

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
08/31/2015

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

**MEETING OPENED:** S. Knox Opened meeting at 5:05  
T. Demers Joined meeting at 5:20

**SELECTMEN'S BUSINESS:** S.Knox made motion to accept public minutes of 8/17/2015 as amended D. Butson 2<sup>nd</sup> so voted all  
S.Knox made motion to accept nonpublic of 8/17/2015 minutes as amended D.Butson 2<sup>nd</sup> so voted all

**PUBLIC:** Audrey. Champgane asked the Board about amendments to the minutes. A. Champgane asked if original draft of minutes were kept on file. The Town Clerk has copy of draft and approved minutes

D. Merhalski and Board reviewed draft policies for approval:

- **Legal Services Policy**-D. Merhalski presented the Board with suggested changes from Town Counsel. Board reviewed changes.  
SK made motion to accept policy as amended effective 8/31/2015 DB 2<sup>nd</sup> so voted all
- Board reviewed **Chain of Command** draft-D. Merhalski spoke with Town Counsel regarding authority over Police Dept., Fire Dept., Town Clerk and Library.  
He explained Town Clerk is a "stand alone office" no over sight other than budget. The Librarian is responsible to the Trustees of Library, only over sight is budgetary.  
There was a discussion regarding the Life Squad and Fire Department and internal chain of command. The Board decided to have 2 deputies under the Fire Chief, a Deputy Fire Chief and a Deputy in charge of the Life Squad. Merhalski would amend the Chain of Command to reflect this. The Board spoke on the Board's prior request for by laws. The Board said in the future D. Merhalski will have to work on by laws regarding Fire Dept. and Life Squad.  
There was a discussion regarding the swimming pool staff and who has authority over staff.  
There was a discussion regarding contracted services-specifically the water/waste water. They have been viewed as Department Head in past, therefore D Merhalski. will have oversight of the Water/Waste Water Dept. The Board requested to add Administrative staff to the structure. D. Merhalski will make requested changes and will post along with the approved job description.

- S. Knox made motion to accept chain of command as amended effective 8/31/2015 D. Butson 2<sup>nd</sup> so voted all
- **Purchasing Policy** D Merhalski and Board reviewed policy. It was noted a section needed to be renumbered. D. Merhalski spoke on the emergency expenditure release clause.  
D. Butson made motion to accept policy with noted amendments effective 8/31/2015 T. Demers 2<sup>nd</sup> so voted all
  - **Press Relations Policy:** D. Merhalski stated Town Counsel had reviewed and made a few small changes. There was a discussion if there needed to have a prewritten statement for the staff to follow regarding questions from the press.  
D. Butson made motion to accept policy as amended effective 8/31/2015 S. Knox 2<sup>nd</sup> so voted all.
  - **Highway Pager Stipend Policy:** D. Merhalski stated he had spoken with KC regarding the added language from the Board, in regards to operations of equipment and responsibility for equipment. He stated KC only had concerns regarding the pagers and normal wear and tear. The Board understood normal wear and tear, concerns regarding negligence. There was a discussion regarding who would deem negligence vs. normal wear and tear, the Department Head will make judgement, if in dispute or involves the Department Head personally the TA will make judgement.  
S. Knox made motion to accept policy with amendments effective 8/31/2015 D. Butson 2<sup>nd</sup> so voted all.
  - **Discipline Policy/ Grievance** D. Merhalski stated he had not heard back from Town Counsel regarding policy.  
S. Knox made motion to table policy until next meeting D. Butson 2<sup>nd</sup> so voted all.

The Board reviewed the Water/Waste Water Bid Proposals. D Merhalski explained there were two different services. The first was regarding well #2- well rejuvenation and the second is for the installation of pump at Bath Station.

- Well rejuvenation-D. Merhalski explained there were two bids. Barry Miller for \$12,750.00 and Weston Sampson \$11,645.00. D. Merhalski had spoken with Greg Colby regarding the funding. Greg Colby stated 40,000.00 was in the maintenance line for this planned maintenance.
- D. Merhalski explained there was a sense of urgency to get in before the frost. There was a discussion regarding the possibility of repairs.
- D. Merhalski stated the bid states the company needs to give a report before any repairs will be made. D. Merhalski stated the project will take 2-4 weeks.  
S. Knox made motion to accept Weston and Sampson bid TD 2<sup>nd</sup> so voted all.
- Installation of Septic Pump- D. Merhalski stated there were three bids. Welch's Water & Waste Water for \$1,400.00, Lamprey \$1,500.00 and FX Lyons \$2,000.00. D. Merhalski explained the quote is for labor only; the pump has already been purchased. There was a discussion about

contract for one lump sum; any additional cost needs to be authorized by the Board of Selectmen.

S. Knox made motion to accept Welch's Waste & Waste Water bid of \$1,400.00 D. Butson 2<sup>nd</sup> so voted all.

Request by the Arts Council- D. Merhalski explained the Council would like to have trash cans place out for art show on September 12<sup>th</sup> and to place a notice the Town's web page. The Town Crew will be asked to place out trash cans. Public: SC stated the Lions Club will hold is biddy soccer tournament that day and the Lions could put something on their web page as well.

D. Merhalski spoke with the Board regarding the Ross Funeral Property and status. D. Merhalski looked at building on Friday, and Lisciotti Development wanted to know the Town's intentions. If the Town intended on going ahead with the purchase or should they list it. D. Merhalski felt there was only enough room to move one of the Town Offices which would still require the heating of the Town Hall. He also questioned if there was enough room on the lot for the proposed building.

D. Merhalski stated the Board needed to make a decision to let Lisciotti know if the Town was still interested, or if they should relist the site.

The Board stated they would have to make an offer contingent on results of a Special Town Meeting. They Board had spoken with Town Counsel regarding the results of Town Meeting, they were advised the lot has changed due to lot line adjustment and would need to go back to the voters.

There was a discussion regarding cost associated with tear down and concerns about contaminants. The Board spoke about home inspection and requested that the Building Inspector review the building, if permitted by owner and report back. The Board spoke on a possible engineering study, however not funds in budget for study. The Board all agreed the Fire Station needs a new building, but questioned if there might be another space. The Board asked D. Merhalski to check into other available spaces. The Board wanted to have all the information they needed before moving forward to a special town meeting. They could make an offer contingent on results of special town meeting, but wanted to have all the facts to present at meeting. They want to attain a tear down estimate and asked D. Merhalski if he could check firms in the area and obtain an estimate.

D. Merhalski asked what the Board wanted to relay to Lisciotti. The Board stated there is still interest in property but just can't give an answer right now.

D. Merhalski gave the Board an expenditure request from Highway department. KC has submitted a request to lease roadside mower for \$5,536.00. There was a discussion regarding getting full use out of the lease time frame. D. Butson made motion to approve, pending manpower to run/utilize to full extent of lease period S. Knox 2<sup>nd</sup> so voted all

D. Merhalski present Board with request from Northrop's regarding order for turkeys given to the employees each year. They will need order by September. The Board approved order.

D. Merhalski stated he had received a communication from Jan Marshall regarding the anticipated opening on the Budget Advisory Committee. She wanted to know if it was her term that was up. The Board stated yes, and she is welcome to reapply. The Board would like all anticipated openings on all Boards advertised to seek out the best candidates.

The Board had a discussion regarding a draft on Social Media Policy.  
D. Merhalski will have a draft policy available by next meeting.

**DEPARTMENT HEAD:** Town Clerk/ Tax Collector; Jennifer Trelfa presented the Board with paperwork regarding water abatement. The Board signed the 1<sup>st</sup> abatement presented; software and hand held device had conflicting data. Regarding the 2<sup>nd</sup> abatement request the meter had been checked, the software and handheld reading were in sync, the Board denied abatement.

J. Trelfa presented the Board with a signed payment plan for the Board signatures, after a brief discussion regarding payment amounts the Board signed agreement. The Board wanted it noted all payment plans should bring property owner current within a 12 month period and to make sure going forward this is addressed.

J. Trelfa explained why she had appointed PA to fill out the remaining 6 month term on Conservation Commission, she explained she had checked with several Town Clerks and it is standard practice to fill most vacant position but it was up to the Boards discretion.

**SELECTMEN'S BUSINESS:**

T. Demers made motion to accept Life Squad Donation S. Knox 2<sup>nd</sup> motion so voted all

The Board signed off on AP and Payroll manifest, pre-manifest, payment authorization for Water and Waste Water Trusts.

**NON-PUBLIC: (RSA 91:a3III) Buffington, Legal and Personnel 7:20**

**PUBLIC : 8:38**

S. Knox made a motion to immediately add as a signer and allow complete access to Town accounts at Passumpsic Bank and Woodsville Guaranty Savings Bank for Dan Merhalski, Town Administrator, and to remove Greg Colby from these accounts at the start of the next Fiscal Year, January 1, 2016, seconded T. Demers by. Motion passed unanimously.

S. Knox made a motion to eliminate the position of Finance Administrator, effective January 1, 2016 and for the Town Administrator to then take over those responsibilities, seconded by. D. Butson Motion passed unanimously.

D. Butson made a motion to adjourn, seconded by T. Demers. Motion passed unanimously.

The meeting was adjourned at 8:41 pm.

Respectfully submitted,  
Suze Tavernier, Recording Secretary