

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
November 14<sup>th</sup>, 2016

**SELECTMEN PRESENT:** Thomas Demers (T. Demers), Peter Nightingale (P. Nightingale), Matthew Yeramian (M. Yeramian).

Town Administrator: Dan Merhalski (D. Merhalski), Chief of Police Scott Pinson (S. Pinson), Fire Chief Greg Hartwell (G. Hartwell), Karla Houston, Librarian, Transfer Station/Recycling Supervisor, Fred Garafolo, Michele Pare', Bookkeeper/Admin.

**MEETING OPENED:** T. Demers opened the meeting at 5:30 pm.

The Board reviewed the Minutes of October 24th, 2016 and a motion to approve the minutes as amended was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed 3-0.

The Board reviewed the Minutes of October 24th, 2016 Executive Session and a motion to approve the minutes as amended was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed 3-0.

**Discussion of Library Proposed Budget – FY 2017:** P. Nightingale questioned the drop in the heating oil budget and why their income expectations doubled. K. Houston explained that they lowered the heating oil budget based on the drop in heating oil prices with the hope that the costs would remain low, and advised they took money from what would have been used for their building fund and moved it to their regular income/operations budget based on fundraising money.

P. Nightingale asked why the equipment budget dropped from \$700 to almost nothing, and wanted to know if there was something that was removed from original proposed equipment budget. K. Houston said they were originally going to purchase a new computer. T. Demers questioned if the new computer would be for public use, and K. Houston said yes. Both T. Demers and P. Nightingale were in favor of putting the \$700 back into the budget for the new computer expenditure. D. Merhalski advised that The Board can put more money in to the town appropriation, but the Library Trustees decide where it goes.

P. Nightingale asked why maintenance and repairs dropped by \$600. K. Houston advised that they are hoping to get a donation from Friends in Council or someone else, to help pay for those costs. D. Merhalski advised he would update the Library's amended budget as long as the Board agrees to the changes.

**Advisory Budget Committee (ABC) –Volunteer Appointment:** The Board discussed with Derek Rosebush, his interest in joining the ABC. A motion was made by T. Demers to bring D. Rosebush on to the ABC, providing a committee is formed with enough members to form a quorum, 2<sup>nd</sup> by P. Nightingale. Motion passed 3-0.

**Discussion of Town-Owned Properties:** D. Merhalski informed The Board that he hasn't received any new information from Presby, and would like to continue this discussion at the next meeting. T. Demers provided an update that he spoke with Mr. Kellogg that he would be willing to do some test pits after review of tax maps, but would probably charge the Town to do the work, which would cost approximately \$1,400, and that permission would be required by Presby prior to work being done. D. Merhalski advised that once he hears back from Presby, he can work on getting a draft P&S Agreement that would include a contingency that says we have to review the test pit results before final signature. T.

Demers said that Mr. Kellogg is a surveyor and can also survey the property first to make sure everything is legit before proceeding.

**Discussion of Fire Dept. Budget:** G. Hartwell wanted to know if he could encumber \$10,000 left on the Equipment line item, or does he need to spend it this year. He said that if he encumbers it, he may not end up spending it, if they receive the grant for the packs next year, but should know by January 9<sup>th</sup>, 2017. T. Demers asked if he already received his invoice, and G. Hartwell advised he did not. D. Merhalski indicated they set \$10,000 aside as a grant match for the AFG, which has not yet been received. They will be re-applying for the grant next year, but unless something is done with the funding, it will need to go back into the general fund. P. Nightingale advised that an invoice is required before the end of the year to encumber the funds and motioned to allow moving \$10,000 over from the grant line item to the equipment line item, 2<sup>nd</sup> by M. Yeramian. Motion passed 3-0.

T. Demers inquired on the status of the other equipment. G. Hartwell said the part to repair the F800 fire truck cost \$45.00, but it is now certified and operable. They still have possession of the old fire truck, and D. Merhalski indicated that the insurance company advised it be scrapped. G. Hartwell advised putting the ladder up for bid, and that the highway trucks can use some parts from the old fire truck. He also advised that R1 is now fixed and should be getting inspected by the State within the next few weeks.

T. Demers requested that the Fire Dept utilize the Town Newsletter, and should include a “Point of Contacts” section (eg Fire Permits, etc), and that the Fire Dept website should include Fire Hazard levels (eg Low, Med, High). G. Hartwell advised he would include a link on their website to the State of NH website, which already lists that information.

A motion to go into Executive Session according to RSA 91-A:3, II (a) and (c) to discuss personnel and legal issues was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Roll Call vote: T. Demers – yea; P. Nightingale – yea, M. Yeramian – yea.

The Board went into Executive Session at 5:58 pm.

The Board returned to Public Session at 6:44 pm.

A motion to seal the Executive Session Minutes was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed 3-0.

A motion to make a conditional offer of employment to Andrew Hennessey for the Full-Time, benefitted position of Police Officer with a starting wage of \$22.50/hr. to rise to \$23/hr. after the 6-month probationary period and contingent upon a successful reference check was made by M. Yeramian, 2<sup>nd</sup> by P. Nightingale. Motion carried 3-0.

**Discussion to Set Water and Sewer Rates:** P. Nightingale advised that they will be pulling money from the savings to try and make the tax rates a little better. T. Demers advised this would be “artificially” buying the rates down. P. Nightingale said they are trying to decide how much to keep in the savings and that review of different tax variations would be required to determine how much time this would buy. D. Merhalski advised that during the Board Meeting in the spring, they were looking to apply approximately \$25,000, which would bring the water rate to approximately \$6.00, down from \$7.50, and a sewer rate of approximately \$7.00, down from \$8.84.

M. Yeramian was in favor of using more of the savings and extending the tax rate hike over time. Ina Lippard advised that the tax hike they previously had was too much, too fast, and would rather see the buffer in place. P. Nightingale indicated a combination of things caused the rate increase, and that if usage goes down, the rates go up. J. Trelfa reminded everyone of the many broken meters which have since been replaced, and that the readings are now correct.

P. Nightingale motioned to take \$10,245 from the water reserve fund, to buy the rate down to \$6.75 and take \$11,250 out of the sewer reserve fund, to buy the rate down to \$7.96, 2<sup>nd</sup> by T. Demers. Motion passed 3-0.

**Discussion to Set Town FY 2016 Tax Rate:** P. Nightingale motioned to buy down the tax rate with \$260,000, and a \$75,000 overlay, 2<sup>nd</sup> by T. Demers. Motion passed 3-0.

The Board reviewed bills for approval and signed manifests for the week. J. Trelfa also requested the Board sign the student Certificates for volunteer work at voting polls.

**Review of Mowing Bids:** The Town received one mowing bid from Michael Wilson for \$16,200. P. Nightingale motioned to accept the bid from Michael Wilson for \$16,200 2<sup>nd</sup> by M. Yeramian. Motion passed 3-0.

Fred Garafalo from the Transfer Station advised the Board everything that was sold this year brought in \$11,457, which was approximately \$5,000 more than last year. T. Demers asked if the increase was due to the market. F. Garafalo stated the increase was from selling automobile batteries, which were never sold before at \$0.21 per pound, and took mixed paper and newspaper, and baling it at \$35.00 per ton, instead of paying approximately \$1,000 to get rid of it. F. Garafalo also advised that he has to go to a meeting in Haverhill tomorrow to talk about getting them on board with Lisbon and taking their recyclables, because it will generate income for the town, but wants to know if he should also take TVs, Refrigerators? P. Nightingale advised that he should accept those bulk waste items only if it's profitable. T. Demers requested a review of rate increases. F. Garafalo advised he's waiting on a grant approval to purchase a scale, which will allow charging per pound, rather than by item. P. Nightingale advised picking a date to try and meet with Lyman and Landaff. F. Garafalo indicated that in the meantime, he will let Haverhill know which items they can bring with the current rates, with question of C&D, and that that those rates are subject to change after meeting with the other towns.

Audrey and Scott Champagne from Life Squad presented several insurance checks and bills for review and approval by the Board, and asked if they received the memo regarding the radios and pagers. The Board confirmed they did receive it, and it was just reviewed and approved. A. Champagne stated they received three bids if they want to review them. The radios/pagers will now be digital, so they can communicate with the Police Dept, which currently they cannot do.

Their department is requesting that R1 be retired, because it doesn't make sense to keep two trucks stocked and running. Guidance is being requested from the Board, as they want to put out a warrant article for a new truck and would need to fund \$30,000. T. Demers would rather lease than purchase. A. Champagne advised they already reviewed that option through AEV last year, and advised that it doesn't work that way and only allow a lease to own option. P. Nightingale requested going on a Capital Improvement Plan to fund the equipment, so it could be replaced on a normal basis. T. Demers asked if the 2<sup>nd</sup> truck is really needed. A. Champagne said it was not worth having it at this point. D. Merhalski asked if a vote was required for a Capital Reserve Fund. A. Champagne advised that per DRA, a town vote is needed if they require a loan, and that the warrant article would need to be a 2/3 vote. D. Merhalski wanted to know the cost to keep R1 running. A. & S. Champagne advised it would cost approximately \$2,000, but did not recommend it, because it isn't safe to drive. They could utilize Mutual Aide, but the town would not be making any money by using that service. T. Demers asked for a

spreadsheet from Life Squad to present to the town, to include the pros and cons of keeping two trucks running vs the purchase of a new truck. T. Demers advised he was in favor of new equipment, but it would be up to the tax payers to vote for a new truck due to all of the other increases. D. Merhalski asked if Dave Combs agreed with taking R1 out of service, and A. and S. Champagne advised he was. M. Yeramian agreed keeping R1 as a spare and P. Nightingale also agreed, but shouldn't put any more money into it.

**Review of Heating Oil Bids:** D. Merhalski advised that they have \$29,500 for next year's heating oil budget. Three bids were received, and M. Yeramian motioned to have D. Merhalski contact Stiles, Irving and Dead River to get the current fixed price by November 28<sup>th</sup>, 2<sup>nd</sup> by T. Demers. Motion passed 3-0.

**Review of Administrator's Report:** D. Merhalski advised that the Conservation Commission is requesting the Board to support looking into establishing a conservation easement for parcels that the Town owns on Pearl Lake Road with funding through a non-profit organization. The Board discussed the proposal and decided not to pursue the easement at this time.

A letter was received from Pauline Marco on Pearl Lake Road, who stated she has spoken with the Board in the past regarding the problem with her water looking reddish. D. Merhalski spoke with her on the phone and she is asking the Town to fix the problem. The Board advised telling P. Marco that they would have the hydrant flushed and repaired, and would like to hear back from her after it has been completed to know if it fixed the problem.

T. Demers reviewed the draft newsletter he created, which included a Mission Statement and "TO DO" list of what the town is currently working on to reflect positive changes within the town. He also wanted the newsletter to include any staff changes within the town. P. Nightingale requested one change to the newsletter. D. Merhalski is just waiting for final approval from the Board to type final copy.

The Board agreed to set the Tri-Town Transfer Station Committee meeting for Monday, November 28<sup>th</sup> at 5:30 pm.

A request for a letter of support for the Lisbon Business Cooperative was received. They are the group doing the industrial park. They're going to the New Hampshire Electrical Cooperative with Benoit Lamontagne of DRED, and are asking for a letter of support to go along with that stating the Town of Lisbon is in favor of the project and having the cooperative relinquish their control over that territory. The Board was in favor and signed the letter.

D. Merhalski is requesting a form letter be signed to have The Board make D. Merhalski the administrator of the Town's System for Award Management (SAM) Account. M. Yeramian motioned to make D. Merhalski the administrator of the SAM Account, 2<sup>nd</sup> by T. Demers. Motion passed 3-0.

A letter was received from Carriage House Condominium Association requesting maintenance be done to Bishop Road prior to winter weather, with patching of the pot holes, cleaning up over-growth of bushes, and cleaning a section of ditches. T. Demers agreed that road was in need of repair, and the Board agreed to review if it could be repaired before the winter and review the possibility of having it returned to gravel from pavement.

A motion to go into Executive Session to discuss Personnel issues was made by P. Nightingale, 2<sup>nd</sup> by M. Yeramian. Roll call vote: T. Demers – yea; P. Nightingale – yea, M. Yeramian – yea.

The Board entered Executive Session at 9:22 pm.

The Board returned to open session at 9:45 pm.

A motion to seal the minutes of the Executive Session was made by T. Demers, 2<sup>nd</sup> by P., Nightingale. Motion carried 3-0.

A motion to re-post the position of DPW Director throughout New England with a due date of January 1<sup>st</sup> was made by P. Nightingale, 2<sup>nd</sup> by T Demers. Motion carried 3-0.

A motion to temporarily increase the hours of the Town Administrator position to 40 a week until the end of the current year and hire Greg Colby if he agrees to a rate of \$70/hr. or less to assist with year-end financials was made by P. Nightingale, 2<sup>nd</sup> by M. Yeramian. Motion passed 3-0.

A motion to adjourn was made by P, Nightingale, 2<sup>nd</sup>, by T. Demers. Motion passed 3-0.

The meeting was adjourned at 9:50 pm.

Respectfully submitted,  
Michele Pare', Bookkeeper/Admin. Assistant