



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

**Board of Selectmen's Meeting  
Monday October 30, 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): Jan Marshall-ZBA; Rosalind Page-Planning Board

**Approval of minutes from October 24<sup>th</sup> BOS meeting:** Arthur Boutin made a motion to accept the October 24<sup>th</sup> BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Arthur Boutin made a motion to accept the October 24<sup>th</sup> BOS nonpublic meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

**Public Auction Update:** The town held a public auction on October 26<sup>th</sup> at 10 am. The auction was held at the Rail Road Station. The town had six parcels for sale and four out of the six sold. Each parcel had a minimum bid amount which three out of the four sold for. Only one parcel sold for six hundred more dollars than the minimum. Scott Champagne (Chairman) did ask the two residents who purchased the two parcels with houses on them what their plan was and they both stated to get containers and start cleaning up.

Highway- Dollar General Account: Scott Champagne asked Kevin Clement (Road Agent) why they wanted a charge account at the dollar general and he stated it was going to be used for paper products and or cleaning supplies that they may need. He stated it's cheaper to buy the supplies needed there than ordering them elsewhere.

Utility Partners Update: Sharon Penney (Town Administrator) sent an email to Zac letting him know the board wanted the vegetation around the lagoons clean. Sharon will be meeting with Utility Partners on October 31, 2017. She also stated that Randy Suazzo from DES stated that WELL #1 can be put back online. Sharon also stated that due to the recent storm we had and rising water she would check with Rob in reference to sampling of the Well.

Health Trust Update: Sharon Penney (Town Administrator) stated she contacted Health Trust and each employee will have a hard copy paper package mailed to them that will include the rates and benefits for the upcoming year. The board told Sharon she needs to let all department heads know that employees will receive these packages by mail. The board also asked Sharon to let each department heads know that a rep from Health Trust will be coming and it will be mandatory that everyone attend the presentation.

Planning Board: Rosalind Page (Chair of Planning Board) came before the board in reference to the planning board budget. Rosalind also stated that she and Sharon Penney (Town Administrator) attended a flood plain seminar in Lincoln together and that the town should really appoint a Flood Plain Administrator. She offered her services to the town. Scott Champagne made a motion to appoint Rosalind as the towns Flood Plain Administrator and Arthur Boutin seconded the motion. All were in favor of the motion. Rosalind was looking for advice on what to include in the budget and the board gave her advice. She stated she could have a preliminary budget to the board by November 3, 2017.

ZBA: Jan Marshall (Chair of the Zoning Board of Adjustments) came before the board with a preliminary budget. She also provided the board with a draft application for the ZBA. Scott Champagne (Chairman) stated he was hoping to have an updated application from the ZBA. Mr. Champagne told Jan Marshall that they would review her budget and then hold a meeting to go over it.

Town Clerk/Tax Collector: Jennifer Trelfa (Town Clerk/Tax Collector) presented the board with a warrant to sign so she can send out tax bills and have them due for December 1, 2017. All board members signed the warrant. Jenny has had a question from a customer in regards to having water bills go out 3 times a year. The customer wanted to know that because they are charged a fixed rate, if they were going to get another fixed rate. The answer to the question is no, they will take the two fixed rates and divide them by 3 to get the third rate. Jenny also had a few residents that had some complaints in reference to their water bills in which she will address with highway first and then proceed from there.

Scott Champagne (Chairman) made a motion to abate Michelle Fishers first quarter tax bill of \$337.18 and Arthur Boutin seconded the motion. All were in favor of the motion.

Jenny asked the board if they would like her to get rid of last year's tax rate or if they would like her to do a side by side of last year's rates and this year's rates. The board stated they would like Jenny to put the rates side by side on the town's website.

RFP for Water/Wastewater: The board has written an RFP for Water/Wastewater. There are a few corrections that need to be made to the RFP and once those corrections are made the RFP can be put out. Sharron Penney will be writing up an ad to place in the local papers. The deadline for this RFP is going to be December 8, 2017.

QuitClaim Deed: There is a QuitClaim Deed for property being sold on Pearl Lake Road to Brian MacWhinnie. All board members signed the deed. Krystle Dow (Administrative Assistant) will be in touch with Mr. MacWhinnie to let him know that the deed has been signed the amount of his invoice.

Town Administrator Updates: Sharon Penney stated that a Primex Rep (Michael Kretsch) will be here on Tuesday October 31, 2017.

Sharon stated she will be attending a meeting at the Wire Mill on Wednesday November 1, 2017 at 11 am in reference to the sewer ordinance.

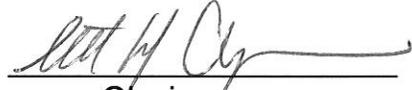
Sharon received an email from Dolly McPhaul in reference to HB 324. She shared the email with the board in which the board is against voting YES in reference to House Bill 324. The board doesn't want it to pass. Jennifer Trelfa told the board she would be in touch with our state rep Skylar Boutin and she would send out an email letting them know the outcome of their conversation.

Scott Champagne was asked to come up with some figures if the Town of Lisbon was to provide ambulance services to the Town of Landaff. Scott Champagne wrote a letter to the Landaff Board of Selectmen with all the figures and has asked Sharon Penney (Town Administrator) to send the letter via email to the Town of Landaff.

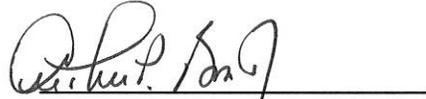
**8:33 PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor.**

**NEXT BOS MEETING: November 7th @ 6:30 pm at the Rail Road Station**

Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins