



TOWN OF LISBON, NEW HAMPSHIRE  
INCORPORATED 1763

**Board of Selectmen's Meeting**  
**Monday March 16, 2020**  
**6:30pm**  
**Lisbon Railroad Station**

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

**PUBLIC:** None

**Approval of minutes from March 9th BOS meeting:** Brian Higgins made a motion to approve the March 9th 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 9th BOS meeting:** Scott Champagne made a motion to approve the March 9<sup>th</sup> nonpublic meeting minutes as written and Arthur Boutin seconded the motion. All were in favor of the motion.

**FYI:** Scott Champagne stated that he was sworn in on Friday March 13 by Arthur Boutin. Arthur Boutin made a motion for Scott Champagne to be the Chairman of the Board of Selectmen and Brian Higgins seconded the motion. All were in favor of the motion.

**Oath of Offices:** There are several Oath of Offices that the board need to approve. The list is as follows:

Conservation Commission – Robert Cook (2yr term) Scott Champagne made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Katrine Barclay (2yr term) Scott Champagne made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Cemetery Trustees- Michael Petriccione (3yr term) Scott Champagne made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Lisa Heathe (2yr term) Scott Champagne made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

Planning Board- Sandra Butson (3yr term) Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

Travis Bailey (3yr term) Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

Amanda Bailey (1yr term) Scott Champagne made a motion to approve and Brian Higgins seconded the motion. All were in favor of the motion.

**CAI Technologies:** CAI Technologies sent the Mapping and GIS Service Contract. This was approved at town meeting. This is for the Town of Lisbon's online system. The total is \$22,700.00 Arthur Boutin made a motion to approve and Brian Higgins seconded the motion.

**Request for Purchase Form:** The Highway Department filled out a Request for Purchase Form. This is for the purchase of grader tires which is in the budget. The amount of the purchase is \$8,700. Scott Champagne made a motion to approve and Arthur Boutin 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. The board reviewed the tax cards for the property and after careful discussion have decided that they will not sell the land however if the homeowners would like to use the land they most certainly can. The reason they do not want to sell is there is a pull off and a lot of members of the public use that pull off weather it be to eat lunch or access the river to fish.

**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. Matthew did get back to Scott and told him that the Synology VEEMA is easier for the ones that need to access the backup and has more restore points that the barracuda. Scott Champagne made a motion to purchase the Synology VEEMA if the licensing is comparable price wise to the barracuda and Brian Higgins seconded the motion. All were in favor of the motion.

**Daycare Program:** Following up in reference to the license revocation of Small Wonders Childcare. Scott Champagne (Chair) has been in contact with the town's attorney on advice on a letter that was written to Small Wonders Childcare in reference to Zoning Ordinances. The town's Attorney felt as though the letter should come from the Board of Selectmen and not the ZBA. Scott Champagne did up a letter that all other board member read and agreed upon. Scott Champagne made a motion to approve and send the letter to Small Wonders Childcare and Arthur Boutin seconded the motion. All were in favor of the motion.

**CDBG Documents:** Donna Lane (CDBG Grant Administrator) sent a job evaluation packet that the board needed to review and sign. Scott Champagne stated that basically it was an evaluation of Donna Lane and she has filled out most of the information and the board just needed to review and sign the documents. The board reviewed and Scott Champagne will sign the documents.

Scott Champagne (Chair) also stated that in reference to the water grant monies there was an ACH form that the board could sign where the money would get deposited directly into the general fund. Scott stated that normally a check would be sent to the town and Krystle Dow (Administrative Assistant) would need to deposit it but if they agree to the ACH the monies will automatically get deposited into the general fund. All board members agreed to the ACH form.

**Final Read:** There is a final read for 4 Highland Ave in the amount of \$117.33 (\$53.33 for Water and \$64 for Sewer). Scott Champagne made a motion to approve and Arthur Boutin seconded the motion. All were in favor of the motion.

**Elderly Exemption:** As a follow up, from last week the board reviewed and discussed the elderly exemption application and after discussion have decided to approve. Krystle Dow (Administrative Assistant) also stated that another application came by mail today, so the board reviewed that application as well. The board did discuss that the guidelines for this application need to be reviewed as they weren't sure if the amounts have changed or if they can make those changes. Scott Champagne made a motion to approve both applications and Arthur Boutin seconded the motion. All were in favor of the motion.

**Administrative Assistant:** Krystle Dow (Administrative Assistant) stated that Mandy Irving from CNP was going to be up tomorrow but due to the Coronavirus and the schools being shut down it wasn't possible for her to make it. Cheryl Gilpatrick (Office Manager) of CNP called Krystle to explain the situation and asked if it was ok that Mandy didn't come, and Krystle said it was fine. She (Krystle) asked the board if they were ok with it and they said they were.

Krystle let the board know there was a sewer issue on school street and that when she left at 4:30 the crew were still working, and they were at the manhole just outside of the town hall. Scott Champagne stated that he received an email just before arriving at the meeting that Charlie Hampson (Highway Supervisor) said they need to dig up the main in the morning as the pipe may be broke.

Krystle stated that because she has missed the last few meetings due to a family medical issue there were a few things that have been said in public

that she would like to address and only thinks it's fair for her to address. The first is yes there is a paper stating that she can make deposits but in the (almost) three years she has been with the town she has never made a single deposit. Not only has she not made a deposit, but she doesn't have a key to the deposit box.

Second is as far as the town credit cards go, they were put in her safe back in November. The reason being is because she (I) do accounts payable and keep track of receipts so Jennifer Trelfa thought it made sense I (Krystle) have them. Krystle stated that she didn't realize it was such a big deal. Scott Champagne stated that it wasn't a big deal and Krystle Dow stated it was made a big deal at last weeks meeting. Scott Champagne stated that it was not a big deal, and nobody was making a bid deal about it. He stated that Audrey Champagne didn't know where the cards were. Krystle stated that she was unaware that Audrey didn't know as she didn't train Audrey but would take full responsibility for the error as she has broad shoulders. Scott Champagne stated that Audrey needed the town credit card for elections and that the last election Audrey didn't have the town credit card to use because she didn't know where it was. Krystle stated that department heads have been coming in her office since November to get town cards if needed and again she would take full responsibility and is more than willing to give the cards back to Audrey Champagne to have. Scott again stated there was never an issue with where the cards are, and Krystle reminded him to listen to last weeks minutes when it was made a big deal.

Krystle Dow (Administrative Assist) then asked the board how many members there are. She then went on to say three. She asked the board to put themselves in her shoes. She stated they are all her bosses and wanted to know why it would be ok for one member to have her do something and she does it and its ok but then another member asks her to do something and she does and its wrong. She stated she is not a ping pong ball and or a game piece and from now on she will no long do anything unless all three members agree. She stated that the law states all three must discuss and be aware and that one member isn't allowed to just make decisions on their own.

Krystle then went on to say that she has worked for the Town of Lisbon for almost three years and in that time, there hasn't been an issue with the way she runs the office until the last few months. She asked why and what has changed for that to happen. She stated that she hates the feeling that she

has had for the last several months of not doing things right or knowing how to do her job. She stated it wasn't fair for her to be made to feel that way. She stated that if the board doesn't like the way she does something they need to speak up. She is human and makes mistakes but that doesn't mean she doesn't know how to do her job. She told the board if they wanted to get rid of her to just tell her as it's not fair to make her feel the way she does as she's human.

**7:43 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.**

**7:47 PM The board came out of non-public where they appointed Benjamin Bailey as the Lisbon Chief of Police as of April 1, 2020.** Krystle Dow stated that Dot Wiggins from the Historical Society called and would like to be placed on the agenda for the next meeting on the 23<sup>rd</sup>.

Scott Champagne stated that he spoke with Utility Partners (Rob Lauricella) and said the board wasn't made aware of all the issues that were wrong at all the pump houses and he didn't feel that the Town of Lisbon should be held financially responsible for all of the repairs and all board members agreed.

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

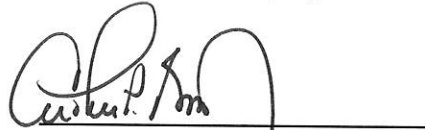
**NEXT BOS MEETING: March 23, 2020 @ 6:30 pm at the Lisbon Railroad Station.**

*Respectfully submitted by Krystle Dow*

Board of Selectmen:



Chairman  
Scott Champagne



Selectmen  
Arthur Boutin



Selectmen  
Brian Higgins

Approved / Not Approved  
on: 03/23/2020