

TOWN OF LYME
Select Board Meeting
August 25^h 2016
8:00AM

Town Office conference Room
Approved: September 1, 2016

The following people were present for part or all of the meeting: Select Board members: Susan J. MacKenzie (Chair), Charles J. Smith, Patty Jenks. Administrative Assistant, Dina Cutting. Orford Town line perambulator, Chase Kling. Community Care of Lyme representative, Martha Tecca. Community member: Dave Celone.

- 1) At 8:00 AM MacKenzie called the meeting to order.
- 2) Chase Kling reviewed the history of the perambulation of the Orford and Lyme Town lines. He wanted to make sure the Town knew that one of the markers had been pushed over at one time. He worked with the 2 landowners and a surveyor to put the pin back in. Both landowners are satisfied with the placement of the pin. He reviewed what could happen with logging operation on the town line. There have been instances when marked trees have been cut and then the town line is lost. It is important for both towns to communicate when granting intent to cuts on the town lines. Both towns send intent to cuts to the other town when it involves any area to be logged close to the town lines and if the logger is going to be traveling through one town to get to the logging job in the other town, also both Road Agents receive copies of any intent to cuts issued. 2017 will be the year the Orford and Lyme town line will need to be perambulated again. Andrea Colgan, who previously assisted in this effort will be asked to help again, as it is safer to have more people along for the hike. The sense of the board was to ask David Robbins, Planning and Zoning if he would go along on these trips. The town should be using GPS to mark all pins and markers. Chase Kling felt it was important to keep volunteers doing this job instead of hiring surveyors, it is very costly. The board thanked Chase for all his knowledge and time on this important project.
- 3) Smith moved to approve the minutes of the August 18th, 2016 board meeting. Seconded by Jenks. Motion voted unanimously in favor.
- 4) Matter arising & new business:
 - Cutting reviewed a common use application- The applicant was looking to use the Common for a commercial venture. This is not allowed. The sense of the board was to suggest the Lyme Center Academy building grounds which can be rented for this kind of event. Smith moved to deny this common use application. Seconded by Jenks. Voted unanimously in favor.
- 5) 8:35AM-Martha Tecca: Martha came to review the Community Care survey content and how this information will be handled and used. The board had stated some concerns that this survey was invasive and how the handling of confidential information was being managed. As this committee works to identify the needs of community members it is important to keep in mind this will be used for data purposes to enhance programs and help community members. The Board was previously asked to endorse the survey. After Martha reviewed the security measures and who would be privy to the information and how it was to be handled, the sense of the board was to *support* the survey effort for the reasons cited by Martha. A link will be provided on the Town Web page to access the survey. Martha thanked the board for their support.
- 6) 9:05AM-Dave Celone: Common skating rink-Dave informed the board he had discussed the leveling of the common with Kevin Brown of E.C.Brown nursery. They took a look at 3 different approaches to this project.
 - a. Lay down the material to level the ground in the fall- put the rink

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in- do the seeding in the spring. Most likely would need to re-seed at some point.

- b. Peeling back the sod-concerns about cutting grass roots and possibly negatively affecting the tree root system on the common. Kevin felt only a small % of the grass would survive using this method. This was felt to be the least desirable method for this project.
- c. Put down some kind of inexpensive fill and sod and seed over it. It would not be usable for the rink this winter but could be ready for the following winter skating season.

Dave commented this would be an easy job, there was no need for plans, and any landscaper could do it. The area is 50' x 100'. After a lengthy discussion the board and Dave felt option a) would be a sensible choice for this project. It was determined that there needs to be someone with knowledge of landscaping and or laser level work. The work can be done by volunteers but there needs to be someone knowledgeable in charge. The seed blanket used for some road side work was discussed. This seems to be a viable option for this project. Jenks will gather a price on the seed blanket. The direction of drainage was discussed. It needs to drain towards the back side of the common and to the storm drain. It will be important for this drain to be kept open to allow drainage. The board had previously committed to keeping a path open across the common to the Lyme Country Store and to the post office for residents who live on the backside of the common. This will need to be addressed in the near future. The board discussed the importance of doing this project without having to close a large section of the common for an undetermined amount of time. After a lengthy discussion the sense of the board was to have Dave talk with Kevin Sahr, who has some experience with this type of work, and see if he'd look at the common to see if he can oversee this project.

7) Matter arising & new business:

- a. Boat rack: It was noted by MacKenzie that a white boat was left on the ground at the boat racks. Police and Recreation members are trying to locate the owner. If this boat is not removed soon it will be removed by the Police Department.
- b. Climbers: The board will be forming a study committee. It is clear Holt's ledge area is and will become a more popular climbing site. The board would like to have a committee to discuss various options of how to keep this area open to climbers but with the ability to make sure the area is being used, cleaned, and regulated properly. The committee will consist of Lyme residents and Select Board rep Jay Smith.
- c. Highway Generator: MacKenzie requested 2 generator companies give an estimate on the cost to upgrade this generator to run everything at the Highway garage. Cutting reviewed the previous board's parameters for deciding on the present generator. The financial constraints and the ability to run all the equipment were weighed and it was decided that running all the highway equipment at one time during an emergency was not necessary. The Highway employees would need to turn some of the equipment off during this time. The board discussed what was essential to an emergency situation. Running the compactor during an electrical outage and or a storm was not felt to be a priority. The following

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procedures will apply during a no electricity and/or winter weather event:

- i. Winter hours will be 2:00PM to 4:00PM-starting and storing with daylight savings time.
- ii. During power outages and winter weather events the transfer station will be closed.

This needs to be added to the Transfer Station regulation document and publicized.

- 8) Public Comments: None
- 9) Manifest: The board reviewed and signed the manifest in the amount of \$36,167.46 and Overseer of Welfare in the amount of \$1,403.76. The payroll manifest was also reviewed and signed.
- 10) The contract for CLD to continue the FEMA and DES requirements for plant identification will be up to \$700.00 (not \$500.00) Smith moved to approve this expense. Seconded by Jenks. Voted unanimously in favor.
- 11) The town vehicle use policy was reviewed and approved. All employees who may use this vehicle will be required to sign this form, provide a copy of their driver's license and fill out the usage spreadsheet.
- 12) Forest Fire report/bill: The bill has been generated from the fire on Claflin Lane. This was started by a lighting strike. The amount of \$469.13 will be paid out and the report will go to the State Fire marshal.
- 13) Notice of intent to cut for map 407 Lot 67- was reviewed and signed.
- 14) The MS-1 was distributed for review by the board. This will be signed at next week's meeting.
- 15) MS-434 revised revenues: Cutting reviewed the actual revenues with the board. Cutting noted some minor adjustments made to the projected revenue amounts. This will be submitted to the DRA.
- 16) Committee & Commission:
 - Assessing Committee: The 3 proposals were reviewed and discussed. The committee will be conducting interviews for all 3 submissions.
 - Transfer Station Committee: Simon Carr and Steven Maddock, both members of the original committees, came to hear where the committee was and what had been done. They were very complimentary to what has been done by this committee. Casella Waste has some good ideas for re-organizing what the committee could do. If changes in providers are made now there are some regulations the Town would be forced to carry through with. This was a good meeting. Carr suggested it might be time to resurrect the Capital Improvement Plan to assess future needs of several town entities, including the transfer station, considering the possible need for its relocation.
 - Coffee Hour:
 - Jenks had a concerned citizen wondering why there's not an adequate walking path on East Thetford Rd to get from down town to Tensens Farm stand. (This is a state highway and not controllable by the town).
 - Rusty Keith reiterated his concerns over the lack of information he's requested for the updated assessing information. Cutting noted she had spoken to him and thought this issue was addressed.

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- Heritage Commission was looking to get the picture project going and was wondering if the release had been reviewed by the Town's attorney. Cutting noted this had been done and would check on it. Concern had been noted about the fence that was going on the little common. The fence post is too close to the tree. Concerns over damaging the roots were noted by a citizen. The board reiterated this group needs to come back with a plan showing where these posts were going and they will also have Robert Thebodo, town Tree Warden, review the proposed location prior to any work being done. This is a preservation effort because of the proximity of the Basswood tree. The Heritage Commission is considering bringing a demo permit to the planning board for consideration. Also a facade easement was discussed by the committee.
 - Recreation Commission: the annual 5 K fundraiser will be held Saturday August 27, 2016 @ 10:00AM
 - Tax Committee: The following 6 recommendations were studied and reviewed by this committee:
 - i. Twice a year tax billing- The committee recommended this
 - ii. Additional motor vehicle fee to be used for road repairs and maintenance- The Committee recommended this.
 - iii. Resident use fee of Chase beach- The committee did not recommend this.
 - iv. Out of Town visitors fee for Chase beach- The Committee tabled this
 - v. Land Use Change Tax- The Committee recommended these funds go to the town revenue now. They looked at Current use and Conservation Easements taxation. This shifts the tax base onto other people. The community members need to know this.
 - vi. Tax Exempt properties- Asking the non-profits to pay an "in lieu of " tax. The committee did not recommend this.
 - Mackenzie will be attending a TransCanada meeting. This will be reporting on the study results concerning erosion to the river banks caused from the lowering of the water level in the Connecticut River.
 - 9/13/2016-State Primary-Jenks will be getting this organized
 - 2 conferences coming up for the Town Clerk; they are both on Thursdays so Jenks will miss the BOS meetings
 - September 15th Jay Smith will be away.
 - Jenks & MacKenzie reported the inspection of the Smith property went well. The Smiths are making good progress on the clean-up. One vehicle is scheduled for removal by August 28, 2016. There was a discussion and agreement of what the next plan of action is and for which areas that all were in agreement with. Next inspection date will be in September. Smiths noted some community members had stopped and complemented them on the clean-up progress.
- 17) At 11:10AM Jenks moved to adjourn. Seconded by Smith. Voted unanimously in favor.
Respectfully Submitted:

Dina Cutting