



**TOWN OF LISBON, NEW HAMPSHIRE
INCORPORATED 1763**

**Board of Selectmen's Meeting
Monday March 9, 2020
6:30pm
Lisbon Railroad Station**

PRESENT: Brian Higgins, Selectman; Arthur Boutin, Selectman; Scott Champagne, Selectman

PUBLIC: Audrey Champagne; Town Clerk/Tax Collector

Approval of minutes from March 2nd BOS meeting: Brian Higgins made a motion to approve the March 2nd BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Approval of non-public minutes from March 2nd BOS meeting: Brian Higgins made a motion to approve the March 2, 2020 nonpublic meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

CAI Technologies: CAI Technologies sent the GIS Service Maintenance Proposal. This amount is the same as last year which is \$600.00 Scott Champagne made a motion to approve and accept the GIS Maintenance and Brian Higgins seconded the motion. All were in favor of the motion.

Special Event Forms: There are two special event forms from Lisbon Main Street in reference to Miller Amusements with rides, concessions,

vendors, parades, bands, talent show, fun run and fireworks. The other is for the raffle and drawing of prizes. Scott Champagne made a motion to approve both special event forms and Arthur Boutin seconded the motion. All were in favor of the motion.

Lisbon Life Squad: A donation was made to the Lisbon Life Squad in the amount of \$50 from Jane Mckown in memory of Bertha Knapp. Arthur Boutin made a motion to accept the donation and Brian Higgins seconded the motion. All were in favor of the motion.

Sale of Town Land: A request came to the board from residents at 22 Hilltop Road in Lisbon. The residents want to know the town is willing to sell the riverbank property that is across the street from them that the town owns. Scott Champagne (Chair) stated the board needs to look at the tax maps and what that property is worth. He wants all information brought to the next BOS meeting.

920 River Road: The deed that was provided has been signed off on. Scott Champagne (Chair) stated that Krystle Dow (administrative assistant) has been working on an ad to be placed in the newspaper in reference to the mobile home that the towns owns located at 920 River Road. The board reviewed the ad that was done up. The board wanted the ad to say, "AS IS-no warranties implied or conveyed".

Elderly Exemption: The board was given an elderly exemption for review. The board agreed that the applicant met the age requirement. The only question they had was on the income portion of the application where it gives guidelines on what a married couple can make, and a single individual can make. Scott Champagne (Chair) was looking at the income guidelines and thought (Krystle Dow) administrative assistant wrote the figures in. They discussed the assets portion of the application as well. The board wanted to clarify some questions they had with before deciding on the application. The board will get all necessary information and re-visit at the next board meeting.

Update from Treasurer: Katie Choate (Treasurer) sent an email stating that she knows the town books are already printed but the general fund total for year ending December 31, 2019 \$204,840.33. She was a little unsure of how the sweep account worked. She gave the correct figures incase someone questioned it at town meeting.

Daycare Program: The board received a letter from the town's health officer stating that Small Wonders Childcare licensing was revoked which had come from the State of New Hampshire. Scott Champagne stated that he did call the State of New Hampshire in reference to this matter and was told they have up to ten days to file an appeal and if they win the appeal they can reopen but if not they are not allowed to reapply for licensing for five years. Scott Champagne (Chair) also stated that he had spoken to the ZBA chair (Tucker Clark) in reference to a letter that had been sent to Small Wonders regarding the parking issues that occurs on Armstrong Avenue. A former Town Administrator and Administrative Assistant had signed papers on the towns behalf years ago and they had no authority to do so.

SNS Backup: Scott Champagne (Chair) got an email from Secured Network Services in reference to the town's barracuda backup. Scott stated that he believes that all the state stuff is backed up on the barracuda. The backup is up for renewal and Scott Champagne stated he was given a price quote of \$3,300.00 for three years. Scott stated there is another system that they mentioned which is the VEEMA in which everything can be backed up on. Scott stated there the VEEMA has restore points. The quote for the VEEMA system is \$4,078.70. They are unsure how long this is for. Scott has reached out to Matthew Champagne to ask his opinion on what he thinks is the better option.

Audrey Champagne Town Clerk/Tax Collector: Audrey Champagne stated she was reviewing the minutes from the week when she was away on vacation. She stated she wanted to clear the air and that the Administrative Assistant was not directed to collect monies, she was asked and stated she would collect monies. Audrey also stated that back in November of 2017 when she was treasurer, she did up a paper (which she provided all board members a copy) that stated she as treasurer gave Krystle Dow authority to make deposits. It states in the document that this authority shall remain in effect until rescinded by written notice of the Lisbon Treasurer or the Board of Selectmen.

Audrey also stated as far as her office being closed while she was away on vacation the State DMV had been in contact with her and understood her office would be closed. She also stated that the towns people had plenty of notice of the office closure as it has been posted in several places and more than once. She did state that just recently there is an issue with the towns website and sending out public notices. Audrey feels that she was

more than accommodating to the towns people and making them aware. Selectman Boutin stated not everyone has a computer so not everyone knows and there must be a better way to get information out there. Audrey stated she is doing the best she can, and the information is certainly getting out there. Audrey explained the reasoning behind her hours that she has. Scott Champagne (Chair) stated he doesn't think the public are really informed that the office is technically only open 30 hours and it has always been that way. Scott Champagne (Chair) stated that Audrey Champagne still didn't know where the town credit card was as she was looking for it. Scott Champagne stated that nobody knew that the credit cards had been moved. Selectman Higgins stated that because the cards have been in Jenny's office that they need to be put back. Scott Champagne stated that (Krystle Dow) Administrative Assistant talked to Audrey and informed her that she had the town credit cards. Scott Champagne stated that Krystle needs to give Audrey the card so dinner can be purchased for Town Meeting. Scott Champagne (Chair) stated that by law someone needs to be in the office on Friday March 13 between the hours of three and five pm for anyone who would like a recount.

7:48 PM Scott Champagne made a motion to go into non-public for a personal matter and Brian Higgins seconded the motion. All were in favor of the motion.

7:59 PM The board came out of non-public and signed A/P and payroll.

8:03 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 16, 2020 @ 6:30 pm at the Lisbon Railroad Station.

Respectfully submitted by Krystle Dow

Board of Selectmen:

A handwritten signature in cursive, appearing to read "Scott Champagne", written over a horizontal line.

Chairman
Scott Champagne

A handwritten signature in cursive, appearing to read "Arthur Boutin", written over a horizontal line.

Selectmen
Arthur Boutin

A handwritten signature in cursive, appearing to read "Brian Higgins", written over a horizontal line.

Selectmen
Brian Higgins

Approved / Not Approved
on: 03/16/2020