

TOWN OF LISBON, NEW HAMPSHIRE

SELECTMEN'S MEETING MINUTES

06/09/14

SELECTMEN PRESENT: Conrad Farnham (CF) Donald Butson (DB), and Stephen Knox (SK)

SELECTMEN'S OFFICE: Gregory Colby (GC) Suzanne Tavernier

CF made motion to open meeting DB 2nd motion so voted all

DEPARTMENT HEAD: Highway-Kevin Clement spoke to the Board about his meeting with the representative from EJ Prescott regarding meters. The hand held reader needs an update and has been sent out, he expects it to be back in about 10 days. There are three different types of readers and currently the hand held reads two without issues, working with the meter companies to see how to update all meters to be read with the one handheld reader.

The Board has requested all broken meters and new meters be installed by July 1st; Kevin felt that deadline was going to be extended by a few weeks. We will all be working on installing any new meters needed.

DB-How many?

KC-It could be as high a 65, if Elster Meters need to be replaced.

DB- Asked what the 1st option was regarding the Elster meters

KC- Explained that the representative was going to be speaking with the Elster Company and see if just the heads could be replaced. Once we figure out what option we are going with we will need to send out letters to the homeowners to set up an appointment to install meters.

SK- Inquired as to how much advanced notice should be given to homeowner After a few minutes of discussion the Board felt the letters should come from the Selectmen's Office and should give the homeowners about a two week notice.

The appointment to put meters in will be arranged between the regular operating hours of the Highway Department- 6:30-2:00 Monday-Friday

GC- Asked KC how long does it take to replace meter

KC-Gave an estimate of about 20-35 minutes

The Board signed a letter to homeowner regarding a culvert located on homeowner's property. KC has had issues with culvert backing up causing water to run across road and freezing make a driving hazard.

Kevin went on to explain what the highway department has been working on and what his plans are regarding the work this summer

GROVEHILL CEMETERY - Board informed Kevin they had spoken to Todd Colby last week regarding the Town's ownership of cemetery. The Town will be

CF
DAB
SKK

advertising for bids on the mowing of the cemeteries. Kevin asked about the paperwork regarding the cemetery and burials after hours or weekends.
DB- Asked what was involved in a burial regarding the Highway Department
KC explained what the Highway Department currently does and what Todd does after hours
SK- Asked about how many burials a year?
CG- Noted that looking at Town Report it looks like 10 or less a year
DB- Stated the Town would just have to pay Todd the over time for burials if it does not fall within his regular hours. He went on to ask Kevin what equipment the cemetery had.
KC Stated there were two mowers, weed whackers, chainsaws and power washer. He felt whoever placed bid should use own equipment
DB- Stated while he understood, with the time constraints this year we may have to allow the use of the Cemetery equipment

NON-PUBLIC: Personnel (**RSA 91:a3**) SK made motion to enter non-public DB 2nd so voted all

SELECTMEN'S BUSINESS: The Board signed AP/Payroll Manifests, AP Pre Manifest, Diesel and Gas logs
The Board reviewed Elderly exemptions- The DRA Representative had been in to review and requalify all elderly exemptions. The Board signed letters of continuation of exemptions and denial of exemptions

TOWN TREASURER: The Town Treasurer – Mark Secord stated he was having issues balancing because he wanted figures from the fund accounting software. He went on to state he wanted computer access in the Selectmen's Office to use excel, the Treasurer's Laptop was too outdated
MS asked if he could receive copies of signed pre-manifest
MS asked if Fred counts the bags at the end of the month
The subject of switching banks was discussed and the MS felt he should have been consulted.
DB- Explained that the Board looked into refinancing and the amount of savings that the Town would see, but stated he did not realize that it might have an impact on the Treasurer and apologized if MS felt slighted it was not the Board intentions
MS-Explained to the Board he was using Quick Books to do the Town's Books and has set things up a little different than things have been set up in the past
The Board thanked MS for coming in.

SELECTMEN'S BUSINESS: DB made motion to accept all minutes as corrected SK 2nd so voted all

The Board reviewed a request to increase part time police pay. The Board requested that Chief Pinson come in to next meeting to discuss request

NON-PUBLIC: Buffington Fund Application (**RSA 91:a3III**) SK made motion to enter non-public CF 2nd so voted all

SELECTMEN'S BUSINESS: Board reviewed note from Building Inspector regarding Evergreen Fitness building a climbing wall. DB requested Jamie be contacted and told they could go ahead

Board reviewed all properties due for deeding, they signed several *deed waivers* and payment plans. They have requested that three of the properties be presented to the Board next week for further review.

Board reviewed a letter to Mr. Lucas; it was decided to table the discussion until next meeting.

SK-suggested the ad for Cemetery mowing is placed in The Courier and The Record for two weeks. The other members agreed.

Waste water roof update- CF will be speaking to Welch and Dave this week, he will report back next meeting

DB made motion to adjourn CF 2nd so voted all