



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

**Board of Selectmen's Meeting
Monday December 9, 2019
Selectboard meeting at
6:30PM
Lisbon Railroad Station**

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

PUBLIC: None

Approval of minutes from December 2, 2019: Brian Higgins made a motion to approve the December 2nd minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

2019 Revaluation Update: The town's contracted assessors will be holding meetings at the railroad station on Tuesday 12/10/2019 and Friday 12/13/2019 in reference to the new values. Once all the meetings are done then the information will be used to set the towns tax rate.

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 orthiomagery 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. Selectman Champagne asked

the other board members to review the proposal and they will discuss at the next board meeting.

Intent to Cut- There were two Intent to Cuts that need signatures.

The first is for Map R8 Lot 2B and the second intent is for Map R11 Lot 10 and R 12 Lot 1. Arthur Boutin made a motion to sign and approve both Intent to Cut forms for Map R8 Lot 2B and Map R11 Lot 10 & Map R12 Lot 1 and Brian Higgins seconded the motion. All were in favor of the motion.

Town Treasurer: A letter of resignation from the Town Treasurer (Audrey Champagne) to the board stating that her last day as the Town of Lisbon's Treasurer will be December 31, 2019. Audrey did suggest to the board that Katie Choate be appointed as Treasurer. Arthur Boutin made a motion to accept and approve and Brian Higgins seconded the motion. All were in favor of the motion. Scott Champagne recused himself.

Life Squad Donations: There are four donations that are to the Lisbon Life Squad. The first is in the amount of \$25.00 from Frank & Lorraine Stiegler in memory of Robert Locke. The second is in the amount of \$100.00 from Robert Gaffney. The third is in the amount of \$100.00 from Joanne Rotheny. The fourth is in the amount of \$50.00 from Littleton Coin Company in memory of Raymond Trevena. Arthur Boutin made a motion to accept all four donations and Brian Higgins seconded the motion. All were in favor of the motion.

Letter from DCI: A letter from DCI came addressed to the board in reference to wanting an adjustment on their water bill. Mr. Kober is stating that there was a huge change in the meter reading sequence numbers and a huge jump from hundreds of thousands of gallons of usage to millions of gallons and that it is simply impossible. Mr. Kober stated the problem began in February of 2018 and went until June of 2018. In his letter Mr. Kober stated that the issue seems to now be corrected on the most recent billing. The board stated they wanted to talk to Chris Hicks (Highway) who reads the meters to see what the history has been of DCI. Once the board discusses the matter with Chris, they will then contact Mr. Kober.

DRA: Scott Champagne (Chair) stated that he finally contacted Jamie Dow at DRA (Department of Revenue Administration) in reference to state surplus monies. He stated her recommendation is if the town is going to put monies in any of the capital reserve accounts then they put it as a warrant

article with the amount. It is not to raise tax monies as it is monies we will be using from surplus. If its not used to reduce tax rate or other things this year it should be put in the general fund.

A question was asked also at DRA if a Deputy Town Clerk can fill in for the Administrative Assistant if the need be and the answer is yes as long as that person has restrictions such as the person/deputy doesn't have access to Avitar (program used for assessment of property and utility billing) and any other restrictions that are deemed necessary.

Letter of Resignation from Town Clerk/Tax Collector: Jennifer Trelfa (Town Clerk/ Tax Collector) provided the board a letter of resignation. Jennifer stated that her last day of employment with the Town of Lisbon will be January 31, 2020. She thanked the board and the townspeople of Lisbon. Brian Higgins made a motion to accept and approve the letter of resignation and Arthur Boutin seconded the motion. All were in favor of the motion.

7:05 PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.

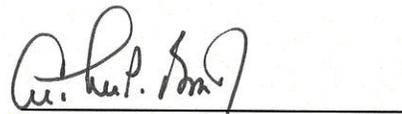
NEXT BOS MEETING: December 16, 2019 @ 6:30PM at the Lisbon Railroad Station.

Respectfully submitted by Krystle Dow

Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins

~~Approved~~ / Not Approved
on: 12/16/2019