



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

**Board of Selectmen's Meeting
Tuesday May 15, 2018
6:30 pm
Rail Road Station**

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

PUBLIC: Audrey Champagne, Robert Cook, Phyllis Ardolino, Tori Clark

Approval of minutes from May 8th BOS meeting: Arthur Boutin made a motion to approve the May 1st 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 May 8th BOS non-public meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Maple Terrace Drive: Tori Clark (Home Health/ Hospice) and Phyllis Ardolino (daughter of Ardolinos) came before the board. Phyllis has stated that she has moved home to care for her parents who have fallen ill and would like to see Maple Terrace Drive be passable. The reason being is because in order to get to her parents she has to drive through the cemetery and when funerals are taking place they have to sit and wait in order to get through. Home health and family would like direct access without having to use the cemetery as the only entrance. Phyllis stated that she had spoken with Chief Pinson who in return directed her to contact

Kevin Clement (Road Agent). Tori stated she had called and spoken to Kevin a few months ago and stated her concerns. Phyllis also stated she called Kevin as well and she said he basically told her that the town does not maintain that road and it's been that way for a long time. Krystle Dow (Administrative Assistant) reached out to Kevin Clement via email and asked some questions in reference to the road. The board of selectmen stated that they will do some research as to how far up the town owns or if the town owns the entire road. Scott Champagne (Chair) stated that he really isn't sure the history of the road and why the town doesn't maintain it but he does know in the winter months it is not passable. Phyllis stated that there is a culvert that is caved in and could use some repair. The board stated they would contact the highway department and have them go take a look. The board asked if we had any contact information for either person and Krystle Dow (Administrative Assistant) has Tori Clark's (Home Health/Hospice) information. The board stated that they would look into the history of the road and get back to one of them. Both Phyllis and Tori thanked the board and were glad that the board is willing to look into the issue.

Public: Robert Cook asked the board where there agendas are posted. He stated that he looked on the town's website and didn't see an agenda for the meeting. He asked the board if they were aware that by a certain RSA the agenda is supposed to be posted. The board stated they were aware. Robert Cook asked the board if Bishop Road was going to stay dirt. The reason he is asking is he saw on the town's website that grinding of Bishop Road will be taking place this week. He asked who makes the decision on what roads will be paved and the board stated that Kevin ultimately does but he brings his decisions before the board and the board decide and or give the okay.

120 School Street: Mr. Norton had until today 5/15/18 as his last and final deadline to have his property cleaned up. The property is NOT cleaned up. Scott Champagne (Chair) made a motion to charge Mr. Norton a fine of \$100.00 a week until it is cleaned up. Arthur Boutin seconded the motion. All were in favor of the motion.

125 School Street: A letter was sent out to Mr. Watrous per town counsels recommendation. Mr. Watrous has two weeks to respond to the letter and if he does not respond then the next step will be taken. Selectmen Arthur Boutin also posted the same letter that was mailed to Mr.

Watrous on the door of 125 School Street in which it was time stamped as well. If we do not get a response within the two weeks then the next step will be taken.

Transfer Station: The board of selectmen wanted the last sticker proof that was provided to be changed. Krystle Dow (Administrative Assistant) provided the changes to the towns WB Mason representative and he then gave her another proof. The new proof is a 1x3 size and says Tri-Town Transfer Station. Arthur Boutin made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion. Krystle Dow (Administrative Assistant) will let the WB Mason representative know that it has been approved.

The board had asked Fred Garofalo (Transfer Station Manager) to come up with a help wanted ad for a position at the transfer station. Fred had provided the board with two different ads in which parts were taken from both ads to make one ad. Krystle Dow (Administrative Assistant) typed up the ad. The board reviewed the ad and had a few minor changes. The board discussed that once the changes have been made the ad should be put in the paper for a few weeks.

Request for Use of RR Station Forms: There were two requests for use forms that were submitted. The first was for Lisbon Lilac Committee to use the Rail Road Station on May 23 for a meeting. The second form was for Lisbon Main Street Inc. requesting to change their monthly meetings from the first Wednesday of every month in the morning to the first Wednesday of every month from 5:30 pm to 7 pm. Scott Champagne made a motion to approve and waive the fees for both applications and Arthur Boutin seconded the motion. All were in favor of the motion.

Timber Tax Warrants: There was two timber tax warrants provided to the board that needed signatures. The first was for 455 Northey Hill Road in the amount of \$556.71 and the second one was for 630 Oregon Road in the amount of \$46.41. All board members signed the warrants.

Town Clerk/Tax Collector: Jennifer Trelfa (Town Clerk/Tax Collector) came before the board and presented them with a Tax Warrant. This warrant will allow her to send out tax bills. The bills that go out will be based on last October's tax rate. Jennifer stated that the bills will be going

out on Thursday 5/17/2018. Jennifer also stated that lien notices were sent out last week and stated that June 13, 2018 is lien day.

Building Committee Member: Audrey Champagne (Building Committee Member) came before the board with two cost estimates/contracts for the installation of the propane tanks and lines for the new EOC/Fire/EMS building that is being built. They had gotten estimates from Dead River and Rymes and the Rymes estimate was forty dollars cheaper. Audrey stated that one of the estimates goes with the generator grant. Audrey stated they will have three regulators and the tank will be an in ground tank. Selectmen Brian Higgins asked if the money that it will cost to have all of this installed has already been approved / accounted for. Audrey stated that the money to have this done has been included in the overall cost of the building. Arthur Boutin made a motion to accept the cost estimates/contracts and Brian Higgins seconded the motion. Scott Champagne recused himself of the vote. All were in favor of the motion.

Town Administrator Updates: Sharon Penney (Town Administrator) stated that Zac Mosher (Utility Partners) did bring Ina Lippard the results of her copper testing.

Sharon stated that Zac Mosher (Utility Partners) sent photos of the Well House cleaned up. Sharon told the board that Zac has been spoken to about the issue. Scott Champagne (Chair) told Sharon that he wanted the initial correspondence between Rob Lauricella (Utility Partners) and herself in reference to the photos. Scott stated he doesn't just want the photos and that he specifically asked for email correspondence. Sharon stated that Rob is more than happy to talk to the board. Scott stated that they don't need a meeting with Rob and that the issues that have been brought to Rob's attention need to be addressed. Scott stated that it doesn't appear that Zac is capable of doing the job and maybe Utility Partners needs to find someone who can.

Sharon also stated that Rob, Dave and Jefferson (all members of Utility Partners) were in the office this morning. She stated they came in when Scott Champagne was out on a call. Sharon stated that as far as the weekend coverage goes it is split between Zac and the person who runs the Woodsville plant. They alternate weekends so that's why you may not see Zac all the time. She also stated that in speaking with Rob, Jefferson and Dave that the weekend schedule isn't a set schedule in theory. They

do put in 2 hours on Saturday and Sunday but it's not necessarily the same times each weekend. Sharon did state that when the three guys were in the office they made a quick mention of a flow meter in the chemical feed building not working properly.

Sharon stated she and Robert Cook (Conservation Committee) went to Plymouth State University as part of the Lisbon Economic Development Committee/PSU Partnership. Sharon stated the students have started a video which so far looks great and she had a sample of a small brochure they have created with a new town logo on it. Sharon stated they have made it to the presentation part and she wasn't sure if they were going to get that far but they did. She stated the committee will be losing some of the kids due to graduation but not all of them.

Scott Champagne (Chair) asked Sharon if she has completed the Sewer Ordinance and she stated that she has been working on it but is not willing to just fill in the blanks as that puts the town in a liability issue. Scott stated that the deadline has already passed for it to be complete as Sharon stated herself a few weeks ago that she would have it done in a few weeks and it has not been completed. Scott stated that yes just fill in the blanks and get it done as it needs to be complete. She stated that FEMA has taken up a lot of her time. Selectmen Arthur Boutin asked her if this is the FEMA grant from last July that she is referring to and she said it was. Arthur Boutin asked why that hasn't been completed as it's been eight months and she stated because every time she submits paperwork they are always sending her a new set of forms to fill out.

Update: Selectmen Arthur Boutin attend a meeting last week in reference to the Profile regional Cable Consortium. He stated the bill the town received in the amount of \$96.00 is correct and the reason why the town has never seen this bill before is because whoever was in charge last year never sent bills out to the surrounding towns. Scott Champagne made a motion to pay the bill and Brian Higgins seconded the motion. All were in favor of the motion.

8:09PM Scott Champagne made a motion to go into nonpublic in reference to a Personnel matter and Arthur Boutin seconded the motion. All were in favor of the motion.

9:17 PM Back into Public Session

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

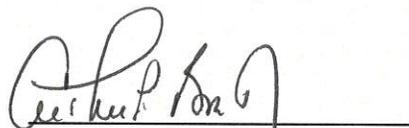
NEXT BOS MEETING: May 22nd @6:30 at the Rail Road Station.

Respectfully submitted by Krystle Dow

Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins

Approved / Not Approved on: 5/22/2018