

## SELECTMEN'S MINUTES

July 29, 2019

Present: Bruce Beane, Jim Trudell, Wendy Ho-Sing-Loy, Donna Clark-AA, Tabbetha Shosa-PB & ZBA Coordinator and Office Assistant, Wanda Hubbard-Deputy Town Clerk/Tax Collector

Chairman Beane called the meeting to order at 5:05 pm.

### **Manifests & Invoices:**

The manifests for July 22<sup>nd</sup> and July 29<sup>th</sup> were authorized and new invoices for future payment were reviewed and initialed.

### **Non Public:**

Beane made a motion to enter non-public session per RSA 91-A:3, II(a) to present an employee review, 2<sup>nd</sup> by Trudell, all in favor by roll call vote. Resumed public session. The Selectmen met with Deputy Town Clerk/Tax Collector Wanda Hubbard as she has completed her 90 day probationary period. Now that she has had substantial training, Wanda will cut back to working two days a month with the Town Clerk and help cover the office when Bethany Carignan is unavailable.

### **Non Public:**

Trudell made a motion to enter non-public session per RSA 91-A:3, II(a) to present an employee review, 2<sup>nd</sup> by Beane, all in favor by roll call vote. Resumed public session. The Selectmen met with part-time Planning Board & Zoning Board of Adjustment Coordinator and Office Assistant Tabbetha Shosa. She has been with the Town since May 2018 and has impressed those with whom she has worked. Current Administrative Assistant Donna Clark will likely retire next summer and Tabbetha accepted the Selectmen's offer of increasing her part-time hours over the next year to learn Donna's responsibilities in preparation for her to be promoted to the Administrative Assistant position when it becomes available. This will be the best possible transition for the Town as she will have exposure to a full year of municipal responsibilities including tax rate setting, assessing, mapping, bookkeeping, year-end paperwork, auditing, budgeting, etc.

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

The Treasurer's Report was read showing a balance of \$197,994.26 in the WGSB checking account, \$50,709.57 in the WGSB Insured Cash Sweep (ICS) account, and \$150,000 in the Tax Anticipation Note (TAN). Trudell motioned to approve the Treasurer's report as given, 2<sup>nd</sup> by Beane, all voted in favor.

### **Meeting Minutes:**

Minutes for the July 15<sup>th</sup> meeting were reviewed. Beane motioned to approve the minutes as written, 2<sup>nd</sup> by Trudell, all voted in favor.

#### Committee/Department Reports & Needs:

The Board reviewed and signed a Land Use Change Tax warrant and invoice. \* The Selectmen reviewed and signed a property tax abatement for \$2.52 related to the repurchase of a formerly tax deeded property. \* Per Town Clerk Bethany Carignan's request, the Selectmen reviewed and signed a warrant authorizing Animal Control Officer Michael Slavtcheff to issue civil forfeitures for unlicensed dogs. \* The Board reviewed and signed an appointment paper for Debra Heathe to serve as a Zoning Board of Adjustment alternate. \* Beane made a motion to transfer \$2,399.99 from the Highway Equipment Capital Reserve Fund to the General Fund to cover the amount paid to P & S Equipment for a DR Field & Brush Mower Pro 26, 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. \* Beane reported on the July 23<sup>rd</sup> Tri-Town Transfer Station Committee Meeting he attended with Trudell and the Select Boards from Lisbon and Landaff. The purpose of the meeting was to discuss concerns about the steady and rapid decline of value for recycled materials and the impact those falling prices will have on our towns' transfer station costs next year. Many options were considered including not recycling our waste and just compacting it and shipping it to the landfill. That option was considered unacceptable due to the impact it would have on the landfill's fill up rate. The final vote was to continue to compress and bail and process our recyclables as we currently are doing and hope for a change in the value of our recycled products in the future. In the meantime, we will take whatever the buyers will pay us for the products we produce. Lyman's 2020 budget will have to consider the increased cost to our town for waste removal. An article on New Hampshire's recycling challenges and the state legislators' approval of a bill establishing a committee to work on this issue was reviewed. \* Zoning Board of Adjustment liaison Trudell reported the July 24<sup>th</sup> rehearing for the previously approved Loughran variance resulted in a denial. There is a 30-day window for an appeal of this decision before further action is taken.

#### Permits and Applications:

The following was approved:

- Elderly Exemption

An Accessory Zoning Permit for Gloria Burns et al and Charlotte Landry et al to enclose a portion of an existing roof cover over a trailer and/or install an 8'x12' shed for Map 216 Lot 012 was denied it does not meet lot size and setback minimums. They will be referred to the Zoning Board of Adjustment to request a hearing for variances. Since the location is within 250' of Dodge Pond, shoreland approval from the NH Department of Environmental Services will also be required.

#### Correspondence:

The following were received:

- Lyman Community Group's June 2019 meeting minutes
- NH Dept of Revenue Estimated Revenues Training - Clark will participate in the Aug 1<sup>st</sup> webinar
- North Country Council inquiring if there is interest in discussing shared ambulance services in our area. Since Lyman contracts emergency services from Lisbon, they would have to make that determination.
- USDA poster and information for town residents on bear safety

- Primex training on CDL: Drivers & Their Employers Best Practices on Aug 22<sup>nd</sup> in Concord
- Grafton County Fiscal Year 2020 Budget

**Old Business:**

Clark reminded the group about the Household Hazardous Waste Collection on Aug 4<sup>th</sup> at the Littleton Transfer Station, the NHMA webinar on ZBA Basics in NH on Aug 14<sup>th</sup> at noon and the NHMA webinar on Understanding NH Timber Tax Laws on Aug 21<sup>st</sup> at noon. \* Plans for the Aug 10<sup>th</sup> for Summer Social were finalized. The event runs from noon to 2:30 pm. Grilled foods and beverages will be provided by the Town and Lyman Community Group and guests are asked to bring a dish to share, if they wish. Jeremy Dean will again entertain the crowd with acoustical music. \* Trudell shared that it could cost as much as \$2,000 to replace the failing flag pole at the Town Hall with a larger pole and new flags. The Board believes this needs to be done and funds are available in the maintenance budget to cover it. Trudell will continue to work on better pricing before a decision is made. \* As a result of Governor Sununu's veto of the State Budget, the Senate President and Speaker of the House released a joint press release and a schedule of public hearings regarding the impacts of the continuing budget resolution. \* Per Steve Sherry and Gwen Selleck, the Lyman Community Group has decided not to pursue building a playground at this time. \* The Selectmen will send a thank you note to the Lyman Community Group for their efforts to keep Lyman beautiful by hosting the annual clean-up day, maintaining the flower beds at the Town Hall and assisting with the upcoming Summer Social.

**New Business:**

Two properties owned by the same people were tax deeded to the Town on July 18<sup>th</sup>. A deed letter was sent to the owners and the seasonal camp on one parcel has been added to the Town's insurance. The eviction process will be started if the former owners have not contacted the Town by the end of the week. \* July water analysis results for Dodge Pond and Round Pond were received and the water quality is acceptable for public use in these ponds. \* The Board reviewed and Beane and Clark signed the Representation Letter to Plodzik & Sanderson PA for the 2018 audit. \* The Selectmen reviewed and signed the 2018 MS-535 Financial Report of the Budget which will be uploaded to the NH Dept of Revenue web portal.

**Non Public:**

Trudell made a motion to enter non-public session per RSA 91-A:3, II(I) to discuss legal advice provided by legal counsel, 2<sup>nd</sup> by Ho-Sing-Loy, all in favor by roll call vote. Resumed public session. Trudell made a motion to seal the minutes of the non-public session, 2<sup>nd</sup> by Beane, all in favor following a roll call vote.

Trudell motioned to adjourn the meeting at 7:00 pm, 2<sup>nd</sup> by Ho-Sing-Loy, all voted in favor.

The next regular meeting is scheduled for Monday, Aug 12<sup>th</sup>, at 6:00 pm.

Approved:

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