

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
**February 22, 2016**

**SELECTMEN PRESENT:** Stephen Knox (S. Knox), Donald Butson (D. Butson) and Thomas Demers (T. Demers)  
Town Administrator: Daniel Merhalski (D. Merhalski)

**MEETING OPENED: 5:38**

**SELECTMEN'S BUSINESS:** Board signed payroll and AP Manifest.

Board reviewed AP invoices. Board had asked for explanation on library payment.

Board signed rental request for Train Station and Town Hall.

D. Merhalski gave the Board an update on the well situation on well #2, the part will be put in next week, and then testing will be done, if results are good, will switch over from well #1. Weston and Sampson have given proposal regarding well #1. There was further discussion regarding well #1 and diagnosing the problem, D. Merhalski stated he had more information on that in his Town Administrator's report later.

Minutes 02/01/16 Board reviewed minutes.

T. Demers pointed out an employee purchased item on the Town Napa account and paid for it. There was a discussion regarding the possible need for a policy for using the Town's accounts.

S. Knox stated he was fine with use of Town accounts as long as was not abused and paid on time, not sure policy necessary.

T. Demers stated why he the felt need for a policy, D. Butson stated it was good to document.

D. Merhalski will draft policy for next meeting.

Discussion returned to 02/01/16 minutes. Corrections made. D. Butson made motion to approve minutes as amended S. Knox 2<sup>nd</sup> so voted all, motion passes.

Minutes of 02/08/16 D. Butson made motion to approve minutes of 02/08/16 S. Knox 2<sup>nd</sup> so voted all, motion passes.

Town Budget Public Hearing Minutes, the Board pointed out a type-o, D. Butson made motion to approve minutes of Public Hearing S. Knox 2<sup>nd</sup> so voted all, motion passes.

Board reviewed a proposed amendment to sick leave to the personnel policy. There was no further discussion. D. Butson made motion to accept the change to the sick leave policy as presented S. Knox 2<sup>nd</sup> so voted all, motion passes.

Vehicle Maintenance Policy- D. Butson spoke on his concerns about limiting to just a Lisbon business. There was a discussion regarding possible bids for annual award.

There was a further discussion on if this method would give the best overall price as opposed to individual bids per item. After further discussion the Board amended policy, removing last line regarding restriction to Lisbon business only.

D. Butson made motion to accept policy as amended T. Demers 2<sup>nd</sup> so voted all, motion passes.

Board reviewed report on well #2. D. Merhalski explained the report basically stated the well was cleaned and there seems to be no damage screen. The plan is for well #2 to be up and running on February 29<sup>th</sup>.

North Country Council correspondence regarding appointing a member to the transportation Advisory Committee. There was a discussion regarding possible appointment. Board would like D. Merhalski to post to see if anyone is interested in serving.

Board reviewed the Life Squad lease bids. Total amount will be \$158,000.00

**DEPARTMENT HEAD:** Highway Department Kevin Clement (K. Clement)

There was a discussion regarding the part time position and the responsibilities at the train station. D. Merhalski stated he was waiting for R. Robar to send the list of duties, regarding the train station. K. Clement present the two applicants for the split part time position. There was a discussion regarding the part time position and duties for the highway department and the train station. The Board explained why the position's hours were increased to cover the train station maintenance. There was a discussion regarding how the position's hours would work and the flexibility needed regarding the part time hours. The position is 13 hours and 3 hours will be required at the train station. The hours will vary per week depending on need, K. Clement will keep track of regarding budget. K. Clement will contact R. Robar directly to go over the maintenance duties

D. Butson made motion to hire the two applicants presented pending background checks T. Demers 2<sup>nd</sup> so voted all, motion passes.

The Board spoke on the pager stipend. The Board stated they were informed that K. Clement was the only one receiving the stipend. It was the Board's understanding when the stipend policy was originally presented the pager would be rotated. The Board asked for an explanation. K. Clement explained he was the only one that lived in the district and in regards to the weather during the winter months, and it makes sense for him to carry it, to monitor road conditions. There was a discussion how it was explained when first presented and further discussion as to the reasoning behind why K. Clement has been the only one carrying the pager. The pager will be carried by other members of the highway department during other parts of the year.

There was a discussion regarding the truck in need of repair. D. Merhalski explained the truck was due to be repaired in time for upcoming week. The Board inquired about a public notice that went out on the Town's web page regarding the status of highway truck repair. There was a brief discussion regarding the posting on the Town's web page, the Board felt that was an acceptable use, just wanted an update.

Town property review, the Board agreed to table until after Town Meeting.

**TOWN ADMININSTRATOR'S REPORT:**

D. Merhalski presented the MS636 budget form requesting the Boards signatures as well as the official Town Warrant that also required the Boards signatures.

He also presented a draft of Town Report, will be printed and ready March 1<sup>st</sup>.

D. Merhalski spoke on the Lisbon Main Street appreciation dinner and their request to use Town Hall and wavier on fee. Board agreed.

Weston and Sampson bid for repair. He explained it is a two part project, \$4,750.00 investigation part and writing a grant. He stated a grant is available through USDA for water systems. If the Town does receive the grant, will receive the full amount back of

\$19,500.00, if grant not received Weston and Sampson will stop at step two, and at that point the Town will need to regroup. The first part is to investigate any issues with the well and what needs to be done. They will give the Town costs and options when they finish investigation. D. Merhalski is asking for immediate authorization, with the cost of \$4,750.00, pending grant approval will be \$19,500.00.

D. Merhalski explained there was money in the proposed budget for repair and this is the first steps needed. The Board agreed and gave permission to move forward.

D. Merhalski presented information on another grant. Horizons engineering has contacted T. Welch regarding a waste water system study. Horizons have found a USDA grant for this study, they are asking for permission to apply for a \$30,000.00 grant on behalf of the Town. This is a 100% grant no matching funds required. If the Town receives grant they will go forward with the study, it's a diagnostic type of tool. The Board agreed and gave permission to move forward.

D. Merhalski presented a draft letter to request a meeting with the School Board for a joint budget review, to meet sometime this summer or before budget season. He wanted the Board to review before he sent out, Board approved.

D. Merhalski presented a request from the Conservation Commission reference a "clean up day". They are requesting the Town supply bags or stickers, to have the Highway Department collect those bags and for the Transfer Station to accept those bags.

Tentative day is May 2<sup>nd</sup>. D. Merhalski stated it involves just Town Roads. D. Merhalski has not spoken with Highway or Transfer Station as of yet, he will speak to them after the Board agreed to look at. There was a discussion regarding the prior clean up. The Board was in favor of assisting in clean up and asked for input from DPW and Transfer Station.

D. Merhalski spoke on the Town of Landaff written request for fire coverage. He had not spoken with G. Hartwell yet; he wanted the Board's input first. Landaff is looking into if it would be more cost effective to acquire a service from Lisbon or keep their own service. There was a discussion regarding equipment and staff sharing. The Board wanted to know what Landaff's call volume has been in prior years. There was a discussion regarding the specifics of the merge or contracted service, the Board is in favor of moving forward with the discussion.

Ammonoosuc River Advisory Council is asking the Board to post notification for opening on their Board. The Board agreed to allow posting on web page.

NHMA is doing annual review legal documents. They are destroying all documents prior to 2010, unless the Town wants those documents. If the Town wants the documents, NHMA will be turned over to the Town. He asked the Board if they want to keep records or allow them to be destroyed. The Board wants the records turned over to the Town.

D. Merhalski spoke on the contract for assessing hourly contract; presented the Board with the final copy.

D. Merhalski presented the annual CAI contract to the Board. He explained the cost will be increase next year, this year \$1,800.00 next year will be \$2,400.00.

D. Merhalski asked if Board wanted to repost the NCC opening. There was a discussion regarding posting a sign up for volunteers at the check list/voter station at Town Meeting. D. Merhalski will check into it.

D. Merhalski spoke on the Comstar outstanding bills. It was A. Champagne's recommendation to write off and turn over to credit reporting. There was a discussion

regarding the process and credit reporting. T. Demers made motion to off send on to credit report, and follow up write off with auditor D. Butson 2<sup>nd</sup> so voted all, motion passes.

**PUBLIC HEARING: 7:03** S. Knox opened the public hearing part of meeting.

The Board asked D. Combs to speak on ambulance, to give overview on old ambulance and information on new ambulance.

D. Combs explained the A1 ambulance is out of commission, there is an issue with the frame, and it doesn't pass inspection.

There was a discussion regarding the issues with repairing the frame and liability if repaired. The Board wanted the Life Squad to be prepared to answer any questions regarding all aspects of repair and need for new purchase.

D. Combs spoke on R1; he explained the age and the condition of the ambulance.

There was a discussion regarding the life expectancy and the cost of repairs. The Board suggested the Life Squad had the information regarding the actual costs associated with R1 prepared for the Town Meeting. A. Champgane spoke on the safety aspects of R1 and issue of non-compliances.

A. Champgane questioned if the vehicle they presented has been approved. She asked if the bid can be approved by the Board contingent on Town approval at Town Meeting. She asked for a letter stating the Town would be going with a particular vendor's bid.

The Board asked why that would be necessary?

A Champgane explained it would expedite the process after Town Meeting approval and would lock in bid.

D. Merhalski asked the Board if they were ready to move on bid acceptance.

The Board agreed to go with the recommended bid of \$158,000.00 with PVC.

There was a question asked why vote had to be 2/3 vote. D. Merhalski explained that due to the fact there is no escape clause in lease; the vote would commit the town for multiyear payment agreement.

T. Demers made motion to approve contingent on funding D. Butson 2<sup>nd</sup> so voted all, motion passes.

D. Merhalski will draft a letter for vendor accepting bid.

There was a discussion on the Life Squad and call for the year.

S. Knox closed the public hearing session of meeting. 7:16

D. Merhalski presented the last executive approved session minutes, he asked the Board to sign and seal.

T. Demers asked G. Hartwell how many calls Landaff Fire Department had the prior year.

G. Hartwell stated 15 and 6 were going to Lisbon to assist Lisbon Fire Department.

T. Demers asked how many calls Lisbon had to Lyman.

G. Hartwell stated around 13 or 14 roughly, the amount of calls to Landaff would be around the same.

There was a discussion regarding the possibility of absorbing Landaff Fire Department, both equipment and personnel. There was a discussion on Lisbon requiring background checks that Landaff doesn't and the cost for those. There was further discussion on items and information that needed to be discussed.

There was a discussion regarding posting of bridges on the red list. T. Demers asked if town liable if not posted. D. Merhalski explained no, the town can post but not required by law.

There was a discussion if items can be added to list of fees regarding state forms no longer be provided. T. Demers wanted to know if fees can be added regarding some of the state forms and bail commissioners paper work, the state no longer provides but are required and if not allowed by law.

T. Demers asked if D. Merhalski had a chance to speak with the benefits company.

D. Merhalski asked T. Demers to give him information.

The Board discussed the six month review of D. Merhalski. The Board discussed a self-evaluation form and using as a tool. D. Merhalski will send by email to all Board and will compile the information for the first meeting after Town Meeting.

**ADJOURNED 7:38** S. Knox made motion to adjourn D. Butson 2<sup>nd</sup> so voted all, motion passes.

Respectfully submitted,  
Suze Tavernier, Recording Secretary