



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

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

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

**Approval of minutes from March 5th BOS meeting:** Brian Higgins made a motion to approve the March 5th BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Arthur Boutin made a motion to approve the March 5th Non-Public meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

**Highway Department – Timesheets/Payroll:** All members of the Highway Department were present: Kevin Clement (Road Agent); Charlie Hampson; Chris Hicks; Todd Colby.

It was brought to everyone's attention that Scott Champagne (Chairman) had called the labor board as there was some confusion on overtime. Scott Champagne noted a representative (Jessica) from the US Department of Labor stated that in order to be paid overtime, a full-time employee must have 40 (baseline) working hours and working hours do not include sick, personnel, or vacation time. Those are benefit hours available outside of the normal work period.

Kevin Clement stated he wanted to have a discussion on the wording of the personnel handbook/timesheets. The current handbook states that full time employees must have five eight -hour working days in a pay period. The highway department was looking to see if that verbiage can be changed.

Kevin Clement and Todd Colby both called the US Department of Labor in reference to the handbook and Jessica from DOL stated that the select board does have the authority to change the handbook.

Scott Champagne stated that even if the handbook changes it still will not solve the overtime issue as an employee can only get overtime after forty hours of "worked" time. Scott Champagne stated the he knows that maybe in the past things were done differently but the town needs to abide by what the law states or the town can get fined pretty hefty for not being in compliance. Charlie Hampson spoke up and stated that they feel like the underdogs and are burned out. They do understand that the law is the law but when they get called out at three in the morning they want it to be enticing to get up and go to work and the way the policy is written now makes them not want to get up and go. Kevin Clement stated something has to be done as his entire crew is burned out. Kevin stated they all understand their job and what they have signed up for. Scott Champagne (Chairman) stated that he understands their frustration and asked them (Highway) to come up with some ideas on how to fix the problem. Scott Champagne mentioned maybe adding more hours to the call-out time incentive rate and making it a minimum of 3 hours instead of one or two. That would give the guys a little more incentive to get up at three a.m. when the phone rings and it would also get them to their 40 "worked" hours quicker.

Kevin Clement (Road Agent) also asked that he be removed off the water/wastewater distribution list. He was asked if it was it the list he is referring to was DES or Emergency Management and he said he wasn't sure but wanted to be off ANY list he is on for water/wastewater.

Arthur Boutin made a motion to designate Krystle Dow (Administrative Assistant) as the one to make changes to time sheets /payroll and to have all payroll in by 9:30 a.m. Monday morning Brian Higgins seconded the motion and all were in favor of the motion.

Arthur Boutin made a motion to designate Krystle Dow (Administrative Assistant) as the person to pay the employee 40 hours if there is a

discrepancy between the department head/employee and the Admin Assistant who processes payroll. If this occurs the employee will be asked to attend the next selectmen's meeting to go over the situation. Brian Higgins seconded the motion. All were in favor of the motion.

Butson Road: A resident of Butson Road came before the board as back taxes are owed on the property. The resident had currently signed two previous contracts with the board in reference to fixing up the gazebo to help pay off some back taxes and he failed to follow through. The board explained to him that he has failed them twice already. The resident insisted he would have the gazebo completed by the first week of May 2018. The board agreed to this and informed the resident he is to check in with the board and keep them updated.

Letter to the BOS-Follow Up: Last week the board of selectmen received a letter from a citizen in reference to the F-350 pickup that the highway department is no longer using. The board had discussed making a counter offer for \$800 which included the truck as a whole minus the parts that highway was removing. The citizen was contacted and accepted the offer and is willing to pay \$800. Scott Champagne made a motion to sell the truck for \$800 and Arthur Boutin seconded the motion. All were in favor of the motion.

Thank you Letter: The board of selectmen all signed a thank you letter addressed to the school and Chris Leavitt for the use of the school truck while the highway department was down a truck.

TC/TC – Jennifer Trelfa (Town Clerk/Tax Collector) came before the board per the request of the town treasurer. Jennifer presented the board with paperwork for a TAN. Jennifer Trelfa stated that the board members needed to sign and the town has until December 31, 2018 to pay back any monies borrowed. Arthur Boutin made a motion to sign the TAN paperwork for the amount of one million dollars (if needed). Brian Higgins seconded the motion. All were in favor of the motion.

Town Administrator Updates- Sharon Penney (Town Administrator) stated that she has spoken with Randy Perkins from Eversource and Affinity in reference to setting up a meeting. She stated both parties were more than willing to come up and meet with her and any member of the

select board who can be present regarding moving forward with the street light replacement project.

Sharon stated she was following up on the Buffington Fund and said the last she heard from town attorney Walter Mitchell was that he was requesting a conference call with one or two of the selectmen. The board stated it seems like nobody wants to take the initiative and move forward with this process of adding ambulance transports to the Buffington Fund. Sharon said she would contact Walter again to see if we can get some forward movement in the matter of presenting a "Petition for Instructions" to the state probate court, rather than seek an approval of the 2001 changes in a "Cy Pres" motion.

**8:23PM Scott Champagne made a motion to go into nonpublic session in reference an elderly exemption and Brian Higgins seconded the motion. All were in favor of the motion.**

**8:32PM 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.**

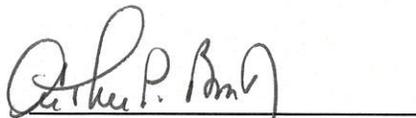
**NEXT BOS MEETING: March 19th @6:30 at the Rail Road Station.**

*Respectfully submitted by Krystle Dow*

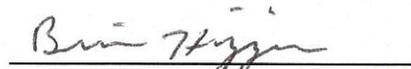
Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved on: 3/19/2017