



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

**Board of Selectmen's Meeting
Monday September 11, 2017
6:30 pm
Central Street Railroad Station**

Approval of minutes from September 5th BOS meeting: Arthur Boutin made a motion to accept the September 5, 2017 BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

2016 Audit Began: The 2016 town financial audit has begun and is going well.

Letter from Building Inspector (Chris Hodge): Chris Hodge sent a letter to Ktaadn Investment Corp / 6 Main Street Lisbon in reference to the heating system not functioning properly. Complaints noted that the heating system back fires and when it does it sounds like a gun shot. The owner has been given 15 days to correct the issue.

Update on Hydrant Flushing: Flushing of the hydrants began last week and will continue through this week. Kevin Clement- Road Agent stated the flushing should be completed by the week's end.

Update on Utility Partners: Sharon Penney – Town Administrator stated she still hasn't heard back from Utility Partners in reference to a proposed Scope of Work. It was also discussed that no correspondence has been received in reference to the pump for the treatment plant that was approved

on 8/21/2017. The board has asked Sharon Penney to contact Utility Partners in reference to getting a scope of work and update on the pump.

Pitney Bowes Postage Machine Update: The DM 125 model that was recommended the town upgrade to has been discontinued. Jenny Trelfa has spoken to Pitney Bowes and the town has a lease with Pitney Bowes on the current postage machine until 2019. In order to digitally upgrade the current machine, we have ordered a \$100 part that is currently being shipped. If we were to break the lease and upgrade the machine to a new digital one it would cost \$240 per fiscal quarter. We currently pay \$81 a quarter so spending the \$100 to get our current machine to go digital was cost effective.

Town Clerk/Tax Collector: Jenny took a call from Mary Anne Chartier about bushes on the corner of Grafton Street and Lincoln Avenue. Ms. Chartier stated that the bushes are blocking the view of traffic and should be trimmed. The board has asked Sharon to contact Kevin Clement-Road Agent about this issue.

Diane Lafond spoke to Jenny about the pavement outside of her shop at the Parker Building and how it has sunk and deteriorated where people walk and park. She stated people have tripped and children have fallen off their bikes in this area. Kevin should be made aware of the issue. The board has asked Sharon to contact Kevin Clement-Road Agent about this issue.

The Ardolino property had a final water reading done in anticipation of the sale of the property.

Documents were received from Cincinnati Insurance regarding cemetery insurance coverage for comparison with what Primex will cover. Select Board Chairman Champagne had contacted Primex in reference to insurance for the cemetery and the only part of the insurance that Primex **will not** cover is damage to headstones. Scott Champagne stated he needed to get back in touch with Primex so we don't have an overlap of coverage.

Jenny went to the annual state municipal clerk training and she has information on using the clerk version of the tax kiosk. This new version of

vehicle registration is done through Avitar and the public can go in on line and register vehicles themselves. The board has asked Jenny to look into this further.

Jenny stated that the State of New Hampshire Division of Motor Vehicles will be closing their offices for a two-day software upgrade in October. She asked the board what their opinion was on closing her office while the state system is down as she won't be able to help customers with registration at that time.

The board has agreed with closing her office while the upgrade takes place. Her office will close from Friday October 6, 2017 and will reopen on Tuesday October 10, 2017. Jenny will make sure the closure is noticed in the paper and on the town's website.

Jenny received paperwork from the Board of Land and Tax Appeals related to a resident's request on a property tax interest deferral. The paperwork was forwarded to the town's attorney Walter Mitchell and to the resident's attorney in this matter.

7:06 PM Public Hearing to consider and accept an additional appropriation of Highway Block Grant Funds made by the NH State Legislature (Senate Bill 38) in the amount of \$67,230.37:

Chairman Champagne opened the public hearing at 7:06 PM.

One member of the public attended-Dori Hamilton. The board stated they would like to use some of the monies to repair two of the bridges in town that are red listed as the town currently has no monies set aside for this.

Repairing these bridges will remove them from the State's Red List of structurally deficient or functionally obsolete bridges. Dori Hamilton asked where the two bridges were that they were referencing and was told the River Road and Plains Road bridges. Arthur Boutin made a motion to accept the unanticipated state Highway Block Grant Funds in the amount of \$67,230.37 and Brian Higgins seconded the motion. All were in favor of the motion. The public hearing was closed at 7:10 PM.

Update from Attorney Frye in reference to Mr. Demers Request:
Attorney Nicholas Frye (representing Thomas Demers) sent a letter to Sharon Penney Town Administrator and The Board of Selectmen stating he

would like to attend the October 2, 2017 BOS meeting. He stated the Mr. Demers will attend by telephone however Attorney Frye will bring a laptop which has Skype capabilities. Sharon called Attorney Frye and spoke directly with him and the hearing is set for October 2, 2017 at 7 pm.

Welch's Water & Wastewater –Service Agreement/Scope of

Work: Josh Welch of Welch's Water/Wastewater attended the 9/5/2017 select board meeting regarding the upcoming end of the current water/wastewater contract with Utility Partners in December 2017. The board had asked both he and Utility Partners to provide them with a scope of required work upon which the Request for Proposal could be created and advertised. All board members briefly reviewed the scope of work submitted by Welch's Water/Wastewater. Chairman Champagne asked Sharon contact Welch's and let them know he is looking for additional information regarding some basic figures.

He has also asked Sharon to get figures from other towns of similar size to Lisbon that have roughly the same amount of water and sewer users. The Board is looking for comparison cost figures for operating similar water/wastewater plants.

Town Administrator Updates:

Sharon stated there was a letter from Littleton Water and Light to the board referencing the proposed industrial park in Lisbon and the possibility of LWL extending their service to this location. This letter is a step in the right direction in moving forward with the industrial park creation. There will be a meeting coming up in the near future in reference to this matter in which Sharon has told the economic development committee she would plan to attend.

Sharon stated there are several webinars throughout the month of October on setting Tax Rates if anyone was interested in seeing how the process worked.

Sharon had sent an email to Carol Miller, Director of Broadband Technology for the State of New Hampshire in reference to better cell service coverage for Lisbon. She stated that Coos County is trying to provide better cell service to areas through a third-party initiative because Verizon has no interest in building new infrastructure at this point. Scott Champagne has asked Sharon Penney to contact Wireless Partners and see how some of the other towns secure connectivity.

Sharon will be attending a free Flood Plain Administration seminar sponsored by the state Office of Energy and Planning next week along with Rosalind Page

7:55pm Arthur Boutin made a motion to go into nonpublic session under RSA 91-A, I and II about the Buffington Fund and Brian Higgins seconds the motion. All were in favor of the motion.

8:18 pm The Board came out of nonpublic – The request made to Buffington Fund was not covered under the fund’s criteria and Chairman Scott Champagne to send letter to recipient.

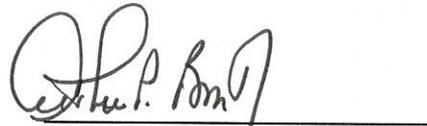
Brian Higgins made a motion to adjourn at 8:18pm and Arthur Boutin seconded the motion. All were in favor of the motion.

NEXT BOS MEETING: TUESDAY September 19th @ 6:30 pm at the Railroad Station.

Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins