

**TOWN OF LISBON, NEW HAMPSHIRE  
SELECTMEN'S MEETING MINUTES**

February 16, 2015

SELECTMEN PRESENT: Stephen Knox (SK), Donald Butson (DB)  
SELECTMEN'S OFFICE: Greg Colby (GC) and Suze Tavernier (ST)

SK opened meeting at 3:00

**DEPARTMENT HEAD:** Town Clerk/Tax Collector-Jennifer Trelfa spoke to the Board regarding deeding a property for unpaid taxes on Route 302. There had been 2 certified sent to notice upcoming deed. One came back signed, the other unclaimed. She stated it was the Board's decision as to what they wanted to do next; did they want her to run deed?

SK-Let's proceed with the deeding based on advice from Town Counsel.

DB- I agree, we have to follow through

JT will deed property

JT spoke to the Board regarding another property due for deed for unpaid taxes. She has sent certified and is waiting for card to come back, this property owner is on a deed waiver, but has only made one payment. She will come back to the Board when the certified is returned for permission to send out deed notice.

JT spoke with the Board regarding a resident that is seeking town assistance on paying water/sewer bills. She referred that person to Welfare Officer who spoke with her.

The bank that holds mortgage is aware and will be paying off the outstanding bills.

SK said moving forward, we will enforce the water shut off policy.

JT stated all the water overdue notices were sent out, and thanked SK for helping with the mailing.

JT spoke to the Board about the Friend's in Counsel using Rail Road Station and the question about allowing alcohol in facility. She pointed out it is at the discretion of the Police Chief, as stated on the application

SK we didn't refused the use, I am fine with approving would like to modify application

Board signed off on rental agreement

JT -Now I am speaking to you as Town Clerk, I take the Clerk position very seriously, and the Clerk side has legal implications, which I take very seriously. That is why it remains an elected position, as stated in the State Constitution. I have had some concerns, red flags that concern me. I will speak in hypothetical. There is a 3 year term and a 1 year term open for election. I had a Selectman come in and sign up for the three year. There were three other people in room. When asked what to sign up for. This person was told I can't tell you what to do.

  
DDB  
MLT

A person came in and asked if a person can change what they are running for, and was told that once it is signed, it can't be changes.

Before the end of sign up on Friday two more people had signed up.

Tuesday a member of a committee called and asked who had signed up, and expressed displeasure. That different Committee had a meeting that next day.

The following day a person, a member of that Committee called and asked if he could change which position he was running for. I told him once his is signed up can't change. He stated "people are telling me, too many people running for one position" I told him I have never heard of such a thing, sometime in presidential primaries there are a dozen people running, sounds to me like people are trying to skew the ballot. He agreed.

These red flags made me think people are trying to rig election.

I called Town Counsel to get some advice, before I had a chance to tell the Board I had called and why. I was pulled into meeting last week and told I couldn't call Town counsel without getting permission from the Board first. It seemed to me that you were already told I had called. As Town Clerk there are legal issues I need guidance on. I may have concerns about the way the Selectmen are doing something and I can't come to you first to ask permission to contact Town Counsel if it's about you.

SK I see what you are saying, and yes you do need to be able to contact Town Counsel.

JT I spoke to the Secretary of State's office about the red flags and my concerns about this election, they agreed that is sounded like someone was trying to skew election and would keep eye on it.

The other issue I spoke to the Secretary of State was the chance a petitioned warrant article was going to be handed in passed deadline and was informed, it done out of your hands deadline has passed

SK I guess I don't see your concern, in reference to people asking questions<sup>1</sup>

JT I had enough concerns that I called Secretary of State and made them aware of the strange happenings

SK you are the ultimate authority of the elections. In this instance you contacting Town Counsel seem reasonable, I understand

JT the Secretary of State is aware of the situation and I will keep an eye on it. I had too many red flags, and to tell someone too many people running.

DB I agree with you the more people that run the better for the Town

JT I will be keeping an eye on it, and will contact the Secretary of State's office again if I need too

**DEPARTMENT HEAD:** Chief Hartwell spoke to the Board regarding computer monitor. I have bad news, the monitor melted, I have checked prices and the best price so far is to purchase through the Wire Mill.

SK What is the monitor used for?

GH- It is used to contact dispatch regarding responding to call

DB So it's just monitor?

GH Yes, it's a touch screen monitor

ST do you know when this happened? We had electrical issues in the Town Hall on Thursday

GH Yeah that's probably when it happened

SK Did it have a surge protector on it?

GH Yes

DB Do we need to have an electrician look at it before we install a new one?

GH Yeah that seems like a good idea

SK in terms of insurance, there is a deductible correct

ST yes, 1,000.00

GH This new one has protection against moisture, it's more expensive than what we have had in the past, but we have had to replace more than once. The other's didn't have the moisture protection

### **SELECTMEN'S BUSINESS:**

The Board and GC reviewed the latest recommendations from the Budget Advisory Committee

GC addressed some of the points. Recommendation is 8%-17 % not 5%-17% as noted. It does include County and State School, as I stated at Budget Hearing.

No it does not include water and waste water.

SK So we do include School

GC Yes. These recommendations based on GFOA guidelines. As for recommendation to used fund balance to purchase property, as you recall I made that recommendation earlier and the Board made the decision to go with a bond.

DB Yeah I am definitely having second thoughts on that decision

SK I agree

GC as far as the fund balance, fundamentally there is a problem with using up the fund balance to lower tax rate. All the extra fund balance will go away, fund balance happens because estimated revenues and underspend budgets. He showed the Board and analysis of the Fund Balance dating back to 2001. He pointed out when the economy dropped in 2008, that's when the fund balance started to drop. I think you find in a lot of small town across the state the same thing happened in those communities, but as the economy is getting better these towns are building the fund balance back up to healthier amounts. He pointed out in 2001 the fund balance was at 15.75% but has dropped below the recommended 8%

SK Does fund balance affects how much we have to borrow against the TAN?

GC yes

There was a discussion regarding paying off long term debt with Fund Balance.

GC can't just pay it down, have to appropriate for it. I suggest at the end of 2015 we look to see where we are, and prepay on the debt.

SK so we are on a time crunch, can we use fund balance to purchase the property and keep fund balance in a good place?

GC Yes that was my original suggestion that would still leave a good place

SK so will change that warrant to have purchase paid for out of fund balance.

Can you write that up Greg? Do we need to have another hearing?

GC Suze can write it up. I don't think we have to hold another hearing. We should check with Walter. Stephen do you want Suze or I to call or are you going to call about that?

SK no you or Suze can do that.

GC explained all the suggested warrant have all been approved but for a few small changes. But the warrant in regards to the Fire Department Special Revenue fund. We are going to have to check with Town Counsel or DRA as to how to handle the funds.

**DEPARTMENT HEAD:** Transfer Station- Fred Garofalo asked Board to sign a requisition request for bags. He spoke with supplier and told them total cost had to come in under \$7,000.00 and they met that request.

FG asked if the lights were going to be replaced in the baler room.

There was a discussion regarding the estimate. FG stated he only really need the baler area done, if that helps

SK Lets have Herbie look at again and give cost for just that area. I would be happy to move forward after that

DB I agree

ST will get FG Herbie's contact information

**SELECTMEN'S BUSINESS:** DB made motion to accept minutes as written SK 2<sup>nd</sup> so voted all

SK made motion to accept budget hearing minutes as written DB 2<sup>nd</sup> so voted all

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

SK Spoke on the personnel hand book and send copy to other Board members to review, to see if there is anything they want to change. LGC makes recommendations about updates, and asked if we have received any updates.

There was a discussion regarding dedication of Town Report.

DB ask when the Board would be meeting with JoJo regarding the assessor bids. She will be here next Monday.

SK explained the offer for property on South Main Street was presented to the seller but as of the start of this meeting had not heard back from agent.

It was decided the monthly Department Head Meeting would be cancelled until we could reschedule with a quorum

DB asked if the Board has heard back from KC regarding lot line adjustment

ST will email KC again

**TRUSTEES OF TRUST FUND:** Scott Champgane explained to the Board he and Joe Nyberg had met with the AG officer regarding two issues. The first Buffington- as far as the Buffington reimbursing the Town for Welfare, No To be used as "supplemental to regular budget welfare line" No

If the Welfare budget ran out in the year, applicant could apply through filling out application and going through the same process. Was told to be careful using for anything other than healthcare, it is good to have cushion, concern about draining fund. When he asked if Buffington funds could be used for Ambulance coverage was told could be covered but would have to go back to probate first. In regards to Grove Hill, the Board needs to either appoint 3-5 Trustees or present warrant article to make Selectmen Trustees. It was noted that AG was not aware of any other town making Selectmen Trustee, not good idea  
SK what do trustee do?

SC Maintain the perpetual care, set policy, determines the percentage of cost to be put towards perpetual care. Maintain records. Would have to meet, post meetings etc.

DB in regards to the funds, could it become self-funding

SC eventually, maybe

SK how often would they need to meet?

SC as need would guess more during the summer.

SK so we need to find 3 trustees, could we put up notice on web page?

ST would have JT put up notice on web page

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