

TOWN OF LYME

Select Board Meeting

May 12, 2016

8:00AM

Town Office conference Room

Approved: May 19, 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, Scott Bailey, Greg Jenks & Matthew Thebodo. Police Chief, Shaun O'Keefe. Administrative Assistant, Dina Cutting. Public: Rusty Keith.

- 1) At 8:00 AM MacKenzie called the meeting to order.
- 2) Highway: The highway department reviewed the following topics:
 - Williams reported the chassis for the new truck was ready, he requested a check be supplied in order to get the truck moved to another location to have the body put on. Cutting noted the next manifest was scheduled for the meeting of May 26th 2016. Because they want to get moving on this truck MacKenzie moved to have a check prepared and ready for distribution as soon as possible. Seconded by Jenks. Voted unanimously.
 - Having all the highway employees come to a weekly meeting is conflicting with work hours and productivity. The board and the Highway Department decided all highway employees would come to a once a month meeting, with Road Agent Williams coming every other week. This schedule will start after the next meeting.
 - Culvert Tracking is coming along
 - Culvert repairs needed: River Road-Rosen & Kohnke residence- culvert needs to be replaced. Williams will discuss this with the property owners. Alverson's culvert: MacKenzie will discuss this with them. Lehmann's driveway culvert: This culvert has failed, concerns that it will compromise the Town road were reported. The highway department will be replacing the culvert that crosses the town road and would be able to replace this culvert, if the land owner is agreeable to finance the work done on the driveway culvert at the same time. An itemized bill will need to be generated and written commitment from the Lehmann's and Couture's is needed.
 - Dock sections for the adult docks at Post Pond: Williams has made arrangements for the highway crew and vehicles to be available at the request of MacKenzie to move these dock sections from 244 Shaker Boulevard on Mascoma Lake to Post Pond. All will meet at the location at 2:00PM.
 - The highway department has applied some spray (magnesium?) to the dirt roads. Williams would like to be able to apply more but is being cautious due to budget constraints.
 - CLD: Slump #2-Tullar Farm-Willis is recommending an extremely expensive fix for this area. CLD does not think this is necessary. There is water coming from somewhere and CLD needs to know where this water is coming from. Test pits will be done next week more information to come.
 - River Road re-route: Plans for this project are in the pre-permit stage. In order to move ahead with the eminent domain procedure for the re-routing of River Road the towns attorney needs more finalized plans. MacKenzie will get a proposal from CLD to move forward with this.
- 3) Jenks moved to approve the public and non-public minutes of May 5th, 2016 & non-public of April 28th, 2016. Seconded by Smith. Voted unanimously in favor.
- 4) Police Department: The police department has been very busy lately, they have a lot of follow up that needs to take place. The board and Chief O'Keefe discussed concerns with the Class VI section of Shoestrap Road. It was decided to get more signage. Chief O'Keefe will order these. The Chief is looking for the best placement for a camera at Edgell Bridge. The Towns

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Memorial Day celebration is May 22nd, 2016. The Prouty paperwork has been processed.

- 5) Matters arising & new business:
 - The board would like to investigate further the need for a Town maintenance worker. Still looking for a Transfer Station worker.
 - Smith and Cutting will have the charge for the Assessing information committee ready for next week's meeting
 - Smith letters will be re-sent certified, signature requested. The board would like the vehicle removed by June 1st, if not the board will go and get a court order to remove this vehicle.
- 6) Tax Anticipation Note paperwork was reviewed and signed by the board.
- 7) MacKenzie reviewed a seminar she attended on "power of words & water". This was educational and MacKenzie noted very informative.
- 8) Public Comment: None at this time
- 9) Manifests: The board reviewed and signed the following Manifests-Accounts payable in the amount of \$521,065.34 (\$450,000 School) and payroll.
- 10) Oath of office for the interim Tax Collector, Marci O'Keefe was signed by the board. Jenks informed the board that the Deputy Tax Collector, Sharon Greateorex would be working with the interim Tax Collector.
- 11) Concerns of unhealthy conditions that violate the zoning ordinance on a property were reviewed and discussed. The board will send a letter to the property owner and notify the Health Inspector of these reports.
- 12) Select Board office copier contract was reviewed and approved. Smith moved to have the Chair sign this contract. Seconded by Jenks. Voted unanimously in favor.
- 13) The following Report of Wood Cuts were reviewed and signed:
 - ✓ Rich, Tyler-Map 421 Lot 18-\$1,375.64
 - ✓ Roby, David-Map 412 Lot 3-\$1,999.41
 - ✓ Kuniholm, Jonathan & Gunilla-Map 415 Lot 16-\$217.86
- 14) The board reviewed Mr. Roby's request to discuss the possibility of holding a special town meeting to see if the Town would vote to make the slump section of the River Road Class VI. After careful consideration and consultation with Town Counsel, the Board reiterated this road is closed for safety reasons and cannot consider opening this road up for public traffic. Smith will write a letter to Mr. Roby outlining the boards concerns.
- 15) Green up day: Jenks noted concerns that the highway department is being expected to clean up items that are not part of a regular Green up day, including large dump areas, dead and rotting animal carcasses etc. Smith will bring this to the Conservation Commissions concern.
- 16) Committee & Commission:
 - Building Committee- No quorum.
 - Coffee Hour: Mr. Earl Strout came to discuss joining forces with area towns and sharing services. All Select Board's would need to be in agreement with this type of regionalized sharing of services.
 - CFOIL: The committee has come up with funding to have a study done for tower locations. They are estimating a \$100.00 per month customer cost for this service. The overall cost will be between \$750,000 to \$1 million dollars. The group will be pushing forward with this project.
- 8) Job description: The board reviewed the draft Tax Collector job description. Smith noted the interim Tax Collector is the Tax Collector. Once they are appointed they must operate under State RSA's. Smith offered changes to this document. This document is a guideline. Smith

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- moved to approve the guidelines. Seconded by MacKenzie. Voted unanimously in favor.
- 9) Select Board office job descriptions were distributed. Cutting received these document for the first time at this meeting, the board will give Cutting time to consider and comment.
- 10) At 10:03AM Smith 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.
- A property owner requested a lien on their property be removed. The Select Board reviewed this request.
- 11) At 10:13AM the board returned to public session. MacKenzie moved to deny a request that a lien to be removed from a residents' property. Seconded by Smith. Voted unanimously in favor.
- 12) Reminder to Nancy Grandine, Over Seer of Welfare that all records must me moved to the Town Office vault.
- 13) At 10:15AM Smith moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted:

Dina Cutting