



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

**Board of Selectmen's Meeting
Monday September 25, 2017
6:30 pm
Central Street Railroad Station**

Present: Scott Champagne, Selectman; Arthur Boutin, Selectman; Brian Higgins, Selectman; Sharon Penney, Town Administrator; Jennifer Trelfa, Town Clerk; Krystle Dow, Administrative Assistant. **Public:** Roy Norton

Approval of minutes from September 19th BOS meeting:

Arthur Boutin made a motion to accept the September 19th BOS meeting minutes as written and Brian Higgins seconded the motion. All were in favor of the motion.

Update on 2016 Audit: The auditors reviewing 2016 financials left last Friday. They were reviewing the books at the town offices for five days. Chairman Scott Champagne stated the auditors were very patient with everyone as staff had to search out much information which was unknown or misplaced from the previous administration. He also thanked everyone for their assistance during this time. It appears we were able to find about roughly 90 percent of the documentation the auditors needed. This audit process was new for everyone except Jenny. We have learned what areas need to be improved upon and we have also learned how to prepare (somewhat) for the next years audit.

Update on Wireless Partners LLC (Sharon Penney): Sharon stated that she had some previous correspondence with Carol Miller from DRED on wireless initiatives for underserved towns. Carol Miller referred her to

Wireless Partners LLC out of Maine who works with the State of NH in these initiatives. She then emailed the CEO twice and has not heard anything back. Sharon stated she will put a phone call into another person at the firm.

Update on 120 School Street: Mr. Norton was present at the meeting and stated that he is aware he has a demo permit ready but doesn't have the funds to pay for it as he is currently unemployed at this time. Scott Champagne made a motion to lower the demo permit fee to \$25.00. Arthur Boutin seconded the motion. All were in favor of the motion. Scott Champagne also stated he was willing to help Mr. Norton out on the fines that he has accrued for not addressing the issues when the board asked.

Fair Point Communications: The Town of Lisbon was served summons papers in reference to an ongoing lawsuit with Fair Point Communications regarding the taxation of utility poles. Jenny Trelfa (Town Clerk/Tax Collector) scanned the documents and sent them to the firm representing this case.

Letter from NH DES: NH Department of Environmental Services sent a letter to the occupants of 1930 Route 302 Lisbon NH stating they have until October 10, 2017 to correct the wetlands and riverbank issues they created on their property which are in violation of state law.

ATV Club Request: The Ammonoosuc Valley ATV Club would like permission to put another picnic table in town. They would like to locate it by the railroad station on the end facing the shoe shop. The board agreed that it would be fine to let them donate another picnic table to the town.

Charles Weed Deed: The deed for the Charles Weed property has been submitted to all parties and approved. We are just waiting to hear back from Mr. Weed's attorney and we will be able to proceed with the sale.

Letter from The Board of Land and Tax Appeal: A letter was sent to the select board in reference to Mrs. Blodgett. In the letter it states that she is withdrawing the interest deferral request on her back taxes. However the abatement is still ongoing. The town's attorney Walter Mitchell stated he

would continue to work on the matter and keep everyone up to date on the matter.

Town Administrator Updates:

Sharon Penney (Town Administrator) apologized for not submitting an invoice earlier to A/P in reference to the Budget and Finance Workshop on 9/26/2017 that she and two selectmen (Scott Champagne/Arthur Bountin) will attend. There is a new non-invoicing policy recently implemented by NHMA. Sharon and the board will individually pay the \$90 per person cost for the workshop at the door and be reimbursed by the selectman's training line item, as previously agreed upon.

Sharon has reached out to the NHDOT Lancaster district office a few times in reference to a two-hour Main Street parking ban and has recently received some basic information from them. She was advised to contact the Bureau of Traffic at NHDOT in Concord to further research parking restriction enforcement issues. Sharon stated she will reach out to NHDOT again and hopefully have some answers.

Sharon received a message from Roger Robar stating that some portions of the gravel in the railroad station parking lot have washed out. He states in his email that since the State has recently repaved Landaff Road, (which has raised the road surface height) it makes the parking lot more prone to washout. Mr. Robar feels as though the State needs to fill the washed-out gravel with new gravel and compact it to match the level of the newly paved road. Scott Champagne noted that leveling of the new pavement with existing driveways has already occurred in some areas of town and that NHDOT District 1 is on the problem and should get to the railroad station driveway in the near future.

Sharon has touched base with the town's attorney Walter Mitchell in reference to criteria changes in the Buffington Fund application. Mr. Mitchell told Sharon that he will be gathering all his old information and files on this matter in order to again move forward. Scott Champagne stated that Sharon can tell Walter he should contact Terry Knowles of the AG's office on this matter.

Josh Welch of Welch's Water & Wastewater sent Sharon an email informing her that after the free 10 emergency calls they had stated in their scope of work had been used, they charge \$75 an hour thereafter. The board asked Sharon if Utility Partners provided her with any figures other than what was included in their proposed scope of work and she said no.

Sharon received a summary statement of Mr. Demers' position regarding his request for a road ban exemption. This came from Mr. Demers' attorney Nikolas Frye. Sharon provided each board member a copy of the summary for review. The public hearing regarding this matter is set for October 2, 2017.

Update:

Jenny Trelfa (Town Clerk/ Tax Collector) spoke to her colleague Ben in Canterbury in reference to going digital for vehicle and dog licensing registrations. Jenny asked him what he thought of using One Check and he said he absolutely loves it. If Jenny decides to go with One Check it will take 4-5 weeks for the town to be approved thorough the state. Jenny asked the board for their thoughts on this and they told Jenny it was up to her. The board asked Jenny what she thought of it. Jenny stated she would have gone to One Check a year ago. The board agreed that she should move forward with the process of converting to the One Check system.

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

NEXT BOS MEETING: October 2nd @ 6:30 pm at the Rail Road Station. The Public Hearing as requested by Thomas Demers on road ban issues will be held this day as well.

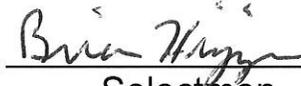
Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins