

# TOWN OF LISBON, NEW HAMPSHIRE

## SELECTMEN'S MEETING MINUTES

1/19/2015

SELECTMEN PRESENT: Stephen Knox (SK) Donald Butson  
SELECTMEN'S OFFICE: Gregory Colby (GC) and Suze Tavernier

SK called meeting to order at 3:00

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

Roll Call: SK Yes, DB yes

**DEPARTMENT HEAD:** Tax Collector/Town Clerk Jennifer Trelfa spoke to the Board regarding a taxpayer on a deed waiver that has not kept up with payments. They were sent a letter and she has not received response. She asked the Board how they wanted to proceed.

DB asked if letter was sent certified

JT responded she had not sent it certified.

DB stated all of these type letters really need to be sent certified for our records.

JT stated she would write a cover letter for the Board to sign on Monday and will resend the prior notice certified.

JT asked the Board how they wanted her to handle the liens on overdue water & waste water bills.

GC felt the shut off process should be done prior to lien notice

The Board stated that lien should be put in place in addition to shutoff

There was a discussion as to time frame for lien process.

JT stated the first notice for start of lien process has to be mailed before 2/15/15

There was a discussion regarding shutting water off in winter. Board asked that Town Counsel be contacted regarding same.

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

Roll Call: SK Yes, DB yes

**BUDGET ADVISORY COMMITTEE:** John Fitzgerald and Barry Liveston  
SK explained the Board was still working out the process to add to agenda once posted, and Suze hit her hour limit so office was closed. He read email from JF stating the Budget Advisory Committee requested to be at budget meeting  
Selectboard is having with Department Heads.

JF When presented this idea was looking to what Littleton does. They are part of the budget process from the start. That it would be beneficial to the Advisory Committee to be there to have questions answered and get a better understanding of the needs.

*OK*  
*my 27*  
*D-F-B*

SK asked if they had talked to Littleton

JF No but was going to call Steve Kelly.

The Board explained the process was new to the Board and that they are looking to the Budget Advisory Committee for assistance.

DB We need your input. Hoping you would be able to help present the Budget.

SK We are looking for guidance. We are learning the difference between a Budget Committee and an Advisory Committee. Are you thinking we should go to a Budget Committee?

JF No advisory but being more involved. We have experience from all our years of budgeting at the school to offer.

BL Explained the Committee has been working on historical data. This year is a building foundation year. Once we have all the data plugged in next year we just add and have all the information there. When you look at the budget historically, if there is something unusual it stands out. Then you can see where adjustments may need to be done.

Revenues are very critical to look at, are you over or under estimating. This will help to reduce or at least stabilize the tax rate. He asked the Board where they were in the process

SK stated the Board is working with Greg. The Department Heads gave us budgets; they sat down with Greg to review. The Board sat down with Greg and had a few questions for the Department Heads. Then we sat down again with Greg before we passed the budget on to you.

GC stated there was a minimal increase, and that was due to the increase of paving. Without that increase the budget would be less than prior year.

He stated the Board was going to present warrant to consolidate Capital Reserve accounts. There will be a Warrant for CIP. Which needs to go to Town Meeting for approval, and then Planning Board is responsible for CIP. He explained some of the fund balance to start the funding to move forward with CIP

BL asked who submits the water waste water budget

GC-Explained that Josh Welch of Welch's Water presents some of it, Highway Superintendent is responsible for part and I reviewed it

There was a discussion on water department and how and when the rates are set.

BL asked about the 26,000.00 that comes from the General fund. He asked if the Board knew where this came from, when it was started. He stated there is an area where you can cut 26,000.00 off the tax rate.

BL Explained the Committee had met with FG at the transfer station. They are looking at an a suggestion would be to charge a fee for dump sticker and increase tipping fees

There was a discussion regarding the overall transfer station operations and the moving forward to make self sustaining.

There was a discussion regarding oil, gas and diesel prices falling and the upcoming budget

There was a discussion regarding the Fire Departments request for a bond to move forward on a new fire station.

BL felt there was not enough time to move on this year.

BL suggested the Board look into a warrant article to change purpose of the Buffington Fund to assist in employee health insurance  
SK Stated the Board will schedule day to meet with Department Heads, Board, member of Budget Advisory Committee and hopefully GC  
JF said there are 5 members so they will try to have two at each meeting.  
DB explained the Department Heads are on the defensive due to how things have been in the past  
SK we have a department head meeting Wednesday that will be a good time to explain where we are and how we are moving forward  
BL the first year is about looking at things in the overall budget and seeing where or if things can be tightened up as much as we can.

**TOWN OF LYMAN BOARD OF SELECTMEN:** James Trudell (JT), Bruce Beane (BB) and Steve Moscicki (SM)

GC presented the Fire Coverage Contract it was noted the increase as agreed to in 2014.

BB asked if the Town submitted a bill to homeowner for insurance payment on fires.

JT asked the Board what were the intentions of the Town regarding the Fire Department

SK stated the intentions were to keep the on call department. The Town will be looking at the Fire Department Station issue, they have outgrown the current department as well as safety concerns.

JT asked about the condition of the equipment and plans for replacement

SK stated all the equipment is certified and up to date

GC said several capital reserve accounts, that will be put to vote to consolidate to one for each department.

Lyman and Lisbon Boards signed agreement GC witnessed

GC presented the Life Squad contract

After brief discussion Lyman and Lisbon Boards signed agreement GC witnessed  
GC explained the Transfer station agreement. He showed the cost and revenue figures for 2015.

Lyman and Lisbon Boards signed agreement GC witnessed

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

Board signed AP and Payroll manifests and adjustment journals

Board opened bid requests for welder

DB suggested KC be given the bids and asked for his opinion

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

Roll Call: SK Yes, DB yes

**FIRE DEPARTMENT:**

George Stevens spoke to the Board about a piece of property that has come up for sale. He would like the Board to consider purchasing the property for a new fire station. The location already has a building that is handicap assessable that could be used to house the town offices and with enough land to build the future fire station. He pointed out there are two rental units that could offset the cost. This new location will allow for grants to be sought that the other location would not be eligible for due to flood plane

Dave Combs stated he understood the time crunch but this opportunity just came up, and it's an ideal location

Audry Champagne spoke on the history of need for new fire station and the concerns about safety in current location. She stated the Board could make a purchase and sales agreement pending on approval at Town Meeting

There was a discussion regarding the legality of the Town renting Town owned property.

SK stated I personally think this is a good idea, I can support this much more easily than the other location. This one seems to be a good fix for several of the problems we are facing, but we need to get some answers and discuss as a Board.

DB I agree but we need to find out if we can rent, I agree it's a good opportunity to solve several issues at one time. We know we are under a time crunch.

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