

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
07/20/2015

**SELECTMEN PRESENT:** Stephen Knox (SK), Donald Butson (DB)  
Thomas Demers (TD)

Selectmen's Office: Suze Tavernier

**MEETING OPENED:** SK Opened Meeting 5:05

**SELECTMEN'S BUSINESS:**

Board reviewed press release regarding new Town Administrator  
Board requested it be place in Courier, on Town Web Page and if possible  
weekend Record

Board discussed issue regarding Police Department. The Board requested an  
email response be sent

Board discussed sending correspondence to TA candidates, Board requested  
draft be sent to Board for approval, then forwarded on to the candidates

Board signed, AP/Payroll Manifest, Pre Manifest, Timber intent  
Board reviewed correspondence from DRA and asked that Phil be given letter for  
feed back

Board reviewed minutes and made correction  
DB made motion to accept all minutes as amended SK 2<sup>nd</sup> so voted all

Board asked if a 2<sup>nd</sup> estimate had been received yet for the ice melt system for  
the roof. They had come out and looked at building but do not have the 2<sup>nd</sup>  
estimate

**NON-PUBLIC: (RSA 91:a3III)** SK made motion DB 2<sup>nd</sup> so voted all

**SELECTMEN'S BUSINESS:** Board had a brief discussion regarding setting up  
agenda for DM's first week. Meet and greet is top priority, with Department  
Heads and Business

**DEPARTMENT HEAD:** HIGHWAY-Kevin Clement (KC) Presented the Board  
with the sealed bids for paving. Board opened the two sealed bids. KC explained  
in the past he has reviewed bids and came back to the Board with his thoughts  
on bids. KC will review bids and email the Board

  
D.B.  
T.ED

KC asked the Board if they had reached a decision on the wage increase he has presented earlier to the Board. There was a discussion regarding "comp" time, this raised questions about legality and current Town policy.

DB stated his concerns about this leaving Highway short handed

The Board all agreed, not in favor of "comp" time

KC was also in agreement, but had been asked to bring it forward to the Board

KC told the Board he received three applications for the full time/part time positions that were advertised.

There was a further discussion regarding the proposed wage increase to current employee, and employee's value and qualifications. There was further discussion regarding competitive wages. The Board was in favor of proposal presented by KC regarding wage increase and starting salary for future new hire.

The Board and KC discussed yearly reviews and merit increases. The Board stated they will be done yearly going forward by the new Town Administrator.

KC would speak with the prospective candidate and have an answer for the Board soon.

KC spoke to the Board regarding his proposed pager stipend. He explained the pager/stipend would be on a rotating schedule. He spoke about neighboring Town, Littleton and that town's stipend for pagers. The Board asked for something in writing. They would like to see policy and cost to review before they make a decision. The Board suggested KC and new TA could work together on proposal and the need to look at the financial end.

**SELECTMEN'S BUSINESS:** TD spoke with the other Board members regarding an appointment for a 2<sup>nd</sup> Deputy for hazardous mitigation

He presented the Board with Christopher Shay, and requested the Board sign an appointment letter.

Board requested appointment letter for next meeting.

Board resumed the discussion regarding Dan Merhalski and a priority list. The Board asked that Personnel Policy, Zoning Regulations, current budgets and Town warrant be forwarded to Dan.

The Board discussed each member compiling a list of priorities for the next meeting to review together. There was further discussion as to where DM's workspace would be set up

**ADJOURNED:** DB made motion to adjourn SK 2<sup>nd</sup> 7:05 pm

