

TOWN OF LYME
Select Board Meeting
April 2, 2020
9:00 AM
Town Office Conference Room
Approved: April 9, 2020

The following people were present for part or all of the meeting: Select Board members Kevin Sahr, Judith Brotman (by teleconference) and Benjamin Kilham (by teleconference).

Administrative Assistant Dina Cutting.

By teleconference: Mike Hanson of Hanson Bridge company, Steve Williams, Cole Williams and Scott Bailey Highway department, Shaun O'Keefe Police Chief.

Community member: Sue MacKenzie. The above list of attendance was taken by voice notification.

As the Town Office is closed to the public and with the Governor's Executive orders allowing for the Board to meet online as long as the Public has telephone access, we offer the following instructions:

Please call in on the conference number - 603-506-6463 (No Pin Needed)

Access is for voice only at this time. If you can't access the conference number please email dina@lymenh.gov. All incoming public lines will be muted until 10:00AM when public comments are accepted. A role call will be made to indicate public members attending via phone.

1. At 9:00AM Chair Sahr called this meeting to order. Per Governor Sununu's emergency order # 12- Mr. Sahr reviewed the Right to Know Check List (*see Right to Know checklist at the end of the minutes.)
2. The Board briefly reviewed Zoom vs. Uber conference.
3. Hewes Brook Bridge - Mr. Hanson reviewed the bridge project and where it is at this time. The following items were discussed and confirmed:

- Start date- April 27, 2020
- Bridge abutments will be notified of the start date of this project by letter
- Mr. Hanson noted this project will take 5 weeks, at the most, to complete.
- A public notice will go out re: Town web page, Lyme Listserv, Valley News local Police and Fire departments.
- Mr. Williams and Mr. Hanson will work on logistics of getting equipment to the work site.

The Board thanked Mr. Hanson for being able to fit the Town in to his schedule this spring. At this time Mrs. Brotman moved to have Hanson Bridge company start the bridge replacement project on April 27th, 2020. Seconded by Mr. Kilham. Voted unanimously in favor by roll call vote.

4. Approval of Minutes:
 - Mrs. Brotman moved to approve the minutes of the March 19th, 2020 meeting. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.

- Mrs. Brotman moved to approve the minutes of the March 26th, 2020 meeting. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
 - Mrs. Brotman moved to approve the minutes of the March 27th, 2020 meeting. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
5. The Board reviewed the task tracker. Each item was assigned to a Board member or Mrs. Cutting to complete. Mrs. Cutting will make additions and add and remove items as necessary.
 - River Road project @ North Thetford Road: Mr. Sahr noted he was waiting to hear back from the Army corps of engineering.
 - Mrs. Cutting reviewed the information on the purchase of the maintenance department's Ford F250. After careful consideration Mr. Sahr moved to confirm the purchase of the F250 for the maintenance department. Seconded by Mrs. Brotman. Voted unanimously in favor by roll call vote.
 - Highway boiler- Mr. Kilham and Mr. Williams will be working together on gathering information on all boiler options.
 - The Police Cruiser has been paid off
 - The Highway big truck has been ordered
 - Resolution from Article 23 has been signed and sent
 - Lease for the Bayson Company to keep the Fire Trucks during construction is being reviewed by the lessor. Insurance coverage has been confirmed.
 - The River Road easement with Mr. Tensen has been reviewed by legal and sent to Mr. Tensen.
 - Baker Hill Road temporary easement- Because the start date for Northern New England Field Services has been pushed out beyond the present end date, this document will need to be changed prior to the Board signatures.
 - Fire Station loan is in the process of being set up. Paper work should be completed mid to end of April.
 - Add the "old section of the River Road" to the task tracker.
 6. Public comment: When will the recording of the meeting be available to the public? The Board needs to work some of the logistics out but plans on making the recording available to the public as soon as possible. Concerns about the knot weed at the Hewes Brook site were mentioned, as well as the Hewes Brook boat landing being used as a work site for the contractor which had previously been approved. Signs need to be posted at the boat landing and work site soon.
 7. The Board reviewed Select Board member assignments for 2020 board for committees and commissions. At this time Mrs. Brotman moved to keep all board, committee and commission assignments the same. Seconded by Mr. Kilham. This can be revisited at a later date if necessary. Voted unanimously in favor by a roll call vote.
 8. Mr. Kilham moved to elect Mr. Sahr as Chair and Mrs. Brotman as Vice Chair. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.
 9. Mr. Sahr gave a brief up date on the MACE group.
 10. The Lyme incident command group has been partially activated. This group will be working with MACE to make sure everything is covered and ready to go if necessary.
 11. At 10:38AM Mr. Sahr moved to enter non-public session in accordance with RSA 91-A: 3 II (c) for reputation. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote. Present for this session were, Sahr, Brotman, Kilham and Cutting.

Matters were discussed that involved a reputation of a person other than a Select Board member.

At 11:10AM Mrs. Brotman moved to enter back into the public meeting. Seconded by Mr. Sahr. Voted unanimously in favor.

12. There being no further business before the Board at this time Ms. Brotman moved to adjourn at 11:10AM. Seconded by Mr. Sahr. Voted unanimously in favor.

Respectfully submitted,

Dina Cutting

*** A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency**

As Chair of the Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Uberconference for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 603-506-6463, or by clicking on the following website address: <https://www.uberconference.com/kssa1959>.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Uberconference or telephonically. Instructions have also been provided on the website of the Board at: www.lymenh.gov.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-795-4639 or email at: dina@lymenh.gov.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.