

## SELECTMEN'S MINUTES

October 7, 2019

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

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

### **Manifests & Invoices:**

The manifests for Sept 30<sup>th</sup> and Oct 7<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 \$78,696.59 in the WGSB checking account, \$50,718.17 in the WGSB Insured Cash Sweep (ICS) account, and \$50,000 in the Tax Anticipation Note (TAN). Beane motioned to approve the Treasurer's report as given, 2<sup>nd</sup> by Ho-Sing-Loy, all voted in favor.

### **Meeting Minutes:**

Minutes for the Sept 23<sup>rd</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:**

Road Agent Tom Smith updated the Board on highway department matters. All agreed the material crushed at the quarry this year is packing down great. They recently put 1,064 yds down on Bobbin Mill Rd, leaving about 7,000 yds stockpiled for future use. Rolls of geogrid material were installed on Ash Hill Rd, Under the Mountain Rd and Quebec Rd this year. Most main roads will be graded again in the next few weeks. The annual proposal from Cargill for road salt at \$84/ton was signed. The Board reviewed a quote for \$3,039 from Achilles Garage Door for repairs at the highway garage. After reviewing the highway budget-to-date, Trudell motioned to accept the proposal and move forward with the repair this fall, 2<sup>nd</sup> by Beane, all voted in favor. Tom advised that the steering box needed replacing on the 2008 International truck. He will also follow up on the purchase and installation of a replacement flag pole for the Town Hall. \* Town Clerk/Tax Collector Beth Carignan is on vacation the rest of this week. Her office will be closed Oct 9<sup>th</sup> and Deputy Wanda Hubbard will fill in Oct 10<sup>th</sup>. Wanda also submitted her letter of resignation as Deputy Town Clerk/Tax Collector as she does not have the time and flexibility to fill in as needed and to attend additional trainings. The Board will reach out to the other candidate who applied when the position was advertised last spring to see if she has any interest. \* The Board also accepted a letter of resignation from Sandra Moscicki as a Supervisor of Checklist. This vacancy will have to be filled as soon as possible. \* The Town Offices will be closed Oct 14<sup>th</sup> in observance of Columbus Day. \* Ho-Sing-Loy reported on the Sept 26<sup>th</sup> Budget & Finance Workshop she attended with Tabbetha Shosa. \* Clark reminded the group that the Quarterly Safety Committee Meeting will be held Oct 9<sup>th</sup> at noon and a Cemetery Committee Meeting is scheduled for Oct 10<sup>th</sup> at 7:00 pm. \* Oath of Office papers for Todd Landry and Donna Clark to serve as full Planning Board members were signed.

**Permits and Applications:**

The following were approved:

- Request for Use of Town Hall by Lori Williams
- Accessory Zoning Permit for Russell & Teri-Ann Hubbard for a mule hovel for Map 227 Lot 021

**Correspondence:**

The following were received:

- Letter from Tara Bamford outlining her community planning services which are now available through North Country Council
- NH Municipal Association's Annual Conference on Nov 13<sup>th</sup> & 14<sup>th</sup> in Concord
- Primex offering Family Medical Leave Act (FMLA) & Americans With Disabilities Act Amendments Act (ADAAA) training on Oct 24<sup>th</sup> in Concord

**Old Business:**

Lisbon Regional School Principal Jackie Daniels responded to Trudell's questions about a few names that were unfamiliar on this fall's Lyman student list and made adjustments as needed. \* The plumber is scheduled to install a small water heater in the Town Hall bathroom on Oct 21<sup>st</sup>. \* The Selectmen appreciated the work done by the Lyman Community Group to complete fall clean-up of the flower beds.

**New Business:**

The Board reviewed and Beane signed the annual HealthTrust Secure Member Portal Authorized Users Certification for Clark to continue to access information as the Town's Benefits Administrator. \* Schofield Septic suggested pumping the Town Hall septic tank but the Selectmen feel the new system is good for at least another year. \* Beane will purchase a small space heater for the old Selectmen's meeting room as the area near the computer station remains drafty in the fall and winter. \* The Selectmen discussed and signed the MS1 Summary Inventory of Valuation which will be used by the NH Dept of Revenue to determine the Town's 2019 property tax rates.

Beane motioned to adjourn the meeting at 7:35 pm, 2<sup>nd</sup> by Ho-Sing-Loy, all voted in favor.

The next regular meeting is scheduled for Monday, Oct 21<sup>st</sup>, at 6:00 pm.

Approved:

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