

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
08/24/2015

SELECTMEN PRESENT: Stephen Knox (SK), Donald Butson (DB)
Thomas Demers (TD)
Town Administrator: Daniel Merhalski (DM)
Selectmen's Office: Suze Tavernier absent

MEETING OPENED: SK Opened meeting at 5:00
TD Joined meeting at 5:38

SELECTMEN'S BUSINESS: Board Signed AP and Payroll manifest,
AP pre-manifest
Board asked about Paychex and if the GL codes all set. DM stated ST had given
all the GL codes.
DM Abatements for W/WW and Payment agreements, and Treasurer Stipend.
The Board asked if sufficient amount of funds were available to cover manifest,
DM explained Treasurer sent email and transferred 400,000.00 to account.
Board had discussion regarding the Passumpsic loan payments. DM spoke with
PM from Passumpsic in regards to next year and the safe guards put in to make
sure payment on time. The Board appreciated Passumpsic forgiving the late fee
for the Town, which totaled over 2,000.00 dollars.
Discussion regarding amount of stipend for Treasurer, Board agreed to pay
\$1274.10 for 155 days served.
Payment Plans-Board reviewed payment plans. There was a discussion
regarding the amount due. Board asked for clarification on total due.

Board would like Wi-Fi password for the Train Station

Water Abatements: Board reviewed abatements, Board requested more
information to act on abatements. SK made motion Board table Water
Abatements for clarification DB 2nd so voted all

Board signed a timber report and reviewed candidate for Conservation
Commission. Board requested letter of interest be sent to RP for review. DM
stated that RP is aware of candidate, Board requested letter to be put in file of
interested candidates.
The Board reviewed appointment letter, for Phyllis Armstrong. Board questioned
why appointment was only for 6 months, to finish out open position. SK
Suggested letter be sent back, would like to clarify with RP length of position.
DM did explain there was urgency to appointment the Board wanted to meet
Thursday and they need a quorum. DM suggested they appoint according to the
letter, then the Board could go back and amend appointment to longer term The

Board signed and appointment, and requested DM contact RP to find out her thoughts on term length and if this appointment needs to be amended. SK made motion to appoint Phyllis Armstrong to Conservation Commission DB 2nd so voted all

- Board tabled minutes and requested the minutes be emailed to the Board separately for review. SK made motion to table DB 2nd so voted all
- Board reviewed purchasing policy and would like clarification on lowest bid requirement and if there is an RSA regarding same. Board tabled policy until 8/31/2015 meeting

DEPARTMENT HEAD: Transfer Station-Fred Garofalo spoke to the Board regarding compactor.

- Cylinder replaced prior in 2006, average life is 6-9 years.
- Will look at Casella's self-contained compactor and container system for next year

DB made motion to approve expenditure request for up to 4,300.00 SK 2nd so voted all

SELECTMEN'S BUSINESS: The Board reviewed and accepted the Town Administrator's job description. DB made motion to accept description as edited SK 2nd so voted all

The Board reviewed *Legal Services Policy*

- Board requested Town Counsel review before they adopt

The Board reviewed *Press Relations Policy*

- Board requested Town Counsel review

The Board reviewed *Pager Policy* the Board had questions

- town equipment, responsibility to ensure safe operation, negligence-cost needed to be reimbursed
- make policy effective only if fund are approve at Town Meeting to August 31st.

Mutual Aid agreement with State of NH- Board voted to approve
TD made motion DB 2nd so voted all

The Board requested DM check with cell providers for locations of services in Lisbon and possibility of co locating on Lisbon towers

DM to contact SB Building inspector about contract with him as Bldg. Inspector

ADJOURNED: SK made motion to adjourn 7:40 DB 2nd so voted all