

TOWN OF LYME
Select Board Meeting
August 2nd, 2018
8:00 AM
Town Office Conference Room
Approved: August 9, 2018

The following people were present for part or all of the meeting: Select Board members: Susan MacKenzie, Bradford Keith and Kevin Sahr. Police Chief, Shaun O'Keefe. Highway Road Employees: Steven Williams, Scott Bailey, Cole Williams and David Tyler. Administrative Assistant: Dina Cutting.
Property owner: Lisa Cooper.

1. The meeting was called to order at 8:00AM
2. Highway:
 - Cutting Hill Lane- Information is in the process of being gathered. Need to locate the source of the water washing down the side of the road and causing erosion. David Robbins has sent a letter to the property owner that the silt fence needs to be removed. Continue to gather information.
 - Mulvihill culvert. Williams will contact the Property owner and get this project moving.
 - Turnarounds- Still gathering information. Cutting Hill Lane property owner has given permission for the turnaround to be up graded. Cutting will get permission in writing.
 - Williams reported the ditches have been cleaned and the street sweeper has been rented to clean up the asphalt roadways.
 - Williams noted concern for the areas on river Road compromised by the river erosion. After a lengthy discussion and a recommendation by Williams the board voted to post the entire River Road at a 6 ton weight limit. Mackenzie moved to make River Road a 6 ton weight limit for the entire length. Seconded by Keith. This will be communicated to Hanover in writing and Williams will install the signage. Motion voted unanimously in favor.
 - The board discussed applying a steel bar at both ends of the Edgell (covered) bridge. Many vehicles are traveling over this bridge that do not meet the weight restrictions. It was felt that if a height bar was installed this would limit the overweight vehicles from traveling through this wooden covered bridge. Pros and cons were discussed. To make sure this procedure is the best choice for this problem further information on possible solutions will be gathered, Cutting to discuss with the Town's insurance company.
 - Orfordville Road-The road side tree cutting will take place on Monday. The board discussed the trees being cut on the actual Highbridge Bridge. Williams noted concerns with doing this at this time. His recommendation is to wait, some trees are cabled in to the guardrails and the root system could affect the strength of the guard rails. After a lengthy discussion the board agreed to wait on the tree removal from the bridge until William's has the opportunity to meet with a

construction company to review the bridge and possible solutions and/or repairs to it.

- Unifirst contract- Williams has discussed the safety uniforms for the Highway department with the company. The agreement will be for a monthly cost of roughly \$45.00 instead of \$100.00. The board is supportive of this but cannot sign a 5 year contract without an escape clause. This would need to go to Town Meeting. Cutting will review the contract and report back.
 - F550 truck- The warranty is almost up on this vehicle. William's recommended purchasing an additional warranty. This vehicle has already had costly repairs (that were covered under warranty). Williams will look into the cost of this additional warranty. It was noted from now on new truck purchases should include an extended warranty.
 - Comp-time: The board reviewed the comp-time for the highway employees. The board is concerned about large amounts of comp-time being accrued. This is a financial concern, the budget was not built to with stand large amounts of comp-time. Williams reviewed the need for work to be done in a timely fashion in order to save funds on road material etc. The highway department has all this equipment to run and not enough employees to run it. Williams noted an additional employee would be beneficial. Williams should bring this to the board during budget building discussions. Williams noted 2 members of the highway crew had some personal time adjusted last week. The employees had been granted permission to carry over unused time from 2017, it was their understanding that this included vacation and personal time. After a discussion concerning this the sense of the board was to return the personal time. The Board made it clear that moving forward the personnel policy will be followed and employees will only be allowed to carry over up to what they earned in that year only.
 - 291 Baker Hill Road-Lisa Cooper joined the meeting at this time. Concerns over drainage, water erosion, silt and dirt ending up in her driveway, lawn, and damaging her property were expressed. It was noted this has been going on for some time. Last year's storm was significant and costly to clean up. Williams, the board and Ms. Cooper all discuss issues and concerns with the road, lack of trees from logging in the past, the property location is challenging it sits in a gully, how and why this road can only drain on the east side of Baker Hill at that location. After a lengthy discussion it was determined and agreed upon by Ms. Cooper that she would have teardrop sediment retention area constructed on her property at various locations. If they are close enough to the edge of the road, the town agreed to periodically clean out these sediment retention areas Ms. Cooper will seek out a contractor to do this work and Williams will work with the contractor to develop a plan for the tear drop sediment retention areas. Ms. Cooper thanked the board.
 - River Road- MacKenzie informed Williams the Town will be receiving ledge material from the River Road re-route project. Thomson will be crushing it and leaving it in the pit for the cost of crushing only
3. September 11, 2018 is an election. The board reviewed the schedule for coverage.
 4. Keith moved to approve the minutes of the regular Select Board meeting of July 21, 2018. Seconded by Sahr. The motion was approved unanimously.

5. Keith moved to approve the minutes of the regular Select Board meeting of July 26, 2018. Seconded by Mackenzie. The motion was approved unanimously.
6. Keith moved to approve the minutes of the regular Select Board meeting of July 31, 2018. Seconded by MacKenzie. The motion was approved unanimously.
7. August 29, 2018 at 7:00PM was set for the mid-year budget review meeting with the Budget committee. Cutting will have a spreadsheet including the Capital Reserve Funds and road expenses to date for review to the Select Board prior to the August 16th, 2018 meeting.
8. Matters arising: None at this time
9. Public Comment: None at this time
10. A manifest was reviewed and signed in the amount of \$ 190,330.89
11. The first zero sort went well. A few improvements needed to keep traffic moving. Wednesday is a light day, Saturday will be the real test.
12. Planning & Zoning: Robbins reviewed the few permits for the past month. August 23, 2018, Resilience, will be giving an update and review of what they have gathered to date for information. This will be video conference so others can join in. A letter has been sent to the Cutting Hill Road property owners, they did not get a permit to move their driveway. This resident has also been asked to remove the silt fence that is in the Town right of way. There are dates and deadlines in the ordinances for the driveway permitting requirements. Robbins reported placing a date in the letter to the property owner. Concerns were noted with the size of the parking lot at Bailey's Route 10 project. The board reviewed the process for planning business gets reviewed. Robbins needs to follow through with the Planning Board requirements, if there are problems after this then the matter would come before the Select Board for enforcement. The lighting in Dowd's Inn parking lot was noted as an example. The Planning Board requested the Select Board enforce the requirement for down cast lighting. The Select Board had previously voted to not require a change to the parking lot lighting. Robbins felt this was an example of the Select Board overstepping their authority. Cutting will investigate if this action taken by the board was legal.
13. Lyme Development Committee: An application for a grant from Lyme Foundation will be brought to the board at its next meeting for review and approval.
14. Common trees: Cutting noted Bob Thebodo, tree warden will be looking in to what kind of a long range plan the Town may need to consider for the trees on the common.
15. Northern Woodland letter: The board reviewed the request to reconsider the denial of Tax Exempt statues of this organization. After reviewing Assessor Todd Haywood's memo the board asked Haywood to reconsider this application taking any new information into consideration.
16. Personnel Police review: Comp time was reviewed and discussed. The board noted concerns with the amount of comp-time being allowed to accrue for the Highway and Police departments. The budget is not built with the funding for these high accrued amounts. Police and Highway are permitted to accrue up to 480 total comp-time hours and must use them within a 9 month time frame. The board discussed the need for overtime and comp time. After a lengthy discussion it was the sense of the board to change the policy to reflex the following:
Section 11.1 (a) and (b)-remove and change to

(a) All employees may not accrue more than 40 hours of comp-time (26.5 hours actually worked).

Section 11.3 to read- The employee's department head shall require the employee to utilize the comp time within a "reasonable period". The employer must grant the comp time request unless it would unduly disrupt town operations. If the comp time is not taken by December 1st of the year it is earned the employee will automatically be paid for the total hours in the first payroll of the month of December.

The board will review the wording of this change and vote at the next Select Board meeting.

17. At 11:35AM MacKenzie moved to enter non-public session in accordance with 91-A:3 II

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Sahr. Voted unanimously by a roll call vote. Present for this meeting was MacKenzie, Keith and Sahr. Employee evaluations were reviewed and discussed.

At 12:50PM Mackenzie moved to enter public session. Seconded by Keith. Voted unanimously in favor.

18. At 12:50PM Keith moved to adjourn. Seconded by Sahr. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting