



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

**Board of Selectmen's Meeting
Tuesday September 5, 2017
6:30 pm
Central Street Railroad Station**

Approval of minutes from August 28th BOS meeting: Arthur Boutin made a motion to approve the August 28th BOS meeting minutes and Brian Higgins seconded the motion. All were in favor of the motion.

Update of Purchase on Water Meter Reader: In a previous meeting the board had made a motion to lease the new water meter reader for three years. In further discussion with Greg Colby, the town's financial director, he indicated the town has sufficient funds available to purchase the device outright at \$6100. The outright purchase of the meter reader saves approximately \$1000 over the previously proposed leasing arrangement. Arthur Boutin made a motion to purchase the hand- held meter reader and Brian Higgins seconded the motion. All were in favor of the motion.

Update ref: Dot Blodgett Request from August 28th 2017: Jennifer Trelfa, tax collector has been in touch with the town's attorney Walter Mitchell. The prior board had approved an (elderly) deferral of interest on Ms. Blodgett's taxes. She is presently charged 6 percent interest and this is the second year that she has had the deferral applied to her outstanding balance. Mr. Mitchell has spoken to Mrs. Blodgett's attorney. However, Mrs. Blodgett is wanting the money she pays on the deferral to apply to the principal tax balance she owes not the interest.

Update on Pitney Bowes Postage Machine: Jenny will call Pitney Bowes directly and speak to them in reference to the postage machine.

MS-535 2016-(Note that it reads "2017" on form per DRA): Greg Colby the town's financial director came up over the weekend and left the MS-535 form on the town's yearend financial statement for the board to sign. All board members looked over the form and signed it.

Letter from Holden Engineering: This was an advertisement letter that was sent to each board member. The board asked Sharon Penney town administrator to contact Holden Engineering and see what services they offer.

Preliminary Proposed Life Squad Budget: The Life Squad turned in their proposed budget in which the board reviewed. There will be some further discussion on a few items that are on the proposed budget.

Preliminary Proposed Transfer Station Budget: The Transfer Station turned in their proposed budget in which the board reviewed. There will be further discussion on a few items that are in the proposed budget.

Preliminary Proposed Police Department Budget: The Police Department turned in their proposed budget in which the board reviewed. There will be further discussion on a few items that are in the proposed budget.

Cleaning Bids for Town Offices: Two cleaning bids were submitted in which the board reviewed. After some discussion the board has decided to hold off on any new bids, retain the current service and wait until the end of the year before revisiting the issue.

Email from Kevin Clement Road Agent in reference to puddle issue: Kevin Clement wanted to know if the board has received any correspondence from NHDOT in reference to the puddles forming along Main Street sidewalks since the repaving of Route 302. Kevin is asking that the board send a follow up letter to the NHDOT District One office in Lancaster, NH as the bodies of water will soon be freezing on the sidewalks, creating a liability issue. Scott Champagne stated he would be sending a follow up letter in regard to this matter.

Update from Sharon Penney (Town Administrator) in reference to Road Ban letter regarding Mr. Demers: Sharon has sent a letter to the firm representing Mr. Demers in regard to dates that work for a possible BOS rehearing on this issue. Sharon asked that they pick a date and time that would best suit them and that they provide the proper equipment needed for this hearing if conducted via Skype or telephonically. She has not yet heard back from Mr. Demers attorney.

Town Administrator updates: Sharon has had correspondence with SNS and they were looking for a date of September 8, 2017 to migrate BMSI data from the old server to the new server onsite at town hall. This date would not work for the Town so an alternative date of September 14 was offered and has been scheduled for by SNS.

Sharon Penney (Town Administrator), Paul Hatch-FEMA, and Kevin Clement (Road Agent) met this morning in reference to monies available to the town from the July 1, 2017 storm and the damage it caused. Sharon stated we are moving forward with the process of getting the monies and have submitted our initial Request for Public Assistance form to FEMA.

There is a DOT meeting September 12, 2017* in Littleton on the NHDOT Ten Year Plan for upcoming transportation projects. She feels she should be present for this meeting and should oversee that future Lisbon transportation projects are included in the program. (*Note-upon review the NHDOT meeting date is October 5th in Littleton not September 12th).

Sharon Penney (Town Administrator), Scott Champagne (Chair BOS) and Arthur Boutin (Selectman) will be attending a budget training session in Bartlett NH on 9/26 sponsored by the NH Municipal Association.

Public:

Josh Welch from Welch's Water & Waste Water came before the board tonight. The board told him that in order to bid for system operation, every vendor needs to submit an overview work proposal for what they believe the Town of Lisbon needs as far as operating the water and waste water utilities of the town. The board is looking for this Scope of Work to include

an estimate of man hours required and for twice-yearly flushing of the hydrants to be included in the proposal. Josh stated that his company would be flushing the hydrants twice a year and that tank inspections should be done every five years. The board is hoping to get a bid/scope of work out for consideration within the next few weeks.

Arthur Boutin made a motion to adjourn at 8:20pm and Brian Higgins seconded the motion. All were in favor of the motion.

NEXT BOS MEETING: September 11th @ 6:30 pm at the Rail Road Station

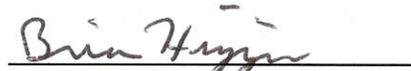
Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins