

SELECTMEN'S MINUTES

December 2, 2019

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

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

Manifests & Invoices:

The manifests for 11/20/19, 11/25/19 and 12/02/19 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 \$159,806.87 in the WGSB checking account and \$250,726.76 in the WGSB Insured Cash Sweep (ICS) account. Beane motioned to approve the Treasurer's report as given, 2nd by Trudell, all voted in favor.

Meeting Minutes:

Minutes for the Nov 18th and Nov 20th meetings were reviewed. Beane motioned to approve the minutes as written, 2nd by Ho-Sing-Loy, all voted in favor.

Committee/Department Reports & Needs:

Clark updated the Board on highway department matters. They approved purchase orders for B-B Chain for \$1,300.00 for 4 sets of tire chains and for Cargill for \$2,688.00 for 32 tons of road salt. * The Selectmen reviewed and signed two timber tax warrants and certifications. * The Board reviewed and signed the 3rd Quarter Payroll Tax Distribution Journal. * Trudell reported on the Nov 25th Cemetery Committee meeting where three sealed proposals were opened for 2020 mowing. Brett Presby recused himself from the process as one of the bids was from a family member. After some discussion, the Committee voted to accept the lowest bid which was submitted by Paul Rayburn Outdoors for \$5,000. * The Town Offices will be closed for vacation and the holidays from Dec 24th through Jan 1st. Clark will be in to take care of necessary bookkeeping and the Board will meet on Dec 30th to make final 2019 financial decisions. * The 2020 Annual Budget Hearing will be held Feb 4th at 7:00 pm at the Lyman Town Hall. This is a week earlier than last year but was moved up to avoid a conflict with the Feb 11th Presidential Primary. Town Meeting Day is Mar 10th. * Conservation Commission chairperson Lisa Linowes will informally meet with residents Roland Bosse and Beverly Bettencourt at the conclusion of the Dec 4th Lyman Planning Board meeting to explain the duties and responsibilities of a Conservation Commission member.

Permits and Applications:

The following was approved:

- Intent to Cut for Abigail Marie Presby Trust for Map 243 Lots 010 & 011

Correspondence:

The following were received:

- Littleton Urgent Care Grand Opening on Dec 3rd
- NH Dept of Environmental Services Notice of Public Hearing for the expansion of the North Country Environmental Service (Casella landfill) in Bethlehem on Dec 3rd at Profile School at 6:00 pm
- Lisbon Planning Board Notice of Public Meeting regarding a communication tower on Dec 12th at 6:00 pm
- NH Preservation Alliance Newsletter

Old Business:

Ho-Sing-Loy researched basic projectors for Town Hall presentations and believes a suitable model can be purchased at Walmart for much less than the \$400-\$500 unit found at Staples. * The Selectmen reviewed and signed 2020 wage & benefits statements to be presented at their Dec 4th meeting with full-time employees. They also prepared 2020 wage statements for part-time hourly employees and those receiving annual stipends. * Clark reminded the group that a Safety Committee Meeting will be held Dec 4th at 8:30 am. * Emergency Management Director Todd Landry followed up with Olin Garneau of Mapping & Planning Solutions regarding required plan updates. Lyman's Local Emergency Operations Plan will expire Sept 26, 2021. The plan is recommended (not required) to be updated every 5 years. The Hazard Mitigation Plan will expire Jan 11, 2022. Work on updates usually begins about a year in advance of the expiration date, and grant funding is available to help with the cost. * The owners of a parcel of land with buildings that recently contacted the Selectmen about possibly donating some or all of it to the Town have decided to keep it. * Work continued on the 2020 expense budget. The Town is waiting for Lisbon to provide figures for contracted and shared services for ambulance, fire support and operation of the transfer station. At this time, there are no plans to encumber any funds. Clark will confirm with Christopher Hodge that he will stay on as Lyman's building inspector and health officer for another year. Letters will be sent to three new agencies requesting 2020 appropriations explaining that initial funding requests must be in the form of petition warrant articles which would be due by Feb 4, 2020.

New Business:

North Country Council sent information on a Solid Waste Management grant they received which will allow them to offer additional household hazardous waste, tire disposal and electronic waste collections. It will also fund some site visits to transfer stations so they can provide feedback and recommendations of best management practices. The Lisbon-Lyman-Landaff Transfer Station is invited to participate. * North Country Council sent a letter of explanation of its 2020 dues and the services that are available to its member towns. * The Board reviewed and signed Plodzik & Sanderson's engagement letter for \$9,975 for the 2019 audit. * They also reviewed and signed the 2020 W.B. Mason Full Service Maintenance Agreement for the office copier. * The Selectmen responded to an inquiry from a property owner regarding the status of private road.

Beane motioned to adjourn the meeting at 8:10 pm, 2nd by Trudell, all voted in favor.

The next regular meeting is scheduled for Monday, Dec 16th, at 6:00 pm.

Approved:
