

TOWN OF LYME  
Select Board Meeting  
December 19<sup>th</sup>, 2019  
9:00 AM  
Town Office Conference Room  
Approved: January 2, 2020

The following people were present for part or all of the meeting: Select Board: Kevin Sahr, Judith Brotman and Benjamin Kilham. Administrative Assistant Dina Cutting. Road Agent: Steven Williams. Police Chief: Shaun O'Keefe. Public: Brett Ryan.

1. At 9:03AM Chair Sahr called this meeting to order.
2. Highway: The Board and Mr. Williams reviewed the following items.
  - CDL license requirements
  - Vehicle purchasing policies
  - Trucks and what the Highway Department needs to keep and what can be sold or traded. Mr. Williams was not in favor of pushing the purchase of the next truck out one more year. It was felt 2 big trucks and a spare and 2 small trucks and a spare were the right number. When the next truck purchase is considered the Board would like Mr. Williams to gather information on trading vs. selling out right for the 2 trucks that will be let go.
  - 2020 Paving: In an attempt to plan the funding for 2020 the Board requested Mr. William's give them notice of what the priorities are for paving. The following areas were discussed- Top coats for River Road and Baker Hill road new construction areas. River Road south, River Road north and Goose Pond Road. Mr. William's will get back to the Board with his priorities.
  - The compactor attachment for the excavator ended up being closer to \$8,000. The Board had originally approved \$7,000. The sense of the Board was to move ahead with this purchase.
  - The Highway Department will supply the financial numbers for each individual truck listing all the vehicle repairs in 2019.
3. At 9:28AM Mr. Sahr moved to enter non-public session in accordance with RSA 91:3 II (a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee. Seconded by Ms. Brotman. Voted unanimously in favor by a roll call vote. Present for this non-public session was Mr. Sahr, Mrs. Brotman, Chief O'Keefe and Mrs. Cutting. Chief O'Keefe discussed and recommended a salary increase.  
At 9:44AM the Board moved back into public session, having approved a wage increase for Officer Casale.
4. Public Comment: Mr. Ryan discussed various trucks and road procedures with the Board.
5. Two manifests in the amounts of \$427,973.81 (school appropriation \$400,000 included) and CRF & Trust Funds in the amount of \$459,500.00) were reviewed and Mrs. Brotman moved to approve these manifests. Seconded by Mr. Sahr. Voted unanimously in favor.
6. Mitchell Municipal notified the Town that Steven Whitley will be moving to a different firm. The Town will continue with Mitchell Municipal as Town Counsel.
7. Bond Bank notice - No need to respond, all Bond funded buildings are still in use.

8. Wood pellet grant: The Board reviewed the pros and cons of the wood pellet system in the Highway garage. Noted was cleaning, care, and cost to operate. The present pellet system is working so this is not an emergency. The Board would like other options investigated. A propane system will be investigated. The sense of the Board was to hold off on the grant applications to the State and the Lyme Foundation.
9. New vault system change over: Mrs. Cutting reviewed the system and what will be needed for the changeover. Mrs. Brotman moved to approve the hire of Jordan Tolland as a part-time temporary employee to help make this change more efficient. Seconded by Mr. Sahr.
10. Computer challenges: Mrs. Cutting reviewed the issues with the office computers. At this time it was felt purchasing a new computer for the Administrative Assistant was the best way to address this. The total office replacement of computers will happen in 2020. For financial efficiency Mrs. Cutting's computer will be changed at this time. Mrs. Brotman moved to expend up to \$2,500 to install a new computer in the Select Board office. Seconded by Mr. Sahr. Voted unanimously in favor.
11. Crossroads: The Board reviewed the easement information from Crossroads. It was the sense of Mrs. Brotman and Mr. Sahr to agree to have Upper Valley Land Trust hold the easement. Mrs. Cutting to check with Mr. Kilham, if Mr. Kilham has concerns the Board will address this at its next regular meeting.
12. Connecticut River Conservancy easement on Manning Roundtree Revocable Living Trust: A draft easement that amends and restates a conservation easement that they hold on 13.5 acres in Lyme was reviewed and considered. Once this easement is approved and signed by all the parties, it will then be assigned to UVLT. As the town warrant article adopted at the 2019 town meeting indicated, such a proposed transfer includes removing the Town of Lyme's executory interest. The amended easement being considered removes the town's interest. The Board will sign this easement as soon as possible.
13. Solar exemption: The state has expanded the definition of solar exemptions. The Board will review and discuss this at the next regular meeting.
14. Budget review: The 2019 operating budget was reviewed. It is estimated that there is \$119,000 in surplus at this time.
15. Mrs. Brotman moved to approve the minutes of the December 12, 2019 meeting. Seconded by Mr. Sahr. Voted unanimously in favor.
16. 2020 proposed budget: Mr Sahr moved to increase the proposed 2020 Police department budget by \$3,000. Seconded by Mrs. Brotman. Voted unanimously in favor.
17. 2020 Warrant Articles:
  - Fire Station warrant article: Need confirmed amount of donations. The Board and Budget Committee will recommend that the additional funding needed for the new building be financed.
  - New Highway Truck: preliminary discussion on this vehicle took place. Mr. Williams will be getting estimates.
  - Milfoil: Waiting for the State grant to confirm the amount needed. This information will be communicated with the Conservation Commission.
  - The \$154,000 from the Dorchester Road Grant- These funds will not be used so the Board will ask the Town to vote to put these funds into the undesignated fund balance.
  - Into Capital Reserve & Trust Funds: The Board reviewed the list and suggested amount. Discussion on this will continue before presentation to Budget Committee.

- Public Land acquisition: The Board will recommend this CRF account be closed and the Town put these funds into the undesignated fund balance.
18. 10:55AM-Ben Kilham arrived at this time.
  19. The FEMA funds from the 2017 July storm- The Board will recommend these funds be split between Emergency Highway CRF (\$150,000) and Class V Road CRF (\$80,994).
  20. At the January 2, 2020 meeting the Board will review the CRF worksheet and the projected CRF funding worksheet.
  21. At 11:21AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91:3 II (c). Seconded by Mr. Sahr. Voted unanimously in favor by a roll call vote. Present for this non-public session were Mr. Sahr, Mrs. Brotman, Mr. Kilham and Mrs. Cutting. The Board discussed issues that may affect the reputation of a member of the public. An abatement was discussed.
  22. At 11:32AM the Board moved back into public session.
  23. At 11:32AM Mr. Sahr moved to enter non-public session in accordance with RSA 91:3 II (a). Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote. Present for this non-public session were Mr. Sahr, Mrs. Brotman, Mr. Kilham and Mrs. Cutting. The Board discussed personnel issues.
  24. At 11:45AM the Board moved back into public session and voted seal these minutes.
  25. The sense of the Board at this time is to apply for a grant to the Lyme Foundation for the safety cross walk in front of the Library and School.
  26. At 11:52AM Mr. Kilham moved to adjourn seconded by Mr. Sahr the meeting.

Respectfully submitted,

Dina Cutting