



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

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

**PRESENT:** Scott Champagne, Selectman; Arthur Boutin, Selectman;  
Brian Higgins, Selectman;

**PUBLIC:** None

Approval of minutes from December 23, 2019: Brian Higgins made a motion to approve the December 23rd minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Representation Letter-Signatures Needed: Roberts and Greene the towns Auditing Firm has sent a Representation Letter for the board to sign to conclude the 2018 Audit. All board members read over the letter and Scott Champagne made a motion to sign and approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Certificate of Vote Authorization- The town was awarded a grant in the amount of \$100,000.00 for Water System Infrastructure Upgrades. This was done with the help of Horizons Engineering. Scott Champagne (Chair) stated that he needed to get in touch with Cathy Conway (Horizons Engineering) as he believes that a vote is needed from the town in order to accept the grant funds. Scott also stated that there is other paperwork that needs to be completed such as an insurance certificate needing to be

obtained and some other things. He stated the good thing is the information doesn't need to be submitted until the beginning of May 2020.

Final Read: A final read has been issued for 28 North Main Street in the amount of \$118.07. The total for water is \$53.67 and the total for sewer is \$64.40. Brian Higgins made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Water Bills: The board had decided last year that they wanted to do water billing three times a year instead of two times a year. There has been a bit of confusion recently as to when then last time the meters had been read. Chris Hicks (Highway Department) believed he had read them in October. The girls in the office (Krystle Dow -Administrative Assistant and Jennifer Trelfa-Town Clerk/Tax Collector) stated the didn't believe the meters had been read. After plugging in the thumb drive and having Chris Hicks check his computer and hand-held and it appears that the last time meters were read was in August, so the meters are due to be read. The board would like to get on track to the three times a year reading.

Utility Partners Monthly Report: Zac Mosher (Plant Manager) provided a monthly report and in the report, he stated that on December 6, 2019 Champlin Associates came in and replaced the control panel at the Landaff pump station. Zac also stated that he spoke with the residents near the pump station about the smell and they stated they have not been able to smell anything but due to it being winter they have had their windows closed. Zac stated he would check in again with them when the weather gets warmer. Bacteria samples have been collected and come back clean. Zac stated they are still waiting on a part from J.A. Corey to repair the Hydro Pump Station generator. Zac stated there has been some heating issues JC Heating and Plumbing of Franconia has been on site and found issues and ordered parts. Zac stated that due to lack of action from JC Heating Abbots has been called instead to look at repairing the remaining heaters.

Encumbered Funds: The Town Clerk/ Tax Collector submitted a request to encumber funds and the Highway Department has submitted a request as well. Jennifer Trelfa (Town Clerk/Tax Collector) put in a request that \$1,000.00 be encumbered to be used for office supplies that are required. The supplies that are required are window envelopes and banker's boxes

for storage. Scott Champagne made a motion to accept and Brian Higgins seconded the motion. All were in favor of the motion.

Charlie Hampson (Highway Department Supervisor) would like to encumber the amount of \$3,550.00 from the sand line, \$6,900.00 from the culvert line, \$9,300.00 from the gravel line and \$1,600.00 from the salt line all to be used on the same items for 2020. Scott Champagne made a motion to approve and accept and Brian Higgins seconded the motion. All were in favor of the motion.

**7:06 PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.**

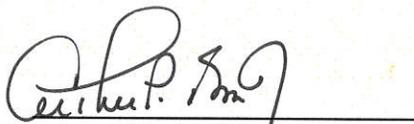
**NEXT BOS MEETING: January 6, 2019 @ 6:30PM at the Lisbon Railroad Station.**

*Respectfully submitted by Krystle Dow*

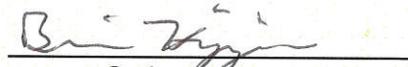
Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved /  Not Approved  
on: 01/06/2020