

## SELECTMEN'S MINUTES

May 20, 2019

Present: Bruce Beane, Jim Trudell, Wendy Ho-Sing-Loy, Donna Clark-AA, Celine Presby-Treasurer, Bethany Carignan-Town Clerk/Tax Collector

Other Attendees: Keith McKown

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

### **Manifests & Invoices:**

The manifest May 20<sup>th</sup> was authorized and new invoices for future payment were reviewed and initialed.

### **Treasurer's Report:**

The Treasurer's Report was read showing a balance of \$144,749.31 in the WGSB checking account, \$50,700.72 in the WGSB Insured Cash Sweep (ICS) account, and \$450,000 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 Board also signed a Request for Advance to transfer \$150,000 from the TAN to the General Fund checking account to pay upcoming bills including the monthly \$72,000 school payment.

### **Meeting Minutes:**

Minutes for the April 29<sup>th</sup> meeting were reviewed. Trudell motioned to approve the minutes as written, 2<sup>nd</sup> by Beane, all voted in favor.

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

Town Clerk/Tax Collector Bethany Carignan asked the Board for permission to set up a Facebook page for the Town that would be strictly used for business and would have the same notices currently posted at the Town Hall and on the Town website. She explained this could be a quicker way to get information on upcoming meetings and office closings out to the public. The Selectmen agreed to give it a try, as long as comments would not be accepted. Beth also inquired about adding a \$1.00 fee to vehicle registrations to cover the cost of mailing renewal notices. The Board is not in favor of this, although most towns include it. \* The Town Offices will be closed May 27<sup>th</sup> for the Memorial Day holiday. \* The Board reviewed and signed four timber tax warrants and certifications. All Reports of Wood Cut for the year ending Mar 31, 2019 have been returned and invoiced.

### **Public Matters:**

See the May 20, 2019 Site Visit Minutes for details. Beane and Trudell brought Ho-Sing-Loy up to date on the afternoon's site visit to the Bentley & Lynn Craig property on Map 206 Lot 004 on Poulsen Point Rd at the tip of Partridge Lake. Road Agent Tom Smith, property owner Bentley Craig, builder Bob Tortorice and a representative from Presby Construction were also in attendance. The Craigs would like to access their lot from Littleton's private Poulsen Point Road and the Selectmen were there to help determine the extent of the work needed to the existing right-of-way in Lyman to bring it

into compliance with the Road Policy for Building on Class VI Roads, Private Roads and Rights-of-Way. They found the road, which had been used for logging, to be in relatively good shape. Some work to the travel surface and shoulders needs to be done and a culvert replaced. The Board wants to see written approval for the improvements from the abutters. The builder also needs to confirm whether the home will be stick-built or a modular as the latter requires oversight from the building inspector. A zoning variance and other approvals will still be needed. The Lisbon Fire Chief will travel this road with the Lyman Selectmen on May 29<sup>th</sup> at 4:00 pm to determine the ability of the road to accommodate the Lisbon Fire Department's equipment in case of an emergency.

**Permits and Applications:**

The following was approved:

- Intent to Cut for Isaac & Mara Hicks for Map 217 Lot 8 and Map 218 Lots 001, 002 and 003

A Zoning Permit application for Jeffrey Winn for a new house for Map 219 Lot 058 was denied as it does not meet the required acreage, road frontage and road setback minimums. He will be referred to the Zoning Board of Adjustment to request a hearing for variances. Since the lot is on a private road, a liability waiver will also have to be recorded at the Grafton County Registry of Deeds.

Keith McKown picked up a Zoning Permit application for Steven Smith & Jane McKown for a new house for Map 220 Lot 001. He had questions about building requirements and removing land from current use.

**Correspondence:**

The following were received:

- NHMA Legislative Bulletin #21
- Poster for Pemi-Baker Solid Waste District's 2019 Household Hazardous Waste Collection on Aug 4<sup>th</sup> Littleton
- NH Dept of Revenue is accepting applications thru June 30<sup>th</sup> for the Low & Moderate Income Homeowners Property Tax Relief Tax Program. Forms are available at the Town Office.
- NH Municipal Association's Art of Welfare Workshop on June 13<sup>th</sup> in Concord

**Old Business:**

The NH Division of Historical Resources sent a letter of congratulations and a certificate for listing the Lyman Grange Hall on the NH State Register of Historic Places. \* A follow up letter was sent to property owners regarding information requested multiple times about a septic issue. The owner was told he cannot use the property until the requested information is received. \* A letter was sent to owners of a property asking for an update on their clean up efforts.

**New Business:**

Auditing firm Plodzick & Sanderson provided the final Independent Accounts' Report on Applying Agreed-Upon Procedures regarding the Tax Collector Audit done at the time former Carol Messner retired. They also prepared Recommittal Warrants for new Tax

Collector Bethany Carignan for Property, Yield & Land Use Change Tax that were reviewed and signed by the Selectmen. \* The Board reviewed and signed a letter appointing Transfer Station employees Fred Garofalo and Corey Rocke as the Town of Lyman's representatives to Pemi-Baker Solid Waste District. \* Clark completed the annual System Awards Management (SAM) registration which is required to apply for any federal grants. \* The US Census Bureau invited the Town to participate in the 2020 New Construction Program. The Board declined as the information requested is geared more towards larger entities.

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, June 3<sup>rd</sup>, at 6:00 pm.

Approved:

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