

TOWN OF LYME
Select Board Meeting
January 28, 2016
Town Office conference Room
Approved: February 4th, 2016

The following people were present for part or all of the meeting: Susan MacKenzie (Chair), C. Jay Smith (Member), Patty Jenks, (Member), Steve Williams, Highway Dept., Matt Thebodo, Highway Dept., Greg Jenks, Highway Dept., Scott Bailey, Highway Dept., Shaun O'Keefe, Chief of Police, Dina Cutting, Administrative Assistant, Elise Garrity, Community Member, Scott Williams & Rod Finley, Pathways Engineering, Collis Adams & Sandra Mattfeldt, Department of Environmental Services (on speaker phone)

- 1) 8:00 AM MacKenzie opened the meeting.
- 2) Highway Department and the board discussed the following:
 - Chipper still waiting for it to be fixed
 - Brine: Discussion continued.
 - New truck bids were reviewed and discussed including possible new radio and color change
 - The highway department will do their own cleaning in the highway building.
 - Purchase of a GPS unit will be investigated.
 - Projection for Hidden Valley area of River Road emergency fix material is needed.
 - Computer spreadsheets for roads and equipment were reviewed.
 - Common: Discussed the paths across the common. The snow blower is being worked on. The Transfer Station will need one so wait and see if the one they have now is fixable. In the meantime, a path needs to be opened up through the frozen banks. MacKenzie moved to allow the Skidsteer to be used for this purpose; seconded by Jenks, Smith suggested the equipment be used one time only to get things opened up. After that's done, a snow blower needs to be used on a regular basis. Voted unanimously in favor. Jenks presented a computerized summary of roads activity to demonstrate what is now available from the highway department.
- 3) Jenks moved to approve the minutes from January 21, 2016; seconded by Smith, and approved by all.
- 4) Matters Arising:
 - Tax Study Committee: Charge to create Committee was reviewed and approved. Mackenzie moved to accept the Charge for the Tax Study Committee; seconded by Smith, and approved by all.
- 5) At 8:45AM MacKenzie moved to enter non-public session in accordance with RSA 91A: 3 II (c) for the purpose of discussing discuss Matters which, if discussed in public, would likely affect adversely the reputation of any person. Seconded by Jenks. Voted unanimously by a roll call vote. Present for this non-public was Sue MacKenzie, Patricia Jenks, Jay Smith and Elise Garrity.
At 9:00AM Garrity left;
At 9:15 Makenzie moved to enter public session. Jay will supply the time and minutes: a discussion of what is required regarding NP minutes followed. Further research will be done. The board voted at the February 4, 2016 meeting to seal the non-public minutes referred to above.
- 6) Matters Arising cont.:
 - Patridge Barn Easement: Pictures were supplied and the board will wait until the next meeting to discuss this. Historical Preservation Board will give advice on this matter.
- 7) New Business:
 - River Road: Covered bridge sign needs to be put up. Smith will call the Highway

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Dept.

- Manifest: Three were reviewed and signed for 2015 and 2016.
- Goose Pond Rd: Cutting supplied numbers the previous week but would like them to be reviewed with the board.
- Intent to Cut: Rich, Tyler Bond Warrant, Map 421, Lot 18 in the amount of \$1,788.25 was signed.
- Postage: Jenks was asked why the Clerk's office didn't use a postage machine. That office generates a large amount of mail each day, and it's not always convenient to use the machine in the BOS office. Cutting suggested to continue using one machine for both Town offices and Town Clerk Office rather than purchasing an additional one for the Clerk. Jenks is happy with the arrangement as it is.
- State Park & Ride: The board is waiting to receive information from State of NH DOT on the Memorandum of Understanding. The ZBA made a determination that additional parking for the Mascoma Bank building is required by Wayne Pike. The Board members will review this information again and discuss at a later date.

MacKenzie to write a draft letter.

- 8) The Board reviewed the petitioned Warrant Article concerning the park & ride. Smith moved to not recommend the petitioned article; seconded by MacKenzie, and approved unanimously in favor.
- Prouty Letter: Common use application and letter were reviewed.
 - Swartz: Email regarding sign(s) was discussed. Cutting to communicate they are welcome to any Board meeting or Coffee hour to discuss the signage on River Road.
 - Abatement: The board would like further information on this matter.
 - A tax line abatement request was discussed, however more information is needed.
- 9) Committee and Commission:
- C-Foil: Smith reported the Coffee Hour topic was concerning broad band and better reception for Lyme. The Committee is trying to take what Fast Roads started, and extend to all of Lyme.
 - Transfer Station: Jenks reported that Mike from NRRA came and reviewed town's information concerning Transfer Station and recycling. It was suggested that the Town look at alternative sites. 5-10 acres is the ideal size. A question and answer sheet will be supplied to the community as to what we have, and what our future needs are. NRRA recommended the town not make any drastic changes because recycling is not stable now and could be altogether different in a year or two. A report is being prepared for Town Meeting.
 - Heritage Committee: Jenks reported the Commission are attempting to put the Thetford Bridge on the Historical Register. Design needs to be approved. Inside pictures of old homes are the next project. .
 - Chelsea School House: The Heritage commission would like to protect this school house. Asking the owner to subdivide this building off from its main property.
 - Recreation Committee: MacKenzie stated that the Basketball program is in the black. Ski Program is underway. A suggestion was made for a trailer that picks up all skis be moved from the school, due to traffic congestion in the morning. They will pick up at the horse sheds now.
 - Pierce Office: MacKenzie reported she talked with the office and the board will wait to see if anything comes from this.
 - Roby: MaKenzie received a call to meet and talk about engineering plans.

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- Bruce Taylor: MacKenzie suggested we need to call him for an estimate for an Appraisal.
 - School Safety: MacKenzie reported on an educational video on safety that was discussed. Cross walk needs to be moved to the front entrance and then a sidewalk to the present location in front of the Library. The school administration was resistant to sending letter about the safety issues of people just crossing the road where ever. The committee decided this will be a four tiers system 1) Education on video, 2) School developing a Warning Ticket, 3) Ticket second letter to homes, 4) Money ticket has fine associated with it. O'Keefe stated that some of the money for J-Walking will come back to the Town.
 - Review: Ongoing briefly.
 - Overseer: Nancy Grandine will be coming in next week.
 - The new and improved web page will be coming live soon.
- 10)** At 10:35AM MacKenzie moved to enter non-public session in accordance with RSA 91A: 3 II (c) for the purpose of discussing discuss Matters which, if discussed in public, would likely affect adversely the reputation of any person. Seconded by Jenks. Voted unanimously by a roll call vote. Present for this non-public was Sue MacKenzie, Patricia Jenks, Jay Smith and Dina Cutting.
- The board discussed a communication to a town employee from a community member.
- At 10:50 the board returned to public session.
- The Board will send a letter asking any further concerns about Town employees be directed according to Town Policy.
- 11)** MacKenzie directed to recess the meeting until an 11:25 AM for a conference call with NH DES.
- 12)** At 11:30 River Road conference call with Scott Williams , Rod Finley, Collis Adams and Sandra Mattfeldt from DES
- The board and Pathways reviewed the problem areas with Collis and Sandra Collis commented that he had been under the impression a couple of years ago that the Town was investing ways to address the entire length of River Road. His concern is that the small projects being done will not tie in together in the future. MacKenzie replied that it was the intention of the Town to address the entire road, but that critical issues had been identified requiring immediate attention. The current problems have resulted in one road closure, another potential area which could result in a closure if not fixed immediately, and yet another also requiring immediate attention before it becomes critical. If the southern-most problem is not tended to immediately, it could well compromise the safety and ingress/egress of approximately 40 homes. The major problem is the lack of funds to address everything at once. Collis said he understood. Scott Williams from Pathways Engineering reviewed site and plans two years ago on a preliminary study for the south section, plus some other trouble sections. \$600,000 to \$800,000 for just the southern section. The town cannot afford to have the entire River Road engineered at one time.
 - After a lengthy discussion concerning the draft plans and what the plan is for the Emergency fix located near Hidden Valley on River Road DES requested Pathways send in a more refined plan with the required information and DES will turn this over as fast as they can. The full application to follow. The town is ready to move on this fix ASAP to ensure this road is not compromised further. Abutter notices will need to be sent to four property owners. Pathways will check on endangered species.

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MacKenzie will contact the Society for the Protection of NH Forests as they own this section of the bank and the Connecticut River Valley Subcommittee. Scott Williams will contact the Town when all information has been gathered and will send a template for abutter notices for the Town to mail.

- 13)** Jenks moved to adjourn meeting at 12:30 PM, seconded by Smith, and voted unanimously in favor.