

TOWN OF LYME  
Select Board Meeting  
Thursday April 30, 2020  
9:00 AM  
Town Office Conference Room  
Approved: May 7<sup>th</sup> 2020

The following people were present for part or all of the meeting by teleconference: Select Board members Kevin Sahr, Judith Brotman and Benjamin Kilham. Administrative Assistant Dina Cutting. Shaun O'Keefe, Police Chief & Anthony Casele, Patrol Officer. Matt Thebodo, Transfer Station Supervisor.

Community member: Sue MacKenzie, Leigh Prince. 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 –1-888-919-7047 (No Pin Needed)

Access is for voice only at this time. If you can't access the conference number please email [dina@lymenh.gov](mailto: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. Approval of Minutes:
  - Mr. Sahr moved to approve the minutes of the April 23, 2020 meeting. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
  - Mr. Sahr moved to approve the minutes of the Public Hearing of April 27, 2020. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.
3. Manifest: No manifest
4. Task Tracker:
  - a) Reviewed Covid-19 information
  - b) LCAB usage policy- Kevin moved to accept the policy as submitted by Mrs. Brotman. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
  - c) All meeting recordings will be on the web site for 4 weeks and Cutting to notice this on the Lyme Listserv.
  - d) Committee Handbook draft was briefly reviewed by Board members. Changes were offered. The number of web site subscriptions needs to be noted correctly. This will be discussed at next week's meeting.
  - e) Chase Beach regulations and lifeguard staffing issue was discussed. Further review and discussion is needed.
  - f) Lyme Center Building Policy: Review of LCAB draft policy and possible vote will be at next week's meeting.

- g) CCL lease for the LCAB is in draft form and will be reviewed by the Board. Cutting to send to CCL for their review.
  - h) River Road easement has been signed and sent to Grafton County to be registered.
  - i) Bake Hill Road easement has not been received yet
  - j) Hewes Brook Bridge: Concerns about signs was noted. There are signs 1200 feet before the project but nothing to inform people when they first get on River Road by Route 10 in Hanover and East Thetford Road in Lyme. Concern was noted about a foot bridge that has been placed at the project. This footbridge will be removed and when it is necessary for construction workers it will be marked with signage.
  - k) RRFP- Modification of grant request awaiting the Lyme Foundation's response.
  - l) Crossroads: Mrs. Cutting to ask Walter Mitchel, Town Counsel, to contact the attorney for Crossroads Academy to facilitate communications concerning this easement.
  - m) Oil and Propane pricing: the 2020-2021 pricing for the upcoming heating year will be coming up soon. The Board supported Mrs. Cutting in securing the fuel oil, propane, gasoline and diesel contract for the Town.
5. Intent to cut- The Board signed an intent to cut for John & Hellen Skelly-Map 416lot1 & Map 417 Lot 6.
  6. Public comment:
    - a) Concern was expressed that the River Road was not adequately marked for the upcoming Closed Bridge.
    - b) Committees and Commissions should be allowed to start meeting as there is important business to get done.
  7. The Uber-conference ended as the only additional business for the Board will be in non-public session.
  8. The Board recessed at 9:49AM
  9. The meeting was reconvened at 10:13AM
  10. At 10:13AM Mr. Sahr moved to enter non-public session in accordance with RSA 91-A: 3 II (c) reputation. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote. Present for this session were Mr. Sahr, Mrs. Brotman, Mr. Kilham and Mrs. Cutting. Matters which could effect a reputation of someone other than a Board member were discussed.  
At 10:34AM Mr. Sahr moved to re-enter the public meeting. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.  
It was the sense of the Board that due to covid-19 and based on the NH Municipal Association information received concerning Emergency Order # 25 the 2019 liens will be postponed. Mr. Sahr moved to postpone the 2019 tax liens. The liens will be mailed on or by July 31<sup>st</sup>, 2020. Seconded by Mrs. Brotman. Voted unanimously in favor by roll call vote.
  11. At 10:35AM Mr. Sahr moved to enter non-public session in accordance with RSA 91-A: 3 II (c) reputation. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote. Present for this session were Mr. Sahr, Mrs. Brotman, Mr. Kilham, Mrs. Cutting and Mrs. Prince (by phone).

Matters which could affect a reputation of someone other than a Board member were discussed.

At 10:50AM Mr. Sahr moved to re-enter the public meeting. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.

Mr. Sahr will investigate with the NH DOT engineer any alternatives that could work for the RRFB Lyme is considering.

12. At 10:51AM Mr. Sahr moved to enter non-public session in accordance with RSA 91-A: 3 II (l) legal. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote. Present for this session were Mr. Sahr, Mrs. Brotman, Mr. Kilham and Mrs. Cutting. A legal matter was reviewed.

At 10:59AM Mr. Kilham moved to re-enter the public meeting. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.

13. At 11:00AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A: 3 II (a) personnel. Seconded by Mr. Sahr. Voted unanimously in favor by a roll call vote. Present for this session were Mr. Sahr, Mrs. Brotman, Mr. Kilham and Mr. Williams. Personnel matters were discussed.

At 12:10PM Mrs. Cutting joined the discussion.

At 12:24PM Mr. Sahr moved to re-join the public session. Mr. Kilham seconded the motion. Voted unanimously by roll call vote.

14. At 12:25 Mr. Kilham moved to adjourn. Seconded by Mrs. Brotman. Voted unanimously by roll call vote.

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 #1-888-919-7047, 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](http://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](mailto: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**.