



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

**Board of Selectmen's Meeting
Monday March 19, 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

Public: John Izzo (Presby Construction); Audrey Champagne; Jeff Dodge; David Combs; Greg Hartwell; Chris Hodge (Building Inspector)

Swearing In Of New Officers: Brian Higgins was sworn in for a one-year term on the Board of Selectmen; Arthur Boutin was sworn in for a three-year term on the Board of Selectmen and Audrey Champagne was sworn in for a one year term as the Town Treasurer.

Brian Higgins made a motion to re-elect Scott Champagne as Chairman of the Selectboard and Arthur Boutin seconded the motion. All were in favor of the motion.

Approval of minutes from March 12th BOS meeting: Arthur Boutin made a motion to approve the March 12th BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Scott Champagne made a motion to approve the March 12th Non-Public meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Building Committee/Presby Construction: Jeff Dodge asked the selectmen if they would approve the contract with Presby Construction. Scott Champagne (Chairman) stated that he had some changes to the contract such as the section where it mentions added fees. Scott Champagne stated that there cannot be added fees as the budget is set and passed for the \$986,000. Arthur Boutin (selectman) asked if the subcontractors are required to have insurance and he also asked if the building committee was going before the planning board. The answers provided to Arthur were that yes the subcontractors do need to have insurance (it states that in the contract). Jeff Dodge did state that yes they will go before the planning board as they have been very open with the public about each step they take. Audrey Champagne stated that they don't have to go in front of the planning board because they are a municipality and municipalities are exempt but they are still going before the planning board.

Arthur Boutin also asked if this project needed to go out to the public for bid as he didn't recall seeing where it did. Jeff Dodge stated that when they came before the board with the proposals the board had agreed with the building committee that Presby's design/build offering was the best and also the lowest bid.

Scott Champagne stated the building committee had done a lot of work ahead of time. Jeff Dodge stated that each time they met with Presby Construction they were willing to give ideas that would help and they are willing to do a lot for little. Jeff stated he feels the town is getting a lot for their money.

Chris Hodge (Building Inspector) had a list of questions from the building side of things. Chris had most of his questions answered by John Izzo from Presby Construction. Chris did have a concern in reference to site drainage and there was talk of a civil engineer being needed. John Izzo stated that there is no need to get a civil engineer involved. John stated they gave up a lot to stay under a million dollars. John did state that Chris Hodge is a very professional man and asked a lot of great questions. The board asked Chris Hodge if all of his questions have been answered and he said yes they have been. There were also some pavement questions in reference to the cost of wire mesh vs. fiber mesh. Chris Hodge stated that wire mesh is better than fiber mesh for concrete reinforcement as it can withstand more weight PSI and you don't get the cracking. Scott Champagne (Chair) asked

if there would be a difference if the slab was heated or not. Chris Hodge stated that there is a difference due to extreme the temperature swings with heated concrete slabs.

John stated that they can certainly absorb the cost of small stuff. They can't work with huge amounts of change but they can give here and there. Brian Higgins had found a typo in the contract. The typo will be corrected from 3 inches to 3 feet.

Scott Champagne (Chair) asked the building committee if they have all the forms for the permits that are needed. Audrey Champagne stated that she didn't have the driveway form from Kevin Clement (Road Agent) yet. Scott Champagne suggested they get the forms in place and ready before they meet with the planning board.

John asked who the bond should be made out to. He asked if the Town of Lisbon was incorporated. Sharon Penney (Town Administrator) stated she would contact Walter Mitchell (Town Council) and get the legal name. Sharon stated once she had the information that she would be in direct contact with John as he provided Sharon with his business card. John stated that the project can't start until the middle of April at the earliest and stated it could take up to six months before completion. John stated that the contract would be corrected for the next board meeting and he thought it would be a good idea to have Thad and Trevor Presby present to sign the contract with the town at next week's board of selectmen meeting.

Request for use of Town Hall: A request to use the town hall on April 27th came in from the Ammonoosuc Conservation Trust. They were wondering if the fee could be waived. Scott Champagne made a motion to approve the use of the town hall and waive the fee. Brian Higgins seconded the motion. All were in favor of the motion.

Highway-Water/Sewer Hookup: Kevin Clement (Road Agent) sent Krystle Dow an email in reference to a garage on Atwood Street that the owner wants to make into an apartment. Kevin provided a list and hourly rate (\$25/hr) for manpower for water and wastewater tie-in services from the town. The board reviewed the list and Scott Champagne (Chair) made a motion to accept the pricing list that Kevin has provided and Brian Higgins seconded the motion. All were in favor of the motion.

Letter to residents of 1360 Pearl Lake Rd: The town received a bill from Presby Energy Inc. in reference to a water pressure tank that the town is responsible for at that address. The bill totaled \$405.00. However upon review of the bill, there was a service call noted from March 1, 2018 where the homeowner stated that the pump was running all the time. The homeowners have been told when there is an issue they need to contact the town first and the town did not receive a call on this issue in March. The water pressure tank was checked and nothing was found to be wrong. Therefore this call is the homeowner's payment responsibility. The total cost for the service call was \$75.00. A letter will be typed up to be sent to the homeowners. Arthur Boutin made a motion to accept and send the letter stating the homeowners are to pay the \$75.00 charge and the town pay the remaining \$330.00. Brian Higgins seconded the motion and all were in favor of the motion.

Transfer Station- Request for Expenditure: Fred Garofalo (Transfer Station Manager) filled out a request for expenditure that was for over the amount of \$5,000.00 requiring BOS signoff. The amount of the request was for \$6,960.00 for the annual purchase of trash bags. Fred did say that delivery of this order is behind so he may not receive the delivery until sometime in May. It's a total of 145 cases of trash bags. Scott Champagne (Chair) made a motion to approve the request for expenditure and Arthur Boutin seconded the motion. All were in favor of the motion.

Quitclaim Deed: The board members had a deed to sign for town owned property that was sold on Bath Road. This was brought up at town meeting under warrant article #17 which was passed in the affirmative. The location of this property is Bath Road Map R1 Lots 8&9. All three selectmen signed the deed.

BMSI Training Discussion: Scott Champagne had spoken to Anna from BMSI in reference to having Krystle Dow (Administrative Assistant) and Sharon Penney (Town Administrator) getting some training on their system. If individuals go to BMSI in Franconia its \$75 per person per hour but if Anna from BMSI comes to the town then it is \$100 per hour plus mileage. Also if BMSI comes to the town they suggest shutting the offices down. Scott Champagne asked the other board members their thoughts and they agreed that it would be a good idea to have BMSI come to the town for training. Scott Champagne stated he thought that a four hour block would be good. Krystle Dow suggested a time of 8am -12 noon. Everyone agreed to this.

Handbook Changes : Arthur Boutin made changes to page 15 (**Call Out Time-Highway**). He defined Call Out Time as a two-hour minimum and if the highway crew is called out between the hours of 11pm and 4 am it's an added 3 hours of automatic pay. On page 16 (**Overtime**), Arthur Boutin took out the highway department reference in the second paragraph and left only the police department. On page 13 (**Work Week/Hours of Work**) , Arthur Boutin kept the five 8-hour days and said work hours for Highway are from 12:01 am Sunday to 11:59 pm Saturday. On page 13 (Timesheets), Arthur also changed the time that timesheets need to be turned in from 10 am to 9:30am. Scott Champagne made a motion to approve all the handbook changes as written by Arthur Boutin and Brian Higgins seconded the motion. All were in favor of the motion.

Town Administrator Updates- Sharon Penney (Town Administrator) stated that she has all the official paperwork for the Asset Management Grant which NHDES has awarded the town. Scott Champagne made a motion to accept the Asset Management Grant and Arthur Boutin seconded the motion. All were in favor of the motion.

Sharon provided each board member with a copy of Utility Partners monthly report. Scott Champagne asked if Utility Partners had tested any end of the line houses. Sharon will follow up with Zac to see where he is at in reference to this matter. After reading the report Scott Champagne stated there was quite a difference on the chlorine readouts and was going to touch base with Zac and ask him why.

Sharon provided the board with a hard copy of the contract from Afinity LED Lighting. Sharon stated that she and Scott will be meeting with Steve Lieber from Affinity on 3/20/2018 at 9am to go over all the details. Each board member reviewed the contract and had a few questions that Scott Champagne said he would ask in the meeting with them tomorrow.

Sharon stated that there is a free training coming up with the NH Department of Labor. The date of the training is 4/10/2018 from 9am-12pm at Loon Mountain in Lincoln. She stated that it would be good for her, Krystle Dow and Kevin Clement to attend this training. The board agreed to this.

8:28PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.

NEXT BOS MEETING: March 26th @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: 3/26/2017