

TOWN OF LYME  
Select Board Meeting  
Thursday October 27<sup>th</sup>, 2022 9:00 AM  
Approved: Thursday November 10<sup>th</sup>, 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; Town Clerk Patty Jenks, Tax Collector Marci O'Keefe (via Zoom) Deputy Tax Collector Deb Kilham, Fire Chief Aaron Rich, Road Agent Scott Bailey. Public on Zoom: Jan Williams

At 9:03 AM Mrs. Brotman opened the meeting.

1. Public Comment: Ms. Williams asked when the Board expects to receive the Tax Rate and when that discussion would take place. Mrs. Brotman informed Ms. Williams that Mrs. Cutting is in contact with the Department of Revenue and we hope to receive the tax rate within a couple of days. Mrs. Brotman also explained that the Board cannot always be in a public meeting when the DRA calls with the tax rate information. Ms. Williams also asked if the Board expects to see a budget surplus. Mrs. Brotman explained it is still too early to determine if there will be any budget surplus.
2. At 9:06AM the Board opened the mowing bids:
  - Lyme Lawn Care bid was opened and reviewed.
  - Lyme Lawn Care bid: \$54,450.00. Mr. Kilham moved to accept the mowing bid from Lyme Lawn Care totaling \$54,450.00. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
3. Mr. Kilham moved to approve the public session and non-public session minutes from the meeting of Thursday October 13<sup>th</sup>, 2022 with edits from Mr. Kahn. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
4. The manifest was reviewed, questions asked and answered. Mrs. Brotman moved to approve the manifest. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
5. At 9:15 AM Mrs. Brotman opened the Public Hearing to review and accept unanticipated revenue in accordance with RSA 31:95-b.
  - The Select Board, in a majority vote, accepted the terms of the 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, in which the town will be responsible for a 50% match (\$4,000.00). The grant was reviewed. There were no public comments at this time. Mr. Kahn moved to approve and accept this grant. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
  - FEMA has submitted a reimbursement for severe weather from the 2017 wind storm totaling \$5,931.18. There were no public comments at this time. Mr. Kilham moved to approve and accept the FEMA reimbursement for severe weather from 2017 totaling \$5,931.18. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
  - Lyme Foundation has given a donation totaling \$24,394.00 for the Fire Department, Forest Fire, and Emergency services. Mrs. Brotman read the list of equipment.
    1. purchase a Trailer: \$18,804
    2. UTV Skid: \$3600
    3. Helmets 230 x 6 = \$1380
    4. Lighting \$360
    5. Siren/lighting controls \$250

There were no public comments at this time. Mr. Kahn moved to accept and approve the Lyme Foundation donation totaling \$24,394.00 for the Fire Department, Forest Fire, and Emergency services. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote. The Select Board signed the grant document.  
Fire Chief Rich reviewed the performance of the UTV.

At 9:21 AM Mrs. Brotman closed the Public Hearing.

6. The Board signed an Oath of Office for the new President of the Fast Squad, Andrew Miller.

7. The State and Federal election will be held on Tuesday November 8<sup>th</sup>, 2022.
  - Schedule for Board members: David Kahn 7:00 AM – 11:00AM  
Ben Kilham 11:00 AM – 3:00 PM  
Judy Brotman 3:00 PM – the end
8. Sand and gravel bids: Road Agent Bailey reviewed the 2023 sand and gravel bids. He recommended the Town use Chief Crushing and Excavating for sand and gravel. Mrs. Brotman moved to award the contract to Chief Crushing for the sand and gravel bid. Seconded by Mr. Kilham. Unanimously approved.
9. Paving Bids: Road Agent Bailey reviewed the 2023 paving bids. Mr. Bailey recommended the Town use Pike Industries for the Goose Pond Road paving project.
  - The Board reviewed Job 1 and Job 3 for the Goose Pond Road project. It would total \$268,742.40. Mr. Bailey recommends we start with Job 1 and Job 3 due to the severity of the project. With the Block grant carry over and the 2023 Block grant there could be enough funding to complete Job 1 and Job 3. Mr. Bailey would prefer to do all 3 jobs in 2023. He would like the Board to consider taking funds from the Class V Road fund to complete Job 1, 2 and 3 if reasonable. If the Town needs to wait on Job 2 for now, because it is a dirt road, ~~so~~ the Highway Department can keep up with grading and maintaining the section of that road. This will be reviewed and discussed again prior to confirming warrant articles for Town Meeting.  
Mrs. Brotman moved to accept the Pike Industries bid for the Goose Pond Road project.  
Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
10. Mr. Bailey informed the Select Board that the Grafton Turnpike culvert they discussed at an earlier meeting has gotten significantly worse. This project has been estimated by an engineer to cost over \$300,000 to repair. Mrs. Cutting and Mr. Bailey are going to search for grants. Mr. Bailey wanted to make sure the Board was aware of the condition of the road, and that this project may not be able to be repaired for some time.
11. Budget review:
  - Highway: The Board reviewed the highway proposed 2023 budget. Clarification questions were asked and answered on various line items.
  - Fire Chief Aaron Rich reviewed the Fire Department budget. The Board and Chief Rich reviewed the Fire Fighting Safety CRF. In the beginning of year 2023 the Fire Safety CRF fund will have roughly \$64,000. This fund is already established by the Town, so no new CRF is needed. The equipment cost has gone up significantly and additional equipment needs to be added to the inventory for this CRF. Chief Rich will be asking the Select Board to consider increasing the funding for this capital reserve fund.
12. Town Clerk, Patty Jenks, spoke with the Board about Town Clerk budget items:
  - Mrs. Jenks plans to retire in the year 2024. Her plan is to have a team in place so the transition will be smooth. The Deputy Clerk line of \$53,000.00 represents 3 support staff (totals 55 hours). That figure is worst case scenario (it may end up being less, depending on schedules). The hours may change once the new staff is trained and comfortable with responsibilities. Mrs. Debra Kilham is presently training as a Deputy Town Clerk (as well as Deputy Tax Collector).
  - Tax Collector Mrs. O'Keefe plans to be present in the office more than her regular office hours during the busy tax season. She has informed the public by phone message, web site and email how to contact her when she is not in the office. Mrs. Kilham is the Deputy Tax Collector and is working with the Tax Collector to review procedures. The Tax Collector and Town Clerk office is going to meet to come up with an effective plan for tax collecting time.
13. The Board had a general discussion about the operating budget and meeting dates:
  - Mrs. Brotman will request the Budget Committee meeting of November 2<sup>nd</sup> be canceled and the next Budget Committee meeting will be on Wednesday November 9<sup>th</sup>, 2022 for the Select Board to present the proposed 2023 budget.
  - The Select Board has scheduled a budget work session on Tuesday November 1<sup>st</sup>, 2022 at 9:00 AM.

- Chief O’Keefe gave some clarification on the Police budget. The reason there is a large increase this year in the wages is due to the calculation for 3 full time officers. He is trying to get good regular coverage and hire personnel in anticipation of Chief O’Keefe’s retirement. It is the same situation that the Town Clerk department is in. We need to plan, and it is better to have a larger budget than have a smaller budget and go over that budgeted amount.
  - The Board briefly discussed the cost-of-living increase. Mrs. Cutting is going to print the budget spreadsheet again with an 8.7% cost of living increase for the Board to review prior to the November 1 budget workshop.
14. At 10:33 AM 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 and David Kahn. Administrator Dina Cutting. The Board reviewed various items that may affect the reputation of people not including Select Board members.
- At 11:04AM Mr. Kahn moved to return to public session. Seconded by Mrs. Brotman.
15. The Select Board received a letter from Lynn McRae concerning the Lyme/East Thetford bridge.
16. At 11:05AM Mr. Kilham moved to adjourn. Seconded by Mr. Kahn. Voted unanimously in favor.

Respectfully submitted,

Jordan Toland