

TOWN OF LYME
Select Board Meeting
May 7th 2015
Town Office Conference Room
Approved: May 14th, 2015

The following were present for all or part of this Select Board meeting:

Susan J. MacKenzie (Chair), Patricia G. Jenks (member), Charles J. Smith (member), Chief O'Keefe (Police Chief), Anthony Swett (Officer), Highway Department: Fred Stearns (Road Agent), Scott Bailey and Steve Williams (equipment operators), David Robbins (Zoning Administrator) & Dina Cutting (Administrative Assistant).Megan Fryman (Pond Program). Melissa Hopf and Candice Spaulding (Healthtrust)

1. Chair MacKenzie opened the meeting at 8:00AM.
2. Highway Department: The Highway Department has been grading, cold patching and fixing culverts over the past month. They will be working on the old guard rail posts on River Road Fisher Bridge area. The announcement of the new highway employee was made official and the Town and Highway Department welcome Michael Tebbetts.
 - Stearns confirmed he will be out of work for an extended period of time. The Board and Stearns will be discussing this more at a later date.
 - MacKenzie stated while Stearns would be out of work as the Foreman he was still the Road Agent and will be making decisions and confirming a work schedule for the other employees. MacKenzie suggested they all meet to come up with a future schedule.
 - It was noted the listserv messages the Highway department is sending out are being well received and the community thanks the Highway department.
 - The test pit went well on Hewes Brook Bridge. The signage used is important to these kinds of work details. There was virtually no traffic. The highway department will order a few of these warning signs.
 - Market Street: there is a unique hole in the road. Property owner is not sure who is responsible for it. Stearns believes it's a culvert and will investigate.
 - Grading on River Road will take place next week.
 - Grader repairs in the amount of \$8,166.92 were approved to be paid from the Emergency Equipment CRF.
 - Upcoming Highway projects: MacKenzie reported the Park and Ride project has started, catch basins are in. The school parking lot committee has not finalized any plan yet. The school has 30 spaces and needs 40.
 - Plugged culvert on River Road: This town culvert has historically been an issue; the property owner has been plugging it because they believe if the water does not stay on their property, their well could be in jeopardy. The plugging of it causes buildup of stagnant water which may be compromising a neighboring well. The board and Highway department discussed the importance of this culvert. Smith will draft a letter to the property owner.
 - Headers on River Road: Concerns brought forward about these cement structures sliding down off the banks into fields. As they aren't needed in that location any longer the highway department may be able to remove them and stabilize the area with rip rap. The headers could be kept "in stock" and used elsewhere if needed.
 - Williams expressed some frustration with the new web DPW program. Adequate training has not happened and it is a difficult program to figure out. Cutting reiterated that once Williams gets a training date he needs things should fall into place. MacKenzie suggested any payments of funds be withheld from BMSI until training has taken place.
 - The culverts needing attention this summer will be marked.
 - The board reviewed the policy concerning culvert maintenances and replacement. If a culvert is plugged and a water event could damage the road the culvert should be opened up. If there is a damaged culvert that needs replacing it is the property owner's responsibility.
3. Megan Fryman-Pond Program Coordinator: Presented a request to change hours and weeks for the

TOWN OF LYME
Select Board Meeting
May 7th 2015
Town Office Conference Room
Approved: May 14th, 2015

- 2015 Pond Program. The hours will be 9:30AM (with an early drop off at 8: 30AM - \$5.00 additional fee) to 1:00PM. 2 weeks in July and 2 weeks in August. The board approved this change
4. Smith moved to approve the minutes of April 30th, 2015. Seconded by Jenks. Voted unanimously in favor.
 5. June 9th, 2015 will be the date for the Town employee workshop. This is an all-day mandatory workshop.
 6. At this time Melissa Hopf and Candice Spaulding from HealthTrust reviewed the upcoming Cadillac Tax, how it affects the Town of Lyme and what this could mean in the future. An information packet was distributed to all employees. The packet contained, in part, information on policies the town offers and new options to address the potential penalty the Town could incur due to the Cadillac Tax. MacKenzie made it clear the investigation into this matter was not to cut benefits or to cause the employees to contribute more funds. However, the Board has an obligation to be informed for planning purposes and wants all concerned parties to get the same information at the same time so there is no misunderstanding about the issue. Various benefits were reviewed and questions were answered. Ms. Hopf noted she was glad to see so many employees attending this discussion. The board thanked the representatives from Healthtrust and the employees for attending this discussion.
 7. Matters arising & new business:
 - Police shower problem: Estes and Gallup is coming up with some suggestions to address the Police shower issue.
 - Henderson Tree Service will be called to look at a tree considered dangerous at Post Pond beach area.
 - The board discussed changing the stop sign on River Road to a yield sign (at the slump). After review with Chief O'Keefe it was decided to leave it a stop sign.
 - Parking lot lights were reviewed again. The timer on the parking lot lights had been changed so the lights were coming on at incorrect times. This has been fixed.
 8. Public Comment: none at this time
 9. Manifest: The manifest in the amount of \$407,804.59 (\$350,000 of which was school funds) was reviewed and signed.
 10. The board reviewed and signed the contract for roadside mowing with Orchitt Mowing for \$17,350.00.
 11. The board approved having Andrea Colgan (Town Treasurer) start the paperwork for the Tax Anticipation Note(TAN) in the amount of 3 million dollars with Mascoma Savings Bank. Motion made and unanimously approved to send out a notice advising early payments would be welcome.
 12. The board reviewed and signed the Town of Lyme investment policy.
 13. The board approved the purchase of 2 cemetery lots
 14. Common Use application was approved for the Lyme Congregational Church.
 15. An assessment appeal for Map 404 Lot 35 was reviewed. After a brief discussion MacKenzie moved to approve Diana Calder's (Assessor) recommendation. Seconded by Smith. Voted unanimously in favor.
 16. Hewes Brook Bridge: MacKenzie reviewed the proposal. Following a discussion concerning other costs associated with this project, and additional information needed it was the board's sense to get firm figures on other costs associated with the bridge replacement before signing this proposal. Figures needed on the following items: removal of old deck, abutment replacements and pouring foundation. CLD will be coming to next week's meeting to discuss the permitting and other issues concerning this bridge replacement.
 17. The board reviewed the grant for EOC equipment project in the amount of \$857.00. Jenks moved that the Town accept the terms of the Emergency Management Performance Grant (EMPG) as

TOWN OF LYME
Select Board Meeting
May 7th 2015
Town Office Conference Room
Approved: May 14th, 2015

presented in the amount of \$857.00 for the purchase of a MacBook Pro with Retina display laptop with Windows Office software and a 3-in-one printer that can be used for printing, faxing, and scanning documents. Furthermore the Board acknowledges that the total cost of this project will be \$1,714.00 in which the Town will be responsible for a 50% match (\$857.00). Seconded by MacKenzie. Voted unanimously in favor.

18. Committees & Commissions:

- Jenks reported on some frustration and confusion concerning the Independence Day Committee. The topic of fireworks came up and was discussed at the committee level. Despite being told there couldn't be fireworks this year, one of the Committee members had taken it upon themselves to contact a fireworks vendor and a property owner in Lyme to see if this issue could be reconsidered. The property owner wanted a discussion with Police & Fire before committing. The Fireworks vendor indicated that smaller displays could be used but that they were booked for the day of our event. It was suggested members of the Lyme Fire Dept. could be trained and become employees of the vendor company for that day and they could set off the display. Chief O'Keefe met with Fire Chief Hinsley and under no circumstances will any Fire Fighter be allowed to receive training to set off fireworks. Their job is to provide fire protection. Chief O'Keefe will be meeting with the landowner that was approached. Chief Hinsley has concerns about apparatus accessibility on the proposed site.

Followed was a lengthy discussion about vendors having the ability to sell items "for profit" on the common during this event. It was the sense of the board to have each vendor pay a nominal fee to be on the common, see how this year goes and review things after this event. It was noted again this event is to raise money for the next year's events.

- Conservation Commission: The Upper Valley Land Trust would like the Conservation Commission to help with some of the oversight of conservation easements. Pond View apartments will be having a site visit May 18 7:30PM. Steve Rich came to the Conservation Commission with concerns about the lack of Monarch butterflies. Currently he is trying to start up a program that will encourage milk weed to grow because it attracts the butterflies.
- Class V Road Committee: CLD Engineering will be coming to a board meeting on 5/14 to discuss the slump area on River Road. This area is proving to be more complex and difficult than anticipated. The Committee has recommended moving forward with the priorities list and starting the Goose Pond project. Phase one should be completed during this construction season. Financials, project oversight, necessary funding and where it's coming from were reviewed. There are concerns around the drainage and making sure this part of the project is done to specs. This is critical and if it is not done correctly it will affect the whole project. At this time the board will not approve an amount of money to be spent without more information. The project needs to be put out to bid. MacKenzie moved to approve \$8,500.00 for bid administration to be done by CLD. Seconded by Jenks. Voted unanimously in favor.
- MacKenzie reported the Park & Ride is moving forward. She will send out a public message to update community members on this and other road projects.
- Mackenzie's Coffee hour included a discussion about making walking in Town safer. Mr. Celone at Long River Studios would like a tree in the Park and Ride area removed. MacKenzie referred him to the State as the tree is on State property.
- Zoning Board: Site visits for Pinnacle Projects and 141 Dorchester Road.

19. The Board would like to thank Blake Allison for his efforts and time in organizing the Green Up Day-what a success this year. Thank you Blake.

TOWN OF LYME
Select Board Meeting
May 7th 2015
Town Office Conference Room
Approved: May 14th, 2015

20. The board reviewed the affidavit of liens from the Tax Collector.
21. Ongoing business was reviewed.
 - Road Committee charge needs to be reviewed.
 - The wage review for Planning and Zoning Admin and Highway need to be done soon.
 - Pictures of the Smith property were reviewed. The apparent lack of progress is of concern and not in compliance with the time structure established by the court directive. Pictures are to be forwarded to Town Counsel.
22. There being no further business MacKenzie moved to adjourn at 11:50AM. Seconded by Smith.
Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting