Deputy Town Treasurer: There is an Oath of Office for Katie Choate to be Deputy Town Treasurer. Arthur Boutin made a motion to accept and approve and Brian Higgins seconded the motion. All were in favor of the motion.

Closure of Account: Just an FYI to the board that the 2018 Fire/EMS/EOC account has been closed. Selectman Boutin asked if the board voted to open the account and the answer was yes, they did. Selectman Boutin stated that it would make sense that since the board voted to open the account the board should vote to close the account. Arthur Boutin made a motion to close the 2018 Fire/EMS/EOC account and Brian Higgins seconded the motion. All were in favor of the motion.

RFP for Assessing: The board has been looking at RFP for Assessing and found one that seemed appropriate, but they made some changes to it.

Scott Champagne stated that they should review the RFP and will discuss if it is ok to put in newspaper at next week's meeting.

Letter to Board from Randy Locke: Randy Locke (gravel pit owner) sent a letter to the board. The letter is in reference to a LUCT (Land Use Change Tax) bill that he has received. In the letter Mr. Locke states that he feels he shouldn't be charged any land use change tax as he stated the town hasn't done what they were obligated to do which has led to such a big bill. The letter that came in was date stamped and sent to all board members and Mary Pinkham-Langer (Pinkham Assessing) who was hired to assess all the town's gravel pits. Mary stated that the letter the board received will act as his formal abatement. She stated that a folder should be created for any other abatements that may come in. Scott Champagne stated that he would entertain the idea of a motion to abate what he put in shim on River Road. He stated he knew it was about \$9,000-\$10,000 but he would look up and get the exact amount. He stated if he could not find the exact amount, he would call Randy and get the figure from him. The board will discuss at next week's meeting.

Follow Up- Letter from DCI: Scott Champagne (Chair) spoke to Chris Hicks (Highway Department) and Charlie Hampson (Highway Department). Neither Chris nor Charlie were aware of any leaks at DCI. Chris did say that back in 2015/2016 he had a discussion with Maintenance about a leak that was found and fixed, but he hasn't been aware of any recent leaks. Scott Champagne stated that he feels that instead of waiting for a year to address the high bills someone should have picked up on it before now and reached out. He stated that it is obvious they corrected the leak they had as Mr. Kobar stated that the bill eventually went back to what he considers normal. Scott Champagne made a motion to deny the abatement that Mr. Kobar is requesting, and Arthur Boutin seconded the motion. All were in favor of the motion.

**7:08PM Scott Champagne made a motion to go into non-public in reference to Personal matters and Brian Higgins seconded the motion. All were in favor of the motion.**

**7:17PM The board came out of non-public. Scott Champagne made a motion to approve the roll over time for Fred Garofalo and Todd Colby. Brian Higgins seconded the motion. All were in favor of the motion.**

Scott Champagne made a motion to increase Todd Fisher's salary from \$18.36 to \$19.36 due to passing and obtaining his CDL. Arthur Boutin seconded the motion. All were in favor of the motion.

7:25PM Brian Higgins made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.

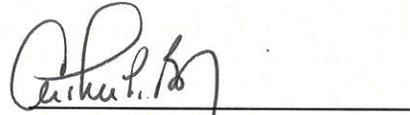
**NEXT BOS MEETING: December 23, 2019 @ 6:30PM at the Lisbon Railroad Station.**

*Respectfully submitted by Krystle Dow*

Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

~~Approved~~ / Not Approved  
on: 12/23/2019