

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES

June 29, 2015

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

Selectmen's Office: Suze Tavernier

MEETING OPENED: 5:00 SK Opened Meetings

SELECTMEN'S BUSINESS:

DB Made motion to accept Fire Department's Donation SK 2nd so voted
Board Signed: Adjustment Journal, AP and Payroll Manifest, and pre manifest

Board signed letter regarding timber reports

DB made motion to accept donation from Lions Club for additional week of
lesson TD 2nd so voted

Board Opened Sealed Tractor Bids:

Awarded to Cassady Small Engine Repair-\$1,400.00

Mark Dube \$1,800.00

Tax Collector came in to speak with Board about their upcoming appointment.
She explained to the Board the procedure for a property owner to buy back
property. She explained RSA 80:80 and about all monies due in regards to buy
back, which consists of all outstanding taxes, interest and 15% of assessed value
bringing current total to around 30 thousand

Board was told a DOT representative will be on agenda for the July 27th meeting
Board reviewed email from KC regarding a water meter

DB made motion to make Stephen Knox power of attorney for Paychex, in
regards to signing required paperwork TD 2nd

Board requested Paychex representative attend next meeting to review
paperwork

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

SELECTMEN'S BUSINESS: Board discussed email regarding Developer and
the Ross property. Board requested Town Counsel be contacted regarding the
property and the warrant that was passed at Town Meeting


D/B
T/D

PUBLIC: Daniel Parker spoke to the Board regarding the property located on Route 302.

SK explained that the property was deeded by the Town on February 19th, after a history of non-payment. The Tax Collector had sent out many notices that went unanswered. He explained in order to buy property back from Town, all back taxes, interest, 15% of total value and any legal fees would need to be paid in full and as of today's date that figure is about 30 thousand dollars

The Board explained that the Town made several attempts to contact Mr. Parker. The Town had sent certified letters, had the Sheriff's Department attempt to serve and ultimately the Town's Police Chief served Mr. Parker the eviction notice.

DP Asked if the Board would be willing to an agreement that, Mr. Parker would like to put house on the market, pay a small payment now and would pay off the remaining once house sells.

The Board explained they would have been more than willing to work with Mr. Parker prior to deeding. The Board would contact Town Counsel and see what options the Board had for negotiations.

The Board stated that they would look into the options, but the eviction notice is still in place

DEPARTMENT HEAD Tax Collector/ Town Clerk- Jennifer Trelfa presented the Board with warrant regarding unlicensed dogs. Board Signed.

JT presented the Board with a list of properties due for deed. The Board signed deed waivers and requested payment plans be set up with these property owners. The first payment due for payment plans will be 30 days, if at that point there has been no attempt by property owner the Board will review to go forward with deeding property.

TD received the binder for Hazardous Mitigation

JT informed the Board she has a candidate for the Deputy position and has had the candidate fill out background paperwork. She will have appointment ready for next meeting.

TOWN TREASURER Martha Ruffle spoke to the Board regarding Town accounts. She had met with GC and to consolidate some of the accounts, she would close out the water and waste water accounts and merge into the General Fund. The software GL will keep track of the accounts. She has spoken with Woodsville and will close out account as of July 1st.

She told the Board she had spoken with Rena at Woodsville regarding the accounts and the switch over to Passumpsic. She stated Woodsville would like to make a presentation to the Board, and felt they were competitive and that it is good to keep it local.

DB Explained they were asked to put in bid last year and there was significant saving going forward with Passumpsic

MR Stated the letter did not make it to the right people, and that Woodsville would like to come in a make a pitch

DB explained the Board had made decision over a year ago and wanted answers as to when the other accounts were going to be funded. The Board has been asking for a decision on the funding of these accounts for almost a year and expressed frustration not receiving answers. They were receiving communication from the bank on regular bases and had to keep telling them they would have answer soon

MR As Treasurer I do not agree. Woodsville didn't get a chance to make a pitch The Board stated they had asked three different banks and went with Passumpsic because the savings from Passumpsic was significant. The Board received nothing from Woodsville at that time. The Board agrees to open up for bidding in future but would like to get through the year.

MR asked what the rates and terms were from Passumpsic.

ST to give MR the rates and terms of loans and accounts

MR stated she was not going to fund the accounts

The Board stated that was her choice. They wanted to know if she agreed with consolidating the accounts. They explained that consolidating accounts was not their mandate that was a suggestion from GC and prior Treasurer. The Board's priority was getting answers regarding funding the other accounts and was not getting any answers.

MR explained she would transfer funds as needed from the Deposit account to Passumpsic to cover checks written

The Board explained there had been an issue prior to her being appointed regarding covering the checks written on the Passumpsic account and that money was not transferred from Woodsville to Passumpsic. They did not foresee this issue going forward.

DB would get in touch with Passumpsic regarding the accounts not being funded

TD asked if the Treasurer should come in once a month to meet with the Board to keep them up to date

After some discussion it was decided if the Treasurer has any issues or concerns she will contact the Board, and the Board will do the same.

MR asked the Board about the payroll service Paychex

DB explained the Board did due diligence, that it would save money and time, very cost effective, they looked into it. They had contacted other towns about service and received positive response

The Board explained concerned there is only one person who can do payroll, what if that person is sick or leaves how payroll would be done, with this service the Board or TA can call in time cards.

MR questioned cost of service and terms of service. She asked if a local company had been looked into instead of a company from NJ

The Board asked MR if she would like to meet with the Paychex representative when they meet with them and have her questions answered. MR stated she would

DEPARTMENT HEAD HIGHWAY Kevin Clement- Spoke to the Board regarding filling a full time and part time position. He presented the Board with a draft of the job posting. He gave the Board a hand out regarding the cost of new hire. He explained he had gone over his figure with GC and present to the Board for review. He told the Board he would be coming back in to see what the position would be offering for wages. He stated he would like to hire an experienced operator and would need to offer a competitive wage. TD agreed with KC and that the wages presented were correct for the market The Board discussed posting the position in house as required by the personnel hand book, then posting in the Courier and the weekend paper KC stated he would like the ad to state opened until filled, with no deadline The Board requested the ad state all applications be mailed to KC and contact information for him be added to ad draft

KC Present the Board with request for paving bids specs. He stated it will be broken down by street. He went on to say he did not want to remove the existing asphalt until closer to paving date, due to weather and rain would wash base away

KC Told the Board he had contacted Randy Boutin regarding the trees that needed to be removed, he needed permission from the land owner. The cost would be \$700.00 to include chipping of the brush; the Highway would use the wood for furnace. He would find out whom home owner was and get permission. The Board asked if Boutin was insured KC stated he believed so, but would check on that

KC Told Board he met with the insurance adjuster regarding the roof damage. The adjuster felt the flashing would be covered and soffits, would try and see if could get shingles covered as well, should hear back within the next two weeks

KC Told the Board he had been approached by someone from community regarding Bishop Road and wanted to know when the Town was going to fix, upgrade the road. He explained the conversation got a little heated, he asked the Board if going forward this person could be directed to the Board. The Board felt that anyone should be directed to the Board in those type circumstances.

SELECTMEN'S BUSINESS:

SK made motion to table all minutes until next week DB 2nd so voted all DB asked the June 22 minutes be sent via email

NON-PUBLIC: (RSA 91:a3III) Personnel TA SK made motion DB 2nd

ADJOURNED: SK made motion to adjourn DB 2nd so voted all 9:15

