

TOWN OF LYME
Select Board Meeting
February 4th, 2016
8:00AM

Town Office conference Room
Approved: February 11th, 2016

The following people were present for part or all of the meeting: Select Board members: Susan J. MacKenzie (Chair), Charles J. Smith & Patty Jenks, Highway department: Steve Williams, Matt Thebodo, Greg Jenks, & Scott Bailey. Police Chief, Shaun O'Keefe. Administrative Assistant, Dina Cutting. Over Seer of Public Welfare, Nancy Grandine.

- 1) 8:06 AM MacKenzie opened the meeting.
- 2) Over Seer of Public Welfare: Grandine reviewed a case that posed a conflict of interest concerning herself. The Board reviewed protocol: When a conflict arises involving Grandine, the paper work will be submitted to the Board and the Board will be the reviewer and signer of that case. The Board and Grandine discussed having a backup person who could do the Over Seer's job. RSA's do not allow for this because this is an elected position. The board would need to hire someone to be the backup. With this the board and Grandine felt the best way to handle this was to train a staff member in case Grandine is unavailable due to an emergency.
- 3) MacKenzie moved to approve the minutes from January 28, 2016; seconded by Smith, an amendment was offered. The minutes were unanimously approved with amendment
- 4) Non-public minutes from January 28th, 2016.
At 8:20AM MacKenzie moved to enter non-public session in accordance with RSA 91-A: 3, II (c) matters which if discussed in public would likely effect adversely the reputation of any person. Seconded by Smith and voted unanimously by a roll call vote. Present for this non-public session were Mackenzie, Smith and Cutting.
The minutes were reviewed and discussed.
At 8:28AM MacKenzie moved to enter public session. Seconded by Smith and voted unanimously in favor.
MacKenzie moved to seal the minutes of the January 28th, 2016 non-public session. Seconded by Smith. Voted unanimously in favor by a roll call vote.
- 5) Highway Department and the board discussed the following:
 - Chipper -\$4,800.00 repair bill
 - Tree removal on Washburn hill – estimate \$500.00
 - Organizing a flaggers class for the Highway Department
 - New truck pricing includes decal and radio
 - Black Top Paving gave Williams an estimate for work to be done on River Road. There were different options concerning shimming and grading of various sections from the north to the south ends of River Road. The estimates are \$31,000 to \$38,000. It was noted at this time that this work will need to be bid out. MacKenzie moved to bid this work out in order to plan on budgeting work for the upcoming spring and summer season. Seconded by Smith. Voted unanimously in favor.
 - Waiting for a proposal to open up Swamp Road (part of Baker Hill Rd) a bit by knocking off dead limbs and cutting small brush.
 - Williams noted that there are places where logging and construction jobs are done in neighboring towns and because those towns have a “no-thru trucking” policy the trucks are going on only Lyme roads. This is causing damage to Lyme roads. The board would like to investigate the procedure for making “no thru trucking” on some of Lyme's roads.
 - The board reviewed various truck colors. After a brief discussion MacKenzie moved

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to allow the highway staff to pick the new truck color. Seconded by Smith. Voted unanimously in favor.

- Williams was concerned that the uniform contract had gone over budget. Cutting informed him it had not.
- Bridge signs: One for Edgell bridge height warning on the north end needs to be put up. The NH DOT bridge report has a few sign requirements. Highway will look at these and inform Cutting when complete.
- Purchase of GPS: This could be split between Planning & Zoning & highway department.
- Cutting will start the gravel & sand bid documents.
- Snow blower is still at the repair shop.

6) Matters Arising:

- Energy Committee appointments were reviewed and signed.
- Forest Fire Deputy Warden and Warden appointments were reviewed and signed.
- MacKenzie noted the Fire Chief has reported he will be resigning. The Board has not received any paper work on this yet. It is the Boards understanding that the recommendation will be that Michael Mundy take over as Chief.
- Barn Easement: The board reviewed the information and recommendation from the State of NH Historical Preservation Committee concerning a barn on Route 10 that underwent considerable structural and esthetic change due to construction. It is the opinion of both the Select Board and the Historical Committee that results of the construction did breach the easement. The Board will investigate what the next step is in this procedure.
- Park & Ride and tenant parking was discuss again. The board is still waiting for the draft memorandum of understanding from NH DOT. In the meantime the board will request that the Planning & Zoning Boards review the parking lot requirement for 1 Main Street and report back to the Select Board. Smith will write a letter requesting this and the board will review & sign at next week's meeting.

7) Public Comment: None at this time

8) Manifests: None at this time

9) River Road Warrant Article: The board reviewed the River Road project. The engineers will have preliminary plans and an estimate to be discussed next week prior to the Public Hearing. The Board noted concern that they would not have enough information to get the support to appropriate these funds at Town Meeting and that the road will wind up being closed for a long period of time. The board discussed not have enough funding information and concerns of just picking a number. After careful consideration Smith moved to offer a warrant article in the amount of \$500,000 and to have \$400,000 come from undesignated fund balance and \$100,000 to be raised by taxes. Seconded by MacKenzie. The board felt it was better to come forward at this time with an article than try and hold a special town meeting, and also better to have funds for the possibility of starting the fix in 2016. The board reviewed the undesignated fund balance and the end of year budget number available for 2015. The motion was voted unanimously in favor.

10) At 10:00AM Jenks arrived to the meeting.

11) David Robbins, Planning & Zoning: Robbins reviewed the following items:

- Work force housing
- Barn Easement tracking for permit review

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- Parking requirement clarification for Planning and Zoning boards. Site Plan review needs to have a clearer standard for parking requirements and needs to have a clear enforceable guideline.
- Waiting on the information needed for Dorchester Road property owner to address drive way and easement issues.
- Robbins reviewed the work on the new web site. It should be up and available for use on Friday.

- 12)** At 10:30AM MacKenzie moved to enter non-public session in accordance with RSA 91-A: 3, II (b) the hiring of any person as a public employee. Seconded by Smith and voted unanimously by a roll call vote. Present for this session was MacKenzie, Smith, Jenks and Cutting.

Applicants for the highway foreman were reviewed and discussed.

At 11:15AM MacKenzie moved to enter public session. Seconded by Jenks and voted unanimously in favor.

The board will set up interviews on Wednesday February 10th, 2016 starting @ 2:30PM.

- 13)** The board reviewed the procedure for non-public minutes, voting non-public session's minutes & sealing non-public session minutes. Cutting had provided information from various sources for the boards review. MacKenzie noted the board would be following the handout from NHMA from now on. Also sealed minutes will have noted on the envelope how long the minutes are to be sealed, names of Board members present at the meeting and date of meeting.

- 14)** Committee & Commissions:

- Planning Board: Reviewing the parking lot application for the Lyme Historians
- Conservation Commission: Discussed Fish & Game updating of maps for wildlife habitats designated on them. Invasive species was briefly discussed. MacKenzie noted she would like to see the CC start dealing with this problem.
- Coffee Hour:
- Roads Committee: Discussed coming up with a plan that identifies all the problem areas on River Road. Reviewed Hidden Valley fix, Slump, and the possibility of a new Warrant article for River Road. The Roads Committee would like to ask the State to weigh in on the damages to River Road bank damages and the re-licensing of Wilder Dam for TransCanada.
- Budget Committee: The board reviewed the various happenings from the Budget Committee public hearing. MacKenzie noted her concern with the Kindergarten program and funding for this. The effect this school budget has on the taxes for 2016 has select board members concerned.

- 15)** Jenks moved to adjourn meeting at 11:45AM, seconded by Smith, and voted unanimously in favor.

Respectfully Submitted,

Dina Cutting