

SELECTMEN'S MINUTES

March 16, 2020

Present: Bruce Beane, Jim Trudell, Wendy Ho-Sing-Loy, Donna Clark-AA, Beth Carignan-Town Clerk/Tax Collector, Tabbetha Shosa-Office Assistant, EMD Todd Landry

Others in Attendance: Lisbon Regional School Principal Jackie Daniels and School Board members Steve Sherry, Lori Williams and Owen Clark

Chairman Beane called the meeting to order at 4:00 pm.

Manifests & Invoices:

The manifests for 03/09/20 and 03/16/20 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 \$40,801.95 in the WGSB checking account and \$225,870.67 in the WGSB Insured Cash Sweep (ICS) account. Beane motioned to approve the Treasurer's report as given, 2nd by Ho-Sing-Loy, all voted in favor.

Non Public:

Beane made a motion to enter non-public session per RSA 91-A:3, II(a) to discuss an employee review, 2nd by Trudell, all in favor by roll call vote. Resumed public session. Trudell made a motion to seal the minutes of the non-public session, 2nd by Ho-Sing-Loy, all in favor following a roll call vote.

Meeting Minutes:

Minutes for the Mar 2nd regular meeting and Mar 10th Annual Town Meeting were reviewed. Trudell motioned to approve the minutes as written, 2nd by Ho-Sing-Loy, all voted in favor.

Committee/Department Reports & Needs:

The Board briefly reviewed the 2020 Town Meeting. All articles were passed as written and Ho-Sing-Loy was re-elected to a 3-year term. Since the Chairman's position on the Board of Selectmen is traditionally held by the person in the third year of his or her term, Beane motioned to elect Trudell to be the Chairman for the coming year, 2nd by Ho-Sing-Loy, all voted in favor. Among other town officers, longtime moderator Phil Clark and Zoning Board Chairman Bob Chenevert chose not to run this year so there are several new people stepping up to participate in town government. The Board welcomes them all! * Tax Collector Bethany Carignan met briefly with the Board and suggested sending a letter or postcard to property owners to advise them of the Town's vote to change to semi-annual property tax billing starting in 2021. * Clark updated the Board on Highway Dept matters on Road Agent Tom Smith's behalf. The weight limit restrictions were posted on Lyman's roads as of Mar 4th. A purchase order for

Crosstown Motors for \$5,018.15 for wheel bearing and emission sensor repairs to the one-ton truck was approved. Tom Smith and Beane are working with our insurance company's adjuster regarding the 2017 10-wheeler which was significantly damaged while plowing. * The 1st Quarter 2020 Safety Committee Meeting was confirmed for Mar 19th at noon.

Emergency Management Director Todd Landry reviewed the latest information received on COVID-19. He will forward a notice with links to reliable resources to be placed on the Town's website and Facebook page. Schools have been closed and will turn to remote learning for the time being. The Governor's Office has mobilized NH 2-1-1 to handle COVID-19 calls from NH residents, Littleton Regional Healthcare has changed its policies for admissions and visitors, and the State is holding daily conference calls for EMDs, emergency responders and town officials to keep all parties informed about this evolving situation.

Permits and Applications:

The Selectmen clarified the minimum road width requirement wording in the Agreement and Release Regarding Building Permit for Private Highway for property owners planning to build a home on Poulsens Point Rd. They added an explanation that the 16 ft minimum width includes a 12 ft travel surface and 2 ft shoulders.

Correspondence:

The following was received:

- Legislative Bulletin #11

Old Business:

Clark reminded the Selectmen about the Assessment Review and Statistical Update startup meeting with representatives from the Dept of Revenue and Commerce and Perkins which will take place on Mar 17th at 2 pm. The 2019 Equalization Ratio documents recently received will also be discussed. * It is expected that several upcoming trainings the office staff signed up for will be postponed due to Coronavirus concerns.

New Business:

The Board approved HealthTrust's suggestion to name Donna Clark as the Town's CEO (currently Beane) in addition to her position as Benefits Administrator as a recent change in their contact system only allows for one business email address and sensitive information should not be sent to a personal email. * HealthTrust also offered potential dates for an onsite Benefits Education training for participating employees. * Mitchell Municipal Group, PA announced some staff changes but the Town's main attorney is still there.

Public Matters:

At the request of the Selectmen, Lyman's School Board representatives Steve Sherry and Lori Williams attended the meeting, along with Lisbon Regional School Principal Jackie Daniels and Lisbon School Board representative Owen Clark. Principal Daniels noted that the Annual School Meeting was postponed by the School Moderator from

Mar 18th to Apr 1st at the earliest due to COVID-19. The NH Dept of Education rules only allow for a postponement of two weeks so the date will likely be rescheduled again. The group started off by discussing the proposed 2020-2021 budget including the operating budget, teachers and staff, and a new resource officer position. The school is also receiving a one-time state adequacy appropriation in the amount of \$393,000 which is meant to make up for the 4% reduction in aid over the past few years. The School Board proposes two warrant articles to redirect all or some of that amount to the Building Maintenance fund for necessary improvements. If all articles pass with the \$393,000 contribution to the Building Fund, the estimated 2020 tax impact is \$2.42 for Lyman and \$4.44 for Lisbon. If all articles pass with the \$100,000 contribution to the Building Fund, the estimated 2020 tax impact is \$1.44 for Lyman and \$2.45 for Lisbon. The conversation then turned to the proposal to demolish the old Annex building and replace it with a 1-story building to house special education and pre-school children. The estimated cost is \$1.6 million with 57% of that covered by State Building Aid. It would allow the District to keep day placement money in its own school (currently \$25,000-\$40,000 per student) and potentially accept tuition students from other area schools. The school is in desperately in need of special ed classrooms and the other part of the building would be used for a pre-school which Lisbon Regional does not currently offer. This future building project will be discussed at the Annual School Meeting under Article 6. The group also briefly touched on the school's efforts to immediately transition to remote learning per the Governor's executive order, while keeping children safe and fed. The Selectmen thanked everyone for coming and for the hard work they doing in this difficult time.

Trudell motioned to adjourn the meeting at 7:05 pm, 2nd by Beane, all voted in favor.

The next regular Selectmen's meeting is scheduled for Mar 30th at 6:00 pm.

Approved:
