

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
**January 11, 2016**

**SELECTMEN PRESENT:** Stephen Knox (S. Knox), Donald Butson (D. Butson) and Thomas Demers (T. Demers) joined meeting at 5:18  
Town Administrator: Daniel Merhalski (D. Merhalski)

**MEETING OPENED:** 5:00pm Meeting opened at the Lisbon Professional Center Board toured the building and asked questions about its use. D. Butson made motion to recess S. Knox 2<sup>nd</sup> so voted all.

**MEETING RECESSED:** 5:37pm

**MEETING REOPENED:** 5:41pm At Train Station

**SELECTMEN'S BUSINESS:** Board reviewed correspondence, D. Merhalski spoke on a request for response on Social Security Training.

Review of Public Minutes of 12/30/15-D. Butson noted a type o correction. S. Knox made motion to accept minutes as amended D. Butson 2<sup>nd</sup> so voted all.

Non-Public Minutes of 12/30/15-S. Knox made motion to approve, D. Butson 2<sup>nd</sup> so voted all.

D. Butson spoke on a prior agreement with D. Higgins regarding outstanding taxes. The agreement was a lump sum would be paid off, when the Higgins received an inheritance. He had spoken with J. Trelfa via email and she has not heard anything. S. Knox asked if they were current with their payments. D. Butson believed they were making payments, but suggested D. Merhalski speak with J. Trelfa to see how the payment plans was going. He suggested the minutes be reviewed and find out the time frame of when the large payment was to be made. S. Knox suggested checking with J. Trelfa on how all the payment plans are going. D. Butson agreed D. Merhalski will check with J. Trelfa.

Board reviewed unclaimed property correspondence; S. Knox noted a type-o, to be corrected. Board signed. Board signed Timber Warrants. AP and Payroll Manifest- D. Merhalski explained with year-end there are four AP manifest, two are 2015 for invoices. D. Merhalski informed the Board the books have not been closed for 2015. He explained that G. Colby would be coming back in the next week or two, as soon as the Treasurer Reports are complete, the books can't be closed until we have Treasurer's Report. The Board spoke on AP Manifest and a particular invoice from Tavernier Auto, regarding Police Department cruiser. D. Merhalski asked what the Board's policy was regarding doing business with current employees. There was a discussion that things should be done by the Highway Department first to save money. T. Demers pointed out the Board had signed off on the repair to the bumper and in the past the tires had been done there, as the Highway Department doesn't have the machine. D. Butson said if it's something like that I understand, but I think we should go through the Highway Department first, before we send it out, the Board all agreed. D. Merhalski will draft a policy for next meeting.

D. Merhalski present invoice from School Generator Diesel. He requested the Board make a decision regarding invoice. The Board agreed with the Town paying half, because it's a shared use. . D. Merhalski stated would come out of the Diesel line from DPW.

**DEPARTMENT HEAD:** Life Squad Dave Combs (D. Combs) Fire Department Greg Hartwell (G. Hartwell) D. Combs spoke to the Board regarding the ambulance bids. D. Merhalski stated he had given the bids to D. Combs for review and planned on having a discussion on the 25<sup>th</sup>. D. Combs asked if they wanted him to wait and come back on the 25<sup>th</sup>. D. Merhalski asked if D. Combs was ready to present, he explained that there was only one copy of the bids and had planned on D. Combs reviewing and giving the Board a written recommendation. D. Combs gave a brief statement on the difference between the bids, cost and production time. He stated the financial end is up to the Board as to how it would be paid for, if in budget or warrant article, whether lease payments or bonded. The Board asked if D. Combs was ready to make the recommendation for the one that is \$157,000.00. D. Combs stated he and A. Champagne had gone over it. There was more discussion on preparing a recommendation; D. Combs will work with A. Champagne and will present recommendation at the 25<sup>th</sup> meeting. D. Merhalski asked that the recommendation include whether it will be included in budget or separate standalone warrant article, the Board will make the final decision on that.

**SELECTMEN'S BUSINESS:** Review of town owned property The Board spoke on a short list of properties they felt were sellable. The Board recognized that some of the properties would only be of value to an abutter.

T. Demers asked how the gas and diesel was paid out by the school. D. Merhalski stated he did not know but would check into, he will ask Suze how it is billed out.

The Board reviewed the properties on the list:

- U8 16 & U8 18 Pearl Lake Road- property vacant, the Board questioned if town had any interest in regards to water lines- get feedback from K. Clement and J. Welch.
- U8-3 Elliott Road, Cabin on property, deeded 2013, cabin dilapidated
- U5 29 & 30 Main Street, in flood plain
- R1 20 off Ecology drive-2 or 3 parcel, old landfill
- R1 19 off Ecology drive, slope steep- ask K. Clement or someone that knows why we still have parcel
- U6 08- House dilapidated, corner lot
- R15 5 E Rocky Acres Road, buildable size wise, 3.4 acres
- R40 12 Pearl Lake Road, very steep 22.94 acres
- R 15 1 Perch Pond Road, Police shooting range, gravel pit, ask K. Clement if we use sand
- U2 75 School Street- 1 acre, house beyond repair, deeded 2012

D. Merhalski will compile list and contact all Department Heads if they have any input on any of the parcels, will have information for Board next meeting.

**WELCH'S WATER:** Josh Welch and Terry Welch spoke to the Board about the new rates, a 3% on water instead of 12%. He explained the need for the increase.

D. Merhalski provided copies of the contract to the Board, a three year contract with a 3% increase on water this year and a 12% increase on waste water, locking in rates for the next three years.

S. Knox made motion to accept Welch's contract, D. Butson 2<sup>nd</sup> so voted all  
The Board thanked the Welch's for their service.

D Butson asked J. Welch if any update on the valve shut offs.

J. Welch stated he did get a price back on the 10" valve is \$2,100 and the 8" valve are \$1,300.00. He explained the 10" valve coming into building and the 8" valves are in the pumps. It was hard to find valve, no one sells, so old. He explained the process of the repair and what it will entail and why they needed to keep the 10", there is possible adaptation for the smaller 8"ones.

D. Merhalski asked for a ball park figure for minimum change to budget for this year, stop gap. The rest will be part of a Capital plan moving forward.

J. Welch explained if they can get the one main line valve to seal, to hold back water from the lagoon, to seal, then would only need to replace one 8" valve.

D. Merhalski asked if the heating issue from the well house had been taken care of.

J. Welch stated yes.

T. Welch explained concerns about the boiler at the waste water building.

There was a discussion about the roof repair and a discussion about the boiler. The boiler is not running properly, leaking fuel. The question was asked if the boiler will last another year or is it immediately in need of repair. The Board requested that Roland Abbott be contacted, as he services the Town. J. Welch will contact JC Plumbing and ask what they came up with for this week's service call.

D. Merhalski explained needed all the budget information by beginning of February.

The Board spoke about recommendation on boiler, if Welch receives recommendation to replace boiler they would like a 2<sup>nd</sup> opinion to be certain.

T. Welch spoke on the well for water; he wanted to clarify the bid regarding the pump. He explained the process on the repair and his concerns.

The Board stated they had already signed that agreement and wanted to know why Welch was bringing it up now. T. Welch stated that the contract is just to find out what's wrong with well. He said he tried to explain before and had spoken with D. Merhalski.

J. Welch stated he had explained to D. Merhalski that is why so much was put into maintenance the prior year, anticipated costs for well repair.

D. Merhalski said \$14,000.00 was in budget and another \$7,000.00 encumbered for contingency of additional costs.

T. Welch explained the contract covers the pulling, redeveloping, and cleaning, it does not cover the pump and motor, which is junk.

D. Merhalski explained that he had told him, until they look at the well, you didn't know what the cost would be and that we might need up to \$15,000.00.

J. Welch stated he had told D. Merhalski the amps had been running high.

D. Butson stated we were at the same point as 6 month ago, we were never told that the pump is junk.

J. Welch explained that he had spoken with D. Merhalski about the mapping, and that

D. Merhalski had stated we had money for mapping. J. Welch stated he asked where; as the money had been spent on the pipe locator. D. Merhalski stated the money was

from the remainder in the maintenance line. J. Welch said he explained that he had not touched that money, until the well gets developed and we found out what was wrong with it.

D. Butson explained he understood, but what the Board had been told is "it might be" but now we are being told "it's junk", and we should put in \$50,000.00 and we didn't hear any number like that before. We were told you didn't know, and we still don't know what's wrong and he could appreciate that we won't know until they look at it. But now we are being told we made a mistake.

T. Welch explained the pumps are over 20 years old and have put through billions of gallons of water. I might be speaking out of turn, could be fine.

D. Butson explained they were in the same position knowledge wise as six months ago. We know somethings going on there, but no one came to the Board and stated don't go down this road, this is junk and we are going to have to replace it, budget \$50,000.00. No one had told the Board that, but we are being told that tonight, and we don't know any more than six months ago.

T. Welch stated he had told D. Merhalski it was going to be doubled. Whatever they put for a bid for cleaning, that's what it would cost the pump and motor to be replaced.

D. Butson explained the Board depended on the Welch's expertise and to be told what the Board needs to know.

D. Merhalski explained the contract was for redevelopment of the well and to pull pump to see what if anything is needed. At the point they are supposed to come to the Town and tell us if anything is wrong with it. That's why we encumbered the funds; we had put \$7,000.00 aside because we didn't know if we needed anything. He asked if anything has been done on well.

J. Welch said the work has not begun.

There was a general discussion on the terms of current contract. The work has not begun yet so D. Merhalski questioned if contract could be reworded. Discussion on what \$14,000.00 covers, the pulling, redeveloping, and cleaning. There was a discussion on replacing pump, time line and cost of replace instead of rebuilding, cost difference to replace, and rebuild. It was general consensus that D. Merhalski will contact company; and find out cost information on rebuild vs. replacement and timeline.

T. Demers spoke about his concerns of cost. He was in favor of replacing, but had concerns about running cost up.

D. Merhalski suggested once pump pulled, will put a halt to work and get cost, and regroup. He will send information on to Welch and Board when he receives it.

T. Demers asked that Welch's came up with a capital improvement plan, regarding equipment.

T. Welch stated they should know where they are on the valves by the end of the week. The Board thanked them for coming in.

**SELECTMEN'S BUSINESS:** Discussion on the Budget Advisory's recommendation.

D. Merhalski stated the BAC recommend an additional \$122,000.00 cut, but has not given specifics for reductions. There was a discussion in regards to fund balance.

D. Merhalski stated he wanted to get a clarification on the Fund balance with Jamie Dow, from the DRA. There was a general discussion about the 2016 budget.

D. Merhalski presented the Board the updated budgets.

The Board asked about Paychex update, still issues with retirement reports.

**TOWN ADMINISTRATOR'S REPORT:** Discussion about the gravel pit, the Board was in favor of looking into possibility of a town owned pit. D. Merhalski will contact Presby and discuss the possibility of a land swap.

Healthcare shared employee costs- He spoke to the Board about the tier system, did the Board want to continue with tier system or flat rate. The Board agreed to continue with current percentages. There was a discussion about surrounding towns, how the employee share is done. D. Merhalski will contact surrounding towns and report back to the Board for next year's discussion. There was discussion about comparable for areas towns regarding wage and benefits. D. Merhalski will work on and present finding to the Board in the future.

Roger Robar spoke with D. Merhalski he will no longer be able to do maintenance of the Rail Road Station. D. Merhalski wanted to know if the Board wanted DPW to do maintenance and cleaning done by L. Williams. There was a discussion on having someone contracted to do the maintenance on town owned buildings. There was a discussion regarding the responsibilities of the Highway regarding the upkeep of town owned buildings. The Board spoke about level of expertise and for certain projects and understanding that some things would need to be done by outside contractor.

S. Knox inquired if D. Merhalski knew what had to be done at the Train Station, what Roger's responsibilities were.

D. Merhalski stated Roger will be providing information, a detailed list and would like to go over the maintenance needed with whomever the Board decided will take over that responsibility.

The Board asked that D. Merhalski to review and give recommendation to the Board.

T. Demers spoke on incorporating a parks and rec. position with maintenance of town owned buildings.

D. Butson discussed the possibility of currently advertised part time position on Highway that would cover these responsibilities.

The Board had a discussion on this proposal.

D. Merhalski asked if there was a motion to add wording to the part time highway job description.

The Board felt "general handy man" duties would cover it.

S. Knox inquired if motion had to be done tonight or should we discuss it with K. Clement.

D. Merhalski stated he would review the Board's proposal with K. Clement.

The Board will hold off making a motion to add to the job description until after

D. Merhalski gets feedback from K. Clement.

D. Merhalski asked if the Board had a specific number of hours for the position.

They reviewed the prior budget for R.R. Station. The Board suggests part time position would be around 15-18 hours a week.

D. Merhalski spoke to the Board regarding the Transfer Station request. F. Garafalo had spoken with him regarding a Judge that was assigning community service hours and liability on Town if they allow F. Garafalo to utilize. Currently PLT would not cover community service but will cover volunteer. He was looking for guidance as to what the Board would like to do, can appoint as volunteer.

T. Demers inquired if could get a waiver for holding Town harmless.

There was a discussion on waiver. D. Merhalski will check into.

D. Merhalski discussed pager stipend for DPW, how he was delegating. K. Clement stated that over the holiday he decided to give them a break and took it. Board will review in future if necessary.

D. Merhalski spoke on the committee for the Lisbon industrial complex is ready to move forward with looking into grants. They are teaming up USDA to do a feasibility study. If this study shows there is feasibility for it, this group is seeking a \$10,000.00 for economic development, matching funds for grants. He told the group they need to give a formal request in writing, but he would pass on to the Board and get the Board's feedback, whether to put in budget or warrant article. If they move forward in purchasing the land it would constitute 10% Town funding, 50% grants with 10% from Schofield's, as it is his property, and remaining 10% would come from private donations.

The discussion continued on about the USDA study, the Board was in favor of the economic development as a warrant article with a thoughtful presentation from the committee. D. Merhalski will pass on the Board thoughts.

D. Merhalski requested to use his time off, his wife is due in February and would like to spend time at home with her. He will be at Town Meeting regardless, unless she goes into labor the night before. . He will make all Selectmen Meetings, will do some work from home and will be available by phone. The Board approved the request.

D. Merhalski presented Board with requests from K. Clement for Gas, Diesel, Salt and cold patch. Board signed.

T. Demers discussed a petition for Serenity Road for the Town to take over. He explained what the condition of the road was like.

There was a discussion about requiring specs. and what the Town's responsibilities and costs associated will be if it passes.

**NON-PUBLIC: (RSA 91:a3III) 7:49pm** S. Knox made motion to enter into nonpublic for personnel D. Butson 2<sup>nd</sup> so voted all.

**PUBLIC SESSION REOPEN: 8:03pm**

**ADJOURNED 8:06pm**

Respectfully submitted,  
Suze Tavernier, Recording Secretary