

TOWN OF LYME

Select Board Meeting

April 14th, 2016

8:00AM

Town Office conference Room

Approved: April 21, 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. Police Chief, Shaun O'Keefe. Highway department: Steve Williams, Greg Jenks & Scott Bailey. Sharon Greatorex, Deputy Town Clerk and Deputy Tax Collector. Administrative Assistant, Dina Cutting.

- 1) At 8:00 AM MacKenzie called the meeting to order.
- 2) Highway: Williams, Jenks & Bailey reviewed the following topics:
 - Concerns about Hammond trucks running on Grafton Turnpike. This road is posted for mud season and they should not be on it. Williams requested a reminder be sent about the new "no through trucking" ordinance.
 - The highway employees will remove shrubbery and trees from around the Police evidence garage in order for this to be prepared to be painted.
 - Various budget items were reviewed and discussed.
 - Cutting Hill Lane was discussed.
- 3) Police:
 - Police department has pending cases being worked on by the country attorney's office.
 - Speed trailer will be put out soon.
 - Chief O'Keefe noted a discussion with Hammond Trucking concerning the "no through trucking" Mr. Hammond wanted it noted he was in Lyme Center but did not come over the Grafton Turnpike.
 - The new police vehicle has been ordered.
 - Followed was a discussion concerning keeping the old cruiser for a town vehicle to be used for running for parts and attending meetings/workshops instead of reimbursing employees for mileage or running the bigger highway trucks for errands. The board felt this would be a cost savings and would like to try it. MacKenzie moved to keep the 2010 police vehicle for town use. Seconded by Smith. There will be a usage policy developed, and a sign out system for mileage tracking. Voted unanimously in favor.
- 4) Jenks moved to approve the public and non-public minutes of April 7th, 2016. Seconded by Smith. Voted unanimously in favor.
- 5) Matters arising:
 - Some concerns about not having enough help at the Transfer Station were noted. This cannot be left up to volunteers. This position will be advertised again.
 - Thebodo would like some signs to advertise the new prices.
 - Cutting to call Earl Strout about storage now that Tarm has moved out of the Green Mt building.
 - Hidden Valley: Pathways will be communicating directly with DES about this project.
 - Cutting Hill Lane: The board viewed pictures and discussed past issues. MacKenzie will draft a letter to be considered at the next meeting by the board.
 - Jenks will develop an announcement to open up the Tax Collectors position. This will need to be a registered voter and they will fill this seat until March 2017 at which time the position will need to be opened up and whomever wishes to file for office can as long as they are a registered voter.
 - The board discussed various issues with the Deputy Tax Collector. Mrs. Greatorex made it clear she does not want the position of Tax Collector; she is happy to help out

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for the next month in order for the town to find a replacement. Jenks will help with the tracking and Cutting will help with the posting.

- 6) Cemetery lot was approved and signed.
- 7) New Business:
 - The Lyme Foundation has been approached concerning funding plantings and stonework at the Town Office garden. The Foundation would like to know what the plan is for long term care. Previously the board had requested a formal plan on maintenance and a budget from the group of volunteers. MacKenzie will call this group and investigate.
 - MacKenzie will be meeting with the Connecticut River Watershed Council to review and discuss joint easements.
 - Sea & Shore Company is a group of innovative engineers that would like to come and look at the information concerning River Road Slump #1. The board will have Willis Engineering be available to answer questions. This could bring a potentially cost effective savings, so the board felt it was important to hear their opinions on the issue. Smith moved to pay Willis his hourly rate to meet with this group of engineers. Seconded by Jenks. Voted unanimously in favor.
- 8) The board reviewed an application for the Pond Program Coordinator. Applicant had been interviewed and was recommended for this position. After consideration MacKenzie moved to hire Nikki Snyder for the Pond Program Coordinator. Seconded by Jenks. Voted unanimously in favor.
- 9) Public Comment: none at this time.
- 10) Manifest in the amount of \$76,608.97 was reviewed and approved.
- 11) The board would like to see an AED policy developed. This will be discussed with the Fire Chief. It is the Boards' goal to have all public AED's maintained and serviced by a professional.
- 12) Boy Scout Flea market request to use the common: the board would like the leader to meet with them at the next meeting prior to making a decision on this application.
- 13) MacKenzie has secured ample docks for the adult swim dock. Cutting will look to see if the previous order could be canceled. If not these blocks will still need to be funded.
- 14) Transfer Station Study Committee draft charge: The board reviewed this and MacKenzie moved to accept the charge as written. Seconded by Jenks. Voted unanimously in favor.
- 15) The board reviewed the Timber Consultant contract. The Town is still looking to fill this position.
- 16) Application for Current Use change-Reservoir Pond Association changed from managed to unmanaged.
- 17) Elderly exemption: The board requested further information before considering this exemption.
- 18) Smith moved to approve the approval of Green Up Day for the Conservation Commission. Seconded by Jenks. Voted unanimously in favor.
- 19) Committee & Commission:
 - Building Committee: Jenks reported the pump at River Road (2013 repair site) was removed but the electrical service needs to be disconnected. The committee members have volunteered to scrap and paint the police evidence garage. The Town Office building should install a low temperature alarm, and the Committee feels the furnace issue needs to be investigated, particularly if

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the Plumbing Heating people are saying it's a poor quality furnace. The committee wanted to recommend another company for alarm monitoring.

- Coffee Hour: The Dorchester-Goose Pond Smith remains a topic of concern. Common Use policy and rules were reviewed and discussed.

The intersection of Franklin Hill and Dorchester Rd was discussed.

- 14) At 10:20AM MacKenzie moved to enter non-public session in accordance with RSA 91A: 3 II (c) for the purpose of discussing 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, Dina Cutting and Chief O'Keefe.

The board reviewed a request to waive interest on a 2015 tax bill.

At 10:30AM MacKenzie moved to enter public session having voted to waive interest on this tax bill. Seconded by Jenks. Voted unanimously in favor.

MacKenzie moved to seal the minutes of this non-public session for 1 year from this date at which time they will be reviewed. Seconded by Smith and voted unanimously in favor.

- 15) The board reviewed various items concerning the Smith properties with Walter Mitchell, Town Counsel via phone conference call. The board will inspect these properties on Saturday April 23rd starting at 10:00AM. If, at this time the agreed upon items have not been removed, the board will take action to get them removed. Walter Mitchell will send a letter to Smith to clarify what it means for a vehicle to be road worthy.

- 16) The board also confirmed with Walter Mitchell that the eminent domain process will need to be in place and ready to move ahead with if an agreement is not made between the land owner and the Town. As of this date the Board has not heard back from the property owner.

- 17) At 11:15AM MacKenzie moved to enter non-public session in accordance with RSA 91A: 3 II (c) for the purpose of discussing 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 reviewed a hardship request.

At 11:25AM MacKenzie moved to enter public session having voted to grant this hardship abatement. Seconded by Jenks. Voted unanimously in favor. MacKenzie moved to seal the minutes of this non-public session for 1 year from this date at which time they will be reviewed. Seconded by Smith and voted unanimously in favor.

- 18) At 11:25AM MacKenzie moved to enter non-public session in accordance with RSA 91A: 3 II (c) for the purpose of discussing 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 reviewed an Elderly Exemption request. The board requested more information.

At 11:35AM MacKenzie moved to enter public session having made no decisions while in non-public session. Seconded by Jenks. Voted unanimously in favor. MacKenzie moved to seal the minutes of this non-public session for 1 year from this date at which time they will be reviewed. Seconded by Smith and voted unanimously in favor.

- 19) Ongoing:

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- The board will discuss the AED policy with Chief Mundy.
- Waiting on the mowing bid until next week.
- Mackenzie wished to discuss reallocation of duty's for the Administrative Assistant and the Assessing Clerk. It was the sense of Smith and Cutting this was already reviewed and discussed at an earlier date. The main goal is to make sure people are being cross trained in the office. Cutting noted one of the main goals is to have S.O.P.'s written for each duty, this is being worked on, it is very time consuming.

20) There being no further business at 11:45AM Smith moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted:

Dina Cutting