

## SELECTMEN'S MINUTES

September 23, 2019

Present: Bruce Beane, Jim Trudell, Wendy Ho-Sing-Loy, Donna Clark-AA, Celine Presby-Treasurer

Other Attendees: Clark Brooks, Michael Belanger

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

### Manifests & Invoices:

The manifests for Sept 16<sup>th</sup> and Sept 23<sup>rd</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 \$53,951.06 in the WGSB checking account, \$50,718.17 in the WGSB Insured Cash Sweep (ICS) account, and \$150,000 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 \$100,000 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 Sept 9<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:

Clark updated the Board on highway department matters on Road Agent Tom Smith's behalf. This is temporary road crewman Richard Hubbard's last week for the season. Having a third man helping during the summer makes a huge difference in the amount of road work that gets done. Last week they installed a roll of geogrid material and new ledge pack in a problem area on lower Ash Hill Rd and are now putting ledge pack on Bobbin Mill Rd. Tom will be attending a required NH DES Culvert Maintainer Recertification course on Tues, and Ed Parker may be missing some time due to jury duty. The highway budget-to-date was reviewed. \* The Board reviewed the \$71,312.03 invoice from Chief Crushing & Excavation for 2019's production of ledge pack at the quarry which is generally a three year supply. The original purchase order was for 10,000 yds but he was given approval to crush an additional amount to clean up excess blasted stone. A purchase order was approved for \$3,012.30 to cover the additional 441 yds of crushed ledge. \* Trudell then made a motion to transfer \$70,000 from the Road Material Capital Reserve Fund to the General Fund to cover most of the Chief Crushing & Excavation invoice, 2<sup>nd</sup> by Ho-Sing-Loy, all voted in favor. A letter authorizing the Trustees of the Trust Funds to coordinate the transfer of funds with Treasurer Presby was signed. \* New Deputy Town Clerk/Tax Collector Wanda Hubbard will be covering the office on her own for two days in Oct. \* Letters were sent to all necessary agencies advising them that Todd Landry was recently appointed as Lyman's Emergency Management Director. One of his first responsibilities will be to

review the Local Emergency Operations Plan and update the Annual Concurrence Form for Year Three. \* A Safety Committee Meeting was tentatively scheduled for Oct 9<sup>th</sup> at noon.

**Permits and Applications:**

The following were approved:

- Pistol Permit
- Intent to Cut for Clark & Cindy Brooks for Map 221 Lot 017

A Driveway Permit application submitted by Wayne & Johanna Derby for Map 208 Lot 003 will require a site visit as the lot is accessed via a lengthy deeded right-of-way off Littleton's Gannon Road. This matter was discussed at the Sept 9<sup>th</sup> meeting and Clark will coordinate an acceptable date and time for all parties to meet.

**Correspondence:**

The following were received:

- NHMA Right To Know Workshop on Oct 9<sup>th</sup> in Lebanon
- Lyman Community Group's Aug 2019 minutes
- North Country Council Annual Meeting on Oct 24<sup>th</sup> in Shelburne
- State of NH Surplus Auction on Oct 19<sup>th</sup> in Concord
- HealthTrust Public Hearing Notice for Sept 26<sup>th</sup> in Lincoln and Concord
- Open House at NCES Landfill on Sept 28<sup>th</sup> in Bethlehem
- Information on two of the NH Bar Association's Pro Bono Referral Programs: Low-Income Taxpayer Project and Domestic Violence Emergency Project
- Boys & Girls Club of the North Country's 13<sup>th</sup> Annual Heart of the Community Breakfast on Oct 10<sup>th</sup> in Bethlehem
- Email from resident John Simpson expressing his continued concerns about rising school taxes
- NHMA Legislative Alert regarding the State's budget impasse and its potential effect on certification of 2019's property tax rates

**Public Matters:**

In response to an Aug 16<sup>th</sup> site visit and Aug 29<sup>th</sup> follow up letter, Michael Belanger met with the Selectmen to update them on what he has done to come into compliance with some zoning issues on his property. The Board was pleased with the progress that has been made. He also has a septic design underway and will submit a zoning permit application for a new home at the next meeting. Trudell will inquire if Lisbon's Fire Chief needs to be involved as the property is off a lengthy private road. A private road waiver will also be required.

**Old Business:**

Clark reported on her Sept 17<sup>th</sup> work session with Mandy Irving, the Town's assessing supervisor from Commerford Nieder Perkins. The assessments are ready to prepare the MS-1 Summary Inventory of Valuation to set the property tax rates except for the utility values which are supplied by the NH Dept of Revenue. Mandy also reviewed a land value assessment change requested by a Hurd Hill Rd property owner and analyzed a sampling of appropriate sales. Beane motioned to reduce the value for

2019 as recommended, 2<sup>nd</sup> by Ho-Sing-Loy, all voted in favor. CNP will be performing a statistical update of all property values in 2020. \* According to town counsel, the NH Supreme Court is scheduled to hear oral arguments in the ongoing FairPoint appeal on Oct 10<sup>th</sup>. \* The Selectmen and Cemetery Committee will likely put the 2020 cemetery mowing contract out to bid. There has already been some interest from people in that business. \* The applicant recently denied a Zoning Board of Adjustment motion for rehearing may pursue further action. \* Littleton Monument Company has repaired and cleaned several old grave stones in Center Cemetery. Hopefully, residents are noticing the progress being made from year to year.

**New Business:**

The Board reviewed the expense budget-to-date and found everything to be in line for this time of year. \* The Board also reviewed and signed adjustment journals for the 1<sup>st</sup> quarter and 2<sup>nd</sup> quarter payroll tax distributions. The town uses QuickBooks for its bookkeeping and a few manual adjustments are required during the year for municipal accounting purposes. The auditors suggested that the Selectmen sign off on all adjustment journals going forward. \* The new 2019 list of 45 Lisbon Regional School students was reviewed. There were a few names that were unfamiliar so Trudell will contact LRS principal Jackie Daniels for confirmation that they are Lyman residents.

Beane motioned to adjourn the meeting at 7:40 pm, 2<sup>nd</sup> by Trudell, all voted in favor.

The next regular meeting is scheduled for Monday, Oct 7<sup>th</sup>, at 6:00 pm.

Approved:

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