



TOWN OF LISBON, NEW HAMPSHIRE  
INCORPORATED 1763  
**Board of Selectmen's Meeting**  
**Monday May 11, 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 May 4th BOS meeting:** Arthur Boutin made a motion to approve the May 4<sup>th</sup> BOS meeting minutes and Brian Higgins seconded the motion. All were in favor of the motion.

**Bath Road:** Just a reminder that the Bath Road Pump House will be having emergency repairs made to it tonight beginning at 11 pm thru 3 am and the town has put out notices for residents to conserve flushing during this time. Schofield's will be on site along with Utility Partners and Phil Laramie. Also, Todd Colby from the highway department will be on site as he is familiar with the building and if any tools are needed, he will be the one to provide them. Scott Champagne stated the he told BJ (Utility Partners) that as soon as the job is done, they will need to notify the wire mill and send an email to the board letting them know as well.

**CAI Technologies:** CAI Technologies sent a GIS Internet Services Agreement. Scott Champagne (Chair) stated that in trying to figure out how things get posted on the Town's Website it was discovered that the town can update the Assessing property cards. Usually this task is done once a

year from CAI. For \$800.00 CAI can design a batch document upload utility tool for refreshing the Avitar property cards. Scott Champagne stated that in his opinion he feels that the town should pay the monies and have CAI create the batch tool. The reason being is because the town gets several calls from residents stating when they look online at the property maps the CAI card matches their property but the Avitar card does not. Arthur Boutin made a motion to approve the \$800.00 expenditure and have the monies come from the Financial Administration budget line item and Brian Higgins seconded the motion. All were in favor of the motion.

**Pit Owner Letters:** Letters have been done up and will be sent out to all pit owners requesting up to date maps of each individual pits. The board reviewed all letters and signed off. This recommendation came from Mary Pinkham-Langer who the town hired to help get the pits up to date. Scott Champagne made a motion to sign the letters and Arthur Boutin seconded the motion. All were in favor of the motion.

**GOFERR Coronavirus Relief Grant Fund Agreement and Responder Covid-19 Stipend Program:** Scott Champagne stated that the GOFERR Grant is a 15-page grant that will allow the Town of Lisbon to recoup any costs related to COVID-19 expenses. This is a reimbursement grant. To receive this, grant the board must accept and then designate someone to be the signee for the documents. Scott Champagne made a motion to accept the grant and Arthur Boutin seconded the motion. All were in favor of the motion. Arthur Boutin then made a motion to appoint Scott Champagne as the signee of grant documents and Brian Higgins seconded the motion. All were in favor of the motion.

The town is also eligible to participate in the Responder COVID-19 Stipend Program. This program is for Fire/EMS and Police. This program allows full-time and part-time employees to receive a weekly stipend. Full time employees will receive \$300.00 and Part-time (on call) will receive \$150.00. The board first needs to accept or deny weather the town wants to take part in the program, if the town wants to have employees sign off and how the town will get paid. To be eligible for the stipend you must be scheduled to work. On call and or part time must respond to a call-in order to get the stipend. It states that the town will be liable for the state and local charges of the stipend, but Scott Champagne stated that he believes that reading the GOFERR Grant documents that the GOFERR will cover those charges. Scott Champagne stated will all that is going on with funding right now and

the governors he thought if the town was going to accept being part of the program then his thought is to wait until the town receives the grant monies at the end of the time frame and then once the town receives the monies they can then cut one lump sum checks to the individual employees who qualify. Each department head such as Chief of Police, Fire Chief and so on needed to come up with a roster and that needs to be provided to the state and a copy needs to be given to the administrative assistant Krystle Dow to keep on file for auditing purposes. After discussion Scott Champagne made a motion to accept the town taking part in the program and Arthur Boutin seconded the motion. All were in favor of the motion. Arthur Boutin made a motion that each employee must sign a waiver that if they work for more than one department then they can only accept funds from one town and department and Scott Champagne seconded the motion. All were in favor of the motion. Arthur Boutin made a motion to pay each employee one lump sum but only after the town receives the monies from the state and Brian Higgins seconded the motion. All were in favor of the motion.

**FYI:** Scott Champagne stated that representative Tim Egan got back to him and it appears that the Town of Lisbon will receive \$39,874 in municipal funds. The funding however will not be automatically provided to the municipalities the municipality must apply for the GOFERR to receive funding.

Scott stated that the Highway Department had completed ditching on Bishop Road and they did Lincoln Ave as well and widened a section of Lincoln Ave as they get ready for paving.

**Tax Warrant:** Krystle Dow (Administrative Assistant) provided the board with a tax warrant for the first half of taxes to be due July 1, 2020. The board reviewed and Scott Champagne made a motion to sign and approve and Brian Higgins seconded the motion. All were in favor of the motion.

**7:29 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.**

**7:34 PM The board came out of non-public where they approved the Buffington Fund Application. All were in favor of the motion.**

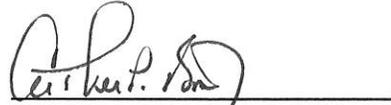
**7:36 PM Brian Higgins made a motion to adjourn and Arthur Boutin seconded the motion. All were in favor of the motion.**

**NEXT BOS MEETING: May 18, 2020 @ 6:30 pm Via Zoom. The links are posted on the town's website along with outside of the Town Hall.**

Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved  
on: 05/18//2020