



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

**Board of Selectmen's Meeting  
Tuesday May 1, 2018  
6:30 pm  
Lisbon Town Hall**

**PRESENT:** Scott Champagne, Selectman-Chair; Brian Higgins, Selectman; Arthur Boutin, Selectman; Sharon Penney, Town Administrator; Krystle Dow, Administrative Assistant;

**PUBLIC:** Kevin Clement, Charlie Hampson, Christopher Hicks, Roy Norton Jr., Sandra Butson

**Approval of minutes from April 23rd BOS meeting:** Arthur Boutin made a motion to approve the April 23rd BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Arthur Boutin made a motion to approve the April 23<sup>rd</sup> BOS non-public meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

**Highway Department-Handbook:** Kevin Clement (Road Agent) came before the BOS asking why highway employees are not entitled to overtime after working eight hours in a day because per the current handbook they are. Kevin stated that to his understanding from a NHDOL training that he, Arthur Boutin (selectman), Krystle Dow (Administrative Assistant) and Sharon Penney (Town Administrator) attended, the board of selectmen have the authority to set the rules on these types of payment issues. Scott Champagne (Chair) asked Kevin if he has a set weekly schedule posted for his crew and Kevin stated he did not. Scott also stated that if they wanted

to get time and a half after eight hours in a day that's fine but he wants it in the handbook that they are to work five, eight hour days beginning Monday through Friday 6:30 am – 2:30 pm and that a schedule needs to be posted at the highway garage as well. Kevin stated he would post the schedule. As soon as Krystle Dow (Administrative Assistant) has the time she will change the handbook and have employees sign off on it.

Weekly Updates from Highway: Kevin Clement (Road Agent) provided the board with a list of weekly updates on current department tasks. The list includes continuation of sweeping the streets; continuation of winter equipment maintenance/storage and prepping summer equipment for use; locate water/wastewater lines for various projects in town; remove weight limit signs; fix sink hole, repair storm drain on School Street; remove old flags, open cemetery for season and dig five graves; scheduled to be with Dan Burdin on May 30<sup>th</sup> for water meter reader updates to computer and continuation of grading, weather permitting; May 16<sup>th</sup> Black Top will be grinding Bishop Rd so NO through traffic will be allowed except for emergency vehicles.

NH The Beautiful Form: Fred provided the board with a form from NH The Beautiful. Fred needed the board's signatures in order to get 10 cases of blue bags for the Lisbon Regional School to hold a roadside trash clean-up day. Brian Higgins made a motion to approve the form and Scott Champagne seconded the motion. All were in favor of the motion.

Transfer Station Stickers: Steve (the town's rep from W.B. Mason) brought in a proof of what the purposed new transfer station stickers would look like. The board agreed that the wording Lisbon Regional Landfill should be changed to Tri-Town Transfer Station. They also suggested that the sticker be made smaller as well. Krystle Dow (Administrative Assistant) will be in touch with Steve when he comes on Tuesday to see if we can get a new proof of the sticker.

1954 Ladder Truck Offer: Richard Krafton put in a bid of \$2,250.00 for the 1954 American Lafrance Ladder Truck. He stated that if his bid is accepted he would agree to make full payment by bank certified check and then take possession of the truck within 10 business days. Arthur Boutin made a motion to accept the bid and Brian Higgins seconded the motion. All were in favor of the motion. Krystle Dow (Administrative Assistant) will contact Richard in the morning and let him know his bid has been accepted.

Tanker Offer: Rob Miles put in a bid for the used Mack Tanker Truck (Tanker 23) in the amount of \$2,000.00. Arthur Boutin made a motion to accept the bid and Brian Higgins seconded the motion. All were in favor of the motion. A member of the select board or the Administrative Assistant will be in contact with Rob in the morning to let him know his bid was accepted.

Letter from Dr. Joe Nyberg- Joe sent a letter to the board stating that due to health reasons he needs to step down as Chairman/Treasurer of the Trustees of the Trust Fund. He highly recommended that his wife Dawn be appointed to take over his open position on the Board as she is familiar with all aspects and the transition should be seamless. Scott Champagne (Chair) made a motion for Joe to step down and Brian Higgins seconded the motion. All were in favor of the motion. Brian Higgins made a motion to appoint Dawn as Chair/Treasurer of the Trustees of the Trust Fund and Arthur Boutin seconded the motion. All were in favor of the motion. Sharon will draft a letter of thanks for his service to the Town.

FYI from Gardner Fulton & Waugh PLLC: The town received a notice from Gardner Fulton & Waugh making us aware that beginning in June there will be a rate increase for any legal services they provide.

Notice of Intent to Cut- Signatures Needed: There was an intent to cut that came from Rick Evans at DRA for 630 Oregon Road. All board members signed.

Town Administrator Updates: Sharon Penney (Town Administrator) stated that she has completed the Lowes Grant that Matthew Champagne asked her to assist with. She stated this grant was for new appliances for the new EOC/EMS/Fire Station that is being built.

Sharon Penney stated the Asset Management Grant was approved and she will be working with Horizons Engineering soon on beginning the overall plan.

Sharon stated she received the GIS map from Affinity LED Lighting and she will send the link out electronically to the board members. She stated

it's a great link and really helps to clarify the location of any lights that were in question.

Scott Champagne asked Sharon if she has gotten an answer in reference to the Sewer Ordinance and Sharon stated that she had contacted NH Municipal Association and Walter Mitchell (Town Counsel) and they both suggested holding a public hearing only and not having to put the changes on the ballot as a warrant article. Scott asked Sharon when the board could expect the ordinance to be complete and she stated she could have it completed within the next few weeks.

**Public:** Roy Norton Jr. came before the board. The board asked him if he had his property cleaned up as he had a deadline of April 30, 2018 to have the barn and all its remnants taken down. He explained that he had just come from his variance hearing with the Zoning Board and his variance was approved. He had a surveyor survey his property and was able to provide the board with plans. The board asked him when he intended to get the rest of the barn cleaned up and he said he would have it done within the next two weeks. The board gave him a FINAL deadline of May 15, 2018. The board also told Mr. Norton that he needed to reach out to Christopher Hodge (Building Inspector) to make sure he is all set.

Sandra Butson came before the board in reference to the town's building permit prices. She stated that some of the fees for certain projects seem to be quite high. The board explained to Sandra that the current prices for certain items seem a little steep that them also. Sandra stated maybe the board could look over and revise some of the prices as she doesn't want people to not apply for permits when needed. Sandra stated that she went online and looked at surrounding towns and their pricing and or how they were set up. She stated that some towns even include a section on items you don't need a permit for. The board had told Sandra that she and the rest of the planning board could sit down and have a discussion on what they believe should change along with new prices and then provide it to the select board and they can review and discuss. Sharon said she would look through her planner files from other towns and try to find other examples.

**7:40PM Scott Champagne made a motion to go into nonpublic in reference to the Buffington Fund and Brian Higgins seconded the motion. All were in favor of the motion.**

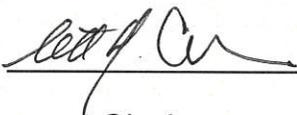
7:51 PM Back into Public Session

8:24 PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.

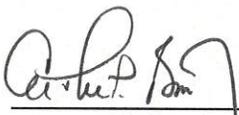
**NEXT BOS MEETING: May 8<sup>th</sup> @6:30 at the Rail Road Station.**

*Respectfully submitted by Krystle Dow*

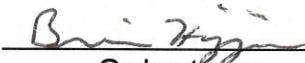
Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved on: 5/08/2018