

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
February 1, 2016

SELECTMEN PRESENT: Stephen Knox (S. Knox), Donald Butson (D. Butson) and Thomas Demers (T. Demers)

Town Administrator: Daniel Merhalski (D. Merhalski)

MEETING OPENED: 5:02

PROPOSED TOWN BUDGET: - D. Merhalski spoke on the update to the budget. He presented to the Board the most recent changes. He spoke on the Board's request to present a budget with a flat tax rate. The proposal cuts an additional \$161,000.00 and increase in revenues \$75,000.00 in the water department. He explained that repairs that have been completed and the future repairs will add \$64,000.00-\$65,000.00 to the budget this year. He stated they would be looking into grant funds and financing in the future to assist with costs associated with the water and waste water system. He explained that water and waste water are self-funding from user fees, which had gone up slightly last year. The fact that so much had been cut from last year's budget that even with this added expense there in not much of an increase, year to year. The overall budget as proposed is a 2.3 million dollar, down \$313,900.00 from fiscal 2015, revenues are up by 2% \$23,000.00 and utilizing the fund balance of \$31,000.00 will arrive at a tax rate of \$10.72, for the Town portion.

D. Merhalski has been working with the Department Heads on this proposed overall reduction. He presented the Board with requests to add funds back into budget by the Department Heads. If all the requests are entered back into budget there would be a total of \$2,800.00 added back into budget. He stated the Department Heads did a good job working with the reductions. In the proposed budget there are no reductions in service, the Capital Plan is still moving forward, and the new ambulance is still in the budget. D. Merhalski stated there is a \$15,000.00 contingency line item to cover expenditures of an unavoidable nature. D. Merhalski stated the biggest cut to the budget was in capital outlay, road maintenance. He explained the line item was at \$130,000.00, it was reduced to \$30,000.00. There was \$20,000.00 encumbered from 2015, so the total on that line going forward for 2016 is \$50,000.00. The Highway budget itself was not reduced, as K. Clement stated budget currently at the minimal amount without reducing services. The biggest cut to the budget was from the road maintenance line, \$100,000.00 cut. D. Merhalski presented handouts to the Board reflecting all the changes.

D. Merhalski stated Jan Marshall, from the Lisbon Industrial Park Group has requested \$1,500.00 for a feasibility study grant and an additional \$10,000.00 for possible purchase of land, in the event the feasibility study works out. They have requested the total amount of \$11,500.00 come from fund balance, so no impact on the budget. He explained the budget present has the \$1,500.00 request in it but does not have the \$10,000.00 request.

The Board expressed gratitude to everyone that worked on this, it was a group effort.

POLICE: Chief Pinson spoke on the cuts to his proposed budget. He explained it was going to be tight budget. He requested budget print out monthly, to be able to keep up on the budget.

D. Merhalski stated he would be sending out budgets either monthly or bi weekly. There was a discussion on billing out for used of some of the Town's supplies. Chief explained the situation and why it's not feasible.

J. Trelfa explained the State no longer provides forms for her office either; the cost has been passed on to the Towns.

TRANSFER STATION: Fred Garafalo spoke on his proposed budget. His concerns are if equipment breaks there is no money in budget to fix. The maintenance line has been cut; he has concerns regarding bobcat, scale, and baler. He questioned where money would come from if anything breaks.

D. Merhalski explained it is a tight budget, but there is contingency fund to cover unforeseen expenditures.

LIFE SQUAD: Dave Combs spoke on his budget, he explained they just received information that the hospitals will no longer be providing some of the drugs needed on the ambulance, and the cost has been passed onto the Town. He went on to explain if patient is not transported the Town cannot charge for the medications used.

D. Combs stated he had a new rate scale from Comstar for the Board's approval. There was a discussion regarding an increase in rates to cover the increase of costs.

FIRE DEPARTMENT: Chief Gregory Hartwell spoke on the proposed cuts to his budget. He explained his concerns regarding the maintenance and repair line. There was a discussion regarding recent damage to a Fire Department vehicle. There was further discussion regarding the limitations on "in house" repairs and submitting an insurance claim.

TOWN CLERK/TAX COLLECTOR: Jennifer Trelfa spoke on the proposed cuts to her budget. She spoke on the conference line and office supply lines. She was already gone through over half her proposed budget.

There was a discussion regarding elections and requirements in budgets.

HIGHWAY: Kevin Clement spoke the operating part of Highway budget, it has remained the same. He expressed concerns about the individual lines within the budget, asking for printouts bi-monthly. He stated historically the Department Heads have been responsible for bottom line, but had concerns regarding the individual lines. The discussion continued about needing authority to exceed individual lines.

D. Merhalski explained the budget is very tight and if a Department Head needs to go over on a particular line, we need to know where the money is going to come from. He explained the budget needs to be monitored very closely.

The Board had discussion regarding the road maintenance line and what will be done with that amount of money in the proposed budget. K. Clement explained that it will be minimal, some will be for gravel, but it will be very limited paving. There was further discussion about concerns about the minimal amount in the proposed budget line.

There was a discussion regarding the Town Budget and the School budget. The Department Heads felt there should be better communication between the two Boards. The Board agrees that the two entities of the Town should work together, but they have no authority over the school.

There was a discussion about a petitioned warrant article regarding Serenity Lane.

K. Clement spoke on the conditions of the road and saw no issues. The Board requested if K. Clement speak on it at Town Meeting.

Chief Hartwell asked if the Board had sent proposal to the Landaff Board of Selectmen regarding the Fire Department, as the Landaff Board meets this Wednesday. D. Merhalski will send Landaff the figures after the budget is approved by the Board. The Board explained to the Department Heads that Landaff had asked for a proposal from Lisbon for fire coverage.

The Board asked J. Trelfa about candidates for elections. She stated who was running for open positions; Peter Nightingale for Selectmen, Joe Nyberg for Trustees of Trust fund, Alana Lessard for Library Trustee, Beth Johnson for Library Trustee, she stated no one has signed up for Moderator

SELECTMEN'S BUSINESS: The Board reviewed the changes made to proposed budget and requests for funds by Department Heads. There was a discussion regarding "charities" and proposed appropriations. There was a suggestion to contact Littleton, regarding the Tri County Cap and impact on Littleton's Town Assistance program after Town stopped funding. D. Merhalski asked for clarification, if Littleton did not take a hit, leave appropriation at \$2,500.00 if there was impact increase to \$4000.00 the Board stated yes.

There was a discussion regarding the Ross Funeral home. D. Merhalski stated current proposed budget has no funds for study, improvements or demolition, and would like guidance from Board.

D. Merhalski spoke in regards to the possibilities of the Town Offices moving to the Lisbon Professional Building. He stated he had asked the Department Heads for input regarding the possibility. He had not heard back from any of them. The Board had a discussion regarding the impact on budget. D. Merhalski was looking for input from Board as to how they would like to proceed. There was a discussion regarding the layout of the Professional Building and the need for any renovations. The Board spoke on possible future use of the Town Hall. D. Merhalski explained the cost associated with the possible move. He stated there would be a need to put in a line item to cover rent for six months and "moving cost. There was a discussion on the savings from Town Hall to Professional Building. There was a discussion regarding over all amount needed and adding to budget that was just reduced. The Board stated they felt money would be better spent on a study of the Ross Funeral property. There was a discussion regarding attaining bids for the study and suggested the funds to come from fund balance. The Board felt it was important to move forward with that study.

There was a discussion on designations with the fund balance. There was a discussion regarding the request from the Lisbon Industrial Park. Several points of view were discussed and impact on fund balance in the future.

The Board agreed to request for the \$11,500.00 for industrial park and \$15,000.00 for the study of the Ross property to come from fund balance. There was a discussion on fund balance and how it is calculated and the DRA recommend amount.

There was a discussion regarding paving and concerns about the proposed reduction. The Board discussed a possible increase in paving line and the budget constraints.

There was further discussion regarding the contingency fund and not allowing the Department Heads to go over individual line items without approval. D. Merhalski explained the importance of keeping track in this tight budget, the Board agreed. The Board spoke on the contingency fund and how it will be used. There was a discussion regarding the ability to transfer funds from one account to another at the end of year if necessary.

Board signed AP and Payroll Manifest.

D. Butson made motion to accept proposed budget S. Knox 2nd so voted all, motion passes.

T. Demers spoke about Hazardous Mitigation correspondence. He will meet with D. Merhalski about the report.

Board discussed a schedule for the poles at the Primary to have a quorum at the poles.

A discussion regarding the Part time position on the Highway Department
D. Merhalski stated K. Clement is going to review and present application in the next few weeks to the Board.

D. Butson made motion to adjourn T. Demers 2nd so voted all, motion passes.

ADJOURNED: 7:45

Respectfully submitted,
Suze Tavernier, Recording Secretary