

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES

March 2, 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

DEPARTMENT HEAD: HIGHWAY Kevin Clement gave the Board an update frozen water issues. There are 3 or 4 more lines frozen since meeting. There is still the issue of water in regards to sprinkler system at wire mill. I anticipate we will get more, with the frost is so deep. He has utilized his part time help.

SK Do we need to get more manpower?

KC difficult with drug & alcohol screening, trying to find part time people. If push comes to shove, go to other town and either pay wages or trade off with material.

SK spoke with Josh on Friday if we use a large amount of water will shut off ash, use fewer chemicals, no change just taste

SK In regards to ROW on ecology drive, what do we need for ROW?

KC 33ft current asphalt and 18ft widest part at bottom of hill. Rule of thumb two rods.

DB traveled portion or ROW

KC as I understand it's the present width 16-18 feet, I don't need any more than present, don't need 33 feet

DB I felt at least 33 feet to maintain, just my opinion

KC Don't need any more than current, other than the two cut outs for water, and depending how Leavitt deed was written, up to the Board

Board requested Leavitt Deed for review at next meeting

SELECTMEN'S BUSINESS:

DB received phone call from Peter Minich and Carmen regarding bank accounts. They stated of the 10 accounts only 2 have been funded

Board asked for Treasurer to attend next Monday's meeting to explain

SK made motion to accept minutes of February 23rd DB 2nd so vote all

PUBLIC: Cindy Derosia –Topic of conversation, what will happen if we vote Joe in. What happens? What will happen legally?

SK- requested Jennifer Trelfa-Town Clerk come into meeting

JT- When he signed up I called Secretary of State's Office, legal entry.

Suggested if he is elected the Board at that time would have to set up protocol and procedures. Called NHMA spoke with the Lawyer, no statue against him running

MF
DB
SK

CD It's not unlawful
JT- There is nothing unlawful
DB-What about Handbook?
JT-Elected official, not employees, but they suggested Board make up protocol
DB Personal opinion, does appear to be a conflict
JT I accept you opinion but it is legally allowed
SK That's where we leave it, setting up protocol
JT Next Board can set protocol
CD regarding current handbook
SK Town does not supersede state laws, legally valid can run
CD figured could run, but perception
SK That's for the voters to decide
CD answered my questions

SELECTMEN'S BUSINESS: Representative s-Cummerford*Neider*Perkins,
SK Explained the Board was looking to make a decision soon and that is why the Board asked them to come in
Cindy Perkins and Phil Bodwell spoke to the Board regarding the services they offer. They currently work in Lyman, Whitefield, Lincoln and Woodsville.
They stressed they believe in being very careful/quality control
They believe in reporting back to taxpayers and Selectmen quickly. They are familiar with the Avitar software the town uses.
DB asked how many worked for firm
CP-11 people, to include 4 certified assessors, 2 data collectors 3 of assessors are CNHA
SK Billing structure?
CP Can billed in lump sum, bill by pick up, by hour. Up to Town
DB Abatements? By the Hour
CP Hourly \$53.00 per hour
SK How soon, if we decide on your company could you start?
CP When you are ready, we can start. We do work remotely, get data and work remotely on some work.
PB As far as abatements could take 1 hour up to 3-4 hours, depends on if simple or complex. We like to do a walk through, schedule appointment with taxpayer and will provide a written report to the Board
MF I have concerns about remote access I don't know if we have a vpn
CP- We use go to my PC, it's very secure
MF Concern about you getting access to desk top, once on you have access to anything on desk top
CP we usually have a limited log on, separate log on just access to assessing software and excel
SNS can set up a separate log in with limited access
DB we will be making a decision within the week
CP feel free to contact references
SK we are looking for a firm to work with Selectmen and Taxpayer, good communication

DB we are looking for establishing a long term relationship, communication to us and tax payers is something we will insist on
PH things go more smoothly with good communications.
SK we are on short list of assessors, we be back in touch soon, one way or the other
The Board thanked them for coming in

SELECTMEN'S BUSINESS:

Assessor-SK do we want to make decision now?
MF I am good impress, they generate reports, good communication
DB I am good with it
SK I have a good feeling about it, good references
The Board decided to award contract to Commerford*Nieder*Perkins, LLC
Board asked they be contacted tomorrow

SK want to bring up communication breakdown. There was a discussion regarding how Board members are to be contacted. There was a concern regarding a cancelled department head meeting and MF had shown up for meeting that had been cancelled
ST stated she had emailed everyone, but how did MF want to be contacted?
MF call and leave message on phone
SK while we are on communication something fell through, need to make sure we communicate more effectively to ST.
I think the problem last week was we were not clear, the plan was not laid out properly .
Discussion regarding the morning the handbooks were to go out and miscommunications. The work load in office, and things that pop up unexpectedly were discussed.
There was further discussion regarding the handbook and request to have all employees sign off
Board reviewed the ones that had been turned in
SK make clear, deadline has passed
MF my opinion letter to Department Head, this is a process that we want to be done, high priority
SK-Considering one week and a day from town meeting, election what weight does that carry. Do we set another deadline?
MF stressed asked once, now with to have Department Heads responsible for
DB I am at a loss, all kinds of reasons, and lack of communication that's the problem. Word memo, directive get in or give a reason, employees to turn in or
Department Heads need to come in Monday and give reason.
MF include Fire Department and Life Squad

DEPARTMENT HEAD: Tax Collector/ Town Clerk Jennifer Trelfa
Presented the Board with pole license

MF is this town property?

JT/SK No within ROW

JT asked if the Board wanted the Town Report on Web page

She presented minutes she took from non-public meeting on February 23rd

JT stated she reviewed the public minutes from February, changed sentence have left rest in, I, was just explaining time line. If you want to change minutes, I will keep the draft, in case anyone ever asks

Deeded property- She stated she had sent deed in

She spoke on the Election, She stated anyone on the ballot cannot help count so it will be Stephen and two ballot clerks will do the counting

LISBON MAIN STREET: Bernie Prochnik and Susan Wall

Spoke with the Board regarding the upcoming Town Meeting. SW explained Main Street missed the deadline for petitioned warrant but would be making an amendment from floor to add \$6,900.00. She stated Peter Nightingale had looked up the RSA and it is permissible.

They spoke on the request to make Main Street as part of the warrant; it had been in the past and was only recently they had to submit a petitioned warrant SK you would have to ask next Board of Selectmen. We appreciate the heads up. This Board based our decision on what had been done the prior year.

There was a discussion regarding the current terms of lease, the Board will be looking at the true cost of running train station and the current terms of and amount of lease.

Susan spoke to the Board regarding scenic by ways communication she had received as well as information from UNH Coop extension. She will forward on to the Board

The Board thanked them for coming in.

LIFE SQUAD: Dave Comb and Audrey Champgane

SK We received this renewal last week and need clarification on regarding rates and Comstar

AC in February last year we started with Comstar contracted through 2016, we asked Comstar to give us an idea on rates, they surveyed area services and we set rates. We are in the middle of the average.

Comstar puts this out each year to see if we want to change rates.

There was a discussion about Medicare payments

MF who makes up the difference from what Medicare pays and our rates

AC no one we are under contract with Medicare

SK Medicare only pays a certain amount regardless what we bill

AC we agreed to those terms when we became a provider.

DC we are still covering our cost, regardless of what we receive from Medicare

SK Asked what needs to be done with form

AC and DC stated they were ok with the rates were they are, don't feel the Town needs to increase any rates at this time

DB that is what we were looking for, guidance on what we needed to do with the rates

SK asked if the Board had any other questions for DC and AC regarding rates?
AC would like to ask the Board is they could have the 25% of the equipment fund transferred quarterly; this would help with unforeseen equipment purchases during the year.

MF asked if Life Squad plans on doing anything to fund raise

AC we do, but it's about manpower, trying to keep heads above water.

SK I just want to thank you for what you do, being on call I can appreciate all you do

SK in regards to personnel handbook, we need those signed off can you make you make sure to have people pick up and get them back in, we haven't made any changes yet

PUBLIC

Jan Marshall (JM) came in for guidance on two items on warrant. We need a fulltime Town Administrator as feel not fair to Selectmen the amount of time they have to put in. Increase the budget line to \$75K to attract a full time person if applicant has a financial background.

MF Needs to be able to write grants especially around the Fire Department and Police.

DB We have \$20K from financial

MF \$50K for 3or 4 days a week.

SK \$50K for 9 months.

JM If building projects go through a lot of work.

SK You personally would like to see an increase

MF My concern, I have no problem to pay someone to do the job, we have no procedures on what has to get done. I am hesitant to throw another \$30/20K on half a work year. I can see after a year, by having position, what they can do and procedures in place, then looking at fulltime and what they are worth.

JM Start with job description, I think we need high quality for extra \$20K it is well worth a 5 day a week job.

MF Think a fulltime position. I am not trying to say this Board or next going to hire badly.

DB I'm a real strong advocate for a Town Administrator, not enough time for all we need to have done. We are talking 3 days you are talking fulltime.

JM Fulltime will open up a pool of people good in financial.

SK In my opinion is should be contracted, with no benefits.

JM Can still be contracted.

SK Up to voters, you will have to do it from the floor.

MF Can we speak on any of this at meeting?

JM you won't know until you start looking

SK After Town Meeting possible a new Board, a learning curve, realistic.

Discussion about potential to fulltime, comfortable at \$50K, same as last year.

JM The other thing, the South Main Street article. Fixing this building and Fire Station. Concerns about location, a lot of properties to look at.

I want to develop a proposal, study groups – put parameters.

SK your opinion it is the location itself? You can speak your mind at Town Meeting.

JM Concerns on interest rate, don't see rates coming down. I do believe we need new Fire Station with sensible solution. Next Town meeting we will be looking at higher rates.

SK Establishing committees need to look into procedures.

DB At this point suggestion came at 11th hour. Main purpose to secure property, could do committees after.

MF I understand there are other options; we need to look out for best interest of tax payers. Hope TA can find things out; TA will find grants and finance.

SK You can speak on article at Town Meeting. The Board would like to thank you for coming in, you will need to talk with the Moderator from the floor on any changes to the warrants.

SELECTMEN'S BUSINESS: Board Reviewed minutes from February 16th

SK made motion to accept minutes DB 2nd so voted all

SB made motion to accept all nonpublic SK 2nd so voted all

Board signed off on AP and Payroll Manifest

SK made motion to accept donation to Life Squad Equipment Fund DB 2nd so voted all

DB present CAI contract for signature from Board

Board reviewed estimate on Train Station replacement of sump pumps

Board asked that estimate be broken down into parts and labor

Discussion on North Country Council 10 year plan-tabled

Board made aware DES contacted Building Inspector regarding demolition and burning of material on 302

SK We need Stan to report back to the Board on this in writing asap

All agreed

Contact SNS about Cloud and access to assessor; let MF know when time has been scheduled

Break Down on benefits –for next meeting

DB made motion **NON-PUBLIC: (RSA 91:a3III) Contract Negotiations** SK 2nd

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

SK Made motion to adjourn DB 2nd so voted all

