



TOWN OF LISBON, NEW HAMPSHIRE  
INCORPORATED 1763

**Board of Selectmen's Meeting**  
**Monday February 24, 2020**  
**6:30pm**  
**Lisbon Railroad Station**

**PRESENT:** Brian Higgins, Selectman; Arthur Boutin, Selectman; Krystle Dow, Administrative Assistant

**PUBLIC: None**

**Approval of minutes from February 17th BOS meeting:** Brian Higgins made a motion to approve the February 17, 2020 minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Brian Higgins made a motion to approve the February 17, 2020 Non-Public minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

**Reimbursement:** There was a slip in the folder from Audrey Champagne for reimbursement for the pizza and drinks that were purchased for election day. Arthur Boutin made a motion to pay and Brian Higgins seconded the motion. All were in favor of the motion.

**Certificate of Occupancy:** Chris Hodge (Building Inspector/Health Officer) sent the certificate of occupancy for the hair salon that will be on Main Street. The building inspector, fire chief and selectboard members

have all signed off on it. Krystle Dow (Administrative Assistant) will reach out to the owners and let them know they can pick it up.

**Request for Use of Town Hall:** Megan Trudell has filled out a request for use form for the Town Hall. She would like to do a casual “drop in” basketball practice for residents of all ages. She expects there to be anywhere from 2-10 people that attend. She did ask if insurance would be required as she would be happy to complete a liability waiver and have all participants complete one as well. The board discussed the use of the Town Hall and the dates are March 7, 24, 21, and 28<sup>th</sup>. These are all Saturdays and the time is from 9am -11am. Arthur Boutin made a motion to approve the use of the Town Hall and waive the fees and Brian Higgins seconded the motion. All were in favor of the motion.

**Request for Use of Railroad Station:** Lisbon Main Street Inc. has submitted a request for use of the railroad station for Lilac Festival Meetings. They would like to hold the meetings on Thursdays at 6pm and the dates are as follows: March 12<sup>th</sup>, April 16<sup>th</sup>, May 7<sup>th</sup> and May 21<sup>st</sup>. Arthur Boutin made a motion to approve and waive the fees and Brian Higgins seconded the motion. All were in favor of the motion.

**CAI Technologies:** CAI Technologies sent the yearly Planning Map Maintenance Proposal for the Town of Lisbon along with the Tax Map Proposal. The board reviewed them both and asked the Administrative Assistant if they are the same as last years and she stated she believed so. The board then tabled the two items and stated they would be reviewed at next weeks meeting as the board wanted to make sure they were the same before signing.

**920 River Road:** The towns attorney Walter Mitchell got back to the town in reference a deed for 920 River Road. Walter stated that he initially sent the deed back in January, but it was sent to Scott Champagnes personal email and not cc'd to the Administrative Assistant, so we never received it. Walter did re-send the deed. Selectman Arthur Boutin then took the deed to the proper people to get it signed. When Mr. Boutin went to get the deed back, he was informed that the parties names that were on the deed were not going to sign. The reason being is the party on the deed contacted the previous owner who stated she had a bill of sale to the trailer belonging at 920 River Road and went on to say how the town wouldn't work with them and so on, that being said the parties that are on the deed

feel as though they shouldn't sign the deed. They feel as though if there is a bill of sale which the previous owner claims to have then it can be their headache. There are also three sisters' names on the deed and two of the sisters have no idea where the third sister is. Selectman Boutin did ask who probated the estate and he was informed it had never been done. The Administrative Assistant (Krystle Dow) provided Selectman Boutin a copy of a letter from the previous owners' attorney that states they have a bill of sale that was illegally conveyed. Selectman Boutin stated that he would take the letter to the parties on the deed and show them and we will go from there. Administrative Assistant (Krystle Dow) stated that if the town is going to sell the unit it needs to be noted that it does not have a clean title. She stated that in reading several emails from town council he advises we make people aware that the title is not clean. Selectman Brian Higgins asked why the title is not clean and why the town would have to note that. Krystle Dow (Administrative Assistant) again stated that town council advised to make buyers aware that the title is not clean. Selectman Boutin again stated he would take the letter and show the parties on the deed and we will go from there. He stated that the trailer is not going anywhere.

**Treasurer Reports:** Krystle Dow (Administrative Assistant) let the board know that she received the treasurer reports from the current treasurer (Katie Choate). Krystle stated that the treasurer reports were the only reports left to send to the printing company to get town report books printed. Krystle stated that the reports are unsigned but went in the book anyway. Krystle Dow stated that she received an email from the current treasurer (Katie Choate) stating that if it is not right, she apologizes as she did not do any of the paper work for last year so she was not sure of everything that was done. Selectman Brian Higgins asked if it really mattered. Krystle Dow (Administrative Assistant) stated that Katie was not treasurer last year.

**Other:** Selectman Arthur Boutin stated that he saw a Facebook that had been posted on Sunday morning around 7 or a little after 7. He stated because of that post he called the Administrative Assistant (Krystle Dow) to tell her to collect any money that comes in and give people receipts and that's it. Selectman Arthur Boutin then called New Hampshire Municipal Association and spoke with Steve Buckley regarding the Administrative Assistant taking monies as he wanted to make sure it was legal. Selectman Boutin stated that he was given two options. Option one was to shut the office down completely and collect no money or option two was to appoint someone to collect money and provide receipts. Selectman Boutin stated

that Mr. Buckley stated that a deputy should have been appointed before the town clerk/tax collector went on vacation. Mr. Buckley also stated that another problem that you will run into is that anything of \$1,500.00 needs to be deposited into the bank that day. Mr. Boutin stated he did explain that the current town clerk/tax collector has only been in the office for three weeks, but Mr. Buckley still insisted that a deputy get appointed to that office. Arthur Boutin asked Selectman Higgins what he wanted to do. Selectman Higgins asked Administrative Assistant (Krystle Dow) if she was ok with collecting money. Krystle stated it doesn't matter as a post has gone up online so yes, she will collect monies. Selectman Boutin and Higgins discussed the issue and have decided to waive all interest until March 2, 2020. They have asked Krystle Dow to collect monies for the rest of the week.

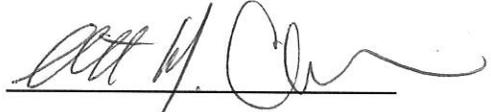
Krystle Dow (Administrative Assistant) asked the board if they had all seen the email from Scott Champagne where he stated Rob from Utility Partners had gone to his house and they discussed the missing pump. Scott stated in his email that Utility Partners would replace the pump but will not pay for the install. The town will be responsible for the install. Selectman Brian Higgins had said he did not see that email but was glad to hear that Utility Partners will pay for the pump.

**7:17 PM Brian Higgins made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.**

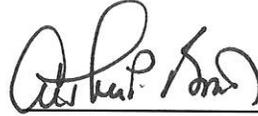
**NEXT BOS MEETING: March 2, 2020 @ 6:30 pm at the Lisbon Railroad Station.**

*Respectfully submitted by Krystle Dow*

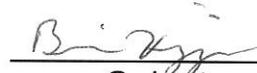
Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved  
on: 03/02/2020