

SELECTMEN'S MINUTES

July 6, 2020 at the Town Hall

Present: Jim Trudell, Bruce Beane, Wendy Ho-Sing-Loy, Tabbetha Shosa-AA, Todd Landry-Emergency Management Director, Beth Carignan-Town Clerk

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

Manifests & Invoices:

The manifest for 07/06/20 was authorized and new invoices for future payment were reviewed and initialed.

Treasurer's Report:

The Treasurer's Report was read showing a balance of \$255,561.81 in the WGSB checking account, \$55,924.25 in the WGSB Insured Cash Sweep (ICS) account and \$300,000 in the WGSB Tax Anticipation Note (TAN). Beane motioned to approve the Treasurer's report as given, 2nd by Ho-Sing-Loy, all voted in favor.

Meeting Minutes:

Minutes for the June 29th meeting were reviewed. Ho-Sing-Loy motioned to approve the minutes as written, 2nd by Trudell, all voted in favor.

Committee/Department Reports & Needs:

- Shosa reported on highway department matters. Town of Lyman signage will be added to the new 10-wheeler in the next week. Smith replaced a deadbolt at the Highway Garage and new keys were provided to the Selectmen.
- Town Clerk Beth Carignan discussed concerns with ongoing internet issues. Both Carignan and Shosa have reached out to Consolidated Communications and are waiting for a response. The Selectmen discussed different providers that may be able to better service the town. Shosa will reach out to Mountain Top Telecom on Wednesday, July 8th and report back with options.
- Town Clerk Beth Carignan discussed concerns with the copier in her office. Shosa will reach out to WB Mason and gather information on the cost of having maintenance done on the copier to fix the current issues versus the cost to replace it.
- BOS will meet weekly to accommodate the new Administrative Assistant and provide additional support as needed. This new schedule will be revisited at the beginning of August and adjusted to meet the need of the new Administrative Assistant.

Permits and Applications:

- None

Public Matters:

- EMD Todd Landry joined the meeting at 6:30 pm to discuss COVID preparations for upcoming elections and PPE supplies that will be needed. Shosa provided an updated list of PPE supplies that will be provided by the state that was received from the Secretary of State on Monday, July 6th. NH Homeland Security and Emergency Management is collaborating to deliver all necessary supplies including N-95 mask, Surgical Mask, Gloves, Face Shields, Gowns, Hand Sanitizer, Sneeze Guards, Sanitizing Wipes, Disposable Earphone Covers, Pens/Pencils, Social Distancing Signs, Painters Tape to mark Social Distancing, Paper Mats for writing surfaces, and Ballot Privacy Carriers for the town workers and voters during the September and November votes that will take place.

Correspondence:

- Trudell will review the ARC News magazine and report back with any information that may pertain to the BOS.
- Shosa will attend Thursday calls for Local Officials & Employees that the NHMA attorneys are hosting. These calls will provide updates on COVID-19 changes and provide an opportunity to ask questions about changes.

Old Business:

- Shosa will come in on Friday, July 10th so that Martin's Cleaning can clean the carpets.
- The Selectmen will continue to review the BOS reference materials - zoning, building, roads, dogs, meetings, etc. provided at the prior meeting.
- The Selectmen were reminded about the WebEOC tutorial & online classes recommended by EMD.

New Business:

- A complaint about excessive speeding on Ogontz Road was filed with the town. The Selectmen reviewed the complaint and agreed that speeding is an issue. The complainant has been referred to the State Police.
- Ho-Sing-Loy will need a set of keys to access the Town Hall now that she has been added to the call list in case of emergencies.
- Kane from Capitol Alarm will be here on Thursday, July 9th for system review and training for the staff. Beane will attend the review and training as well.
- Vicki Ayer from the Department of Revenue will be coming to review the Elderly Exemption & Veteran Tax Credit Confirmation Applications that have been received. Shosa will report on their meeting at the upcoming meeting.
- Shosa continues to transfer Administrative Assistant contact info and account setups from Clark.

Trudell motioned to adjourn the meeting at 6:55 pm, 2nd by Beane, all voted in favor.

The next regular Selectmen's meeting is scheduled for July 13th at 6:00 pm at the Lyman Town Hall.

Approved:
