

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
12/14/2015

SELECTMEN PRESENT: Stephen Knox (S. Knox), Donald Butson (D. Butson), Thomas Demers (T. Demers).
Town Administrator: Dan Merhalski (D. Merhalski)

MEETING OPENED: S. Knox opened the meeting at 5:03 pm.

SELECTMEN'S BUSINESS:

Review and Sign Warrant for Special Town Meeting:

The Board reviewed the proposed warrant for the Special Town Meeting to be held on Tuesday, December 29th, 2015. A motion was made by D. Butson, 2nd by S. Knox to approve and post the warrant. Motion passed unanimously. The Board members signed the warrant.

The Board took a brief recess to allow the Town Administrator to post the notices on the Town Hall and School doors.

The Board reconvened from recess at 5:18pm

Executive Session

A motion to go into Executive Session according to RSA 91-A:3, II (a) and (c) was made by S. Knox, 2nd by T. Demers. Roll Call vote: S. Knox – yea, D. Butson, yea, T. Demers – yea. The Board went into Executive Session at 5:20 pm.

The Board came out of Executive Session at 5:46 pm.

The Board signed the AP and Payroll Manifests.

The Board reviewed the Draft Minutes of the November 23rd, 2015 Regular Meeting. A motion was made by D. Butson to accept the Minutes, as amended, 2nd by T. Demers. Motion passed unanimously.

A motion to go into Executive Session according to RSA 91-A:3, II (a) and (c) was made by S. Knox, 2nd by D. Butson. Roll Call vote: S. Knox – yea, D. Butson, yea, T. Demers – yea. The Board went into Executive Session at 5:54 pm.

The Board came out of Executive Session at 5:57 pm.

A motion was made by D. Butson to accept the Minutes of November 23rd, 2015 Executive Session, as amended, 2nd by S. Knox. Motion passed unanimously.

The Board asked Officer Walker if he was in attendance for any particular item? Brandon Walker said he was there to discuss the employee health insurance buyout item. D. Merhalski

briefed the Board about the plan for an employee buyout for health insurance and that with one employee taking the buyout, the Town would save the amount of the health insurance increase for the year. The Board agreed that the costs of the health insurance increase could be offset by the buyout. A motion was made by S. Knox, 2nd by D. Butson to authorize the health insurance buyout policy for \$400 a month for all employees electing to take this option, including those on the existing buyout policy. Motion passed unanimously.

Discussion with Kevin Clement, DPW Director:

Kevin Clement said that he had a few items that he wanted to discuss with the Board and began with a discussion of a proposed purchase of a pressure washer for the Town. D. Merhalski stated that the purchase was within the Board's authority, but that the line items that were indicated to pay for the purchase did not have sufficient funds in them for the purchase. If K. Clement wanted to find another line in his budget to pay for the expense, the Board can approve that expenditure. K. Clement said that if that were the process, there would not be an accurate reflection in the budget of what the needed funding in that line item. D. Merhalski pointed out that the purchase was not a budgeted or planned for purchase and that it would therefore not be accurate to the needs in the line item as it was not included in any line items for this year and is only being sought as there are left over funds in the budget that could cover this. K. Clement identified a \$250 line item with "Culvert Steamer" as the title and stated that this would be the line he wanted to over expend. D. Merhalski said that if that was the correct line item, and the Board wanted to approve the purchase as it was over \$5,000, they could authorize such a purchase and over expend the line. A motion was made by D. Butson, 2nd by T. Demers to approve the purchase of the pressure washer and over expend the line item.

K. Clement presented four other requests for purchase for items, including three for the coming year. D. Merhalski said that there is no way to enter items for FY 2016 into the Town's AP software until they are on the 2016 FY, and that these requests should be held onto until the new year. The fourth item, that of tires for the grader, is under the \$5,000 threshold for items that the Town Administrator can sign and can be submitted to him for approval. K. Clement said that these items are for winter and there could be an emergency that he would need them. D. Merhalski said that if there is an emergency, Kevin can purchase the items that he needs and the T.A. can authorize them for the Board to approve, but that if the amounts could last until the new year, there would be no issue with their approval once the books have been closed out. D. Butson asked if there was an emergency need for any of these items? K. Clement said no, but that there could be if they have a major storm. D. Butson asked how long the current amount of salt would last and if he needed these items immediately? K. Clement said the salt shed was full, but that he could go through it all in one storm but as long as there isn't a big storm he could wait to request these items. The Board agreed that these items should be submitted to them in 2016 and the purchase of tires should go through the Town Administrator.

K. Clement asked the Board for a clarification of the Inclement Weather Policy. The way he read it, the decision to close the Town Hall would be up to him and the Town Administrator, who would rely on Kevin's input. Kevin said he didn't want to accept any liability for making this call. D. Merhalski clarified that the decision would be up to the Town Administrator, not him, and that there is no liability danger for Town employees or Board members as long as they do not act in a grossly negligent manner as the Town has immunity from prosecution.

The Board agreed that there would be no liability and that the decision is ultimately up to the Town Administrator. K. Clement said he understood.

K. Clement went over the proposal from Presby construction for material on Butson Road. He said that he did not want to have to screen this material and that he would rather not do what is prescribe in the letter from Presby, but wanted to just be able to buy the material from the site. D. Butson asked him if he was recommending not going with the proposal? K. Clement said he was not recommending the agreement be approved. The Board agreed to have him contact Presby Construction to ask if there could be a purchase only option. He said he would contact Presby and get back to the Board.

D. Merhalski asked if K. Clement had anything else to talk to the Board about? K. Clement said he didn't. D. Merhalski asked him if he wanted to update the Board on his request to the Budget Committee for capital items that was not in the request to the Board for the budget? K. Clement said he could. He said that he had asked the Board to look at how and when to fund the capital purchase of two dump trucks, a grader and a new truck for the DPW. D. Merhalski asked why He had not submitted this request to the Board or himself as part of the budget process? K. Clement said he wanted to start a discussion with the Budget Committee and that he felt he was shut out by the Town Administrator during the budget process. D. Merhalski said that he had told him multiple times that if he had a need for the current budget year for capital equipment to include it in his budget request and that the Town would be drafting a Capital Improvement Plan in the coming year to address longer-term capital needs. He had given K. Clement the opportunity to make this request when he presented his budget request to the T.A., again when they both went over the budget and K. Clement approved his request to the Board, and again when they presented the budget requests to the Board. The Board agreed that this request should have been sent through the Town Administrator and then on to them for review. K. Clement will provide a budget request for the items in response to the Budget Committee's request for more info and if intended for this year's budget, he will submit an amended budget request to the Town Administrator.

Discussion of Proposed Increase in Water/Wastewater Rates from Welch's:

Terry and Hillary Welch, of Welch's Water and Wastewater, the Town's contractor for those Depts., gave the Board a binder of information and stated that the Wastewater rate increase for 2016 would be 12% and 3% for Water. D. Merhalski asked if these increases were for one year, or for three years, as the contract the Board had approved that had been sent to Welch's was for three years and these increases were not included in their budget request. T. Welch said that he would need to draft up a contract and that he had to cover his expenses every year. H. Welch said that they would draft a revised contract for three years and talk about the rates for those years. The Board asked D. Merhalski to review the binder materials and summarize them for the Board to review at the next meeting. T. Welch said that he would get a revised contract to the Board for their review.

Review of Purchase and Sale Agreement for Ross Funeral Home:

The Board reviewed the revised Purchase and Sale Agreement for the Ross Funeral Home. The Agreement is contingent on approval at the Special Town Meeting on December 29th. A motion to authorize the Town Administrator to sign the agreement with deposit, contingent on the Town Attorney's revisions being amended was made by S. Knox, 2nd by D. Butson. Motion passed unanimously.

Review of Town-Owned Properties:

The Board reviewed the packets that were sent out by the Town Administrator with the tax card info for the list of Town-Owned properties. D. Butson commented that many of the lands were strips of land by the river or were otherwise unlikely to be of value to be resold. He said that he had found some properties that they should look at and that he would send a list to the Town Administrator for review at a future meeting. D. Merhalski asked the board if they wanted to table this discussion until the first meeting in January? The Board agreed to look at these properties in January. S. Knox asked D. Merhalski to contact NHMA and ask about the process of selling municipal land and if there was a three-year waiting period to dispose of tax-acquired property. D. Merhalski said he would ask NHMA.

Discussion of Bookkeeper/Administrative Assistant Job Description:

The Board reviewed the draft job description for the Bookkeeper/Admin. Asst. D. Merhalski said that he had asked Suze Tavernier for a listing of her job responsibilities and after working with her on the description, asked her to draft up a description to accurately capture the duties that she performs. He said that he had reviewed it and there seemed to be areas that were outside of the usual purview of a Bookkeeper and that might be intended to be done by the Town's Assessor, Deputy Town Clerk, or CEO. He said that it was up to the Board to decide if it made more sense to have S. Tavernier do these items at her rate of pay for a possibly longer amount of time, or have the contracted individuals do them at their rates of pay. The Board wanted to be sure that the responsibility for things such as assessing was still being held by the Assessor, legally, and that S. Tavernier may be allowed to work with these people, but should not be assuming their responsibilities on her own and should still have all of her work go through them to ensure that they can review it and take full responsibility for it. The Board discussed the hours that the position currently has and if these were necessary. It was agreed that the position in the job description should be benefitted. A motion was made by D. Butson, 2nd by T. Demers to approve the job description as amended to include adding "other duties as assigned" and other changes, and to set the position as a 32-hour a week position with full benefits. Motion approved unanimously.

Discussion of Town Audit Proposals

The Board reviewed the two proposals that were sent in for the Town's annual audit. There was a substantial difference in cost, so the Board asked D. Merhalski to check the references of the low-bidder, Roberts and Greene, and if they checked out, to award the bid to them. A motion to this effect was made by D. Butson, 2nd by S. Knox. Motion passed unanimously.

Discussion of 2nd December BOS Meeting Date:

The Board discussed the date of the Special Town Meeting and agreed that they would bump their usual meeting on Monday to just prior to the meeting on the 29th. D. Merhalski will check to see if the school can be used for the meeting location at 5:00, and if not, they will meet at the Railroad Station and then recess to the School for the Special Town Meeting.

Appointments:

The Board reviewed the two appointments for the Conservation Commission and the Health Officer. A motion to appoint Betsy Stead to the Conservation Commission was made by S. Knox, 2nd by T. Demers. Motion passed unanimously.

A motion to re-appoint Stan Borkowski as Health Officer was made by S. Knox, 2nd by T. Demers. Motion passed unanimously.

Town Administrator's Report

D. Merhalski reviewed the request by Aimee Hopkins to be refunded for the barn that was erroneously assessed as part of her property for the 2013 and 2014 tax years. The Board agreed to have the Town Clerk draw up the paperwork and approve the refund. A request was made by Scott McKinley to have an exception to the Stipend Policy to allow him to be paid for his 2nd half of the year, rather than miss the third quarter and only receive a single quarter's pay. The Board agreed to allow this exception.

Lisbon Main Street asked if they needed to submit their budget request to the Board again this year as a stand-alone warrant article, or if it could be included in the Town's budget. S. Knox said that he was fine with including it in the Town's budget, as long as Main Street understands that if it is included, the Board may review it and may ask questions about it and may reduce it if they so choose. The Board agreed to allow Main Street's request to go through the budgetary process with these stipulations. D. Merhalski will notify Main Street and if they do not want to have these stipulations in effect, they can notify him and he will tell the Board.

D. Butson asked if there was any progress on the estimate for a demolition of the Ross Funeral Home? D. Merhalski said that he had contacted two firms and the estimates ranged from \$20,000 to approx. \$35,000. The Hazardous Materials Survey would be about \$2,000, and mitigation costs would depend on what the survey came back with, but could be thousands.

D. Merhalski notified the Board that the Budget Committee was going to be requesting an extension and would bring a recommendation to the Board following their meeting on the 5th of January. D. Merhalski said that he had received concerns from a member about the committee conducting business outside of regular meetings. The Board asked Dan to remind the committee to remain in compliance with the Right to Know Law.

D. Merhalski said that the Dollar General Store had requested a liquor license from the state and the Board could comment to the State if they wished. The Police Dept. was also contacted by the State for comment. The Board had no comment.

D. Merhalski went over the Town Meeting deadlines for the annual Town Meeting and that the Advisory Budget Committee's request for extension would give the Board about a month before they had to hold the Public Hearing for the Town Budget.

D. Butson made a motion to adjourn, seconded by S. Knox. Motion passed unanimously.

The meeting was adjourned at 8:34 pm.

Respectfully submitted,
Dan Merhalski, Town Administrator