

TOWN OF LYME  
Select Board Meeting  
October 31<sup>st</sup>, 2019  
9:00 AM  
Town Office Conference Room  
Approved: November 6, 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. The following employees were present for part of this meeting: Anthony Casele, Chief O'Keefe, Patricia Jenks, Steve Williams, Scott Bailey, Cole Williams and Matt Thebodo. School: Business Manager Janet Mitchell, Superintendent/Principal Jeff Valence and School Board Chair Jonathan Voegele. Public: Bret Ryan, Michael McKusick.

1. At 9:03AM Chair Sahr called this meeting to order.
2. Mr. Sahr reviewed the proposed budget and tax rate with the employees present. He explained the Board is attempting to reward employees for their high performance with corresponding raises. The Board is determined to keep the 2020 proposed Muni budget flat. In order to accomplish the goals of the Board, the employee's insurance policy is being changed with respect to co-pay costs. The Board also discussed the use of sick time.  
The Board thanked the employees for coming to the meeting.
3. Baker Hill Road: New England Field Services will be starting the project on November 4<sup>th</sup>, 2019. This will take an estimated 30 days.
4. River Road: The Board reviewed how the project was moving along. The guard rails are scheduled to be installed in the first week in December. The road will not open until the guardrails are installed.
5. Hewes Brook Bridge: The Board reviewed this project and discussed the various options of attempting to do the project in the late fall or waiting until next summer. No decision was made.
6. Mr. Williams is recommending to purchase the excavator compactor they have been renting. If the Town purchases this compactor the funds already paid for the rental will go towards the purchase. This purchase request will be revisited closer to the end of the 2019 budget. The contracted services line in the highway budget will be increased for 2020.  
The Board discussed not filling the full time highway position at this time. The Board reviewed the option of a temporary part time seasonal employee. Mr. Williams and Mrs. Cutting will get an advertisement ready for this position.
7. School: The Board reviewed the 2019 Town Tax Rate information with Mr. Valence, Mrs. Mitchell and Mr. Voegele. It was noted that the Select Board is considering using funds from the undesignated fund balance to lower the tax rate. Each entity is separate, School and Muni. The \$171,503 was already applied to the school tax rate. In order to lower the overall tax rate for town residents, the Select Board will need to apply funds from the undesignated fund. The Select Board's goal is to keep the 2019 Tax Rate flat as compared to 2018.  
Mr. Valence requested the Select Board confirm the Town will be able to plow the school parking lot when school is not in session, in order to have the building accessible if needed for an emergency shelter. The Board confirmed this. The Board thanked all for attending this meeting.
8. Mr. Sahr moved to approve the minutes of the October 24<sup>th</sup>, 2019 public sessions. Seconded by Mr. Kilham. Voted unanimously in favor.

9. Mr. Kilham moved to approve the minutes of the October 24<sup>th</sup>, 2019 nonpublic sessions. Seconded by Mrs. Brotman. Voted unanimously in favor.
10. The Board reviewed and signed ballot clerk oath of office forms.
11. Manifests in the amount of \$200,000 (school appropriation) and \$27,150 were reviewed and approved.
12. The Tax Rate information and another manifest need to be reviewed and acted on. Mrs. Cutting will need to complete the manifest. The Board will recess this meeting until Friday November 1, 2019 at 8:30AM to address the Tax Rate and manifest.
13. Budget review: The Board reviewed Highway and Select Board office personnel costs and contracted highway costs.

After careful consideration the following motions were made:

- Mr. Sahr moved to eliminate 1 highway employee from the proposed 2020 budget. Seconded by Mrs. Brotman. The Board discussed part time seasonal workers and contracted workers. The sense of the Board was to add back in \$7,500 for a part time seasonal employee. The summer highway payroll line will total \$10,000. The motion was voted unanimously in favor. This change will save an estimated \$30,000. The contracted budget line will be increase for both summer and winter.
- Mr. Sahr moved to reduce the Select Board Clerk position from full time to part time. Seconded by Mrs. Brotman. The Board reviewed the reduced hours. The Board will add \$9,750 to the contingency line for temporary help and over time. The motion was voted unanimously in favor. This change will save an estimated \$20,000.
- Mr. Sahr moved to eliminate the Beach Supervisor and Lifeguard positions. Seconded by Mrs. Brotman. After a brief discussion the Board voted unanimously in favor. This change will save an estimated \$12,000.
- Mr. Sahr moved to change the town insurance to AB20 (\$20 co-pay) from AB10 (\$10 co-pay). Seconded by Mr. Kilham. This change will save an estimated \$10,000. Voted unanimously in favor.

The Board discussed the excavator compactor for the highway department and the printer/plotter for Planning & Zoning. These are “wish list” items. The Board will consider these requests again prior to 12/31/2019.

14. The Board will meet next week at 9:00AM Wednesday November 6<sup>th</sup>, 2019. Mr. Sahr will invite Chris Hatfield, Army Corp of Engineers to have a discussion via phone with the Board concerning the North Thetford-River Road project and grant. The final budget will be reviewed and voted at next Wednesday’s meeting. Ms. Brotman will then present at the Budget Committee meeting later in the evening.
15. At 12:40PM Mrs. Brotman moved to enter Non-Public Session in accordance with RSA 91: A-3 II (c) [reputation]. Seconded by Mr. Sahr. Voted unanimously in favor by a roll call vote. The Board reviewed information that may affect the reputation of a person.  
At 12:59PM Mr. Sahr moved to enter public session. Seconded by Mr. Kilham. Voted unanimously in favor. Mrs. Cutting to contact legal.
16. At 12:59PM Mr. Kilham moved to recess this meeting until November 1, 2019 at 8:30AM to review and approve a manifest and the 2019 tax rate. Seconded by Mrs. Brotman. Voted unanimously in favor.

Respectfully Submitted,  
Dina Cutting

TOWN OF LYME  
Select Board Meeting  
November 1, 2019  
8:30 AM  
Town Office Conference Room

The following people were present for part or all of the meeting: Select Board members Kevin Sahr and Judith Brotman. Administrative Assistant Dina Cutting. Road Agent Steven Williams.

1. At 8:40AM Chair Sahr reconvened the meeting.
2. The Board reviewed and signed the manifest in the amount of \$50,029.62.
3. Mr. Williams reviewed information concerning the change of insurance and the sick time notice.
4. The Board and Mr. Williams reviewed the excavator compactor and various budget items.
5. The Board and Mr. Williams reviewed the River Road By-Pass project. Concerns about the projects time to complete were noted. After today the weather is predicted to be clear - this project needs to be completed ASAP to facilitate paving and return to service. Trees came down and blocked the road at the Hanover end of River Road last night. Residents were not able to get out of their homes until the trees and electric lines were cleared.
6. The Board and Mr. Williams reviewed the block grant funds for 2020. The Board asked Mr. Williams for a written prioritized list of road projects.
7. Tax Rate: The Board reviewed the information concerning the 2019 tax rate. After a lengthy discussion and careful consideration Mr. Sahr moved to take \$215,000 from the Town's undesignated fund to reduce the overall municipal tax rate. The Board's goal is to keep the tax rate flat as compared to 2018. Seconded by Mrs. Brotman. The Board discussed asking Town voters to put the FEMA funds into the undesignated fund balance and/or the emergency highway fund. This will be discussed further. The motion was voted unanimously in favor.

At 9:38AM Mr. Sahr moved to adjourn. Seconded by Mrs. Brotman. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting