

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S SPECIAL MEETING MINUTES
8/08/2016

SELECTMEN PRESENT: Thomas Demers (T. Demers), Peter Nightingale (P. Nightingale), Matthew Yeramian (M. Yeramian).
Town Administrator: Dan Merhalski (D. Merhalski).

MEETING OPENED: T. Demers opened the meeting at 5:32 pm.

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

The Board went into Executive Session at 5:33 pm.

The Board returned to Public Session at 6:15 pm.

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

Review of Minutes of July 11th, 2016 Regular Meeting:

A motion to approve the Minutes as written was made by P. Nightingale, 2nd by T. Demers. Motion passed 3-0.

Review of Minutes of July 19th, 2016 Special Meeting:

A motion to approve the Minutes as written was made by P. Nightingale, 2nd by T. Demers. Motion passed 3-0.

Review of Minutes of July 21st, 2016 Special Meeting Executive Session:

A motion to approve the Minutes as amended was made by T. Demers, 2nd by P. Nightingale. Motion passed 3-0.

Review of Minutes of August 1st, 2016 Special Meeting:

A motion to approve the Minutes as written was made by P. Nightingale, 2nd by T. Demers. Motion passed 3-0.

Discussion of Revision to Town Emergency Operations Plan and Grants:

T. Demers said that he had forwarded to the T.A. a notice of a grant opportunity to have June Garneau assist in writing a grant for the update to the Town's Emergency Operations Plan, due in 2017. He said that they had used Mrs. Garneau for the Hazard Mitigation Plan and that she had offered to assist the Town with the grant application. T. Demers made a motion to have June Garneau write the grant application for the Town's update to the Emergency Operation's Plan, 2nd by P. Nightingale. Motion carried 3-0.

Request for Release of Electric Rates and info on Electricity Contract:

Lutz Willem, the Town's approved broker for electric rates, returned to the Board with a listing of the revised rates for electricity for the Town's properties. He said that the rates were better for shorter term contracts as there is some volatility in the market, and that the longest a company would offer a rate for was 42 months. P. Nightingale asked what the rates were and reviewed the kilowatt hours for each and the contract lengths. After brief discussion of the Board with Mr. Willem, a motion to sign the contract for a three-year term at the rate of \$0.07643 kw/h was made by P. Nightingale, 2nd by T. Demers. Motion carried 3-0.

Mr. Willem said that he needed to have the contract signed and a copy this evening. A motion to recess to allow the Town Administrator to go to Town Hall to make a copy of the signed contract was made by T. Demers, 2nd by P. Nightingale. Motion carried 3-0.

The Board recessed at 6:45 pm.

The Board returned from recess at 6:57 pm.

Discussion of Town-Owned Properties:

D. Merhalski said that he had e-mailed Mr. Presby about the Town's interest in swapping two parcels of Town-owned land for the gravel pit parcel of Presby's on Butson Road. He had not heard back from Presby about this proposal. The Board asked D. Merhalski to call Mr. Presby again and give them until the end of August to let the Town know if they were interested in the proposal.

Abatement Requests:

D. Merhalski reviewed an abatement request from Mr. Legassee as detailed in a memo from Cindy Perkins, the Town's assessing agent. The Board discussed the property and the request for a revision of the taxable value of the property. A motion was made by P. Nightingale to grant the abatement to the property value as detailed in the memo by Mrs. Perkins, 2nd by T. Demers. Motion carried 3-0.

D. Merhalski reviewed an abatement request from Duvholuk Property Management as detailed in a memo from Cindy Perkins, the Town's assessing agent. P. Nightingale asked what the sale price was for the property? D. Merhalski said that he had not gotten the response form Cindy yet. P. Nightingale asked D. Merhalski to remind him to look up the sale price. No action was taken.

D. Merhalski reviewed an abatement request from Evergreen Sports as detailed in a memo from Cindy Perkins, the Town's assessing agent. The Board discussed the property and the request for a revision of the taxable value of the property and agreed that C. Perkins had done a thorough job of reviewing the site. A motion was made by P. Nightingale to grant the abatement to the property value as detailed in the memo by Mrs. Perkins, 2nd by T. Demers. Motion carried 3-0.

D. Merhalski reviewed a request from Don Burnett to have a portion of his water bill abated. The DPW had verified that the meter reading was erroneous by a factor of 10 as a new type of meter had been installed. A motion to abate the bill of Mr. Burnett by the amount of \$672.06

and to credit the account of the user as they had requested was made by P. Nightingale, 2nd by T. Demers. Motion carried 3-0.

Discussion of Cable Franchise Agreement:

D. Merhalski reviewed an e-mail correspondence from Andrew Dorsett, Town Manager in Littleton, requesting a representative from Lisbon to serve on a consortium of members for a renegotiation of the Town's cable franchise agreement. The Town had previously been part of a group of towns that had negotiated with the cable provider for the current agreement, that has expired. M. Yeramian volunteered to serve on the consortium as Lisbon's representative. A motion was made by P. Nightingale to appoint M. Yeramian to the consortium as Lisbon's representative, 2nd by T. Demers. Motion carried 3-0.

Discussion of Board's Direction to Staff for FY 2017 Budget:

D. Merhalski asked the Board for their direction to staff for guidance in the formation of the FY 2017 Town Budget. He said that he would like to bring this guidance to the department heads for their initial requests ahead of meeting with them in September and then to present the final administrator's recommendations to the Select Board for the meeting on October 10th. P. Nightingale said that he would like to see the budget go down by 3%-5% across the board. M. Yeramian agreed. T. Demers said that he would like to see more funding to improve the Town's infrastructure, and try to attract businesses, but that he does not want to have the budget go up either. P. Nightingale suggested looking at what other towns are doing for health insurance as well as the rates were projected to go up and he did not want to see the Town pay any more of its portion of the health insurance amount. T. Demers also said that he would like to have the Town look at increasing revenues across the Town's departments. D. Merhalski summarized the requests of the Board and said that he would take this guidance to the department heads for inclusion in their formation of their budget requests and report back to the Board with his recommendations for the October 10th meeting.

NHMA Policy Discussion and Vote on Positions:

The Board took time to review each of the proposed policy statement positions that NHMA had proposed for their legislative advocacy for the coming year. After reviewing each item with D. Merhalski, they made their recommendations and discussed who should represent the Town at the NHMA meeting. A motion to appoint D. Merhalski to represent the Town's positions at the meeting as described tonight was made by T. Demers, 2nd by P. Nightingale. Motion carried 3-0.

Administrator's Report:

D. Merhalski reviewed his Administrator's Report with the Board. The Board had asked D. Merhalski to check in about the insurance coverage if the Fire Dept. did the mowing at the Ross Funeral Home rather than add it to the contract for the Town's properties for \$1,000. D. Merhalski said that the Town's insurance would cover the Fire Dept. The Board agreed to have the Fire Dept. staff mow the lawn at the Ross funeral home site as they had volunteered this service. D. Merhalski reported back to the Board about the costs of raising the current Veteran's exemption from \$200 to \$500. The Board discussed the varying thresholds and agreed to put the item on the Town Warrant to see if the Town would raise the exemption to \$300, with the

intention of reviewing the costs for varying levels of the discount, up to the maximum of \$500, and to let the Town decide on the final number to use.

D. Merhalski informed the Board that Steve Toutant had submitted a request to be appointed as an alternate to the ZBA. A motion was made by T. Demers, 2nd by P. Nightingale to appoint Steve Toutant to the ZBA as an alternate. Motion carried 3-0.

D. Merhalski said that Barry Liveston had requested a date “picture” of the Town’s BMSI accounting data to use for the purpose of assisting the Budget Committee and the Board with the budget review process. There would be no direct access to the Town’s data and the “picture” would not impact the Town’s systems in any way. The Board agreed to allow this data to be released to Barry.

D. Merhalski reviewed the options for water testing at Well #1 following the investigation and grout work at the well house. P. Nightingale asked if Weston had seen the suggestion from the DPW director to install a ball valve at the chemical feed building? D. Merhalski said he had e-mailed the representative from Weston and Sampson but had not heard back from them yet. The Board asked D. Merhalski to inquire with Weston and Sampson about the ability to use this option, and to also ask Utility Partners, the Town’s Water contractor, about this option and to report back to the Board at their regular meeting on the 22nd of September.

D. Merhalski reviewed the costs proposal to flush the hydrants from Utility Partners. He said that he had not gotten the figure of cost for manpower from the DPW but would get that for the next Board meeting.

D. Merhalski reviewed the Administrative Order from DES and asked the Board if they were in agreement to sign the document, agreeing to its terms, as following the response they had provide to DES earlier regarding the issues with the Wastewater Permit? The Board agreed and a motion was made by P. Nightingale, 2nd by M. Yeramian, to authorize acceptance of the Administrative Order and to have the Chair of the Board, T. Demers, sign it when it was ready in final form. Motion carried 3-0.

D. Merhalski informed the Board about two trainings being offered from Primex, the Town’s insurance carrier, for policy claims and HR and asked for permission to attend them. There would be no cost to the trainings, but he would be out of the office attending them on Sept. 1st and 8th, if the Board approved his request to attend them. The Board agreed to allow D. Merhalski to attend both trainings.

P. Nightingale made a motion to adjourn, seconded by T. Demers. Motion passed unanimously.

The meeting was adjourned at 9:31 pm.

Respectfully submitted,
Dan Merhalski, Town Administrator