



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

**Board of Selectmen's Meeting
Monday April 27, 2020
6:30pm
Town Hall via Zoom**

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

PUBLIC: None

Approval of minutes from April 20th BOS meeting: Brian Higgins made a motion to approve the April 20th BOS meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

Brian Higgins made a motion to approve the April 20th BOS non-public minutes as written and Scott Champagne seconded the motion. All were in favor of the motion.

Public Hearing: A public hearing was held in reference to the Bath Road Pump House. This is for emergency repairs. This is for the purpose of expending up to \$15,000 from the Expendable Wastewater Department Maintenance Fund for the replacement of valves and motors to allow proper function of the Bath Road Pump Station. Scott Champagne stated that he spoke with BJ (Utility Partners) and that this project will need to occur when there is low flow because the system will basically need to be shut down. Scott stated that the cost for just one valve for the project is \$2,000.00 and that it weights approximately 280 lbs. so others will need to

be present at the time of this project. Scott stated that BJ (Utility Partners) has contacted Schofield Septic to assist in this matter and they will have two trucks available as they will need to be constantly draining the system so they can change valves. Scott stated that usually the time when the system is the slowest is after 11pm. He stated that because this will have to be done so late in the night not only will it be the cost of repairs but also the cost of overtime for the ones that are out and working on correcting the issues. Scott stated they anticipate working on this next week as the weather looks better for next week. Brian Higgins asked the question of if it does not take \$15,000.00 can they put the remaining monies back. Scott Champagne stated that they will only take what they need and not to exceed \$15,000.00. The board discussed that they were not ever aware that these funds held by the trustees existed until Scott Champagne started looking into ways to fund this project. The board discussed possibly creating warrant articles for the end of the year stating that at least %50 of the left-over monies from water/wastewater be put into these accounts. Scott Champagne made a motion to spend but not exceed \$15,000.00 for repairs to the Bath Road Pump Station from the Expendable Wastewater Department Maintenance Fund and Brian Higgins seconded the motion. All were in favor of the motion.

FYI: DRA (Department of Revenue Administration) sent the official notification of the 2019 Total Equalization Valuations. They explain how they get the towns total valuation which is by using the municipality's weighted mean ratio to calculate the valuations. The 2019 total equalized valuation including utility and railroad is \$120,471,035.00 and not including utility and railroad is \$116,863,186.00

FYI: NH Electric Co-op sent out their yearly documentation for their yearly spraying of "Herbicide". This should begin around May 15th. They also stated a copy should go to the town's Health Inspector. Krystle Dow (Administrative Assistant) she would make a copy and put it in Chris Hodge (Health Inspector) box.

Lisbon and Landaff Life Squad Agreement: The 2020 Life Squad agreement has been written up for Lisbon and Landaff. Brian Higgins made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Quitclaim Deed: The towns attorney sent the deed for 920 River Road for the board to sign. This for the town selling the 920 River Road Mobile

Home to Rolf Zuk. Krystle Dow (Administrative Assistant) stated that Rolf has already paid for the mobile home and once the board signs off on the deed it will then be sent to Grafton County Registry of Deeds to be recorded.

Final Offer of Employment: The Chief of Police (Benjamin Bailey) has submitted a Final Offer of Employment for a patrolman. This is for Derek Sullivan to become a full-time officer with the Town of Lisbon. He will start on 4/30/2020. Brian Higgins made a motion to accept and Arthur Boutin seconded the motion. All were in favor of the motion. Scott Champagne recused himself due to conflict.

DCI: The Town Clerk/Tax Collector has provided the board packets showing water and sewer amounts for DCI. Scott Champagne had stated that back in 2018 and 2019 that DCI had some high water/sewer bills and the DCI attorney had contacted the town in reference to this matter. Audrey Champagne (town Clerk/Tax collector) and Chris Hicks (Highway) had reviewed the DCI account for about two hours a week ago to try and straighten out the issue. In 2018 they received a water bill in the amount of \$20,534.13 and sewer bill in the amount of \$24,054.34 and in 2019 they received a water bill in the amount of \$19,254.33 and sewer bill for \$22,545.12. Scott Champagne made a motion to abate \$17,925.28 (water) and \$20,634.23 (sewer) for the year 2018 and \$16,645.48 (water) and \$19,125.01 (sewer) for 2019 and Brian Higgins seconded the motion. All were in favor of the motion. The board had discussed that new meters will be installed at DCI as they currently have the old meters. Scott Champagne stated that they have contacted Jarred Mardin (Plumber) to review the piping at DCI.

Abatement(s): There is an abatement for 120 School Street for water/sewer in amount of \$1,290.45. Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

43 Jesseman Drive- There is an abatement for 43 Jesseman Drive in the amount of \$5,963.08 as there was an error when the meter was read and a supplemental bill has been created for the amount of \$245.31 (water \$112.06 and sewer \$104.31). Scott Champagne made a motion to abate \$5,963.08 and approve the supplemental bill in the amount of \$245.31 and Brian Higgins seconded the motion. All were in favor of the motion.

20 Meadow Lane- There is an abatement request for 20 Meadow Lane in the amount of \$8.55 for water and \$10.08 for sewer. The original bill is \$210.45, and the new bill is \$191.82. Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

Intent to Cut: There is an Intent to Cut for Map R04 L09 on Crestview Drive. Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

Notice of Intent to Excavate: There is a Notice of Intent to Excavate for Map and Lot R27 L05 on River Road. This is the Aldrich pit. Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

Gravel Tax Warrants: There is a warrant for last years excavated material from Clinton Clough Revocable Trust. The warrant is for Map and Lots R16 L05 in the amount of \$3.00; R16 L13 in the amount of \$4.40; and R17 L7A in the amount of \$151.00 leaving the total of the warrant \$158.40. Brian Higgins made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Timber Tax Warrants: There are four Timber Tax Warrants for last year. The first is for Map and Lot R13 L01 in the amount of \$98.34. Scott Champagne made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion. The second is for Map and Lot R13 L01A in the amount of \$261.02. Scott Champagne made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion. The third is for Map and Lots R10 Lots 4-6-7 in the amount of \$36.49. Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion. The fourth is for Map and Lots R11 L10 and R12 L01 in the amount of \$746.40. Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

Two Proposals from Blacktop: Blacktop sent two proposals one is for various street shim on town roads at \$92.46 per ton and the other is for Depot/Side Walks and curb in the amount of \$4,914.00. Scott Champagne stated that Charlie Hampson (Highway Supervisor) has already met with Tim Cramer (Blacktop) in reference to the proposals. Scott Champagne

made a motion to approve and sign and Arthur Boutin seconded the motion.

Secured Network Services: SNS (Secured Network Services) sent an email with an attached invoice requesting payment by the due date on the invoice. Krystle Dow (Administrative Assistant) told the board she was holding payment of said invoice as the town purchased a desktop computer from them back in January and still has not received the computer. Scott Champagne stated he would contact Heather Porter (SNS) and let her know as well.

7:48 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.

7:55 PM The board came out of non-public and approved the Buffington Fund application.

7:56 PM Brian Higgins made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.

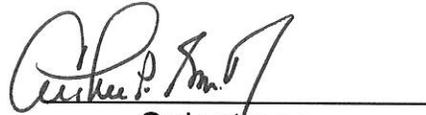
NEXT BOS MEETING: May 4, 2020 @ 6:30 pm Via Zoom. The links are posted on the town's website along with outside of the Town Hall.

Respectfully submitted by Krystle Dow

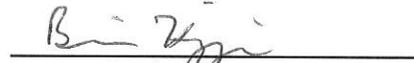
Board of Selectmen:



Chairman
Scott Champagne



Selectmen
Arthur/Boutin



Selectmen
Brian Higgins

Approved / Not Approved
on: 05/04/2020