

TOWN OF LYME
Select Board Meeting
November 12th, 2020
9:00 AM
Town Office Conference Room
Approved: November 19th, 2020

The following people were present for part or all of the meeting: Select Board members Judith Brotman, Benjamin Kilham and David Kahn; Administrator Dina Cutting; Police Chief Shaun O'Keefe.

Community members: Richard Brown

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. 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 9:03AM Mrs. Brotman opened the meeting.

1. Public Comment: Richard Brown presented some questions on the committee handbook. Mr. Brown was concerned about the strictness of the right to know laws. Mr. Brown believes the rules prevent the town from having some open discussions. He wondered how he could voice his concerns. Mrs. Brotman advised Mr. Brown to put his concerns in writing and send them to Mrs. Cutting. The Board will come back to this topic when they have received the letter.
2. Mr. Kilham moved to approve both public and nonpublic minutes of the November 5th, 2020 meeting. Mr. Kahn seconded the motion. Motion voted unanimously in favor by a roll call vote.
3. Mrs. Cutting presented a supplemental tax warrant. The Board approved and signed the supplemental warrant in the amount of \$16,978.30
4. The River Road guard rails have not been completed. Mr. Williams is calling the guard rail company to find out the reason for the delay. The road cannot open until the guard rails are completed for safety reasons. The Board will keep the public updated on when it will be open to the public.
5. The Board discussed the Tree Festival on the Common. Chief O'Keefe has been in contact with the organizers and they have been very receptive to the safety guidelines. Chief O'Keefe has been working on a plan for parking, as well as a safe way for community members to partake in the festivities of the festival. Chief O'Keefe explained that the organizers of the festival have to send a request into the state if they want to have a parade. He noted with the short notice, they may not get an approval. Chief O'Keefe is still in contact with the organizers and will continue to guide them in the direction to safely provide a Tree Festival.

6. Mrs. Cutting confirmed that the operating expense. Estimated \$600,000 left in the budget for 2020 at this time with 6 or 7 weeks left in the year.
7. Mrs. Cutting discussed the town's revenue. For our regular departments (not including capital reserve fund), the town estimated around \$750,000 of revenue, and currently we are close to \$720,000. Mrs. Cutting will have more concrete numbers in a few weeks, and the Board will review and discuss as the year end gets closer.
8. The Board briefly reviewed the Capital Reserve Fund. Mrs. Cutting briefly reviewed the town's vehicles and finances for the Board. The police cruiser and the fire truck were initially financed and the other vehicles were purchased through Capital Reserve Funds. (The police cruise was paid in full this year.) The Board will return to this topic when actual numbers are finalized.
9. The US Army Corp of Engineers project on River Road at North Thetford Road has been put on hold because the Board has not been able to secure permission to have a survey done by 2 landowners. Mrs. Cutting had a conversation with Mr. Hatfield from the Army Corps of Engineers about the situation with the abutters. The town has been approved for a grant and the money has been allocated to this project.
 - The town needs to come up with a percentage of the cost of the \$1.2 million project (the percentage would be ~\$525,000). The town can wait for next year to complete the project. The Board will need to discuss and decide if they will move forward with this project.
10. Mrs. Brotman proposed that the Board use the majority of next week's regular meeting to discuss the Capital Reserve Fund and Warrant Articles, unless Mrs. Cutting receives anything really important that needs to be discussed. Mrs. Cutting will produce a spreadsheet outlining this information.
11. The Board briefly discussed the Transfer Station and recycling program. The total costs of updating this service would be between \$70,000 and \$75,000.
 - Brief overall plan includes getting two new dumpster-compactors, a new shed, and updating the recycling program (zero sort or separate).
12. The Board briefly discussed the back side of the Common. Mrs. Brotman proposed that the Board have a discussion about accepting this road from the State, and creating a one lane road on the back side of the Common and making parking spaces in the other lane. The Board will come back to this discussion at a later date.
13. On December 3rd at 6:30 PM the Board will be having a public listening session with reference to the disposition of the "old" section of River Road.
14. Mrs. Cutting will be posting the town's operating budget on the webpage so the budget committee members and the community members have access to it.
15. At 10:24 AM Mr. Kilham moved to adjourn. Seconded by Mrs. Brotman. Motion voted unanimously in favor by a roll call vote

Respectfully Submitted,

Jordan Tolland

*** 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.

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.

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**.