

TOWN OF LISBON, NEW HAMPSHIRE

SELECTMEN'S MEETING MINUTES

December 12th, 2016

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

Town Administrator: Dan Merhalski (D. Merhalski)

LIFE SQUAD STAFF PRESENT: Audrey Champagne (A. Champagne), Scott Champagne (S. Champagne), Dave Combs (D. Combs)

MEETING OPENED: P. Nightingale opened the meeting at 5:31 pm.

The Board reviewed the minutes of November 28th. Motion to approve the minutes of November 28th as amended was made by P. Nightingale, 2nd by T. Demers. Motion carried.

Life Squad Ambulance - Public Discussion:

P. Nightingale addressed the public that Life Squad is seeking to purchase a new ambulance, as the current ambulances are both in very rough shape. Life Squad has found a way to utilize revenue funds that have already come in to the Life Squad, and have found a couple of demo ambulances/floor models that they could buy with the money that's already available without adding to taxation, and feels that this would be a good solution for both Life Squad and the taxpayers. However, we still wanted to open up the discussion to the public, and to get their opinions and ideas.

Perry Gagnon asked if this was the only thing the money could be used for? P. Nightingale stated the money has to be used for Life Squad equipment, because of the way that the two accounts were originally set up. He advised that one of the accounts was set up so that one quarter of the revenue from the Life Squad would go toward equipment, and three quarters would go toward the general fund. He indicated that because they have been without a Treasurer, the money wasn't being split properly for quite some time. He also advised that the account that the billing money was coming into and where the money was split out of, was set up wrong.

AN audience member asked if some of that could have been earmarked for part of a new fire truck? P. Nightingale stated no, it could not have been transferred from the Life Squad. They then asked how it differs from other funds that we have transferred. P. Nightingale stated it is based on the way the Life Squad account had been set up. T. Demers stated about two years ago they had to dissolve the other accounts, rename them and then put the money back into those accounts. He advised that this was never done with the Life Squad account, but they have just finished it for "housekeeping" for future accounts. P. Nightingale indicated that for future money, the accounts have been set up to be vaguer, so they could be used for a broader base within the Life Squad and not one item specific. An audience member asked, so this is money that the Life Squad has made already, the \$142,000? D. Merhalski indicated it is \$113,000 right now, and then there's the capital reserve fund that they said they were going to add on to that.

Perry Gagnon asked P. Nightingale what the intent of that money was from the beginning, and didn't you just say it was intended to go into the general fund? P. Nightingale stated that originally it was supposed to come into that fund and then the 75/25 split. But, because the account wasn't created and managed properly, DRA has essentially said, this is the only thing that the money can be used for. An audience member stated that he didn't think that there is any account that the taxpayers can't adjust in a vote. An audience member said you voted on the account that was created, and the account is set for the Life Squad. An audience member said it's set for the Life Squad, but the taxpayers have just been told by our Selectmen, that the intent was not to have that money go in there, and it did, by mistake, so why don't the taxpayers get a choice to decide. P. Nightingale stated it was intended to go in there, but it wasn't all intended to stay in there. An audience member stated that if we didn't follow through with intent of where those funds should go, then the taxpayers should have a choice to amend where that money goes to and move that money. T. Demers asked if this was a question for DRA. A. Champagne advised that those are not tax raised moneys going into those accounts. She indicated that they are revenues created by the Life Squad, so there's no tax impact on a penny of the money that's in there, and that it's all been created by the transports. She also stated that it's only earmarked to be spent for what the warrant article stated for it

to be done, and that was voted on and approved by The State. D. Merhalski advised that he would check with DRA and Walter about it. Because, in the event that, for example, say the Life Squad disbanded and you didn't have anybody in it, and the account was still there, you'd have to be able to do something with it.

D. Combs indicated that the money should have been split properly, but it didn't due to other unforeseen things that have happened. He stated that we're in the process of getting all the accounts set up the correct way so that the funds will be split properly, but right now, we need to purchase a truck. He advised that the truck they found is new with a life expectancy of roughly 10 years. He also advised, that the money is there, we'd rather spend that money to buy a truck, rather than come back to the taxpayers and say, we split the money out to use the money elsewhere, we're still going to have to raise tax dollars at that point, because we're going to need a new truck. He noted that it's either that or theoretically go out of business.

Jan Marshall addressed the Board and stated that the Life Squad has made some significant amounts of money in the transport business. So if we look at this in terms of potential inflows as a result of having a viable truck, will it eventually pay for itself?

P. Nightingale responded by saying that he thinks Life Squad has done a great job and that they certainly more than pay for themselves. He stated that the question he has come across more is new versus used, and he feels that it would make more sense if you could buy a truck with a warranty, with the money we already have, and that it would fix the problem.

An audience member stated that he agrees that Life Squad needs to get another ambulance and that Life Squad does offset there cost to the Town, but he has a problem with things he's heard about the trucks not being taken care of, like rust on the trucks, and thinks they should be hosed off after each use. P. Nightingale advised that with a lack of volunteers, it's difficult to accomplish that task on a regular basis. A. Champagne also stated that the lack of space in their current location prevents them from cleaning off the trucks as much as they would like to.

S. Champagne advised that if the Board voted in favor of the new truck, he received a pledge from the the Lions Club to donate the entire amount for the purchase and installation of new digital radios in the ambulance. He also stated that the truck they would be purchasing is all white, and have collected \$600 in donations from The Lions Club, the Zip McBurney Memorial Fishing Tournament and the Woods Fishing Tournament to have the graphics done on the truck.

T. Demers asked S. Champagne to tell everybody why the digital radio is important. S. Champagne stated that the Police Department is digital and right now Life Squad is not, which means they have to go through Grafton in order to talk to them. Which T. Demers said is going through dispatch and is costing The Town money.

An audience member said that he's not against getting a brand new ambulance, he just feels that a town of this size with the limited calls we have should not be spending that kind of money, and that the taxpayers should have an option to vote on it. D. Combs explained to an audience member that's part of what this meeting was for. The meeting was posted two weeks ago, but unfortunately only so many people attend the meeting to voice their opinion.

P. Nightingale motioned to accept the purchase order from PVC Professional in the amount of \$150,200 to be broken out of the Capital Reserve Ambulance Fund, the Revolving Revenue Account, the line item in the budget for equipment, as well as the 2012 Equipment Fund, 2nd by T. Demers. Call: T. Demers - Yes, P. Nightingale - Yes, M. Yeramian - No. Motion passes.

Road Repair:

P. Nightingale addressed the public about the price they received from Blaktop to grind all of Bishop Road and turn it back to gravel from Lyman Road to Parker Hill Road, and would like to hear the thoughts and ideas from the residents who actually live on the road.

Buzzie Nightingale indicated that the springs running down from the hill are causing the potholes on the Lyman Road end, and that the problem with the road won't be fixed until the run-off issue is resolved. He felt that the road after the golf course heading toward Parker Hill Road is fine and just needs some patching. John suggested that The Town just do an inch overlay from Parker Hill to the Golf Course, and have the highway crew come out and peel the other end heading toward Lyman Road. An audience member stated that the large commercial truck that comes by every day is adding to the size of the potholes. Phyllis Armstrong advised that the road is not wide enough and that when she was walking down it,

the road was so soft it almost gave way under her feet. Dave Armstrong said someone is going to get killed on that road unless you put some money into fixing it. An audience member asked if a 20 mile per hour speed limit sign could be placed on the road. P. Nightingale, said yes, leave the potholes. Randy Locke requested that the Town should find out what it would cost to cut some trees and do some blasting to get the ledge back far enough so you could get a ditch deep enough and then put a culvert where ever you can. He also stated that the road isn't going to hold no matter what you put down until the water run-off is controlled. P. Nightingale asked if this was something that requires an engineer. D. Merhalski stated that the problem when you cut into a slope on a road like that, is your either going to have to blast and hope that the rock is hard enough to maintain its integrity, or your going to have to do a retaining wall or chase the slope, and that usually means going outside the easement. He stated that this would be a major project and would cost approximately \$10,000 just for the engineering and another \$10,000 to \$15,000 for the retaining wall, depending on the size. D. Armstrong advised that there were 10 reasons why he closed the golf course, with the road being a major factor. D. Merhalski asked D. Armstrong if he would re-open the golf course if the road was fixed. D. Armstrong said that somebody might. D. Merhalski advised he would love to see the golf course open up again.

The public questioned if there were any grants available to fix the road? D. Merhalski advised that there might be grants available if there was a facility being accessed by it, but if it's just a town road that's in bad condition, I don't know of grant funds that aren't just regular road funds that you could apply for. He advised that The Town gets the Block Grant every year for approximately \$84,000 from The State, and could use that to fix it. A. Champagne stated that Bishop road is used as a detour when there is a problem with that section of Route 302. T. Demers advised it was worth looking into. The Board advised the public, that for now, they would get more information and would use some of the funds put aside for the road to hire an engineer.

Mrs. McWilliams from Quimby Road is requesting winter maintenance by The Town of her Class 6 road, which would only be an additional 600 feet from where the turnaround is. The Board and Charlie Hampson from DPW informed Mrs. McWilliams that The Town does not maintain any Class 6 roads. Mrs. McWilliams asked what was needed to change the road from Class 6 to Class 5. T. Demers said that the road would have to be brought up to town standards. D. Merhalski indicated that she could either ask The Board to do a warrant article asking if The Town wants to increase the maintenance of Quimby Road from a Class 6 to Class 5 status and continually maintain it. Or, she could have a citizens' petition as a warrant article, asking for the same thing. If enough signatories are received (at least 25), it would go on the ballot if The Board supports it, and then it would go to Town Meeting for taxpayer vote. D. Merhalski also stated that the warrant article would have to say that the homeowner has agreed to spend "X" amount of dollars for this much roadway if it becomes a Class 5 road, is The Town in favor and will The Town accept the change from a Class 6 to a Class 5 roadway.

Water & Sewer Abatements:

Elke Tonnesen presented a bill for 91 Water Street and advised the Board that they were never charged a flat rate for sewer, but now they are. D. Merhalski advised that The Board can only take action for the 2016 year if there was a change on the bill, but cannot go back to change the 2014/2015 bill. He also advised that they will need to establish if there is town sewer service at the property, and depending on what the size of it is, they can look at the Avitar Utility Billing software to make sure they are getting billed the correct flat rate.

Jennifer Trelfa presented The Board with several water and sewer bill abatement requests.

P. Nightingale motioned to abate \$2,214.10 for 125 School Street, 2nd by M. Yeramian. Motion passes.

P. Nightingale motioned to abate \$200 on Dudley Letourneau's property tax at 175 Nihan Road, 2nd by M. Yeramian. Motion passes.

P. Nightingale motioned to not abate Mr. Nault's water or sewer bill at 190 Landaff Road, 2nd by M. Yeramian. Motion passes.

D. Merhalski presented The Board with several water and sewer abatement requests.

P. Nightingale motioned to abate \$681.82 for Don Burnett's water and sewer bill at 15 Kelsea Avenue, 2nd by M. Yeramian. Motion passes.

P. Nightingale motioned to abate Dougherty Revocable Trust for property at 92 Highland Ave for \$2,425.31 from his sewer bill, 2nd by M. Yeramian. Motion passes.

Mr. Ardolino of 161 Dickinson Street is requesting a re-read of the meter. D. Merhalski advised The Board that the owner is out of state and will need to get authorization from the owner to have Chris go out to re-read the meter.

Series 12 (Desmond) of 125 School Street is requesting a re-read of the meter. D. Merhalski advised The Board that if there is a problem, he can have Chris go out to the property to do an actual physical inspection of the meter, and not just a re-read.

Joanna Forton (Riverview Rentals, LLC) of 24 Acre Drive stated that the meter broke and flooded the house.

Chrissy Macarthur of 117 Highland Avenue is requesting an abatement on the usage, which was three times higher than prior bills.

Heating System – Town Garage:

Randy went over the heating system at Town Garage, and right now they are burning wood in an outside wood boiler and having to cut and split wood. His proposal was to glycol the existing boiler system, so that if they don't have wood to burn, they don't have to. The piping won't freeze and bust. He also proposed putting in a few gas unit heaters. T. Demers indicated that they spoke with Phil at Dead River, who said that as long as it's within 10 feet of the building, they won't charge us anything for it. D. Merhalski advised that with the overtime money and the cost of the wood, 10 cords at \$200 per cord, we were looking at approximately \$5,000, which would pay for itself in two years.

Surplus Property:

D. Merhalski presented The Board with a list of surplus property provided by The Town Departments that they no longer need.

P. Nightingale motioned to sell all of the items on the Surplus Property list that are saleable, which include an antique fire ladder truck, snow machine trailer, 2008 Ford Expedition, 2011 Ford Crown Victoria Parts Vehicle, 200 gallon bulk oil tank dispenser, portable cement mixer (no motor), Mytanic Electric Power Sewer Snake with attachment reels, Hobart Handler 180 mig welder with spool gun (needs work), Sickle Bar Mower for Farmall Tractor 5 foot quick hitch, Ford 300 6 cylinder gas motor, Ford 4-speed transmission and hydraulic air bumper jack, 2nd by M. Yeramian. Motion passes.

Revised RFPs:

D. Merhalski asked The Board when they want to release these. He requested a due date by April 14th, 2017, and release date of March 13th, 2017. The Board agreed to those dates.

Employee Evaluation:

Dorothy Blodgett asked who does the evaluations. D. Merhalski advised that the Department Heads evaluate their staff, he (D. Merhalski) evaluates the Department Heads, and The Board of Selectmen evaluate him. D. Blodgett asked where he (D. Merhalski) gained the expertise to evaluate the Department Heads. D. Merhalski advised that he wrote the job descriptions for the Department Heads we have, so I know what they are supposed to be doing, since I interact with them on a weekly basis, I can tell if they are doing the job or not. He also advised that the rest of the evaluation isn't specific about what their job is, it's about what their conduct is, and whether they're meeting deadlines. The Board agreed to the current Employee Evaluation Form.

The Board reviewed bills and signed the payroll manifests.

Administrator's Report:

D. Merhalski advised The Board that The Fire Chief had four requests.

1. He is requesting that James Hussey be appointed as a fire fighter volunteer. T. Demers motioned to accept James Hussey for the Lisbon Fire Department, 2nd by P. Nightingale. Motion passes.
2. He is asking if they could use the Ross Funeral Home building for training. He advised that they will not damage the building, and just need it for search and rescue training inside and ladder training outside. The Board agreed that would be okay.
3. He wants to do some fundraising by offering chimney cleanings next fall and also filling pools this spring. D. Merhalski cautioned The Board about fundraising on private property for insurance purposes. P. Nightingale was in favor of filling the pools, but not in favor of the chimney cleanings.
4. The Fire Chief had their yearly meeting for re-appointing him as the Chief. He was re-elected as the Fire Chief pending select Board approval and he asking The Board to please re-appoint him as the Fire Chief. P. Nightingale motioned to re-appoint Greg Hartwell as the Fire Department Chief, 2nd by T. Demers. Motion passes.

D. Merhalski heard back from Greg Colby who said that the work load that I described to him, he thinks that he could make a lot of progress on getting it done. P. Nightingale asked if Michele Pare' is coming on line as expected. D. Merhalski advised The Board that she was out sick all last week and does not want to overwhelm her and scare her off. D. Merhalski also informed The Board that G. Colby is familiar with doing the reconciliations and feels that it would be better to have him close out the year end and get it done quickly. P. Nightingale asked if G. Colby would still be training someone to do it for next year. D. Merhalski advised that G. Colby would be training him for now.

M. Yeramian asked D. Merhalski to look at the resume for Dylan Smith. He is working as an intern with the Fire Service and is also a business accounting major, as a possibility of doing an intern in the office to also help with some of this work load issue. P. Nightingale motioned to accept Dylan Smith as an unpaid intern in The Town, 2nd by T. Demers. Motion passes.

D. Merhalski advised The Board that NHRS's legal council is asking for the last three years' worth of payroll documentation for everybody in the Police Department. They have previously asked for all of the time sheets for everybody going back to 2013 and a couple of other things from BMSI. D. Merhalski informed The Board that he provided NHRS with all of the requested information, which took him 10 hours of time. Three days later, he received an email from NHRS stating that they still needed more information. P. Nightingale asked that D. Merhalski request NHRS send a representative to a Selectmen Board Meeting to discuss why it is that they need all of this information, when you already submitted all of the information they originally requested.

D. Merhalski informed The Board to review the memo he provided them about the health insurance and that this fell through the cracks and was his mistake. Last year the health insurance signature page was due at the end of the year. This year it was due by November 28th, 2017. They never gave him copies of the actual plan document to compare apples to oranges with the staff, to ask if the staff wanted to go with the 5.3% increase for this year's health insurance, or go with an alternate plan. He hasn't received any alternate plans outside of Health Trust, because he hasn't had time to submit the application data.

The deadline for us to sign coverage so we don't have any gap in our coverage from January 1st, 2017, is tonight. There are three options, and I'm going to recommend one of them.

1. Let it go through by signing it tonight and pass the cost onto staff. An individual plan will add an extra \$37 per month out of staff's paycheck, a two person plan will have an extra \$74 per month and a family plan will have an extra \$100.
2. The Board can decide to take that and pay for it, because we didn't get the change to offer staff to go with a lower plan or not. The cost, because I will not be taking insurance next year, will be close to \$5,800.

3. This is the option I'm recommending because it was my mistake, and given with what we have with next year's payroll and the plan to go down to 24 hours, I can take the hit to my salary line to cover the 5.3% increase, so staff will not have to take that hit, and I'll reduce my hours starting in April instead of in August.

P. Nightingale did not think that option was realistic since we're already behind and need to get more hours. T. Demers requested a letter be drafted for the staff to inform them of any changes. P. Nightingale agreed that The Town should cover the first three months and should take the \$2,120. D. Merhalski agreed to take that cost out of his salary line and will hold an emergency all staff meeting this week to review their input on the health insurance and will get back to The Board by December 19th, 2016.

D. Merhalski requested The Board review the Personnel Policy, which needs to be updated for next year. The Policy has a provision in it that says "If you work on a holiday, you get double time". The Police Department had two employees that worked on a holiday over Thanksgiving, Officer Walker and Sgt. McKinley. Sgt. McKinley realized that when this policy has been in effect since 2012, he has worked every single holiday, and has only received time and a half, not double time. So, he is requesting that The Board retroactively pay him for that time, or look back in the records going back to his first retirement date of June 1st, 2014, and pay that.

D. Merhalski advised The Board that they have the authority to waive the Personnel Policies, abide by them or amend them. P. Nightingale asked if the "double time policy" only applied to DPW and Police. D. Merhalski stated yes, if they work on a holiday. T. Demers stated it was an employee error for recording their time wrong and not noticing it. An Audience member requested the Board negotiate with the employee.

T. Demers motioned to not pay double time on holidays going forward, for any employee, 2nd by P. Nightingale. Motion passes.

D. Merhalski advised The Board that he would go through the time sheets and accumulate what it is and bring the information back to The Board on December 19th, and at that time, you can decide if you want to retro-actively pay. If we do it for staff, it's only going back to 2016, but not any further because of the fiscal year and what we've been approved in the budget at Town Meeting.

P. Nightingale motioned to adjourn the meeting, 2nd by T. Demers. Motion passes.

The meeting was adjourned at 9:08 pm.

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