



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

**Board of Selectmen's Meeting  
Monday February 5, 2018  
6:30 pm  
Rail Road Station**

**PRESENT:** Scott Champagne; Brian Higgins, Selectman; Arthur Boutin, Selectman; Sharon Penney; Town Administrator; Admin Assistant; Krystle Dow

**Approval of minutes from January 29th BOS meeting:** Brian Higgins made a motion to accept the January 29th BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Brian Higgins made a motion to accept the January 29th BOS Non Public meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

**Letter from Life Squad:** Lisbon Life Squad sent the Board of Selectmen a letter requesting that they apply for a credit card account through Woodsville Guaranty Savings Bank. Currently if the Life Squad needs to make purchases they often happen on weekends or evenings when the town office is closed. Currently the Life Squad members pay up front for the items and then ask for reimbursement and the squad feels as though this is unfair. Arthur Boutin made a motion to get a duplicate VISA card that the town currently holds for the life squad but there will be a cap of \$200.00 per purchase. The card is to be kept in the Knox Box. Brian Higgins seconded the motion. All were in favor of the motion. Scott Champagne recused himself as he is a member of the life squad.

CAI Technologies Contract: CAI Technologies sent a contract for the 2018-2019 Web Support that is provided to the town. Scott Champagne made a motion to sign the contract and Arthur Boutin seconded the motion. All were in favor of the motion. Scott Champagne made Sharon Penney (Town Administrator) the point of contact.

Sewer Line: The ongoing issue down at the Acre with the forced main line has been fixed. Schofield Septic along with the Highway Department and Utility Partners worked together to resolve the backup issue that had occurred. Schofield Septic had advised that the pumps be tested first in which FX Lines came and did. The pumps were tested and are working fine. After having FX Lines test the pumps Schofield Septic then jetted the line in which a large water jet blasted through what they think was ice. This occurred at the entrance of Stockleys. They feel the issue may have happened due to frost being driven into the ground a freezing the line due to the amount of traffic at Stockleys.

Sign Ups: Scott Champagne took a moment and thanked everyone who signed up for elections.

Treasurer Position: There was a discussion in reference to whether the position is elected or appointed and for how many years. The town holds several different accounts and should have consistency with the treasurer. Arthur Boutin made a motion to have the position be elected and for 3 years and Brian Higgins seconded the motion. All were in favor of the motion. Scott Champagne recused himself due to a conflict of interest.

Petition Warrant Articles: Tomorrow (February 6, 2018) is the last day for petition warrant articles to be submitted. The warrant articles need to be submitted for review on the portal.

Handbook Changes: On page 14 of the handbook under the section Payroll Period- it said Employees are paid on Tuesday, which has been changed to Wednesday. On page 45 of the town's handbook changes were made where it referenced the Town Administrator it now references the Board of Selectmen. On page 46 under Safety Committee- it states they will meet at least twice a year.

Highway Pager: The board of selectmen has discussed that only two people who work for the highway department will carry the pager. They will be compensated for this after town meeting if the budget passes.

Updates: Scott Champagne had talked to Fred Garofalo (Transfer Station Manager) and never knew that Fred didn't have full access to Microsoft Office. The versions that Fred uses are always free. Scott Champagne stated he would contact SNS to see what they could do for licensing and would have figures for the next BOS meeting.

Town Administrator Updates: Sharon Penney (Town Administrator) stated she submitted the Fire Department Grant.

Sharon stated the FEMA Disaster Application has come back and there are a few standard operating procedures that need to be done which she stated is normal.

Sharon asked the board members if any of them have heard of a company that the town may have used in the past called MUMNOR & Rg DUDW. The reason being is it is said to be believed that this company has done WELL inspections in the past.

**7:55PM Arthur Boutin made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.**

**NEXT BOS MEETING: February 12th @6pm at the Lisbon Regional School Library.**

Board of Selectmen:



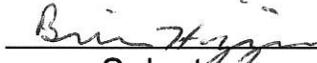
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Chairman  
Scott Champagne



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Selectmen  
Arthur Boutin



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Selectmen  
Brian Higgins