

**TOWN OF LISBON, NEW HAMPSHIRE**  
SELECTMEN'S MEETING MINUTES  
December 19<sup>th</sup>, 2016

**SELECTMEN PRESENT:** Thomas Demers (T. Demers) (Arrived 5:40 pm), Peter Nightingale (P. Nightingale), Matthew Yeramian (M. Yeramian)

**LYMAN SELECTMEN PRESENT:** Steve Moscicki (S. Moscicki), Bruce Beane (B. Beane), Jim Trudell (J. Trudell)

**LANDAFF SELECTMEN PRESENT:** Michael Ransmeier (M. Ransmeier), Erroll Peters (E. Peters).  
Town Administrator: Dan Merhalski (D. Merhalski), Transfer Station/Recycling Supervisor, Fred Garafalo (F. Garafalo).

MEETING OPENED: P. Nightingale opened the meeting at 5:45 pm.

**Tri-Town Transfer Station Committee Meeting** – F. Garafalo spoke about the Town of Haverhill's decision not to pursue recycling at the Lisbon facility at this time. He stated that there were some issues that he believed Haverhill had overlooked and that he suspected they may want to come back to the committee in a year's time to discuss this issue again. He also spoke about operations at the Transfer Station and the concern about non-residents using the facility. E. Peters said that he was opposed to letting residents of Bath and other towns that do not pay in to use the station. F. Garafalo said that enforcement was a problem and they would need to have another staff member to monitor the stickers at the gate. D. Merhalski said that he had been to transfer stations with the use of stickers and they do not monitor the gate. He said enforcement is usually done on a simple, casual basis where the attendant(s) look at the windshields of vehicles that come in and stop when they are unloading and if they happen to see a vehicle without a sticker, then they tell them that there is a need for one. Usually, just having the policy of a sticker is enough to deter non-residents from using the station. There was some discussion about the pros and cons of stickers. J. Trudell said that he did not think that they needed stickers at the station. No action was taken to require stickers.

The committee discussed the Transfer Station portion of the Capital Improvement Plan (CIP) that D. Merhalski had been working on with the Lisbon Planning Board. The CIP covers 30 years and includes all of the equipment that costs more than \$5,000 and lasts 3 years or longer. There was discussion about the funding of the items in the CIP. J. Trudell asked about the most expensive single piece of equipment and suggested the Towns set aside a proportional amount for an emergency fund in addition to the CIP. P. Nightingale said that the CIP would set the amount for each year that should be set aside and this amount could be portioned out to the other towns, but they would still need to approve the set-asides at their Town Meetings. J. Trudell said he wanted to see an additional emergency fund that would be able to pay for the most expensive item in the event that there was a breakdown and the item was needed right away. The Committee discussed the amount of this fund and set it as the same estimated cost of the largest item, the trash compactor, at \$55,000. This amount would be included in the annual contributions from the Towns. The Committee agreed to review the draft Tri-Town Agreement with their legal counsels and meet again on January 9<sup>th</sup> to sign the final agreement, unless amendments were required.

The members of the Lyman and Landaff Select Boards left the meeting at this time.

Review and Approve Encumbrances for FY 2016 – The Board reviewed the memo from D. Merhalski summarizing the departmental requests for funds to be encumbered from FY 2016. The Board discussed the items individually and agreed to leave out Bishop Road from the list. The Board also added a quote from Randy Locke for the upgrade to the DPW Heating System for \$12,500. A motion to accept the items to be encumbered in the amended memo was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

**Water/Sewer Abatement Requests** – D. Merhalski informed the Board that Chris Hicks was making appointments to meet with the owners of the properties that had made the requests and that he would inspect the meter to make sure that it was functioning properly. C. Hicks had recommended that the meters, if not immediately obvious to be malfunctioning, could be taken to the DPW for testing, but that a new meter would have to be installed. The new meter, once installed, would remain and if the old meter was found to be defective, the abatement would take this into consideration. D. Merhalski suggested offering to those requesting an abatement that the Town would inspect the site to see if the meter was functioning by visible inspection and if there were any obvious reasons for the large usage. If the owner, after this inspection, wanted to have the meter pulled for a test at the DPW, they would have to pay the estimated \$100 cost of the new meter and if the old meter was tested to be accurate and if they still disputed the reading, they could then request that it be sent out to a third party for testing, at the cost of the owner. If the meter was malfunctioning, the Board would take that into consideration with the costs of the tests, when reviewing the abatement request. But if it was not malfunctioning, the owner would be responsible for the charges and the original fees with interest. The Board agreed that this should be the course of action for the abatements. D. Merhalski reviewed the abatement request from Mr. Fullerton of 24 Acre Drive. The DPW said that the cause of the break was the owner not heating the basement and the meter froze and broke because of this. P. Nightingale said that the water was not the Town's fault, but the sewer fee should be abated as the water did not go down the sewer, but was pumped out into the backyard. A motion to abate \$267.85 from the sewer portion of the bill was made by P. Nightingale, 2<sup>nd</sup> by M. Yeramian, Motion passed unanimously.

**Review Draft RFP for Town Auditor Services** – D. Merhalski said that the Town has to contract with an auditor for each year's audit. While there were costs for three years of services submitted with the auditor that was chosen for FY 2015's audit, the Town only signed a one-year contract and was not bound to keep the same auditor for more than one year. The Town still had not gotten back a draft audit, and the Town may want to send out for Requests for Proposal again for this coming year. D. Merhalski reviewed the RFP which was the same as last year's RFP written by Greg Colby. A motion to release the RFP as drafted was made by P. Nightingale, 2<sup>nd</sup> by M. Yeramian. Motion passed unanimously.

**Review of Draft Selectmen Newsletter Page – December Newsletter** – The Board reviewed the draft December Newsletter page for the Board and made some minor changes. It was agreed to post the page as amended.

**Review of Lisbon Main Street Rental Agreement – RR Station** – D. Merhalski reviewed the annual rental agreement with Lisbon Main Street. He said that the amount was to stay the same as last year – \$0 - and the electric bill would be paid by the Town. P. Nightingale said that the railroad station had been used a lot more by the Town this year and the electrical usage was originally set for Main Street to pay as they

were the primary user of the facility, but the Town now used it more since all of the Town's meetings took place here. A motion to accept and sign the rental agreement was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

**Administrator's Report** – D. Merhalski reviewed the Town's NHDOT testing that had been done with LRH and now they were no longer conducting this testing. Donna Duncan, the contact for the hospital's testing, had started her own company and was offering these services and had included her rate sheet. Did the Board want to use her for this service? The Board reviewed the rate sheet and the current fees and agreed to go with Mrs. Duncan. A motion to sign the agreement with Donna Duncan for NHDOT employee testing was made by T. Demers, 2<sup>nd</sup> by P. Nightingale. Motion passed unanimously.

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 T. Demers, 2<sup>nd</sup> by P. Nightingale. Roll Call vote: T. Demers – yea, P. Nightingale – yea, M. Yeramian – yea.

The Board went into Executive Session at 7:42 pm.

The Board returned to Public Session at 8:23 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 accept the resignation of Joe Tavernier as part-time police officer and Michele Pare as Bookkeeper/Admin. Assistant was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

A motion to offer the Bookkeeper/Admin. Assistant position to Mindy Lusby was made by P. Nightingale, 2<sup>nd</sup> by T. Demers, Motion passed unanimously.

A motion to extend the weekly hours of the Town Administrator to 40 hours a week until January 23<sup>rd</sup> was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed unanimously.

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

The meeting was adjourned at 8:33 pm.

Respectfully submitted,  
Daniel Merhalski, Town Administrator