

TOWN OF LYME  
Select Board Meeting  
October 22<sup>nd</sup>, 2020  
9:00 AM  
Town Office Conference Room  
Approved: October 29<sup>th</sup>, 2020

The following people were present for part or all of the meeting: Select Board members Judith Brotman, Benjamin Kilham and David Kahn; Administrative Assistant Dina Cutting; Road Agent Steve Williams; EMD Margaret Slosberg.

Public: Sue MacKenzie and Rusty Keith.

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 9:01AM Mrs. Brotman open the meeting.

1. Public Comment: No public comments at this time.
2. Mr. Kilham moved to approve the minutes of the October 8<sup>th</sup>, 2020 meeting. Seconded by Mrs. Brotman. Motion approved in favor by roll call vote. Two in favor and one abstention (Mr. Kahn was not a present at this meeting).
3. Mr. Kilham moved to approve the minutes of the October 15<sup>th</sup>, 2020 meeting. Seconded by Mr. Kahn. Motion approved unanimously in favor by roll call vote.
4. Ms. Slosberg briefly discussed expectations for a safe Tree Festival. CDC guidelines are expected to be followed. Ms. Slosberg's concerns are group singing and selling food. Suggestions were to be sure to maintain 6 ft. distancing, have prepackaged cookies/other treats to reduce any risk. For a performance to safely occur the first row must be 25 feet away from the performers. A write-up of all suggestions will be given to Dina and then properly distributed.
5. Highway:
  - Mr. Williams has received a price for a new F250, plow, and sander. The highway department is in the process of consolidating vehicles. Mr. Williams will write-up all the information and prices and the Board will review and discuss.
  - Ms. Cutting has received two propane bids and two pellet bids. Mr. Williams's preference is for propane. He believes it would be best. The Board is still discussing which option will be the most efficient.
  - The River Road By-Pass guard rails have been put in. A small complication at the end of the road was found and will be fixed and completed as soon as possible. Lines were sprayed on October 23<sup>rd</sup>, 2020. Mr. Williams is going to put up signs

on Monday October 26<sup>th</sup>, 2020, and make finishing touches in order to open the road.

- On **December 3<sup>rd</sup>, 2020 at 6:30 PM** the Select Board will have a listening session for people to call in and voice their opinion of road classification for the “old” River Road.
6. Mr. Kilham moved to appoint Michal Hinsley as Health Officer and Jeff Hanissian as Deputy Health Officer. Mr. Kahn seconded the motion. Motion approved unanimously in favor by roll call vote.
  7. The Board discussed the opening of the Town Offices to limited public (one person in the building at a time). With current events with COVID-19 the Board wants to reassess their original re-opening plan. A suggestion was made to modify the vestibule area in the Town Office building. A small space heater could be placed in the vestibule and allow one person at a time in that area to meet with a town employee. This would make it possible for town employees to meet with the person without standing in the cold weather outside.
    - After every use of the vestibule the Town Employee will sanitize the used area (table, chair, etc.) in the vestibule, along with Mr. Thebedo completing his normal sanitation.
  8. Consolidated Communication: The Board discussed the issue that community members are having with their service. A suggestion was brought to the Board that they should send a letter to Consolidated Communications to express the service difficulties that is occurring. Mrs. Brotman asked if the Board members thought that such a letter was something appropriate or beneficial for the Board to do. The Board collectively agreed that it will be more beneficial and more powerful for each individual community member who is having service problems to send a letter to Consolidated Communications.
  9. The Select Board meeting on Thursday October 29<sup>th</sup>, 2020 will be dedicated to the Select Board working on the 2021 proposed budget.
  10. The Board discussed the Lyme Common use during COVID-19 and if more precautions should be put in place. The Board encourages people to follow CDC guidelines (six feet apart, wear a mask, etc.), but understand that the Common is a nice way for folks to get fresh air and socialize. The accumulation of dog waste on the Common was discussed. The Board does not want to ban dogs from the Common, but encourages dog owners to take responsibility and pick up after their animals.
  11. Mrs. Brotman has heard from the State that parking on the North side of the Common cannot happen. It is unsafe. A brief discussion followed on other possible locations for parking that could be safer.
  12. The MS-535 was discussed. There was \$37,381 left over in the 2019 budget. Ms. Cutting will generate a reconciliation of the operating budget. The Board signed the MS-535. This will now be submitted to the Department of Revenue Administration.
  13. Election discussion:
    - One Board member must be present at the poles every hour the poles are open and during the counting process.
    - Assigned hours are:
      - Mrs. Brotman 7 AM – 9 AM
      - Mr. Kilham 9 AM – 1PM
      - Mr. Kahn 1 PM – 4 PM

o Ms. Brotman 4PM to the end

14. At 10:54AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A: 3 II (c) Reputation. Present for this session was Mrs. Brotman, Mr. Kilham, Mr. Kahn and Mrs. Cutting.

An abatement request was discussed.

At 11:35Mr. Kilham moved to re-enter public session having voted to grant an abatement. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.

15. At 11:35 Mr. Kilham moved to adjourn. Seconded by Mr. Kahn. Voted unanimously in favor by a roll call vote.

Respectfully Submitted,

Jordan Toland

**\* 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**.