

TOWN OF LYME  
Select Board Meeting  
September 30th, 2021  
9:00 AM  
Approved: October 7<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; Administrator Dina Cutting; Police Chief O'Keefe; Sergeant Camden Elliott; Transfer Station Supervisor Matt Thebodo; Librarian Judy Russell; Planning and Zoning Administrator David Robbins; and Fire Chief Michael Mundy.

The Town buildings are open to the public following Governor Sununu's non-renewal of his Emergency Orders. The Town is following CDC guidance on masking and distancing. The Board will be meeting via zoom and in person. The location of the meeting is 1 High Street, the Town Office conference room. If you come to this location you must wear a mask when entering the building and while in the conference room.

Anyone not wishing to attend the Board meeting in person may do so by dialing in on one of the publicized Zoom Meeting conference numbers.

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: 841 0062 3337

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. At 9:04 AM Mrs. Brotman opened the meeting.
2. Mrs. Brotman welcomed public comment: no public comment at this time.
3. Mr. Kilham moved to approve the minutes from the meeting of September 9<sup>th</sup>, 2021. Mr. Kahn seconded the motion. Voted unanimously by roll call vote.
4. The manifest will be approved electronically.
5. The board reviewed two Intent to Cuts:
  - ✓ Kunhardt, Deborah – Map 402-17: approved and signed by the board.
  - ✓ Smarts Mtn. Realty LLC – Map 415 – 22: approved and signed by the board.
6. Road agent Mr. Bailey updated the board on the highway department and discussed upcoming projects and budget proposals.
  - ✓ The highway's budget request is the same as 2021 other than the unknown changes in payroll/benefits (Mrs. Cutting is working on final numbers)

- ✓ Material and maintenance budget request has stayed the same. Mr. Bailey and Mrs. Cutting have based this figure off of a 5 year average of the materials used. Depending on the year there is a variability of the amount of materials used, but overall the budget requests reflect what is anticipated to be needed.
  - ✓ Replacement vehicles/sale of equipment: looking to sell the ton truck and fire truck. Interest has been shown by word of mouth, and Mrs. Cutting will write up the official announcement.
  - ✓ The highway's new furnace will be installed next week.
  - ✓ Mr. Bailey is looking into a repeater for their radios. He is waiting to hear back with an up dated estimate. In 2017 it had an estimated cost of \$13,700. In 2017 this budget request was approved by the select board. The highway department was waiting for a frequency license in order to purchase the repeater. Because the license had not been approved it was then voted to be carried over to 2018. This frequency license has just been approved in 2021. Mrs. Cutting is going to look into seeing if we had a contact with the company in 2017 to allow the funds to continue to be carried over until now. This device would enable the highway department to communicate with each other, as well as police, fire and other emergency services.
  - ✓ Mr. Bailey was also looking into a blower to blow our ditches/culverts. The Town of Hanover has one of these devices and it has proven to significantly help keep the culverts clear of debris. The estimated cost is less than \$10,000.
7. Transfer Station Supervisor, Matt Thebodo updated the board on projects and budget request items:
- ✓ There is proposed \$1,000 increase in the Transfer Station budget (1% increase).
  - ✓ Mr. Thebodo is waiting for the estimate on the maintenance contract for the new compactors.
  - ✓ Other budget items (ex: materials, light bulbs, etc...) are based off an average usage over a three year period.
  - ✓ The highway employees are not rotating through the Transfer Station Sundays at this time. Once the procedure is finalized for the new Transfer Station set up he will have the highway employees continue with the rotation of Sundays at the Transfer station.
8. Judy Russell updated the board on the Library's budget items:
- ✓ Ms. Russell reviewed the lack of funding for the children's collection. In the past Blisters for Books has generously funded the purchase needed in this department. Blisters fundraising have been as high as \$7,000 to now a \$3,000 average. It is time for the Library to request additional funding for the children's collection.
  - ✓ The library uses a company that keeps their online database up to date. The fee for that service is increasing this year. The library would also like to update the site and make it more user friendly.

- ✓ Technology updates are also needed. Three staff computers need to be updated. Three desktop computers are needed for public use and two 'search computers'. As well as four chrome book computers that are given to children to work on homework.
  - ✓ The \$4,000 increase represents the children's collection.
9. David Robbins updated the board on the Planning and Zoning budget items:
- ✓ Mr. Robbins updated the board on the plotter, it is working very well! The ink cartridges are around \$180 each (black and each color sold separately) and Mr. Robbins thinks he can use one of each a year. The scanning aspect alone has been very helpful.
  - ✓ The planning board has asked for \$500 of training, for members.
  - ✓ Mr. Robbins proposed the purchase of an Owl, which is a camera/microphone device that follows whomever is speaking. This could help the public follow along with online meetings better. The estimate for this device would be around \$1,200. The actual device is \$1,000 but other parts/cables may add costs. This would be for anyone who uses the conference room, not just planning and zoning. Mr. Robbins also mentioned that having some sort of projector for the conference room would be beneficial. The board is going to keep in mind that a projector or smart TV would be helpful for many different departments. These 2 items will be revisited towards the end of the year in order to try and address them with 2021 funding.
10. Police Chief Shaun O'Keefe and Sergeant Camden Elliott updated the board on the department and budget items:
- ✓ No major changes, other than Chief O'Keefe's retirement. Payroll changes could vary depending on if we fill the second position right away. Ranking of the new officer would also affect the payroll budget. We should plan on two full family health and dental plans (at 85% cost). There would probably be around a 5% increase in pay, taking all the variables of a new officer.
  - ✓ If Chief O'Keefe retires on June 1st, 2022, he would enter his mandatory 30 day no work period. He could then return part time from July 1st, 2022 through December 2022 if necessary.
  - ✓ The Police Department has reached out on a national police search site to show that Lyme PD is interested in hiring at some point in the future. They also plan on advertising the position in other places.
  - ✓ The board will have a conversation with Chief O'Keefe and Sergeant Elliott on October 7th at 10:30 AM to discuss this topic and schedule of events further.
11. The board discussed tax exempt properties. The Board reviewed and discussed information from both Town Counsel and the Town assessor on the tax exempt properties for Lyme. The listed properties were approved and the board is going to come back to the office and sign an official list of exempt properties.

12. Michael Mundy reviewed budget items for the Fire Department:

- ✓ The department would like to propose that we add \$2,000 to Hazmat dues.
- ✓ Insurance may increase.
- ✓ Chief Salary increase.
- ✓ Electric and building cost will increase.
- ✓ Mr. Mundy is going to work with Mrs. Cutting to condense the fire department's proposed budget and send it to the board for review.

13. Mrs. Cutting is going to forward the information pertaining to the East Thetford Bridge reconstruction project to the Heritage Commission and the board will return to this conversation.

14. At 11:35 AM Mr. Kilham moved to adjourn the meeting. Mr. Khan seconded the motion.  
Voted unanimously by roll call vote.

Respectfully submitted,

Jordan Toland