

TOWN OF LYME  
Select Board Meeting  
July 7<sup>th</sup>, 2016  
8:00AM  
Town Office conference Room  
Approved: July 14<sup>th</sup>, 2016

The following people were present for part or all of the meeting: Select Board members: Susan J. MacKenzie (Chair), Charles J. Smith, Patty Jenks. Highway department: Steven Williams, Scott Bailey, Greg Jenks & Matt Thebodo, Beach Supervisor Robert Thebodo, Planning & Zoning: David Robbins. Administrative Assistant, Dina Cutting.

- 1) At 8:0 AM MacKenzie called the meeting to order.
- 2) Minutes: Jenks moved to approve the minutes of June 30<sup>th</sup>, 2016 public and non-public meetings. Seconded by Smith. Voted unanimously in favor.
- 3) Storage space for the Transfer Station bags was discussed. Jay Smith, Matt Thebodo and Earl Strout will meet to review space needed and bring information back to the board.
- 4) Highway:
  - The Roads committee discussed the 10-year plan; they determined the Town will never have enough funds to keep all of the present roads paved and in good condition. There was a discussion about shim-coating. Is it worth it? Or is it better to grade roads, use magnesium chloride and leave gravel? The concern from the highway department is the River Road is in such bad shape it is difficult to maintain & plow in the winter. If the goal is to repair it, even as a temporary measure, then it should be planned out carefully because of timing and conditions. With the road closure the trucks will need to make double trips to haul sand for dirt roads and salt for paved sections. The highway department felt it would be better to get asphalt back on the sections and follow through with the paving contract per Blaktop's bid. Further, residents have been consistently assured the pavement would be reapplied.
  - The highway employees will be trying out various graders in the coming weeks.
  - Jennifer Cook has asked for a bit more help with the Town Offices garden moving rocks around and some time for one of the highway employees to help. After a brief discussion the board approved the use of the backhoe to move the large boulder but can't authorize department personnel because of the backlog of work to be done. Matt Thebodo offered to help her on his free days.
  - The board and highway employees reviewed the budget.
  - MacKenzie would like a figure for the cost of installing the average culvert, and the cost of the installation of the Grafton Turnpike culvert.
- 5) Robert Thebodo, Beach Supervisor: Mr. Thebodo came with concern over the adult swim dock and the lack of information signage. His concerns include: It has become an alternative to the beach, without the rules. Children are on it unsupervised, people are fishing, hooking their boats up to it and then coming to the beach. The activity there is distracting to the life guards. Mr. Thebodo wanted confirmation that the lifeguards at Chase Beach are not responsible for activity at the adult swim dock area. He developed an S.O.P, to clarify what and where the responsibility of the life guards lies. The guards have life and death responsibility and this is constant distraction of their concentration on the beach area. The SOP was reviewed by the board and Thebodo and it was agreed that additional, more detailed signage would be installed as soon as possible. Lack of parental/guardian oversight of the children being brought to the beach was discussed. There seems to be a misguided notion that

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the life guards are babysitters. MacKenzie moved to adopt the S.O.P presented by Thebodo. Seconded by Smith. Voted unanimously in favor. More signage will be ordered noting you MUST BE 18 to swim at this dock-NO BOATS- NO FISHING. The board thank Thebodo for coming to the meeting and invited him to come back at the end of the beach season to give a progress report on this subject and others of value to the operations at the Beach. These issues will be included in the upcoming quarterly report.

- 6) Chief O'Keefe noted concern with the increase of nighttime visitors and swimmers at the Recreation Area. This area closes at dusk. O'Keefe suggested a gate be installed to officially close this area. Logistical concerns were noted. Who would lock the gate at night and unlock it in the morning? The board would like to try increasing the signage before considering a gate. This area is the town's biggest liability, we should make sure people know the rules and that means good signage. New signs will be ordered for the beach area, listing beach rules as you walk in and again at the lifeguard tower. Also "this area closed at dusk" signs for the road entrance and beach entrance.
- 7) Matters arising:
  - Chief O'Keefe will be meeting with Matt Stevens to address the no trespassing signs on Town property off Canaan Ledge Lane.
- 8) Public Comments: There were none this time
- 9) Manifest was approved in the amount of \$316,834.65 (school appropriation \$250,000)
- 10) New Business:
  - Transfer Station: The board was briefed on an issue regarding the required scheduled use of the Transfer Station by an individual.
  - DOT suggested the Town contact Dept. of Safety to set up some scales and remind truckers they are not to be driving over the East Thetford weight restricted bridge. Chief will make this call.
  - Martha Smith call Jenks and requested the board move the inspection from Saturday July 9, 2016 to the following Saturday the 16<sup>th</sup> because of the Prouty traffic. After a brief discussion the board decided to keep the inspection on the 9<sup>th</sup>.
  - River Road: concerns were noted that there is no signage informing the public that there is "no parking" at the slump #1 barricades. Even though the section between the barricades is closed, the main road remains open to the barricade. Therefore, vehicles may not be left unattended on either the roadway or abutting private properties. Chief O'Keefe will get the appropriate signage in place for this area to eliminate any confusion. It should be noted that signage in that area has been defaced and/or stolen on a regular basis.
- 11) Smith reviewed the RFP for the Assessing proposal. They were all in support of this and the mailing will go out next week.
- 12) Assessing update letter was approved with minor changes to dates. The board will sign this letter prior to it being mailed to the community.
- 13) Committee & Commission:
  - Assessing Committee: RFP was approved at last meeting. This will go out to list supplied by the DRA and it will be publicized in the NHMA web site. Cutting to find

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out if it can be listed on the Assessing Association site and to call various towns to receive information as to what other towns are doing for assessing services. The deadline for proposals is August 17, 2016 at 3:00PM. The board will open and review at Thursday August 18<sup>th</sup>, 2016 meeting and pass them along to the committee for consideration and recommendation to the board.

- Independence Day Committee: This event was great, more community members than expected came out for the celebration. They will have the wrap up meeting and report back with a final report soon. Bill Ackerly's family was in attendance and the Ice Cream in his honor was well received.
- Roads Committee: Discussed various roads, browning of roads (turning paved roads to dirt roads) the committee will be coming up with literature for the public on this subject. River Road projects-Tullar Farm fix should be under way soon. Plans and permits are being worked on now.

14) Cutting will set up a meeting for an applicant for the Bookkeeping position with the board Friday or Monday at 2:30PM

15) The board reviewed ongoing matters.

- Reviewed the Overseer of Welfare concerns.
- Finalize documents for Goose Pond Road project
- Road Agent job description- In light of the board now being the appointing board for the Road Agent position this issue needs to be addressed. Although the basic duties of a road agent are defined by state statute, MacKenzie noted she would like to see this position held by someone with engineering experience. She also asked if this board wanted the Roads Committee to act as an advisor to the highway department. It was the sense of the board that after the period of transition following the retirement of the former road agent, the highway team was operating extremely well, conscious of budget constraints and willing to attend educational classes. MacKenzie was quick to clarify that her ideas were not a reflection of current operations or supervision, but a way to continue learning about road construction and maintenance with on-board expertise rather than contracting with an engineering firm each time certain issues arise. Major issues with this are the danger in implying lack of ability because of lack of education and the unrealistic assumption that an engineer would be willing to provide this type of oversight for the budgeted amount of \$1000.00 per year. It's possible that there are community members with this type of expertise willing to act in a volunteer advisory capacity to the appointed road agent. More research will be done on this.

16) Planning & Zoning: Robbins reviewed the past month's activities. The board and Robbins discussed the concerns that all 3 Restaurants/Inns have different closing times. The board would like this to be consistent. Robbins will bring this to the Planning Board. All establishments can come back to the Planning Board for a site review if desired. He has been working on the web site; there is a need for additional training which is not something the software company has provided well. He pointed out that meeting minutes have been directed to him and are supposed to go to the assessing clerk. As there is currently no clerk,

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the procedure will be adjusted temporarily and he will accept and post as needed anything that needs to go on the web page. Cutting noted that when minutes are submitted they need to be put in the shared file as well, making them available to all personnel for reference.

Robbins reported on an updated GIS system through the mappers, CIA this will be a 3-year payback. The board will consider this when budget time comes around. Construction permits- no permits for new houses, just for additions and repairs. Stanhope land on Route 10 has a prospective buyer, this was reviewed. Solar panels being installed on River Road. The board thanked Robbins for coming.

17) Ongoing matters cont.:

- Need an update on the camera on Edgell Bridge
- Highway cash card-coming
- EMD meeting for the Emergency Plan update will be Monday July 11<sup>th</sup>, 2016 @ 6:00PM at the Fire Station. No board members needed- only Fast, Fire, Health officer etc.
- Transfer Station-Cutting reported Matthew Thebodo is recommending Connie Smith for the open position at the Transfer Station. She has been working for the past 3 open days. Matt had noted she was a good hard worker and he would like to board to approve her official employment with the town. The board asked to review her application, Cutting will get it from Thebodo. Jenks moved to hire Connie Smith at the rate of \$10.50. Seconded by Smith. Voted unanimously in favor.

At 10:32AM Smith moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted:

Dina Cutting