

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
10/12/2015

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

**MEETING OPENED:** S. Knox Opened the meeting at 5:05 pm.

**SELECTMEN'S BUSINESS:**

The Board reviewed a letter of appreciation from the Bridge House Shelter for the Town's appropriation from 2015.

The Board had a discussion regarding the nonpublic portion of the meetings and the best time for the Board and the public to have them. It was agreed that non-public would be held prior to 6:00pm, if possible, to allow for the use of the RR station and not needing to ask people to leave the building to go into non-public.

The Board signed the AP and Payroll Manifest, Pre-Manifest, and payment agreement for Grove Hill.

T. Demers joined the meeting.

The Board reviewed the \$100 donation to the Fire Dept. S. Knox made a motion to accept the donation, D. Butson 2<sup>nd</sup>. Motion carried unanimously.

The Board discussed the new hire paperwork for the Fire Dept. They did not recall receiving the new hire paperwork on this applicant and requested that Dan contact Gregg to make sure that the Board gets the new hire applicant information and the Fire Chief's recommendation prior to their signature items coming to them. D. Merhalski said that he would contact Gregg to remind hi of the process and request the info for the next meeting.

The Board reviewed the Draft Minutes of the September 28<sup>th</sup> 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 S. Knox to accept the Minutes of September 28, 2015 Executive Session, as amended, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

The Board discussed the stipend policy, or lack thereof, and asked D. Merhalski to draft a stipend policy to pay the Selectmen, Welfare Director and Treasurer Quarterly, and the Planning Board Annually. D. Merhalski said he would do so.

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 5:26 pm.

The Board came out of Executive Session at 5:55 pm.

### **Town Treasurer Appointment**

The Board discussed the appointment of a Treasurer and that there was only one applicant for the position, Arlene Hite. A discussion began about her resume, as the Board had previously requested. S. Knox made a motion to appoint Arlene Hite as Treasurer until the next regular election, D. Butson 2<sup>nd</sup>. Motion passed unanimously.

### **Proposed Town Budget**

The Proposed Town Budget was presented by the Town Administrator with the Department Heads also presenting for their respective Departments. D. Merhalski made a PowerPoint presentation indicating that the bottom line Town Budget as proposed would fall by approx. \$200,000 or 8% this year, with decreases in the water and sewer rates as well. D. Merhalski thanked the Department Heads for keeping their budget requests low and for working with him to reduce wherever they could to bring the budget down.

The Town Clerk, Jennifer Trelfa (J. Trelfa) began. The Board asked about the hours of the Deputy Secretary. J. Trelfa said they were only one day a week. The Board thanked the Town Clerk for her time and work on her budget.

D. Merhalski reviewed the Police Dept. budget with Chief Scott Pinson (S. Pinson). The Board asked why there was a reduction in Overtime for the PD? S. Pinson said that they were more efficiently scheduling shifts and did not anticipate needing as much this year. There was discussion about the requested lease for a police cruiser/utility vehicle. S. Pinson said it would be a three-year lease to own. S. Knox asked if a used cruiser was something that should be considered? S. Pinson said that used cruisers are generally not in very good condition as they are run hard and go through a life cycle much more quickly than a personal vehicle. A used cruiser is usually not a better deal than a leased one, and it can be unsafe as it is not known what issues may exist or what kind of wear and tear it had on it. D. Merhalski said that his figure for the lease was a one-time purchase for \$40,000 with \$5,000 coming from the PD Capital Reserve Fund. If it was to be a 3-year lease, this amount would come down by approx. a third for the 2016 FY. The Board thanked S. Pinson for his time.

Fire Chief Gregg Hartwell (G. Hartwell) joined D. Merhalski for his department budget presentation. The Board asked about the reduction in the salary line. G. Hartwell said that there is usually an amount left over in this line that is turned over to the General Fund or used elsewhere in the budget and he wanted to reduce it to be more accurate in their needs. The Board asked about the

reduction in training line items and G. Hartwell said that the training facility in Bethlehem would allow them to use the facility for a cheaper amount than going to Concord, etc. The Board thanked Gregg for his time.

Dave Coombs (D. Coombs) joined the Town Administrator for his department's budget presentation. There were no questions from the Board. D. Coombs commented that the Board's request for information for a 1-year lease had been looked at, but there were no places that did such a lease. The Board thanked Dave for coming out tonight.

Fred Garafalo (F. Garafalo) then reviewed the Transfer Station budget with the Town Administrator. He said that the Pemi-Baker dues would rise by about \$100 from what he had estimated in his budget. There were no questions from the Board. The Board thanked Fred for his time and efforts on the budget.

Josh Welch (J. Welch) of Welch's Water and Wastewater presented his budget with the Town Administrator. There were no questions from the Board. The board thanked Josh for his time.

The Board had a discussion with D. Merhalski and the Department heads about the revenue figures for FY 2016. J. Trelfa said that there would be an additional \$807 for boat registrations in FY 2015. There was discussion about the rates for the Transfer Station, Fire Department and Life Squad that Lyman and Landaff pay to the Town. The Fire Dept. and Life Squad increases proposed for Landaff in FY 2016 were reduced or removed by \$5,000 and \$3,500, respectively. D. Merhalski said that he would talk to Greg Colby, Finance Administrator, about the Transfer Station fees and how they are computed.

The Board agreed to send the proposed budget to the Advisory Budget Committee with the revisions from this evening's discussions.

### **Ice Melt Bids**

The Board discussed the ice melt system bids for Town Hall. There was no appropriation for the project amount in FY 2015. The Board discussed the information and specifics of the bids and agreed that they were leaning toward J.A. Corey, but they could not take action until the funding issue was resolved. If it was not able to be funded this year, it would have to be put into the budget for next year. D. Merhalski said he would look at the budget and return to the Board with options for the system, and try to find funding for the project this year.

### **CAI Line Mapping Contract**

The Board discussed the CAI line mapping project, based on funding amounts that were found in the budget for the project, and remaining amounts available from maintenance. The Board agreed that CAI should begin the project as soon as possible, and they would propose encumbering the remaining funds at Town Meeting for the project to be completed early next year when the snow melts.

The contract would be for a total of \$13,500. A motion to approve the contract with CAI was made by S. Knox, seconded by T. Demers. Motion passed 2-0-1. D. Butson Recused himself from the vote.

### **Appointment to the Advisory Budget Committee**

A motion was made by S. Knox to appoint Jan Marshall to the ABC as she was the only applicant, for a three year term. D. Butson seconded the motion. There was some discussion about the statement that Ms. Marshall wanted to serve for a one-year term. The Board agreed that she can resign the position when or if she wishes to after one year, but the appointment must be for three years. Motion passed unanimously.

### **Discussion of Town Audit for FY 2014**

D. Merhalski informed the Board that the final audit had been turned in by the Town auditors and that there were no major issues that needed to be addressed. There was a need to sign off on the report so that the final audit can be submitted by the auditors to the State, etc. A motion to accept the audit and authorize the signing of the audit by the Chair and the Town Administrator was made by D. Butson, seconded by T. Demers. Motion passed unanimously.

### **Proposed Payment in Lieu of Taxes Agreement**

A proposed Payment in Lieu of Taxes (PILOT) Agreement was submitted by Evergreen Gym for the installation of solar panels. The agreement was sent to Walter Mitchell, the Town's legal counsel, and recommended to approve. It was noted that the agreement was voluntary as the owner had no responsibility to pay any taxes on the project, per statute. D. Butson made a motion to accept the PILOT and sign the agreement, seconded by T. Demers. Motion passed unanimously.

### **Request for Payment from School**

D. Merhalski had met with the principal of the Lisbon School and the school is requesting that the Town pay for ½ of the annual maintenance of the generator and ½ of the five-year licensure from the state. There was some discussion about the maintenance on the generator when it was installed and whether the DPW was supposed to maintain it. S. Knox asked when the FY 2015 bill was paid, or if it was? D. Merhalski said that he would check. A motion was made by S. Knox to pay ½ of the fees beginning in FY 2016, seconded by D. Butson. Motion carried unanimously.

### **Setting 2<sup>nd</sup> Half Water and Sewer Rates**

D. Merhalski informed the Board that the water and sewer billing for the first half of the year's billings was under-budgeted. If the rates remain the same when the 2<sup>nd</sup> half bills go out, there would be a \$78,000 shortfall in the water account and a \$29,000 shortfall in the sewer account. Greg Colby brought this to his attention and was recommending an increase in the water and sewer rates for the 2<sup>nd</sup> half billing. There was a discussion about the capital reserve funds for each account

and it was noted that Mr. Colby had said that these amounts could be used to offset a portion of the bills, but that there would be a substantial hit to the balances in these accounts if they were used. The Board looked at worksheets by Suzanne Tavernier on the billing amounts and the changes in the bottom lines of each account. It was noted that even if the rates were doubled, there would still be a substantial need to tap into the capital reserve accounts for the water side. There was also comment on the indication of broken meters that were listed. D. Butson said that these meters were supposed to have been fixed over a year ago. The Board agreed that they had asked the DPW to repair or replace the broken meters. They asked D. Merhalski to set the replacement or repair of these meters as the highest priority for the DPW and to have them completed before the winter freeze. It was also noted that the proposed FY 2016 budget would see a substantial reduction of approx. 16% for the water and sewer rates for the next year's billing. After much discussion about the impact to users with various levels of increases, a motion to increase the water and sewer rates by 25% was made by T. Demers. There was no second. A motion to increase the water and sewer rates by 10% was made by S. Knox, seconded by D. Butson and approved unanimously.

A discussion was held regarding the policy of signing the AP and payroll manifests on the odd weeks that the Board doesn't meet. S. Knox said that he thought it should be spread out amongst the various Selectmen so that they can be sure to have someone come in on their week and one person will not have to be the signer every week. T. Demers agreed and asked if they could schedule the frequency and dates for each of them to come in and sign them. The Board agreed to begin the rotation with T. Demers, followed by S. Knox and D. Butson.

D. Butson made a motion to adjourn, seconded by T. Demers. Motion passed unanimously.

The meeting was adjourned at 8:42 pm.

Respectfully submitted,  
Dan Merhalski, Town Administrator