

TOWN OF LYME  
Select Board Meeting  
July 16, 2015  
Town Office Conference Room  
8:00AM

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).
1. Jenks moved to approve the minutes of the June 9, 2015 meeting. Motion seconded by Smith and voted unanimously in favor.
  2. Matters arising & new business:
    - Park & ride: The Board reviewed information from the State concerning possible rules and regulations for overnight parking and the issuance of tickets. Concerns of safety from the entrance and exit to Pike building parking lot to and from the Park & ride were noted. The board revisited the site plan review for the Pike rental building. It was noted the option of putting in 6 more parking spaces had been discussed and noted in the site plan review of 1992. This has not happened. Smith will draft a letter to Wayne Pike regarding parking. MacKenzie will communicate with the state concerning the signage. The board will investigate if this is part of the Town Parking Ordinance.
    - No applicants for the Transfer Station Supervisor as of this date.
    - Common Trees: The Board reviewed options for fencing and the best way to involve the public in this discussion. Henderson Tree company will be coming to prune the trees with the expended amount to be no more than \$2,700.00.
    - Tensen Farm driveway permit from the State of NH was received.
  3. Public Comments: none at this time
  4. Pay roll Manifest was reviewed.
  5. No manifest.
  6. GMC pick-up Truck repairs: The board reviewed with road Agent, Fred Stearns via conference call the history and present condition of this truck. Historically the truck has required extensive maintenance. Currently it is not running. It has been at Thomson's Garage awaiting repairs and has had \$500.00 worth of work done so far with more work needed to get it running. MacKenzie reviewed various items that have been fixed in the past and it was noted this truck was slated to be replaced in 2015 but was held over until 2016. Stearns felt if the Town was going to use this truck as a trade-in it is necessary to get this truck running. The board and Stearns discussed pro and cons to fixing this truck. The cost of finishing the present work is unknown. Stearns will get an estimate. The board noted they do not want more than \$500.00 additional funds spent on this truck at this time. The board reviewed various trucks and the possibility of purchasing maintenance programs for the heavy equipment. The old pressure washer motor has died. MacKenzie described a used one the town of Orford has for sale. Stearns noted the new pressure-steamer can be used to wash all the equipment. He felt the Highway Department could use that rather than purchasing a used one. MacKenzie will have the highway employees gather information on the Orford washer and bring it back to a meeting for discussion.
  7. The estimate for repairs to the backhoe is \$3,500.00
  8. 6 month budget review: The following items were reviewed and discussed.
    - Web page
    - Town Clerk-what year was this position made full time salaried?
    - Postage amount for Town Clerk
    - Supervisor of the Check list expenses. Jenks had questions pertaining to budget amounts; Cutting will send her a detailed report.
    - Legal matters
    - Retirement payment: New Expendable Trust fund
    - Pike House maintenance was reviewed

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- Cemetery budget
  - Fire Station maintenance- Insurance for water damage to the fire station roof. Chief Hinsley has been working on the repairs.
  - Highway-Phone, building maintenance and mud season
  - Material for roads-extra funds were put in the budget, as the roads are being graded there should be additional material put on the roads that need it.
  - Highway supplies
  - Road side maintenance
  - Budget Committee upcoming meeting: Concern's about financing road projects were discussed. One option in order to receive some additional expertise in the finance and budgeting department is to set up a subcommittee with the Budget Committee. Possibly a few Budget Committee members with this expertise and Select Board rep to brain storm ideas. Past projects and the Goose Pond Road project were discussed.
  - Concerns with some Over Seer of Welfare items were noted.
9. The Lyme Post Office has temporarily closed. The Town will receive its mail at the Lyme Center Post Office until further notice.
10. The board reviewed information concerning Dan O'Hara's fire pond. A letter of support was signed and will be sent to DES
11. Intents to Cut were reviewed and signed for : Green, Thomas & Kathryn-Map 406/Lots 24, 18 &15 and Rondeau Logging, LLC-Map 406/Lot 17
12. The BTLA case for New Hampshire Electric Cooperative will be reviewed at a later meeting, more information to come.
13. Committee and Commission reports:
- Independence Day Committee: Community member's interested in the event came to the wrap up meeting with ideas for next year and thanks to the committee. Looks like the final total to carry forward for 2016 will be about \$3,800.00. There are T-shirts left to sell and will be available in the Town Clerks Office.
  - Planning Board: reviewed and approved a cottage industry business, this business has grown and will now have employees. The Board reviewed and approved a lot line adjustment.
14. Incident reports for the Transfer Station and Chase Beach were noted.
15. Review Ongoing:
- The board will be reviewing the Capital Reserve Funds in August.
  - Assistant Town Clerk will be working on Mondays.
  - Lyme Electric is investigating how and what the cost would be to enable the water in the Town Office building to run off the generator. (The water is pumped up from the Pike house and that building is not on the generator).
16. At 10:28AM the Board took a recess and came back to review Wage and Benefits information.

Respectfully Submitted,  
Dina Cutting

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Continued to discuss Wage & Salary recommendations.

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Beginning at 10:30 the Select Board discussed individual jobs and job descriptions of town employees.

The purpose of this exercise is to establish a competitive and responsible pay scale for new hires. It was agreed that full-time supervisory positions requiring organizational skills, scheduling, and fiscal planning and accountability directly to the Select Board would be treated consistently.

Administrative Assistant: \$20-\$25 per hour. This discussion resulted in the sense of the Board to begin diversifying the duties of this position so that the currently combined duties (bookkeeper, human resources contact, payroll clerk, assistant to the Select Board, and other miscellaneous duties) are broken down into interactive components, some of which will be delegated to other employees.

Assessing Clerk: \$15-\$20 per hour. Discussion led to the sense of the Board agreeing that this position would absorb some of the duties currently held by the Administrative Assistant position.

Highway Foreman: \$20-\$25 per hour.

Highway Heavy Equipment Operator/Truck Driver: \$16-\$23 per hour.

Library Director: \$20-25 per hour. Although the wages for this position are recommended by the Library Trustees, research by this Board supports this hourly recommendation.

Office Clerk: \$13-\$20 per hour.

Transfer Station Attendant: \$11-\$15 per hour

Transfer Station Supervisor: \$15-\$17 per hour

Planning & Zoning Administrator: \$20-\$25 per hour

General discussion included issues involving employees who currently have unrealistic job related duties and how best to relieve that stress. The Board considers that the Human Resource and Payroll aspects currently held by the AA are not interactive to general bookkeeping practice and therefore could be isolated and delegated to another employee with whatever data necessary to the finance reports provided as needed. Another task that will be delegated includes Town Report prep and production. It is expected these transitions will be done with the full cooperation of the Administrative Assistant the first year.

The newly purchased computer program designed for Public Works appears to be more of a hindrance than a help. Jenks will confer with Williams at the Highway Dept., both of whom have been working with the program as to the best way to proceed (or not).

This part of the Select Board meeting concluded at 11:25am.

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Smith made the motion to enter Non-Public session for the purposes of employee evaluations under RSA 91-A:3, 2(a). Approved by MacKenzie and Jenks.

Exited Non-Public session at 11:35 having made no decisions other than confirming procedure for continuing and processing the self-evaluations provided by the Administrative Assistant, Planning & Zoning Administration and the Highway Foreman.

The meeting was adjourned at 11:37 am.

Patty Jenks