

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
**APRIL 12, 2016**

**SELECTMEN PRESENT:** Thomas Demers (T. Demers) and Peter Nightingale (P. Nightingale)  
Town Administrator: Daniel Merhalski (D. Merhalski)

The Meeting was called to order at 5:31 pm.

**SELECTMEN'S BUSINESS:**

The Board reviewed the draft minutes March 14<sup>th</sup>. T. Demers made an amendment. P. Nightingale made a motion to accept the minutes as amended. 2<sup>nd</sup> by T. Demers, motion passed 2-0.

The Board reviewed the draft minutes of March 28<sup>th</sup>, and discussed revisions that were necessary. D. Merhalski will have S. Tavernier make the revisions for the next Board meeting.

The Board reviewed the Executive Session minutes of March 28<sup>th</sup>. A motion to accept the minutes as written was made by T. Demers, 2<sup>nd</sup> by P. Nightingale. Motion passed 2-0.

The Board reviewed and signed the bills and logs.

Greg Hartwell, Lisbon Fire Chief, notified the Board that the Fire Dept. was setting up a charitable account to collect donations as a 501c3 organization and all donations would go toward purchasing items such as shirts and equipment. All equipment would become the property of the Town by donation of the 501c3. P. Nightingale asked if this was something like what had been set up in Landaff? G. Hartwell said it was, but he wanted to let the Board know about it ahead of time to remain above board. D. Merhalski was asked to have Walter Mitchell, the Town's legal counsel, review the proposed creation and advise the chief if there were any issues with it. If no issues were identified, the Board was fine with its creation.

**Request to Address Board – Joe Avery re: Utility Easement for Power Lines –**

Joe Avery spoke to the Board about the permit application for the erection of utility poles along Quimby Road. He said that Eversource had proposed to locate the poles solely within the right-of-way and that the Town's Right-of-way was large enough to easily fit the poles within it without the need to cross any private land. The Board reviewed the details and approved the permit.

**Administrator's Report –**

D. Merhalski informed the Board that HealthTrust had denied their request for a refund of the amounts of the monthly premium for Officer Walker's plan from January of this year when he elected to take the Town's Buyout Policy and go onto his wife's insurance plan. He was requesting that the Board allow him to appeal the decision and indicate that the Town has a \$200,000 policy that they might consider moving next year if this \$3,780 refund was not made. The Board approved the language in the letter.

An application for a Special Event permit for the Beagle Bash was reviewed by the Board. A motion to accept the event with the condition that there be no parking along Route 302 and that all music end by 9:00 pm was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed 2-0. D. Merhalski told the Board that Weston and Sampson, the firm that they were using to investigate the issues at Well #1, had notified him that the grant application that they were authorized to look into was a one-time source of funding up to \$500,000 and that the project as approved was not greater than \$23,000. The consultant had asked if the Town wanted to take this chance for the grant for this investigation, knowing that the project to correct the situation might take more funds in a greater amount to repair, or if they wanted to amend the contract to pay for the current investigation amount directly and then save the grant application for the possibility of a much larger cost project to repair the well? P. Nightingale said that it would be better for the Town to save the larger cost project for the grant funds since there was no match required. T. Demers agreed saying that if no match was required, they could do the project essentially for free. D. Merhalski confirmed that there was no match and that there was approx. \$78,000 in the maintenance line item for the repairs to the well. A motion to amend the contract and authorize the Town Administrator to sign it was made by T. Demers, 2<sup>nd</sup> by P. Nightingale. Motion passed 2-0.

D. Merhalski told the Board that the proposed leasing company for the PD Cruiser, Provident Bank, was requiring the Town to use bond counsel costing approx. \$1,500 - \$2,500 for the lease paperwork. P. Nightingale asked where else we had looked for lease companies. D. Merhalski said that this was the company that had been used last time and that their rate of 2.46% had seemed good and no other company had been approached. The addition of the needed bond counsel was new to the previously approved lease term so he wanted to ask the Board if they wanted to stay with this lessor or look for another company. P. Nightingale said he thought the Town should not have to use a bond counsel, but if Provident agreed to drop the need for bond counsel he would be happy with it. T. Demers agreed. D. Merhalski will ask Provident if they will drop the need for bond counsel and if not, he will look for another leasing company. P. Nightingale suggested looking at Woodsville Guaranty Bank if that was the case.

Lisbon Main Street was making a request to use the parking lot behind Chevron Park for Lilac Festival again this year. The Board was fine with this and approved its use by consensus.

NHMA had notified the Town that the legal records they had were in hard copy form and may take some time to put together. D. Merhalski asked the Board if they wanted to still obtain copies of the records? T. Demers said he thought it would be a good idea to have a record of what had happened in the past. P. Nightingale agreed. D. Merhalski will notify NHMA and ask for the hard copies to be created and Town staff will go to get them.

The Board had asked D. Merhalski to contact W. Mitchell about expanding the Buffington Fund's ability to be used to pay for items such as unpaid bills for the Life Squad and even repairs or replacement of the ambulance. D. Merhalski had asked W. Mitchell for an estimate of what this would cost. He said it would be between \$1,500 and \$2,500 and take up to 8 months, if it was similar to another similar petition to Probate Court. The Board was in agreement that this was well worth the cost if they could recoup some of the outstanding \$30,000 in unpaid bills. The Board agreed by consensus to have W. Mitchell pursue this option through Probate Court.

The Board signed the MS-232 form for DRA.

The Board also approved signing the E-911 Liaison form to make D. Merhalski the Town's secondary contact for the service.

D. Merhalski informed the Board that the Boys' and Girls' Club had made a request for financial support for their summer scholarship program, however, they had not included an amount. P.

Nightingale asked D. Merhalski to ask the Boys' and Girls' Club how much the annual scholarships cost per person and what the number of people from Lisbon were that used the service. D. Merhalski will contact the Boys' and Girls' Club and ask for this info.

D. Merhalski said that UNH had a grant that they would like to apply for on behalf of the Town for an economic survey of the Town. The grant would be for approx. \$60,000, with the majority of the matching funds coming from in-kind services. But in the event that a cash match was needed for a portion of this, would the Town be able to dedicate \$1,000 for it? The Board was in agreement that they would be able to find the money for it, but hoped that the in-kind amount would be able to cover this portion of the Town's match. The Board signed the letter of support to authorize up to \$1,000 to come from the Town for matching funds, if needed.

### **Review of Baler Proposals –**

The Board reviewed the single bid that was received for the vertical baler for the Transfer Station. P. Nightingale asked about the cost? D. Merhalski said that he had spoken with Fred Garafalo, Transfer Station Superintendent, about the bids on Friday, before they had been opened. F. Garafalo had known what the bid amount was and who it was from. D. Merhalski asked him if he had contacted the bidder as the bid had not been opened yet? F. Garafalo said the bidder had called him to ask some questions about it and he had told them about the NH The Beautiful Grant that the Town had been awarded and asked if they could increase the baler to a better version with the extra \$3,100 from the grant? The bidder had submitted a bid based on that conversation. D. Merhalski said that this was not the way that sealed bids were supposed to be conducted, and that the amount that was approved for the baler at Town Meeting was not enough to cover the cost of the baler, but that with the additional grant funding it would be the exact amount of the bid. T. Demers asked if F. Garafalo had misunderstood the bidding process? D. Merhalski said that he might have as he had not done an RFP process at his last employer in the private sector. P. Nightingale said that the bid was not acceptable and that he thought the Town should go back out for bids and have D. Merhalski conduct the RFP this time. T. Demers agreed. D. Merhalski will tell F. Garafalo that the bid was rejected due to price and the process not being properly followed and he will conduct the re-opened bid process.

**Request from Relay for Life to Decorate Town Gazebo –** The Board reviewed the Request of Tracy Lockwood to decorate the Gazebo at Chevron Park for the Relay for Life event. The Board approved the request by consensus.

### **Review of Selectmen's Goals and Objectives –**

The Board reviewed the Goals and Objectives for the Town Administrator for the next three years. T. Demers asked to add a Newsletter for the Town staff to be done monthly, and a public version quarterly. He suggested using a similar format to his own for his military service. D. Merhalski will review and provide a template to launch the newsletter June 1<sup>st</sup>. The Board was in agreement that the Goals and Objectives were good as amended and a motion to accept them was made by T. Demers, 2<sup>nd</sup> by P. Nightingale. Motion passed 2-0.

### **Review Draft RFP – Ross Funeral Home Feasibility Study –**

The Board reviewed the proposed Request for Proposals for the Ross Funeral Home. D. Merhalski said that he would release the RFP and send it directly to a number of firms once it was approved by the Board. The RFP would take into account the use of the site as is, with the addition of the Fire Dept. addition for possible joint new construction and re-use of the existing building, or a need for a

total tear-down and rebuild. The traffic circulation for the site and utility, code and ADA upgrades would also be looked at. P. Nightingale made a motion to approve the RFP and release it, 2<sup>nd</sup> by T. Demers. Motion passed 2-0.

**Review Draft RFP – Town Insurance Coverage – Prop and Liab./Workers Comp –**

D. Merhalski reviewed the Request for Proposals for the Town insurance coverage. It would be the same type of insurance coverage as previously carried by the Town and was necessary due to PLT, the Town's current carrier, not being authorized to write policies after July of this year. The Board reviewed the RFP and a motion to approve and release it was made by T. Demers, 2<sup>nd</sup> by P. Nightingale. Motion passed 2-0.

A motion to adjourn was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed 2-0. Meeting adjourned at 8:26 pm.

Respectfully submitted,

Daniel Merhalski,  
Town Administrator