

TOWN OF LYME
Select Board Meeting
November 12, 2015
8:00am

Town Office Conference Room
Approved: November 19, 2015

The following were present for part or all of the meeting: Susan J. MacKenzie (Chair), Patricia G. Jenks (member), Charles J. Smith (member), Steven Williams, Scott Bailey & Greg Jenks (Highway Department), and Dina Cutting (Administrative Assistant). Luc Beaubien (New England Wireless Company (NEWC))

1. Chair MacKenzie opened the meeting at 8:00AM
2. Highway-The following items were reviewed:
 - Brush chipping. The highway department will stack it and it will be chipped by an outside company. This will cost approximately \$500.00; the board approved the expenditure.
 - Sand & gravel is still needed. The budget was reviewed and not knowing what the winter may bring was a concern. The summer budget looked to be able to support more gravel. It is late in the season so Williams was not sure they would use more.
 - Undercoating for the trucks. This is an important preventative cost. The board approved the expenditure.
 - Williams will attend the Emergency Management meetings concerning the update for the Towns Emergency plan.
 - The fire department cannot locate the highways nozzle to clean culverts. Jenks will contact Chief Hinsley about this matter. If not found the Fire Department will need to purchase a replacement nozzle. This is a time issue and needs to be addressed immediately.
 - Williams will come to Select Board office weekly to review bills.
 - The highway department has been cleaning ditches and fixing culverts over the past week.
 - Bailey noted MacKenzie's concern over the River Road being widened with the newest grading. It was noted the road has not been made wider.
 - The testing for River Road will take place on December 1, 2 and 3. The road crew will be helping with this project.
3. MacKenzie moved to accept the minutes of November 5th, 2015 meeting. Seconded by Smith. Discussion and corrections to the section concerning the Goose Pond Road project section took place. The board voted unanimously in favor of the minutes as corrected.
4. 8:30am-Luc Beaubien joined the meeting. He is requesting the use of the tower on the Fire Department building for equipment to provide wireless service to sell. The company NEWC would rent this space. Smith explained the logistics of this and the requirements needed to go through the Planning Board for telecommunications approval. Time is a concern for NEWC; they have equipment in Lyme that needs to be moved. The tower was put up and is maintained by Wavecomm. A barter agreement is in place. Wavecomm was asked to put this tower in to improve the emergency telecommunication in the town for Fire, Police EMD, and Highway etc. NEWC services 21 Lyme residents and 8 out of town locations. Mr. Beaudien will contact Robbins, Planning and Zoning department if he decides to apply for a permit. The board will then need to investigate what arrangements can be made if any.
5. Matters arising:

TOWN OF LYME
Select Board Meeting
November 12, 2015
8:00am

Town Office Conference Room
Approved: November 19, 2015

- MacKenzie noted the amount of time it takes to process minutes; it was recommended Cutting purchase a tape recorder for the meetings. As a trial procedural change, the meetings will be recorded and will be transcribed by Mrs. Hay, Support Staff.
 - Jenks will set up the first gathering of the New Transfer Station Study Committee. This meeting will be to discuss the charge and time commitment. From that meeting, interested community members names will be given to the Board for appointments.
 - Jenks asked if anything more needed to be done concerning the Route 10 “no parking” sign issue. A copy of the communication to the landowner who is concerned was forwarded to Chief O’Keefe and Jenks has spoken to him about the matter.
 - The barge for the possible testing at River Road slump will not be coming to this area until next Spring.
 - Jenks checked into Deputy Town Clerk requirements. State statutes direct that the Deputy Clerk must do what the Town Clerk does, therefore they must be a town resident. The Secretary of State’s office indicated there are ways to get around that but they don’t recommend it. They do not want non-residents to fill this position.
 - Lyme Foundation requested the ability to store files in the Town vault: Cutting indicated this has come up in the past. Lyme Foundation documents are not official town records. Concerns about having enough space were noted. It’s possible the Foundation would consider renting the Lyme Center Academy space (that will soon be vacated by the Historians Inc.) as a home base. Jenks to follow up with this.
 - Robbins had given Jenks forms from the web to be reviewed. Questions of if they need to be on the web site and if they are used any longer need to be addressed. Cutting to review and update forms.
 - Town Christmas party will be Friday December 11, 2015- 1:00PM to 3:00PM. Town offices will be closed at 12:30 that day.
6. Public Comment: none at this time.
 7. Payroll manifest was reviewed.
 8. Manifest in the amount of \$154,617.54 was reviewed and approved.
 9. River Road: Follow up to the site visit with CLD and David Roby. CLD will let Mr. Roby know when the flagging is ready to be approved. Mr. Roby informed MacKenzie that he would be charging the town \$300,000.00 for the land the town would need to reroute River Road.
 10. Appointments for Zoning Board members were approved and signed.
 11. Report of wood cut for William Nichols was reviewed and warrant signed. It was noted this report was extremely overdue. In the future the Board will be charging dooimage for late reports.
 12. Committee & Commissions: None to report this week.
 13. Ongoing:

TOWN OF LYME
Select Board Meeting
November 12, 2015
8:00am

Town Office Conference Room
Approved: November 19, 2015

- Emergency Management meeting for the updated Emergency Mitigation Plan needs to be attended by the required personnel. The most recent meeting was missing critical representatives. The board will consider sending a reminder to all.
14. A community member sent a rock found by a mechanic in the exhaust system of her car. The service garage paperwork indicated the tires and brakes of the car have experienced significant damage due to traveling over the large rocks used on the Goose Pond Road project. This is just to inform the Board; it is not a complaint.
 15. At 9:47AM Smith moved to enter non-public in the accordance with RSA 91-A: 3 II (e). Seconded by MacKenzie Voted unanimously in favor by roll call vote. Present for this non-public session was MacKenzie, Jenks, Smith and Cutting.
 16. At 9:51am the board returned to public session. Smith moved to seal these minutes. Seconded by Jenks voted unanimously in favor.
 17. At 9:51 Jenks moved to enter RSA 91-A: 3 II (a) Seconded by MacKenzie. Voted unanimously in favor by roll call vote. Present for this non-public session was MacKenzie, Jenks, Smith and Cutting. Personnel matters were discussed.
 18. At 10:00am the board returned to public session.
 19. Capital Reserve Funds: The board reviewed the various capital reserve funds. Smith noted he had updated this spreadsheet with the new prices for heavy equipment and vehicles. Changes were offered for the spreadsheet. MacKenzie moved to approve the Capital Reserve Funds appropriations as amended. Seconded by Smith. Voted unanimously in favor.
 20. The board reviewed the 2016 amended budget. The amount is \$2,160,501.00 noting changes from the original amount, a decrease of \$5,750.00. MacKenzie moved to approve this new amount as the proposed 2016 operating budget. Seconded by Smith. Voted unanimously in favor.
 21. Hewes Brook Bridge: The board and CLD will revisit a proposal from Michael Bean for the replacement of this bridge.
 22. There being no further business at 10:45AM Smith moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted
Dina Cutting