



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

**Board of Selectmen's Meeting
Monday April 13, 2020
6:30pm
Town Hall via Zoom**

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

PUBLIC: Matthew Champagne

Approval of minutes from April 6th BOS meeting: Brian Higgins made a motion to approve the April 6th BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

BOD Testing Discussion: Scott Champagne stated that an email came from Rob Lauricella (Utility Partners) that the Town of Lisbon's primary operator will be Willis Wotton until BJ Hulbert gets his Grade 1 water license. He was supposed to take the exam this month but due to the COVID-19 situation it has been postponed.

BJ Hulbert (Utility Partners) sent the board an email and attached a quote from Eastern Analytical on the cost for the BOD and TSS test once a week. He stated the reason for looking into them doing the BOD's is that the BOD incubator at the plant is failing. He stated that the cost to replace it with a new one is \$3,510.00. He stated at \$56 per test that would cover about one and a half years of BOD testing. BJ stated the have mixed reviews with smaller BOD incubators at other facilities and some last for years and others do not. BJ also stated that they looked into have the TSS test run by

Eastern Analytical. He stated that at \$21 per sample that would cost the town \$1092 per year. He stated that the annual cost for them to do the TSS in house is \$352. BJ stated that in his opinion it is cheaper for them (Utility Partners) to do the tests here in the lab. After discussion Arthur Boutin made a motion to have Utility Partners buy a new BOD and Brian Higgins seconded the motion. All were in favor of the motion.

Building Inspector Contract: The Building Inspector Contract is up for renewal and needs the board signatures. This was on the agenda for last week and the board didn't sign as they wanted to make sure the price stayed the same. Krystle Dow (Administrative Assistant) looked into it and let the board know that the price is the same as last year. Scott Champagne made a motion to approve and sign and Brian Higgins seconded the motion. All were in favor of the motion.

Letter of Resignation: The board received a letter of resignation from Michael Petriccione as a Cemetery Trustee. This resignation is effective upon receipt of the letter. In his letter he thanked the Office of the Town Clerk and Jennifer Trelfa for all the assistance and support during his nearly five years as a trustee and he especially wanted to acknowledge Todd Colby's devotion and hard work as sexton and above all the invaluable knowledge and guidance he provided. Scott Champagne made a motion to accept the resignation and Brian Higgins seconded the motion. All were in favor of the motion.

LUCT Abatement Review: The board reviewed a Land Use Change Tax for Map R18 Lot 4. This is a property off Route 302. The Town has hired Mary Pinkham-Langer when assessing the pits. Mary has provided documentation stating that this property has been reviewed and a plan was received on the subject property that was NOT indicated to be an actual survey and only appeared to utilize older aerial photography to estimate the area of disturbance. Mary stated that no actual surveyed excavation plan was received to show the current details of the excavation site pertaining to existing topography, soil types and final reclamation plan. The board reviewed all information and agrees with Mary Pinkham-Langer. Scott Champagne made a motion to deny the abatement and Arthur Boutin seconded the motion. All were in favor of the motion.

Intent to Cut: There are two Intent to Cut forms that need signatures. The first is for Map and Lot R17 L 17 off River Road (Locke) and the second is Map and Lot R32 L 27 (Schofield). Scott Champagne made a

motion to sign and approve both Intents and Brian Higgins seconded the motion. All were in favor of the motion.

Intent to Excavate: There are two Intents to Excavate that need to be signed. They are for Map R17 Lot 7A and Map R16 Lot 13. Both intents belong to Clough. Scott Champagne made a motion to sign and approve and Arthur Boutin seconded the motion. All were in favor of the motion.

A5 Signatures Needed: There is a property here in Lisbon that is selling, however the realtor and title company have called because it appears that this piece of property was never taken out of current use. In order for the property to sell there needs to be a current use release done up. As soon as Krystle Dow (Administrative Assistant) realized what needed to be done she reach out to the Town of Lisbon's contracted Assessors (CNP) and explained the situation and asked for some assistance. It appears that the previous assessing company never followed through with this property and the removal of current use. Krystle Dow (Administrative Assistant) touched base with Mandy Irving (CNP) in which Mandy reviewed all documentation provided to her from Krystle and stated that it all looked good. The only other recommendation Mandy had was that once the board signed off that the Town Clerk signs off as well before sending to Grafton County Registry of Deeds to get recorded. Scott Champagne made a motion to sign and Brian Higgins seconded the motion. All were in favor of the motion.

7:05 PM Scott Champagne made a motion to go into non-public to discuss a Buffington Fund Application and Brian Higgins seconded the motion. All were in favor of the motion.

7:10 PM The board came out of non-public and stated they denied the applicant.

7:11PM Brian Higgins made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.

NEXT BOS MEETING: April 20, 2020 @ 6:30 pm Via Zoom. The links are posted on the town's website along with outside of the Town Hall.

Respectfully submitted by Krystle Dow

Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur Boutin



Selectmen
Brian Higgins

Approved / Not Approved
on: 04/20/2020