

TOWN OF LYME
Select Board Meeting
March 15th, 2018
8:00 AM
Town Office Conference Room
Approved: March 22, 2018

The following people were present for part or all of the meeting: Select Board members: Charles J. Smith, Chair, Susan J. MacKenzie and Bradford E. Keith. Administrative Assistant: Dina Cutting. Fire department members: Chief Mundy and Michael Hinsley. Fast Squad members: Captain Keane and Lisa Rayes. Community member: Kevin Sahr. Pathways of the Upper Valley employees: Steve Warner, Tonya Towndrow and Sharon Snow.

Smith called the meeting to order at 8:05AM.

1. Keith moved to approve the letter be sent to community members who have Conservation Easements on their property. Seconded by Mackenzie Voted unanimously in favor. The property owners will be asked to fill out a PA-60.
2. Keith moved to accept the minutes of the March 7, 2018 meeting. Seconded by MacKenzie. Changes were offered. The minutes were approved unanimously with amendments noted.
3. Matters arising:
 - Keith reported the senate was meeting today to consider an exemption that will allow long-term residents to apply for an elderly exemption that does not have any income or asset requirements. There is an amendment to create a commission to study the impact to small towns. Keith presented the board with a handout for SB405 (attached to these minutes).
 - River Road: The board reviewed and discussed a draft memorandum of understanding. Changes will be made and this document will come back to the board next week.
 - Lyme Community Development Committee charge: The board reviewed and discussed this revised charge. In order to include and involve the Planning Board the Select Board felt it was important to include a Planning Board member on this committee. The charge was change to reflect the following: one member of this committee will be from the Planning Board, this committee will report to the Select Board and Planning Board at the end of this year. Notices will be sent out on the listserv and town web about these meetings. The committee will be reviewing its responsibilities at its next meeting.
4. Public Comment: None at this time.
5. Manifest: The board reviewed and approved a manifest in the amount of \$609,042.45.(March School appropriation was \$550,000)
6. MacKenzie would like contact information from Knott's Excavating for the Grant Brook project.
7. Pathways of the Upper Valley: Steven Warner reviewed the Pathways community and how it is funded. The Select board, Fire and Fast Squad all reviewed with Pathways level

of care needed for patience, procedural changes in the coming months and changing the level of care required by patience. The facility will house 8 patience presently and at no time more than 10 with an on call night nurse. The new policy and procedures have been approved by the Pathways board of directors, discussing with the state next. Pathways' wanted to reach out to the Town to inform them of these changes. These changes will not increase the level of commitment or frequency of calls for the Lyme Fast Squad. Present policy is to not tone out the Lyme Fast Squad on the Pathways calls. Hanover Ambulance handles their medical calls. The board, Fire and Fast thanked Pathways for informing the town of these changes. Cutting will send contact e-mails for all present Fire and Fast Squad at this meeting for future communications needed.

8. The board reviewed Town Meeting. MacKenzie mentioned the possibility of Moderator Peterson moving the meeting to a Saturday next year.
9. Chief O'Keefe reported the state no longer can provide jersey barriers for Baker Hill Road.
10. Todd Haywood, Town Assessor: The board reviewed various topics with Mr. Haywood.
 - Abatement- Haywood will review and send written memo to the board with his recommendation.
 - Wray abatement was processed.
 - Going to visit 2 properties today for abatement review and waiting for 2 others to call for appointments.
 - Reviewed the reveal process
 - Reviewed setting values, MS-1 deadline and when changes are made to assessments compared to the April 1 "as is" date and what this means.
 - The Vision web site will be up dated monthly. This will keep the online information up to date.
 - Cards in the office will stay as of April 1 so they match the tax bills sent out.
 - Haywood will review the Town web site and make any recommendations to update this and/or add pertinent information.
 - The office will be sending the letters to the landowners concerning the filing of a PA-60 if land is subject to a conservation easement. The office staff will develop a procedure with Haywood to gather this information.
 - Haywood will supply the board with the equalization ratio information.

The board thanked Haywood for coming to this meeting.

11. The board reviewed the Roads committee project manager description with roles and responsibilities: Keith moved to accept this document, Seconded by MacKenzie. Questions were asked and answered. It was noted this is an evolving document. Voted unanimously in favor.
12. The board discussed using a shared e-mail for communication as Select Board members. Pros and cons were reviewed and discussed. The board was unsure if this would be the best direction to move for communications. Open meeting law and some concerns were noted. This will be discussed further.
13. Cutting noted this would be a good time for a Right to Know workshop from Town Counsel. Then all members would be hearing the same thing and any questions could be answered. MacKenzie moved to approve making arrangements for Town Counsel to come to a board meeting in the future. Seconded by Smith. It was noted it would be best

if Sahr could have some time to go to the Select Board workshop then have this workshop. Cutting will arrange this.

14. Committee & Commissions:

- LCDC (Lyme Community Development Committee) MacKenzie reviewed the past meeting. A large turn out with varied opinions. Some concerns were noted that this committee had already chosen a consultant. The Committee after a major debate changed the charge, this was the document the board approved previously in the meeting.

15. A conversation surrounding an e-mail exchange with Town Counsel was reviewed. Keith had concerns that Town Counsel had sent an e-mail to Cutting and not directly to him. Mackenzie agreed with Keith on this issue. The past practices, policies and procedure concerning information going to Town council was reviewed and noted. The board members will look over this policy for future discussions.

16. MacKenzie reviewed the goals for the first meeting of the Select Board with new member Kevin Sahr. Sahr will sign his oath of office on Friday.

17. There being no further business to come before the board the meeting was adjourned at 11:55AM

Respectfully Submitted,
Dina Cutting