

TOWN OF LISBON, NEW HAMPSHIRE  
SELECTMEN'S MEETING MINUTES

April 6, 2015

SELECTMEN PRESENT: Stephen Knox (SK), Donald Butson (DB). Thomas Demers (TD)

SELECTMEN'S OFFICE: Suze Tavernier (ST)

SK opened meeting at 3:00

PAYCHEX: Anthony Roberts and Barry Liveston from BMSI

SK Here to get more information on payroll service and Barry here to answer questions regarding any tech issue between the two systems.

AR- Explained how his software is integrated with other accounting software, and asked BL what data BMSI would need and in what format

BL explained the data needed to be imported into the fund accounting system from payroll. He spoke about the NH Retirement Systems reports that are currently generated from BMSI software.

AR explained that Paychex has 3 different engines and would look to see which best fits, as long as town can import data. Then would need some interface with BMSI and walk through some of the formatting.

BL Explained the NH Retirement system reports, very complex and combines a great deal of data, there is a lot there

There was a discussion regarding the health care law and if the town falls under the 50 minimum for reporting and if service would provide reports for filing if required

DB asked what the cost for set up would be

AM stated they could wave most, so would be around \$50.00

DB my concern may have more questions, not expensive to set up. Don't want to spend money and in a month, it's not going to fly.

AR I want you on service, bigger concern getting data out. The other concern is the turnaround time. We have a two day turn around.

There was a discussion in regards to changing payday, and that would require only a letter to employees stating the new pay date

There was a discussion regarding having checks signed and sealed for delivery. The Board will check some of the other Town's to see how they handle.

BL will send ST a data file to pass on to AM for review on what data is required for fund system

AM explained after they receive file they will see what they will need to do to set up, may affect cost slightly

SK asked about the time, turnaround time from Monday

AR stated whatever the UPS delivery time is, usually midafternoon is cut off



SK So turn around 2 days

TD suggested time cards be in by Friday afternoon, they could be entered at end of day Friday

SK revisit on Monday, action items

DB call the other Towns and find out how they are doing, and treasurer, retirement questions.

**PUBLIC:** Donald Clough One question, how come you want 33 feet, when you only have 18 feet above?

DB I think it personally it was a mistake to take only 18 feet, above. If there is problems with drainage

DC I measured road and it's under 33 feet, you want 33 feet off me, but only 18 feet of DL, I am willing to give a little, I'll do 25 feet, want to settle this and get it done. If it's 33 feet, town could come in and widen

SK No plans to widen

DC But you could if you wanted to

TD what if the town puts something in writing, promise won't widen. Would that be something we could do

DB No plans to widen road to 33 feet, but if there is a need to expand for drainage, ditching

DC I own up to road, there has been no big issues, a little run off on Donny's, look I am willing to give up 25 feet

SK Did you find all pins

DC Measured it's 25 feet right now

DB Most ROW's are 33 feet

DC I went through this when they put water line in

SK Kevin C didn't see any immediate need to widen road

DC need to protect my property, don't see 33 feet. My son will have house when I'm gone and need to protect him in the future

TD when I built my shop I had to get variance as I built within ROW, had to sign off stating would have to clean, maintain ROW. My future owner has to maintain as well, would that be compromise, he has to sign off required to maintain

DB I don't know if that's legal

TD I had to sign off

SK That was a variance, that's a different scenario. I would not feel comfortable with compromise of 25 feet without seeing it flagged off.

DC That's fair, not a problem I can flag it. Don't know where the pin near river.

SK You don't know where that pin is? Tom Smith surveyed for Leavitt, I would give him a call.

DC I can call Tom, see if he can tell me anything

SK property line should be clearly defined. I am open to negotiating and will look at the 25 feet, but would need to see if flagged

DC I can do that, you want to meet there next week

DB only concerns about maintaining, plowing.

SK Just trying to finalize this, asking to have flagged

DC Will do that; 33 feet will get into my rose bush.  
SK we can have quorum there, can start meeting there  
TD We should see if we can have KC there as well  
DC will call Tom first, and find that last pin.  
SK Can you mark out 33 feet and 25 feet please  
DC I can do that will get it flagged

**TOWN TREASURER:** Martha Ruffle introduced herself to the Board.  
MR-She will be meeting with GC on Tuesday. She has picked all paperwork dropped off by old Treasurer, she is going to go back and start from January so at end of year we will have a complete correct record for auditor.  
She asked ST if she could get a hold of Carmen about changing "remote access token" and if she could set up training with bank  
ST will contact Carmen

**NON-PUBLIC: (RSA 91:a3III)** SK made motion to enter nonpublic regarding personnel DB 2<sup>nd</sup>  
Roll Call: SK-yes, DB-yes, TD-yes

**DEPARTMENT HEAD:** Transfer Station-Fred Garofalo- small window on side of building was broken, and someone ransacked office, only thing taken was keys and a check. Locksmith has rekeyed everything.  
TD do you have a lock box for keys?  
FG not going to keep keys there, one at school, police, highway and rest here at Town Hall, not going to keep in office  
SK What about employee? Suggest you sign keys out to employee.  
FC I can do that. My other question, do you want to invest in a camera system?  
TD yes, I was thinking the same thing, low end camera system. Would still like to see you have a key box  
FG No need keys will be with me  
SK Feel better if you take charge of own keys  
FG I will look into a camera system  
SK Did you file a Police Report?  
FG- Yes, we called right away, stayed out until they were done.  
SK-I would like to see Police Report  
FG As far as hiring a part time how do you want me to handle  
SK Hiring policy, post in house first, then in paper, web page  
TD One thing I would say be very specific about the job description for ad

**SELECTMEN'S BUSINESS:** Board signed pre-manifest, AP and Payroll Manifest, timber intents, gravel warrant, Town Hall rental and Rail Road Station rental.  
Board asked that KC be contacted regarding the personnel handbook and why not all in from Highway

Board reviewed new building permit draft.

SK would like to see fees attached to application, would like to see whole package on web page.

TD would like to see contact information for Building Inspector on there as well  
Board asked draft be typed up for next meeting

TD would like to see manual for running of the office drawn up

Board reviewed Class VI road liability release for Deeds

SK suggest have Town Attorney review before we sign off on

TD we are paying to have vamped up, make sure we keep copies for future use

DB made motion to accept public minutes SK 2<sup>nd</sup> so voted all

Non public minutes-DB made a change to wording, noted and changed.

SK tabled non public until next week, give chance to review

Board had discussion regarding job description for TA

SK when Don gets back, we will have a work session about TA job description

Board Scheduled work session for Wednesday April 22<sup>nd</sup> at 5:00 pm

Waste water roof/ Fire Department wall repair

SK we have not received any thing back from Tax Payer interested in doing the work.

TD Leaking?

SK Wasn't vented properly, was not finished properly. Put add in paper, no response. A tax payer was interested in lieu of back taxes, but not response. So back to square one.

TD Can I bid on it?

SK yes, but it has to go out to bid

DB Have to be hands off

SK Sealed bids, you recuse yourself, Don and I open up bids

SK Let's work up another ad, set up for next week

DB At this point no rush

SK Yes, but I would like to get it done

SK Follow up item from last meeting, As a member of Planning Board, full voting rights

SK would like to bring up two things. At our 1<sup>st</sup> meeting Don nominated me for Chair, if you would like to talk about it and revisit it, I stated we would revisit when you were here.

TD-Ok with it

SK Planning Board position, if you are interested in taking that on?

TD No, I really don't have the time

SK The third thing, was the meeting time, I suggested 6:00

TD I would like to see change, if I am in Bethlehem or Twin, have to leave very early to get here. 6:00 would be good, if that's ok  
DB Would rather 5:00, if that works, but if does not work  
SK 5:00 is better than 3:00 for me. Let's do 5:00 for now, that's a good compromise. So starting Monday we will meet at 5:00

Department Head Meetings- Wednesday 15<sup>th</sup> at 3:00 post with adjournment to be no later than 4:30

DB Hazardous Mitigation- Mike Carver resigned, we need to have a one. It was recommended it be Selectmen. There was a discussion at meeting about Chief Pinson taking it on. I would like it to go in that direction.

TD What is this?

SK Emergencies- This person coordinates with the State, FEMA, and other agencies. Basically running command center

TD Same process as military

SK I you would like to think about taking it over

TD Would like more information about it

DB Next meeting May 5<sup>th</sup> at 6:00 at Rail Road Station

TD Is there training available?

DB Online courses, if you can attend the meeting you can ask questions and get information you are looking for

Budget Advisory Committee Board needs to replace TD position on the Committee.

TD will contact Budget Advisory Committee the Board will advertise on Web site, Bulletin Board and will contact Main Street to have put on sign in center of Town

TD wanted to have recent newspaper article regarding state funding and school forwarded on to Budget Advisory Committee

TD where are we with the sump pump at Train Station  
ST that is completed

TD regarding the asphalt plant, zoning regulations, who changes those,  
SK Citizens can make changes at Town Meeting; Planning Board makes changes and takes to the voters

TD asked what status of Parker Deed was

SK Deeded property for nonpayment of taxes

SK that reminds me, can we get a list of Town Owned properties from Jenny for next meeting. Due dates and deeded dates as well

TD When bank does training with Treasurer-Martha I would like to be here for that.

Board asked lease for Rail Road Station be retyped with changes and ready for Monday

TD Social Media Policy- He presented a policy from military regarding postings on social media

SK we can't operate under same principles

TD He read from the policy-to be aware of social media

DB I agree with you but, we can't take to that level

SK I agree and disagree with you, we can add to personnel handbook

TD Town employee, held to a higher standard, they represent the Town

SK Clearly it hasn't been a priority in past, we need to look at the Personnel Handbook and make changes

DB Regarding Capital Improvement plans, any idea where we are

SK It was talked about at last Planning Board Meeting

DB The reason I asked, fund balance we are going to be under gun about using to lower taxes. Inventory concerns, would rather not deplete for taxes, rather spend on dump truck, then borrow for truck in a year and add to taxes then

TD I agree

SK Can asked Budget Advisory Committee to work on Capital Improvement Plan Send Department Heads email, requesting as inventory list, and someone from the Budget Advisory Committee will be contacting them.

TD will contact Budget Advisory Committee regarding inventory and Capital Improvement Plan

TD any update on Funeral Home

DB No updates

TD Noise complaint on 117 did we respond?

ST passed on to Zoning Board

SK Have Stan respond to, and respond Selectmen are in receipt and have passed on to the proper Boards.

DB motion to adjourn TD 2<sup>nd</sup> so voted all