

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
**January 25, 2016**

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

**MEETING OPENED: 5:01pm**

**SELECTMEN'S BUSINESS:** Board approved rental applications for Train Station and Town Hall.

Board accepted resignation from Jennifer Trelfa from the Zoning Board. The Board discussed the two openings on the Zoning Board and requested those positions be advertised.

Board signed approval for Elderly Exemption application.

There was a discussion regarding if there was any deadline for the part time position for the Highway Department. D. Merhalski stated it was posted as "until filled" as K. Clement requested. The Board asked if there was any information from K. Clement regarding position. D. Merhalski stated that K. Clement stated he would do interviews and bring his recommendations to the Board. D. Merhalski will check in with K. Clement and see if he was planning on bringing anyone forward to the Board for the next meeting.

Board reviewed minutes. S. Knox made motion to approve January 11, 2016 minutes Public and Non-Public D. Butson 2<sup>nd</sup> so voted all, motion passes.

T. Demers joined meeting.

**NON-PUBLIC: PERSONNEL (RSA 91:a3III) 5:09** D. Butson made motion to enter into non-public , T. Demers 2<sup>nd</sup> motion, so voted all, motion passes.

**PUBLIC SESSION REOPEN: 5:27**

D. Butson made motion to seal minutes of non-public session, T. Demers 2<sup>nd</sup> so voted all, motion passes.

**SELECTMEN'S BUSINESS:** Discussion regarding the Lyman and Landaff transfer station agreement. D. Merhalski stated that G. Colby had provided figures for the end of the year calculations. The Town will be paying out to Landaff \$25,300.00 and Lyman \$33,200.00. He explained the amount they paid in for services, the town's expenditures were lower than anticipated and the revenues were up.

D. Merhalski spoke on the fire agreement with Lyman. He stated the Fire Chief was concerned about the current cap, of \$17,500.00, and if there is a need for cap at all.

D. Merhalski has had no communication with the other Boards and felt the other Boards believed there are no changes to the current agreements.

D. Merhalski explained the transfer station agreement and the percentages for each town. Landaff receives 16% of revenues and pays 16% of cost; Lyman receives 21% of revenues and pays 21% of costs.

D. Merhalski explained the Life Squad Agreement figures. Landaff pays a flat fee of \$3,500.00 and Lyman pays a per capita rate.

The Board had a discussion regarding the current rates and increased cost to the town. There was a discussion regarding removing the cap from the fire department agreement. There was further discussion on amending the current agreements and time line for budgets. The Board spoke on the increased costs to the town such as equipment, liability insurance and added staff. There was a discussion regarding the Capital Improvement Plan and equipment purchases in future. D. Merhalski stated the base amount has been the same for the last three years, \$12,000.00, and the cap increase from \$15,500 to \$17,500 last year. The Board had a further discussion on possible proposed increase and removing the cap. The Board agreed on a change to agreement of \$14,500.00 and eliminating the cap.

The Board reviewed and spoke on the Transfer Station agreement. The Board inquired if the Transfer Station was self-funding, D. Merhalski stated he wouldn't know for certain until books closed, but looking at the revenues and expenditures from G. Colby it doesn't appear to be from those figures.

Board reviewed contracts for assessing and auditing.

D. Merhalski presented the Board with contract for auditors from Roberts & Greene, the contract is based on the RFP G. Colby had written. G. Colby reviewed and stated it met the standards from the RFP. D. Merhalski stated the firm had been up the week before last and have started; at this point they would like the Board to execute the contract.

The Board signed contract.

D. Merhalski presented the Board with the contract from the assessing firm Commerford, Nieder & Perkins. He explained there are two options, one with flat rate and the other is hourly rate. He stated what services are provided by contracts, he asked the Board to decide if the Town wanted to go with a flat fee or per hour rate. The Board had a discussion regarding the two options. T. Demers made motion to accept contract with flat rate of \$9,965.00 D. Butson 2<sup>nd</sup> motion so voted all, motion passes.

#### **LYMAN AND LANDAFF BOARD OF SELECTMEN:**

D. Merhalski presented the two Boards with the Transfer Station agreements, year-end figures for 2015 and projected figures for 2016. He explained there was a reduction in the overall expenditures and increase in amount of revenues. Lyman will receive a refund of \$33,239.75. He went over projected budget for 2016; Lyman's share of 21% will be \$37,718.73. D. Merhalski explained Landaff's revenue share will be \$25,329.36 and the projected budget for 2016 Landaff's share of \$28,738.08. There was a discussion on the formula and the overall budget has gone down for the next year. He explained the revenue sharing figures and expenditures year-end figures.

F. Garafalo explained there is an increase in revenue due to bag sales. Overall recycling revenues are going down.

The Lyman, Landaff and Lisbon Select Boards signed agreements.

D. Merhalski presented separate Life Squad agreements to Lyman and Landaff Board's. He noted the contracts were the same as prior year.

D. Combs spoke on the Life Squad vehicles and the current status of the vehicles. He stated the Life Squad was in the process of a lease/purchase a new vehicle. To be presented at Town Meeting.

D. Merhalski spoke on the Landaff Life Squad agreement. The Landaff and Lisbon Boards signed contract.

D. Merhalski spoke on the Lyman Life Squad agreement. There was further discussion regarding the lease/purchase of new vehicle at Town Meeting, and when new truck would be in service. The Lyman and Lisbon Boards signed contract.

There was a discussion regarding the Landaff and Lisbon Fire Department joining together or Landaff acquiring a service. The Landaff Board would like budget figures for the Lisbon Fire Department for their Town's Budget Hearing on the 9<sup>th</sup> of next month. There was a discussion regarding the recent purchase of the Ross property with the intentions of future site for Fire Department.

The Board spoke on the Lyman fire agreement with the recommendations of increase and removal of cap. The Board was presenting proposal of \$14,500.00 instead of \$12,000.00 and removing the cap for the year 2016.

There was a discussion between the two Boards regarding the proposed amendments to contract and the increase costs for Lisbon. The Lyman Board asked if this could be increase over the next two years, instead of a one year increase. There was a discussion regarding the cap. There was a discussion regarding the staffing numbers and overall cost increases. Lyman's Board agreed to eliminate the cap and raise the flat rate. D. Merhalski will draft up a new contract with the elimination of cap and increase to \$14,500.00, he will get copy to the Lyman Board for their next meeting.

#### **ECONOMIC DEVELOPMENT GROUP PRESENTATION:**

Mark Secord and Al Costa spoke to the Board regarding the possible industrial park on Mt. Eustis Road adjacent to the Littleton Industrial Park. He explained what they have done this far in the process. The group is looking for the Selectmen's support in moving forward. They are applying for grant through LIDC for \$10,000.00 feasibility study. They are asking for \$1,500.00 from town for grant with the understanding that Schofield will put up matching grant. There was a discussion regarding the expense to bring electric to the area and the water system. The study will show how much land can be used for the industrial park it is the first step in process.

D. Merhalski explained the process for the grant and time line. He explained it could be part of budget line item or could do as a warrant article.

The Board is in support of project.

**DEPARTMENT HEAD:** Tax Collector Jennifer Trelfa presented to the Board an update on payment plans. She has sent one letter out, but overall the payment plans are going well. There was a discussion regarding a particular plan and the need to adjust in May, when properties are due for deed.

J. Trelfa presented the Board with a petitioned warrant article; there are enough signatures on check list. She presented oaths for two ballot clerks for the Boards to signs.

J. Trelfa presented a list of longtime residents that passed away for suggestion for Town Report dedication. She gave a list of elected positions open for the upcoming election at Town Meeting. She stated she put up on web page as well as posted in the newspaper.

J. Trelfa spoke on the upcoming election; she will need a quorum of the Board at the polls all day.

**DEPARTMENT HEAD FIRE DEPARTMENT-LIFE SQUAD**-Chief Gregory Hartwell and David Combs. Chief Hartwell informed the Board that He and Dave were voted back in to their positions as the last Department meeting.

D. Combs presented information regarding the new ambulance, what will be done with old ambulance and funding options for new ambulance. He spoke in favor of the lease option, for a 5 year lease. He spoke about the revenue part of the service.

There was a discussion of what to do with old ambulances; discussion about keeping R1 for a while as a backup the Board requested the squad to have all the figures and information ready for Town meeting.

D. Merhalski explained how the budgeting is done for leasing vehicles.

There was a discussion regarding different payment plans for a 5 year and 7 year lease, which ambulance and company the squad recommends. The Board asked why the squad recommended 5 year over the 7 year lease; A. Champgane explained the large amount of interest with the 7 year lease.

There was discussion regarding turnaround time for delivery and the condition of the current ambulance.

A. Champgane spoke to the Board regarding outstanding invoices from services uncollected. She explained the Board can send person's name off to credit report, write off the debt or take person to small claims court.

**DEPARTMENT HEAD TRANSFER STATION**- Fred Garafalo came in to speak to Board regarding the baler. He explained its 20 years old; it's in rough shape and needs to be replaced. He presented quotes on new baler; he was seeking guidance from Board. He has also checked with NH the Beautiful there might be funds available, but won't know until after purchased. He explained one quote with a \$500.00 dollar buy back for old baler, new one cost around \$12,000.00.

D. Merhalski explained the baler is included in the current draft capital budget.

**SELECTMEN'S BUSINESS:** Board reviewed the vehicle and maintenance policy.

D. Merhalski explained policy; D. Merhalski to get input from the Department Heads in regards to the policy for the Board's next meeting.

The Board had a discussion regarding town owned properties. S. Knox made motion to table discussion on sale of town owned property D. Butson 2<sup>nd</sup> so voted all, motion passes.

The Board reviewed town budget fiscal year 2016.

D. Merhalski spoke on the changes from some of the year end calculations; he stated some of revenues and expenditures changed slightly. He gave the Board updates. He explained that some of the revenues in regards to the transfer station are down but, motor vehicle revenues up. D. Merhalski explained the overall budget is down by 7%, and to how the DRA calculated a fund balance buy out in regards to the capital accounts that were closed out. He spoke on the Budget Advisory Committees recommendations. D. Merhalski spoke about this recommendation trying to make more cuts in addition to applying some of the fund balance to keep tax rate level. There was

a discussion regarding the ambulance and how to fund. There was further discussion about putting it in the operating budget or as a stand-alone warrant article.

D. Merhalski explained the calculations for fund balance, how it is arrived at. The fund balance is the difference between assets and liability.

The Board requested D. Merhalski reduce budget to level the tax rate with the ambulance being exempt. He will work on reduction with a combination of fund balance and further reductions. The discussion continued on thought on how to reduce the budget. D. Merhalski asked the Board for guidance regarding the reduction in services. There was a discussion regarding the same. D. Merhalski explained what this kind of cut to the budget will require and looked to the Board for support. The Board understood these cuts will not be popular and it will be hard. D. Merhalski asked the Board if they wanted to meet again before the budget, the Board agreed to hold meeting the 1<sup>st</sup>. to review the updated budget prior to the budget hearing on the 8<sup>th</sup>. There was a discussion regarding the Selectmen meeting prior to the budget hearing for the regular weekly meeting.

The Board suggests D. Merhalski review the funds to the local charities, regarding cuts.

**TOWN ADMINISTRATORS REPORT:** D. Merhalski spoke to the Board regarding the rail road station maintenance, he has added 3 hours to the part time highway position, funding available in the budget. He also spoke with the person who cleans the Town Hall; she has agreed to clean every other week for a \$30.00 to \$40.00 dollar fee. The Board authorized the service.

The year-end carry over, K. Clement asked D. Merhalski about un-used sick time. He discussed what the personnel books states. K. Clement asked for clarification from the Board on the policy for carry over regarding sick time. There was a discussion regarding how to handle going forward. It was agreed to redraft policy to cap at 80 hours.

D. Merhalski spoke to the Board about Paychex. The Company has admitted they cannot do the NH Retirement reporting. He explained what needs to be in the report. He asked if the Board would like to continue with Paychex, go back to in house or look for another service. The Board spoke about using another alternative service that can provide the service.

D. Merhalski spoke on a letter from school regarding the generator contract. The Board requests D. Merhalski contact the school and request to be involved in the future as the Town is responsible for 50% of the cost.

Update from the Ross property, Liscotti has begun eviction process. They have request a closing date of April to allow for eviction process, giving tenants more time. The Board agreed to time line.

D. Merhalski spoke about the Presby property; Presby are willing to sell to town, for price is \$65,000.00 or swap land or a mixture of both. He wanted guidance from Board as to how they would like to proceed. Can be added to budget, maybe land swap and purchase combination. Purchase would have to be warrant article for Town Meeting.

The Board would like to ask K. Clement for his thoughts. .

The Town Report D. Merhalski will do a draft of Selectmen's report.

The Board spoke about dedication, Board chose a person for dedication.

Discussion on signage regarding bridges and weight limits.

**ADJOURNED: 8:35** S. Knox motion to adjourn D. Butson 2<sup>nd</sup> so voted all, motion passes

Respectfully submitted,  
Suze Tavernier, Recording Secretary