

TOWN OF LYME  
Select Board Meeting  
Thursday, November 16<sup>th</sup>, 2023  
9:00 AM Non-Public Session  
9:30 AM Public Session  
Approved: Thursday November, 30<sup>th</sup>, 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, Tax Collector Marci O'Keefe, Assessing/Select Board Clerk Jordan Toland (via Zoom)  
Public: Rusty Keith, James Graham  
On Zoom: David Pearlman, Hunter Snyder, Rich Brown

1. At 9:00 AM Mrs. Brotman opened the public session and immediately moved to open the non-public session under RSA 91-A:3 II (c) and (a). Mr. Kahn seconded the motion. Present for this session were Select Board members Mrs. Brotman and Mr. Kahn, and Administrator Mrs. Cutting. At 9:30 AM Mrs. Brotman moved to return to public session, Mr. Kahn seconded the motion. Report of actions taken by the Board:
  - a. The Board authorized a new notice to be posted at the building entrance seeking the public's cooperation in limiting our staff's exposure to illness by asking folks that are ill to stay home and not come into the building while they are ill.
  - b. The Board was updated on a pending lawsuit. Mr. Kahn will speak directly with counsel to resolve several questions.
  - c. Mrs. Cutting will draft a letter for Board signature in response to a resident's several concerns.
  - d. The Board reviewed several zoning-related issues. Mrs. Brotman to review the zoning ordinance and report back to the Board.
  - e. The Board re-established the past practice of adjourning a meeting (or at a minimum stopping to engage in discussion) at the onset of 'raised voices' or perceived 'threatening behavior'.
  - f. The Board reviewed an overdue tax payment and past Board action. The Board waived interest and fees on the overdue payment until December 31, 2023. After that date, interest and fees will be charged going forward on any overdue amount.

At 9:31 AM Mrs. Brotman opened the public meeting.

2. Public comment
  - a. Mr. Keith expressed his concern with the Kilham Bear Center being approved for its tax-exempt status. He noted the timing of the documents filed, the name in which the property is under, and the recommendation of the assessor as being contrary to the Board's action. Mr. Kieth informed the Select Board that he will be filing with the Board of Land and Tax Appeal (BTLA) with this matter. Mrs. Brotman thanked Mr. Keith for his concern, and stated that the Board will return to the topic at a later date.
3. Mr. Graham and the Board discussed the Lyme Electrical Aggregation Plan. LEAC is going to submit this draft of the plan for a technical review at CPCNH. Mr. Kahn will speak with CPCNH to resolve a few outstanding concerns. The LEAC plans to have a Public Hearing on December 12<sup>th</sup>, 2023.

4. Mr. Brown asked a follow-up question regarding the Planning Board's proposed 2024 budget. He noticed the \$5,000.00 project line was taken out of the budget. Mr. Brown wonders how the Planning Board will be able to send out mailings or other projects they have planned. Mrs. Brotman responded to Mr. Brown with the Board's decision, and further explained that it was decided to not put forward any new line items at this time. Items such as mailing should be able to be covered in the proposed budget.
5. Tax Collector, Marci O'Keefe joined the meeting to report to the Board on the extended office hours for tax collecting. The Tax Collectors office is open from 8:00 AM – 6:00 PM Monday through Thursday, and from 8:00 AM – 3:00 PM most Friday's. until December 8<sup>th</sup>. The schedule is posted, and some of these times are located in the Select Board office and some are in the Town Clerk/Tax Collector office. Mrs. O'Keefe hopes these extended hours are helpful to residents. Mrs. O'Keefe reports that the majority of people are using the mail-in option to pay their tax bill. Mrs. O'Keefe has also been doing research on a two-times per year billing system and online payments, she will continue the research and return to the Board at a later date.
6. Mr. Kahn moved to approve the minutes from the meeting of Thursday, November 2<sup>nd</sup>, 2023. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
7. Mr. Kilham moved to approve the manifest in the amount of \$ 521,994.49. Mrs. Brotman seconded the motion. Voted unanimously in favor by roll call vote. (\$442,057.13 of the manifest was for the Goose Pond Road highway project.)
8. Mrs. Brotman gave an update on the Budget Committee meeting. Many members were concerned with a 6.6% increase to the operating budget. A revised draft budget with several department reductions was presented and reviewed. The Board briefly discussed Capital Reserve Funds, the covered bridge project, and briefly touched on other projects happening in the future. The revised draft budget shows a 4.5% increase.
9. Mrs. Cutting explained that the Fire Department had to get the rear suspension fixed in the old Fire Truck due to a safety concern. They plan to do more work to this vehicle in 2024. The hope is that with additional repairs the Town can move the fire truck replacement date further out.
10. The Board reviewed a memo from the Assessor, Todd Haywood, regarding the timeline for the next revaluation. The Board discussed keeping an eye on the COD and making sure there are enough funds in the revaluation Capital Reserve Fund when the time comes. In January or February of 2024, the DRA will report the COD and equalization ratio, and the Board can begin discussing the next revaluation. (Either 2025 or 2026).
11. At 11:08 AM Mrs. Brotman moved to enter non-public session under RSA 91-A:3 II (c) reputation and (a) Personnel. Mr. Kahn seconded to motion. Voted unanimously in favor by roll call vote. Present for this session were Judy Brotman, Ben Kilham, David Kahn, and Dina Cutting.
12. At 11:32AM the Board moved back into public session. The Board reviewed an inquiry and possible future response. Employee evaluations and recommendations from the department heads were reviewed and specific merit increases were supported and a change in wage was voted for 2 employees. The Board updated Mr. Kilham on the earlier non-public session matters.
13. At 11:37 AM Mr. Kilham moved to adjourn. Seconded by Mr. Kahn. Voted unanimously in favor by roll call vote.

Respectfully submitted,

Jordan Toland