

TOWN OF LYME
Select Board Meeting
Thursday July 14th, 2022 9:00 AM
Approved: August 4th, 2022

The following people were present for part or all of the meeting: Select Board members Judith Brotman, Benjamin Killam and David Kahn; Administrator Dina Cutting; Police Chief Shaun O'Keefe. Public: Rich Brown, Sue Mackenzie, Jan Williams, Energy Committee member Jim Nourse, Laurie Wadsworth, Karen Keene, Earl Strout, Doug King and Chris Turgen from the New Hampshire Department of Transportation, Lori Rich, and an unidentified individual. Public on Zoom: Michael Whitman.

1. At 9:00 AM Mrs. Brotman opened the meeting.
2. Public comment: no public comment at this time.
3. Jan Williams took this time to discuss her abatement experience with the Board. Ms. Williams received a letter dated May 24, 2022 stating that her abatement was denied and could meet with the Board for a discussion or she could appeal her abatement request with the Board of Tax and Land Appeals (BTLA) for further consideration of her request. She shared her concerns with the Board. Those concerns are: her property has not changed; Todd Haywood came and did a fifteen-minute inspection; houses surrounding Ms. Williams' house have been abandoned; and there are houses with "junk" neighboring her property. Ms. Williams expressed the difficulty of finding comparable properties to hers, being that she is not part of the real estate profession. Fifty other home owners in Town have filed for an abatement and many seem to think this revaluation is unfair. Ms. Williams asked if the Board had the ability to change this decision. Ms. Brotman explained the Board does not have the power to make any changes, the property owner needs to go to the BTLA to appeal anything at this point. Ms. Cutting is going to pass along Ms. Williams statement to Todd Haywood, and he will review any new information that she has presented today. Mr. Kahn expressed that as a Select Board they hired a professional to assess the Town of Lyme properties, as the Board members are not assessors or part of the real estate profession as well. Mr. Kahn explained that errors do happen in this process and that is why it is the responsibility of the property owner to provide any information to the assessor to make sure their property assessment is as close to equitable as possible.
4. Mr. Brown asked if the Board would be discussing his Right to Know request. Mrs. Brotman responded that they would be.
5. Sue Mackenzie came to the Board to discuss installing a Milfoil Kiosk at Post Pond. The kiosk would include information on how to recognize milfoil, as well as other public information. The Conservation Commission would maintain this kiosk. Mr. Kahn moved to approve the installation of the Milfoil Kiosk. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
6. Jim Nourse presented the Fire Station Solar RFP to the Board. 29 donors have pledged \$93,600. The cost has increased 10% since the Energy Committee received the initial estimate. The total cost will be approximately \$85,000. Mr. Nourse wanted to know how to proceed from here. Ms. Cutting will set up a fund to accept and track these donations and she will contact all donors. Mrs. Brotman noted that the Select Board office should publish the RFP once it has been finalized by Town Council. Ms. Cutting asked about hiring a clerk-of-the-works for the project. There will be no clerk-of-the-works, however there will need to be a point-of-contact person for potential bidders to call and ask questions. Mr. Nourse and Ms. Cutting will work out the details based on past projects and Town Counsel's advice.

7. Mr. Kahn moved to approve the minutes from the meeting of Thursday, June 30th, 2022. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
8. The next Select Board meeting will be on **Thursday, August 4th, 2022.**
9. The Board reviewed the manifest. Mr. Kilham moved to approve the manifest. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
10. Mr. Kilham moved to not use the NH Inventory of Taxable Property Form for 2023. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
11. The Board reviewed the vehicle maintenance estimate for sand blasting/prime and paint for one of the big trucks from the Lyme Highway Department. The estimate totals \$7,000.00. Mr. Kilham moved to approve the specified vehicle maintenance for \$7,000.00. Mr. Kahn seconded the motion. Voted unanimously by roll call vote.
12. The Board discussed the donation of benches and chairs for the common from Lyme Foundation. The Board feels they need to address issues with the backside of the Common before we make any other decisions about additions or changes to the Common. Mrs. Brotman explained this will have to be put on hold for the time being.
Ms. Cutting is going to send the Lyme Foundation the town's Gifts and Donations Policy so they will know the process once they have a solid plan.
13. The Board discussed the care and maintenance of the fence on the boundary line between the Little Common and the school. There has been damage to the fence over the past few years. Mrs. Brotman is suggesting a snow fence be temporarily be installed each fall in front of the granite fence posts to prevent continuing winter damage. Chief O'Keefe suggested we install hooks to allow the fencing rails be removable, this would protect the fence in the winter months from damage then they would be put back up in the spring. Mrs. Brotman will communicate with the necessary parties to share this information (both suggestions).
14. Mr. Kilham moved to approve a Common Use Application for Community Care of Lyme on August 6th, 2022. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
15. Mr. Kilham moved to approve a Common Use Application for Community Care of Lyme on September 24th, 2022. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
16. Mr. Kilham moved to approve an application for the use of the Lyme Center Academy Building for the Lyme Historians on September 24th, 2022, and waive use fees/deposits. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
17. Ms. Cutting would like permission to have our BMSI tax software program updated. The updated software program is new, and Lyme will be a pilot town. The upgrade is at no cost to the town. We will have a customer service technician assigned to our office to help with any technical difficulties the office staff faces. Ms. Cutting recommends we move forward with this update. Mr. Kahn moved to approve the update of the BMSI software. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
18. Mr. Kilham moved to approve and sign the Forest Fire Equipment form for an ATV or UTV for Forest Fire fighting, this includes a trailer to transport the apparatus. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
19. The Board addressed the 91A request from Mr. Rich Brown. Mr. Kahn moved to approve the 91A response. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote. The response will be sent to Mr. Brown.
20. Earl Strout brought his concerns to the Board about the backside of the Common redesign possible proposal. He feels the whole project is disrespectful. He believes the Town should have

taken into consideration the feelings of the residents before making decisions. Mr. Strout said he reached out to the State, and the State did not mind parking on the Common.

21. Chief O'Keefe explained that he also reached out to the State, to the same individual that Mr. Strout spoke with, and Chief O'Keefe did not receive the same information. It should be noted that the DOT cannot regulate laws on parking (or the use of the Town's Common). Mrs. Brotman also added that we are still in the discussion phase of this potential project and one or more public hearings will be held to receive public input.
22. Chief O'Keefe introduced Doug King and Chris Turgen from NH DOT Lebanon Office. The Town requested they come to this meeting to inform the Board of the DOT regulations that are a concern for NH DOT with regard to any changes to the roadway on the backside of the Common, since it intersects with state roads. Mr. King and Mr. Turgen also provided guidance on how to safely change the street on the backside of the Common into a one-way road, with the possibility of creating parking in the remaining paved area.
 - a. Chris Turgen explained it all depends on the goal of the Town. At this point in time the most effective way to have a one-way street is by coming from Dorchester Road/Lyme Inn and proceeding towards the school. With right-hand side parking available. He noted that there may need to be limited parking hours during the winter maintenance months. Mr. Turgen explained specific placement of parking spots and signage to encourage the correct traffic flow.
 - b. Mrs. Brotman asked if the DOT would also support the project if the town decided to have the one-way going from the school end towards Lyme Inn/Dorchester Road. Mr. Turgen explained that DOT does not necessarily have a preference on which way the one-way street goes, just that when it intersects with a state road that it is effective and safe. As well as adjusting plowing techniques depending on which way the one-way road goes.
 - c. Newport, NH has a one-way road by their common, and Mr. King advised the Board to reach out to their Town Administrator to see how that project is working for them.
 - d. Chief O'Keefe asked DOT about placing a cross walk and/or side walk from the Common to the businesses surrounding the Common. For a sidewalk, the businesses would have to give up some property in order to make that happen. He also explained this may create more safety problems. A plan could be submitted to the State engineers as they would be the ones approving or not approving a project like this (the NH Traffic Bureau approves crosswalks).
 - e. The Board wanted to thank Mr. King and Mr. Turgen for coming to the meeting and sharing this useful information.
23. At 11:00 AM Mr. Kilham moved to go into non-public session in accordance with RSA 91-A:3 II (c) Reputation. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote. Present for this session were Mrs. Brotman, Mr. Kilham, Mr. Kahn & Mrs. Cutting. Matters which may affect adversely the reputation of any person, other than a member of the public body were discussed.

At 11:10 AM Mrs. Brotman moved to enter public session, with no immediate decision having been made. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
24. At 11:11 AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A:3 II (b) Hiring a public employee. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote. Present for this session were Mrs. Brotman, Mr. Kilham, Mr. Kahn & Mrs. Cutting. Two applications and hourly wages for Recreation Facility Monitors were discussed.

- At 11:21 AM Mrs. Brotman moved to enter public session. Seconded by Mr. Kahn. Voted unanimously in favor. Ms. Brotman moved to re-hire Ben King and hire Anna King as Recreation Facility monitors. Seconded by Mr. Kilham. Voted unanimously in favor by roll call vote.
25. At 11:22 AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A:3 II (c) Reputation. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote. Present for this session were Mrs. Brotman, Mr. Kilham, Mr. Kahn & Mrs. Cutting. Mrs. Cutting reviewed an abatement topic pertaining to reputation of a person. The Board reviewed and discussed this issue.
- At 11:28 AM Mrs. Brotman moved to enter public session. Seconded by Mr. Kahn. Voted unanimously in favor by roll call vote. Ms. Cutting will communicate with the necessary people and set up a meeting.
26. At 11:29 AM Mrs. Brotman moved to 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 were Mrs. Brotman, Mr. Kilham, Mr. Kahn & Mrs. Cutting. A personnel matter was discussed.
- At 11:41 AM Mrs. Brotman moved to enter public session. Seconded by Mr. Kahn. Voted unanimously in favor by roll call vote. No action was taken by the Board.
27. The Board reviewed the following appointing protocol:
In order to allow all residents, the opportunity to serve on the various committees and commissions all open seats will be advertised on the Town's web page and the Lyme listserve.
28. At 11:43AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A:3 II (c) reputation. Seconded by Mr. Kahn. Voted unanimously in favor by roll call vote. Present for this session were Mrs. Brotman, Mr. Kilham and Mr. Kahn. Matters which may affect adversely the reputation of any person, other than a member of the public body were discussed.
- At 11:55 AM Mr. Kilham moved to return to public session. Seconded by Mrs. Brotman. Voted unanimously in favor by roll call vote. A note was written to the individual from the Board. No further action will be taken.
29. At 11:56 AM Mr. Kahn moved to adjourn. Seconded by Voted unanimously in favor by roll call vote.

Respectfully Submitted,

Jordan Toland