

TOWN OF LYME
Select Board Meeting
Thursday September 15th, 2022 9:00 AM
Approved: Thursday September 29th, 2022

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 Shaun O'Keefe

Public: John Biglow, Richard Brown, Hebe Quinton, Michael Whitman
Public on Zoom: Judith Timchula

1. At 9:03 AM Mrs. Brotman opened the Select Board meeting.
2. Public comment:
 - Mr. Biglow submitted a graph and spreadsheet he created showing assessed values versus sales that have occurred from September 2021 through August 2022. Mr. Kahn stated that quickly looking at this graph and spreadsheet he noticed that sale prices tend to exceed the assessed values of these properties. Mr. Biglow submitted this in hopes it would be helpful for the analysis of the revaluation. Mrs. Brotman thanked Mr. Biglow and stated the Board will review this data.
 - Mr. Brown wanted to thank the Board and staff for the posting on the website and listserve inviting residents to the Information Gathering Meeting about the Backside of the Common on September 21, 2022.
 - Ms. Quinton volunteered herself and Ms. Keane to moderate the Information Gathering Meeting. Mrs. Brotman indicated that the Board appreciates the offer which it will consider.
3. The Board opened the Fire Station solar project bids:
 - Hyperon – \$98,482.00
 - Revision Energy - \$91,990.00
 - Smart Roof Capital - \$95,400.00
 - Ace Solar – Option 1: \$79,344.00; Option 2: \$73,080.00

The bids will be scanned and sent to the Energy Committee for review.
4. Mr. Kahn moved to approve the public minutes from the meeting of Thursday, September 1st, 2022. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
5. Mr. Kahn moved to approve the non-public minutes from the meeting of Thursday, September 1st, 2022. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
6. The manifest has not been produced yet. Once it is complete Mrs. Cutting will send it electronically to the Board members. They will review the manifest and individually indicate to Mrs. Cutting if they approve it. Once approved, Mrs. Cutting can sign for the Board and checks can be issued.
7. Ms. Quinton requested names be written consistently in the minutes.
8. The Board reviewed and signed Oaths of Office for the Heritage Commission. Those include:
 - Adair Mulligan

- Ray Clark
 - Tim Cook
 - Laurie Wadsworth
 - Judy Russell came to the Select Board office and indicated an interest in filling the fifth seat on the Heritage Commission. Mrs. Cutting had Town Clerk Patty Jenks prepare an Oath of Office for Ms. Russell as well. Mr. Kilham moved to approve the Oath of Office for Ms. Russell. Mr. Kahn seconded the motion. Voted Unanimously in favor by roll call vote.
9. The Board reviewed a resolution contract from the Town's insurance provider, Primex, to continue in the CAP program. The Town has been in the CAP program for multiple years. This results in the Town obtaining a minimum percentage premium increase as long as the Town is participating in required educational benefits offered by Primex. Mr. Kilham moved to approve and sign the resolution agreement. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
 10. The Board reviewed the Community Action Report received from the Department of Revenue. Two DRA employees came to the Town Office to review our assessing files (exempt properties, exemptions, credits, current use), once the review is complete the Board will receive a final report. No action is needed at this time.
 11. The Board reviewed a Petition for License Utility Pole/Conduit for LymeFiber. This is an underground conduit on the West side of River Road. Road Agent Scott Bailey has met with petitioner and approved this project. Mr. Kahn moved to approve the petition for license utility pole/conduit. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
 12. Mrs. Cutting explained that we had some data errors when we upgraded our assessing program (from Vision 6 to Vision 8). When the MS-1 was produced for the last meeting, those errors were still present. Those errors have now been addressed and corrected and this is the updated MS-1. The Net Valuation is \$410,827,600.00. Mr. Kahn moved to approve and sign the MS-1. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
 13. The current contract with our assessor will be expiring at the end of the calendar year. The Board is going to send out a Request For Proposal (RFP) for an assessor. Mrs. Brotman wanted to make it clear that sending out an RFP for an assessor is in no way a reflection on the current assessor. This is a standard procedure when a contract is expiring and a new calendar year is approaching. The Board wanted to give the community a "heads up" in case anyone saw the Assessor position being advertised.
 14. The Board had a preliminary 2023 budget discussion: We have about 40% left in the budget for the remaining 3 months of the year. Mrs. Brotman feels we are in a good spot as of now. Cost-of-Living index has increased dramatically. Social Security is estimating an increase of between 8-10%. The final NE CPI tends to come out in October, so the Board does not have that data for review yet. As of right now the Board cannot present an accurate 2023 budget because it is too early in the budget season. Mrs. Brotman asked Mrs. Cutting to run the budget with an increase of 8.5% and 9.5% in payroll, for the Board the review.
 15. At 10:12AM Mrs. Brotman moved to enter non-public session under RSA 91-A:3 II (c) reputation. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call

vote. The following people were present during the non-public session: Select Board members Judith Brotman, Benjamin Kilham, David Kahn; Administrator Dina Cutting. The Board was up-dated on a back tax issue.

At 10:26AM the Board returned to public session, having taken no action.

16. At 10:26AM Mrs. Brotman moved to enter non-public session under RSA 91-A:3 II (I) legal. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.

The following people were present during the non-public session: Select Board members Judith Brotman, Benjamin Kilham, David Kahn; Administrator Dina Cutting.

The Board reviewed a contractual issue.

At 10:30AM the Board returned to public session.

17. Mrs. Brotman moved to seal the minutes of this non-public session until the finalized contract is confirmed. Seconded by Mr. Kahn. Voted unanimously in favor by a roll call vote.

18. At 10:30AM the Board considered a request to appoint David Robbins, Planning & Zoning Administrator, to be the appointed the Town representative for FEMA, flood map and information involving these maps. Mr. Kilham moved to appoint David Robbins as the Town representative. Seconded by Mr. Kahn. Voted unanimously in favor.

19. At 10:37AM Mr. Kilham moved to adjourn. Seconded by Mr. Kahn. Voted unanimously in favor.

Respectfully submitted,

Jordan Toland