

TOWN OF LYME
Select Board Meeting
October 11, 2018
8:00 AM
Town Office Conference Room
Approved: October 18th, 2018

The following people were present for part or all of the meeting: Select Board members: Susan MacKenzie, Bradford Keith and Kevin Sahr. Highway: Steven Williams. Administrative Assistant, Dina Cutting.

1. At 8:00AM Chair Mackenzie called this meeting to order.
2. It was noted at this time that Dennis Thompson could not come to this meeting for his 8:00AM appointment.
3. Highway:
 - Williams clarified the highway department would plan on the backhoe or excavator, not both.
 - Chipper-this will be added to the Capital Reserve spreadsheet. Williams reviewed the benefits and cost savings if the Town owned a chipper. Information concerning a lease to own is being considered.
 - Trailer-The board will review the highway budget closer to the end of the year to review the viability of purchasing the trailer from the 2018 operating budget.
 - Williams reported Cole Williams has received his CDL license. The board congratulated Cole and noted he will receive a .50 cent raise as of Monday October 8th, 2018.
 - Barricades at the Grant Brook location- Barricades will be needed at the River Road re-route job. Williams will check with Pike concerning the possibility of continued use or returning the borrowed barricades. Williams and Thompson will work this out.
 - Edgell Bridge- This needs to be repaired. This will be put out to bid. Williams and Cutting to produce an RFP from the Daniels review.
 - Cadwell will be coming to do more tree cutting along the roadsides. Preferably during the fall and early winter month.
 - Williams will meet with MacKenzie, Puntin Engineering Saturday 8:00AM at Pony Hill and Edgell Bridge.
 - The roads committee will be producing a written report prioritizing future recommendations concerning road repairs and paving.
 - School plowing-The Highway department will not be bidding out the Town building parking lots this year. Because of the additional amount of work the highway department will no longer be plowing the school parking lot. This is a time sensitive requirement, additional salting and sanding is required because of safety concerns. The town's equipment is oversized for this job. After a brief discussion it was the sense of the board that Cutting will notify the School Board of this decision.

4. Keith moved to approve the minutes of the October 4th, 2017 meeting. Seconded by Sahr. Changes were reviewed and discussed. Voted unanimously with changes noted.
5. Matters arising and New business;
 - Sahr noted concerns with the Roads Committee taking on too many projects. Sahr recommended the Roads Committee concentrating on the large projects and allowing the Road Agent to take care of small jobs. Example: Edgell Bridge, this is a job the road agent should be organizing. The board reviewed and discussed some Road Agent responsibilities. It was noted the appreciation for local people putting all this time into this committee, it should be noted this is an advisory committee only. The board cannot give this committee authority, the Road Agent is the authority and has oversight concerning road maintenance. The Select Board had a lengthy discussion concerning the Road Agents roles and responsibilities. This position was voted by the town to be an appointed position. The board needs to consider the best options for the Town. Sahr produced a draft job description for the Road Agent. The board feels the road agent position should be a stand-alone position.
 - Perambulation: 3 community members have offer to help perambulate. In order to make sure All 3 days are covered the board will appoint Chase Kling as a perambulator for Lyme also. MacKenzie moved to appoint Ian Smith, Stephen Alden, Faith Catlin and Chase Kling at perambulators for the Town of Lyme. Seconded by Keith. Voted unanimously in favor. The board wishes to thank these community members for their service.
 - Triangle for parking: Sahr will get and estimate to bring back to the board for further discussion to make this area parking for bikers, walker, dog walkers etc. in the attempt to lighten the parking for these kinds of things in the down town area.
 - After a brief discussion the sense of the board was to not post the entire River Road 25 miles per hour.
6. Keith moved to approve the sealed non-public minutes of October 4th, 2018. Seconded by Mackenzie. Motion voted unanimously with a roll call vote.
7. No Public comment at this time
8. Manifest: None at this time
9. Intent to cut: The board approved an intent to cut for Map 410 Lot 79 Thomas Dickson.
10. Intent to excavate: The board approved an intent to excavate for Map 407 Lot 86.1 R. Brett Ryan.
11. Bridge reports: Mackenzie clarified the State reports are saved, each year's report is in the State files in the vault. Puntin engineering agreement was discussed and approved. Cutting to send to Mr. Puntin for review. Sahr moved to have the Chair sign this agreement for the board. Seconded by Keith. Voted unanimously in favor.
12. Keith is working on contacting Piermont and Orford to see if there is any interest in considering sharing some-part-time services of a Town Manager.
13. Chief O'Keefe confirmed the 25 mile per hours speed limit change at Hewes Brook Bridge. The speed limit is 30 at present time and he felt anything lower would not serve the purpose. The board and Chief O'Keefe discussed the replacement schedule and the possibility of the truck purchase instead of the SUV.
14. Committee and Commission:

- Budget Committee: The board discussed concern with the department heads increasing their overtime budgets because comp time was removed. The comp-time was an unfunded liability and that is why it was removed. The board has not discussed wages yet. It was suggested because the board has the authority to set wages, department heads present their budgets without payroll and benefits figures until the Select Board has the opportunity to set these wage amounts. The board discussed the need to meet with the department heads prior to them meeting with the budget committee, this may make things more efficient.
 - Energy Committee: Sahr reported the energy effort presented -see Kevin's note
 - Coffee Hour: Sahr reported Judy Brotman, Budget Committee Chair. Rich Brown came to discuss the Lyme Community Development Committee and Pinnacle Project. Brown wanted to know what Sahr thought of this committee.
 - Conservation Commission: A subcommittee is being started to address all of the invasive species in town.
 - Planning Board and Lyme Community Development Committee: MacKenzie reported the LCDC met with the PB to review the consultant's presentation. There are still many issues to be resolved. The majority felt that this was not yet ready to take to the Town, therefore all forums will be put on hold at this time. We will continue to work on presentation. Chris Ramsden will be the point person with the consultants now.
 - Road Committee: Sahr requested the committee work on strategic initiatives concerning the roads. Come up with a list of top 10 and start working on the top 3. MacKenzie noted the committee has this list almost completed.
15. Culvert inventory: The work has been completed and the group will be coming to meet with the board to discuss what format the board would like the information in. Cutting to set up an appointment.
16. River Road: The board discussed the purchase and sales agreement. The board briefly discussed a good faith effort to supply Tensen with up to 4,000 yards of non-usable fill. At the time of the original proposal Mr. Tensen stated that the land would be donated and in response we would provide up to 4000 yards of fill not needed for the project. This was never put in the purchase and sales agreement. The contract signed by the board with Northern New England Field Services gives Dennis Thompson control of all the material and is responsible to get rid of all the non-usable fill. Sahr noted disappointment, he understood the Boards intent was to supply up to 4,000 yards to Tensen, this was a verbal agreement made and should be honored. MacKenzie and Keith indicated that this agreement was based on a donation of the land. Dennis will be removing the ledge, crushing it in the pit on High Street and the Town will pay for this service. Sahr noted his disappointment in not being able to have a discussion with Dennis at the closing. Sahr has requested the Chair invite Dennis to be at the next board meeting so they can all discuss this.
15. There being no further business before the board at this time Keith moved to adjourn at 11:05AM. Seconded by Mackenzie. Voted unanimously in favor.

Respectfully submitted,

Dina