

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
September 26th, 2016

SELECTMEN PRESENT: Thomas Demers (T. Demers), Peter Nightingale (P. Nightingale), Matthew Yeramian (M. Yeramian).
Town Administrator: Dan Merhalski (D. Merhalski), Chief of Police Scott Pinson (S. Pinson), DPW Director Kevin Clement (K. Clement).

MEETING OPENED: T. Demers opened the meeting at 5:32 pm.

A motion to go into Executive Session according to RSA 91-A:3, II (a) and (c) to discuss personnel and legal issues was made by P. Nightingale, 2nd by T. Demers. Roll Call vote: T. Demers – yea, P. Nightingale – yea, M. Yeramian – yea.

The Board went into Executive Session at 5:33 pm.

The Board returned to Public Session at 6:28 pm.

A motion to seal the Executive Session Minutes was made by P. Nightingale, 2nd by M. Yeramian. Motion passed 3-0.

A motion to hire James Astuto and Matthew Culver for two part-time police officer positions and set their rate of pay at \$18.00/hr., with no benefits was made by P. Nightingale, 2nd by T. Demers. Motion passed 3-0.

The Board opened the meeting to public comment.

Jan Carver asked if Kevin Clement had been demoted? P. Nightingale said that this was a personnel issue and the Board couldn't discuss it.

Greg Jesseman stated that a demotion was not K. Clement's request to the Town.

Deb Desantos stated that the job of Town Administrator needs team-building experience as when her husband Regan Pride was the Administrator.

Ina Lippard commented that she is still getting blue water from her tap and that Ed Mosher of Utility Partners had not gotten back to her with the results of the testing on their water until that day and she was asked to sign a document and not given a copy of it.

D. Desantos said that the Board is having trouble filling positions due to the Town Administrator and commented on the Treasurer vacancy. P. Nightingale said that they Board had been trying to fill the position for months and that this issue with vacancies for the Treasurer pre-dated the Town Administrator's time here for years. D. Desantos said the Board could appoint a Treasurer.

The Board asked D. Merhalski to look into the options available to the Town to change the Treasurer position to an appointed one from an elected one and possibly to increase the stipend or make it a permanent staff position. D. Merhalski will inquire with NHMA and the Town Attorney about the Town's options.

G. Jesseman asked what was necessary to hold a Special Town Meeting and how soon it could be called? D. Merhalski said that a Special Town Meeting requires approval from the Secretary of State's office, has to be for a specific purpose, and requires the signatures of a percentage of the public to move forward. It cannot be arbitrary and if it is not an emergency the Secretary of State will usually deny it and tell the Town to simply use the regular Town Meeting format to address the issue.

Nina Brown said that the problems of the Town are the fault of the Town Administrator and that he doesn't even live here.

Doug Brown stated that the Town of Monroe had tried to use State Police protection instead of a hired Police Dept. and they were being charged \$45/hr. for this.

T. Demers asked the crowd what kind of communication would they like to have with the Board or what means of communication did they want as the Board had tried to reach out via the Town website, the launch of a town newsletter and at Board meetings?

N. Brown asked what the overall goal of the Board and the Town Administrator was?

P. Nightingale said the Board didn't have a grand strategy and they were just addressing things as they came up.

J. Carver asked about a piece of paper that K. Clement had shown her at the grocery store that was given to him by the Town Administrator saying he was demoted.

D. Merhalski said that the paper was given to K. Clement in their private meeting to detail for clarification that the Board wanted to meet with K. Clement to review disciplinary action and it was not a public document. When the board had met with K. Clement and if there was action taken, they would create a document to describe action taken for K. Clement's personnel file. The matter is a personnel issue and cannot be discussed in public to protect the privacy of the employee who has that right.

P. Nightingale asked K. Clement if he wanted to make this a public discussion? K. Clement did not respond.

Ron Lippard said that the Town had to endure a lot lately with the firing of Terry Welch and now Kevin's demotion and asked why this was happening. He said there is a source to the problem and it is the Town Administrator.

Audrey Champagne asked the Board about the Comstar billing and what they wanted to do about the accounts that were behind in their payments. Did they want to send out

letters again like last year? The board agreed to have the letters sent out and asked A. Champagne to turn in the lists to D. Merhalski to process the letters. A. Champagne talked about the accounts for the Life Squad and how they were set up and functioning incorrectly. Comstar had been directly depositing funds into an account that DRA had said funds could not be taken out of except for a specific purpose and the Town needed to change this account. T. Demers agreed and asked what was needed? A. Champagne said that the direct deposit of funds needed to go into the Town's general fund and then be divided by percentage as the warrant articles that established the funds said they should be. The Board was in agreement to do this. D. Merhalski said that he would contact Comstar about this issue. A. Champagne also said that Comstar hadn't been paid since May. D. Merhalski said that he hadn't received an invoice from them but that if they hadn't been paid he would have them send them directly to him and he would process them.

A motion to go into Executive Session according to RSA 91-A:3, II (a) and (c) to discuss personnel and legal issues was made by P. Nightingale, 2nd by T. Demers. Roll Call vote: T. Demers – yea, P. Nightingale – yea, M. Yeramian – yea.

The Board went into Executive Session at 8:15 pm.

The Board returned to Public Session at 8:42 pm.

A motion to seal the Executive Session Minutes was made by P. Nightingale, 2nd by T. Demers. Motion passed 3-0.

A motion was made by P. Nightingale to demote K. Clement, for cause, as indicated in the document reviewed by the Board in Executive Session and to demote K. Clement to the position of Foreman,/Equipment Operator, effective immediately. The motion was 2nd by T. Demers. Motion carried unanimously.

The Board signed the document of disciplinary action and asked K. Clement to sign his acknowledgement of it. K. Clement refused to sign the document. The Board indicated his refusal to sign on the document.

The Board reviewed the draft minutes of the Sept. 12th regular meeting. A motion to approve the minutes as amended was made by P. Nightingale, 2nd by T. Demers. Motion carried 3-0.

The Board reviewed the draft minutes of the Sept. 12th Executive Session. A motion to approve the minutes as written was made by P. Nightingale, 2nd by M. Yeramian. Motion carried 3-0.

The Board reviewed the draft minutes of the Sept. 19th regular meeting. A motion to approve the minutes as written was made by P. Nightingale, 2nd by T. Demers. Motion carried 3-0.

The Board reviewed the draft minutes of the Sept. 19th Executive Session. A motion to approve the minutes as written was made by T. Demers, 2nd by M. Yeramian. Motion carried 3-0.

A motion to go into Executive Session according to RSA 91-A:3, II (a) and (c) to discuss personnel and legal issues was made by P. Nightingale, 2nd by T. Demers. Roll Call vote: T. Demers – yea, P. Nightingale – yea, M. Yeramian – yea.

The Board went into Executive Session at 9:36 pm.

The Board returned to Public Session at 10:08 pm.

A motion to seal the Executive Session Minutes was made by P. Nightingale, 2nd by M. Yeramian. Motion passed 3-0.

A motion to deny the application for Buffington Fund appropriation was made by P. Nightingale, 2^d by T. Demers. Motion carried 3-0.

D. Merhalski reviewed his Administrator's Report. He asked the Board if they had any interest in looking once again at moving the Town Hall operations from the current Town Hall to the Lisbon Professional Center on a lease-basis? The Board discussed this and there was agreement that they wanted to look into the Ross Funeral Home site for any possible future Town Hall facility and they were no longer interested in the Lisbon Professional Center building.

D. Merhalski told the Board that the former Treasurer, Arlene Hite, had not been removed from the Woodsville Bank accounts yet and we needed a Board motion to do so. A motion to remove Arlene Hite from the Board's accounts and sign the letter indicating such was made by P. Nightingale, 2nd. b T. Demers. Motion carried 3-0.

The Board reviewed the abatement request by Duvholuk Property Management for an abatement of their property tax and a reassessment of the value of their parcel for Tax Map U5, Lot 33. The Board reviewed the memo from Cindy Perkins at CNP, the Town's contracted Assessor, and the information provided by Mr. Duvholuk. The Board agreed that the assessed valuation from CNP was the one they were in favor of. A motion to approve the recommended revaluation of Lot U5, Lot 33 to the \$75,000 value in Mrs. Perkin's memo was made by P. Nightingale, 2nd by M. Yeramian. Motion passed 3-0.

D. Merhalski informed the Board that he had received requests from the Lisbon Historic Society and the Rail Road Committee asking if the Town would either donate or sell the adjacent property to the Rail Road Station that is connected to it, for the purpose of being used by one or both of those bodies to build a replica structure that would be used to house an historic exhibit, and/or possibly the Historical Society. The Board was in favor of this and instructed D. Merhalski to notify the parties that the Town was generally in favor of this and would like to review their proposals for the acquisition of the lot.

The Board discussed the Ross Funeral Home RFP and agreed to hold off on re-issuing it and to hold a Special Board of Selectmen Meeting to discuss the Ross Funeral Home with residents and ask them about their input into its use and the possible use of it as a site for the Fire Dept. and the Town Offices. The Board agreed to hold this special meeting on October 17th.

D. Merhalski asked the Board if they wanted to post ads for the new Director of Public Works position? The Board agreed to post the ads for the position as soon as possible.

P. Nightingale made a motion to adjourn, seconded by T. Demers. Motion passed unanimously.

The meeting was adjourned at 10:09 pm.

Respectfully submitted,
Dan Merhalski, Town Administrator