TOWN OF LISBON, NEW HAMPSHIRE
INCORPORATED 1763

Board of Selectmen's Meeting
Monday March 5, 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 February 19th BOS meeting: Arthur Boutin made a motion to accept the February 19th BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Brian Higgins made a motion to accept the February 19th Executive meeting minutes as written and Scott Champagne seconded the motion. All were in favor of the motion.

Letter to BOS: A citizen wrote a letter to the board in reference to the F350 that has a seized engine. The citizen was offering to pay $500 for the pickup bed and wheels. After discussion Brian Higgins (selectman) suggested that they make a counter offer to the citizen being in which he can take the entire truck for $800 and Arthur Boutin seconded the motion. All were in favor of the motion. Scott Champagne stated he would contact the citizen of the board's decision/offer.

Transfer Station Closure: Fred Garofalo (Transfer Station Manager) sent an email to the board asking if he could be closed on Easter Sunday as he does not get many customers. The board discussed this and agreed that Fred may close the transfer station on Easter Sunday and he may have the day off paid.

Life Squad Donation: The Lisbon Life Squad received a donation of $500.00. All board members approved this donation.

Highway Updates: Kevin Clement (Road Agent) sent an email to the admin assistant (Krystle Dow) in which she provided to the board. Kevin stated that a problem (steering) has surfaced with the truck that was previously involved in an accident. He stated that the truck will need to be towed to W. Lebanon again and that Freightliner will look it over and contact the highway garage before going any further.

Kevin stated they are flushing hydrants and he stated that he normally tries to flush the end of Peal Lake line and then alternate from the Acre to Bath Rd the first of each month however the process has been delayed due to weather and time limitations within the last three months.

Kevin mentioned that Todd Colby would be testing the generators as he does each month.

Kevin stated Chris was checking into an issue with a water bill at 125 Water Street which was believed to be leaking from a toilet. It is an issue for the homeowner to correct as there are photos to verify.

The crew has graded any problem areas associated with spring mud season and will keep an eye out for any areas requiring the grader throughout the arrival of spring.

Kevin stated road bans are on until further notice.
The crew is prepping for the heavy snow predicted Wednesday into Thursday.

Kevin suggested the board maybe write a letter of appreciation to the school including Chris Leavitt for the use of the school truck.

CAI Technologies: CAI Technologies sent a GIS Service Annual Maintenance Agreement and Scott Champagne (Chairman) made a motion to approve and sign the agreement and Arthur Boutin seconded the motion. All were in favor of the motion.

NHMBB (New Hampshire Municipal Bond Bank) Letter- The NHMBB sent a letter to the town manager of Lisbon addressed to a Mark Pearce looking for financial statements. The board did not sign any type of form as they wanted Sharon Penny to call NHMBB and find out if this document actually is for the town of Lisbon.

TC/TC – Jennifer Trelfa (Town Clerk/Tax Collector) stated that the Town Reports are in and will be available at the Bank, Post Office, and here at the town office.

Jennifer Trelfa had two cemetery deeds that the board needed to sign in which all members did.

There was a final water/sewer bill for All Good Foods in which the board signed off on.

There were three water/sewer abatements. Two of the abatements were for the Lions Club- community field/pool. Brian Higgins made a motion to sign the abatement and Scott Champagne seconded the motion. All were in favor of the motion.

The third abatement was for 20 Meadow Lane. This resident usually gets a 20% deduction off the winter bill because the water needs to remain running. Scott Champagne made a motion to sign the abatement and Arthur Boutin seconded the motion. All were in favor of the motion.

Jennifer Trelfa received a complaint in reference to a water bill. She told the concerned resident that she would get in touch with the crew (in which she did) and informed the resident that the crew would be out to check and see what was going on. Two of the crew went to the resident's home and shut off the valve above the water meter, once the valve was off the meter stopped spinning. After a little while the crew turned the valve back on and the meter began spinning like crazy. A photo was taken of the meter. This is the homeowner's responsibility.

Jennifer Trelfa (TC/TC) provided the board with a list of residents whom received letters informing them they had until the end of February to contact the town in reference to back taxes. Letters were sent to the following: 15 West Street
176 S. Main Street
640 Cole Plain Road
86 Riverside Ave
920 River Road & 91 Moore Street
50 High Street
490 Butson Road

Jennifer Trelfa (TC/TC) had a resident call and ask if the town tests for arsenic in the water and or if the town needs to. Jennifer stated she would contact the water department and find out and be back in touch with the resident. Jennifer made contact with Zac Mosher (Utility Partners) and he stated that the water only needs to be tested every three years and that it would be tested this year. Jennifer phoned the resident letting them know the answer to their question.

Town Administrator Updates- Sharon Penney (Town Administrator) stated that HealthTrust had a course available for her to take on Wednesday and she asked the board if they would like her to attend. The board didn't think that she needed to attend at this time.

Sharon stated that on Friday 3/2/2017 she, Rosalind Page (Planning Board) and Robert Cook (Conservation) had a meeting with the Plymouth State University crew. Sharon stated the meeting went very well and that a real product will be delivered such as a small video.

Sharon stated that John from Horizons Engineering will be providing her a template of an O&M plan that may be comparable to Lisbon which is good.

Sharon stated that she is working on the Asset Management grant and stated she was working on the CDFA Loan application as well. The board stated they were not using CDFA. Sharon is to set up a meeting with the Eversource and Affinity both together so that everyone is on the same page.

7:48PM Scott Champagne made a motion to go into nonpublic in reference to Buffington Fund and personnel matters and Brian Higgins seconded the motion. All were in favor of the motion.

9:08PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.

NEXT BOS MEETING: March 12th @6:30 at the Rail Road Station.

Board of Selectmen:

Chairman
Scott Champagne

Selectmen
Arthur Boutin

Selectmen
Brian Higgins

Approved / Denied on:

3/12/2017