



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

**Board of Selectmen's Meeting
Monday March 26, 2018
6:30 pm
Rail Road Station**

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

Public: John Izzo (Presby Construction); Audrey Champagne; David Combs; Fred Garofalo

Approval of minutes from March 19th BOS meeting: Arthur Boutin made a motion to approve the March 19th BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Building Committee/Presby Construction: Thad Presby and John Izzo from Presby Construction came before the board with a revised contract. Presby Construction stated they do need a work order from Eversource to get the ball rolling. They presented the board with the very first billing invoice and stated that the figures come from Division 0105 of the contract. All board members reviewed the contract. Arthur Boutin made a motion to approve the contract as written by Presby Construction and Brian Higgins seconded the motion. All were in favor of the motion.

Fred Garofalo: Fred stated that he had a report from Emery and Garrett in reference to the lower landfill gas monitoring that needed to be signed and sent to DES (Department of Environmental Services) by March 31, 2018. Fred stated the normally Emery and Garrett sign the report but things

have changed and they are no longer allowed to sign. He stated that the town is responsible for signing the report now. Fred asked the board if they would like to sign the report or if he should sign it. The board thought it best for Fred to sign as he is aware of what the report is referencing. Fred also let the board know that he got a quote for transfer station stickers. He stated that he went to Littleton Office Supply and was quoted that it would be \$0.95 per sticker so for 1,000 stickers. This represents a cost of \$950.00.

Request For Use Of Town Hall: Hannah Champagne filled out a request for use of the Town Hall for AAU basketball practice on March 27th and 30th of 2018. Arthur Boutin made a motion to approve the request and waive the fee and Brian Higgins seconded the motion. All were in favor of the motion.

Highway-Weekly Update: Kevin Clement (Road Agent) provided the board a list of projects they will be working on. All board members read the list. Kevin had also inquired about the state- owned roads that the town maintains in the winter and feels we should be receiving block grant monies for these roads. He also stated that there are two roads that are not on the list that they do maintain in the winter for the state. Scott Champagne (Chair) stated that he did reach out to the DOT but has not yet gotten a response back.

Final Water/Sewer: The board was given a final water/sewer bill for 70 Grafton Street which they all signed.

Water Bill Question: Resident from 43 Barrett Street sent the Town Clerk a payment for their water bill and attached to the payment was a letter stating they were not paying interest even though they were late. They stated that water was not a loan or a credit so they were not paying interest. The board stated that yes indeed they do need to pay interest. Jennifer Trelfa (Town Clerk) will send the residents a letter letting them know that the interest needs to be paid.

Audrey Champagne (Treasurer and Building Committee): Audrey Champagne came before the board to represent the Building Committee. She provided the board a drive way permit (for new fire station) that needed to be signed. She also provided the board a building permit (for new fire station) that needed to be signed. Arthur Boutin made a motion to

accept and sign the driveway permit. 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. Arthur Boutin and Brian Higgins both signed the building permit as well. Scott Champagne recused himself as he is a member of the life squad.

Audrey also informed the board that she had a Primex-Builders Risk Insurance questionnaire that needed to be completed. She asked that Sharon Penney complete the questionnaire and fax the information to Primex. Sharon agreed to complete the task.

Audrey Champagne came before the board asking that she appoint Katie Choate as the deputy treasurer. Arthur Boutin made a motion to appoint Katie Choate as the deputy treasurer and Brian Higgins seconded the motion. All were in favor of the motion.

Building Pricing List: The board reviewed the town's current building fee list. The board would like the planning board to review the list as well and then meet to see what they have come up with for pricing. The board discussed that they believe the demolition fee is high and could be adjusted. The board asked Krystle Dow (Administrative Assistant) to find out how much the town collected in fees for 2017.

Town Administrator Updates: Sharon Penney (Town Administrator) stated that she has not heard back from Walter Mitchell in reference to the official name required on the fire station contractor performance bond.

Sharon stated that she and Scott Champagne (Chair) met with Steve Leiber and John Bannon of Affinity Lighting and it went very well. She stated that the GIS crew will be here either Tuesday 3/27/2018 or Wednesday 3/28/2018 to plot data points on streetlight location. Once that is complete they will send Sharon a location report. The board asked Sharon to send a copy of the report to Chief Pinson and Kevin Clement (Road Agent).

7:53 PM Brian Higgins made a motion to go into nonpublic to discussed sealed minutes and a letter to the selectboard and Arthur Boutin seconded the motion. All board members were in favor.

9:18PM Brian Higgins made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.

NEXT BOS MEETING: April 2nd @6:30 at the Rail Road Station.

Respectfully submitted by Krystle Dow

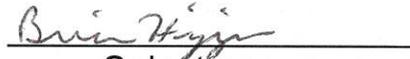
Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins

Approved // Not Approved on: 4/2/2018