

TOWN OF LYME  
Select Board Meeting  
September 24<sup>th</sup>, 2020  
9:00 AM  
Town Office Conference Room  
Approved: September 30, 2020

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

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 with the exception of when public comments are accepted. A role call will be made to indicate public members attending via phone.

At 9:00AM Mrs. Brotman open the meeting.

1. Public Comment: No public comments at this time.
2. Mr. Sahr announced he will regretfully be leaving the Select Board as of October 1, 2020. Following the Board's expression of sincere regrets, it was the sense of the Board to have an announcement put out on the list serve asking for interested residents to submit a letter of interest in being appointed a Board member to fill out the remainder of the year until Town Meeting.
3. Mr. Sahr moved to approve the minutes of the September 17<sup>th</sup>, 2020 meeting. Seconded by Mr. Kilham. Motion approved unanimously in favor by a roll call vote.
4. Mr. Sahr moved to approve the minutes of the 3 non-public sessions of the September 17<sup>th</sup>, 2020 meeting, noting that one of these minutes were voted to be sealed. Seconded by Mr. Kilham. Motion approved unanimously in favor by a roll call vote.
5. Manifest: None at this time- it will come electronically.
6. Both the Safety and the Highway Safety Committees will be meeting on October 1, 2020.
7. Highway: Mr. Williams reviewed and discussed the following items:
  - Edgell Bridge- The two repair estimates were reviewed and discussed. Clarification of what type of wood and the fire-retardant finish will be used need to be made by Mr. Williams. The Board will address this next week.
  - Old Pumper Fire Truck- Mr. Williams reviewed the various highway maintenance jobs that could be done by the Highway Department if the Town kept this truck. The spraying of road, cleaning culverts (over 200) in town. This would enable the highway department to go and do these jobs and not have to arrange for a fire fighter to be present. The highway department would need to pay \$5,000 (which was the trade in amount offered by the new Fire Truck Company) for this truck. Mr. Williams noted he has the funds in his department budget. Mr. Kilham moved to go ahead with this Fire Truck purchase as long as there are no major issues with this

vehicle. Mr. Williams will take this truck to a local garage and get a report of its condition. Seconded by Mr. Sahr. Motion voted unanimously in favor by roll call vote.

- Lining on the River Road will be done soon, no definite date yet.
  - The River Road signage will in next week. The T at the new-to-old section and the signage will be done at the same time.
8. Mrs. Brotman explained that the State of NH DOT called and they will not allow the parking area on the north side of the Common to remain there. The Highway department will remove the ribbon and cones, apply loam and seed this entire area. The Board and Mr. William's reviewed the right-of-way and marking this area so no cars park on it. Mr. William's will ask the State to put out delineation markers so vehicles cannot park in this location. Mr. Kilham will communicate directly following this meeting with the Lyme Country store so they get this news from the Board.
  9. Potential parking on the back side of the Common was discussed. The Board discussed some options, also noting the Common Committee will be submitting their report soon. Once information is gathered the Board will hold one or more public meetings to discuss this option. Mr. Williams noted he was not in favor of the town taking over the back side of the common road because of the additional financial commitment in upkeep.
  10. PA-28, the DRA Inventory Reporting Form: The Town will not require a PA-28 inventory form for 2021. The Board signed this document.
  11. The Board signed the Pike Report of Wood Cut, and the Pleasant Street LLC Intent to Cut.
  12. Old Jail house roof and repair: The Board reviewed the estimate. Mrs. Cutting reviewed the details of the job. Mr. Kilham moved to have Mrs. Cutting contract to get this repair completed. Seconded by Mr. Sahr. Voted unanimously in favor.
  13. Task Tracker was briefly reviewed.
    - The wood from the soon-to-be cut trees on the Common will be removed and stored for donation over the winter.
    - One of the abutters to the upcoming River Road at North Thetford Road project is not ready at this time to allow access on his property.
  14. Zoom/google meeting: The Board discussed the various virtual meeting options available to the Town for conduction open meetings. The Town has a Zoom account, being used for Planning and Zoning board meetings. The Board wants both Mrs. Cutting and Ms. Toland to be added as licensed hosts to this account so that other Town committees may use this meeting venue. Mrs. Cutting to work with Mr. Robbins to get this completed.
  15. At 10:45AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A: 3 II (a) personnel. Seconded by Mr. Kilham. Voted unanimously in favor by roll call vote. Present for this session were Mrs. Broman, Mr. Sahr, Mr. Kilham, Chief O'Keefe, Officer Casale, and Mrs. Cutting. The Board discussed personnel issues.  
At 11:33AM Mr. Sahr moved to enter public session. Seconded by Mr. Kilham. Voted unanimously in favor by roll call vote.  
Mr. Sahr moved to seal the minutes of this non-public session. Seconded by Mr. Kilham. Voted unanimously in favor by roll call vote.
  16. Mr. Sahr reviewed a two level approach to the Select Board office Administrative Assistant position. Conceptually, the BOS Administrative Assistant works toward the Administrator position after years of training and increased job responsibilities. The Board discussed the increased responsibilities for the current Administrative Assistant above the current job

description. After the Board reviewed Mr. Sahr's information, Mr. Sahr moved that the Board consider adopting a multi-level position with the intent to recognize the progression of the full time responsibilities the Administrative Assistant's position has. There is a big difference between a standard Administrative Assistant and what this position has developed into. It is comparable to an Administrator. Seconded by Mr. Kilham. Voted unanimously in favor. Level 1: Administrative Assistant. Level 2: Administrator.

17. At 11:42 AM Mr. Kilham moved to adjourn. Seconded by Mr. Sahr. Voted unanimously in favor 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**.