

TOWN OF LYME  
Select Board Meeting  
October 29<sup>th</sup>, 2020  
9:00 AM  
Town Office Conference Room  
Approved: November 5<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

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 9:01 AM Mrs. Brotman open the meeting.

1. Public Comment: No public comments at this time.
2. Mr. Kilham moved to approve both public and non-public minutes of the October 22<sup>nd</sup>, 2020 meeting. Mr. Kahn seconded the motion. Approved unanimously in favor by a roll call vote.
3. Mrs. Cutting reviewed 2020 the tax rate. The DRA has set the tax rate at \$26.66. Which is a decrease from 2019. Mr. Kahn moved to approve the tax rate at \$26.66. Mr. Kilham seconded the motion. Approved unanimously in favor by a roll call vote.
4. Ms. Cutting informed the Board that the Pike House needs a new furnace. The furnace is old and with cold weather coming it is an emergency to get it replaced. Dead River is going to replace it an estimated cost of \$5,200.
5. Select Board reviewed the 2020 Budget. Topics discussed were the following:
  - Executive Expenses
    - Increased hours for assessing clerk
  - Office supplies
  - Employee Hours
  - Deputy Clerk
    - Increased hours
  - Financial Administrations
  - Budget Committee
    - mostly used for workshops
  - Assessor
    - Hours will decrease
    - Briefly discussed getting a new appraisal software
  - Legal expenses
  - Planning and Zoning

- Scanner/Plotter moved to capital expense
  - General Government Buildings
  - Perpetual Care Money (Cemetery) - \$20,000. Mrs. Cutting to check to see if this can be a Warrant article like all other Capital Reserve and Trust funds.
  - Insurance
  - Lyme Police Department
  - Ambulance Service
  - Lyme Fire Department
  - Emergency Management
    - Increase in spending due to COVID
  - Communication
  - Highways and Streets – summer overtime s/b 50 hours
  - Solid Waste
    - Money saved due to only having garbage collection
  - Health Agencies and Other (outside non-profits)
  - Health Officer
  - Overseer of Public Welfare
    - Slight increase
  - Parks and Recreation
  - Draft Operating Budget was confirmed-Mrs. Cutting to make changes and send to the Budget Committee
6. At 10:23AM 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 a roll call vote. Present for this session was Mrs. Brotman, Mr. Kilham, Mr. Kahn, and Mrs. Cutting.
- 2021 compensation for employees were discussed.
- At 11:30AM Mrs. Brotman moved to re-enter public session. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
- It was the sense of the Board to give a 2 % raise across the board to all employees with the exception of a 4% increase to the Police Chief's position in order to continue to get this salary up to the standard for this area. Mrs. Cutting to calculate the changes to the budget and send to the Budget Committee for the Wednesday November 4, 2020 meeting.
7. The Board will not be meeting the week of Thanksgiving
8. At 11:31AM Mr. Kilham moved to adjourn. Seconded by Mrs. Brotman. 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**.