

TOWN OF LISBON, NEW HAMPSHIRE
SELECTMEN'S MEETING MINUTES
November 28th, 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: Valerie Kimber-Roy (V. Kimber-Roy), Michael Ransmeier (M. Ransmeier)

Town Administrator: Dan Merhalski (D. Merhalski), Transfer Station/Recycling Supervisor, Fred Garafolo (F. Garafolo), Bookkeeper/Admin, Michele Pare'

MEETING OPENED: P. Nightingale opened the meeting at 5:32 pm.

The Board reviewed the minutes of November 14th, 2016. Motion to approve the minutes as amended was made by P. Nightingale, 2nd by M. Yeramian. Motion carried.

M. Yeramian discussed the cable consortium with the towns and Time Warner Cable. He meets once a month on Thursday in Littleton and advised that we need to include in the minutes that we are going to pass it so we can take part in the cable consortium with the towns as a whole. D. Merhalski advised that he just received an invoice from the Profile Regional Cable Consortium. M. Yeramian advised that he is not aware of anyone being billed as of yet. D. Merhalski indicated he would contact them for further details.

Tri-Town Transfer Station Committee Meeting – P. Nightingale advised that when Littleton came to us about the Transfer Station and offering their services, it was perceived that we were in negotiations with them. However, after further review of the contracts on file with The Town, they determined that the last contract on file expired years ago. This meeting is to discuss any changes that need to be made and what we need to do to renew the contract. M. Ransmeier was surprised that there wasn't a current written agreement on file. D. Merhalski indicated that The Town signs a Revenue Sharing and Operations Percentage Agreement every year with you, which is a part of this agreement, but it's not actually the agreement continuation. The last agreement we have a record of being signed was in 2005 and expired January 1st, 2008. It was reviewed with The Board and some potential changes were discovered over the last few years, as far as the operations go. We are supposed to be having these meetings twice a year with members of this committee to review operations and costs, and if there are any changes to operations or personnel practices or policies, it has to be approved by a majority of you, the Board Members.

Important items needing to be addressed by The Committee, are a lack of an active agreement, rate increases to cover some of the costs at the Transfer Station, which needs to be approved by The Committee, and the Town of Haverhill's request for us to accept their recycling only (not their actual household garbage). Providing those things all work out, and looking at the way that RSA 53-A:3 has changed since the last agreement was signed, there's a clause that we need to look at, the dissolution of assets, as well as the termination of when the agreement is.

P. Nightingale questioned the new census data available. D. Merhalski indicated that as of the last census in 2010, Lisbon's population was at 1,595 (63%), Lyman's was 533 (21%), and Landaff was 415 (16%). Based on that census data, those percentages affect the amount of profit sharing and cost sharing that we do. From the previous agreement, it looks like Lisbon's percentage is going to drop by 2%, and both Lyman and Landaff will each have a 1% increase.

P. Nightingale asked F. Garafolo how the meeting went with Haverhill. F. Garafolo advised that they had several choices they were considering. They ruled out building a transfer station or going with Casella, and right now they're leaning on either coming on board with Lisbon or to not recycle at all, and just throw everything in the trash. P. Nightingale asked what they were currently doing with the trash. F. Garafolo stated they're using two different companies to pick up their trash. P. Nightingale informed F. Garafolo, that if The Committee agreed to do this, we would have to include a contingency clause in the agreement, in case recycling prices went down, so it doesn't cost us to get rid of their stuff.

V. Kimber-Roy asked what Haverhill's population was. F. Garafolo advised it was approximately 4,600, as there are five towns involved with Haverhill. M. Ransmeier was skeptical of the idea. That agglomeration of settlements is more than twice as big as the three of us combined (Lisbon, Lyman, Landaff), and with the recyclables, you don't really know what you're going to be getting. V. Kimber-Roy asked how we are going to monitor that and how many hours were currently being spent. F. Garafolo advised that when you come to the Transfer Station, everything has a bin specific for that item, so they're going to have to do what everybody else does and put their stuff in that one bin, it's as simple as that. As far as sorting, we're always pulling stuff out of those bins that don't belong there. F. Garafolo indicated that with a brand new baler, it would take approximately 1 ½ hours to make a bale, which would get sold on the market and make some money. He currently works 40 hours per week and his part-timer works 25 hours per week.

P. Nightingale asked F. Garafolo if he anticipated adding staff. F. Garafolo stated that they may need to hire a part-timer for Saturday and Sundays, but the money Haverhill would pay Lisbon, would cover the part-timer, and the recyclables being received would generate income for The Town. P. Nightingale asked what they would charge Haverhill. D. Merhalski indicated that currently they're paying \$25,000 per year, and talking with their manager and briefly with F. Garafolo and The Board, they are looking to charge somewhere between \$22,000 and \$24,000 to cover any costs that would come up for Lisbon. This would only give Haverhill authorization to bring their recyclables, not their trash. J. Trudell asked what our Operating Budget was now for the landfill. F. Garafolo stated that for this year, it is \$175,500.

P. Nightingale asked if it was possible to do a one-year trial with Haverhill. F. Garafolo stated that once they get used to coming, they're not going to stop. Even if they had the stickers on their cars, there is no way that only two people at the Transfer Station could monitor that. T. Demers stated that one labor source they were looking at to fill the short-fall on the weekends, was to tap into the high schools to use some of the students for either community service or offer a Transfer System/Waste Management work/study program. M. Ransmeier stated that the arrangement with the school should ensure that the students are covered by insurance. T. Demers agreed and indicated that they're still working out all these details with the school.

T. Demers addressed M. Ransmeier and stated that he's aware of his skepticism about the increase from mass dumping at the facility, but we also need to have an increase in recyclables, to increase our volume

in order to ship more frequently, and increase our sales. Yes, it will increase our work load, but we're also going to make more money, because we'll have more recyclables to sell, and won't be sending empty trailers if we can't meet the quota. Right now we're at a loss at the way we do things by charging a set fee per unit (eg TVs, Computers), but are being billed by weight when we ship the items out. F. Garafolo has applied for a grant for a scale, so we can bill per unit/per weight and have created a price sheet off of that.

P. Nightingale asked The Committee if they looked over the price changes, and if they had any questions or thoughts. B. Beane stated that in looking out for the small home owner, would we be better off to hit the tonnage rates more, and not hit the bags rates so high. F. Garafolo advised that the bag rates were based off of Littleton's rates. The C&D is already profitable, and they want to raise it from .08 per Lb to .10 per Lb. J. Trudell stated that if we're going to start recycling, then people are really going to start cutting down on their trash. P. Nightingale stated that if the price of bags go up, then hopefully it will inspire people to put less trash in the bag. T. Demers stated that we are long overdue for a price increase.

T. Demers asked D. Merhalski about the Equipment Sharing. D. Merhalski stated that with regards to the Agreement, that's something that we need to talk about adding to it, because right now it covers all of the Operational Expenses, but there is nothing that specifically talks about the Capital Expenses. P. Nightingale stated that in the past, Lisbon bought and maintained the equipment. D. Merhalski stated that from what he's read in the Agreements, it looks like the original shut-down cost for the Transfer Station was portioned out by a percentage for everybody. But it looked like Capital Items were only paid for by the Town of Lisbon. We would like to talk about doing cost sharing for that, because we are looking at some Capital items going forward, that are going to be costing us some fairly significant funds.

When we start getting into longer term maintenance items, we're going to want to have some cost sharing with those items and will want to talk about how to put that Capital portion into the agreement as well. T. Demers mentioned that with regards to the skid steer, they are potentially seeking a lease. When the lease is up, they can just get another one and won't have old equipment laying around. B. Beane asked if the cost every year will be \$38,000 to lease. D. Merhalski advised that the total cost is \$38,000. If we do a lease, it will cost approximately \$7,000-\$8,000 per year, and will probably keep it for 10 years before having to get a replacement, or will just renew the lease. P. Nightingale stated that in the past, Lisbon always bought the equipment, so at least we knew who owned it if something ever happened. But at some of our Town Meetings, some people asked why we're buying the equipment and the other Towns are using it. J. Trudell asked if they could look at all the equipment Lisbon has, what the approximate replacement time is and what replacement costs would be. This would allow us to project what we need to put away every year, so we don't end up with junk equipment. D. Merhalski stated that they are currently working on a Capital Improvement Plan with the Planning Board that has all the equipment with a value over \$5000 and a life expectancy over three years, so we can provide you with the information you'll need to budget for your own capital amounts for that. F. Garafolo indicated that the current equipment they own includes three balers, a bobcat and a trash compactor. V. Kimber-Roy requested an Excel spreadsheet that includes a list of the Equipment, the number of hours on each, and projected cost and date of replacement. J. Trudell also asked to include price options of leasing vs buying, and is leaning towards buying the equipment. P. Nightingale stated that they have most of the information already and just need to add the comparison of buying vs

leasing, D. Merhalski advised all other information is already included in the Draft Capital Improvement Plan, and once approved, everyone will receive a copy. Copies of the other available draft agreements were given to the committee, and it was requested they review and come back at another meeting to discuss further.

P. Nightingale asked if everyone was in agreement to raise the prices. M. Ransmeier requested putting the item out to vote. P. Nightingale motioned to accept the new rate sheet for the Transfer Station pricing effective 11/29/16, 2nd by J. Trudell, so voted all roll call: S. Moscicki Yea, B. Beane Yea, V. Kimber-Roy Yea, M. Ransmeier Yea; T. Demers, Yea, P. Nightingale, Yea, M. Yeramian, Yea, motion passes.

The Committee continued their discussion about taking on Haverhill's recycling. J. Trudell was in favor of getting more revenue. M. Ransmeier felt there are good reasons for taking them on, but is still skeptical. There is an education factor, policing/monitoring at the Transfer Station would be needed, and that there should be an "escape clause" written into the agreement if they don't follow the agreement. He also stated that they should be having a discussion about adding the Town of Bath to the Capital Improvement Plan. S. Moscicki was also concerned with the lack of staff to monitor the increase in recyclables. F. Garafalo stated that they would need to hire an additional person to be able to control it. T. Demers mentioned buying a card swipe at a one-time cost. But either way, it's going to cost money to monitor. B. Beane was concerned with the amount of traffic it would bring. V. Kimber-Roy asked if we had a draft agreement available. T. Demers stated that we needed to have this meeting to hear the Committees' thoughts first before a draft agreement could be created. D. Merhalski mentioned that he and F. Garafalo spoke about charging the Town of Haverhill \$22,000 per year to join with us. Plus we would take all of the recycling revenue, but if revenue for recyclables goes negative, they would then pay for the extra charge for that. Tonight we were hoping to find out from the other two towns if they were in favor of us, but didn't have a chance to reach out to them. Landaff, Lisbon and Lyman were all in favor of drafting an agreement, which includes subject to negotiations. D. Merhalski will send the draft proposal to Joe at Haverhill this Wednesday and go from there. The Committee agreed to meet again on 12/19/16.

Discussion of Town Owned Properties - D. Merhalski received correspondence from White Mountain Shoes. They are fine with Lisbon doing the donation and think it would be a good idea to do a non-profit, and okay with the lack of parking if we donated the property. A motion to move forward with donating the piece of land for the railroad station depot, contingent on the gaining entity and paying all legal expenses was made by P. Nightingale, 2nd by T. Demers. Motioned passed 3-0.

Life Squad - David Combs (D. Combs) stated they're still having problems with R1. It has a tough time starting and they are also problems with the fuel tank. They will continue to use it as their secondary truck. A1 was back on line, but unfortunately, the brakes went on it last night, but have since been fixed, and are using it as their primary truck. They're currently looking around for a new truck and after review of two of their accounts, they can put approximately \$134,000 to put towards a truck. P. Nightingale asked if either of the trucks have any value. Audrey Champagne (A. Champagne) stated they're worth \$5000 max. T. Demers asked how the state inspection went. A. Champagne stated the box was passed. D. Combs stated both trucks are technically state inspected to use. They have the equipment to run them both. P. Nightingale stated that there are varied opinions about the new truck, and would be in favor if it didn't cost \$160,000. D. Combs stated they're currently looking at demos 1

to 2 years old, one with approximately 8,000 miles. A. Champagne stated that right now there's a demo available that's exactly like R1. It's a 2016 Ford E-450, with a 2016 road rescue box and costs \$137,000. We have that money already in our accounts if that is something everyone agreed to do. There is also a demo coming up in three weeks. It's an AEV Model, but they are only the base models with nothing on it and would cost approximately \$144,000.

P. Nightingale asked about the email from Jamie Dow (J. Dow), which states the Board are agents of the fund. D. Merhalski stated J. Dow believes that the Selectmen are the agents of the fund, and we should have that record somewhere, but he does not know where it would be kept. However, if DRA says that you are, they would be the ones to challenge it if you did something, and you weren't. So, I think you're probably pretty safe if you want to assume that you're the agents. A. Champagne stated that if they receive the votes from the Board to move forward with the purchase, the State would not require a town vote, unless you were going to have to lease or take out a loan. You could still have a Town Hearing as a courtesy, to inform the public. The Board was in favor of the purchase with money already set aside, and then start planning to put money away, along the lines of the Capital Improvement Plan. A Public Hearing will be posted on the Town of Lisbon website for December 12, 2016. D. Merhalski asked the Board if they wanted to waive their purchasing policy, because anything over \$5,000 requires an RFP, and anything over \$1,000 requires quotes. P. Nightingale asked if it could be done at the next meeting on December 12, 2016. D. Merhalski indicated you can, it's your policy and you can waive it at any time that you want, but they should know if it's going to require an RFP or not, before we go through this process. The Board stated that having to require an RFP would defeat the purpose.

Mr. Ianno from South Main Street presented The Board with Water and Sewer bills for review of a possible abatement, as he thought he was being charged for two floors. The Board explained to Mr. Ianno that the bill was correct. Mr. Ianno continued to disagree with the Board but he agreed to pay it.

Review of Heating Oil Bids - D. Merhalski received two responses back from Irving and Dead River. Stiles did not respond. Irving's rate stayed the same, and Dead River came back higher at \$1.93 for fixed price. A motion was made to accept the Irving Heating Oil Bid for fiscal year 2016/2017 by T. Demers, 2nd by M. Yeramian. Motion passed 3-0.

Discussion of Heating/Boiler at DPW Garage - D. Merhalski indicated that he and T. Demers spoke with Charlie Hampson at the last Department Head Meeting. T. Demers advised that the cost to repair would be approximately \$10,000 by installing a bi-pass valve to switch from wood to propane. P. Nightingale wanted to get bids. D. Merhalski advised there is a timing issue with getting bids, but can receive quotes for review at the next meeting on December 19, 2016, which means he will have to have encumbrances proposed for everybody for year end. D. Merhalski will reach out to the contractors to have them come out to DPW to obtain quotes.

The Board reviewed bills for approval and signed manifests for the week.

Administrator's Report (Verbal) - D. Merhalski advised that they received the test results back from Utility Partners on the wells, which came back clean. We're going to send the results to Western & Sampson for their final report. They will send it to DES, and DES will tell us if we need to do anything else before we can bring Well 1 back on line. T. Demers stated that there was mention about the different water levels, and is that going to be included in their final report. D. Merhalski said he hopes

they address it in their report. If they don't, we're going to have to talk. Right now, if it works and it lasts through the flood season in February, we won't have to go after the State to get a Water Revolving Fund Grant. But, if it doesn't work, we'll be right back at square one, and I don't want to lose that right away. I'm going to see how long we can put off doing that.

D. Merhalski advised that T. Demers wanted to talk about the stipends for the Welfare Administrator and the Treasurer. Right now the Treasurer gets a \$3,000 per year stipend, the Welfare Administrator gets a \$4,000 per year stipend, and are paid quarterly. Do we think these are appropriate and do they vary enough? T. Demers wants to lower the Welfare and increase the Treasurer, since there's more responsibility. They're the heartbeat of the Town. P. Nightingale disagrees, as he feels that Scott McKinley and Tavernier have both saved the Town a lot of Welfare money. T. Demers asked if increasing the Treasurer's stipend to \$6,000 would be an option in that case. M. Yeramian agreed with raising the Treasurer stipend and lowering the Welfare stipend. D. Merhalski advised leaving the Welfare stipend at \$3,000, and that we should try to find someone who's qualified for the Treasurer's position with a finance or CPA background, and needs to be a resident of Lisbon. P. Nightingale suggested advertising the Treasurer's position with a \$5,000 stipend.

T. Demers suggested installing a time clock. P. Nightingale was not in favor if there was no benefit to it. M. Yeramian said if it's not broken, don't fix it. The Board agreed to revisit at a later date if needed.

D. Merhalski advised that review of The Town's Holiday Policy needs further review and clarification by The Board. T. Demers suggested we contact The Labor Board and review of the Policies is required. P. Nightingale did not agree. D. Merhalski advised addressing this again when reviewing the Personnel Policy.

D. Merhalski and T. Demers met with Paul Hatch and did a grant application for \$8000 for the update to our Emergency Operations Plan. We have had a Memorandum of Understanding from June Garno, the one that did the Hazard Mitigation Plan for us, saying that she would be happy to do this project for us if you want to contract with her. The grant would pay her to do the work. It's a 50/50 grant. We're all in kind match. The State pays for the other \$4000 and we are guaranteed to get it, but we just need to get our SAM update.

The Board requested RFPs for sidewalk and bridge repairs, and has since been able to do that. Given the time of the season, the date he has set to start it would be in the Spring 2017. Do you want to send out the bids or do you want it to go to DPW. T. Demers said no, and that the bids need to go out. T. Demers advised that the project should be done by the Summer 2017 with bids in by January 2017. M. Yeramian wanted to ensure that the project be completed up to the DOT shed.

With the grant applications, we've discovered that the SAM System was expired since 2013, and need to have a new Administrator to renew it. D. Merhalski has the letter from the federal government authorizing me as the Administrator of the account, and just needs The Board to vote to approve it. A motion was made by P. Nightingale, 2nd by M. Yeramian to appoint D. Merhalski as the Administrator of the SAM Account. Motion passed 3-0.

Utility Partners got back to us with their increase for next year. The contract they have says that they can go up to 4% based on Consumer Price Index. They're only going up 1.6%, so the only overall increase for both contracts is going to be \$1,500.

On the other hand, North Country Council has increased our dues by 26%, from \$1,414 to \$1,778. P. Nightingale asked what services they actually provide. D. Merhalski advised that they are working with the Planning Board and have been doing reviews of their sub-plans/sub-division regulations, and advised that a vote from the Board is required due to the amount of the increase. A motion to continue with North Country Council was made by P. Nightingale, 2nd by T. Demers. Motion passed 3-0.

I received available dates from Alexis Rastorguyev to discuss the Sewer Use Ordinance. The dates he has available are the weeks of December 12th to the 16th, January 9th to the 13th, 18th to the 20th or the 23rd to the 27th. The Board agreed to January 9th. D. Merhalski will reserve that date with Alexis and start sending notices out to everybody.

I received four abatement requests. The first is from the Library and thinks they just need to do a re-review of the meter to generate a new bill. The other three are requests from residents. Meredith Findlay at Acre Drive states they are only at their house part-time and their usage was less than when they were there full-time last year. She believes that the usage amount of the bill is too high and requests a re-read of the meter to ensure it is not broken and then do a re-bill. The next one is Chrissy McArthur at Highland Ave. She was billed in the fall for 65,750 gallons, but she was only using 26,890 in the Spring, and is requesting an abatement and re-read. The Board agreed to a re-read. The last one is the Lisbon Bible Church. They had a water line break that flooded the basement and pumped the water into the yard. They're paying the water bill but would like an abatement of the difference of the sewer bill. The difference is \$323.97. A motion was made by P. Nightingale to abate Lisbon Bible Church sewer part of their bill by \$323.97, 2nd by T. Demers. Motion passed 3-0.

The Fire Department is requesting an appointment of a staff member, Nicholas Henderson. A motion was made to accept Nicholas Henderson to the Fire Dept, 2nd by T. Demers. Motion passed 3-0.

The blacktop bid came in for Bishop Road to reclaim the surface by grinding it up and laying it out as gravel again. The cost is \$19,330, which would cover from Lyman Road to Parker Hill Road, but doesn't include a grader or compaction. The Board requested a notice should go out to The Town to discuss the project and proposed completion date of Spring 2017. Public Notice will be placed on the Town of Lisbon website to discuss work on the road for the next meeting on December 12th, 2016.

The Board reviewed the Minutes of November 14th, 2016 Executive Session, and a motion to approve the minutes as amended was made by T. Demers, 2nd by P. Nightingale. Motion passed 3-0.

A response was received from Greg Colby about his assistance and time rate at \$90 per hour. D. Merhalski doesn't think it's worth it to have him do most of what was in there for that rate, and think that inputting the revenues is something either I can do or I can show Michele how to do it. But closing out the year is not something I'm familiar with. He would like to incorporate his services into a training session for that rate. P. Nightingale is in favor of one weeks' worth of work at that rate, 2nd by T. Demers. Motion passed 3-0.

A motion to adjourn was made by P. Nightingale, 2nd by T. Demers. Motion passed 3-0.
The meeting was adjourned at 8:48 pm.

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