

**TOWN OF LISBON, NEW HAMPSHIRE**  
**SELECTMEN'S MEETING MINUTES**  
5/23/2016

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

Town Administrator: Dan Merhalski (D. Merhalski).

**MEETING OPENED:** T. Demers opened the meeting at 5:43 pm.

**SELECTMEN'S BUSINESS:**

**Review of Minutes of May 9<sup>th</sup>, 2016 Regular Meeting:**

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

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

The Board went into Executive Session at 5:46 pm.

The Board returned to Public Session at 6:24 pm

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

**Buffington Application:**

A motion to approve \$857.25 in payments as described in Executive Session for the Buffington application was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed 2-0.

**Review of Minutes of May 9<sup>th</sup>, 2016 Executive Session:**

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

**Discussion of Town-Owned Properties:**

Robert Cook of the Conservation Commission spoke with the Board about the listing of possible Town-owned parcels that could be offered to sale. He mentioned that the parcel off of Pearl Lake Road had been designated as a Wildlife Sanctuary by the owner in the deed. D. Merhalski reviewed the deed that the Town had and indicated that it did not mention anything in it about a wildlife sanctuary. R. Cook said that the Conservation Commission will walk the parcels and will report back to the Board prior to the next meeting on the 13<sup>th</sup>. The Board agreed and said they would look forward to receiving his report.

**Town Clerk/Tax Collector Items:**

Jennifer Trelfa, Town Clerk/Tax Collector, spoke to the Board about a number of tax bills that were coming up for deeding and that the Board had to now decide if they were going to deed the parcels or not. J. Trelfa presented the Board with a sheet of properties that were due to be deeded unless the Board declined to deed them. The Board reviewed the lists and the current status of the plans one by one and approved the deeding of certain parcels and payment plans for the remainder.

**Discussion of Police Staffing/Budget:**

Chief Scott Pinson was present to discuss this issue with the Board. P. Nightingale asked him about the feasibility of billing out for services to provide for police coverage in neighboring towns. He said that the previous police chief had been opposed to the idea and had come in with a cost estimate that included buying a new cruiser, etc. S. Pinson said that it was not possible to bill per call as the length of the calls could vary widely from a few minutes to months, depending on the case and what happened in prosecuting it at court. P. Nightingale asked about the Chief prosecuting on behalf of the Town and if hiring a prosecutor on a contract basis would free up time for him to then reduce the budget for hours? S. Pinson said that this had been discussed and there is a possibility of having a prosecutor act on behalf of the Town for approx. \$10,000 a year. P. Nightingale asked if that would correspond to a reduction in hours in the Police Dept. budget to pay for that? S. Pinson said that it would help to free up his time, but the department is very busy and there is always more work than there is time to get it done so while it would help, he couldn't guaranty that it would reduce the budget by that same amount. S. Pinson said that he had this discussion before with prior boards and it always comes up - why do we have so many police or part-timers? Sgt. McKinley being on the payroll brings in 20 years of experience and makes it possible to keep overtime down by having more personnel to share the workload. S. Pinson also said that he had reached out to the principal at the school about the possibility of a school resource officer to try to help reduce costs and increase protection at the school. He said he would let the Board know if there was any interest from the school for that. P. Nightingale said that the Town was looking for ways to bring in more revenue from the department and they wanted to talk with him tonight about possible grant programs or ways to help fund the department by expanding the service area, not to just make cuts to the staff. S. Pinson said he understood that and that the department brings in a lot of grant funding, for example the DWI traffic patrols are all grant funded. The Board thanked S. Pinson for his time. S. Pinson said that he wanted to request an Executive Session with the Board. T. Demers said the Board could call a Special Meeting on the 6<sup>th</sup> of June, if that would work for him? S. Pinson agreed that it would.

**Discussion of Transfer Station Cooperative Agreement – Littleton:**

P. Nightingale said that Littleton had approached the Town about offering services to Lisbon for the Transfer Station and that in his review of it, the savings doesn't really look like it is worth the hassle of going to Littleton. Some of the savings numbers he wasn't really aware of how they were arrived at. The proposal looks like it would cost the Town \$40,000 a year, would be a \$36,000 savings over what the Transfer Station costs the Town at \$176,000 since the Transfer Station is net negative and doesn't bring in revenue equal to the costs of operating itself. Based on that number, it doesn't make a lot of sense. D. Merhalski was asked what the 4-year number in his report to the Board represented? D. Merhalski said the numbers in his report were the savings of the \$176,000 annual cost minus the \$40,000 that would be charged

to the Town for the same services, resulting in a cost savings of \$136,000 or over \$500,000 in four years, on the expenditure side, without Lyman and Landaff's contributions to the Town. Fred Garafalo said that the amount would be reduced due to income from recyclables and charges for services. He said the Town makes about \$130,000 a year in revenue. D. Merhalski said that the Lyman and Landaff portions essentially cancelled each other out as they both paid in for service charges, but also were paid out for revenues by 16% and 21% of expenditures and revenues each. F. Garafalo agreed. The revenues were recycling and bag sales, which is revenue that the Town would lose, and was indicated as approx. \$77,000 a year. F. Garafalo presented a report with his own numbers and said that the Administrator's report was incorrect and left out the revenues in the tax rate calculation of savings. He said he had been through this before with paper mills and talked about the impacts of closing the Transfer Station. There would be lost revenues, permits requirements for a temporary or permanent solution. He said that the trash bags they had on-site right now that would be sold would be about \$160,000 right there. He also said that the state would require the Town to return the site to clean if it was closed completely, which meant that if there was contamination on the site, the Town would have to pay to clean it up. F. Garafalo said that the proposal would be savings to the Town, but the Board would have to look at if they wanted to do it and if they needed to go to Town Meeting or not to actually close the station. P. Nightingale said that it was hard to back out the revenue from the bags and recycling if Lyman and Landaff were removed and it was difficult to gauge the benefits without these estimates being accurate. He said that he was in favor of raising bag prices to bring in more revenue. T. Demers asked how soon they could raise the bag prices? F. Garafalo said anytime, but he likes to give people a month's notice. The Board asked F. Garafalo to look into raising the bag fees to help generate more revenue at the Transfer Station and to give them a proposed revised fee to review.

**Review and Signing of First Half Tax Warrant:**

D. Merhalski said that the Assessor was still completing the pickups and that when the warrant was ready, they would be contacted to sign it. It did not require a public hearing or a public meeting, but only their signatures on the document, and that could be done at any time.

**Review of Draft Personal Protective Equipment (PPE) Policy:**

The Board reviewed the PPE policy and agreed that it looked good. A motion to approve the PPE Policy was made by T. Demers, 2<sup>nd</sup> by P. Nightingale. Motion passed 2-0.

**Review of Draft Job Description – Administrative Assistant/Bookkeeper:**

D. Merhalski reviewed the draft job description for the position, indicating that it was being reduced to a 24-hour a week position with no benefits at \$15.91 an hour. T. Demers indicated a few typos that needed to be fixed. The Board reviewed the description and agreed that it was acceptable. A motion to approve the job description as amended was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion passed 2-0.

**Review of Proposals for Property and Liability and Workers Comp. Insurance:**

D. Merhalski reviewed the proposals that had come in for insurance coverage. There were three bids that had come in as the insurance pool was limited by non-competitive agreements with some companies that prevented more than one company from quoting from a carrier at the same time. The bids were from Primex at \$54,798, George M. Stevens for \$75,522 and Chalmers for \$73,910. A

motion to approve the bid by Primex was made by P. Nightingale, 2<sup>nd</sup> by T. Demers. Motion was approved 2-0.

The Board opened the meeting up to public comment.

Annie from Bishop Cutoff Road addressed the Board and asked about the process for getting her road fixed? K. Clement, DPW Director, said that there was only enough material each year to fix a certain amount of roadways and it was up to the Board to decide how much they wanted to put into it. He said everybody wanted to get their road fixed but they had to work on a priority list. Annie asked what that list was and if there was a way to get added to it? K. Clement said he has a list and the Town is working to address them in order, but if the Selectmen wanted to decide to fix her road, they would have to answer why a road that had two houses on it and was in front of a Selectmen's house was fixed and the others were not. Annie asked about having her roadway returned to gravel and repaired? K. Clement said he had the gravel to do that, and could likely get it done this year, but it would take time away from other projects and the Board had to decide to do that. D. Merhalski said that the Town was working on a Capital Improvement Program that would include the streets and this would assess the condition of the roads and rate them and then rank them for repair. P. Nightingale asked K. Clement what he thought was the best route to repair, gravel or pavement? K. Clement said that long-term it was better to pave it. He said the small road would not make or break the grader's life if it were returned to gravel, since it was already past its useful life and needed to be replaced. It's all budget driven. P. Nightingale said that the Town was sending out a survey for the Master Plan that included asking people if they wanted to pay more in taxes to repair the roads and they would have to see what the response to that question was to see if the Town wanted to speed up the replacement schedule. T. Demers said there were pros and cons to having the roads all done at once or staggering them out and if the roads were all done in large bundles, they then come due for maintenance all at the same time and you have another large cost to redo them again in a bundle, so you want to try to stagger it out so it costs less but is done over time. James Raia suggested taking out a large bond for the overall Town to do all of the roads, but only spend what you need to stagger the road projects and invest the remainder so that you can make some money at the same time as fixing the roads at a staggered pace. P. Nightingale said that the Town is not able to invest bond or grant funding. D. Merhalski confirmed this.

James Raia also suggested that the Town allow volunteers to do work in the Town as they are able to, such as the high school, and giving them a list of what work needs to be done and letting citizens do that work? P. Nightingale said that while he likes the idea, he has been asking people to volunteer for Main Street for years and you get a few people that do it all, but there is not enough volunteerism to meet the needs. T. Demers agreed and said it goes back to Town Meeting too when you hear people complain but when it comes time to show up and even vote, you get 50, 100 people in the entire town.

K. Clement said the Board needed to answer why this road, a Selectmen's house on it, was being paved and not another that may have been on the list for years. He said that the likelihood of it getting paved was something that he wouldn't see. P. Nightingale asked for K. Clement to give them the list of the roads. K. Clement said it didn't matter if he gave them a list because the Board might change and it gets forgotten and lost and then they are right back here again. P. Nightingale disagreed and said that the list is the list and it gives us a starting point for the Town to begin road projects, even if it isn't always followed. T. Demers offered to help K. Clement with a pavement inventory rating.

Ina Lippard asked about the water rates and why they were so high? D. Merhalski explained the formula and how the tax rate was arrived at. The Town has paid down the rate with funds left over in the water and wastewater accounts, but this created an artificially low rate. The funds would be completely depleted if this was done again, so the Board tried to provide a fair rate with still spending \$25,000 to buy down the rate.

**Administrator's Report:**

D. Merhalski reviewed his Administrator's Report with the Board. The Board approve the release of the Bond amount for Clough Road 2-0.

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

The meeting was adjourned at 9:19 pm.

Respectfully submitted,  
Dan Merhalski, Town Administrator