



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

**Board of Selectmen's Meeting  
Monday September 17, 2018  
6:30 pm  
Rail Road Station**

**PRESENT:** Scott Champagne, Selectman-Chair; Brian Higgins, Selectman; Arthur Boutin, Selectman; Krystle Dow, Administrative Assistant; Jennifer Trelfa, Town Clerk/Tax Collector

**PUBLIC:** Olivia Dow

**Approval of minutes from September 10th BOS meeting:**

Brian Higgins made a motion to approve the September 10th BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

**Approval of Non-Public minutes from September 4th BOS meeting:**

Arthur Boutin made a motion to approve the September 4<sup>th</sup> BOS non-public meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

**Donation from Randy Locke-** Randy Locke would like to donate \$6,000.00 worth of shim material to the River Road. Kevin Clement (Road Agent) stated that the Highway Department will be ditching the section that is planned to be shimmed. Arthur Boutin made a motion to accept the \$6,000 donation of shim material and Scott Champagne seconded the motion. All were in favor of the motion.

Compactor Quotes: Two quotes were obtained in reference to a new compactor for the Transfer Station. The first quote was from Recycling Mechanical of New England in the amount of \$20,482.00 and the second quote is from Atlantic Recycling Equipment, LLC in the amount of \$20,174. The quote from Atlantic Recycling Equipment, LLC includes pricing to make the compactor meet OSHA requirements and it is also where the town purchased the current compactor. Scott Champagne (Chair) made a motion to accept the quote from Atlantic Recycling Equipment, LLC in the amount of \$20,174.00 and Arthur Boutin seconded the motion. All were in favor of the motion.

Intent to Cut-Signatures needed: There was an Intent to cut for Map R46 Lot 001 on Northey Hill Road however the form was missing some information. The board asked that the intent be sent back to the logger and once the information is filled in the logger can mail back to the town and the board will review again.

Highway Updates-Road Agent: Kevin Clement (Road Agent) sent Krystle Dow (Administrative Assistant) an email asking her to please inform the board that he has spoken to Tom White in reference to paperwork for the church wall. Kevin stated that there is no paperwork but verbal opinion that when the State of NH DOT widened 302, the wall was constructed.

Kevin Clement (Road Agent) also brought up that the town has permission from the church to remove the wall. He stated they will construct the new sidewalk in approximately the same space and slope the lawn area to the sidewalk for ease in lawn care.

Kevin Clement (Road Agent) stated that the sewage issue at 166 South Main Street is corrected. Kevin stated that an elbow was replaced.

Auditor Pricing Discussion- There was a discussion in reference to the auditor pricing. Krystle Dow (Administrative Assistant) had received a bill from the town's auditors and asked if we could not pay the bill until the town received the audit report. Scott Champagne (Chair) wrote to Tamar Roberts of Roberts & Greene and asked when we would get the audit and explained we would pay them until the audit was received. Tamar Roberts wrote back to Scott Champagne (Chair) explaining that it would be fine to not pay until the town received the audit report however it would be

breaking the contract. Krystle Dow (Administrative Assistant) asked for a copy of the contract in which Tamar sent her. The contract was signed back in 2015. The board had discussed that a new contract be done up and maybe they can set a deadline as to when the town receives the audit. Scott Champagne (Chair) stated he would contact Tamar and see what her thoughts on the situation are. The board decided if Roberts & Greene are not willing to have something in writing in reference to a deadline of when the town receives the audit they will put it out to bid.

Historical Society Follow Up: Selectman (Arthur Boutin) went and looked at the layout of what the historical society wanted to build and didn't think there was enough room. Arthur filled Scott Champagne (Chair) in on what the plans were and what they wanted to do. Both the selectman would look at it together and get back to Dot Wiggins who provided the information to the board.

RFP Review: The board has decided to bid out the Water/Wastewater contract for the town. The board reviewed the current RFP and a few minor changes were needed. Once the changes are made Krystle Dow (Administrative Assistant) will send to all board members for review and once they approve the RFP will go out to bid.

Town Clerk/Tax Collector: Jennifer Trelfa (Town Clerk/Tax Collector) drafted a letter to Mr. Brooks of 490 Butson Road (Map R22 Lot 15). The town has taken the property due to tax lien. In the letter it gives Mr. Brooks 90 days to come up with all the money that is owed or the town can then sell the property. It was also discussed that at least two of the board members go to the property and take photos and then lock the place up. The map and lot were missing off the letter that Jennifer Trelfa drafted so Scott Champagne (Chairman) asked if the map and lot numbers can be put on the letter and Jennifer stated she would add the map and lot numbers and re-print for the board to sign.

**7:43PM Scott Champagne made a motion to go into non-public to discuss personal matters and Arthur Boutin seconded the motion.**

**7:57 PM The board came out of non-public**

7:58 PM Arthur Boutin made a motion to adjourn and Brian Higgins seconded the motion. All were in favor of the motion.

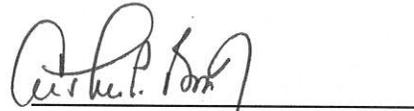
**NEXT BOS MEETING: September 24, 2018 @6:30 PM at the Rail Road Station.**

*Respectfully submitted by Krystle Dow*

Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved on: 9/24/2018