

# TOWN OF LISBON, NEW HAMPSHIRE

## SELECTMEN'S MEETING MINUTES

08/04/2014

SELECTMEN PRESENT: Conrad Farnham (CF), and Stephen Knox (SK)  
SELECTMEN'S OFFICE: Greg Colby (GC) and Suzanne Tavernier

CF made motion to open meeting SK 2<sup>nd</sup> so voted all

**SELECTMEN'S BUSINESS:** The Board signed AP and Payroll manifest, posting journal and reviewed bills

**MAIN STREET INC.** Susan Wall spoke to the Board regarding the accomplishments and future plans for Main Street. She told the Board the promotions committee had worked on the summer concert series and will be working on the upcoming Pumpkin Festival. Design Committee had placed the flowers on Main Street and are working with Demers Construction to replace damaged sign in Chevron Park. Main Street worked on the farmer's market, fall flea market and "Shop Lisbon Day" She went on to say the group had tried to work with Cottage Hospital to bring a medical group to the medical building on Main Street, but it fell through. They had considered a Business Incubator in the building, but had not been successful in finding to fill the space. Looking forward the group was working on Lilac Festival for next spring. She stated that Main Street was in need of new members.

SK asked how long Main Street had been in existence

Susan stated about 12 years

SK stated that Lisbon was not seeing growth during that time and asked what needs to be done to facilitate growth. He asked what have been the most successful programs Main Street was involved in.

SW stated the Farmer's market and Lilac

SK stated there are hidden costs to the Town in regards to Lilac.

There was a discussion about the vendor fees and moving forward Lilac self-supporting.

The Board thanked Susan for coming in to speak with the Board

**TRUSTEE OF TRUST FUND:** Scott Champagne Chairman of Trustee came in to speak to the Board about concerns the Trustees have regarding the Treasurer's report. SC presented a report to GC. Scott pointed out the beginning balance discrepancy. The past Treasurer and Trustees showed the same beginning but the current Treasurer shows a beginning balance that is substantially higher. The Trustees are unsure where the balance came from.



GC asked if the Trustees had spoken with Treasurer about these concerns. There was a discussion about the current concerns, the Board spoke about having GC speak with Treasurer.

SC presented the Board with a new form for approval. The form would be used by Treasurer to request funds, show current balance, signature line and other information.

DB made motion to adopt the form presented by Trustees CF 2<sup>nd</sup> so voted all

**NON-PUBLIC:** Buffington Fund and Personnel (**RSA 91:a3III**) DB made motion to enter non-public to CF 2<sup>nd</sup> so voted all

**SELECTMEN'S BUSINESS:** DB made motion to accept all minutes as written SK 2<sup>nd</sup> so voted all

Board reviewed a letter from resident on Hodge Hill regarding concerns about the culvert/manhole. Board requested Highway superintendent be contacted and inquire to the ownership of culvert/manhole.

Board reviewed a letter of complaint regarding chickens and ducks on Atwood Street. The Board asked the complaint be passed on to building inspector.

Board reviewed an email from the NH Public Works Assoc. requesting letters of support in reference to law regarding the ban on M series for surplus. DB stated he was in favor of sending letter of support. SK agreed. The Board requested a letter of support be drafted.

GC spoke to the Board regarding the replacement of sidewalk tractor. Kevin expressed concern to GC about the time line regarding RFP and funding. GC told Board he had a discussion with the DRA and the options available to the Town going forward. He stated that DRA representative stated the Town would get an answer within a few days once the Board decides which option to go with. DB spoke on starting the process now

GC stated the first step would be to have Highway Superintendent draft up RFP There was a discussion on how long the RFP process would take and speaking further with the DRA about options to fund tractor.

GC also pointed out to the Board there are five different Capital Reserve funds that are very specific regarding the Highway Department and perhaps moving forward should combined into one Capital Reserve Equipment Fund.

DB asked GC if the Town could hold meeting and borrow money. GC explained that is a more lengthy and complex process and would require the Town to go through the Court System to get permission.

The Board discussed the estimated cost of around 25 to 30 thousand that Kevin has stated in earlier discussion with Board. Board requested to have Kevin draft RFP for tractor.

Board reviewed information regarding Parker property and upcoming deed. The Board requested that Town Counsel be contacted regarding next step.

There was a discussion on the status of the water meters and software issues regarding water meters.



The Board of Selectmen received a letter of resignation from Conrad Farnham. SK made motion to accept resignation DB 2<sup>nd</sup> so voted  
A discussion on the replacement of Chairman took place. DB made motion to make Stephen Knox Chairman CF 2<sup>nd</sup> so voted all

#### **FIRE DEPARTMENT/LIFE SQUAD:**

Present: Greg Hartwell, George Stevens, Jeff Dodge, GP Houston, Dave Combs, Peter Nightingale, Audrey Champagne

GS explained while going through updating the department's by-laws the discussion began about splitting the Department up into two Departments. He went on to explain the Life Squad has to operate under Hipaa laws, they have their own training, and have own budget line. He felt it was time they had representation at the Selectmen level.

DC explained the increasing demands the state is imposing for training and Hipaa concerns regarding the squad. He also echoed GS feelings regarding the representation for the squad.

DB asked what the two squads were proposing

GH-Explained it would be a Dual Department, with two department heads. Two Chiefs

DB asked if this was a decision reached by both groups. Stated he wanted to make sure everyone is on the same page before any decision is made. He did not want a changed to be based on personality issues.

PN-Explained they have been back in forth as to which way to move forward

GPH-Spoke about Twin State and the membership change if the split happens. Currently the Fire Department pays for the Life Squad

GS-Said it would be just an administrative change through Twin State. He explained Dual Department Heads and representation for the Life Squad.

DB spoke about how the Life Squad had requested to attend Department Head meetings and that request was granted

GS Explained he felt that if there were any personnel issues he could not deal with them due to Hipaa and personnel hiring through Selectboard.

DC Agreed with GS regarding personnel issues and currently everything falls under one department head that is not privy to all the information.

DB asked if there is any cost associated with the proposed split

GPH explained there would be cost associate with Twin State

GS said it would be based on call volume

GPH spoke about the use of radios as own identity. He went on to say that it was not going to be a big deal, but this separation is not only town but also Twin State. He expressed concern as to why the split needed to happen. There had been no problems in the past. They had always worked together and did not understand why it was a concern now.

AC- Explained that while reviewing the bylaws these issues came to light and that the current bylaws were not being followed properly

PN- Explained that the current Life Squad bylaws conflict with the Fire Department bylaws. When all started to come to light, some of us didn't even

*DFB  
JLK*

know there were bylaws. The Fire Department bylaws mention the Life Squad as part of Fire Department but Life Squad bylaws state we are our own department. AC Explained these conflicts in bylaws make it a good time to make a decision about the future of the Life Squad

GH told the Board the two groups have made up their own bylaws, but that the Fire Departments is kind of generic and the Life Squad can be added easily.

DB state that Board had received the Life Squad Draft but not the Fire Departments

GH explained the Fire Department's rough draft is complete other than adding Life Squad back in depending on what decision is made by Board

DC stated paper work wise; legally we want to make sure we are covered. Can the Life Squad be part of the Fire Department and have own budget

GS state that they could have own budget

DC we are open to splitting or maybe a dual department head with separate budgets we could adjust the bylaws to state whichever way this goes

There was a discussion about the two options the group has presented. Splitting completely or one department with two department heads

DB expressed concern that this decision not be based on any one personality

GPH expressed concern that when he was Chief these issues did not exist and wondered where this was all coming from.

DB Stated according to everything you have said it appears the only disadvantage is cost

The Board explained they want to run everything by Town Counsel and find out what his opinion on the split. What are the legal issues if any? The Board thanked the group for coming in and will be in touch after the Board hears back from Counsel.

Board reviewed letter drafted to Day Care Provider in reference to traffic issues. After discussion about different options including making street one way .The Board signed letter to Day Care Operator.

The Board had discussion regarding the checking account and the need to add Chairman to signer card.

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

