

Select Board Meeting  
February 18<sup>th</sup>, 2021  
9:00 AM  
Town Office Conference Room  
Approved: February 25<sup>th</sup>, 2021

The following people were present for part or all of the meeting: Select Board members Judith Brotman, Benjamin Kilham and David Kahn. Police Chief Shaun O'Keefe, Road Agent, Steven Williams, Town Clerk Patricia Jenks, Administrator Dina Cutting.

Members of Community: Karen Sanders, Hebe Quinton, Rich Brown, Rusty Keith, Sue Ryan.

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: Join Zoom Meeting

877 853 5247 US Toll-free  
888 788 0099 US Toll-free  
833 548 0276 US Toll-free  
833 548 0282 US Toll-free

Meeting ID: 932 9601 7737

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.

1. Public comment:

- a. Ms. Quinton expressed concern about the timely manner of posting Select Board Agendas and meeting dates. Ms. Quinton asked the Board why they went into a nonpublic session in response to John Biglow's concerns about the stream. Mrs. Brotman explained that the discussion was in accordance with the state RSA for reputation. The Board cannot discuss the details of what or who was talked about in a non-public session. The Board tries to do as much business as they can in public session, and wants the public to know that after the Board goes into a non-public session they do come back into a public session to summarize the discussion and report any action taken.
- b. Karen Sanders asked the board to explain why the Tax Collector and Town Clerk position can be combined into one position (Article 3). Mrs. Brotman explained that there have been discussions that began back in 2017. Before that, long time Tax Collector, Joanne Coburn was the first person to propose this idea and start the discussion. The Budget Committee also had this discussion starting in 2017. The Select Board felt this may be a good time to put forth the proposal for this year's town meeting. A town forum is also being planned for this topic.
- c. Rich Brown asked the Board if as a candidate for the Planning Board if it was appropriate for him to post his candidacy on ListServe, as well as advocate for more housing. Mrs. Brotman explained to Mr. Brown that we have a location on the Town website for candidates to send in a write-up to be posted. Mrs. Brotman explained that in years past candidates have sent out mailings listing their qualifications. Mr. Kahn and Mr. Kilham also believe that as a candidate Mr. Brown has the right to post on ListServe. As a committee member one would have to be mindful as to what they post publicly because

they represent the town through the committee, but posting to express your candidacy is appropriate.

2. Mr. Kahn moved to approve the public minutes from the meeting of February 11<sup>th</sup>, 2021. Mr. Kilham seconded the motion. Voted unanimously by roll call vote.
3. Mr. Kilham moved to approve the non-public minutes from the meeting of February 11<sup>th</sup>, 2021. Mr. Kahn seconded the motion. Voted unanimously by roll call vote.
4. The Connecticut River Joint Commissions asked the Board an appropriate place to post information they want to be available to the Town of Lyme. The Board discussed creating a subpage on the town website for the committee, as well posting briefly on ListServe to point the public in the direction of the website. The Board agreed on this plan of action.
5. There will be an open forum over zoom on warrant article 3, as well as give candidates the opportunity to give a statement. Mrs. Brotman will consult with Mr. Peterson about timing and if he would moderate this zoom forum. The Board is slightly worried about the technology aspect and if it will work smoothly with a large amount of people, but they want to hear the thoughts of the public and encourage people to voice their opinions on the subject matter. The zoom date and time for these topics will be **on Tuesday March 2<sup>nd</sup>, 2021 at 7 PM.**

Another open forum will be planned for some time in April to discuss more warrant articles.

6. Chief O'Keefe made an official announcement that Sergeant Casale will be resigning from the Lyme Police Department effective March 13<sup>th</sup>, 2021. The search for a new officer has started and Chief O'Keefe hopes to hire someone by May 1<sup>st</sup>, 2021. Advertisements went out last week and we have received a few applications already.
7. A second town mailing draft was proposed. This letter talks about the other warrant articles that were not mentioned in the first mailing. Mrs. Brotman asked for any suggestions or corrections to the draft from the Board. The Board is going to review the mailing and get back to Mrs. Cutting with suggestions and corrections before next week's meeting.
8. The Board discussed the election schedule:
  - a. Warrant Article numbers 1-3 will be voted on Tuesday, March 9<sup>th</sup>, 2021. The polls will be open from 11AM – 7PM.
  - b. The Select Board members will be at the polls to greet the public, hand out masks and sanitizer, and respond to questions. Assigned "greeter" times are:  
Ben Kilham 11AM – 2PM  
David Kahn 2PM – 5PM  
Judy Brotman 5PM – 7PM and 7-10 for take-down and ballot counting
9. Mr. Kilham updated the Board on the Conservation Commission meetings. They have been discussing the old stone culvert bridge on Baker Hill Road. The property owner a plan for saving the historic culvert and creating a bridge for crossing this area. The commission is brainstorming with the owners and then they will take the final plan to the Planning and Zoning Boards for approval.
10. The Highway Road Agent, Steve Williams, updated the Board on the highway department. The restoration company Williams is recommending for the repair on the Edgell Bridge needs an answer in order to schedule this work. With the fire proofing spray the project cost would total \$166,000. The Board will review the two bids and return to the conversation at the next meeting. Mr. Williams asked that the Town's snow removal policy be posted on the website (specifically the town policy that states no plowing or pushing snow into or across the road). Mr. Williams noted if the Town traded trucks sooner, more like every 7 years instead of 15, it would end up saving money in repair costs of vehicles.

11. At 10:15AM Mrs. Brotman moved enter non-public session in accordance with RSA 91-A: 3 II (a) Personnel. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote. Present for this session was Mrs. Brotman, Mr. Kilham, Mr. Kahn, Mr. Williams and Mrs. Cutting.  
At 10:35AM the Board moved to return to public session having taken no action in non-public session.
12. At 10:35AM Mrs. Brotman moved enter non-public session in accordance with RSA 91-A: 3 II (a) Personnel. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote. Present for this session was Mrs. Brotman, Mr. Kilham, Mr. Kahn, Mrs. Patricia Jenks and Mrs. Cutting.  
At 10:59AM the Board moved to return to public session having taken no action in non-public session.  
Mrs. Brotman moved to seal the two sets of non-public minutes. Seconded by Mr. Kahn. Voted unanimously in favor by a roll call vote.
13. The Board briefly discussed a response to Mr. Brown concerning his second email. Mrs. Cutting will draft this response.
14. At 11:02 Mr. Kilham moved to adjourn. Seconded by Mr. Kahn. Voted unanimously in favor.

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 Zoom 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 phone numbers listed on the posted agenda.

*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 Zoom 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**.