

TOWN OF LISBON, NEW HAMPSHIRE  
SELECTMEN'S MEETING MINUTES

February 2, 2015

SELECTMEN PRESENT: Steven Knox (SK), Donald Butson (DB). Apologize from Mary Lou Forsyth

ADVISORY BUDGET COMMITTEE: John Fitzgerald, Stanley Sudol

SELECTMEN'S OFFICE: Jennifer Trelfa (JT)

SK made motion to open budget workshop/ meeting at 1:00pm, DB second, all in favor.

Board met with department heads, going over their budgets –  
Transfer Station – Fred Garofalo  
Police – Chief Pinson  
Highway – Kevin Clement  
Town Clerk – Jennifer Trelfa.

Advisory Budget committee members left after all department heads had been seen.

Selectmen meeting started.

Chris Knapp (GM Stevens Ins.) came in to speak with the Board about Health Insurance.

Advised it is not a good idea to change the insurance during the year. Should look to see what is available next year. Went over different rates, explained rates used to be set by working on an average age of group, now changed to price per age of each person.

SK Is that the future

CK Currently, yes. Things keep changing Need to look into funding in the future, if leave HealthTrust cannot return for 2 years. There are other Health Trusts out there as well. Have to think about how going to handle retiree's if any get benefits. There are two ways to look at plans going forward, exchange and shop. Exchange gives different networks, have to be careful and look to see what areas/hospitals different networks offer. Steer clear of federal exchange.

DB There was a question on current payment/accounting by Mary Lou.

CK It was to do with part time and the Library, realize they are covered by some Town Policies and not others, just have to be aware if benefits offered to one part

*MLF*  
*DFB*  
*SK*

timer, should be offered to all. The other, was some of the columns on spreadsheet seen didn't add up. Could just be a formulae error or typing error.

SK Thank you, we will have it checked.

CK Could just be formulae or typing error.

SK When do we need to start looking going forward.

CK Advise starting beginning of October. Will need to know date of birth of each person, male or female and if want single, couple or family. Will not need names, or any other details to start looking. Will need to know what employees have at moment for their prescription plan.

SK Thank you.

Anthony Roberts (AR)

SK Thanks for coming.

DB We will let you explain, we contacted you looking at check service to try and give more hours to the office. If the service will be a fit.

AR Gave brochure to each Selectman. There is a lot in the brochure, will go over the one page that describes services and then there is a proposal.

Clients usually outsource to track time and labor. At the moment they can offer time tracking, with time clock, finger print scan or time cards. From the payroll prospective it automates process, check stubs, deductions, retirement, sick, vacation, tax deposits, tax filing. Tools for employer, help to manage budget by tracking payroll. Need to find out if can import an excel file into accounting.

DB Can you track if say the highway guy is doing work for police department.

AR You will be given a file for accounting.

DB Is it compatible with BMSI

AR Talked with other towns, would probably need to talk with BMSI. Would provide paystubs, W2 electronic payment, negotiable checks, no tasks for administrative staff. Have a mobile app, so hours can be inputted, or hours can be phoned in. Good old fashioned business, as long as phone working can produce payroll. Also offer insurance service, liability, retirement, doesn't look like would be looking at adding. Keep a check on policies for state and federal, basic payroll has data library. The main share of the proposal is in the payroll section and HR section. Taxes are done, track retirement. Do work with other municipalities, can reach out to them with questions. What would normally take 1 to 3 hours in the office would just take a phone call. VT with holdings would be automatic done and filed. It is a product that eliminates time.

DB What do you need from us to set up service.

AR Phone call, telling person hours.

DB For the initial set up.

AR Takes 5 days to set up. We need 2 days to produce checks, would not be able to offer direct deposit with short turn around. There are steps to work through.

DB How much time to get started with service?

AR Would need W4 for all employees, state and federal ID no's. VT filing verification, voided check from bank account using. Gross/net yd. payments, week by week of tax liabilities. Could probably look at BMSI reports.

SK What about 941's

AR All done, NH done, VT done. W2's in proposal offering to waive half of setup fee, shows weekly charge for regular and courier fee. Current clients think service worthwhile.

SK Do you have some municipality referrals.

AR Can get you business references, will you be contacting them soon. Would like to let them know who will be making calls.

SK Will be one of three Selectboard members.

AR will send you some contact numbers and let them know you will be calling.

JT – Question from Landaff on their paperwork, can we get Suze to fax it over as do not know where is.

SK Yes just get the information they want faxed to them.

Greg Hartwell (GH) Fire Chief and Dave Coombs (DC) Life Squad

GH As didn't do this budget; feel that we have to live with what we have. Would like to do it different in the future. There are items that would like to put in as a line item. Our airpacks are obsolete now; they cost about 3K a piece, need a line item, but again, will live with what we have.

SK We are moving forward with Capital Improvement Plan and Capitol Reserves. We are consolidating current ones into department rather each piece of equipment.

DC Instead of a tuck, a tanker just equipment. Budget dropped to 48240.00, ok. Had 28 calls last month. Transported about 17 of them, so will get monies back for that. We are now training for the new piece of equipment. Trimmed budget what we could.

GH Where did background checks come out of last year? Did we encumber funds from last year?

SK & DB Yes, a while ago.

GH The equipment has arrived, hoping funds available. Was for personal protective gear.

SK We owe you a decision on personnel.

SK made motion to enter non-public

DB second Role call SK – Aye DB – Aye.

### **NON-PUBLIC: (RSA 91:a3III)**

Back in to Public.

SK For now moving Department Head meetings to 3:00 pm

GH Had heard that.

Scott Champagne – Trustee of Trust Funds

Scott McKinley - Welfare Officer

SK We needed to talk with Trustee of Trust Fund about the Welfare Budget as we want to repurpose some of welfare under Buffington.

SC The Trust details out a pecking order and welfare is in it, just last. If at end of year short on welfare budget, could certainly use. People would have to go through Buffington request, not welfare.

SK I see that.

SC We have also heard / read you are looking into using it for employee healthcare. When we started as Trustees, there investments was more money, TD bank was taking their monies out of the principle, that has now been stopped and their fees come out of the dividends.

SM Looking at the Trust paperwork, the court order does list welfare. We have to be careful, as there are time frames on welfare, people are quick to get legal aid involved.

DB Understand there is a pecking order, wonder could we pay Town back at end of year.

SC Would still need to be a Buffington application.

SM Welfare is based on income levels, but different for Buffington.

SK Is there a problem with Town doing an application?

SC I can check with AG's office

DB Can we have Welfare Officer as agent for Buffington.

SM I could do a spreadsheet to keep track.

DB Worth looking into.

SK Resources are not being used, but don't want to break the law.

SC Maybe can designate welfare officers. We are also asking about transport for ambulance, can also ask for clarification on welfare officer and doing welfare payments.

SK Encouraging.

SM What is my budget going to be?

SK Leaving as is for now, we can adjust if Buffington can be used. As stands if a problem people can still apply for Buffington.

SM I can point them in that direction, we need to have a meeting to decide between us who will be sent towards Buffington.

DB There is a danger people will take advantage.

SM Most people now come because it is needed.

SK We need to make guidelines, will work together on who / what.

SC Do you want me to send e mail when hear decision from AG's office.

SK & DB Yes.

Franco Rossi (FR), Kevin Clement (KC), Josh Welch (JC)

SK Come to talk about water system mapping.

FR Thought was here for questions on proposal. We have done projects like this for other municipalities, GPS's systems. We always suggest water / sewer/ and drainage. Municipal staff to work with data staff, There are data collection tools that help with mapping. Cost effective to do all systems at once. There are

safeguards so data is clean once collected. The Town maps are distorted, need to see them match to orafolds. Horizontal collection.

SK Can you give us idea how much time would be needed from staff.

Would say approx. a couple of weeks, we can do it as time available, not all in go.

DB KC & JW are you the only two available?

JW Do we need to go round a pre mark spots ready for data.

FR Not necessary if personnel available

JW Do you map gate valves, how will it know if does a 90 degree.

This is why we use personnel, slowly will all come together. It will/ can be available on CIS. Can have staff site, can just have digital data.

DB If /when completed project people could look up on CIS

FR Yes, could even view on tablet out on site.

KC Great if we knew where everything was, but we don't. Would have to prep. before you came. If I understand we can view on the field when all done, concerns that we don't know all lines.

JW It will be great to have it done, if accurate, but if we get it wrong and it isn't accurate, will not be helpful at all.

SK You have features Kevin

KC Have most kerb stops, have drawings and take photos as find them. The water side is not bad, waste water the drawings are old no real ties, drainage – manhole never looked into that side. Fabulous process, if we have info. Document for later time.

FR To have what we know now, maps etc. important to start building on that now. If wait until we know everything, costly. As you find new things make sure edited as go.

DB Can do ourselves – edit.

SK Know we need to do. KC has lots of info, but we need to map pipes. We need to work out sequence to get to goal.

DB Maybe start with what we have and add as we go.

SK We need KC and JW to be able to add.

DB Do you know accuracy of hand held GPS

KC We were told about 3 feet. Ok for water lines and kerb stops

SK So say we hire Cartographics. We do a day here and a day there. We map what we have, then next year KC manages to map another street, how do we update.

FR Upload data from GPS to CAI, they will update our maps. Building up in time, can make kerb stops, but must do tie cards.

SK All have same goal, but how do we move this forward.

DB Do need all systems linked.

FR Many municipals now trying to bring different systems matched. Whatever route you take, make sure CAI has info to update maps.

KC Work on whatever we can correctly, then gradually until all done.

DB Quicker we can have what we do know done then work on it. Summers very busy.

FR Can work on a daily rate, as available.

DB What is cost of equipment – KC?

KC Think that was complete system guy was trying to get us to have. Equipment alone, which would be good about 5K. If had it could work on collecting data, then call CAI

JW With piece of equipment could do quicker

SK We need that equipment

FR Make sure it has mapping component

JW What have price on comes with SD card.

FR Yes, we can take SD card and take data

JW If had we might find it easy, collect info quicker and get mapping done.

SK Need to make sure have lines in budget.

FR Maintenance on town CAI, no update on data been done. Deeds from April 1 to March 31, plans, sub divisions, lot line adjustments. Didn't get 2014 revision. Only send deeds concerns about. Annual maintenance 27500 a year, can alter down. Plus Planning maps.

SK So we have signed contract, last year.

FR Information can be sent monthly,

JT We input deeds, if a problem ask assessor.

FR Id problem can send to CAI. Will give lower rate. How to deal with this is go straight to 2015, leave 2014. Will send us a list of what they need.

Board signed manifests, tan request, voided checks, gas and diesel logs.

DB Question on January 22 minutes on health insurance.

SK Table 1/22 minutes.

SK Motion to accept all minutes except 1/22/15

DB second

All in favor.

DB Question about roads, putting 140 + 10, suggested take from fund balance.

How to use fund balance, min. 250K, rest use fund balance to offset tax?

DB Light for transfer station will wait.

SK North Country Council, full cost accounting, grant paid. Regan talked with SK.

Breaks down cost, equipment, labor. Gives ideas on how to set rates.

Recommend proceed, send letter to NCC to pursue.

DB Agree, in favor.

DB Do anything about TA and how cost.

SK Look at line item and raise to cover, 32K now, increase to 50K, would like to do 4 days week at 32K. Data received is south of state, ask Greg to increase line. DO want to move ahead finding TA, it will take time.

DB Nothing else

SK Assessor

DB We are waiting to hear from JoJo.

Mr. Santaw entered meeting and ask to speak with Board.

SK Motion to enter Non Public for personnel

DB Second

SK – aye      DB - aye

**NON-PUBLIC: (RSA 91:a3III)**

Back in to public.

SK Will e mail Greg about budget changes made, reinstate welfare to original.

Went to Ross funeral home, not as bad as thought. Is usable. Renter's apartments in bad shape. They pay 500.00 a month all inclusive except electricity. They will not fund, so need to think about keeping tenants. Concern about renters long-term.

DB No problem with discontinue renters

SK Concerns about hazardous materials. No sign of structural failure. Not comfortable making decision could make another meeting this week.

SK Motion to adjourn

DB 2<sup>nd</sup> all in favor.