



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

**Board of Selectmen's Meeting
Monday December 4, 2017
6:30 pm
Central Street Railroad Station**

PRESENT: Scott Champagne, Selectman-Chair; Brian Higgins, Selectman; Arthur Boutin, Selectman; Krystle Dow, Administrative Assistant; Town Administrator, Sharon Penney

Approval of minutes from November 27th BOS meeting:

Arthur Boutin made a motion to accept the November 27th BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Arthur Boutin made a motion to accept the November 27th Nonpublic BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Public Notice from NH Department of Transportation: A notice was sent to the town in reference to a public hearing that was being held in Portsmouth NH in regards to an increase in toll prices. The hearing was scheduled for December 5, 2017 at 6 PM.

Personnel Handbook: The board had a discussion in reference to the personnel handbook page number 11-**Employment Classifications** definition section. The manual states: "**Part-time** – Employees who are regularly scheduled to work twenty-nine (29) or more hours in a normal calendar week and regularly scheduled to work less than full time employees." This section infers that the definition of part-time work is 29

hours and is relevant to health insurance and other part-time employment benefits. Scott Champagne made a motion to change the part-time definition from twenty- nine hours to thirty- two and a half (32.5). Arthur Boutin seconded the motion. All were in favor of the motion.

School Street Barn/Main Street Burned House: It was brought to the town's attention that the 120 School Street barn has not progressed in terms of demolition progress since the homeowner received the demolition permit several weeks ago. Selectman Arthur Boutin will talk to Mr. Norton again in reference to the demolition issue. It was also brought to the town's attention that nothing has been done to clean up the site of the apartment building on Main Street that burned. The board will look into finding out how long the owner has to deal with insurance and other claims before they can begin clean p. Each insurance company is different so there may be multiple claims involved.

LED lighting: The Affinity Light group which works with EVERSOURCE on LED fixture replacement for municipalities submitted a prospectus to Sharon Penney (Town Administrator) indicating that a net cost to replace all street lights for the town is \$21,600.00 which includes installation. Sharon stated that the State's Community Development Finance Authority (CDFA) offers a loan program to finance the cost of this replacement at a very low interest rate of less than 3 percent. The annual cost of the replacement program would be \$7,600.00 a year over a three-year term. Scott Champagne wanted to know how long the bulbs last and how much they cost to replace. Sharon will procure that information for the Board.

Town Sewer Ordinance: Scott Champagne asked Sharon Penney (Town Administrator) if there would be an updated town Sewer Ordinance completed for the 2018 warrant articles. Sharon stated that the process is not going quickly as the NHDES template for the document is 50 pages long which is cumbersome to implement changes for all the parties involved. She stated she tried to get prior information on what had been changed to date in previous endeavors but no one seemed to have much information. She had met with New England Wire in October to restart the effort. Scott Champagne (Chairman) suggested for Sharon Penney (Town Administrator) to get back in touch with New England Wire Technologies and see if DCI and Connors Footwear will attend as well.

Financial Director: The board is looking for a contract in reference to the 2018 services that Greg Colby (Financial Director) will provide. The board is also requesting that he provide some figures for budget purposes as well. Krystle Dow (Administrative Assistant) advised the board that Greg Colby will be up on Wednesday December 6, 2017.

Budget for Government Buildings and Budget Hearings: The board stated they are almost done reviewing and completing all budgets. Scott Champagne (Chairman) was looking for dates as to when hearings should be set. Sharon Penney (Town Administrator) stated she wasn't quite sure of dates but has contacted New Hampshire Municipal Association (NHMA) in reference to this question.

Intent to Cut: An Intent to Cut permit application was brought in to be signed for logging on Hodge Hill Road. Map R22 Lot 10A. All board members have signed this.

Town Administrator Updates: Sharon Penney (Town Administrator) stated that Welch's Water and Wastewater personnel came for a tour of our treatment plant as they were looking to submit a bid for the upcoming contract. Sharon stated Terry Welch did say that he does have some concerns in reference to the trees around Well #1.

Sharon stated that Donna Clark from Lyman called and was requesting all the Town of Lyman invoices be submitted to her as the town office will be closed as of December 21, 2017 until after the first of the year.

Scott Champagne had discussed that once the bid submissions are received on Friday December 8, 2017 at 11 am they are to be scanned and sent to all select board members for individual review in anticipation of the bid review meeting to be held December 11, 2017 at 6:30 at the railroad station.

Scott Champagne made a motion to go into nonpublic @ 7:38 PM under RSA 91-A, I and II in reference personnel. Arthur Boutin and Brian Higgins seconded the motion. All were in favor of the motion.

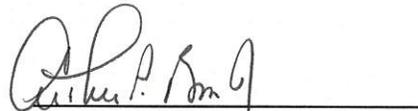
7:50 PM Came out of non-public and Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor.

NEXT BOS MEETING: December 11th @ 6:30 pm at the Rail Road Station

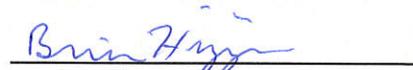
Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins