



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

**Board of Selectmen's Meeting  
Monday January 13, 2020  
6:30 pm  
Railroad Station**

**PRESENT:** Scott Champagne, Selectman-Chair; Brian Higgins, Selectman; Arthur Boutin, Selectman; Krystle Dow, Administrative Assistant

**PUBLIC:** Fred Garofalo (Transfer Station Supervisor); Bruce Beane, Lyman Selectman; James Trudell, Lyman Selectman; Wendy Ho-Sing Loy, Lyman Selectman; Jennifer Locke, Landaff Selectman; Harry McGovern, Landaff Selectman; Michael Ransmeier, Landaff Selectman

**Approval of minutes from January 6th BOS meeting:** Arthur Boutin made a motion to approve the January 6th BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Arthur Boutin made a motion to approve the January 6<sup>th</sup> BOS Non-Public minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

**Tri-Town Transfer Station:** All three towns Lisbon, Lyman and Landaff came together to discuss the transfer station. Fred Garofalo (Transfer Station Supervisor) present all boards with a presentation. He stated that for the 2019 fiscal year the Transfer Station recovered roughly 75% of its costs which isn't too bad. Each board member also had a budget

print out as well. The presentation that Fred Garofalo provided went well. He covered Market Pricing Fibers and the cost; Market Pricing Plastic and the cost; Market Pricing Cans, Scrap Metal and Freon; Market Pricing Electronics and the cost; Market Pricing Propane Tanks and the cost; Market Pricing Tires and the cost. Fred also included the pricing for MSW and C&D and he did a breakdown of shipment cost for a single and double container and then stated that on top of that cost you must pay the disposal cost as well. Bruce Bean (Lyman) asked if shipping was the cost that went up this past July and Fred stated that yes it was. In the presentation there was also a section on cost comparison between Source Separation, Single Stream and Dual Stream. Fred stated what Lisbon currently does is Source Separation which is currently the most effective as the town receives revenues from recycled items shipped. Single Stream and Dual Stream you pay out you don't get revenue. Fred did state that the future for the Transfer Station is unknown as the landfill in Bethlehem will be closing in 2021 so he stated he wasn't sure where the stuff would be trucked to. After the presentation the boards looked over the budget and Jennifer Locke (Landaff) asked why there was such a decrease in the part-time salary line and Scott Champagne stated that the reason for the decrease is because the town went from having two part-time guys to one. Jim Trudell (Lyman) asked for a rough estimate of what Lyman will have to pay and doing quick math it came to \$48,700. Fred did let everyone know that he doesn't foresee any major purchases for the 2020 year. He stated that he did have to replace the furnace as that died but other than that it seems as though everything broke last year and has been fixed so he is hopeful that this year will be better. Both Lyman and Landaff boards stated they thought Fred was doing an excellent job with the Transfer Station and they didn't have any suggestions or changes that they thought needed to be made.

**Vote to Accept Funds:** The New Hampshire Drinking Water & Groundwater Trust Fund authorize an award of \$100,000 in grant funds to the Town of Lisbon for Water System Infrastructure Upgrades. Scott Champagne made a motion to accept the \$100,000 in grant funds from the NH Drinking Water & Groundwater Trust Fund for Water System Infrastructure Upgrades and Brian Higgins seconded the motion. All were in favor of the motion.

**Potential Warrant Articles:** Horizons Engineering has suggested a warrant article for the 2020 town meeting. This warrant article is for the Sewer Asset Management. This is to see if the Town will vote to raise and appropriate up to \$30,000 for the purpose of a sewer asset management

project, and to authorize the issuance of not more than \$30,000 of bonds or notes in accordance with the provision of the Municipal Finance Act NHRSA 33:0 et seq.' as amended and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon as shall be in the best interest of the Town: furthermore the acceptance of grant monies from the State Revolving Loan fund (SRF) RSA 486:14 established for this purpose and/or any other grant or aid, which might be available for this project, in order to reduce the amount otherwise to be raised by bonds or notes? The principal and interest payments of the bonds or notes shall be paid through sewer user fees. (Recommended by the Board of Selectmen).

Another potential warrant article is for Water System-Construction Project. Horizons stated that on this one the Board of Selectmen can verbally commit to the voters that they would only take the loan if they receive a certain percentage of grant funds.

Scott Champagne suggest that the board think about these two articles and then they will decide at next week's meeting.

**Letter of Resignation:** A letter of resignation has come from Rachel Bruce who is a Library Trustee for Lisbon. Rachel stated that due to a change in her status as a Lisbon Resident she will need to resign as a Trustee of the Lisbon Public Library. This will take effect on February 1, 2020. She stated that it has been with great pleasure to have served on behalf of the Town of Lisbon and she has enjoyed working with the Library Board of Trustees. Arthur Boutin has made a motion to accept and Brian Higgins seconded the motion. All were in favor of the motion.

**Request for Use:** There is a request for use for the Lisbon Railroad Station. This is for February 12<sup>th</sup> @ 6pm for a Lilac Festival Meeting. Scott Champagne made a motion to approve and waive the fees and Arthur Boutin seconded the motion. All were in favor of the motion.

**Bank Forms:** There are bank forms that need to be signed. These forms are to allow Katie Choate (Deputy Treasurer) access to all town accounts and to have Audrey Champagne removed off all town accounts. All three selectmen signed.

**Oath of Office:** There is an Oath of Office to make Audrey Champagne Deputy Town Clerk. Brian Higgins made a motion to approve and Arthur

Boutin seconded the motion. All were in favor of the motion. Scott Champagne recused himself of the vote.

**Town Clerk Issues:** Jennifer Trelfa (Town Clerk/Tax Collector) provided a letter to the board that stated that Mr. Elvis Pacaya purchased property located at 145 Bishop Road on June 12, 2019 from the Lisbon Lions Club. The property is still listed as exempt under Charitable status. Jennifer stated that the property is valued at \$162,400.00 and the first issue tax bill covers April 1<sup>st</sup> to September 30<sup>th</sup> and the second issue bill covers October 1<sup>st</sup> to March 31<sup>st</sup> so she feels Mr. Pacaya should be billed for at least the second issue bill and the exempt status needs to be removed. Jennifer stated that if the board agrees they can produce a supplemental warrant and Mr. Pacaya will be sent a bill. Scott Champagne made a motion to approve a supplemental warrant for the second issue tax bill and Arthur Boutin seconded the motion. All were in favor of the motion.

Jennifer Trelfa (Town Clerk/Tax Collector) provided the board a note saying that she has a concern as retirement approaches, and it is that she has reached out to the Auditors (Roberts & Greene) about conducting an audit on her office when she retires (end of January 2020). She has also had Greg Colby reach out and he hasn't heard from them either. Jennifer stated that any outstanding balances on warrants must be re-written as they are all in her name. She wanted to make everyone aware. The board discussed the issue and Scott Champagne stated that he would contact the Towns Attorney and see if he can reach out to them and he also stated that he would contact the auditors as well and hopefully we get a response.

Jennifer provided the board with residents that have payment plans but have not been following through with payments. The first being Map U03 L27. Nothing has been paid on this since 09/03/2019. The second is U04 L48. The payment plan was for \$200 monthly and nothing has been paid since 10/01/2019. There are two other residents that Jennifer Trelfa (Town Clerk/Tax Collector) has heard nothing from which are Peter Wojtul and Dot Blodgett.

**7:52 PM Scott Champagne made a motion to go into non-public to discuss an employee carry over time and Brian Higgins seconded the motion. All were in favor of the motion.**

7:55 PM The board came out of non-public and resumed public session. Scott Champagne made a motion to approve all three employee's carry over time and Brian Higgins seconded the motion. All were in favor of the motion.

8:01 PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.

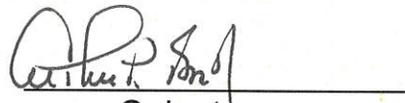
**NEXT BOS MEETING: January 20, 2020 @ 6:30 pm at the Railroad Station.**

*Respectfully submitted by Krystle Dow*

Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved  
on: 01/20/2020