

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
09/14/2015

SELECTMEN PRESENT: Stephen Knox and Donald Butson
Town Administrator: Daniel Merhalski
Selectmen's Office: Suze Tavernier

MEETING OPENED: S. Knox Opened meeting at 5:00
T. Demers Absent

SELECTMEN'S BUSINESS: The Board reviewed the agenda and how they Board wanted agenda set up. Selectmen' Business will be on agenda for the first hour, then Department Heads or Public.
D. Merhalski will send draft of agenda to S.Knox for approval before posting.

LIFE SQUAD: Dave Combs and Audrey Champagne
D. Combs spoke to the Board regarding the repair to R1. He had looked into remount/new frame and it would be cost prohibited.
D. Merhalski stated the Board was waiting to hear back from K. Clement on estimated cost to repair R1.
D. Combs and A. Champagne told the Board they had been looking into the cost of purchasing a used ambulance vs. new. They presented the Board with specs. on two new ambulances and cost projected for each. One unit was diesel the other was gas. They spoke on capital reserve account in regards to purchasing and would have little impact on tax payers. This would be a new ambulance, within 5 years town would own and has a life expectancy of 15 years. They explained they would eliminate both current vehicles and cut down to one. Realistically the squad not in a good place to try and run two trucks, transfers stated A. Champagne. They would like to have one solid truck to service community; they average 300 calls a year.

Littleton Regional Paramedic Service- D. Combs explained the service would be done as of October 1st. They had met with other towns and Calex Ambulance to see how the area towns would fill in the missing service. Calex was looking at perhaps providing the service; the cost would be roughly 30-40 thousand a year if all 6 towns participate, and cost would be higher if not all towns are involved. D. Combs explained there is a few more meetings planned and would come back to the Board.

Billing: A. Champagne reviewed a list of uncollected ambulance invoices; she explained the Board would need to decide if:

- Want to report to credit agencies
- Write off the Debt
- Take to small claims court
- Do some more research for address and re-bill from the Town

There was a discussion regarding Buffington Fund. Scott Champagne explained he had come to the Board earlier and had requested permission to contact town Attorney regarding the steps needed to allow ambulance service to be covered under Buffington. He stated Attorney said the town would have to take it back through the probate court.

The Board requested D. Merhalski contact Town Counsel and ask about process, time frame and cost.

The Board Continued on the discussion of unpaid invoices. There was a Board consensus a letter is to be sent from Selectmen's office informing the clients of their outstanding debt.

D. Merhalski will draft letter, and will sit down with A. Champagne and go over the list of outstanding invoices.

NH DEPARTMENT OF REVENUE: PROPERTY DIVISION: Josephine Belville came to *check in* with the Board. She asked the Board if they had decided if the Town was going to do a "measure and list" for the next 3 years, then revaluation. The Board said they were just starting on the budget process and would seek input from Phil on how the town should move forward.

J. Belville spoke to the Board regarding "current use" she stated she would be working with the Town to get the Town's current use in order. She will contact D. Merhalski and set up a time to start reviewing the current use.

SELECTMEN'S BUSINESS: D. Merhalski present the Board with

- *Personnel Grievance Policy* Discussion about tabling until T. Demers returned, the Board agreed. S. Knox made motion to table policy until T. Demers returns D. Butson 2nd so voted all
- *Social Media Policy*- S. Knox made motion to table until T. Demers returns D. Butson 2nd so voted all
- **POLICE:** D. Merhalski spoke to the Board regarding the income generated by the new ordinance put in place earlier this year. Chief Pinson requested the Board allow funds to be put into the Police Department Capital Reserve Fund.

The Board had a discussion regarding the request, and although D. Butson agrees the Reserve accounts need to be funded, S. Knox was not comfortable funding Police Department with those funds. It is the Board consensus to deny request at this time.

- **PUMP INSTALLATION CONTRACT:** D. Merhalski presented the Board with contract. Stated basic contract, limited to amount quoted. He asked the Board if they want to sign or have D. Merhalski sign as it falls under the amount allowed in new purchasing policy and to have D. Merhalski sign in the future.
- **WELCH'S WATER CONTRACT:** D. Merhalski explained that the contract for Welch's Water expired December 2014. The Town will need to enter into a new contract. There was a discussion regarding the length of contract and based on user fees. The Board agreed to have contract finish

out 2015 and expiration date of January 2018. D. Merhalski will draft up contract for Boards signatures.

- **WELL REJUVENATION CONTRACTOR:** D. Merhalski explained that Weston and Sampson just need an authorization signature from one of the Board members. He stated the project won't be started until early November. The Board signed to authorized work.
- **MOWING RFP-D.** Merhalski presented the Board with a draft RFP for the mowing of several Town properties. The Deadline for mowing RFP was set for October 25th.
- **POLICE DEPARTMENT-D.** Merhalski present the Board with Chief's Pinson request to sell or scrap old cruiser, currently stored at Highway Garage property. Board agreed to sell either through bid process or scrap. D. Merhalski will request Stockley's submit a scrap estimate along with the fire truck.
- **SNOWMELT SYSTEM FOR TOWN HALL:** D. Merhalski presented the Board with two estimates. There was some discussion regarding the estimates, one of the estimates was insufficient with providing information to make a decision, the Board requested the vendor be contacted and asked to give a more detailed estimate.
- **WATER LINE MAPPING/TRAINING:** The Board and D. Merhalski had a discussion regarding the budget and funds added to 2015 budget to start the water mapping and to purchase the pipe locator. The Board inquired if the Highway and Welch had received the training yet on the new piece of equipment. D. Merhalski would inquire with Highway and Welch, if the training has been done. The discussion continued about the funds put into system regarding CAI's work to be done regarding the mapping of water lines.
- **PRESERVATION EASMENT:** D. Merhalski presented the Board with recommendation from Assessor regarding a Barn Preservation easement. After reviewing the property no public hearing was done and a value needed to be determined Merhalski explained what Preservation easement entailed and what should have been done. The Board will go ahead with hearing but would like more information to review prior to hearing.
- **HIGHWAY-** D. Merhalski presented the Board with a request for expenditure and other items from the Highway Department. The Board decided to discuss request and other items in nonpublic session.
- **TRUSTEES OF THE TRUST FUNDS:** D. Merhalski present the Board with a letter to be signed by Board of Selectmen allowing the Trustees to close out old accounts and authorize to open new accounts. The Board signed letter.
- **NHMA TRAINING:** D. Merhalski spoke to the Board regarding the annual training conference in November, he would like to attend, and he stated it was a substantial expense so he wanted the Board to make that decision. The Board asked if there was funds in budget to cover cost, D. Merhalski

there were funds that could cover cost. The Board granted permission and encouraged D. Merhalski to attend trainings when available.

- DAY CARE INSPECTION: D. Merhalski presented the Board with the Building Inspector's report regarding Daycare Center. The Board had a discussion regarding what if any steps to take next. The Board requested the Daycare owner, complainants and Zoning Board be sent copy of report.
- S. Knox requested all minutes from each Board be sent a copy of its own minutes in a timely fashion.
- MINUTES: S Knox made motion to accept Public and Non Public minutes. D. Butson 2nd motion so voted all
- CONSERVATION COMMISSION: D. Butson made motion to accept Mark Roberts onto commission for 3 year term S. Knox 2nd so voted all

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NON-PUBLIC: (RSA 91:a3III) Buffington and Personnel. S. Knox made motion to enter nonpublic D. Butson 2nd so voted all at 7:46

SELECTMEN'S BUSINESS:

S.Knox made a motion to exit the contract with Carol Coppola, effective January 1, 2016, seconded by D. Butson Motion passed unanimously.

D. Butson made a motion to adjourn, seconded by S. Knox. Motion passed unanimously.

The meeting was adjourned at 8:59 pm.

Respectfully submitted,
Suze Tavernier, Recording Secretary