

TOWN OF LYME
Select Board Meeting
December 13th, 2018
8:00 AM
Town Office Conference Room
Approved: December 20th, 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 O'Keefe, Fire Chief Mundy, Transfer Station Supervisor, Matthew Thebodo. Administrative Assistant, Dina Cutting.

1. At 8:00AM Chair Mackenzie called this meeting to order.
2. Fire Department: Mundy reported a guaranteed pricing on the 2019 Fire truck until April 2019. This will enable the locked in price until after Town meeting vote. The board and Mundy reviewed the payment options for the new truck. Mundy review the options this new truck will have. The following items were reviewed and discussed:
 - Training-4 new fire fighters are taking Fire Fighting I in Canaan.
 - Volunteer fire fighting and what the future may hold for towns that rely on this form of firefighting. Mundy is hopeful this will continue with the reliability we have now but this is hard to know in the future. If manning the Fire department with volunteers cannot be continued this will be a significant financial burden for the Town.
 - Fast Squad has more turnover because of the nature of this job.
3. MacKenize moved to approve the minutes of the December 6th, 2018 meeting. Seconded by Sahr. Changes were offered. Voted unanimously with changes noted.
4. MacKenize moved to approve the minutes of the December 12th, 2018 meeting. Seconded by Keith. Changes were offered. Voted unanimously with changes noted.
5. Transfer Station: Thebodo reported a safety concern with a resident spinning out of the yard, creating a situation that made dirt and rocks fly into the area where workers and residents were. No injuries were reported but because of the safety concerns the board will send a letter to this resident. Keith moved to allow Sahr to sign this letter for the board. Seconded by MacKenzie. Voted unanimously in favor.
Thebodo will order a sign that noted residents are not to get out of their vehicles. The board noted Thebodo should also report any safety issues to the Police department.
6. Chief O'Keefe reviewed the plan for the new police cruiser. The price of \$61,000 includes a radio, new repeater. The present set up will stay in the vehicle for the Fast Squad to use. They will only need to change out the lenses in the emergency lights.
7. Coffee hours: the board reviewed the present system and option of switching to every other week or monthly. After a brief discussion it was noted they will continue to meet weekly. These meeting will be at a variety of times to meet as many people's needs and will be held in the Town Office conference room. MacKenzie will create a new schedule.
8. No Public comment at this time
9. Manifest in the amount of \$701,130.83 (includes the Capital Reserve and Trust Fund payments) was reviewed and signed.
10. Community Care of Lyme has requested the board consider applying for a grant for the Lyme Center Academy building. The board reviewed the backup emergency shelter at

Dartmouth Skiway, and the fact that this building has never been out of electricity during winter month to cause frozen pipes. Cutting will get pricing on a generator and installation fees. The application will be sent in to the Lyme foundation by the Select Board.

11. Intent to Cut for Alex Magleby –Washburn Hill Road--Map 409 Lot 98 was reviewed and approved.
12. Supplemental tax warrant in the amount of \$17, 320.33
13. The board reviewed the State of NH KENO information. No action on this at this time.
14. The spreadsheet for Capital Reserve funding for heavy equipment and vehicles was reviewed. This spreadsheet reflects the payments over time. The board is in support of payments being made over 5 to 7 years. This will allow for a more stable fund over time and consistent payments instead of highs and lows of payment into and balances. Mascoma has committed to a 3% interest rate the town can lock into. The board would like the vehicles and equipment to have a 2.5% inflation rate added to this chart. Once the changes are made the board will present this information to the budget committee for consideration.
15. Committee and Commission:
 - LCDC: The committee would like the Select Board to approve an additional \$2,240.00 for the consultant to continue work on the presentation for the visioning project. The contract signed by the board was reviewed. The board will write a letter, feeling the contract included the consultant finishing this work. Sahr will prepare this letter.
 - Personnel policy: The board reviewed some past week payroll cards. Followed was a discussion concerning 40-hour work weeks considering hours worked, vacation and earned time. Concerns were noted that vacation hours were paid out above and beyond a 40-hour work week. The present personnel policy does not address this. NHMA recommends the board create a policy that addresses worked time, how all earned time hours are paid out, what is allowed and what is not. The board would like the review of the personnel policy completed by January 1, 2019.
 - The Select Board will meet with the executive committee for the School Board on December 18th, 2018 at 6:00PM to discuss various items.
16. At this time Sahr recommended the board start videotaping their board meetings. The board reviewed and discussed this option. Some concerns were noted. A conversation of Select Board policies and procedures took place. Sahr noted an issue involving a board member and a town contractor. Single board members should be bringing concerns to the board first, not individual employees or contractors. The circumstances involving this action were discussed. Sahr recommended a formal evaluation of the property involved in this action. This was supported by the board.

Sahr noted a breach of policy and procedure in contacting the town's attorney by a board member. Noting in keeping with policy and procedures of the Select Board this action needs to be approved by the board prior to requesting information. Further discussion took place concerning who has this authority and what the Select Board policy and procedures states. At this point Keith formally apologized to the board for going outside of the Select Board policies and procedures.
17. There being no further business before the board at this time MacKenzie moved to adjourn at 2:30PM. Seconded by Sahr. Voted unanimously in favor.

Respectfully submitted,

Dina