



**TOWN OF LISBON, NEW HAMPSHIRE
INCORPORATED 1763**

**Board of Selectmen's Meeting
Tuesday October 24, 2017
6:30 pm
School Street – Town Hall**

PRESENT: Scott Champagne, Selectman; Arthur Boutin, Selectman; Brian Higgins, Selectman; Sharon Penney, Town Administrator; Krystle Dow, Administrative Assistant; Town Clerk; Jennifer Trelfa.

(Guests): Justin Roshak; Jeff Dodge; Audrey Champagne; Dave Combs

Approval of minutes from October 16th BOS meeting: Brian Higgins made a motion to accept the October 16th BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Fire/EMS Building Committee: Jeff Dodge Chairman of the Fire/EMS Building Committee presented the board with four bid/proposals all done per square feet and with four different companies. The three companies are all went by the same project and know that the committee is looking to stay under 1 million. All three companies stated it's better to start big and then downsize as needed. The one company they decided against is Morton Buildings, Inc. because the figure they gave was just for a steel frame. Jeff stated that all three companies were willing to work with the town and even stated they would come speak to the board and or at town meeting. The

committee has decided to go with Presby Construction to see if they can design and build what the committee is looking for. They currently do not have a design and are hoping to have one by late November. Jeff Dodge wanted the board to know where the committee was at and he stated that Audrey Champagne will make contact with Presby Construction. The goal is to get it all completed and have some sort of design by late November so then the public meetings can take place.

Michelle Fisher Property Update: Michelle Fisher wrote to the board back in August asking if her property can be re-assessed. The town contact CNP Appraisal in which the property was then re-assessed. The board stated that they would send Michelle Fisher a letter making her aware of the re-assessment and the fact that her trailer went from \$29,000.00 to \$2,900.00. The board stated if she would like any further action to be made she would need to come before them.

Lisbon Stump Jumpers Letter: Cheryl Wiggett club president sent a letter to the board asking if they would be willing to sign an updated landowner list. The reason being is the last time the list was reviewed was back in 2004. Scott Champagne made a motion to sign the documents for 5 years and Arthur Boutin seconded the motion. All were in favor of the motion.

Update at 66 Barrett Street: The town had attempted to detect a leak at this address. Since this time the board had gone and viewed the property and the homeowner told the board that they would try and find the leak. On Saturday 10/21/2017 Arthur Boutin chair member stopped by the property and a trench was dug and the leak was found. The homeowner went to get the proper things needed to fix the leak, however once they got back and began fixing this issue they realized they did not have the proper equipment needed so Kevin Clement-Road Agent helped. The homeowner is very grateful for Kevin's help. Once the town was trying to detect the leak it was discovered that two residents were on one curb stop. A letter will be sent out to 55 Bergin Terrace letting them know that the town is responsible for all service pipes within the roadway and to an owner's property line. The owner is then responsible from the curb stop to the residence. It is the town's responsibility to give the innocent party a reasonable time frame to attach the pipe to a separately controlled service connection before the town can shut the water off.

Update MS1: The first MS1 that the board all signed was denied due to having a few errors. Mandy from CNP made contact with the town and corrected the issues. A new MS1 was sent and the board members all signed it. Krystle Dow (Administrative Assistant) and Jennifer Trelfa (Town Clerk/Tax Collector) will scan in the form and send it to the DRA and will check the portal as well.

Update Health Trust: The rates for medical are down 6.2% and dental has gone up 2.3% Sharon Penney (Town Administrator) contacted the HealthTrust representative and is waiting to hear back. The total overall decrease of insurance is 8%. Scott Champagne gave Sharon the information packet and asked her to scan and send to all department heads in which they can print off and distribute to employees. The board also discussed that Sharon contact the representative and them come to Lisbon and conduct a presentation on the benefits that are available to them. The board also stated that the presentation be mandatory for all employees. Sharon is to set a date and time for this.

Town Administrator Updates: Sharon stated she has begun receiving Monthly Reports from Utility Partners. The board thought this was a great idea.

Randy Suozzo from DES came up Friday October 20, 2017 to check the 4 Data Logger and WELL #1. Sharon is just waiting to hear back from Randy in reference to putting WELL #1 back online.

The local FEMA rep came and met with Sharon and Kevin Clement (Road Agent) on Thursday October 19, 2017. Sharon stated the town meets the threshold of \$3,100.00 to begin the process of grant monies due to the July 1, 2017 storm. Sharon also stated that the FEMA rep thinks there may be monies available for the shock treatment of the well. It may be plausible.

Sandra Butson who is the town's NCC (North Country Council) Rep does not want to be on the Transportation Advisory

Committee so Sharon stated that the town really should have an appointed representative to be on this committee so the town doesn't miss out on any funding opportunities. Scott Champagne made a motion to appoint Sharon to the NCC Transportation Advisory Committee and Arthur Boutin seconded the motion. All were in favor of the motion.

Sharon received a letter from NHDES in reference to Polyfluoroalkyl Substances as Contaminants in water. Sharon stated that all landfills that are subject to groundwater need to be tested. Sharon stated she will follow up with Fred Garofalo (Transfer Station Manager) Sharon also asked if the fire department uses foam and the board stated they do not believe they do but Sharon will check with Greg Hartwell (Fire Chief) when he returns.

Scott Champagne also stated that when the board went down to look at the lagoons for water/wastewater and noticed a problem. There is lots of foliage and trees coming up around the lagoons and there should be NO GROWTH. Scott Champagne stated that Zac was supposed to be taking care of this issue and it hasn't been completed. Scott stated it needs to get done and the board wants to see it completed in the monthly managers' report. Scott Champagne asked Sharon Penney to but attention on this matter.

7:28 PM Brian Higgins made a motion to go into nonpublic under RSA 91-A I and II for personnel and Arthur Boutin Seconded the motion.

8:28 PM the board came out of nonpublic. Scott Champagne made a motion to hire Krystle Dow as the Administrative Assistant @ \$17 an hour and 30 hrs. per week. Arthur Boutin and Brian Higgins seconded the motion. All were in favor of the motion.

8:29 PM Brian Higgins made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.

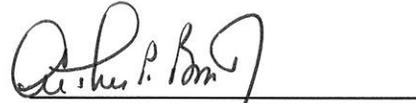
NEXT BOS MEETING: October 30th @ 6:30 pm at the Rail Road Station

Board of Selectmen:



Chairman

Scott Champagne



Selectmen

Arthur Boutin



Selectmen

Brian Higgins