

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
March 14, 2016

SELECTMEN PRESENT: Stephen Knox (S. Knox), Thomas Demers (T. Demers) and Peter Nightingale (P. Nightingale)

Town Administrator: Daniel Merhalski (D. Merhalski)

MEETING OPENED: 5:00

CONSERVATION COMMISSION: Robert Cook presented paperwork regarding Town wide clean up, and to request trash bags from the Town

The Board asked about liability, the Conservation Commission has release forms for the participants to sign. The Conservation Commission will go over safety issues regarding hazardous waste issues with the participants.

The event would happen on Earth Day.

R. Cook inquired about Town properties listed on agenda. He explained the Conservations concerns regarding a property on Pearl Lake Road. He stated the Aldrich family had donated property specifically for a wildlife refuge.

The Board stated there would be public hearings before the Town could sell it.

NON-PUBLIC: (RSA 91:a3III) 5:19 SK made motion to enter into non-public, TD 2nd, so voted all, motion passes.

PUBLIC SESSION REOPEND 5:30 SK made motion to seal minutes, TD 2nd, so voted all, motion passes.

DEPARTMENT HEAD: Town Clerk/Tax Collector Jennifer Trelfa (J. Trelfa)

Presented the Board with paperwork to be signed and notarized for hazardous mitigation plan. J. Trelfa presented the Board with information on a payment plan, it was discovered there had been a *Special Exception* granted on land, so there are two houses on the land. The landowner was unaware of the delinquency on the 2nd building; he is willing to pay off total outstanding amount if the Board will abate the interest. The Board signed the abatements. She presented Rosalind Page to be reappointed to the Conservation Commission. She stated P. Armstrong was not seeking reappointment. She presented Board with election results. J. Trelfa presented information on filling the vacant Moderator position that was not filled by election. She explained the Supervisors of the Check list are responsible for appointing the Moderator.

DEPARTMENT HEAD: Highway Department- Kevin Clement (K. Clement) spoke with the Board regarding repair estimates for the repair on the Highway Truck. K. Clement a used truck is in the 40,000.00 range. He explained the Town of Bath would rent a truck to the Town for 800.00 a week; with understanding if Bath needed the truck back they would take it. If new truck was presented at next year's Town meeting time frame for delivery is about a year.

He spoke on the three estimates for repair presented to the Board.

- Tenco- lowest price, no warranty
- Viking- mid range for price, new parts, no warranty
- Fairfield –highest price but new parts and 1 year warranty

K. Clement gave his opinion on the estimates and explained that there is still an additional cost for the replacement pump, which has not been invoiced yet.

K. Clement suggested fixing current truck, then proceed with Capital improvement plan and present new truck at next year's meeting. He suggested the Viking estimate; all the parts will be new, no warrantee for the parts.

P. Nightingale made motion to accept the Viking bid, S. Knox 2nd, so voted all, motion passes.

K. Clement spoke to the Board regarding Quimby Road. He was approached by Eversource; there is an issue with placing poles. Eversource is researching the deeds for pins, and widths of road. He is informing the Board on this because the Board will have to license the polls. He will update Board when he hears back from Eversource.

K. Clement inquired about Serenity Lane, and how the Town is proceeding, will the Town take over road.

D. Merhalski stated he contacted Walter regarding if the Town Meeting vote is legally binding, he is waiting to hear back from legal counsel.

K. Clement stated the State will be paving Main Street next summer. They are going to change tip downs from sidewalks for handicap compliance. After this change the Town will lose two parking spots.

PUBLIC: Vickie Chase spoke to the Board about Serenity Lane and the petitioned warrant article, passed at the Town Meeting.

D. Merhalski explained they are in contact with Walter, who is researching case law regarding voter intent. The way the warrant article is written is binding, once Walter gets back to the Town with his recommendation the Board will make a decision based on his recommendation.

V. Chase explained she had not read warrant in the Town report until the day of meeting, and that she didn't understand why the wording from her cover letter was referenced for the warrant article and not the wording of warrant article on the petition. That wording came from a prior warrant article that was approved. The Board will be in touch when they hear back from Walter.

DEPARTMENT HEAD: LIFE SQUAD- Dave Combs questioned the Board what was plan for ambulance moving forward. Did the Board want to wait a year and go for a new one presented a different way or fix A-1, which the cost to weld would be approximately 5,000.00-6,000.00 dollars, and that is if someone will pass it.

S. Knox stated until Town Meeting he was unaware the ambulance could be fixed, and that the Board asked and was told it couldn't be repaired.

D. Combs said he was told it could not be used as ambulance; he tried to get a hold of Logan Ramsey, the State inspector. He asked again Town Meeting day, he asked K. Clement and was told it could be fixed but it L. Ramsey did not recommended to be used for "life safety". There was a miscommunication, but he still feels in the long run if we have repaired sway bar in front and pulley in front, which happened with a patient in the back and now more front end repair. In his opinion he didn't want to put Town in position if anything did happen and some lawyer states it was fixed three times upfront and they will pick that apart.

P. Nightingale asked who has looked at ambulance, other than Highway Department.

D. Combs stated he was told Highway had spoken with EZ steel, but EZ steel has not looked at it yet.

S. Knox stated we should have professionals look at it and find out what happened and if it can be repaired.

D. Combs explained he was still trying to get a hold of Logan Ramsey, from the State and find out what was said, what the wording was, if the ambulance can be used. The Board would like something in writing from Logan Ramsey, to back up facts and to make a decision on ambulance. They need to figure out what they need to do to keep the Life Squad going. The Board would like a 3rd party to look at the vehicle.

D. Combs will work on getting EZ steel to look at it and get a hold of the State. He spoke on the warrant article that failed and there was a discussion on the Capital funds and the 2/3rd required vote.

D. Merhalski spoke on email he received from A. Champgane and the tone of the email. He explained there were two parts to the 2/3rd majority question. First the Capital Reserves fund. The Board needs a 2/3rd majority to expend those funds. The second part any expenditure over \$100,000.00 and binding the Town for more than one year, also needs the 2/3rd majority.

There was a discussion regarding these facts and the need for D. Combs to relay the facts to the Life Squad Members.

P. Nightingale explained it is unfortunate, trying to make a Town decision personal, taking it to a personal level isn't going to help anyone, have to figure how to make things work.

The Board asked D. Combs to get the information on the repair of A-1.

T. Demers suggest to have D. Merhalski send D. Comb an email outlining the Board's directive on A-1 and repair.

D. Merhalski address items in email, he asked D. Combs to clarify with A. Champgane the Capital Reserve portion of the warrant. He stated all three were in agreement with using the Capital Reserve. He went on to state the only way it would not have required a 2/3rd vote is if the article was under \$100,000.00 and there was an "escape clause" in the lease. He did not want to see the communication breakdown between him and the Life Squad due to the article not passing; they need to work together for the betterment of the Town.

D. Comb told D. Merhalski there were no hard feelings.

SELECTMEN'S BUSINESS The Board had a discussion on the Chair position.

P. Nightingale made motion to elect Thomas Demers as Chair, S. Knox 2nd, so voted all, motion passes.

SET MEETING DATES AND TIMES: There was a discussion on moving the start time to 5:30pm. The Board will hold meetings the 2nd and 4th Mondays at 5:30pm.

There was a discussion on Robert's Rule regarding how meetings should be conducted, and agenda.

Review and approval of Town Administrators job description. D. Merhalski spoke on the essential duties and if there was anything the Board wants to add or remove. There was a discussion on a work plan and the difference between work plan and job description.

S. Knox did not have any changes to make.

P. Nightingale didn't have anything to add at this time.

There was a discussion about adding training to description and the current budget.

There was further discussion on the annual NHMA conference and cuts to the budget.

The Board talked about the possibility of reallocating funding for training. The Board requested training to be added to description, contingent upon funding. D. Merhalski will draft for next meeting.

MINUTES: Board reviewed minutes; S. Knox made motion to accept minutes from 2/22/16 and 3/2/16, T. Demers 2nd, so voted all, motion passes.

TOWN OWNED PROPERTIES: D. Merhalski gave a quick over view of the status on 11 Town owned properties. There was a discussion regarding two of the properties taken by tax deed. Board had further discussion regarding the Raiscot property. D. Merhalski stated J. Trelfa had been contacted by heirs of the owner; they have come forward and want to work on a payment plan and J. Trelfa was working on that.

S. Knox made motion to table discussion on the Town owned properties, until next meeting.

EMPLOYEE PURCHASING POLICY:

D. Merhalski stated Walter explained the practice has not been sanctioned of other party, and should be discontinued immediately.

P. Nightingale made motion to not allow usage of the Town's Napa Account, T. Demers amended motion to include all Town Accounts. S. Knox 2nd, so voted all, motion passes. There was a discussion regarding notification to the employees regarding this decision. The Board stated language to include Board and Town Legal Counsel decision and to include a sign off page for the employees, to be put in employees folders.

TOWN ADMINISTRATORS REPORT; D. Merhalski present Board with resolution for Health Trust to allow Town Administrator to sign on behalf of the Selectmen.

S. Knox made motion to accept resolution and to allow Town Administrator to sign on behalf of the Selectmen, P. Nightingale 2nd, so voted all, motion passes.

MAIN STREET: D. Merhalski presents a request for using Town owned property for Farmer's Market and Lilac, they will provide own insurance. Board agreed.

UPDATE ON TOWN FEES TOWN CLERK AND POLICE: He presented the Board with replies from Police and Town Clerk regarding fees increase. Town Clerk's fees are set by State. The Police Department suggested the following changes:

- Reports currently \$15.00 increase to \$20.00
- Finger prints currently \$10.00 and free for residents
- VIN Fee \$10.00 currently to \$20.00 fee

S. Knox made motion to accept new proposed fees, P Nightingale 2nd, so voted all, motion passes.

VEHICLE REPAIR POLICY: D. Merhalski presented policy, Board already approved, presenting final copy for signature.

NEW CRUISER QUOTE: D. Merhalski presented the Board with quote, the Board will have to authorize based on Town Meeting approval.

P Nightingale made motion approve up to amount voted on at Town Meeting for purchase of new cruiser \$37,694.00, T. Demers 2nd, so voted all, motion passes.

APPOINTMENTS:

D. Merhalski presented applicant for Planning Board, Mary Lou Forsyth.

P. Nightingale made motion to accept Mary Lou Forsyth, as alternate to Planning Board S. Knox 2nd so voted, motion passes.

D. Merhalski presented two applicants for two openings on the Zoning Board, Steven Toutant and Jan Marshall

P. Nightingale made motion to accept Jan Marshall to the Zoning Board, S. Knox 2nd so voted all, motion passes.

P. Nightingale made motion to accept Steve Toutant to the Zoning Board, S. Knox 2nd so voted all, motion passes.

D. Merhalski presented two applicants for Cemetery Trustees; there is one position, Michael Petriccione and James Raia.

S. Knox made motion to accept Michael Petriccione for Cemetery Trustee, T. Demers 2nd so voted all, motion passes.

Board requested a letter of thanks be sent to Mr. Raia.

TOWN HALL USE: D. Merhalski stated he had been approached by Town Clerk about usage of Town Hall on Sunday. There was no prior approval from Board for use.

There was a discussion about liability on the Town and staff giving out keys.

The Board requested D. Merhalski send out memo to all staff about usage of keys. Staff members with keys are prohibited from giving them out. The usage of Town building without prior authorization is prohibited, except for Town Business usage.

TRANSFER STATION: D. Merhalski informed the Board F. Garafalo had approached him about an incident, while trying to load a trailer the Bobcat slipped and punctured the roof of the container, it was a vendor's trailer. There has been no claim at this time.

D. Merhalski gave a schedule for the next few weeks, as he will be on leave.

BOARD SIGNED: AP and Payroll manifest, release for records for Town Electric, request for use of Town Hall, GIS contract on line services, timber intent and timber warrant and expenditure for Town trash bags.

S. Knox made motion to accept all donations for the Life Squad and Fire Department, P. Nightingale 2nd so voted all, motion passes.

The Board inquired about quarterly stipend, D. Merhalski will check.

NON-PUBLIC: PERSONNEL (RSA 91:a3III) Buffington7:42 S. Knox made motion to enter nonpublic P. Nightingale 2nd so voted all, motion passes

Roll Call: T. Demers, yes: P. Nightingale, yes and S. Knox yes

REOPENED TO PUBLIC: 8:09

ADJOURNE: 8:10

Respectfully submitted,

Suze Tavernier, Recording Secretary