

TOWN OF LYME  
Select Board Meeting  
Thursday October 13<sup>th</sup>, 2022 9:00 AM  
Approved: October 27, 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; Road Agent Scott Bailey

Public: Jan Williams, Hebe Quinton, Richard Menge, Lenore Bolton, Sue MacKenzie, Jeff Tomage (R&D Paving), Tom (Blacktop).

Public on Zoom: Liz Ryan Cole

At 9:06 AM Mrs. Brotman opened the meeting.

1. Public Comment:

- Ms. Williams asked about the Vision (assessing) data on the website, and noticed it was not up-to-date. She also asked who is responsible for entering data. Mrs. Brotman explained it is a collective effort by the administrative staff in the Select Board office. Mrs. Cutting explained that with this new upgraded system, Vision will be automatically updating the webpage data quarterly, or even monthly (depending on what our contract allows without creating additional costs).
- Ms. Quinton brought to the Board's attention RSA 79A:5 assessment of open space land. By July 1<sup>st</sup> of each year the assessor is required to determine if any open space land has had a change in use. Ms. Quinton wanted to make sure this data was being tracked. Mrs. Brotman thanked her for the information.
- Mr. Menge indicated that he came to the meeting to support the Select Board in sending a letter to the State pertaining to the Lyme/Thetford Bridge. Mr. Menge is in support of a temporary bridge, as well as accommodations for pedestrians and bikers.
- Ms. Bolton indicated that she came to the meeting to participate in the bridge conversation, as did Ms. McKenzie.
- Mr. Brown reiterated his question pertaining to the Assessor RFP from the last meeting. He wondered if the RFP had been put out yet and what it consists of. Mr. Brown also asked who is responsible for updating assessing data. Mrs. Cutting explained that within the RFP a date is provided and there are requirements for some data entry by the assessor. Some data entry is done by staff in the Select Board office.

2. At 9:15 AM the Board opened the Sand and Gravel bids: *(see the attached chart)*

- Twin State: 3,000 cubic yards crushed gravel at \$12.30 a ton and \$21.05 delivered. 1,000 yards hardpack at \$9.50 a ton and \$18.25 delivered. 4,000 yards of winter sand at \$15.54 a ton and \$26.91 delivered.
- Chief Crushing & Excavating: winter sand at \$8.75 a ton and \$14.15 delivered. Crushed gravel at \$13.60 and \$20.49 delivered. There are two stapack options, one being \$21.25 and the second being \$22.25 (both delivered).
- Pike Industries: Crushed stone at \$22.75 a ton and \$35.30 delivered. Hardpack \$14.90 and \$28.60 delivered.

3. The Board opened bids for Goose Pond Road paving: *(see the attached chart)*

*Grinding, laying, repairing; to 4 Corners; 4 Corners to town line; shim and overlay)*

- Blacktop:
  - 1. Job #1: Estimated total cost of job = \$65,191.00
  - 2. Job #2: Estimated total cost of job = \$151,609.00

3. Job #3: Estimated total cost of job = \$255,166.00
  - R&D Paving:
    1. Job #1: Estimated total cost of job = \$68,451.55
    2. Job #2: Estimated total cost of job = \$166,626.65
    3. Job #3: Estimated total cost of job = \$283,432.45
  - Pike Industries:
    1. Job #1: Estimated total cost of job = \$63,236.10
    2. Job #2: Estimated total cost of job = \$164,753.10
    3. Job #3: Estimated total cost of job = \$205,506.30
  - GMI Asphalt:
    1. Job #1: Estimated total cost of job = \$80,664.00
    2. Job #2: Estimated total cost of job = \$183,371.00
    3. Job #3: Estimated total cost of job = \$371,318.00
4. Mrs. Cutting will create a spreadsheet and send it to the Board, Mr. Bailey and the vendors. A decision will then be made after consideration by the Road Agent and the Select Board.
5. Mr. Kilham moved to approve the public and non-public session minutes from the meeting of Thursday, September 29<sup>th</sup>, 2022. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
6. Milfoil update on request for reimbursement for volunteers' expenses - Mrs. Cutting did research and the volunteers cannot be reimbursed from the grant money. Mrs. Brotman stated we could look at planning for those funds by incorporating them into the 2023 budget. If there are extra town funds this year the Board is in support of reimbursing those volunteers for some of their expenses. Ms. MacKenzie noted the Conservation Commission planned on appropriating funds to pay the divers. It was noted all payments for work done must go through payroll or be categorized as a 1099 and have their own insurance coverage. Mrs. Cutting ~~to~~ will check into the Conservation Commission paying divers from the conservation fund.
7. The Board has received a notice from the BTLA ordering the Town and the applicant ~~to~~ attempt to settle this matter before they schedule a hearing date. The BTLA has advised that the settlement meeting be held and a report filed with the BTLA prior to February 2, 2023.
8. Draft NH DOT bridge letter - Mr. Kahn was asked to read the draft letter. There were many suggestions concerning the letter. Mr. Kilham moved to amend the letter, as discussed, and the Board members will sign it following the meeting. Seconded by Mrs. Brotman. Voted unanimously in favor. The letter will be mailed to Jennifer E. Reczek, P.E. Project Manager/Bridge Consultant Design Chief and the Senate Representatives for this district will be copied.
9. The Board reviewed the recommendation for the new Fast Squad Captain: Andrew Miller. The Board has received this recommendation from both Fire Chief Aaron Rich, and former Fast Squad Captain Lisa Rayes. Mr. Kilham moved to appoint Andrew Miller as the Fast Squad Captain. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
- ~~10.~~ The Board reviewed and finalized the upcoming Board meeting dates:
  - October 27<sup>th</sup>, 2022
  - November 10<sup>th</sup>, 2022
  - December 1<sup>st</sup>, 2022
  - December 15<sup>th</sup>, 2022
  - December 29<sup>th</sup>, 2022
11. The Board signed the Election Notice stating the Election date, time, and location.
12. Mrs. Cutting informed the Board that at the next meeting there will be a public hearing to consider accepting the following revenues:
  - 1) Emergency Management Performance Grant as presented in the amount of \$4,000.00 to update the community's Local Emergency Operations Plan (LEOP). Furthermore, the Board

acknowledges that the total cost of this project will be \$8,000.00, of which the town will be responsible for a 50% match (\$4,000.00), and these funds will come from the in-kind work performed on the update of the Local Emergency Operations Plan.

- 2) FEMA-4329-DR-NH for the State of New Hampshire due to Severe Weather which occurred on July 1, 2017. Category Z - Management Costs project under this disaster that has been deemed eligible for reimbursement. \$5,931.18
- 3) Lyme Foundation Grant to the fire/forest fire department in the amount of \$24,394.00 for the following items:
  - a) purchase a Trailer: \$18,804
  - b) UTV Skid: \$3600
  - c) Helmets \$230 x 6 = \$1380
  - d) Lighting \$360
  - e) Siren/lighting controls \$250
13. At 10:30 AM Mr. Kilham moved to go into non-public session under RSA 91-A:3 II (a) Personnel. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote. Present for this session were Select Board members Ms. Brotman, Mr. Kilham and Mr. Kahn. At 10:45 AM the Board returned to public session after discussion a personnel matter. Ms. Brotman moved to seal the minutes of the Non-Public session. Mr. Kahn seconded the motion. Motion carried unanimously by roll call vote.
14. At 10:50 AM Ms. Brotman moved to go into non-public session under 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 Select Board members Ms. Brotman, Mr. Kilham, Mr. Kahn and Board Administrator Mrs. Cutting. The Board discussed salary increases for the upcoming budget. At 11:14 AM the Board returned to public session. Following a review of the August and September CPI numbers the Board agreed to a 9% cost-of-living (COLA) increase for employees. Further the Board recommends: that the Fire Chief salary remain at its current \$6,250 per year; that the Sexton salary remain at \$2,500; and the Road Agent salary be increased to \$4,000.
15. At 11:15 AM the Board returned to Non-Public Session under RSA 91-A:3 II (c ) Reputation. Present for this session were Select Board members Ms. Brotman, Mr. Kilham, Mr. Kahn and Board Administrator Mrs. Cutting. The Board discussed a town property issue. At 11:23 AM the Board returned to public session after referring the issue to the Town's insurance carrier for resolution.
16. At 11:30AM Mr. Kilham moved to adjourn. Seconded by Mr. Kahn. Voted unanimously in favor.

Respectfully submitted,

Jordan Toland