

Select Board Meeting  
February 25<sup>th</sup>, 2021  
9:00 AM  
Town Office Conference Room  
Approved: March 4<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, Highway Road Agent Steve Williams, and Administrator Dina Cutting.

Public: Hebe Quinton, Walt Swift, Michael Whitman, Rich Brown. Representatives from the following companies while the bids were read: R&D Paving, J. Hutchins, Pike and Blacktop.

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 one of the toll-free conference numbers:

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: 944 7962 0991	

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:

- Mr. Whitman thanked the Board for planning to hold a virtual little town meeting. He requested the Board consider posting all official meeting information and communications on the LymeList serve.
- Mrs. Quinton asked for the best way to get information to the Board. The Select Board email [selectboard@lymenh.gov](mailto:selectboard@lymenh.gov) or email Mrs. Cutting. She also requested job descriptions be posted on the Town web page.
- Mr. Brown agreed with previous requests stated.

2. Walt Swift reviewed LymeFiber's plan to install a limited number of devices to allow the common area to have limited Wi-Fi use. They are working on all the logistics, this will not be a Town of Lyme project. LymeFiber is working with private land owners that have come forward and offered space on their individual properties. They will make sure to check to see if any permits are needed, and apply for any necessary permissions.
3. Mr. Kilham moved to approve the minutes from the meeting of February 18<sup>th</sup>, 2021. Mr. Kahn seconded the motion. Voted unanimously in favor by a roll call vote.
4. Mr. Kilham moved to approve the manifest. Mrs. Brotman seconded the motion. Voted unanimously in favor by a roll call vote.
5. Chief O'Keefe updated the Board on applications for the officer position. He has received about half a dozen applications and will move forward with the hiring process soon.
6. The Dina on behalf of the Board opened the sealed bids: Spread sheet to be provided for next week's meeting.

Paving Bids:

- R&D Paving: Job #1- \$45,060.25, Job #2- \$223,909.50, Job #3 - \$18,953.50

- Pike: Job #1- \$43,400 Job #2 – \$217,880 Job #3 – \$8,672 (The sweeping and tack and grinding amounts are all included in the paving price)
- Blacktop: Job #1 - \$42,463.87, Job #2 - \$200,925.87, Job #3 - \$18,739.89
- GMI: Job #1 - \$47,250.90, Job #2 – \$233,693.20, Job #3 - \$19,854.80
- United Construction: Job #1 - \$48,848, Job #2 - \$222,150, Job #3 - \$22,960
- J. Hutchins: Job #1 - \$44,290, Job #2 - \$220,708, Job #3 - \$18,595

#### Sand and Gravel Bids:

- Jaben Knapp Trucking: 3 quarter inch crushed gravel - \$19.17 per yard delivered, 3 quarter inch hard pack - \$19.17 per yard delivered, sand - \$15.50 per yard delivered
- Lyme Green: 3 quarter inch crushed gravel - \$16 per yard delivered, 3 quarter inch hard pack - \$14 per yard delivered, sand- \$12 per yard delivered
- Twin State: 3 quarter inch crushed gravel - \$19.09 3 quarter inch hard pack- \$ 16.53, sand- \$16.09
- Chief's: 3 quarter inch crushed gravel - \$16.53 per yard delivered, 3 quarter inch hard pack - \$18 per yard delivered sand - \$10.90 per yard delivered

#### Lawn Mowing Bids:

- Todd Randlett Trucking, LLC: \$28,750
- Lyme Lawn Care: \$47,400

Two bids for roadside mowing were sent by email to the Highway Department. Mrs. Cutting informed the bidders that their bids needed to be delivered as a sealed bid to the town. We received one sealed bid.

- Bruce Orchitt: Roadside Mowing: \$23,250

#### 7. The Board discussed Sick Time Policy Changes.

- It has been suggested that we reword the policy with gender neutral terms.
- Another suggested change was in section 1.2, sick pay. It currently states that an employee will get "paid at the employee's base rate for 8 hours". It was suggested to be changed to read, an employee will get "paid at employee's base rate for their scheduled number of hours". We have some employees that work 10 hour days, and should get paid for those regularly scheduled hours if sick.
- A new Section 9.6 was added to the sick time policy, which would allow other employees to share accumulated sick time with another fellow employee if the ill employee does not have enough sick time hours to compensate for the out-of-work time. Mr. Kahn is going to look over the wording of the section and the Board will revisit the topic next meeting.
- Employee comments were taken at this time-Mr. Williams asked the Board to consider being allowed to give away vacation time also.

#### 8. The Board discussed the Edgell Bridge repair estimate. There have been two companies that have looked at the bridge. One company noticed a significant amount more that needed to be repaired on the bridge. Mrs. Brotman is hesitant to move forward without getting another opinion on what repairs are needed to stabilize it. Mrs. Cutting also suggested that we look for grants to cover some of the cost of this repair. Mrs. Cutting suggests that we reach out to the state, since they have done a lot of work on the bridge. This bridge project should also have a formal RFP written

up and the proposed work be put out to bid. Mrs. Cutting is going to contact the state and have them come and look at it as soon as possible. The Board is going to think about how best to move forward. The Board will look at the State Bridge Reports and revisit this topic at a later date.

9. The Board reviewed the Eversource contact sheet. This is an emergency response plan and emergency contact agreement. Eversource is trying to improve the state's readiness and this form identifies who is the main contact person in case of an emergency. EMD, Margaret Caudill-Slosberg and Deputy Fire Chief Aaron Rich are currently the contacts. The Select Board is wishing to review this official Town form. Chief O'Keefe suggests that because the Police Department is a paid full time department and is aware of all emergency situations the Police Department be listed as the point of contact on this form. The Board agrees that the police department should be the main contact and then police can contact whomever else is necessary. Mrs. Cutting will communicate with Eversource and the EMD.
10. Next Tuesday March 2nd, 2021 at 7:00 PM will be a virtual Little Town Meeting. In addition to candidate introductions, much of the discussion will focus on the warrant article pertaining to combining the Town Clerk and Tax Collector positions. The Board hopes to explain their intentions with this change and the timeline of this change.
11. Around mid-April another Town mailing will be going out. This will include paving of River Road and Articles 13 and 14 which pertains to Old River Road. The Board is going to look over the draft mailing and come back to discuss next week.
12. At 10:58AM Mr. Kilham moved to go into non-public session under RSA 91A:3II (a) personnel. Mr. Kahn seconded the motion. Voted unanimously in favor by a roll call vote.
13. Mrs. Brotman moved to return to public session at 11:15AM, as well as moved to seal the non-public minutes. Mr. Kilham seconded the motion. Voted unanimously in favor by a roll call vote.
14. Mr. Kilham moved to close the meeting at 11:16 AM. Mr. Kahn seconded the motion. Motion voted unanimously in favor by a roll call vote.

Respectfully submitted,

Jordan Toland