



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

**Board of Selectmen's Meeting  
Tuesday June 12, 2018  
6:30 pm  
Rail Road Station**

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

**Approval of minutes from June 4th BOS meeting:** Arthur Boutin made a motion to approve the June 4th BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

**Cemetery Trustee:** Mike Petriccione is one of two cemetery trustees. He met with Todd Colby (Highway Department/Sexton) and Kevin Clement (Road Agent). The concern from both ends is that Todd is stretched to the max. Another concern that Mike had is that Todd is the only one who knows the layout and history of the cemetery and if he was to leave for any reason then nobody would know much about the operations. Mike stated that Todd is indispensable. Scott Champagne asked Mike if there was money available to pay a sexton. Mike stated he is not sure as there is Trust Fund money that is available for the upkeep of the cemetery but he is not sure if that is able to be used for a sexton or not. Scott Champagne suggested to Michael that he contact the AG's office. Michael stated that he would contact the AG's office and go from there.

**Email from Fred Garofalo (Transfer Station):** Fred Garofalo (Transfer Station Manager) sent the board an email which contained a report prepared by Emery & Garrett Groundwater in reference to the in reference

to the PFAS testing of the monitoring wells at the landfill. On the report the town's address is wrong and email is wrong. Krystle Dow (Administrative Assistant) will contact Emery & Garrett and have it changed. The report shows that there is contamination at the site however it does not affect residents as they are on town water and town water is NOT affected. The recommendation from DES (Department of Environmental Safety) is to re-sample the MW-4 again in April of 2019.

Intent to Excavate: Mary Pinkham Langer was up last week and met with Dennis Aldrich. She has advised him as what needed to be complete. Dennis has filed an Intent to Excavate for Map and Lot R27 Lot 5. All board members have signed the intent.

Life Squad Donation: A donation was made to the Lisbon Life Squad Equipment Fund in memory of Janet Doyle in the amount of \$30.00. Arthur Boutin made a motion to accept the donation and Brian Higgins seconded the motion. All were in favor. Scott Champagne recused himself as he is a member of the life squad.

120 School Street: The barn located at 120 School Street is still not cleaned up. Another \$100.00 fine has been sent to the owners. Also the owners have still not contacted Chris Hodge (Building Inspector) so fines will continue to be sent until the issue is taken care of.

125 School Street: According to Grafton County Registry of Deeds there has been NO deed as of yet for 125 School Street. The board has decided they will continue to wait a bit longer to see if a deed comes through and they will keep an eye out to see if the new owners are around. If any of the selectmen see the new owners out and about then they will stop in and talk to the new owners.

Request for Use Form: Lisbon Main Street sent in two Requests for Use forms. They are looking to use the Rail Road Station on June 27, 2018 at 5:30 pm for an executive board meeting and July 11, 2018 at 5:30 for a board meeting. Scott Champagne made a motion to approve both request forms and waive the fees and Arthur Boutin seconded the motion. All were in favor of the motion.

Town Clerk/Tax Collector: Jennifer Trelfa (Town Clerk/Tax Collector) presented the board with a warrant for all unlicensed dogs. The Police

Department serves these notices as it's only a \$25.00 fee. Scott Champagne made a motion to approve the warrant and Arthur Boutin seconded the motion. All were in favor of the motion.

Jenny presented the board with two Oath of Office forms. Both Oaths are for the planning board. The first is for Sara Hicks and the second is for Mary Lou Forsyth. Scott Champagne made a motion to approve both Oaths of Office and Brian Higgins seconded the motion. All were in favor of the motion.

Jennifer Trelfa (Town Clerk/Tax Collector) presented the board with the abatement in the amount of \$350.00 for 490 Butson Road. All board members signed, however Jennifer Trelfa sent out deed letters last Tuesday 6/5/2018 and the property was sold on Monday 6/4/2018. Jennifer then called town counsel and NH Municipal. Both parties advised her to re-certify the letter and send it to both the new and old owner that way both parties have a copy.

Jennifer Trelfa (Town Clerk/Tax Collector) stated that as of 6/5/2018 all of the 2015 Liens will be deeded.

Town Administrator Updates: Sharon Penney (Town Administrator) sent the completed sewer ordinance back to Alexis and she stated that he would like to be present for the public hearing in case anyone had any questions.

Sharon Penney (Town Administrator) contacted Mike Donahue in reference to the River Road Bridge. Sharon stated that Mike gave her a ball park figure of \$50,000.00 which was for the erosion and under cutting of the abutment to be fixed. The board asked that Sharon contact Mr. Donahue again to see if he provides free estimates as the bridge on Plains Road has some structural repairs that need to be made. She stated that DOT did provide her a list of Engineering Firms, some of which are part of the State Aid Bridge Program. The board asked Sharon to contact one of the firms that is closest to us as most of them are from southern NH.

Sharon Penney (Town Administrator) updated the board on Horizons Engineering. She provided each board member with a memorandum of understanding regarding the Asset Management Grant contract". The only change the board has on the memorandum is under the cost estimates and

over run section. The board would like it to say "Not to Exceed" then once the changes are made the board will sign.

Update: Audrey Champagne (Treasurer) came before the board with an invoice that has been submitted by Presby Construction in reference to progress on the new Fire Station. Scott Champagne recused himself from signing the invoice. Arthur Boutin and Brian Higgins both signed the invoice.

Audrey Champagne (Treasurer) wants the board permission to meet with Tamar Roberts (Town Auditor) as she has been very helpful to Audrey. Tamar is willing to give Audrey some training. Audrey stated that Tamar typically charges \$135.00 per hour but is willing to only charge \$100.00 per hour. Audrey wanted to know if the board is willing to cover the costs. The board is more than willing to cover Audrey's cost and they also don't want to put a dollar amount either. The board would like Audrey to sit with Tamar as long as she needs. The board wants Audrey to feel comfortable in what she has learned and say that the monies can come out of the selectmen's line item for unanticipated expenditures. Arthur Boutin made a motion to approve the training and Brian Higgins seconded the motion. All were in favor of the motion. Scott Champagne recused himself from this vote.

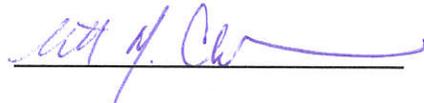
**8:33 PM Scott Champagne made a motion to go into nonpublic to discuss the TA's contract and Brian Higgins seconded the motion. All were in favor of the motion.**

**859: PM The board came out of nonpublic and Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.**

**NEXT BOS MEETING: June 25, 2018 @6:30 at the Rail Road Station.**

*Respectfully submitted by Krystle Dow*

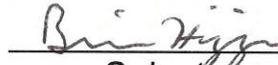
Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved on: 6/25/2018