



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

**Board of Selectmen's Meeting**

**Monday October 9, 2017**

**6:30 pm**

**Central Street Railroad Station**

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

(Guests): Peter Loescher; Bryce Yawger; Roger Robar, Rail Road Station Committee; Jeff Dodge, David Combs; Audrey Champagne, Kristyna Sullivan; Greg Hartwell, Fire Department Building Committee

**Approval of minutes from October 2<sup>nd</sup> BOS meeting:** Arthur Boutin made a motion to accept the October 2nd BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

**RR Station Committee:** Peter Loescher, Chair of the Rail Road Committee spoke about the potential expansion of the Rail Road Station which will contain a possible rebuild of the Freight House that used to be on the property. They are able to expand about 71 feet from the back of the train station which brings the close to the utility pole that is there. Next year in 2018 they will be celebrating their 10<sup>th</sup> Anniversary. Peter stated that the Historical Society is looking to relocate and that the rebuild of the Freight House would be space enough for the historical society. Peter stated that

the board would be seeking grants for this project and are hoping for the towns support. Solicitation needs to be done for this project. Scott Champagne asked if the entrance for the Freight House was going to be the same as the RR Station and Peter said no he believed there would be a separate entrance but that would depend on the architect. Peter stated that they are not looking for the town to expend any money as they are looking to seek grants for this to happen however they wanted the tax payers to be made aware that it will not cost them. Peter suggested putting out a survey on the town's website.

Hand Held Chlorine Meter Reader: The Water/Wastewater department needs to purchase a new pocket chlorine meter reader as the current meter reader has become non-operational. There were three companies that Zach had researched and all were in the same price range of \$445. Greg Colby the towns Financial Director was asked if there was enough monies to purchase a meter reader and he stated there was. The board all agreed for Water/Wastewater to purchase a new chlorine meter reader and signed off on it.

Fire Department Building Committee: Jeff Dodge Chairman of the committee stated that they have been researching a new fire station for at least 15 years. Jeff stated that the reason the committee is present is because they want to make sure the select board is willing to stand behind on this in support of a warrant article for a new station. If the board isn't willing then they feel that all effort can be stopped. The price that they are looking at for a new fire station is between \$950,000.00 and \$1.1 million. The committee has already met with one building firm and will meet with another very soon. They are hoping to have a design provided to them before Thanksgiving. They are looking at the new station being on the lot away from the existing building. The goal is to be less than the \$1.1 million. They plan on applying for grants for this project. Putting some sort of numbers out there for example on \$150,000 it would be .91 per thousand and then you pay down as the years go on. The fire Chief Greg Hartwell has given the committee some guidelines as to what he would like to see. Matt Champagne put out a six question survey and they had received about 60 responses. Audrey Champagne stated that the results were 80/20. Scott Champagne recused himself from the vote. Arthur Boutin and Brian Higgins both agreed for the Fire Department Building Committee to move forward with the process.

Scott Champagne, Arthur Boutin and Brian Higgins thanked the fire department and all other crews for their effort on fighting the fire on Main Street. The board stated that it was nice to see everyone work together.

Greg Hartwell –Chief of Lisbon Fire Department stated they did not receive the grant they had anticipated for their air pack and bottles. Greg stated that there are at least 15 bottles that are out of date. He stated he can have the packs flow tested and the good thing is the testing is done here at the station. Greg asked if it was ok for them to use what they have in grant monies for some new bottles. He stated the new bottles are around \$1,000 apiece. He also stated that the grant went to Littleton and it seems as though most of the grant monies go to full time departments. The board agreed that it was ok for Greg to purchase some new bottles. Greg also stated that they had a motor burn up in an engine during the fire.

#### Administrative Assistant-BMSI Information/Spectrum Account:

Krystle Dow (Administrative Assistant) contacted BMSI. The price of \$3,706.00 is just for all the licenses that BMSI provides the town. Because BMSI processes payroll it is \$2 per check so depending on the weeks that we have payroll that include the Fire Department and Life Squad we are paying weekly invoices for those checks. The invoices range from \$170-\$255 weekly. BMSI currently processes the entire end of year reports and W2's. If the decision is made to have payroll processed in house then there will be a one-time fee of \$1,500 for the direct deposit module.

As accounts payable was being processed it was noticed that there are two spectrum accounts with different address and account numbers but may appear to be the same account. Krystle Dow had contacted Spectrum and asked why there is a \$20 price difference between accounts. She also asked what the 420 Bath Road account is associated with. While in trying to get answers on why there is a 40 Bath Rd and a 420 Bath Road account she was told to contact the town's representative which is Ted Millington. She asked the representative in whom she was speaking with why there is a price difference between the two accounts, he then replied that one is set up as a government account and the other is set up as a business account. When research this information the representative stated that the service on both accounts was the exact same. Krystle was told in order to make both accounts government accounts again she needed to contact Ted Millington.

Sharon Penney (Town Administrator) Follow up on Buffington Fund: Sharon Spoke with Terry Knowles of the Attorney General's Office. After speaking with Terry, Sharon then spoke with Town Council (Walter Mitchell). Walter would like the Trustees of the Trust fund to specify the exact perimeters of what they want to change/add and then the select board needs to sign off on it. Once that takes place Walter can then precede to the court with the changes.

Town Administrator Updates:

Sharon stated that Sandra Butson is the Towns Representative for North Country Council however she was unsure if she was on the Transportation Advisory Committee. Sharon stated that the town should have a representative on this committee so the town doesn't miss out on funding opportunities.

NCC is hosting there annual dinner at the Mountain View in Whitefield on October 19, 2017 and the cost is \$50.00. Sharon stated she is willing to pay the costs and the board stated it was a great idea.

Updates: During the fire last week Zac contacted Charlie and indicated that he could not pump with well #1. Kevin Clement (Road Agent) thought any issues had been resolved as long as certain procedures and implementations were followed. Zac indicated to Charlie the State had not given the town the o.k. to pump with it. The board stated they would look into this matter and get back to highway with an answer.

The select board would like to hold a budget workshop next Wednesday October 18, 2017. They will have it at the town hall and will have department heads come in individually at different times throughout the day to go over their budgets.

**8:22 PM Arthur Boutin made a motion to Adjourn. Brian Higgins seconded the motion. All were in favor of the motion.**

**NEXT BOS MEETING: October 16th @ 6:30 pm at the Rail Road Station**

Board of Selectmen:



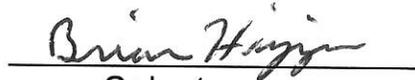
Chairman

Scott Champagne



Selectmen

Arthur Boutin



Selectmen

Brian Higgins