

TOWN OF LYME
Select Board Meeting
June 18th, 2015
Town Office Conference Room
Approved: June 24, 2015

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

Susan J. MacKenzie (Chair), Patricia G. Jenks (member), C. Jay Smith (member), Dina Cutting (Administrative Assistant), Charles Hirschberg & Brian Vincent (CLD Engineering).

1. MacKenzie opened the meeting at 8:00AM.
2. Jenks moved to approve the minutes of the June 11th, 2015 meeting. Seconded by MacKenzie. Voted unanimously in favor.
3. Matters arising & new business:
 - Part-time temporary employee: The Highway department relies on this position to run parts and fill in when necessary. This is a temporary part time position and should not be given an hourly wage higher than full time highway employees. After a brief discussion MacKenzie moved to set this hourly rate at \$17.00 per hour, recognizing his experience, and being fiscally responsible. This position will be utilized only when necessary and is not given a guaranteed amount of hours per week. Seconded by Jenks. Voted unanimously in favor.
 - Grading: The Board reviewed the need for an experienced grader operator and the possible hourly charges. Jenks will approach Alan Rowell to see if he is willing to grade the town dirt roads for this year's grading season. The charges for this service will be discussed at a later date when information has been gathered. A discussion of bidding out the grading for the town on annual basis came up. Smith stated he is against this. The grader needs some repair work. The Capital Reserve Fund needs to be updated; Smith believes the amount for purchasing a new grader has been set too high.
 - At this time Steve Williams and Scott Bailey from the Highway Dept. came to the meeting. The grader had broken down and was on Citadel Lane. They will make arrangements for Nortrax service to come see what's wrong. Both Steve and Scott felt the Select Board should be hiring someone to do the grading as neither of them have the experience on the machine and it would take too long for them to do it. They are already behind in regular maintenance and scheduled projects. Once the roads are graded, the highway personnel will compact them.
 - River Road: Collis Adams of the DES and two Select Board members took a trip on the river to see the river banks from the water. Collis agreed that the rip rap fix by landowner's years back would be a good way for the Town to proceed. He indicated he felt the 1200 feet of river bank that was part of the 2011 project was overkill and could have been done differently. Now that Collis is a Select Board member in his town he can see things from a different point of view.
 - Police shower: MacKenzie is giving the contractor 1 more week to address this.
 - Lack of accountability for loads of material being hauled to the Town garage was discussed again. Noted the possibility for having local truckers haul this material. It was noted the State said they were happy with the loads they received for the Park & Ride project.
 - Park & Ride: MacKenzie reported the State needs to reimburse Chief directly for 50% of the material. This needs to be calculated and sent to Dennis Ford.
 - Smith: Jenks noted with concern a communication from the Town Attorney indicating the Smith's would possibly allow Jenks to come on to their property to inspect. As Jenks has not visited the area's in question she doesn't feel having just her would be fair to either the Smith's or the Town. It was the board's sense that no one Select Board member or person be asked to do this review. It's preferable that a member of the court make this

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inspection. This will be discussed with the attorney.

- Mr. Stadler of River Road wants to have the culvert changed at the end of his drive way. His contractor has stated the ditches in the area need to be cleaned. Mackenzie will meet with him to discuss what should be done.
 - Workshop: Dr. Brightman suggested and the Board agrees they need to continue working on improving communications with and between staff/employees. There continues to be a distinct pattern of distorted or incorrect messages being shared among employees often about the Select Board and what “they” are going to do to employees. Jenks noted there were positive results from the workshop and this is the time and opportunity to expand on them. Several comments were shared at the workshop indicating frustrations and concerns. The door has been opened and hopefully the Board can encourage people to say what they need to say and concerns may be addressed with respect and appropriate protocol. If the people attending the workshop spoke out in the crowd then things are bubbling up and need to be addressed.
4. Public Comments: none at this time
 5. Payroll Manifest was reviewed.
 6. Bills Manifest: None
 7. Intent to cut: Intent to cut for Nichols, William-Map 409 Lot 72 was reviewed and signed.
 8. The board reviewed the recommendation for Pond Program counselors. MacKenzie moved to hire the recommended employees for the Pond Program counselor at minimum wage, \$7.25. Seconded by Jenks. Voted unanimously in favor.
 9. Assistant Town Clerk candidate: Applications are being reviewed.
 10. Hewes Brook Bridge removal bids: MacKenzie opened a bid from L & M Service construction. A bid from Miller Construction was also received. No decision was made at this time.
 11. The Board reviewed the recommendation from George Sansoucy, PE, LLC concerning the 2014 utilities abatement applications. George Sansoucy has recommended the Board deny the abatement requests and the Board supports this recommendation.
 12. The Board signed the State of NH permit application for the parking lot work to be done by BlakTop Paving Inc.
 13. The Board reviewed and approved the proposals for the Highway generator and the Town Clerk AC installation. Dead River will be performing this work. MacKenzie feels it will keep things cooler if shades are put up in all windows. She will do this.
 14. Committee and Commission reports:
 - Planning Board: Still working on cleaning up ordinances.
 - Coffee hour: Park & Ride was reviewed. Community Care presented a request for 2016 funding.
 - The new swim docks have arrived and MacKenzie will communicate with the volunteers to put them in.
 - Energy Committee is once again looking to solarize various town buildings. They would like all the energy reports for all town buildings.
 - Roads Committee: Reviewed the Hewes Brook Bridge project report and River Road
 15. Review Ongoing:
 - Poison Ivy is encroaching on Route 10 near the Old Cemetery. Can this be taken care of? Cutting to ask State.
 - Smith property: The Board is waiting for the Smith’s to get in touch with the Towns attorney.
 - A complaint from Mr. Frommer was lodged concerning noise from construction interrupting his dinner.

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16. CLD Engineering:

- Hewes Brook Bridge was reviewed. The contract language was agreed upon with the understanding it needs to go back to the Towns attorney. The board reviewed various scenarios with CLD. CLD reported the wetland delineation was complete and there is a base plan. Once the wetlands permit is started they need to know which direction the Town will be going for the bridge construction. CLD reiterated this is clearly a tier III stream and a wetlands permit is required. Following a lengthy discussion MacKenzie commented she felt the Town should go with Bridge in a back pack. CLD will need to work with them to make sure this will work for the abutments and the arch. There was a discussion as to how this bridge was chosen to be replaced at this time. Mackenzie's impression was this bridge had gotten significantly worse in the last 2 years. The board and CLD reviewed pictures and information concerning this bridge. If this bridge can be replaced for \$150,000 and it eliminates all the problems that is good. If it needs to be made wider than the cost will be significantly higher. MacKenzie needs to gather all the pricing for this bridge, in order to see the big picture. The permitting will need to be moved ahead with, and move forward with Bridge in a backpack. MacKenzie will get pricing from AIT for the total project instead of trying to get pricing on every different part of the project. MacKenzie moved to approve the contract with CLD and Headwater Hydrology, providing the language is approved by the Towns attorney. Seconded by Jenks. Voted unanimously in Favor.
 - River Road Slump: CLD reviewed 3 options for possible fix's on this section of River Road. CLD stated this project was beyond the scope of any work they had done previously. They are suggesting a design team get together to brainstorm this problem. They reviewed possible solutions and pros and cons of these solutions. They discussed doing a temporary fix to get it through a year's period until something permanent can be done. The board is interested in getting together with a group of professionals in order to try and solve this problem (sherrette). The board hopes to take part in a Sherrette. CLD will be given the contact information for Army Corps of Engineering. CLD felt it does not make sense to try and Rip Rap this area. It would need a significant amount and the weight from filling these areas could cause more problems. This road is weight limited, made into 1 lane and is at the mercy of the rise and fall of the river. Given the Rip Rap solution cannot be determined if it will slow this erosion down the board is cautions in doing it because of the cost. The board will be looking into relocating/rerouting this section of the road. It seems like the most sensible, cost effective and long-lasting fix. CLD will send contact info on this. There are other areas on River Road of concern. CLD stated there are things that can be done now to keep roads in better shape and reduce the emergency work. South River Road will not be worked on until 2016. The board will research the eminent domain option to see what it entails.
 - Goose Pond Road: this is ready to go. If MacKenzie can get marked trees cut, she will.
17. At 11:50AM. Jenks moved to recess and return at 2:00PM to discuss wage and benefits review. Seconded by MacKenzie. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting

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6-18-2015-Continuation of Select Board meeting-reconvened at 2pm-Town Office Conference Room

Present: Susan Mackenzie, C. Jay Smith and Patricia Jenks

There was a quick discussion of the Hewes Bridge removal bids. There are a couple of issues that need clarification, which MacKenzie will pursue. The issue will be voted on at the meeting of June 25th.

Wage & Salary Discussion:

MacKenzie reported that in her research she learned that municipalities in general appear to provide very generous benefit packages. Lyme's appears to be equal to, if not better than most in the same population range (using up to 5000 residents as comparative).

The object of this exercise is to look at base salaries for a living wage in an effort to determine a fair and equitable wage for town employees. Three parameters will be used:

1. Set ranges for each position with minimum and maximum levels.
2. Set a base wage for all full-time employees starting at \$15.00/hr.
3. Part-time employee wages will be determined based on experience and description. Part-time being support staff, life guards and transfer station attendants.

There will be an annual review to determine if the prior year guidelines remain reasonable based on cost of living standards.

The following positions were considered:

Heavy Equipment operator/Laborer: Starting range between \$14.50-\$21.00 per hour based on experience

Highway Department Foreman: Starting range between \$17.00-24.00 per hour based on experience.

The Town Clerk position was discussed briefly. Other positions will be discussed at the next Select Board meeting scheduled for June 24th at 2:00 pm.

Patty Jenks