

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES

February 23, 2015

SELECTMEN PRESENT: Stephen Knox (SK), Donald Butson (DB),
Mary Lou Forsyth (MF)
SELECTMEN'S OFFICE: Suze Tavernier (ST)
SK opened meeting at 3:00

Arlene Hite-Woodsville Guaranty- She came in to have Board sign paperwork regarding the Drug Forfeiture Account.

NH Dept. of DRA

Josephine Belville and Carollynn Ward

JB reviewed the RFP's the Town had received regarding acquiring a town assessor. She explained what each RFP involved and suggested that they all were within the same cost range. Call around to the other Towns they service and get some feedback. You need someone here ASAP, the Town currently has no assessor. I suggest you set up interviews and try to get someone on board as soon as possible. If you want me to sit in on interviews I would be more than willing to do that, but you need to act quickly

DB we were waiting for this meeting to get some guidance on moving forward

SK We have a short list now, we need to do due diligence and find the one that is best fit

JB-The other reason I am here, and Carollynn has joined us, is to talk about my visit last Thursday. I came up to help Suze out with the Ratio Study; she is not familiar with the program. So I came up to do for you, I pulled up some property card records from the system and it shows 2014 and 2015 values. There should be no changes from the 2014 values. The Avitar program has a report that tracks the activity. I generated a 95 page report that shows all the activity. There was a recalculation on February 4th, no explanation of change. The contract with assessor ended December 31st there should be no changes in the system. I printed tables and reports and there were adjustment made and recalculations done.

DB I don't understand if the contract is over why is he making any changes.

JB The MS1 values have changed from 2014, looks like over 600 properties were affected by this recalculation

DB Can we reset, go back to the other values?

JBJB I suggest you contact Avitar and have them back up and restore the values to prior to February 4th.

CW- I suggest you have a conversation with Town Counsel



NON-PUBLIC: (RSA 91:a3III) Legal Issue SK made motion to enter into non public regarding legal issue MF 2nd so voted all
Roll Call: SK-yes, DB-yes, MF-yes

SELECTMEN'S BUSINESS: SK spoke on the Planning Board opening. SK-Roselind came to the Planning Board hearing on Thursday. We asked her if she wanted to join the Planning Board and she has agreed. I think she will be a great addition to the Board, she comes to us with a lot of knowledge and we could use her. If we agree on this the next step will be to appoint.

CONSERVATION COMMISSION: Roselind Paige the Conservation Commission would like to have an Earth Day acknowledgement, we were thinking of have a town wide clean-up day. We would not have on earth day itself. We were looking at a weekend in May, with a rain date. I am here to look for input from you, and approval. After your approval we could contact the Transfer Station and Highway Department in regards to any help or assistance we would need from them. We were also thinking about holding a poster contest at the school. We would use the winning poster on the advertisement for the event.

DB I think it's a great idea. So you would be looking at public works for something like bag pick up? I think KC should be notified first and have the discussion with him.

RP-Yes we had planned to talk to KC, but wanted to speak with you, the Board first.

SK – I agree I think it's a great idea

MF- Big question I need to ask first before I agree to anything. How much is this going to cost the taxpayers? I have concerns about liability. Are you going to need police coverage for this. You will have children in the streets and a child get hit who covers that? Are we going to have to pay to have EMS standing by?

RP those are valid questions- Bethlehem's Conservation Commission has been running an event like this for years. I'm sure that these issues have come up to them. I will speak with them and get back to you with the information

MF I am not comfortable, until we get the information. When I worked for Woodsville Bank they had a clean-up day, but you were paid by bank so I assume they would have been liable. Who is liable for this? What if there is an accident on private property? I have concerns, what if there is an accident on private property, like my land; if someone gets hurt on my land I am liable

DB let's get the information from the other town

MF If I volunteer and get hurt? Who covers the cost?

RP I will follow up with Bethlehem and get back to the Board

MF If Town resources are used, tax payer might complain, just warning
The Board thanked Roselind for coming in

SELECTMEN'S BUSINESS: The Board reviewed a letter from North Country Counsel. MF will call tomorrow and get more information.

DEPARTMENT HEAD: Tax Collector/ Town Clerk Jennifer Trelfa presented the Board with a water bill-abatement that was overlooked. She explained and asked the Board to sign off

She spoke with the Board regarding another taxpayer and question about his meter

The Board requested KC be contacted and asked about the situation

JT-presented the Board with the Town Warrant to Sign

JT-presented the Board with Appointment letter for the Planning Board to be signed

A discussion regarding the Zoning Board

SK another person wanted to serve on the Zoning Board, but with hearing on Wednesday. I think it's best we hold off until appeal process over.

SK-Received a phone call from concern about asphalt plant, the amount of members and if allowable by state law to have hearing. Suggest the Zoning Board have legal counsel at hearing. If the Board is in favor I will contact Town Counsel and have them attend hearing.

DB makes sense to me

SK I will ensure Town Counsel be invited, and appointment after appeal process

Requested to enter into non public regarding legal concerns regarding election

NON-PUBLIC: (RSA 91:a3III) SK made motion to enter nonpublic DB 2nd

Roll Call MF-yes, SK-yes, and DB-yes

SELECTMEN'S BUSINESS:

Board had discussion about hiring assessing firm.

SK- We have shortened the list now, interview-proceed with interview, we need to set up

DB I am leaning towards Commerford Neider Perkins

SK and Avitar

DB-The cost may change when we tell them what else needs to be done

MF-Didn't we budget 8,000.00

SK- 8,200.00 in budget, do we want to request a meeting with Commerford and Avitar

DB- Pick one, interview, if we need, we can talk to another one

Board requested that Commerfor Neider and Perkins be contacted and have interview set up for Monday's meeting.

Board reviewed estimate for Fire Truck Repair:

Contacted Chief Hartwell by phone

MF how many pumps on truck?

GH Truck has only one

MF So the truck is useless?

DB Chief's Mechanic's the place that can fix the truck?

GH only local one

MF not what we are asking you, more than one quote?

GH Have to bring truck to MA or CT to be fixed

SK When fixed?

GH Hopefully by weekend. We could drive truck to MA or CT to have repaired. Littleton's Truck has been gone 3 weeks already and not back yet

SK Where I am here, we need it fixed

MF- Can you borrow a truck from other town?

GH Who can we borrow equipment from.?

MF Have you called to see if we can borrow a truck, so no one has called Littleton.

SK No other avenue but to fix, I do not want to put Town in jeopardy.

MF Did you go over this list?

GH Yes, and he is high on the labor incase it's more complicated, and he will certify it when done

MF with in Quote

SK I have no more questions. I would, for insurance, you document, and failure photo's if freezing was reason for failure

MF- No charges for freight?

GH I will check

SK I want to proceed, for public safety ASAP

GH Trying to find anyone up here to certify trucks is difficult. For future will look around most repair places you have to take truck to them. He comes to us, for the repair.

SK I understand forgive us for being naïve

GH I would hate to see us loose contract with Lyman because we don't have truck

The Board thanked Chief Hartwell for his input

MF stated she had a discussion with the Littleton Fire Chief. Littleton uses an organization to sell equipment, when sold the money come back to town

SK do you know who?

MF I didn't get name, Why Lisbon doesn't use was a red flag

SK I'd be open to that

SK made motion to table WWW request for purchase of Maps until Welch can explain.

Board signed AP and Payroll Manifest

Discussion regarding minutes from prior meeting/ minutes tabled until next meeting.

MF update on Fairbanks, looks like money will be coming back to Town, same board on scale was used

DB KC response on Clough's , his answer was confusing

SK Have him come in regarding our questions

Board requested KC be asked to attend next week's meeting

SK made motion to reaffirm approval from 2/2/2015 to allow Treasurer to borrow against TAN up to 1 million dollars DB 2nd so voted all

SK Personnel Hand book-two things I see to modify from work done on budget.
Work boots and notation about uniform stipends
DB Noted employee reviews notation in handbook
Discussion regarding benefits and definition of full time and prorated benefits.
Board will hand out handbooks to Department Heads and request signed sheets (page 7) be handed in with time cards on Monday.

DEPARTMENT HEAD: Highway Department Kevin Clement- Stopped in meeting to inform Board there were multiple frozen lines and had concerns about more. Just stopped in to let the Board know

SELECTMEN'S BUSINESS:

Discussion on monthly Department Head Meeting; trying scheduling conflicts, won't be able to schedule before Town Meeting
SK asked that Department Head be contacted and advised if have concerns or issues to come directly to Board at weekly meeting

SK we need to talk about the property on South Main Street

NON-PUBLIC: (RSA 91:a3III) Negotiation SK made motion to enter non public
DB 2nd so voted all

Roll Call: MF=yes, DB=yes & SK=yes

SELECTMEN'S BUSINESS:

SK Planning Board Hearing will be changed to the 3rd Thursday of each month at 6:00. After the Planning Board Hearing I think it's important that we have some kind of backup plan if the Secretary can't make meeting, a backup for minutes
I would suggest the Zoning Board hearing be recorded
MF Process and procedure concerns about recordings

DB made motion to adjourn SK 2nd so voted all