

# TOWN OF LISBON, NEW HAMPSHIRE

## SELECTMEN'S MEETING MINUTES

January 12/2015

**SELECTMEN PRESENT:** Steven Knox (SK), Donald Butson (DB) and Mary Lou Forsyth (MF)

**SELECTMEN'S OFFICE:** Suze Tavernier

**DEPARTMENT HEAD:** Tax Collector/Town Clerk-Jennifer Trelfa Spoke to the Board about her concerns regarding holding meeting on a Monday morning instead of regularly scheduled time. Her concerns stemmed around public and Department Head access to meeting as well as disruption to office routine.

**SELECTMEN'S BUSINESS:** SK made motion to accept all nonpublic minutes as written from the December 29<sup>th</sup> meeting DB 2<sup>nd</sup> so voted all

There was a discussion regarding the public minutes from December 29<sup>th</sup>. SK requested a wording change. Draft stated " DB handed out proposal from Don Jutton" SK requested changed "proposal" to " correspondence" SK made motion to change minutes and accept minutes with change DB 2<sup>nd</sup> so voted all  
The Board reviewed the minutes from January 12<sup>th</sup> after brief discussion DB made motion to accept minutes as written SK 2<sup>nd</sup> so voted a

There was a discussion regarding the waste water roof, Board waiting to hear back from taxpayer regarding the repair. MF asked what the process to have work done, could a select board member do the work. It was explained that yes, but it would have to be put out for bid.

**DEPARTMENT HEAD:** Highway-Kevin Clement told the Board Chris had repaired the plate for the front door; the wood plate at the top will eventually need to be replaced. He presented the Board with information on a new welder and requisition request. Welder to be purchased with encumbered funds  
MF asked how often the welder is used.

Kevin explained it is used regularly but it could be for hours one week and not at all the next. He explained the current welder cannot handle the work load that only 3 out of 10 minutes is productive, as the welder requires a cooling down period. There is a problem with the wire feed motor, both Chris and Todd have tried to fix, with no luck. This problem does not allow for a consistent strong weld. The department has just outgrown the welder.  
DB asked what the old welder is worth is sold  
KC might be able to get \$500.00

*D.F.B.*  
*M.F.*

The Board asked if there needed to be any other purchases for the new welder, equipment or safety concerns.

KC explained there would be no other purchases required or safety concerns.

The new welder will help to be more efficient. We are fortunate to have a certified welder in Chris and Todd does a great job as well

MF asked if Kevin had an estimate on repairing the current welder

KC said he did not, but felt it would not be cost efficient and the current welder is not capable of the work load

MF asked if Kevin had any other estimates to present other than the one

Kevin explained he only had cost from Maine Oxy due to the fact they are the current supplier and he has concerns about making sure equipment he purchases has a good service available

The Board asked about the warranty on new equipment.

DB said he would like to see a few other quotes. He asked if Kevin could get a few other quotes to present to the Board

MF asked if he had checked into Grainger

Kevin stated he had not, due to concerns about service, if there is anything wrong with welder it would have to be shipped out, and there is time involved with out of state service. Kevin said he would get a few quotes together, but would like to only bring quotes of companies that will provide service

There was a discussion regarding leasing the new welder out to other towns.

Kevin had concerns about leasing welder to other towns.

DB stated he was in favor of offering a service, having other towns come to us and bill out to them for the repairs. I would be in favor of that

SK selling service to other towns

Kevin will present the Board with a few quotes for Monday January 19<sup>th</sup>

KC spoke to the Board regarding the upcoming budget; he expressed concerns that the Department Heads have not really been included. That other than one email request from GC he has not heard anything back. He felt there is a lack of communication this year, and that department heads have something to offer and can explain how they arrived at the numbers. He feels a real disconnect this year.

The Board explained they have gone over the Budget with GC and any questions they had have been answered. They were turning the budget over to the Advisory Committee and will review the committee's recommendations. If there are any significant changes at that point the Board will sit down with the Department Heads. Kevin stated once again he did not feel like he was a real part of the process and that no one from the Advisory Committee has spoken to him, and he didn't understand how they could make suggestions without ever speaking with him.

DB stated he understood Kevin's concerns and that no real surprises, no big hits. Basically you were ask to submit your budget, we reviewed it and passed it on. It makes no sense to sit down with you before we are ready.

KC said he understood but could he be kept in the loop, I have had no conversation with the Board or Advisory Committee.

The Board stated they looked at the overall budget and looked for trends and made small changes. When they hear back from the Advisory Committee they will sit down with Department Heads.

Kevin asked if any of the Board had watched channel 2, regarding the Littleton Budget Committee and how the School is also involved in the process.

No one on the Board had seen it

**SELECTMEN'S BUSINESS:** The Board reviewed requests from community services agencies:

After discussion the Board has a draft proposal for the following:

White Mountain Mental Health \$2,635.00

Grafton County Senior Service:\$ 3,000.00

Tri Cap: \$7000.00

Ammonoosuc \$1,500.00

Casa \$500.00

Bridge House: \$1,500.00

The remaining agencies did not submit a written request and will have to submit by petition

MF said she has contacted North County Tech Services regarding quotes for cloud

SK Discussed the proposed raise for employees, he wanted to see historical data on wages to make comparisons and a cost comparison with other towns.

MF spoke on the snp rating on COL

The Board stated they would take up at next meeting

DB asked if the budget draft presented by Chief Tavernier was available, for review. He had questions about the overall savings.

DB handed out proposal from Don Jutton to other members regarding search for Town Administrator, will review for Monday.

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