

# TOWN OF LISBON, NEW HAMPSHIRE

## SELECTMEN'S MEETING MINUTES 12/22/2014

SELECTMEN PRESENT: Stephen Knox (SK) Donald Butson (DB) Mary Lou Forsyth (MF)  
SELECTMEN'S OFFICE: Suzanne Tavernier

SK called meeting to order at 3:00

**PUBLIC:** P Wold spoke to the Board regarding the condition of the sidewalks on Armstrong Ave. He noted the lower section has been repaired, his concerns is in regards to the upper portion. He also expressed concern in his opinion about the damage the new sidewalk tractor is potentially doing to that section of the sidewalk. He has questions as to the need for the amount of salt being used in regards to salt aggressive nature and damage to sidewalks. He also expressed concern about the sidewalks on Depot Street and Atwood Street. He asked the Board if concrete sidewalks would be more stable and cost effective.

The Board thanked him for coming in and expressing his concerns.

### **SELECTMEN'S BUSINESS:**

SK spoke on Chief Pinson comments at Department Head Meeting regarding the recording of meeting minutes. He requested that Chief Pinson be asked to attend next Board Meeting to speak on his comments.

Town Clerk-Jennifer Trelfa spoke about retention requirements regarding minutes.

The Board asked for clarification on minute requirements, meeting requirements and retention in regards to electronic minutes.

The Board had discussion regarding Lisbon Main Street Inc. and their annual request for funds. Main Street has requested a decision from the Board as to if the Board would be presenting a warrant for request or if Main Street Inc. need to submit a warrant by petition.

SK made motion to have Main Street Inc. submit warrant by petition DB 2<sup>nd</sup> so voted all

The Board reviewed the annual lease agreement with Main Street Inc. for the Train Station.

The Board requested a breakdown of all cost associated with the Train Station. It is the Boards intent to see the cost of operation and maintenance of the Train Station is fully funded by Main Street Inc. and any other group using station, releasing the tax payers from burden.

**DEPARTMENT HEAD:** Tax Collector/Town Clerk Jennifer Trelfa present the Board with a request for abatement on water bill. Board agreed to abate to flat rate.

JT also present the Board with abatement for taxes on a property that was mistakenly taken off exempt status. She also expressed concerns regarding the 2015 overlay due to abatements.

**BUDGET ADVISORY COMMITTEE:** John Fitzgerald presented the Board with a list of suggestions, time line suggestion and historical data for the Board to review. He explained the group has done a 5 year historical data summary regarding expenditures and revenue based on information from NH DRA. He pointed out the increase in the fund balance. The Board advised JF they would be meeting with Greg Colby on Monday and would review data. JF asked if there were any other reports or information the group could gather for the Board at this time.

The Board spoke about the request to have transfer station reviewed. JF stated Jan Marshall and Stanley Sudol would be working on that review.

The Board asked that Freg Garofalo be asked to attend Monday's meeting. There was a discussion on funding a Town Administrator, the Board asked for clarification from Town Counsel regarding ability to create such a position. The Board thanked Mr. Fitzgerald for coming in and for the work the Budget Advisory Committee has done.

**SELECTMEN'S BUSINESS:**

DB made motion to accept minutes of 12/8/2014 SK 2<sup>nd</sup> motion so voted all  
DB made motion to accept minutes from 12/15/2014 SK 2<sup>nd</sup> so voted all  
SK made motion to accept nonpublic minutes DB 2<sup>nd</sup> so voted all

The Board spoke on the proposed lot line adjustment regarding the Clough residence on Ecology Drive. The Board requested the Road Agent opinion on the width required to properly maintain the road.

DB suggested ST and GC keep an "action list" to be reviewed weekly or monthly to keep Board up on status of issues and information requests.

The Board asked if ST had seen time line, suggested by Budget Advisory Committee. GC and ST had worked on a draft of time line.

The Board wanted to know where GC was regarding encumbered funds from the Department heads and the requested reduction to Fire Dept. and Life Squad. GC will review on 12/29/2014 with Board.

The Board requested a date be set when GC and the Board could sit down with the towns of Lyman and Landaff regarding Fire Coverage, Life Squad and Transfer station.

SK discussed Road Agents request for letter to home owner on Quimby Road.  
The Board requested a draft letter be done for their review

**NON-PUBLIC:** Buffington (**RSA 91:a3III**) SK made motion to enter non-public to  
DB 2<sup>nd</sup>

Roll Call: SK-yes, DB-yes and MF-yes, so voted all

**SELECTMEN'S BUSINESS:** MF stated she had contacted someone from Minute  
Man and Geo Stevens regarding health insurance quotes.

They will be in contact with GC on the 29<sup>th</sup> for information. She suggested she  
would be seeking a range of quotes from lower than current, current and next  
step up from current.

Board was told Primax would be speaking with GC on Monday to finish up  
information requested regarding a quote for town's liability insurance.

**NON-PUBLIC:** review of information from Town Counsel (**RSA 91:a3III**) SK  
made motion MF 2<sup>nd</sup>

Roll Call: MF-yes, SK-yes and DB-yes so voted all

**SELECTMEN'S BUSINESS:**

DB spoke on employee reviews and asked if any had been handed in. There was  
a discussion on time line for reviews.

DB made motion to adjourn SK 2<sup>nd</sup> so voted all