

TOWN OF LYME
Select Board Meeting
November 19th, 2020
9:00 AM
Town Office Conference Room
Approved: December 10, 2020

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

Community members: Richard Brown, Michael Whitman, Barbara Woodard, Carol Barr and Donald Graham.

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 9:00 AM Mrs. Brotman opened the meeting.

1. Public Comment:

- Richard Brown asked what the Select Board's process is in regards to responding to community members' letters. Mrs. Brotman explained to Mr. Brown that the Select Board members would first all personally look it over and then meet about it. Mrs. Brotman noted they had received his letter and Mrs. Cutting had confirmed that to him. Once the Board has discussed the letter and received legal advice the Board would move forward with a response to him.
- Carol Barr and Donald Grant asked if a stop sign could be put in at the south end of the new River Road bypass. Mrs. Brotman advised Ms. Barr that she would talk to the road agent, Mr. Williams, about changing the yield sign to a stop sign.

2. Mr. Kilham motioned to approve the minutes from the meeting of Thursday November 12th, 2020. Mr. Khan seconded the motion. Motion voted unanimously in favor by a roll call vote.

3. Emergency Notices:

- Mrs. Brotman discussed that due to the increased cases of COVID in New Hampshire, we will be limiting the traffic in the town buildings even more, starting in December. This will include staggering town office staff hours, so fewer people are in the building together. No public is allowed in any Town building. All Select Board members support making it the safest possible working environment for the staff. Mrs. Cutting and Mrs. Brotman will write up a notice and post it on the Town Website and Listserv. After a lengthy discussion the sense of the Board was to initiate this new protocol right away.

4. The Board reviewed and processed an Oath of Office for a new member of the Energy Committee, Henry Higgs.
5. Mrs. Cutting reviewed the grant for the Emergency Management Conference and Training room in the new Fire Station. Lyme's Emergency Management Director (EMD) communicated in an email the grant will cover the furniture for the emergency operation center, furniture for the office of the EMD, an additional computer for the use of the EMD, and a desktop computer for the use of the EOC. The grant totals \$18,011.84.
6. Mrs. Brotman noted that the new Fire Station is still on track to open in December (if everything goes as planned). Mrs. Cutting also noted the project is on budget so far.
7. Mr. Williams discussed the Highway Department issues:
 - Mr. Williams installed a yield sign at the River Road bypass. Mrs. Brotman brought up the concern of visibility, and asked if a stop sign would be safer, at least while people get used to the new road. Mr. Williams agreed and is going to replace the yield sign with a stop sign.
 - Mr. Williams also informed the Board that he had been in contact with the covered bridge engineer. The engineer is going to do some research and gather maintenance records on the bridge and then he will be in contact with Mrs. Cutting.
8. The Board reviewed and confirmed the operating budget.
 - Mrs. Cutting did calculations and barring any other emergencies the town has an estimates \$474,400 of committed expenses to spend in the 2020 operating budget.
 - Mrs. Brotman proposed that the Board consider ordering the Highway Boiler. The boiler bid was under \$25,000. Mrs. Cutting is going to contact the company about the boiler. *The sense of the board was to move ahead and have the replacement of the highway boiler done.*
 - Mrs. Brotman also proposed that the Board consider starting the process of ordering the Transfer Station's two new compactors. The compactors cost roughly \$35,000. The sense of the Board was to purchase these from the current operating budget.
 - The Select Board proposed 2021 operating budget is still estimated to be 1.25% over last years' operating budget.
 - The Board reviewed the Capital Reserve Vehicle spreadsheet. The Board discussed not purchasing a third five-ton dump truck, and hiring a truck service if the highway department has a problem with one of the trucks. The Board discussed options for future purchases.
9. The Board reviewed the 2021 Capital Reserve Fund Worksheet and discussed where additional funding should go.
 - The Board considered putting funds in the Bridge Fund and Emergency Major Equipment. They considered putting \$10,000 in Emergency Major Equipment and \$50,000 in the Bridge Fund.
 - The Board reviewed proposed rough drafts of warrant articles.
 - The Board briefly discussed road projects, and will return to this topic.
 - The Board will continue to review these topics and make decisions at a later date.
10. The Bard will not be meeting next Thursday November 26th, 2020.
11. At 11:15 AM Mr. Kilham moved to adjourn. Seconded by Mr. Kahn. Motion 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.

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**.