

Selectmen's Minutes

October 19, 2015

Present: Bruce Beane, Steve Moscicki, Jim Trudell, Donna Clark-AA, Celine Presby-Treasurer

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

Manifests & Invoices:

The manifests for Oct 12th and Oct 19th 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 \$79,164.02 in the WGSB checking account, \$10,180.88 in the WGSB Insured Cash Sweep (ICS) account and \$100,000.00 in the tax anticipation note (TAN). Beane motioned to approve the Treasurer's report as given, 2nd by Moscicki, all voted in favor.

Meeting Minutes:

Minutes for Oct 5th and Oct 15th were reviewed. Trudell motioned to approve both sets of minutes as written, 2nd by Moscicki, all voted in favor.

Committee/Department Reports & Needs:

- Emergency Management Director Michael O'Brien met with the Board to discuss the Nov 4th meeting to start the Hazard Mitigation Plan update with June Garneau of Mapping & Planning Solutions. Members of the town staff and various boards will participate as the hours spent working on the project count towards the Town's in-kind match for the grant. He also presented the emergency information packet that will be mailed to all Lyman households. Clark will get a price on printing and folding the pages for mailing from Staples to see if it is less expensive than doing it in-house.
- Clark updated the Board on highway department matters on Tom Smith's behalf. The highway crew cut back the brush between the Grange Hall and cemetery and Tom will dig a drainage ditch behind the building as it is very wet. They will also be cutting back trees along roadsides and getting the trucks ready for winter. Tom and Richard relocated the perimeter drain pipe in the lower Town Hall parking lot and did some other excavating to assist with the septic system installation. Once it is complete, the highway crew will bring in material to level out the lower parking lot prior to construction of the handicapped ramp entrance for the lower meeting room in the Town Hall addition. Beane will confer with Tom about his plans for laying down more ledge pack this fall. Barrett Trucking's price for winter salt for the 2015-2016 is \$79.85 per ton. The Board reviewed and signed Michie Corporation's municipal credit application and agreement. State Representative Brad Bailey has spoken to the new NH DOT Commissioner Victoria Sheehan and Executive Councilor Joe Kenney regarding proposed paving of the Lisbon-Lyman Loop in 2016.
- The Board approved Clark's request for a vacation day.

Permits and Applications:

The following was approved:

- Driveway Permit for James & Juliet Green for Map 214 Lot 007

Based on advice from Town Counsel, the Board prepared an outline of the process necessary for prospective buyers of a Brook Rd property to pursue using a discontinued road to access the lot for building. Among other things, they must request a variance from the Zoning Board of Adjustment.

Correspondence:

The following were received:

- Lyman Community Group's Sept 2015 meeting minutes
- NH Dept of Environmental Services - Schedule of informational meetings on reorganizing permitting processes
- UNH Cooperative Extension - Forest Laws for Municipal Officials workshop - Nov 10th in Lancaster
- Davis & Towle Insurance Group will hold an educational session on property-liability insurance for municipalities at the Nov NHMA Conference
- Oct 2015 A Safer Road to Tomorrow newsletter
- HealthTrust will be sending letters to employees regarding 2016 changes to health plans

Old Business:

- Lyman is still waiting for the NH Dept of Revenue to set utility values to complete the MS-1 Summary Inventory of Valuation form necessary to calculate the property tax rates.
- Beane reported on his meeting with John Hanks of Littleton Monument Company. Mr. Hanks works with several municipalities on cemetery stone maintenance programs and explained the best way is to budget a certain amount annually and he will work at his own pace to repair or replace stones. The Town currently budgets \$1,500 a year for miscellaneous cemetery maintenance but will likely increase that amount. This information will be passed along to the Cemetery Committee.
- Uppanotch Electric will be contacted to replace two outdoor lights and install some electric baseboard heat in the Town Office lobby.
- Beane and Charles Hochmuth will make repairs to the Town Hall roof to prevent ice from forming and creating water issues.
- Clark will arrange for Trudell and Stan Borkowski to inspect a house recently tax deeded to the Town.
- The Board continued working on a new application and qualifications for using the balance remaining in the Lyman Housing Improvement Fund.

New Business:

The Town's longtime assessor Phil Bodwell is leaving Commerford Nieder Perkins LLC to work for the NH Dept of Revenue Administration. He has scheduled one more day to work with Clark to enter sales for the 2015 equalization process and tie up any loose ends. CNP will be assigning a new assessor to the Town.

Trudell motioned to adjourn the meeting at 8:00 pm, 2nd by Moscicki, all voted in favor.

The next regular meeting is scheduled for Monday, Nov 2nd, at 6:00 pm.