

Select Board Meeting  
March 11<sup>th</sup>, 2021  
9:00 AM  
Zoom  
Approved: March 25, 2021

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

Public: Hebe Quinton, Jeff with R & D Paving, Morton Bailey with Lyme Green Heat.

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: 968 7028 3968	

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: Ms. Quinton asked multiple questions concerning Town of Lyme's employee job descriptions. She requested the job descriptions be put on the Town web page. The Board will discuss this at a later date.
2. Mr. Kahn moved to accept the public minutes of the March 4<sup>th</sup>, 2021 Select Board meeting. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
3. Mr. Kahn moved to accept the sealed nonpublic minutes of the March 4<sup>th</sup>, 2021 Select Board meeting. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
4. The manifest will be reviewed and approved electronically.
5. Mowing bids: The Board reviewed the 2 bids received. Mrs. Cutting reported that one bidder had made an error on the bid. Because these are sealed bids the Board felt the only fair thing to do was to disqualify this bid. Mrs. Brotman moved to award the contract for Town mowing to Lyme Lawncare in the amount of \$47,400. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
6. The Board discussed the gravel and sand bids.
  - Mr. Morton Bailey of Lyme Green Heat explained that he did not remember having any trouble with the Highway Department during last year's contract. Mr. Bailey advised the Board and Mr. Williams that he understands if the Town needs a different process of delivery, but due to the equipment he has the only way possible for him to deliver the material is within a short time span. Mr. Williams is concerned with choosing Lyme Green Heat because he needs a company that can deliver material throughout the year when the department needs it. Mr. Williams also needs the company to be capable of putting the material in the correct location. Mrs. Brotman noted she would like to work this out with Lyme Green Heat.
  - Mr. Kilham moved to award the bid to Chief Crushing and Excavation. Mr. Kahn seconded the motion. Two in favor and one abstention (Brotman).
7. The Board discussed paving bids.

- Mr. Williams expressed that based off of the quoted price, the town should award the bid to Blacktop.
  - Mr. Kilham moved to award the bid to Blacktop. Mr. Kahn seconded the motion. Voted unanimously in favor by a roll call vote.
8. Mr. Williams expressed his concern with another dumpster being put by the highway garage. He worries trucks with wing plows would have a hard time getting in and out the bays. Mr. Thebodo is going to look into this concern further and bring a plan (including map) to the Board.
  9. The Board discussed the next town-wide mailing. After the mailing goes out, we will host another virtual little town meeting. Mrs. Brotman is working on the draft of this mailing.
  10. Mrs. Cutting informed the Board that during Little Town Meeting we went over our allotted number of zoom participants, time, and recording space. The Town was charged \$332.00 in fees. Mrs. Cutting suggests that if we are planning to continue with zoom we should upgrade to the next package level. We are currently paying \$149.00 a month, the next level up costs \$199.00 per month. This would make it possible for up to 300 people to participate at once. The Board members all agree that this change in zoom level should happen.
  11. During late spring the Board is going to return to the topics of Edgell Bridge and Article 3 for further discussion.
  12. At 9:58 AM Mrs. Brotman moved to go into non-public session under RSA 91-A: 3 II (c) Reputation. Mr. Kilham seconded the motion. Voted unanimously in favor by a roll call vote. Present for this session was Mrs. Brotman, Mr. Kilham, Mr. Kahn, and Mrs. Cutting.
  13. At 10:02 AM Mrs. Brotman moved to return to public session having voted to given a requested 6 month extension for receipt of tax payment, with interest and fees being waived. Mr. Kilham seconded the motion. Voted unanimously in favor by a roll call vote.
  14. At 10:04 AM Mr. Kilham moved to adjourn. Mr. Kahn seconded the 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 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**.