

## SELECTMEN'S MINUTES

November 08, 2021 at the Town Hall

Present: Bruce Beane, Jim Trudell, Wendy Ho-sing-loy, Administrative Assistant-Tabbetha Shosa, Road Agent- Tom Smith, Town Clerk/Tax Collector-Beth Carignan

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

### **Manifests & Invoices:**

The manifests for 11/01/2021 and 11/08/2021 were authorized and new invoices for future payment were reviewed and initialed.

### **Treasurer's Report:**

The Treasurer's Report was read by Shosa and showed a balance of \$85,059.26 in the WGSB checking account, \$50,000 in the NOW account, and \$212,728.26 in the WGSB Insured Cash Sweep (ICS) account. Beane motioned to approve the Treasurer's report as given, 2<sup>nd</sup> by Trudell, all voted in favor.

### **Meeting Minutes:**

Minutes for the October 25<sup>th</sup> meeting were reviewed. Trudell motioned to approve the minutes as written, 2<sup>nd</sup> by Ho-sing-loy, all voted in favor.

### **Committee/Department Reports & Needs:**

- Carignan provided an updated Property Tax Report for November 2021 and a Property Tax Report for November 2020 so that the Selectmen could compare.
- Shosa provided an update on the certification for the State Statutes training that she attended two weeks ago and informed the board that she passed the exam.

Shosa provided an update regarding the recent Safety Compliance Inspection. The Inspector requested that two updates be made to the Highway Departments Chain Inspection checklist. Shosa and Smith worked together to ensure compliance. At the request of the State Inspector pictures of the updated Inspection Checklist were provided today. Shosa will update the BOS once the final letter of approval is provided.

- Shosa explained that the Emergency Management Plan that was reviewed with Landry at a prior meeting needed an updated Adoption form. The BOS reviewed and signed the 2021 EMP.
- Smith discussed the progress on the Ogontz Bridge and explained that the forms would be removed within the next couple of days. Equipment clean-up and the installation of the guardrails are all that remain before Smith and Parker bring in the necessary road material and remove the detour signs.

Smith provided the BOS with the estimate for a 2020 6105 John Deer Tractor that would be used for roadside mowing. The tractor has a total of 1,200 hours on it

currently and would cost approximately \$105,000. Trudell stated that the purchase of a roadside mower could save the Town a substantial amount of money over time since a tractor for such road maintenance is currently rented annually at a high premium. Beane agreed that having this piece of equipment at the Town's disposal would be more cost effective and would provide more flexibility for the Highway crew's schedule. The BOS asked Smith to look into whether or not a deposit to hold the tractor would be considered by the vendor.

Smith discussed the plan to replace the loader in the next year and explained that a recent repair to the Electronic Control Module as well some maintenance regarding rocks in the tank could mean that the loader will last a bit longer than originally planned. He also discussed concerns for limited supply of new equipment due to all the challenges businesses are currently facing with receiving necessary product.

**Correspondents:**

- The BOS briefly reviewed the NH Town and City November/December 2021 issue. Beane will do a more thorough review for any information that might pertain to the Town of Lyman.
- The BOS reviewed an update from the Grafton County Broadband Committee.
  - Lisbon Lions Club was approved.
  - Grafton County Senior Citizens Council was approved.

**Permits and Applications:**

The following was approved:

- Building Permit for property located at Map 221 Lot 026 regarding a shed.
- Building Permit for property located at Map 222 Lot 008 regarding a sugar shack.
- Building Permit for property located at Map 217 Lot 010 regarding a house.
- Cemetery Plot for Lot #91 & #92B

**Old Business:**

- Timothy Ruff called in to discuss multiple Zoning violations and what steps need to be taken to bring these violations into compliance. The BOS explained that the two structures that Mr. Ruff has begun construction on sit on two separate lots and that neither of these lots are considered buildable lots due to their size. Beane explained that after reviewing the information provided to the Town by Mr. Ruff as well as the maps and deed on file that it did not appear that the road that runs between the two lots belonged to Mr. Ruff and therefore the lots would not be considered contiguous. Beane explained that Mr. Ruff would be responsible for proving otherwise and may need to consider hiring a surveyor should he decide to pursue a Lot Merger Application. Mr. Ruff explained to the BOS that he was overwhelmed by the Variance Application and he needed additional assistance beyond the resources provided by Shosa in filling out the form. The BOS invited him to attend the upcoming Selectboard meeting on Monday, November 22<sup>nd</sup> at 6:00 pm so that they might answer some of the questions he has regarding the

form. Mr. Ruff confirmed that he will attend the November 22<sup>nd</sup> meeting at 6:00 pm and bring the two variance applications required with him.

**New Business:**

- The BOS reviewed a property update for a property located on Wilderness Acres Rd.
- Shosa provided the BOS with the updated 2022 Health Trust Rates and Employee Wages. The BOS will do employee reviews in the next month.
- The BOS reviewed and signed the 2022 contract for W.B. Mason, Co.

Ho-sing-loy motioned to adjourn the meeting at 7:15 pm, 2<sup>nd</sup> by Trudell, all voted in favor.

The next regular Selectmen's meeting is scheduled for November 22<sup>nd</sup> at 6:00 pm at the Lyman Town Hall.

Approved:

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