

## SELECTMEN'S MINUTES

May 13, 2019

Present: Bruce Beane, Jim Trudell, Donna Clark-AA, Celine Presby-Treasurer

Absent: Wendy Ho-Sing-Loy,

Other Attendees: Greg Thompson, Bob Tortorice

Chairman Beane called the meeting to order at 6:00 pm.

### **Manifests & Invoices:**

The manifests for May 6<sup>th</sup> and May 13<sup>th</sup> 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 \$145,852.74 in the WGSB checking account, \$50,700.72 in the WGSB Insured Cash Sweep (ICS) account, and \$450,000.00 in the Tax Anticipation Note (TAN). Beane motioned to approve the Treasurer's report as given, 2<sup>nd</sup> by Trudell, all voted in favor. \* The Selectmen authorized payments to be made for the 2019 health agency and cultural appropriations approved at Town Meeting.

### **Public Matters:**

Bob Tortorice of Building Alternatives met with the Board again concerning a Zoning Permit for Bentley & Lynn Craig for a new year-round residence for Map 206 Lot 004 on Poulsen Point Rd at the tip of Partridge Lake. This property has several matters that need to be addressed before a permit for construction is issued including no road frontage, access via Littleton's Poulsen Point Road then a lengthy deeded right-of-way over two parcels in Lyman, and shoreland protection requirements. Mr. Tortorice provided the additional information requested at the previous meeting including detailed maps showing the entire length of the access from Partridge Lake Rd in Littleton all the way to the proposed building site. Before proceeding with septic approval, shoreland approval, and at least one required variance from the Zoning Board of Adjustment, the Selectmen and Road Agent Tom Smith will visit the site with Mr. Tortorice and others to determine what road upgrades would be required. A date will be set for early next week and the visit will be posted as a Selectmen's meeting.

The Board revisited the Hubberton Rd matter of using the Class VI portion of the road for frontage and access to Map 221 Lot 025, without having to use the approved driveway location off the Class V road. A memo was prepared summarizing recent conversations with realtor Joy Moore and advice from Town Counsel. Among other considerations, the following would need to be addressed. Other issues may arise depending on the choices made and approvals received along the way. 1) The location of the driveway as designated on the approved 1991 subdivision plan can only be changed by another hearing of the Planning Board to remove or modify the condition of approval. The process would be the same as applying for a new subdivision approval. 2) Per the Town of Lyman's Class VI / Private Road Policy, the minimums for building

on a Class VI road are a 12 ft traveled surface with 2 ft shoulders on each side and a 6 inch gravel surface. Installation of drainage culverts may be required. Depending on the length of the improved road, a turnaround for emergency vehicles may be required. 3) The property owner would be responsible for researching the Class VI portion of Hubberton Road (formerly Clough Road) to determine who owns the underlying land. Town counsel indicated that most old roads are owned to the center line by the abutters. If that is the case, abutters along the section of road being improved and widened would need to agree to the changes. 4) For work done to the Class VI road that requires NH Department of Environmental Services wetlands permits, if the abutters do own to the center of the road, their assent would be needed as well. All permitting costs would be paid by the property owner(s) and a professional would have to ensure all work in the wetlands is properly done. 5) Lyman zoning requires 250 ft of improved road frontage for building. If this cannot be accomplished, a variance from the Zoning Board of Adjustment would be required. 6) Prior to the issuance of a zoning permit to build, a notice must be recorded at the Grafton County Registry of Deeds to the effect that the Town is not responsible for the maintenance of the Class VI road nor liable for damages resulting from the use thereof.

#### **Committee/Department Reports & Needs:**

Clark updated the Selectmen on Highway Dept matters. The road bans are off and Tom and Ed will be hauling winter sand. They will also attend next week's Mountain of Demos and will look into calcium chloride alternatives, among other things. Tom and Beane met with Chief of Crushing & Excavation and the person who will be in charge of the blasting to review the plans for this year's crushing. The project will likely start in the next few weeks. A purchase order was approved for Chief Crushing & Excavation for \$69,300 for blasting and crushing 10,000 yds of ledge pack plus adding a berm, fixing a corner of the buffer, and adjusting the grade of the floor of the pit. A purchase order for Presby Construction for \$18,497 for winter sand was also approved. \* New Deputy Town Clerk/Tax Collector Wanda Hubbard provided a written update for the Board on the days/hours she plans to work while learning her new duties, as well and trainings she will be attending. After observing interactions with customers for a couple of weeks, she is now beginning to do hands-on training. \* The Selectmen signed a directive authorizing Tax Collector Bethany Carignan to research and notify mortgagees on impending tax deeds. This year's date for deeding is July 18<sup>th</sup>. \* Trudell reported on the Apr 30<sup>th</sup> Cemetery Committee Meeting. New member Kevin Fraser was sworn in, the annual cemetery mowing contract with Locke's Lawn Care for \$5,000 was signed, and the group discussed reviewing and organizing cemetery files in the future. \* Following up on last week's discussion with Forest Fire Warden Brett Presby regarding the purchase of a replacement hand-held emergency radio, the Selectmen approved a revised quote for \$767.70. Beane then made a motion to transfer \$767.70 from the Forest Fire Equipment Capital Reserve Fund to the General Fund to cover the amount paid to Tac-2 Communications for the purchase of a replacement hand-held radio for emergency fire communications, 2<sup>nd</sup> by Trudell, all voted in favor. A letter authorizing the Trustees of the Trust Funds to coordinate the transfer of funds with Treasurer Presby was signed.

#### **Permits and Applications:**

The following were approved:

- Four Veterans Tax Credits
- Intent to Cut for Robert & Christine Meserve for Map 211 Lot 023
- Driveway Permit for Christopher & Natalie Santy for Map 209 Lot 002 on Hurd Hill Rd
- Accessory Zoning Permit for Gregory & Shari Thompson for a pole barn extension for Map 216 Lot 112. Mr. Thompson was in attendance to answer questions as prior NHDES Shoreland Permit by Notification Approval was required.

**Correspondence:**

The following were received:

- NHMA Legislative Bulletins #19 and #20
- May/June 2019 NHMA NH Town and City magazine
- Fiscal Year 2020 Grafton County Commissioners' Proposed Budget
- Spring Training Opportunity for Trustees of the Trust Funds
- Boys & Girls Club Spring 2019 newsletter
- Boys & Girls Club thank you for donated tables and desk chair
- Lisbon Main Street Inc Spring/Summer 2019 newsletter
- NHMA Managing Public Rights of Way seminar on May 30<sup>th</sup> in Concord
- Town of Easton Zoning Board of Adjustment Notice of Public Hearing on May 28<sup>th</sup> for an extension on an existing wireless communications tower

**Old Business:**

Beane and Trudell reported on the Historic Resources Grant Workshop they attended on Apr 30<sup>th</sup>. While the NH Land and Community Heritage Investment Program (LCHIP) has millions of dollars in matching grant funds available annually, their application process is stringent and may not be useful for Grange Hall repairs and maintenance. \* Letters to two property owners regarding ongoing issues will be prepared for the next meeting.

**New Business:**

A letter was sent to a homeowner regarding a health and safety issue due to trash. \* Beane, as acting liaison to the Zoning Board of Adjustment, reported on a May 8<sup>th</sup> hearing at which the ZBA granted a variance for the location of an existing wind generator. \* Clark reported on the May 8<sup>th</sup> Annual HealthTrust Benefits Administrator Workshop she attended. Benefits Advisor Peter Chapel will visit with Lyman's employees this summer to make sure they understand all the programs available to them. \* Lyman Community Group's May 11<sup>th</sup> Lyman Clean Up Day was once again a success with about 100 bags of trash being filled before and during the event.

Trudell motioned to adjourn the meeting at 8:15 pm, 2<sup>nd</sup> by Beane, all voted in favor.

The next regular meeting is scheduled for Monday, May 20<sup>th</sup>, at 6:00 pm.

Approved:

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