

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
8/10/2015

SELECTMEN PRESENT: Stephen Knox (SK), Donald Butson (DB)
Thomas Demers (TD)
Town Administrator: Daniel Merhalski (DM)

Selectmen's Office: Suze Tavernier

MEETING OPENED: SK Opened meeting at 5:00

SELECTMEN'S BUSINESS:

SK made motion to accept all minutes, public and nonpublic meeting date 7/27/2015 DB 2nd so voted all

Board signed Municipal Work Zone contract for NH DOT, Timber Warrant AP/Payroll Manifests, pre AP manifest and supplemental water warrants

SK Made a motion to hire AW for the fire department, pending background check DB 2nd so voted all

TOWN ADMINISTRATOR: DM spoke with the Board regarding expectations and current job description. He presented the Board with an amended job description for their review.

DM spoke to the Board regarding oversight and authority. He spoke about chain of command and the need to establish a clear policy. The Board will review his amended description.

DM discussed the current office location and public meetings. He reviewed the space at the Train Station and suggests that all future meetings be held at Station as it meets ADA requirements. The Board agreed, and requested all Boards be notified of the change of venue for all future meetings and hearings. It is to be posted in several locations and on the web page.

DM requested permission from the Board to purchase needed equipment for his office. The Board approved DM using office space in Town Hall of old Administrator's office. He reviewed budget and noted it can be done within the budget. The Board gave permission to purchase the equipment DM needs.

DM and the Board had discussion regarding communication and the frequency of Selectmen's meeting. DM will prepare informational package for Board prior to meetings for review. The Selectmen's weekly meeting will change to bi-weekly meetings starting in September. The change in weekly meetings will be posted and put on the Town's Web Page.

The Board and DM had discussions on town policies regarding purchasing policy, bid requirements, policy on communication with the Press, and establishing a policy regarding communication with Town Counsel. DM will present draft policies for Boards review.

DM and the Board discussed goals for the coming year. The Board will send a list of goals individually to DM. He will put information together for next meeting. There was a discussion regarding a possible work session to review.

DM and the Board had a brief discussion regarding the Ross property. SK gave an overall view of the current status. DM will contact M Thibeault.

Board spoke on the Capital Improvement plan and the roll of the Budget Advisory Committee in regards to the CIP. DM will contact J.Fitzgerald regarding the progress of gathering information and work with BAC regarding the CIP.

The Board asked DM to contact KC regarding a stipend for carrying pagers and drafting a written policy

DM and the Board had a discussion regarding the upcoming budget and a time line. There was a general discussion about how budget was created in the prior year. DM explained how he had done budgets in the past. He would work with the Board, set an overall goal. Then he would work with the Department Heads to create/refine budget. Next present budget with Department Heads to BOS, make changes if any, then he and Department Heads will present proposed budgets to BAC, the present revised budget to the Board, who will make the final decision. DM will ask the Department Heads to submit budget. There was further discussion as to the TA's authority and establishing a draft budget and the Board confirmed the TA can amend Dept. Heads request for his draft budget to present to BOS. The discussion continued on COL raises vs. merit as well as trying to stay competitive. Employee evaluations and clear chain of command and incentive program were also discussed.

DM informed the Board the paving on Savagville would take place Monday and Tuesday next week, weather permitting.

The Board and DM had a discussion regarding part time positions at transfer station and highway, the positions will be re-advertised, DM will refine the ad.

DM spoke to the Board regarding the fence in front of the Town Hall and the need of repair. KC stated he could fix, but the Board needs to look at the long term concerns and find ownership of retaining wall. There was a discussion regarding liability. The Board requested that KC make repairs if it didn't require drilling down into concrete, and wanted photos take of the damage prior to repair.

DM would research and see if there is any wording in the deed that speaks to maintenance.

The Board requested an estimate for the scrap value on the two fire trucks taken out of service. The Board will review and either sell as scrap or put out for bid. DM will get scrap value.

Board requested update on the tree removal by the water pump station.

7:05-NON-PUBLIC: (RSA 91:a3III) legal SK made motion to enter nonpublic DB
2nd so voted all

7:26 PUBLIC:

7: 27 ADJOURNED: DB made motion to adjourn SK 2nd so voted all