

TOWN OF LYME
Select Board Meeting
May 2nd, 2019
8:00 AM
Town Office Conference Room
Approved: May 9, 2019

The following people were present for part or all of the meeting: Select Board members: Kevin Sahr, Judith Brotman and Benjamin Kilham. Administrative Assistant, Dina Cutting. Road Agent: Steven Williams. Highway employees: Scott Bailey, Cole Williams & Tim Keener. Police Chief: Shaun O'Keefe. Town Clerk: Patricia Jenks. Deputy Town Clerk: Sharon Greatorex. Planning & Zoning: David Robbins.

1. At 8:05 AM Chair Sahr called this meeting to order.
2. Highway: Williams reported on the following items:
 - ✓ Bailey Hill Road and Bear Hill Road- These roads need to be investigated. The maintenance on these roads are difficult (especially with respect to winter plowing), very narrow and need drainage addressed.
 - ✓ The Bailey Hill road is not in good shape and has one house at the dead end. The Bear Hill Road property owner of a cottage is disputing where the class V road ends and the class VI road starts. Town needs to confirm where the class V ends and the class VI starts. Cutting to research this and report back.
 - ✓ Baker Hill Road- Various items need to be confirmed: 4 ½" of paving, versus grinding. After a brief discussion Williams confirmed the following items: 4 ½" of paving total for the entire project area. No grinding on the above and below areas of this project (NNEF will be repairing 650', this section will require grinding). Underdrainage-Town highway crew will be putting this drainage in prior to the paving. Williams to discuss and confirm with Thompson. The Select Board supported this concept.
 - ✓ Personnel Policy-The board reviewed various sections of the policy with the Highway department. The board will consider all comments and discuss this at a later time.
 - ✓ Tannery fall trees- Dorchester Road. This section of Dorchester Road is the State of NH's responsibility. Various residents have noted to board members and staff concerns about trees on the steep backs in this area. The State of NH has been notified of these concerns. The board reviewed responsibilities and who should be addressing these trees. The board requested Cutting write a letter to the following groups to inform them of these concerns. i.e. State of NH DOT, Public Service of NH, Consolidated Communications and the landowners.
 - ✓ River Road re-route- The board and Williams reviewed the paving, grinding and culvert installation change order. The following items were added to this document:
 - Length of additional paving area-2,685' (the original contract includes 1,200' of paving and is not included in this change order)
 - 1' shoulder-3/4" ledge pack material compact, same thickness as road. This will be sent to Thompson for his review and approval.

Brotman moved to initial and sign changes to the change order. Seconded by Kilham. Voted unanimously in favor.

- ✓ Budget review: Highway expenditures were discussed. Williams noted the highway operating budget is underfunded. There is not enough funding to take care of all the vehicles and the culvert appropriation does not give the highway department the funds they need to do the summer maintenance.
- 3. Letter to NNEF concerning River Road was reviewed and signed.
- 4. Right Angle engineering contract for additional required drainage work, permitting and completion of River Road was reviewed and signed.
- 5. Kilham moved to approve the minutes of the April 25th, 2019 meeting. Seconded by Sahr. Voted unanimously in favor.
- 6. Town Clerk & Deputy Town Clerk-Jenks and Greatorrex reviewed the need for the 3rd position to be filled in their office. The office structure was reviewed. The part-time deputy Town Clerk will need to be a Lyme resident and have the ability to be bonded.
At 9:37AM Brotman moved to enter non-public session in accordance with RSA 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. Seconded by Kilham. Voted unanimously in favor by a roll call vote. Present for this nonpublic was Sahr, Brotman, Kilham, Cutting, Jenks and Greatorrex. The Board discussed a matter that may affect the reputation of a member of the public. No decisions were made in this non-public session.
At 9:40AM Sahr moved to enter public session. Seconded by Brotman. Voted unanimously in favor.
Jenks and Greatorrex reiterated the need to fill this position soon. Cutting to review job description with Jenks and post this part time job opening.
- 7. Jenks noted a past issue concerning the assessment of a piece of property in Lyme and how the assessment of this property was changed.
At 9:50AM Sahr moved to enter non-public session in accordance with RSA 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. Seconded by Kilham. Voted unanimously in favor by a roll call vote. Present for this nonpublic was Sahr, Brotman, Kilham, Cutting, Jenks and Greatorrex. The Board discussed a matter that may affect the reputation of a member of the public. No decisions were made in this non-public session.
At 9:58AM Sahr moved to enter public session. Seconded by Brotman. Voted unanimously in favor.
Sahr moved to return the assessment of subject property to its original amount. Seconded by Kilham. Voted unanimously in favor. Cutting to communicate with Tod Haywood, Town assessor.
- 8. Energy Committee-The board reviewed the Lyme Foundation grant proposal for LED replacement lights for the Town street lights. Kilham moved to support this grant proposal. Seconded by Brotman. Voted unanimously in favor.
- 9. Planning & Zoning- Robbins reviewed the past Planning Board meetings. Lyme Common build out analysis was discussed. Crossroads Conservation Easement violation was reviewed. Robbins to contact town counsel for advice on enforcement. Lock Lyme Lodge and the request to turn the camps in to condominiums was briefly reviewed.
- 10. Manifest was reviewed and signed in the amount of \$104,677.70.

11. 2018 abatement request- Sahr recused himself from this discussion. Flickinger Holding LLC. Following a brief discussion, the recommendation of the assessor was supported and an abatement in the amount of \$121,200 was approved.
12. 2018 abatement request-Valence, Jeff & Cindy-The application was not filled in the office prior to the deadline. Following a brief discussion Sahr moved to support the assessor's recommendation and not abate this exemption amount for 2018. The exemption form for 2019 was approved and signed.
13. Report of wood cut- Alex Magleby & Brooke MaLaughlin was reviewed and approved in the amount of \$1,794.27.
14. Letter to Northern New England Field Services LLC concerning the material on the old river road was reviewed and signed.
15. The board reviewed the change in agreement document with Mascoma Bank to change the payment date from December to June of each year. This will save in interest charges. Sahr moved to approve this this change in payment date. Seconded by Kilham. Voted unanimously in favor.
16. Right Angle contract for River Road- additional culvert installation permits and final reporting for re-route project was reviewed and signed. Sahr moved to sign this contract. Seconded by Brotman. Voted unanimously in favor.
17. The board had a general discussion concerning what is needed for new road projects and the pros and cons to using engineering firms for projects the highway crew cannot do.
18. River Road-section Army Corp of engineers-The board would like an update on this project from the Army Corps of Engineers. Cutting to draft letter for an update from Corps. Concerns were noted about it continuing to erode and failing is a concern.
19. Coffee hour:
 - ✓ Lyme Community Development Committee: Chris Ramsden reviewed some survey results with Sahr.
 - ✓ Planning Board-rules for board and committee members was discussed-first amendment rights were also discussed.
 - ✓ Shoestrapp road was discussed- a resident would like to repair this road so it can continue to be used. Cutting to supply the Board members with history on the town vote to make this a class VI road. The board will relook at this issue in the near future.
20. Old River Road- the board needs to discuss and decide what is going to be done to the section of the "old River Road". Cutting to set meeting for discussion.
21. Personnel Policy review: The board reviewed the following sections-
 - ✓ 4.3 & 4.4 DOT Health cards, licenses and CDL requirements
 - ✓ 5.5 Holiday pay
 - ✓ 6.4 Vacation carryover hours
 - ✓ 11 Comp time
 - ✓ 12 over time

The suggested changes will be made for the board to review at the next board meeting.
22. There being no further business before the Board at this time Kilham moved to adjourn at 12:15PM. Seconded by Brotman. Voted unanimously in favor.

Respectfully submitted,
Dina