

Minutes  
Board of Selectmen Meeting  
**Tuesday April 26, 2016**

Selectmen Present:  
Randy Subject, Colin Stubbings, and Terri Mertz

The meeting was called to order @ 7:03 pm by Chairman Subject.

Chairman Subject announced that the meeting was being recorded for the purpose of accurate minutes.

**Pledge of Allegiance** – The meeting was started with the Pledge of Allegiance.

**Sewer Department - John Metcalf** – See attached report.

**Police Department – Chief Gary Hebert** - Chief Hebert said he sent the Board estimates from Alarmco for the purchase and installation of the alarms. Chief Hebert informed the Board he would be heading to Concord, NH, tomorrow to deliver bloodwork from Friday's (04/22/16) DWI. He will also be attending a prosecutor's meeting in Campton, NH, tomorrow.

**Emergency Management Department – Bernie Marvin** – Mr. Marvin reported he has a meeting scheduled with the owner of Maps to discuss the process of updating the Town's Hazard Mitigation Plan. Mr. Marvin said he is making progress on the E-911 project. He is updating data for the roads in Town, which are not showing up on the E-911 maps such as Moses Hill Road, Smith Lane and Cedar Lane. Chairman Subject asked Mr. Marvin for an update on the progress of plans for the Memorial Day Parade. Mr. Marvin said he now has a band. The Lyme Town Band was unavailable this year due to a conflict in their schedule. The Mad Bavarian Brass Band will be performing instead. Helga Mueller will be the guest speaker and he is still awaiting confirmation for the Grand Marshall. He has spoken with the School and some students will sing the National Anthem and the School will also have a program they will be putting on. Ms. Collins asked Mr. Marvin if the new band would be receiving lunch as part of their contract and he said they would. Ms. Collins suggested he contact the School so they are aware they need to keep track of what to bill the Town.

**Treasurer – Susan Belyea** – See attached report. Ms. Belyea provided copies of her March 2016 reconciliation.

**Executive Assistant – Jennifer Collins** – Ms. Collins said she will put together a list of members of the Zoning Board, Conservation Commission and Planning Board to send to George Mertz so he can publish them on the Town website. Ms. Collins noted all the Boards currently have their spots filled for full memberships; however, all the Boards are in need of alternates. Avitar Associates currently has all the abatements that have been submitted to the Town and someone from Avitar will be in Town in the next week to review the properties. They will issue their decisions to the Board for their review and approval. Dead River will be installing a new whistle on the fuel tank in the Old Church Building on Monday May 2, 2016. The Sewer Warrant was given to the Tax Collector for processing the sewer bills, which she has done. Chairman Subject signed a Pole Attachment Agreement Application and Permission to Temporarily Attach Form so flags can be displayed on the telephone poles in Town from Memorial Day to Columbus Day. Ms. Collins gave

the Board a copy of the budgeted expenditures spent to date for their review. Ms. Collins said quotes for the Property Liability lines of insurance will not be received for a few more weeks. Ms. Collins discussed an e-mail she received from Nancy Mayville regarding reimbursement on the Indian Pond Bridge Project. Ms. Mayville stated she will approve the invoices submitted to her by the Town last August for reimbursement. She needs a copy of the Notice of Award to the Contractor and a copy of the Work Order by FEMA. Ms. Collins has drawn up letters for the Board to sign for the 3<sup>rd</sup> reimbursement request on the Indian Pond Bridge Project. Chairman Subjeck wants to review the letters again before he signs them and asked Ms. Collins to leave copies of them in the office for the Board to sign after they reviewed them. Ms. Collins mentioned Mr. Hartley had stopped in to the office today to ask when the lease is up on the School Lot. Ms. Collins informed him the lease was up this year. Mr. Hartley said Mr. Gladstone had expressed interest to him in purchasing the property if the Board was going to sell it.

### **Manifests**

The Board reviewed and signed the manifests. Chairman Subjeck asked when the next school payment is scheduled. He was told it was due on June 1, 2016. Ms. Belyea had sent an e-mail to the SAU's Financial Administrator, Melissa Dunnett, to have her update the June 1<sup>st</sup> payment to reflect the actual amount due. Ms. Belyea will make sure to stay on top of this to get the updated figure.

### **Old Business**

- a. **Board Appointments (Outstanding?)** – Previously discussed
- b. **Other Old Business** – None

### **New Business**

- A. Intent to Cut** – The Board signed an Intent to Cut for David & Judy Witcher for Map/Lot R05-10. It is a small cut.
- B. Pictures on Town Website** – Selectman Stubbings said he thinks the Board should invite the individuals who have issues with their pictures being on the website to either the next work session or Selectmen's meeting. Ms. Collins will get in touch with them to find out which day was more convenient.
- C. Highway Department Load Document** – This item was tabled to the May 10<sup>th</sup> meeting.
- D. Other New Business** – Ms. Collins is still waiting for a response from Roy Duddy with Eversource as to when he will attend a Selectmen's meeting to discuss the proposed closing of their Haverhill substation.  
Selectwoman Mertz said George Mertz could put a notice on the website telling residents who are interested in paying their dog licenses and/or motor vehicle registrations online to contact the Town Clerk.

**Public Input** – None

**Minutes** – The minutes from April 12, 2016, Board of Selectmen's Meeting were reviewed and corrections were made. Selectman Stubbings moved to accept the minutes as amended. Selectwoman Mertz seconded the motion. Motion passed 3-0.

Chairman Subject moved to adjourn from the meeting at 8:27 p.m. Selectman Stubbings seconded the motion. Motion passed 3-0

Respectfully Submitted,

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Jennifer L. Collins

Board of Selectman

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Randy Subject

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Colin Stubbings

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Teran Lee Mertz

Approved:

Members of the Public present at the general meeting as recorded by "sign-in sheet" included: S. Belyea, J. Metcalf, B. Marvin, G. Hebert, and J. Collins.