

TOWN OF LYME
Select Board Meeting
Thursday, December 28th, 2023
Public 9:00 AM
Public Hearing 9:15 AM
Approved: Tuesday, January 9th, 2024

The following people were present for part or all of the meeting: Select Board members Judith Brotman and David Kahn; Administrator Dina Cutting. Road Agent Scott Bailey. Public: Rich Brown.
At 9:05 AM Mrs. Brotman opened the public meeting.

1. Public Comment: Mr. Brown asked about the draft budget worksheet that was discussed at the last meeting. Mr. Brown requested a copy of the draft. He was told it will be distributed once it is finalized. Mr. Brown feels the working draft should be a public document. Mrs. Brotman explained that the common practice the Town has used is that no document is public information until it is finalized and approved by the Board. Mrs. Brotman offered to double check with legal counsel, but stated that this draft will be finalized soon for the Budget Committee Meeting on January 17th, 2024. Mrs. Cutting will contact Town Counsel to address this question.
2. Mrs. Brotman moved to approve the minutes from the meeting of Thursday, December 14th, 2023. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
3. The Board reviewed the manifest. Mrs. Brotman moved to approve the manifest totaling \$48,135.44. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote. The Board signed the manifest.
4. The Board reviewed a contract with gWorks. This company was formally known as BMSI, and is used for tax assessments, billing, account receivable, and accounts payable. Mrs. Cutting has worked with Town Counsel and gWorks to make some adjustments to the contract presented by gWorks. The Board can sign this contract and keep looking at other programs - gWorks only requires a 30-day written notice to terminate the contract. The Board will draft a letter to gWorks to express their concerns with the contract. Mr. Kahn moved to approve the contract with gWorks (with the understanding we will be searching for alternative companies as well). Mrs. Brotman seconded the motion. Voted unanimously in favor by roll call vote. Mr. Brown asked for clarification on the cost of this service. Mrs. Cutting explained each program is a separate charge for software and support, estimated total was around \$12,000 for a year of service. Mr. Kahn and Mrs. Brotman signed the contract with gWorks.
5. PUBLIC HEARING: At 9:25 AM Mrs. Brotman opened the public hearing. This public hearing is to review and accept unanticipated revenue in accordance with RSA 31:95-b. NH Municipal Bridge Aid HB 2 totaling \$19,179.93 and a NH Special Block Grant HB 2 totaling \$27,485.05. Both grants are a one-time special payment. Mrs. Brotman opened this up to the public. Mr. Brown was in support of accepting this revenue. There were no other public members present. Mrs. Brotman moved to accept both NH Municipal Bridge Aid HB 2 totaling \$19,179.93 and a NH Special Block Grant HB 2 totaling \$27,485.05. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
At 9:29 AM Mrs. Brotman closed the public hearing.
6. The Board discussed additional expenditures for 2023. Mrs. Brotman read from this list and the Board approved these expenditures: laptop-blower-grader tires-water softener-fire department vehicle repair, materials (sand & staypak) for highway. The Town office building is considering 2 HEPA filters. Highway and Fire vehicle maintenance totaling \$17,416.94 has been completed in

2023 and paid for from the Emergency Vehicle Repair Capital Reserve Fund. It was noted at this time that there were funds in the 2023 operating budget to cover these repairs. In order to not deplete the Emergency Vehicle Repair Capital Reserve Fund. Mrs. Brotman moved to approve the additional expenditures listed and the payment of these invoices from the CRF totaling \$17,416.94 within the 2023 operating budget. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.

7. Road Agent, Mr. Bailey, is still waiting to hear back about a quote on a backhoe. He will report to the Board once he has received the information.
8. At 9:37 AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A:3 II (c) Reputation. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote. The following individuals were present for the non-public session: Select Board members Judith Brotman, and David Kahn; and Administrator Dina Cutting, and Road Agent Scott Bailey. The Road Agent reported on two (2) matters that would affect the reputation of a person other than a Select Board member. At 9:52 Mrs. Brotman moved to return to public session. Seconded by Mr. Kahn. Voted unanimously in favor. No decisions were made at this time.
9. In reviewing the Paving Bids, the Select Board discussed the following information: the Grafton Turnpike right-of-way should be looked at - Dartmouth College contributed financially the last time this road was repaired and paved initially; at the Skiway revisit the parking lot problems and safety issues with pedestrians, and replacement of guardrails with Chief O'Keefe. At this time the Road Agent Scott Bailey recommended the Select Board accept the paving bid for Grafton Turnpike and Acorn Hill Road for 2024. Mr. Kahn moved to accept Blacktops bids for these roads. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.
10. At 10:10AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A:3 II (c) Reputation-to address an elderly exemption application and an abatement application. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote. The following individuals were present for the non-public session: Select Board members Judith Brotman and David Kahn; and Administrator Dina Cutting. The Select Board reviewed the applications and financial information supplied by the residents. At 10:20AM Mr. Kahn moved to return to public session. Seconded by Mrs. Brotman. Voted unanimously in favor.

Mrs. Brotman moved to approve the elderly exemption and to approve an abatement in the amount of \$4,800.26. Seconded by Mr. Kahn. Voted unanimously in favor by a roll call vote.
11. The Select Board reviewed information from Town Counsel concerning the town's EMS-Medical Resource Hospital Agreement. Mr. Kahn has not reviewed this document and would like more time. The Board will take this up at its next meeting.
12. A letter dated December 5, 2023 from The State of New Hampshire Department of Revenue Administration was reviewed. This letter noted the 2021 DRA Equalization Study resulted in a median ratio of 94.6, a COD of 12.4 and a PRD of 1.03. These figures fall within the IAAO and ASB recommended ranges and represent an improvement over the prior indicators of assessment level and equity.
13. The date correction for the 3-year assessing contract with Granit Hill Municipal Services was initialized by the Select Board members.
14. At 10:35AM Mr. Kahn moved to adjourn. Seconded by Mrs. Brotman. Voted unanimously in favor.

Respectfully Submitted, Jordan Toland