

TOWN OF LYME
Select Board Meeting
November 16th, 2018
8:00 AM
Town Office Conference Room

The following people were present for part or all of the meeting: Select Board members: Susan MacKenzie, Bradford Keith and Kevin Sahr. Police Chief O'Keefe, Transfer Station Supervisor, Matthew Thebodo. Administrative Assistant, Dina Cutting.

1. At 8:00AM Chair Mackenzie called this meeting to order.
2. Highway: Williams and the Board reviewed the 2018 budget. Williams will purchase gravel in the amount up to the 2018 summer gravel line in the 2018 budget. The early winter arrival was discussed and noted payroll will be over budget for the winter. Culvert inventory was discussed. Williams will be looking at the road intersections with y's and or grass sections in them and will be working to make them all T intersections, these are much safer and better to maintain. Williams will obtain another estimate for the trailer to be purchased.
Chief O'Keefe reviewed a busing issue. After a lengthy discussion the board the sense of the board and Road Agent was to not maintain this section of the road as a bus route. It was noted this is not a safe location for a bus stop. The board requested O'Keefe write a letter to Superintendent Valance, copied to School Board Chair Glenshaw explaining the situation.
3. Transfer Station: The board and Thebodo reviewed the past Sunday. Suggestions were discussed and reviewed. The new system has accomplished some things but has created other issues. Thebodo will work on other options to try and address the concerns of traffic building up and spilling out on the High Street. The heavy haulers need to be addressed. It is impossible to predict the amount of municipal waste that may come each open hour, Casella must bring the compactor truck empty. Thebodo will communicate with Casella about this. This topic will be discussed at town meeting. It will be the Towns choice as to how much municipal waste, recycling etc. the town will fund.
4. Baker Hill 1: Dennis Thompson, New England Field Services LLC reviewed the Baker Hill Road project. Engineering had been done, Thompson will give a not to exceed price including engineering & permitting. \$270,600 (this is \$100,000 less than the original estimate). The board was in support of this proposal. Mackenzie will be the point person to keep the board apprised as to what is going on with this project. This will come back to the board in the near future.
5. Town Clerk-Tax Collector: The board reviewed and discussed various options for staffing the Town Clerks office:
 - Elected position needs to be a Town resident
 - Training
 - Deputy Town Clerk and deputy Tax Collector responsibilities
 - Open office hours
 - Full time vs. part-time employee and office coverage
 - Office staffing after training is completed
 - Concerns about the financial impact of a full time position

After a lengthy discussion the board suggested this position be advertised as a part-time position. Leaving the full time position in the budget to cover the possibility of not filling it as a part time position. A good job description is necessary. Jenks will work on a draft for all to review.

6. Sahr moved to approve the minutes of the November 1 2018 meeting. Seconded by MacKenzie. Changes had been made to these minutes. Sahr agreed to make these changes stating his point was to make sure board business was done during board meetings. Voted unanimously in favor.
7. Mackenzie moved to approve the minutes of the November 8th, 2018 public session. Seconded by Keith. Changes were offered. Voted unanimously with changes noted.
8. Mackenzie moved to approve the non-public session of November 8th, 2018. Seconded by Sahr. Voted unanimously in favor.
9. Capital Reserve funds-Leasing: The board reviewed information from the Budget Committee meeting. Cutting to gather leasing information.
10. Mackenzie asked all members to review the information from the Conference concerning Capital improvements and Strategic Governance.
11. Special exception: Keith moved to approve a onetime special exception of the sharing of vacation time. Seconded by Sahr. Voted unanimously in favor.
12. Public Comment: None at this time
13. Manifest: None at this time
14. Pit agreement: Williams needs to supply a detailed lay out of what areas the Town can use in the pit. Waiting for Jenks to review agreement.
15. MacKenzie moved to approve the letter of support for USDA solid waste management Grant application. Seconded by Keith. Voted unanimously in favor.
16. Committee and Commission:
 - Budget Committee: The board reviewed the Budget Committee meeting. Sahr will supply information on the full time position in the Town Clerks office for the Budget Committee members. Transfer Station financials will need to be discussed further and the board will need to be able to defend this increase. Keith noted he was concerned about the budget increase in the Transfer Station bringing up the question, Why is the Town in the trash business? A brief discussion took place. It was noted the Town will need to vote on this increase.
 - Energy Committee: Sahr The committee is working to have the renewable energy project set for 2020.
 - Coffee Hour: Budget Committee member Jennifer Boylston came to discuss various issues. The board reviewed information from the NHMA conference.
17. At 12:18PM Sahr moved to enter non-public session in accordance with RSA 91 A: 3 II (c) Seconded by Keith. Voted unanimously by a roll call vote. The board discussed matters which, if discussed in public, would likely affect adversely the reputation of any person. At 12:32PM Keith moved to enter public session. Seconded by Sahr. Voted unanimously in favor.
18. The board reviewed a letter from Chief O'Keefe concerning the unsafe bus stop. The board approved this letter.
19. There being no further business before the board at this time Sahr moved to adjourn at 12:50AM. Seconded by Mackenzie. Voted unanimously in favor.

Respectfully submitted,

Dina