

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
08/17/2015

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:

The Board discussed the future schedule for the Selectmen's meetings starting in September. SK made motion to hold meetings the 2nd and 4th Monday of each month TD 2nd so voted all
DB made motion to accept public and nonpublic minutes of 8/10/2015 TD 2nd

DM spoke to the Board regarding the draft job description the received last meeting for review. There was a discussion on clarifying *Supervisor*. The Board spoke on DM roll regarding Department Heads and day to day operations of the Town. They discussed broader direct supervision, giving TA authority to oversee all employees and contracted services. There was a brief discussion regarding who oversees the water/waste water contractor. The Boards final consensTA will supervise all employees and contracted services, other than any that fall under own state statues.

The Board stated it was critical to get *Chain of Command* out to the employees as soon as possible.

DM will draft *Chain of Command* for Board to review at next meeting.

There was a brief discussion regarding the Personnel Handbook and the need to review and update.

DM Presented the Board with draft of Purchasing Policy. The new policy allows TA to authorize purchases up to 5,000.00. Purchases of 5,000.00 or more would be require go through RFP process and the Board would make final decision. The Board tabled policy for review and will take up at next meeting.

DM Presented the Board with draft of Press Relations Policy. The new policy giveS authority to TA and Police Chief regarding police matters, Fire Chief regarding life and safety matters and Town Clerk regarding elections, all other staff would be instructed to refer to TA.

There was a discussion regarding if policy should just be included in Personnel Handbook or should be a free standing policy. There was a discussion regarding

Social Media and if that should be included in policy. The Board tabled policy for review and will take up at next meeting.

DM Presented the Board with draft of Legal Services Policy. The policy explains who can contact Town Counsel. This would exclude Chief of Police regarding police matters and Town Clerk regarding elections matters. There was a brief discussion regarding Public Boards and the Chair of Boards ability to contact Town Counsel. The discussion continued in regards to confidential issues for Boards and the authority of Public Boards.

The Board stated all policies would need to be reviewed by Town Counsel before adopted.

The policy was tabled for the Boards review to be taken up at next meeting.

DM presented Board with pager policy for the Highway Department. DM explained the policy allows for a rotating schedule for carrying pager with compensation of \$50.00 per week for carrying pager and being on call. Policy Tabled for Board's review to be taken up at next meeting.

DM Told the Board MR will be resigning as Treasurer at the end of the month as she will be relocating. There was a discussion regarding appointment and the need to advertise, Board set a deadline of 9/16/15 for interested candidates to submit letter of interest and appoint at 9/28/2015 Board meeting.

DM Spoke to the Board regarding monthly Department Head. He inquired if the Board wanted to continue with Board led meetings or have meetings between TA and Department Heads. The Board will have TA head meetings going forward, with the understanding if the Department Heads need to speak with the Board they can come to Selectmen's Meeting.

DM spoke to the Board regarding the Train Station Board and Main Street Inc. He had been approached by both organizations in regards to serving on either Board. The Board felt there has been a real disconnect with Main Street and felt it might be worthwhile for DM to attend some meetings. DM will establish communication with group, and perhaps attend a meeting. In regards to the Train Station Board, DM will look into further and give the Board some feedback.

DM spoke to the Board regarding A1, State DOT stated repair can be made but must be done by a certified welder. TC is not comfortable with the liability regarding failure of repair. DM asked the Board what direction they wanted to go regarding A1. He stated that KC estimated repair at \$1,500.00 if the Town can find a certified welder to make repair. He stated the Life Squad was managing with the R1 but it is an older model and will need to look at need for replacement in future. There was a discussion regarding the Capital Reserve Account and how much is in account. The Board requested current balance on Capital Reserve.

The Board would like to see if A1 can be repaired as a first step, then go from there.

DM presented Board with Mutual Assistance Policy from State of NH. The deadline is September 5th; the Board will review and take up at next meeting.

Board signed timber warrant, and letter enforcing “doomage” property owner for failure to submit report of cut.

Board reviewed Regional Impact letter regarding cell tower placement in Easton. The Board also discussed the desire to acquire cell tower in Lisbon.

DM spoke on the PARC handout he had received in recent meeting. There was a discussion regarding Zoning and current ordinances. There was a further discussion regarding training for Planning and Zoning Board members to review and for any updates in the laws.

DM will contact Town Counsel regarding setting up training.

PUBLIC: Ronald Wood came in to speak to the Board regarding the current tax rate, school budget and town budget. He also has questions on the current assessment of his property, and wanted to know where assessor came from and if they were familiar with the area. The Board explained the process of assessing and that the contracted assessor is certified by the State of NH and came highly recommended by neighboring towns.

Mr. Wood’s contact information has been passed on to the assessor.

RW also spoke to the Board regarding the condition of Lyman Road, the Board while understood his concerns, explained Lyman Road is a state owned road.

The Board thanked Mr. Wood for coming in to speak with the Board.

DEPARTMENT HEAD: Tax Collector Jennifer Trelfa (JT) spoke to the Board regarding *Deed Waivers* and payment plans. The Board reviewed paperwork on property owner who has not returned a signed payment agreement.

JT explained the deeding process and timeline going forward if the Board chooses to rescind *Deed Waiver*.

The Board had discussion on the history of payments on outstanding taxes and total outstanding taxes due. The Board agreed to rescind *Deed Waiver*.

TD made motion to rescind *Deed Waiver*. DB 2nd so voted all

JT asked for a letter to forward along with the new *Deed Notice*, the Selectmen’s Office will provide letter for Tax Collector to send with notice. The Board wanted notice and letter to be sent as soon as possible.

JT stated it would go in the mail by the end of the week.

SELECTMEN’S BUSINESS: The Board asked for update on the fence repair in front of Town Hall

DM spoke with KC last week and he will proceed with fixing fence, he spoke with him again today.

Board signed AP, Payroll, Pre AP manifest, and timber intent
The Board had discussion regarding the upcoming opening on the Budget Advisory Committee. The Board set a deadline of September 25th for anyone interested in submitting a letter of interest.
DM will post on Town web page and on Town sign.

TD informed the Board he is being sent to training for Guards and will be unable to attend a couple of meetings that month.

NON-PUBLIC: (RSA 91:a3III) Legal SK made motion to enter nonpublic TD 2nd so voted all

7:27 SELECTMEN'S BUSINESS: The Board asked for update on Clough Lot Line, the Town had received check and will be sending plan to Grafton to be recorded.

The Board had a discussion regarding Building Inspector and if a backup inspector is needed. DM will research contract.

ADJOURNED: SK made motion to adjourn DB 2nd so voted all 7:39