



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

**Board of Selectmen's Meeting  
Monday February 11, 2019  
6PM**

**Lisbon Regional School (Library)**

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

**PUBLIC:** Regan Pride, Audrey Champagne, Dave Combs

**Opening of Budget Hearing:** The Board of Selectmen opened the second budget hearing at 6pm. Scott Champagne (chair) stated that budget itself did not change however there were two new warrant articles that were added. Article number 11 which is: Library Trustees Authority to Accept and Expend Library Funds and the Article 12 was added which is: Lisbon Area Historical Society. **At 6:05pm the Budget Hearing was closed.**

**Approval of Non-Public minutes from February 4<sup>th</sup>, 2019:** Brian Higgins made a motion to approve the February 4th BOS non-public meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

**Approval of minutes from February 4<sup>th</sup>, 2019:** Arthur Boutin made a motion to approve the February 4<sup>th</sup> BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Request for use of Town Hall: Jessica Morin filled out a request to use the Town Hall for 4-H Business Meetings. She has listed 2/18/2019 at 5pm and 3/25/2019 at 5 pm. Scott Champagne made a motion to approve the use of the Town Hall and waive the fee and Arthur Boutin seconded the motion. All were in favor of the motion.

GIS Internet Services Annual Maintenance Agreement (CAI Technologies)- CAI (Cartographic Associates Inc.) sent yearly GIS internet service annual maintenance agreement for the board to sign and return. Scott Champagne had asked if the price was the same as last year and Krystle Dow (Administrative Assistant) stated she believed it was the same price. Scott Champagne stated he wanted the Administrative Assistant (Krystle Dow) to check and make sure of the pricing before signing and have prepared for next weeks meeting.

Request for Payment-Lisbon Life Squad Revolving Fund- The Lisbon Life Squad had put in a request of payment from the Lisbon Life Squad 2012 Revolving Fund Account in the amount of \$6,564.00. This amount was for overages that took place while building the new EOC/EMS/Fire Station. Those overages include propane, epoxy floor, gutters, garbage disposal and things of that nature. Audrey Champagne (Life Squad) was asked by Arthur Boutin (selectman) if there was an agreement between the Life Squad and Fire Department where they each were going to pay for half of the overage costs and Audrey Champagne stated yes there was a verbal agreement. Audrey Champagne stated that the fire department had more money than the life squad to encumber as well. The board decided to hold off on signing the request as they would like the Life Squad and Fire Station to make sure they are in agreeance with amounts before the board signs off. The Life Squad was asked to bring the form to next week's meeting.

Request for Purchase-Highway Digital Radios- Charlie Hampson (Road Agent) filled a request for purchase for new 2-Way Digital Radios in the amount of \$3,775.41(which includes install). The monies are to come out of the Highway Equipment Capital Reserve Fund. Scott Champagne made a motion to approve the Highway Departments request for the 50-watt radios in the amount of \$3,775.41 and Brian Higgins seconded the motion. All were in favor of the motion.

Audrey Champagne-Treasurer- Audrey Champagne came before the board as town Treasurer. The board stated the town has had issues with payroll and payroll files which has resulted in employees not being paid on time. One of the issues is if it is a month where are departments including Fire and Life Squad submit payroll then the direct deposit amount goes over the set limit and the file gets rejected. Audrey informed the board that she has already submitted paperwork to the bank to increase the direct deposit limit. Another suggestion Audrey Champagne (Treasurer) made was that Krystle Dow (Administrative Assistant) have a fob and complete the transfer. Audrey stated that her position is a volunteer position and she works a regular eight-hour job like most, and it sometimes is time consuming to have to complete the direct deposit at her work. The board did agree on increasing the limits with the bank and thought that would be a good first step in making sure payroll gets completed. As far as Krystle Dow (Administrative Assistant) getting a fob and completing the transfer the board thought instead of being put on the spot she could be given some time to think about it and then let them know.

Lisbon Fire Department-Donations- The Lisbon Fire Department has received seven donations totaling \$380.00. All donations were in Memory of Ronald (Ronnie) Laleme. All donations were to go into the Lisbon Fire Department Equipment Capital Reserve Fund. Scott Champagne made a motion to accept all donations and Brian Higgins seconded the motion. All were in favor of the motion.

Other- It was mentioned that the Town of Lisbon's Highway Department went and plowed out a property the town now owns on Cole Plain Road. The town doesn't own the land but the trailer that is on the land is what the town owns. Dave Combs had put in a proposal to demolish the structure. The total of the proposal is \$4,000.00. Scott Champagne made a motion to approve Dave's proposal but not to exceed more than \$4,000.00. Brian Higgins seconded the motion, and all were in favor of the motion.

Jennifer Trelfa (Quick Update)- Jennifer (Town Clerk/Tax Collector) stated that in reference to a legal matter she has heard back from the attorney who stated that she wanted to be notified if the client missed a single payment.

Regan Pride came before the board asking about the charity requests. He stated they requested \$11,000. for Tri County Cap. The board stated they

kept the amounts the exact same as last year and they also looked at the charities that were approved last year and didn't pick up their monies. After review of the charities that did not collect their monies the board decided to pass over any request from them this year.

**7:15 PM Arthur Boutin made a motion to adjourn and Scott Champagne seconded the motion. All were in favor of the motion.**

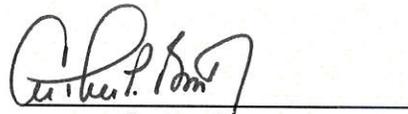
**NEXT BOS MEETING: February 18, 2019 @ 6:30 PM at the Lisbon Railroad Station.**

*Respectfully submitted by Krystle Dow*

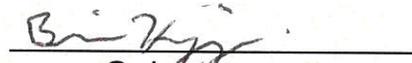
Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved  
on: 02/18/2019