

# TOWN OF LISBON, NEW HAMPSHIRE

## SELECTMEN'S MEETING MINUTES

10/06/2014

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

SK called meeting to order at 3:00

**SELECTMEN'S BUSINESS:** Board signed AP & Payroll manifests, adjustment journals and requisition requests

Board reviewed estimate for installation of auto switch for generator in town hall, DB made motion to table installation SK 2<sup>nd</sup> so voted all

**PASSUMPSIC BANK:** Carmen Menard (CM) Mary Cote (MC)-Representatives from Passumpsic, Mark Secord (MS) Town Treasurer, and Jennifer Trelfa (JT) Town Clerk met with the Board regarding the transfer of deposit accounts. MS had prepared a plan moving forward on how to handle accounts. This would involve closing all account except the General, Water and Waste Water accounts. Those would remain and would be swept over once a week to Passumpsic.

GC expressed concern with the minimum amount to be left in the cloud account, he pointed out credit cards can take several days to clear and had concerns about overdraft.

MS stated the minimum was just suggestion, can make whatever GC feels is enough

GC said would need to look at deposit history once accounts start to see what the minimum needs to be

MC asked MS about the Grove Hill CD, and suggested they are not changed until matured. MS agreed

There was a discussion regarding the Life Squad Revenue account, it took almost 6 months to get set up with Comstar and Medicare. Medicare needs to be able to access account. Will need to look into how changes will effect payments and amount of time required to make changes

CM said she would be in touch regarding the checks and the final paperwork, signer cards for the accounts.

The Board thanked Passumpsic Representatives for coming in

*SK*  
*DFB*

There was a second discussion regarding the Cloud account and minimum balance.

MS made a suggestion to move the NHPDIP balance into cloud account for overdraft protection.

SK made motion to move funds to cloud account DB 2<sup>nd</sup> so voted all  
JT reviewed the plan and stated she would be giving the same daily reports to the Treasurer she currently provides for both regular and cloud accounts

**SELECTMEN'S BUSINESS:** GC spoke the Board regarding the Town's Investment Policy. He presented the Board with a revised investment policy. He explained very limited by RSA, but has to be reaffirmed each year by the Board of Selectmen.

Board reviewed and signed the policy

SK had questions regarding the fund balance  
GC explained what the fund balance is, minimum set by DRA and where the figure is derived from

The Board requested Tax Collector Jenny to provide Board with list of Town owned properties that are eligible for tax sale

**LIFE SQUAD:** Dave Combs presented the Board with a request for requisition to replace the damaged Zoll Monitor. He explained he would be taking money from equipment fund, and a few of the lines within the Life Squad Budget.

SK asked if it was OK for DC to move money around within the budget  
GC said Departments Heads can move money around within own budget. He asked if this was to replace a piece of equipment that was damaged. He asked what the life expectancy was on the equipment  
DC state new one should last at least 10 years. The one they are replacing was about 10 years old and the Town had bought it used.

SK asked what the status was on the Life Squad Member the Board asked to be removed from squad.

DC said he didn't know if the Board was going to write a letter, or did they want to speak with him.

SK requested DC contact the member immediately, should not be responding to calls. If he wants job back he can come to the Board

DB said no door is closed, if he wants to come back after a probationary period

DC said so if wants to return will treat like new hire

DB yes

**SELECTMEN'S BUSINESS:** Board reviewed "Southard" letter regarding his repurchase of deeded property. There was a discussion regarding the RSA and the taxpayer's rights to repurchase property once deeded.

GC stated his concerns about giving legal advice in letter

Board requested draft letter be sent to Town Counsel and opinion on adding such wording.

DB made motion to accept minutes as written SK 2<sup>nd</sup> motion so voted all

GC spoke to the Board in regards to the Water/Wastewater warrant and the current status of the funds.

He explained he had reviewed both budget through September.

Water is currently within budget, looking at revenue have received approximately 100 thousand of the budgeted 186 thousand which indicates the warrant would need to be 86 thousand, with current rates the warrant shows 76 thousand in projected revenue. This leaves a short fall that can be made up from fund balance

SK fund balance from general fund?

GC explained General, water, and wastewater all have their own fund balance

SK asked, where do we stand with Wastewater?

GC Waste Water is based on meter readings. The revenue for 2014 budget needs to be approximately 276 thousand, revenues from 1<sup>st</sup> issue was approximately 108 thousand. The warrant indicates projected revenue of 106 thousand which leaves a short fall of approximately 60 thousand. With current rates this will eat up over half of fund balance.

SK asked why so much money in fund balances

GC explained fund balance is the difference between assets and liability. He explained the fund balance is there in case of catastrophic repairs need to happen.

SK said if something happens and there is not enough in fund balance to cover. What happens then?

GC water/waste water would borrow against general fund. Going forward the Board might want to think about setting up Capital Reserve, it is a very old system.

SK so option for now to help with shortfall, change rates or take all from fund balance?

GC increase rates, even if only from 6.30 to 7.30 would take some of the hit from the fund balance.

DB asked when the last increase

GC looks like a few years

DB with all the work we have done on the meters and billing we will be looking at real numbers next year, but we need to do something this year. In the end this water/wastewater needs to be self-funded.

SK I agree, when people stand up and ask at Town Meeting about increase we need to explain the system needs to be self-funded

DB made motion to increase wastewater rate by 1.00 SK 2<sup>nd</sup> so voted all

**SCHOOL BOARD MEMBER:** Robert Adams came in to speak to the Board about the generator at the school and the sharing the cost between the Town and School. He said he believed there was a verbal agreement the cost would be shared.

DB asked what the costs were

BA cost approximately 1,875.00 for service contact. Which provides service, load test etc. Permit fee is \$240.00 and fuel cost. Approximately \$2,500.00 per year cost.

SK asked if the generator come on automatically any time

BA said yes it is a good addition and has worked out well and at the time it worked out well with the grants but now we have the continued maintenance.

DB so this is something we would need to budget for next year.

SK this is something I would like to pass along to the Budget Advisory Committee as well. This is something the Board needs to talk about as well.

DB I suspect you were not looking for an answer today.

BA No, I just wanted to officially ask

**SELECTMEN'S BUSINESS:** GC had a discussion with Board about current budget and where the Town stands. He explained budget on target with most department but going to be close.

SK asked do you recommend we regulate more closely?

DB asked are we close to needing a freeze, and how does that work.

GC said the budget is on track, but you can't predict. Gave example if there is a snow storm at end of October, could cause issues with budget or if a piece of equipment breaks, etc.

SK said just throwing it out there at what point do we get the Budget Advisory Committee involved?

DB said I think we need to make decision, but certainly advise them of any steps we need to take, let them see the numbers.

GC I think it's advisable to keep a close eye on where we are

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

**SELECTMEN'S BUSINESS:**

Clough lot line adjustment- Board requested Mr. Clough be asked to attend Board of Selectmen meeting to discuss plans for lot line adjustment

Board discussed meters that need to be replaced or installed. DB asked if KC had list, if not have list emailed to KC

GC spoke to the Board regarding Capital Improvement Plan. He stated that the CIP has to be voted on at Town Meeting, then the Planning Board Adopts the CIP. Will have to research to see if legislative body ever voted on CIP at Town Meeting.

Board requested letter for Ruddock/ Mt Eustis be drafted

Waste Oil- the Board discussed FG request for decision on whether the Board wants to continue to receive waste oil at transfer station.  
SK made motion to discontinue acceptance of waste oil at transfer station DB 2<sup>nd</sup> so voted all

Board spoke about building permit and the need to make application more user friendly. Board requested samples of building permits be given to Building Inspector for his input on new Building Permit.

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

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