

TOWN OF LYME
Select Board Meeting
November 21st, 2019
9:00 AM
Town Office Conference Room
Approved: December 3, 2019

The following people were present for part or all of the meeting: Select Board members Kevin Sahr, Judith Brotman and Benjamin Kilham. Police Chief Shaun O'Keefe. Fire Chief Michael Mundy & Fire Fighter Rob Meyer. Administrative Assistant Dina Cutting. Public members Brett Ryan.

1. At 9:00AM Chair Sahr called this meeting to order.
2. Chief O'Keefe reviewed discussed the following items:
 - The cruiser transmission has been repaired under warranty.
 - The data base for the dispatch center will be changing and requiring upgrading. Hanover is still investigating what options are available. No price for the software as of this date. Chief O'Keefe will gather further information so the 2020 budget number can be confirmed.
 - Chief O'Keefe reviewed his concerns with parking and the Common use form. This needs to be clear and consistent. It is not appropriate to have parking for some groups and not others. Various options were discussed. Mrs. Brotman will work on a draft policy and application and bring it back to the Board for future use.
 - Fencing around the common and parking on the back side was discussed. After a lengthy discussion Mr. Sahr moved to support investigating further a parking plan design for the backside of the common. This plan will be championed by the Police department in consultation with NH DOT. Seconded by Mr. Kilham. Voted unanimously in favor.
3. Mr. Sahr moved to approve the minutes of the November 14th, 2019 session. Seconded by Mrs. Brotman. Voted unanimously in favor.
4. A Manifest in the amount of \$57,305.17 was reviewed and approved.
5. Intent to Cut for Rebecca Lovejoy was reviewed and signed.
6. Mrs. Brotman moved to approve the demerger of the Perry property located on Route 10. Seconded by Mr. Kilham. Mrs. Cutting reviewed the application. Mrs. Brotman and Mr. Kilham voted in favor. Mr. Sahr abstained as he was not at the last meeting when the information was presented.
7. Mrs. Cutting reviewed the planned trimming of the Basswood tree on the Little Common. It was noted this tree was compromised and could fail as noted by the town tree warden. The donation for trimming this tree by Chippers will continue and next year the tree should be inspected again.
8. Library memorandum was reviewed. The Board supported the change made by the Library Trustees. Mrs. Brotman moved to approve this memorandum. Seconded by Mr. Sahr. Voted unanimously in favor.
9. Mr. Kilham will draft a letter for the Board to review for the governor.
10. Committees and Commissions:

- Historian Commission: Received a notice about the Grant Brook Bridge on route 10 being repaired by the State. The Board will look into this.
 - Entering Town of Lyme signs. The Historian would like to pursue this idea.
11. Lyme Center Academy Building: The Board reviewed the policy and use of this building. Mrs. Brotman and Mrs. Cutting will review the revenues, use of building, and policy and report back to the Board.
 12. Select Board office hours: The Board discussed the operations of the Select Board office and the upcoming change in clerk hours. After careful consideration, the Select Board office will operate on the following schedule, starting on December 1, 2019: Monday, Wednesday and Friday from 8:00AM to 4:00PM and closed on Tuesday and Thursday, with the exception of Thursday Planning & Zoning hours from 4:00PM to 6:00PM by appointment only. The new hours will be publicized on the Town web site, the Lyme listserve and the church newsletter.
 13. The Board will write an informational Town mailing to update the residents on the status of the current Town projects. Sahr to write draft.
 14. Capital Reserve Funds: The Board reviewed the Capital Reserve and Trust Fund balances. Information concerning the highway equipment purchasing schedule, and the needs for funds to be raised by taxes that go into these capital reserve and Trust Funds was discussed. The Board will look to finalize these amount at the December 7th, 2019 meeting.
 15. Fire Department: Chief Mundy and Rob Meyer reviewed the draft construction plans and the estimates for the new Fire Station. This project is estimated to cost an estimated \$ 1.4 million dollars. There is currently \$400,000 in the Public Facility Capital Reserve Fund and up to \$435,000 committed in private donations to date. This leave a balance of approximately \$600,000 needed to fully fund this project. The Board reviewed the commitment to the Town to keep the 2020 budget increase flat. The Emergency Management Director has been working on some grant opportunities. The relocation of the communication tower and the temporary tower are not hard figures at this time. The Fire Department is looking for some help in this area. More information to come on this topic. Chief Mundy will be meeting with The Lyme Foundation soon on this proposed building project. Financing possibilities were reviewed and discussed. More specific details to come on this proposed project as further information becomes available.
 16. At 12:29PM Mr. Kilham moved to adjourn. Seconded by Mr. Sahr. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting