

TOWN OF LISBON, NEW HAMPSHIRE

SELECTMEN'S MEETING MINUTES

January 5, 2015

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

SELECTMEN'S OFFICE: Jennifer Trelfa (JT)

Scott Pinson (SP); Fred Garafalo (FG); Scott McKinley (SM)

Meeting Called to order: 3:00 pm

DEPARTMENT HEAD:

SK explained to FG that the Board has asked the Advisory Budget Committee to look over the Transfer station revenues, investigate how to rise more, including looking at Landaff and Lyman.

FG, has the town ever considered involving Bath as he gets people coming in from there.

SK Have we stopped using permits? If so why?

FG No way of checking every vehicle as they come into the area. Anybody that does come in pays for bags and tipping fees.

DB When other fulltime person retires, what are feelings on replacing with part timers.

FG If can manage the times properly so that covered when using equipment and opening hours like the idea. Would make things easier at vacation times.

SK Would designate part timer's hours.

DB Need to consider as now would be best time with full timer leaving.

FG Two part timers would work and benefit town.

SK Are you keeping operating hours the same.

FG Could change a little as Winter and Summer traffic changes.

SK Update on bailer

FG Has had someone out to inspect, it is safe and will keep running, and it just makes lighter bails. So OK at the moment.

FG Need new lights as they are all old 60 w fluorescent.

DB Ask Suze to contact the electrician the town uses to give the Board a quote on replacing.

SK Asked about the clothing and boots line.

FG Explained was for new boots and were given a quarterly amount to cover clothes and cleaning. FG gave a quick report on numbers for year.

FG left the meeting.

SK Question on encumbered money being used for ammunition.

MYL
DFB
SK

SP Historically has always been done that if money left at end of year would purchase the next years ammunition. Sometimes can take year to eighteen months for it to be delivered.

DB Would it be better to add a line item in the budget to cover ammo going forward? What would happen if ever got to end of year and no monies to encumber.

SP New to budget side of things, only thing is the order – supply times. But seemed like a plausible idea going forward.

SK Feels it needs an accounting line as is a needed item.

DB Looking at best way to budget. If items we know we will need better to have in budget in case one year no money left and need bullets. Add line item to budget for March 2016.

SK Can you explain about the Police Cruiser, thought no decision needed until 1/30/15

SP Orders need to be in prior to 1/30/15, the company orders them knowing all dependent on Town Meeting results.

DB So we need to have our decision by 1/26/15 meeting.

SK Please bring items like this to the Board personally.

DB Things like this need to be discussed at Board meetings.

SP Had thought that Department Head meeting was for that and if Board had more questions would ask for Depart Head to attend Board meeting. He will in future attend Board meetings.

SK So can he give explanation why new cruiser.

SP Expedition is a 2008, it is having some electrical problems and rusting.

SK Can we have a diagnostic report on cost to keep the vehicle.

DB Would be nice if we could keep it for one more year.

SK Do we need to cruisers. Could we do mileage reimbursements when doing court or other non-detail trips?

SP Helps to keep mileage down on vehicles. The reason we have the un marked is to save an mileage costs to the Town, all employees use if going on training or other town related trips. Has saved money over the years.

If it is going to be a question of a new cruiser or a pay rise for his men, he will forgo the cruiser until next year, as the men deserve a raise.

SM The problem is we keep having to cut our budgets and the more we cut the more the school adds to theirs, they are out of control, but everybody blames the Town employees for their tax bills.

DB We can only explain the Town portion of the budget to the people and why it is what it is. We can explain that the school portion went up, but we have no control over that, only ours.

SK Recording of meetings, we need to look into How, RSA's, When Done, Obligations. We have to be sure we are doing things right, keeping of files after, if one board, then all boards and committees.

SP Showed the Board the digital recorder police department uses. Explained Littleton and other Towns not only record but video as well, for numerous reasons. Makes all meeting transparent, which protects the town. Makes things easier for the person who would be taking notes, allows them to be more

involved and not having to concentrate on just taking notes. Then recording is downloaded to desktop and can be saved and transcribed.

DB Think it is a good idea

JT Town Meeting is recorded to make minutes easier to write up after as well as Town Clerk takes notes. Once minutes transcribed onto paper recording is deleted. All minutes have to be on paper to be kept for the records. You can decide if you want to keep recordings in any other form.

SK Any other questions?

SP When might we know anything about the budget?

SK We are meeting on Wednesday with Greg Colby, after that will pass onto the Advisory Committee for any suggestions, then back to the Board, if needed then will have discussions with Dept. Heads.

DB Cannot see any significant changes, if they had questions when budgets presented they had asked for clarification. They are also looking at the revenue side of the budget as that is part of the overall budget. No surprises as far as can see.

SP Where does the board stand with MRI and the suggestion on regionalization?

Sk We only asked Mr. Jutton in to explain to the board the roll of a Town Administrator and for his ideas for Lisbon.

DB I would rather if, as small town we had to regionalize that Lisbon was the Town that provided the services for others, not we go to other towns.

SK We need to try and sell our services to others – agree with DB. We need to look at all ideas. We have asked MRI to give a proposal on how much it would cost to find a Town Administrator. Selectboard if go ahead would advertise local and look for the person that can help the Board the most.

DB proposal from Jutton was to help us find somebody.

SM We have talked about Mr Jutton on several occasions; have given my opinion, three strikes.

SK We have listened to different opinions from town, but we have had good reports from other towns.

SP Hazard Mitigation Meetings, FEMA is now requiring that a Board member attends some of the meetings, will find out how many for them.

DB Maybe Mary Lou could be their representative. We can ask at our Budget workshop on Wednesday.

SP There is a meeting tomorrow.

Josh Welch (JW) joined meeting at 4:00pm

DB Employee reviews were discussed in a Dept. head meeting, have you completed yours.

SP No. Felt there was no need to do them and report back to Board as there is no feedback or incentive.

DB They had been discussed in a Dept. Head meeting and Dept. Heads had said that they could be done in 30 days.

SP Meant no disrespect; just historically there had been no feedback. The department does their own.

DB Do feel they can be useful.

SP left meeting at 4:30pm

JW Has heard that we have been successful with Grant applied for, but nothing in writing yet. Had received two proposals

SK What are your thoughts on the proposals.

JW If we have the grant and accept the Westin proposal would be best; it covers asset management and mapping of water system.

SK What do we need to do with mapping water or water and sewer.

JW Westin proposal is for just water, asset management and water mapping. It is a full asset plan for the department.

DB My interpretation was future studies / cost trying to get future work.

JW All work covered in their proposal

George Stevens (GS) entered meeting

JW The negative to an asset management plan with Westin is that a copy goes to the State, so they would be aware of all the work that needs to be done, and would be chasing the Town.

SK The current issue is that we have no mapping for either water or sewer.

JW The State wants mapping on lines and drainage. It would be nice to have the asset plan done but then we would have to start spending money to get everything done.

SK CAI just mapping, will fulfil what State wants from town right now. Westin would open us up to more state inspections.

JW Asset management is a good idea but yes need to be ready to start spending once reports reviewed by state. DES would want timelines on when renewing old equipment.

SK The grant was applied for, now mapping is being asked for by the State.

DB Josh and Terry should have or be able to make a list of equipment that needs or will need replacing in the next few years. The Board needs a priority list.

SK Board looking at Capital Improvement Plans.

JW A good pipe locator with GPS would be a good idea, if we start gradually the State will work with us on mapping.

DB If the town employees are busy now, how are they going to find time to do the mapping.

JW As do hydrant flushing and work on leaks in system if we have the right equipment we can do it ourselves.

SK Asked JW to explain the pipe locator.

JW Explained how it worked, with screen showing pipes. Then save data to computer. Again, feel that we can do this in house.

JW left meeting

GS We would like to move forward with Fire Station, with Boards blessing, or do we need to do a petition warrant article.

JT Either way will need a bond hearing.

DB We would need more cost information

GS We are looking at around 750000.00, can provide numbers to the Board.

DB We need to know what the building is, where building will be, wills it only house fire department.

GS Yes, Fire and Life Squad.

SK Can department bring in drawings, of building, figures on cost. Would like to see all information as have many questions.

DB Yes, lots of questions. Why not police as well.

GS Current lot would not support all

SK Concerned about flood insurance on a flood plain. Again need to see plans.

DB Agree need to see everything, if we are going to propose this to the towns people, we have to have answers as if we have questions, we know the people will.

JT Suggestion that the department and the board work together over the next year and present at the 2016 town meeting.

GS to come to next week's meetings with all information requested by the board..

SELECTMEN'S BUSINESS:

Board signed manifests, gas and diesel logs, timber intents.

SK Motion to table last week's minutes to let Mary Lou see them DB 2nd

DB Did not get a copy of minutes

JT Had been a question about moving forward what was going to happen.

DB Can we be mailed them individually.

JT Yes, will let Suze know that is wanted.

SK Motion to table welder request

DB 2nd

SK request Kevin come in and speak with the Board.

SK motion to go into non-public for Buffington

DB 2nd

SK – aye DB – aye

PUBLIC:

NON-PUBLIC: (RSA 91:a3III)

5:50 pm back into public.

DB Can we have clarification on line 20 and 21 of the Buffington Fund document we had been given.

SK Agree, not sure of the meaning.

SK Motion to adjourn meeting at 5:55pm

DB 2nd

All in agreement.