

TOWN OF LYME
Select Board Meeting
Thursday, October 5th, 2023
9:00 AM
Approved: October 19, 2023

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, Select Board/Assessing Clerk Jordan Toland via Zoom
Public: Richard Brown. Jan Williams via zoom

1. At 9:03 AM Mrs. Brotman opened the meeting. Mrs. Brotman explained this is a Budget workshop meeting for the Select Board, and therefore we will not be entertaining any public comment at this meeting.
2. The Board reviewed a manifest totaling \$424,958.67. Mr. Kilham moved to approve the manifest. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
3. First, the Board opened a sand and gravel bid to review. Mrs. Cutting opened the sealed sand and gravel bid from Chief Crushing and Excavation.
 - $\frac{3}{4}$ crushed using Town vehicles to pick up is \$13.85 per yard. $\frac{3}{4}$ crushed delivered to the Town Garage is \$20.99 per yard.
 - $\frac{3}{4}$ inch staymat delivered to the Town Garage is \$21.75 per yard.
 - Sand delivered to the Town Garage is \$14.65 per yard. \$9.00 per yard if Town vehicles pick up.

The Board will wait for Mr. Bailey's recommendation before taking action on the bid.

4. The Board reviewed the draft budget spreadsheet.
 - The draft budget shows a 3% increase in salaries based on a projected COLA and CPI. Mrs. Cutting has not received the 2024 benefit numbers, so those numbers will be adjusted once that information is received (a projected 15.7% increase). The bottom line for Executive is \$194,583.00 (1.9% increase overall).
 - Elections, registrations, vital statistics is presented with an increase of 7.8%. This includes 2 full time employees, a number of elections in 2024, and other adjustments made in the Town Clerk office.
 - Financial administration is presented with an increase of 8.3%. This increase is mainly due to the price of the yearly audit.
 - Assessing budget increased due to software cost increases. The Assessor RFP has been advertised.
 - Legal expenses may need to be increased over 2023. The Board will take a closer review of that line in the next few weeks.
 - Planning and Zoning mileage and miscellaneous lines do not tend to be used. Mrs. Brotman suggested these lines could possibly be reduced. The project line has been increased to \$5,000.00. Wishlist item for Planning and Zoning is adding the Vision assessing software system to their computer. Projected increase for Planning and Zoning is 8.4%.
 - General government buildings show a 1% increase. This may increase due to additional maintenance needed at the Pike House.

- The cemetery mowing contract amount is not final, the bids are due next week. There have been additions made to the budget for maintenance of the grounds (i.e.: corner stones, etc.). Cemetery budget line is projected to be a 3.5% increase.
 - Subtotal for General Government is estimated at a 4.2% increase (not factoring benefit numbers and other tentative items).
 - The Police budget is projected to be a 5.4% increase. It is based on two full-time employees.
 - The Fire Department is proposing a significant increase. The Fire Chief stipend has been proposed to increase to \$10,000.00 (a 60% increase). Mr. Kahn suggested we have a comparison report on Fire Chief salaries in surrounding areas to get a better understanding of a fair compensation. The fire vehicles maintenance line has increased, due to increased costs for repairs. Emergency Management has budgeted for a one-time purchase of a high-powered blower for clearing roadside ditches. The Board hopes this can be purchased this year, if there are funds available at the end of the year.
 - Mr. Bailey has created a separate line for roadside mowing/ditching. The highway budget will be adjusted when benefit numbers are received. The highway winter budget is somewhat consistent with last year, depending on material costs.
 - Solid waste has an increase in payroll and waste collection. Mrs. Brotman shared that increases in pay per thrown stickers could help offset some of the costs of running the Transfer Station.
 - There is a 0.7% increase in health and welfare at this point.
 - The Board discussed increasing funds for a Pond Program Coordinator at Chase Beach, in hopes of attracting interest in the position. This position, along with beach lifeguards, has been advertised for two years now with little to no interest. Mrs. Cutting is going to run the budget numbers with an increase in salary for the Board to review. The bottom-line Recreation budget is showing a 2% increase at this time.
 - The Library budget is showing a 14% benefit increase. Building repairs and maintenance has increased significantly, due to a few projects needing to be done (especially repair of the front stairs). The Library payroll is showing a 3.2% pay increase.
5. The Board reviewed the Capital Reserve Funds spreadsheet.
- As of December 2022, the Bridge Fund has \$411,197.00. The Board has discussed putting \$50,000.00 in this fund this year, so the fund will total \$461,197.00. Mrs. Cutting is going to reach out to Stan Graton, so he can give his professional opinion on whether or not the bridge should be closed as an emergency measure due to its deteriorating condition.
 - There is no plan to purchase additional vehicles this coming year.
 - Funds will need to be put in the Capital Reserve Fund for the annual payment of the Fire Station bond.
 - The Board reviewed the New Cemetery Fund. Mr. Kahn expressed his view that either more funds should be put into the new cemetery fund or it should be dissolved and the funds put into another fund. The amount in this fund currently is not realistic to enable the purchase of property.

6. At 10:36 AM Mrs. Brotman moved to enter into non-public session under 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 Judy Brotman, David Kahn, Ben Kilham and Dina Cutting. At 11:12 AM the Board returned to public session, having agreed to contact Town Counsel for advice on two unrelated issues.
7. At 11:15 AM Mr. Kilham voted to adjourn. Mr. Kahn seconded the motion. Motion passed unanimously.

Respectfully submitted,

Jordan Toland