

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
March 28th , 2016

SELECTMEN PRESENT: Thomas Demers (T. Demers) and Stephen Knox (S. Knox)
Peter Nightingale (P. Nightingale)
Town Administrator: Daniel Merhalski (D. Merhalski)

MEETING OPENED: 5:30

SELECTMEN'S BUSINESS: Board reviewed draft minutes.

P. Nightingale pointed out corrections to draft; wording regarding the Conservation Commission and the sentence "around on Pearl Lake". He noted corrections need in the sentence containing "handicap compliance" The Board reviewed those corrections.

T. Demers pointed out corrections to draft minutes and clarification regarding the bids for truck repair, "no warranty" to be added. He noted in sentence containing the word "it", referencing ambulance repair to be changed to "the ambulance". He noted he wanted "vote" added to sentence regarding the Capital Reserves and the required 2/3^{rds} vote. T. Demers pointed out sentence regarding the use of the Bath Town truck, draft states "truck" would like sentence to state "the truck". He pointed out section regarding discussion with D. Combs and the directive from the Board regarding the ambulance. He wanted it noted that he had made that suggestion, it was something he had stated and his name was not noted. He pointed the section regarding training and annual conference, he stated that he had spoken on that subject and his name was not noted. T. Demers spoke on sentence regarding incident at Transfer Station. There was a discussion regarding the draft wording, and changing draft to read "roof of vendor's trailer" The Board reviewed those corrections

The Board gave copies of draft minutes with noted changes to D. Merhalski to be given to S. Tavernier for reference for changes needed. D. Merhalski suggest minutes be tabled until next meeting pending corrections.

The Board reviewed the executive session minutes of March 14th.

T. Demers made motion to accept executive minutes of March 14th, S Knox 2nd motion, so voted all, motion passes.

PUBLIC: Joe Ardolino spoke to the Board regarding Dickinson Street. J. Ardolino , asked the Board the status of the repairs on Dickinson Street. He asked if repairs would be done this year. Did the Board have a time frame?

T. Demers stated the Board had asked K. Clement for a list of roads in need of repair and Dickinson was on that list. He stated the Town would have to wait for road bans to come off the roads and asphalt plants to be up and running. T. Demers said the Board will need to get together with K. Clement to get a time frame. T. Demers stated we are aware of the condition of the road. T. Demers thanked J. Ardolino for coming in to speak with the Board.

SELECTMEN'S BUSINESS:

Town Administrator's Job Description: The Board reviewed the amendment description. T. Demers stated he was fine with it how amendment was written.

T. Demers made motion to approve the amended job description, P. Nightingale 2nd motion, so voted all, motion passes.

Selectmen's Goals and Objectives: T. Demers stated he had not read all the way through, but was excited about what has been accomplished. He asked the other Board member's if they wanted to go over or table for next meeting.

P. Nightingale stated he had reviewed it. He asked the other members of the Board their thoughts on the use of the Ross Funeral Homes as a municipal building, or just placing fire station on property. What was the goal?

D Merhalski stated there is \$15,000.00 dollars in budget to do a feasibility study on the structure. He went on to say the structure itself will be a challenge to fit a municipal purpose into. His guess was this study would result in a complete tear down, and a rebuilt. He went on to explain the issues with retrofitting; the structure itself is pretty sectioned off. He explained the study results should include a plan for retrofit and costs associated with retrofitting, or tear down and a new design with the costs associated with that option. He explained the study will give a better idea on which direction to proceed.

T. Demers asked if the study has been put out to bid yet.

D. Merhalski stated is had not; he would get together a RFP for the Board to review for the next meeting. If the Board approves, it would be sent out for a 30 or 60 day period.

P Nightingale asked about the fee sharing at the Transfer Station with Lyman and Landaff.

D. Merhalski stated they had reviewed it with Lyman and Landaff and there was only a slight change. The cap had been removed from Fire Contract and a slight increase in the base amount.

T. Demers stated Lyman's base fee had been slightly increased from 14,500.00 to 15,500.00 dollars.

P. Nightingale spoke on the Transfer Station and his thoughts that it should be self-supporting. He asked what the deficit was in 2015.

D. Merhalski estimated between 20,000.00 and 30,000.00, it is getting close to self-funding.

S. Knox asked if there was a way to figure out cost with the Lyman and Landaff share.

D. Merhalski explained there are revenue sharing as well as cost sharing. He said he could back those figures out and look at the overall cost and revenue. This would all a look at the actual cost, without the revenue and cost sharing.

P. Nightingale explained that self-funding a sticking point at Town Meeting. He gave an example, if Lisbon pays for the baler, but the other towns are using it. The other towns aren't sharing that cost. He questioned how the Town deals with that aspect of the overall costs. He asked if the prior Board had raised any of the fees.

S. Knox stated they had not raised bag fees but had increased the C&D fees.

T. Demers stated Fred had concerns if we raised the bag fees that no one would buy the bags.

P. Nightingale stated Fred is to afraid people would throw things on the side of the road. That was his argument when the cost was two dollars a bag, but the Board still increased the cost slightly.

S. Knox stated they have been told people are not recycling.

T. Demers stated that the subject of recycling had been discussed by the Town of Lyman. They wanted to know if they could promote recycling within the Town of Lyman. This would increase volume and increase revenues.

P. Nightingale asked if the Town has sought bids on single stream.

D. Merhalski stated they had not looked into single stream.

S. Knox stated there was a study done by NCC regarding the Transfer Station and asked D. Merhalski to get P. Nightingale a copy.

D. Merhalski stated the report was a summary on cost, but there were discrepancies on some of those figures.

T. Demers asked D. Merhalski if he had received the proper calculations or the formula on the Transfer Station agreement from G. Colby.

D. Merhalski stated he had received those figures from G. Colby.

D. Merhalski explained to P. Nightingale, the prior Board had made up a list of goals and objectives. D. Merhalski was seeking input from the Board as a whole on those original goals and, as P. Nightingale was new to the Board, he was seeking his input on the original and future goals.

P. Nightingale stated he would like to work on future use of the Town Hall. He understands the concerns of the long term residents on maintaining use of the Town Hall but there are ADA issues and the cost associated with those issues. He would like to get figures on the different options for the building, benefits and the cost savings of closing the building.

T. Demers asked if that could be rolled into feasibility study.

D. Merhalski stated the study was site specific. He stated pending cost of the first study; should there be remaining funds they could perhaps be used for that study.

S. Knox explained the Board had looked into a temporary fix, to lease Peter Loecher's building as a short term solution. These concerns are why the Board funded a feasibility study on the Ross funeral home.

P. Nightingale asked for update on the mapping of the water & waste water system.

D. Merhalski stated the mapping would be starting in May; and that CAI would be working on the mapping.

P. Nightingale stated that was all he had to speak on regarding the current list of objectives and goals. He will put together a bullet list of things he would like to see addressed.

T. Demers stated that he and S. Knox should also review and update with any bullet points they would like to add and send to D. Merhalski.

D. Merhalski stated he will compile a final amended list for the Board to review.

P. Nightingale asked about the "red list" regarding bridges. He asked if these repairs were mandatory.

T. Demers stated yes, by the State putting them on the list, they are telling us they need to be fixed.

S. Knox stated to P. Nightingale, some of the bridges were probably on the list when you were on the prior Board.

P. Nightingale spoke on backup Building Inspector. He asked if a backup was over concerns of Stan leaving.

T. Demers stated that was tied in with another issue in that the Fire Chief didn't want to do inspections.

T. Demers asked the other Board members if they had anything else or did the Board want to enter into nonpublic session.

D. Merhalski spoke on Town owned properties. D. Merhalski has not heard back from Thad regarding the gravel pit. He wanted to know if the Board wanted to table the discussion until the next meeting.

P. Nightingale stated he would like to move forward on the discussion. Nightingale asked if it would be more beneficial to sell outright or the land swap deal with Presby?

T. Demers stated he would like to speak on the Presby property.

P. Nightingale asked where the property was located.

D. Merhalski explained the property in question is off of Butson Road. Presby has a gravel pit there they have operated for years. If the Town is not interested they will be closing up and returning to its natural state. He stated K. Clement had spoken to the Board regarding the pit and the material remaining in the pit that the Town could purchase to use. D. Merhalski stated the Board has had discussions on a land swap for the property instead of purchasing.

S. Knox explained the material is not currently in a usable state. It would still need to be excavated and crushed to be used, so there is work involved.

P. Nightingale asked if this would be substantial savings.

T. Demers explained when purchasing gravel there is the pit price and homeowner price. He stated if the town owned the pit and had a subcontractor excavate the pit; the Town would still be paying about half of the cost of buying it outright. He went on to explain the cost is based on volume of purchase. He stated that the Town of Lyman has a Town owned pit set up; Chief blasts and excavates the material. Lyman uses that material until depleted, and then Chief comes back in and does it again.

S. Knox said he would like to see how much gravel has been purchased in recent years.

P. Nightingale asked if they knew how much material is there.

T. Demers stated it's approximately 3,000 or 6,000 yards.

P. Nightingale inquired as to why Presby is closing pit.

D. Merhalski explained when he had spoken with Presby. The Presby is not going to use the remaining material. Presby has the other pits in more convenient locations and it is their plan is to close it down rather than keep paying the taxes on the pit. The pit is not major productions pit. K. Clement was interest in location, as near Pearl Lake Road. He went on to explain that the pit is nearing its end, but still enough material to give Town a cost savings over the next several years. He expressed concerns regarding the cost for the reclamation when the Town has removed all viable materials.

P. Nightingale asked what the selling price was.

D. Merhalski state it was approximately 60,000.00-65,000.00 dollars.

T. Demers stated he would reach out to Chief to get that breakdown. He asked if

D. Merhalski wanted him to email that information.

D. Merhalski stated yes. He went on to say he would look into how much gravel has been purchased and cost associated with that for over the last five years. He went on to say K. Clements requisitions over the past few years have been approximately 80,000.00 so it is worth looking at to see if it will offset those costs.

P. Nightingale asked if the only material available is gravel.

T. Demers stated there is other material available. Once the top soil is stripped off there is other material available. First material is the loam, then a sand stone mix and then hard bed rock, which is where the crush stone is produced.

T. Demers asked the other Board members if they want to table the Town owned properties until they heard back on the pit.

D. Merhalski explained the conditions and locations of the properties involved in the swap.

P. Nightingale explained one of the properties located on Pearl Lake had been brought to Town Meeting to sell, and was voted down. He inquired about another property located on Pearl Lake that doesn't appear on the list.

D. Merhalski will reach out to J. Trelfa and get information on that piece of property. He will ask for copies of all the deeds on these properties.

P. Nightingale stated the property's address is 2230 Pearl Lake Road, R40 L15.

The Board reviewed and signed AP and Payroll Manifest, timber intents, gravel intents, and road bond agreement.

T. Demers stated he had a Town resident approach him about bond agreements for posted road. Randy Locke had inquired about getting a bond for River Road.

D. Merhalski explained the authority of the Selectmen regarding road bonds.

D. Merhalski spoke on the payroll service; he will be updating the Board after he receives all the information.

P. Nightingale asked about prices on gravel intents and timber intents.

D. Merhalski explained the rates are set by the State, but he will look into and get back to the Board.

P. Nightingale inquired if the Town should check into the timber cuts and review of the reports.

S. Knox inquired about checking the intents with final report.

T. Demers explained the intent is just an estimation, the final report is what needs to be checked against what was actually removed.

P. Nightingale asked D. Merhalski to check with State to see if the Town is allowed to check properties to see if final report accurate.

D. Merhalski will check and get back to the Board.

TOWN ADMINISTRATORS REPORT: D. Merhalski spoke on the funding for the police cruiser that passed at Town Meeting. He stated the Town was working with Provident Bank on the lease. D. Merhalski stated Provident Bank needed to have motion from the Board and a vote on using Provident Bank as leasing company. They also require a vote on authorization to sign; it can be either the Police Chief, the Board or

D. Merhalski. He explained vehicle is ready for pick up.

P. Nightingale made motion to accept Provident Bank as the leasing company for the new cruiser S. Knox 2nd so voted all, motion passes.

D. Merhalski asked the Board who they wanted to authorize to sign, the Police Chief, D. Merhalski or the Board.

T. Demers stated he wanted the Board to be the signers on the lease. The Board will sign the lease agreement.

D. Merhalski presented the Board with request for updated information from Passumpsic Savings Bank.

D. Merhalski spoke in the vote regarding Serenity Lane and Town Counsel's review of the voter's intent. D. Merhalski stated Town Counsel has suggested the Town accept Serenity Lane as a Town road going forward. The Board agreed. D. Merhalski will inform the petitioners and K. Clement.

D. Merhalski presented the Board with K. Clements requisitions. He had presented as written. He explained the requisitions presented were incomplete and had not followed the purchasing policy. D. Merhalski asked the Board if they wanted to sign requisitions or send back to K. Clement requiring him to send out RFP's and follow purchasing policy. The Board agreed, D. Merhalski will send requests back to K. Clement and requests he send out RFP's.

D. Merhalski spoke on the Ross Funeral Home property. He explained there is a closing date of April 11th, this is an amended date. D. Merhalski stated the Board will need to authorize D. Merhalski to sign on the Board's behalf and accept the amended date.

T. Demers made motion to authorize D. Merhalski to sign on the Board's behalf and to accept the amended date S. Knox 2nd motion, so voted all, motion passes.

D. Merhalski stated he had received a response regarding a request for a meeting with the School Board on budget and the Selectboard's request for input regarding contract for generator from Scott Champagne.

D. Merhalski stated it was his opinion the School Board should respond as a whole and not just one individual's response. The Board agreed. D. Merhalski will write a letter to the School Board and request the School Board responds in writing to the Selectmen's request.

NON-PUBLIC: (RSA 91:a3III) Personnel 6:50

T. Demers made motion to close public meeting 6:50 S. Knox 2nd, so voted all
Roll Call: S. Knox yes, P. Nightingale-yes, and T. Demers- yes; motion passes.

ADJOURNED

Respectfully submitted,
Suze Tavernier, Recording Secretary