

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
10/26/2015

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

Town Administrator: Daniel Merhalski (D. Merhalski)

Also Attending: Regan Pride, North Country Council; Scott and Audrey Champagne, Life Squad; Dave Coombs, Life Squad; Fred Garafalo, Transfer Station.

**MEETING OPENED:** S. Knox Opened the meeting at 5:01 pm.

**SELECTMEN'S BUSINESS:**

The Board signed the AP and Payroll Manifest, Pre-Manifest, checks.

The Board reviewed the Draft Minutes of the October 12<sup>th</sup>, 2015 Regular Meeting. A motion was made by D. Butson to accept the Minutes, as amended, 2<sup>nd</sup> by S. Knox. Motion passed unanimously.

A motion was made by D. Butson to accept the Minutes of October 12<sup>th</sup>, 2015 Executive Session, as amended, 2<sup>nd</sup> by S. Knox. Motion passed unanimously.

**Discussion of Ice Melt Bids:**

The Board reviewed the report from D. Merhalski about funding for the Ice Melt bids. It was agreed that the Government and Buildings line item for building maintenance would be over expended with additional funds to be transferred by the selectmen over from the Police and Fire Dept. Building Maintenance lines, and any remaining funds from the three departments to benefit from the system, Town Hall, Police and Fire, as necessary. A motion to accept the bid from J.A. Corey Electric was made by S. Knox, 2<sup>nd</sup> by D. Butson. Motion passed unanimously. D. Merhalski was asked to notify the Police and Fire chiefs about the use of these additional funds.

**Discussion of Fuel Oil Bids:**

The heating oil bids were reviewed the Selectmen. A motion was made by S. Knox, 2<sup>nd</sup> by D. Butson to award the heating oil contract to Irving if they can update their pricing date to be current, and are still the lowest bidder, and to authorize D. Merhalski to sign the contract with Irving. Motion passed unanimously.

**Review of Draft Volunteer Stipend Policy:**

D. Merhalski reviewed the draft stipend policy for the Selectmen and other members of Boards and committees, and the Welfare Director, as requested at the previous meeting. A motion to approve the policy, as amended, was made by S. Knox, 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

S. Knox requested that copies of past documents for the Selectmen that have already been sent out not be reproduced for each board meeting, but that a reminder to bring the previously made copy with them to the meeting will suffice. D. Merhalski agreed not to make additional copies for the packets if they had already received them in the past.

**Review of Amendment to Personnel Policy – Employee Grievance and Discipline:**

D. Merhalski presented the proposed amendments from the Town Attorney. The Board agreed that a time period of five business days would be better than two weeks. A motion to approve the policy, as amended, was made by S. Knox, 2<sup>nd</sup> by T. Demers. Motion passed unanimously. D. Merhalski was asked to include a signature page for all staff to sign indicating that they had received and read the amendment to the Personnel Policy. D. Merhalski said he would include a signature sheet when he notified staff with their copies of the amendment.

**Review of Draft Social Media Policy:**

The Board reviewed the proposed amendments from the Town Attorney for the Social Media Policy. A motion was made to approve the policy as amended by D. Butson, 2<sup>nd</sup> by S. Knox. Motion approved unanimously. The effective date and signing of the policy will be November 9<sup>th</sup> to allow signing at the next board meeting.

**Town Administrator Indemnification**

D. Merhalski asked the Board to vote to approve the indemnification that was included in his contract “subject to vote by the Selectmen”. S. Knox stated that he thought the Town had done this for all Town employees a little while back when it first came up. D. Butson agreed, but asked D. Merhalski to check and see if it was done.

**Review of Proposed Software Support Contract**

D. Merhalski presented the Board with a proposed contract from Secured Network Solutions (SNS) for their support of the Town’s IT needs. SNS is the current supplier and the Town has been paying them on an hourly basis, but this contract would set a fixed rate for the month. Based on the Town’s current expenditures, the Town has already spent more than double what the contract would be for a year and this could have saved the Town \$9,000 to date. Dan said that Suze Tavernier, Selectmen’s Secretary, had been asked by SNS if this was something that the Town was interested in and she had been sent this contract in response. The Board discussed the budgeted amount and the amount already spent. They agreed that it would have saved the Town money and they would like to sign the contract. There were a couple of changes that they wanted. One, was to change the title of Suze in the contract from “Assistant Town Administrator” to “Selectmen’s Secretary”. D. Merhalski said that he hadn’t noticed that, but that he would make the change. The Board also wanted to know if the contract would apply to all Town facilities. D. Merhalski said it would accommodate up to 12 users, but he would check with SNS to see if this would include multiple locations, not just users. S. Knox made a motion to approve the contract, with those two items clarified, 2<sup>nd</sup> T. Demers. Motion passed unanimously.

D. Merhalski said that the AP pre-manifest was identified by Greg Colby as being an additional step in the AP process that the Town could do without and save time if it wanted. A discussion about the AP process followed. The Board agreed that there was no reason to do a pre-manifest in addition to a regular AP manifest.

### **North Country Council Presentation – Waste Management**

Regan Pride of the North Country Council presented his report on the Waste Management System in Lisbon. He went through a handout of slides and answered questions. His report indicated that the Town was running in the lower range of expenses for its landfill operations, but was the highest in the study area for recycling costs due to labor for the recycling path. He indicated that there were three optional paths that the Town could take. S. Knox asked him if the reduced revenues from the Municipal Solid Waste program with option #2 had been taken into account. R. Pride said that he had forgotten to take those figures out so it did not apply. Fred Garafalo, transfer Station Supervisor, said that the Transfer Station had reduced the staffing by 1.5 FTE since the report was begun and that the labor rate for the recycling was not accurate because of this. R. Pride said that the Transfer Station is currently running down 1.5 FTE positions less than when he had started the report and that some of the figures were no longer accurate if these staffing levels continue. He gave his report to the Board and said he would send an electronic copy of the report to the Town Administrator. The Board said that they wanted to put the report and the PowerPoint slides on the Town's web site. F. Garafalo said that the report was not accurate and did not want it to go on the Town web site. The Board said that they thought the report, while not accurate in some areas, had some good data in it and wanted to list it on the Town web site. D. Merhalski said that he would list the report on the web site under the Transfer Station, as directed by the Board.

### **Public Comment:**

One member of the public was in attendance to see the results of the Mower Bids. The Board opened the only bid that was submitted for mowing. It was discovered that D. Merhalski had inadvertently left out the Library as one of the nine properties to be included in the Request for Proposals. D. Merhalski said that he thought that he had included it, but apologized for it not being in the RFP. The Board asked the bidder, who was in the audience, if their bid would include the Library? The bidder said no, it wouldn't, but he could submit an additional amount to add the Library to the current bid. S. Knox made a motion to accept the bid for \$14,000 for mowing and to request the bidder to submit an additional amount to the Town Administrator for the Library the next business day. 2<sup>nd</sup> by D. Butson. Motion passed unanimously.

### **Discussion of R1 Brake Estimate:**

Dave Coombs of the Life Squad discussed the bid estimates for the brake work for R1. He said that the DPW had fixed it, but that it was only a little better. He took it to two other shops and one, Dale's had freed up a piece that made it 75% better, but it would get worse again soon. The Board discussed the bids and what they both covered. After much discussion, a motion to select Expertech with a bid of \$1,752 was made by T. Demers, 2<sup>nd</sup> by S. Knox. Motion passed unanimously. Dave would contact Expertech in the morning to arrange for the repair to be carried out.

D. Coombs asked about the Board's direction with the ambulance replacement for the warrant article for Town Meeting, and what had to occur. D. Merhalski said that if the Selectmen want to sponsor the warrant article, nothing needs to happen as the Board will include it in the Town Warrant with the other budget warrant articles. If not, it would require a citizen's petition with a certain amount of signatures and be submitted in time to be legal and included in the warrant. The Board discussed the ambulance and the preferred lease options. Audrey Champagne said that they found that no one was able to do a one-year lease and said that after investigating, they were leaning toward the Ford, rather than the Chevy chassis. The timing of a purchase was discussed and it was agreed that D. Coombs and A. Champagne would provide the Town Administrator with specifications for the Request for Proposals, and that D. Merhalski would write the RFP with a 30-day turnaround so that the actual amount of the bid could be used for the warrant article. The RFP would state that it was for budget purposes only and would not obligate the Town to a purchase, and a purchase would only be made if it was approved by the voters at Town Meeting. A. Champagne said that she would have the specifications to D. Merhalski within two weeks.

**Discussion of Possible Alternate Sites for Fire Station:**

D. Merhalski presented a series of potential alternate sites for the Fire Station if the current proposed site of the Ross Funeral Home was not selected. He gave the Board the report from Stan Borkowski, the Town's Code Enforcement Officer, about the Ross Funeral Home and reviewed the criteria that he had used when looking at other sites. D. Merhalski said that he had reviewed sites that were currently town-owned, actively listed for sale, and undeveloped sites that might be able to be used, if the owner wished to sell them. He also said that Peter Losier had approached him about the possibility of leasing the first floor of the Lisbon Professional Building and that he wanted to work with the Town to get them into the space, including renovations to allow for its use as a Town business office, and setting rent at a rate of under \$1,000 a month. D. Merhalski said that the current Town Hall goes through over \$26,000 a year on heating alone, so even if the utilities were \$1,000 a month, with the \$1,000 a month rent for the first floor, the Town would still be paying less leasing the space than for just heating the Town Hall. However, D. Merhalski also said that something would have to be done with Town Hall and a space for the fire apparatus that was heated had to be maintained. The Board reviewed the information and answered questions from the audience. It was agreed that the Board would like to have some time to think about the options presented and would discuss it again at the November 9<sup>th</sup> meeting.

D. Butson asked if property tax cards and maps could be given to the Board for all of the town-owned parcels? D. Merhalski said he would get them for the Board at the next meeting.

The Board reviewed the water bills to the Town for the Lion's Club after being asked what the Town usually did with them by D. Merhalski. The Board said that if they had been paid by the Town previously, we should do it again, but wanted D. Merhalski to

check to make sure that the addresses were for the Lion's Club sites. The Board would look at abating them at the next meeting.

D. Merhalski presented information for the proposed hiring of two Fire Department Volunteers from Greg Hartwell, Fire Chief. The Board approved the two applications.

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 8:35 pm.

The Board came out of Executive Session at 9:21 pm.

**Town Administrator's Report**

The Board discussed the letter from Mr. Besaw and the e-mail from Walter Mitchell, the Town Attorney, regarding the assessment issues with the property. A motion to refund the amount in Walter's e-mail was made by S. Knox, 2<sup>nd</sup> by D. Butson. Approved unanimously.

A motion was made by S. Knox to follow the Town Attorney's advice as presented to the Board in Executive Session regarding the proposal by Mr. Parker's attorney, 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 9:22 pm.

Respectfully submitted,  
Dan Merhalski, Town Administrator