

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
09/28/2015

SELECTMEN PRESENT: Stephen Knox (SK), Donald Butson (DB)
Thomas Demers (TD)
Town Administrator: Daniel Merhalski (DM)

MEETING OPENED: S. Knox called meeting to order 5:07

SELECTMEN'S BUSINESS

- Board reviewed correspondences from resident D. Besaw, 65 Cheney Road. Board asked for status of exemption, D. Merhalski explained Town Council recommended the resident put something in writing regarding the status of exemption.
The correspondence received states Mr. Besaw would like a lump sum of what was not applied to his property for Veteran's exemption, which he was qualified to receive.
Board has a discussion on the history of the exemption and what had been received by Mr. Besaw. D. Merhalski explained that Mr. Besaw had received an elderly exemption on his property, which he did not qualify for a period of 3 years and did not receive a Veteran's exemption during that time period. Due to this the property owner received a larger exemption than he should have.
D. Merhalski will speak with J. Trelfa, Tax Collector regarding the figures and will present the Board with a Tax Collector's recommendation for the next meeting.
- Public Minutes Board made amendments to draft minutes. S.Knox made motion to accept Minutes of 9/14/2015 as amended D. Butson 2nd so voted all-motion passes.
- Non Public Minutes, D. Butson made motion to accept Non Public Minutes of 9/14/2015 S.Knox 2nd motion so voted all-motion passes. The Board will carry on Non Public Sealing of Minutes to next meeting, stamp and envelope not provided.
- The Board signed the AP and Payroll Manifest, pre-manifest, and Diesel log.
- The Board had a conversation on Paychex service and any issues or concerns. Suze has been working with A.Roberts, to resolve some of the issues..
- Life Squad donations: D. Butson made motion to accept 3 donations of \$100.00, \$25.00 and \$350.00 S. Knox 2nd so voted all, motion passes
- Signed new hire paperwork.
- Board signed request for usage of Town Hall for the Lion's Club Basketball program.

- Board signed inter-department repair log.

NON-PUBLIC: (RSA 91:a3III) Buffington and Personnel S. Knox made motion to enter non-public 5:25 D. Butson 2nd motion.

Roll Call: S. Knox-yes, D. Butson-yes and T. Demers-yes

DEPARTMENT HEAD: J.Trelfa presented the Board with properties for deed.

- **Higgins Property:** J. Trelfa presented the Higgin's property for review. The Board noted Daniel and Roberta Higgins were present. J. Trelfa explained the due date for deed was 9/28/2015 and she needed a decision as to whether the Board wanted to proceed with deed. The Board requested J. Trelfa give a brief history on the taxes and what steps have been taken. She explained the homeowner has been on payment plan for prior tax years dating back to 2010. She explained the process that had taken place a couple of months ago, regarding the deed waivers and payment plans. At time the Board had increase the payment plan amount, to help the taxpayer "catch up" in a more timely fashion. With no response to new payment plan agreement the Board went forward with the deed notification, with the deadline of 9/28/2015. She presented the Board the total due on property. The Board asked Mr. Higgins if he received the payment plan notice, he replied he did. Mr. Higgins stated he had continued to make payments in the original amount and had made one large payment. The Board explained that amount was from prior agreement that had expired, and that the increase was to help bring property into the three year deed time frame, still behind but only three years. There was a discussion about outstanding taxes, the deeding process and the State mandates on unpaid property taxes. The Board had a discussion regarding continuing on a payment plan, but the plan needs to bring taxpayer current, to the three year deeding time frame. The Board asked J. Trefla if she could figure out how much that payment would be, taking into account the large payment Mr. Higgins had made. J. Trelfa figured the amount to clear 2011 and 2012 would be 860.00 a month. There was a discussion about a total payment and what affect the elderly exemption will have on total taxes due going forward. The Board agrees to stay with the payment plan presented to Mr. Higgins but is willing to revisit if Mr. Higgins makes a large payment which would allow for a lower payment at that time. T. Demers made motion to accept the \$400.00 a month payment plan D. Butson 2nd so voted all motion pass. J.Trelfa will send out payment plan to the Higgins to sign.
- **Tebo Property:** J. Trelfa present the Tebo property for deed, she explained the history. The Board believes due diligence has been done on this property and will go ahead with deeding of the property. S. Knox made motion to deed, parcel U07 lot 40. T Demers 2nd so voted all-motion passes.

- Moulton Construction: J.Trefla explained she had been working with Town Counsel on property. She explained the history of the property. The Board agreed to deed the properties. S.Knox made motion to deed parcels R17 lot 2 and R18 lot 11 D. Butson 2nd motion so voted all-motion passes.
- Smith Property: J. Trefla explained the history of property; she has not received any communication from home owner. She asked the Board how they would like to proceed. The property is an apartment building; the Board would like advice from Town Counsel regarding deeding a building with tenants. J. Trefla will contact Town Counsel about advice moving forward.

LIFE SQUAD: D.Combs, A.Champagne and J. Dodge

- D. Combs stated he has not heard back regarding repair for A-1.and had checked with Todd as well. He spoke with Todd regarding R-1and the issues with brakes, and also asked what would need to extend the use of R-1. The brakes work, but are soft, to bring back up and brakes Todd estimated \$1,000.00-\$2,000.00 and labor cost. They have looked around at several used ones. Board asked about the miles on R-1, the discussion continued about mileage and age of used vehicles. He presented the Board with a few used vehicles. D. Combs spoke on leased vehicles, low maintenance and after 5 years town would own it, and would have life expectancy would be around 10-15 years. The lease amount would be around \$24,000.00-\$25,000.00 a year. He explained the first year would come out of equipment and Capital Reserve accounts, no tax impact. D. Combs spoke about putting ambulance in budget or warrant. There was a discussion regarding leasing vehicles, and cost of lease to own vs. straight lease. The Board asked if A. Champagne can get the figures for a straight lease, fully uploaded, lights etc., built into lease payments. There was a discussion regarding cost of new vs. used and lease, and requirements of Town meeting.

Paramedic Program is done October 1st, there has been discussion regarding regionalization. Discussion regarding a dual service, a Paramedic service using new vehicle. There was a discussion how the service works regarding billing for Paramedic service. Discussion regarding transporting, the current conditions and future ability to do transfers.

Discussion regarding the Capital Reserve, and who were agents to expend and the current equipment fund. The Board agrees something needs to be done regarding R-1.

J. Dodge spoke on the urgency of needing to replace R-1. The Board agreed with the urgency, but also stated if there is a brake issue with R-1, it needs to be fixed. T. Demers suggested having the R-1 checked out at a service shop with free estimates. He suggested Expertech in Littleton. The Board would like more figures and information before making a final decision regarding a replacement, but would like R-1 brakes addressed immediately.

- J. Dodge asked if the Part Town Property up for sale? Wanted to know if not, why has not been addressed?
The Board stated they are still getting an inventory of Town Property, have not put anything up for sale, and waiting for a list from Tax Collector. J. Dodge asked what status of Ross property, Board stated, have been in touch with new owner and still in waiting to hear back from building inspector.

DEPARTMENT HEAD: Transfer Station- Fred Garofalo-came in for presentation from R. Pride. Board informed him that R. Pride has not arrived. There was a discussion on the cost analysis, and F. Garofalo wanted to attend in case there were questions regarding R. Pride's presentation.

SELECTMEN'S BUSINESS:

- Treasurer- Board received just one applicant. D. Merhalski stated he received a letter of interest, but not a resume. The Board asked if she could send resume. The Board requested D. Merhalski post on web page the Board will appoint at the next meeting.
- Ice Melts bids-no response yet.
- Pipe Location-Discussion regarding training for Highway and Welch's have not been trained yet. D. Merhalski looked into accounts regarding water and waste water accounts. He reviewed the line items with funds still available. There was a discussion regarding mapping and prior conversations regarding mapping of the water lines. There was a discussion regarding allocating some funds to at least start this year. Discussion about highway department hour's availability. The Board agreed to move forward having CAI do as much mapping as can be done this year, and discussion about highway personnel available. Discussion to have D. Merhalski contact CAI and have contract for Board to sign at next meeting.
- Discussion regarding Welch's Contract- D. Merhalski presented a draft contract. Board reviewed contract, Board is in agreement to send contract to Welchs.
- Board reviewed Goals and Objectives of Town Administrator- the Board reviewed and had discussion regarding Master Plan. The Board reviewed the priority of the list and had a discussion on which items should be in the top ten items, adjustments were made. Demers made motion to remove draft and make it final D. Butson 2nd so voted all-motion passes.
- Social Media Policy Board agreed to send to Walter for review.
- Discussion on Personnel Grievance section, Board agreed to send edits to Walter for review.

Town Administrator Report

- Ross Funeral update Building Inspector has reviewed the first floor and is coordinating with tenants to inspect 2nd floor.

- Regarding looking at other properties for municipal use- D. Merhalski is looking for a little more guidance, right now there are 70 properties for sale, Dan would like more direction as to location. If looking at 302, cautioned on flood plain and how far up 302 would be suitable location and what square footage. Board would like to keep it located closely to the center of town, where most of population is found.
 - D. Merhalski will submit paperwork for new signers to town's accounts adding him as soon as new Treasurer is appointed.
 - D. Merhalski spoke on the insurance reimbursement for roof repair, check was received. The Board had a discussion regarding the pervious bid and what needs to be done moving forward.
 - D. Merhalski will be starting Department Heading meeting the following Wednesday after Selectmen meetings, the first one will be held this week. The meetings are open to the Board if they want to attend.
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- **ADJOURNED:** D. Butson made motion to adjourn S. Knox 2nd so voted all-meeting adjourned at 8:24