

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
11/9/2015

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

**MEETING OPENED:** S. Knox opened the meeting at 5:02 pm.

**SELECTMEN'S BUSINESS:**

The Board signed the AP and Payroll Manifests.

The Board reviewed the Draft Minutes of the October 26<sup>th</sup>, 2015 Regular Meeting. A motion was made by S. Knox to accept the Minutes, as amended, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

A motion was made by D. Butson to accept the Minutes of October 26<sup>th</sup>, 2015 Executive Session, as amended, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

S. Knox asked D. Merhalski if he could check into the status of the markups that the representative from North Country Council said they would turn in regarding the Site Plan and Subdivision Regulations for the Town. D. Merhalski said he would look into it.

**Review Draft Inclement Weather Policy:**

The Board reviewed the Draft Inclement Weather Policy detailing the times when the Town Offices would shut down due to storm-related events and what the procedures for notification of the public and staff would be. Emergency Services would continue and the policy would not apply to them. A motion to accept the policy as written was made by D. Butson, 2<sup>nd</sup> by S. Knox. Motion approved unanimously.

**Review of Water/Wastewater Roof Project Status:**

T. Demers recused himself from the discussion. The Board reviewed the estimates for the repairs for the Wastewater Roof. There was some confusion about which estimate was for which phase of the repair. The Board spoke with Brett of Demers Construction via conference call and he said that he would resubmit the estimates so that the Board could review them. The Board decided to table this item to the November 23<sup>rd</sup> meeting.

**Review of Master Plan Process:**

The Board reviewed the memo from D. Merhalski regarding the timing and staff hours needed for an update to the Master Plan. The process would involve the Board of Selectmen formally requesting the Planning Board to update the Master Plan and follow the suggested timing that D. Merhalski had indicated in his memo. The project would likely begin after April of 2016 and would be completed by Town Meeting in 2017. D. Merhalski indicated that his contract had a provision for the Board to extend his hours up

to 40 hours a week for an additional 6 months and that if this project were undertaken by him, he would require the extension of these hours to be able to carry out the Master Plan update in-house. He was not opposed to having this extension, but he hopes that they could reduce his hours in accordance with the contract to under 32 by the end of the project. The Board was in agreement that they would like to extend the 40 hour a week allotment to allow for this project. A motion was made by S. Knox, 2<sup>nd</sup> by T. Demers to request the Planning Board to update the Town Master Plan and to use in-house staff services to carry out the project. Motion passed unanimously.

**Request of Planning Board for 2<sup>nd</sup> Rep. to be appointed to North Country Council:**

The Board reviewed a request by the Planning Board to name a 2<sup>nd</sup> representative to the North Country Council. The Board was in agreement to post the vacancy and ask for applicants to fill this position.

**Town-Owned Property Water Abatements:**

The Board reviewed the water and sewer bills for three Town-owned properties. The ownership status was confirmed and the Board was in agreement that the Town should pay these bills, rather than abate them.

**Discussion of Possible Alternate Sites for Fire Station/Town Hall:**

The Board reviewed the information provided to them at the last Selectmen's meeting regarding possible alternative sites for the Fire Station and Town Hall Facilities. After much discussion, the Board agreed that the Ross Funeral Home was the best site for the Fire Station, but wanted D. Merhalski to schedule a site visit for the Lisbon Professional Center as a possible location for the Town Hall offices.

A discussion about the process that was indicated by the Town Attorney, Walter Mitchell, followed and the question of timing before year-end and the notice requirements for a Special Town Meeting came up. It was also unknown if the timing would not allow for a Special Town Meeting to be held prior to the end of the year if the funds approved at 2015 Town Meeting could be encumbered for FY 2016 to purchase the site. D. Merhalski said he would ask the Town Attorney these questions.

A motion to proceed with the steps necessary to purchase the Ross Funeral Home and schedule a Special Town Meeting, after consulting with the Town's Legal counsel on the requirements for such was made by D. Butson, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

The Town Clerk approached the Board with several abatement requests. The Board addressed each in turn.

**Discussion of Purchasing Policy for Water/Wastewater Contractor and Supplies:**

D. Merhalski presented a memo to the Board from Terry Welch of Welch's Water and Wastewater, the Town's contractor for the Water/Wastewater Depts. The memo indicated that the supplies necessary for the functioning of the departments were irregular in timing and often had to be purchased right away. They were also frequently over the \$1,000

threshold for a Department Head to approve and while the contracted firm is not an actual Town Department Head, they had been treated as such with this authority in the past. The question of whether to allow Welch's to purchase supplies apart from the needed three quotes or bidding process in the Purchasing Policy would need to be clarified as Welch's is technically a contractor, not a Town employee and would therefore not be subject to the Policy. The Board asked D. Merhalski to inquire with Littleton about their ordering and stocking of supplies for their similar operations. After some discussion, the Board agreed to allow the Town Administrator to review the requests from Welch's and, if needed and unable to get quotes or bids, approve them up to \$5,000 on his own. Any amounts over \$5,000 would be approved by the Selectmen. The Board also asked if D. Merhalski could get a rough idea from Welch's of what and when they needed for supplies for the treatment plants to try to move toward a bidding procedure in the future, and to more efficiently plan and budget for these supplies.

### **Tax Rate for FY 2015**

D. Merhalski presented the Board with a proposed tax rate sheet from Greg Colby and DRA indicating that the Town's tax rate would fall by over 10% to \$10.72 and the overall tax rate would fall to \$28.68. The Board needed to vote to authorize submission of the final tax rate so that DRA could set the rate and bills could go out for the December tax billing. The tax rate is being set for the FY 2015 budget that was approved at the March 2015 Town Meeting. S. Knox made a motion to accept the tax rate of \$28.68, which was down 5.6% or \$1.72 from last year and authorize the Town Administrator to set the tax rate on the DRA portal web page, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

### **Town Administrator's Report**

D. Merhalski informed the Board that while Greg Colby was up this past week and had gotten the DRA tax rate info, he had also reviewed the cash balances of the Town's accounts and found that the Town will likely have a need to draw on its Tax Anticipation Note (TAN) before the end of the year. The Board was being asked to allow the Town to draw up to \$600,000 from the TAN, if necessary, for Town budgetary purposes. A motion to allow the Town to draw on up to \$600,000 of the TAN was made by S. Knox, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

D. Merhalski presented the Board with a memo from Police Chief Scot Pinson requesting an increase to \$65 an hour for the outdoor detail rate and an increase in the School Event detail rate to \$30/hr. with a four-hour minimum. This was to set the rates more in-line with surrounding areas as they had not been changed in some time. T. Demers made a motion to approve the new rates, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

A motion to approve the Parker Deed and Tax Payment Agreement as prescribed by the Town Attorney was made by S. Knox, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

D. Merhalski presented a form for the Selectmen to approve indicating whom at Town Hall would be authorized to use the Grafton County Registry of Deeds on-line service, as the County had changed their access to this service and was requesting this info by

Friday, the 13<sup>th</sup>. The Board reviewed the list and a motion to allow the Town Administrator to sign and turn in the list was made by S. Knox, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

The Pitney Bowes Contract for mailing services was due to be renewed. The renewal would be for the 3-year term at \$81 a quarter. A motion to accept the 3-year lease was made by S. Knox, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

Greg Colby had prepared a Request for Proposals for Auditing Services for the annual Town Audit to go out. D. Merhalski presented the RFP to the Board and asked them if they wanted to approve sending it out. A motion to approve the release of the RFP for auditing services was made by S. Knox, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

D. Merhalski presented the forms for the addition of himself and the new Treasurer as signers on the Town's accounts for Passumpsic Bank. The Board signed the authorization forms.

The DPW had made a request for \$8,000 for granite curbing with a single-source supplier note. The Board approved the request.

#### **Executive Session**

A motion to go into Executive Session according to RSA 91-A:3, II (a) and (c) was made by S. Knox, 2<sup>nd</sup> by D. Butson. Roll Call vote: S. Knox – yea, D. Butson, yea, T. Demers – yea. The Board went into Executive Session at 7:42 pm.

The Board came out of Executive Session at 8:33 pm.

A motion to proceed with the Ross Funeral Home purchase as discussed in Executive Session was made by D. Butson, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

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

The meeting was adjourned at 8:38 pm.

Respectfully submitted,  
Dan Merhalski, Town Administrator