

SELECTMEN'S MINUTES

April 15, 2019

Present: Bruce Beane, Jim Trudell, Wendy Ho-Sing-Loy, Donna Clark-AA, Tom Smith-Road Agent, Beth Carignan-Town Clerk/Tax Collector

Chairman Beane called the meeting to order at 5:30 pm.

Manifests & Invoices:

The manifests for Apr 8th and Apr 15th were authorized and new invoices for future payment were reviewed and initialed.

Treasurer's Report:

The Treasurer's Report was read showing a balance of \$84,638.47 in the WGSB checking account and \$50,695.27 in the WGSB Insured Cash Sweep (ICS) account. Beane motioned to approve the Treasurer's report as given, 2nd by Trudell, all voted in favor.

Meeting Minutes:

Minutes for the Mar 18th meeting were reviewed. Trudell motioned to approve the minutes as written, 2nd by Beane, all voted in favor.

Committee/Department Reports & Needs:

Road Agent Tom Smith updated the Board on highway department matters. A few places on town roads were damaged by recent rains but have been temporarily repaired, including an area on Under the Mountain Road. Weather permitting, he will take the grader out soon. The road bans will likely remain in effect until early May. The group discussed two proposals for this year's production of ledge pack and will work with Chief Crushing & Excavation. He is available to start in May and will be asked to meet with Tom and one Selectman to review the quarry plans before confirming the arrangements. Tom will attend a required Culvert Maintainer Recertification course in Sept. The State of NH Surplus Property Auction will be held in May in Concord but the Town is not currently looking for any heavy equipment. The only upcoming purchase will be the walk behind brush cutter included in this year's budget. * Beane signed a letter to the NH Department of Motor Vehicles authoring new Town Clerk Bethany Carignan to act as a Municipal Agent for Lyman. She had completed all the necessary training while serving as the Deputy. * The Town Clerk's Office will be closed Apr 24th while she attends the Tax Collector's spring workshop. * The Board reviewed and signed three timber tax warrants and certifications. * The Cemetery Committee, comprised of Jim Trudell and Brett Presby, will schedule a meeting to sign the 2019 cemetery mowing contract with Locke's Lawn Care and discuss appointing a third member to replace Perry Williams. * The Selectmen discussed the future of the School Tax Rate Stabilization and Quality Education Committee and feel that it has met its obligations and should be discontinued at this time. Members will be thanked for their time and effort and reminded that they are now extremely knowledgeable about the cooperative school agreement and budget process and would make excellent School Board members in the future.

Permits and Applications:

The following were approved:

- Pistol Permit
- Request for Town Hall Use by Reegan Hubbard

Correspondence:

The following were received:

- NHMA Legislative Bulletins #15 and #16
- Lyman Community Group Mar 2019 meeting minutes

Non Public:

Trudell made a motion to enter non-public session per RSA 91-A:3, II(b) regarding the hiring of a public employee to fill the Deputy Town Clerk/Tax Collector position, 2nd by Beane, all in favor by roll call vote. Resumed public session. Trudell made a motion to seal the minutes of the non-public session, 2nd by Beane, all in favor following a roll call vote. Two candidates for the part-time Deputy Town Clerk/Tax Collector position were interviewed. A conditional offer of employment will be made to one of the applicants.

Old Business:

Clark reported on the Apr 10th NH Dept of Labor training she attended. * The paperwork was submitted for the NH Preservation Alliance to place the Lyman Grange Hall on the NH State Register of Historic Places and the Selectmen will attend a Historic Resources Grant Orientation Workshop on Apr 30th in Littleton. * The Board signed the renewal contract approved at the last meeting for Chris Hodge to continue serving as Lyman's Building Inspector/Health Officer through April 2020. * Beane, Ho-Sing-Loy and Planning Board member Michael Belanger will attend the NH Municipal Association's A Hard Road to Travel workshop in Concord on Apr 26th.

New Business:

The Selectmen reviewed and signed the MS-232 Report of Appropriations Voted and the MS-60A Auditor Option and Schedule. Clark will upload both documents to the NH Dept of Revenue web portal. * The Board reviewed and signed a VISA Authorization for Removal of Signers form required to cancel the WGSB credit card for former Town Clerk/Tax Collector Carol Messner and a VISA Authorization for Additional Signers form to issue a new WGSB credit card for Bethany Carignan. Per the Town's policy, only the Administrative Assistant, Road Agent and Town Clerk/Tax Collector are issued cards to be used for Town purchases. * The Board also reviewed and signed a letter changing signers on the WGSB Insured Cash Sweep account as Steve Moscicki is no longer a Selectman. * Clark, who is considered by the auditors to be the Town's financial management person, reviewed and signed a letter acknowledging receipt of draft reports for the outgoing Tax Collector's audit and the recommitment warrants for the new Tax Collector. * E9-1-1 Field Representative Casey Gordon delivered updated address map books, road maps and e_MapBook disks. He will provide a copy of the maps to the Town of Lisbon as they provide our emergency services. * Clark participated in a webinar to learn how to use the Grafton County Registry's new Laredo search system. * Chris Hadsel of Curtains Without Borders visited the Town Hall and Grange Hall with local historian Andrea Fitzgerald. Ms. Hadsel is applying for grants with the Lisbon Area

Historical Society to restore Lyman's painted curtains which have been in storage for a few years. She will keep the Selectmen informed as the grant process moves forward.

Trudell motioned to adjourn the meeting at 8:30 pm, 2nd by Ho-Sing-Loy, all voted in favor.

The next regular meeting is scheduled for Monday, Apr 29th, at 6:00 pm.

Approved:
