

SELECTMEN'S MINUTES

December 16, 2019

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

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

Manifests & Invoices:

The manifests for 12/09/19 and 12/16/19 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 \$58,235.48 in the WGSB checking account and \$325,736.06 in the WGSB Insured Cash Sweep (ICS) account. Treasurer Presby advised the Board that the Tax Anticipation Note (TAN) has been repaid in full early, saving the Town \$4,454.84 in interest. Trudell motioned to approve the Treasurer's report as given, 2nd by Beane, all voted in favor.

Meeting Minutes:

Minutes for the Dec 2nd and Dec 4th meetings were reviewed. Trudell motioned to approve the minutes as written, 2nd by Beane, all voted in favor.

Committee/Department Reports & Needs:

Road Agent Tom Smith updated the Board on highway department matters. The 2019 highway expense budget-to-date and 2020 proposed budget were once again reviewed. Until information is received from the Town of Lisbon regarding Lyman's share of the 2020 ambulance, fire support and transfer station budgets, the Selectmen cannot finalize amounts to be added to the Highway Equipment, Road Material and Bridge capital reserve funds. * The Echo Ledge Road sign issue has been resolved. * Tom presented and the Board approved a quote from The American Flag Store for \$2,662 for a new 30 ft flagpole for the Town Hall property to be paid for from 2019 funds. Tom also expressed some concerns he had regarding the operation of the highway department with the Selectmen. They will discuss these matters with him further when Wendy Ho-Sing-Loy is present to complete the 3-person Board. * Clark reminded the Selectmen that the Town Offices will be closed for vacation and the holidays from Dec 24th through Jan 1st. The Board will meet on Dec 30th to make final 2019 financial decisions. * On the recommendation of Conservation Commission chairperson Lisa Linowes, Beane voted to appoint Roland Bosse and Beverly Bettencourt as Conservation Commission members, 2nd by Trudell, all voted in favor. Their oath of office papers were signed. * The Selectmen reviewed and signed a Delegation of Deposit Policy and Authorization form for Deputy Town Clerk/Tax Collector Diana McGrath. She will be attending Municipal Agent training in Concord two days this week. * The dates to file for candidacy for open Town Offices are Jan 22nd to Jan 31st. * The Selectmen reviewed the Tax Collector's report of uncollected taxes to date. * Trudell will prepare a draft of the Selectmen's report for the 2019 Town Report. * Tabbetha Shosa then came forward at the Selectmen's request and discussed her progress in

training for the position of Administrative Assistant upon Donna Clark's retirement this coming summer. Tabbetha is happy with the progress she has made so far under Donna's guidance and she hopes to be prepared to take the position over when Donna retires.

Permits and Applications:

The following was approved:

- Intent to Cut for JH Neil Revocable Inter Vivos Trust for Map 237 Lots 004, 005, 006, 007, 008

Correspondence:

The following were received:

- Primex Time Management Webinar on Dec 19th - Clark & Shosa will take part
- NH Dept of Revenue Budget Overview Webinar on Jan 16th - Clark & Shosa will take part
- NH Municipal Association 2020 Moderators Workshop on Feb 15th in Concord - Phil Clark will attend
- The Boys & Girls Club is seeking financial support to build a new commercial kitchen as many children attending their programs are food insecure
- Lisbon Planning Board Abutter Notice for a Lot Line Adjustment Application

Old Business:

The dates to file for candidacy for 2020 open school board seats are Jan 29th to Feb 7th. The Town of Lyman successfully gained a third seat on the Lisbon Regional School Board by a vote at last year's annual school meeting. Now that seat needs to be filled so the Selectmen are hoping one or more residents step up and run for the seat. * Clark reported on the Dec 4th Safety Committee meeting. Annual fire inspections have taken place, a few highway items were recently purchased for safety reasons, and the highway department may consider replacing some corded power tools with cordless versions as needed which would lessen the chance of tripping over cords. * The model of projector for Town Hall presentations is still to be determined.

New Business:

The Board reviewed and signed the 2019 Equalization Municipal Assessment Data Certificate which will be uploaded to the NH Dept of Revenue portal. * The Selectmen reviewed assessing firm Commerford Nieder Perkins' proposals for the required 2020 statistical update and chose the option that includes informal reviews with property owners for a cost of \$24,200. * Primex advised Lyman it will receive a \$230 Premium Holiday (credit) on the 2020 Unemployment Compensation invoice. * Standard Power sent information regarding a new community power program but the Selectmen are too busy to address it at this time.

Trudell motioned to adjourn the meeting at 8:40 pm, 2nd by Beane, all voted in favor.

The next regular meeting is scheduled for Monday, Dec 30th, at 6:00 pm.

Approved:
