

TOWN OF LYME  
SELECT BOARD

11-17-16

Town Office Conference Room

Approved: November 23, 2016

Present: Susan J. MacKenzie-Chair, C. Jay Smith-member, Patricia Jenks-member

Highway Dept.-Steve Williams, Scott Bailey and Greg Jenks

Police Dept.- Chief O'Keefe

Library Trustees-Beth Taylor and Patty Hudson

1. MacKenzie called meeting to order at 8:00 am.

2. Highway: -A tree on River Road (near Grant Brook area) is a hazard; the highway crew will cut today. -MacKenzie shared a compliment paid to Williams for his presentation at the public meeting, suggesting he speak at Town Meeting. -Williams met with a representative from Miller Construction about a temporary bridge structure on the Hewes Brook bridge. The rep felt the existing bridge was in better shape than thought and cement abutments could be built behind the existing ones to stabilize the bridge. Anticipated cost for a temporary bridge could range from \$125,000 to \$150,000 plus the cost of the bridge structure, which is rented. There are also utility issues which must be addressed soon, as that could take as long as 6 months to resolve. The Miller rep had several interesting suggestions for alternatives for the project. -A different approach will be tried to deal with payables for the Highway Dept. Any bills for highway will be set aside for Williams to take to highway office for data entry as needed. He will then return the bills to the main office for processing. -Williams and Bailey have a considerable amount of unused vacation time accumulated. They inquired about the possibility of carrying over these hours as had been allowed last year. -Williams reported the school bus parked at the highway garage is being plugged in already for the winter season. Aside from being unnecessary with the current temperatures, it creates additional costs to the highway electrical costs. Williams asked if the town is reimbursed for this service and if a timer could be installed. -The Tahoe (old cruiser) is now registered for use. . -A recent windstorm caused a lot of the trash debris from the recycling bins to blow around in the neighborhood. Williams cleaned up what he could, but requests that the bins be covered from now on.

3. Jenks made the motion that the minutes from November 10, 2016 (public and non-public) be approved as submitted. Seconded by Smith. Voted in affirmative unanimously.

4. Matters Arising: -- Need to decide if Carola Lea can be authorized to cut the trees on the riverbank (2012 repair). MacKenzie will measure to see the ROW distance. -The letter for eminent domain needs to be signed, deadline is close. Mackenzie is wondering why there has been no message from attorney. -A letter to the abutters of the climbing area, written by Jay Smith who is acting liaison for town and climbers was reviewed. A resident has expressed concern that intimidation tactics are being used both publicly and privately regarding the climbing issue. Jay will send the letter as soon as possible. -MacKenzie made the motion to ask

Eversource to come back and access the heating system and provide a solar proposal. Seconded by Jenks and voted in the affirmative unanimously. –Dave Robbins is asking if he can issue a permit for the Mudge barn project. The Board is waiting for direction from the state as to the impact of the project on the easement but there's no reason to delay the permitting. Jenks will let Robbins know.

5. New Business: -- There is no manifest for signatures. Pete Swart was concerned there should be a school payment going soon. He will be asked to check in with Dina Cutting about this. – MacKenzie received a communication from the Army regarding the North Thetford Rd/River Rd intersection river bank problems. She will follow up. –An application to de-merger a lot on Pinnacle Hill was signed. –A Cemetery Lot application was approved and signed. –Smith made the motion to sign the contract for the lease of the rental of a storage space at Lyme Business Park. Seconded by Jenks. Approved unanimously. The contract was signed. This area will be used for storing transfer station inventory and other items not needed on a regular basis.— MacKenzie made the motion that the Board sign a Release of Lien. Seconded by Smith. Approved unanimously.

6. Police Department: Chief O'Keefe provided activity statistics through September 2016. October was not yet complete. He felt the stats were normal. Previously he had been asked about providing resolution information on some of the incidents the police attended. Having researched the request with the data entry personnel, he learned this would be very difficult because of the computer system being used. He indicated having received seven applications for the second officer position. He has followed up with letters for interviews. Two have responded. One of the two is not available until next summer. The other has been very assertive in following up and providing documentation required. MacKenzie requested the opportunity to review the applications. O'Keefe indicated he felt this was unnecessary, citing NH Statute 105 2A which addresses the duties of the Chief of Police. MacKenzie indicated she had also researched the statute and interpreted it differently, saying that no one person should have the sole responsibility of this process. O'Keefe stated he disagreed, would not be micro-managed and would check with the NH Director of Police Standards & Training for direction on this issue.

7. Committees & Commissions: --Smith reported on Planning Board activity. There is a Public Hearing on December 8, 2016 for review of proposed amendments to the Zoning Regulations. There has been discussion of a property transfer on Dorchester Road. His coffee hour was attended by two individuals; one discussing current use issues, the other to extend appreciation to the Board. –MacKenzie reported briefly on the Tax Advisory Pubic Meeting and the most recent Budget Committee meeting. The Roads Committee did not have a quorum.

8. 2017 Proposed Budget: There was a discussion of the most recent Budget Committee meeting. Budget Committee voted to increase the Library budget to reflect additional compensation for Library Director, increase the Highway budget to include proposed office personnel, and to partially fund a proposed maintenance person. The December 14, 2016 will be for School

budgeting issues. The Select Board proposed working collaboratively with the Budget Committee in the future to ascertain Capitol Improvement Fund issues coming up.

9. Library Trustees: Beth Taylor and Patty Hudson began the conversation by thanking the Board. Taylor wondered how best to assure the Library/Town work together. The Library Trustees recognized and appreciate the clerical support provided by the Town. The issue of salaries always seems to provoke concern and the Trustees asked for clarification on how the process works. Smith described the process and assured them that any discomfort about salary increases to the Library staff is not a reflection of the person, but an effort by the Select Board to try to treat each employee equitably. Jenks reminded that while the Library was focused on Library operations and issues, the Select Board was charged with the management of the entire town and its employees. The multi-year proposal to bring the Library Director to a pay level commiserate with her skills, contribution and comparable to other similar libraries in the area is recognized and appreciated. However, the Select Board has the obligation to try to keep the compensations of all employees aligned fairly. The Library Trustees have the authority to pay the staff what they feel is appropriate, as long as the bottom line of their specific budget is not adversely affected. The Select Board is charged with presenting a viable budget to the Budget Committee. Jenks suggested that it might be interesting to begin the budgeting process earlier (late summer) by having a mandatory meeting of all Department Heads, Select Board and Budget Committee members. Each Department Head would be provided the opportunity (no more than 15 minutes) to briefly outline the years' activity to date and what they anticipate might be needed in the next operating year. Doing this creates a baseline of information in a non-threatening, non-adversarial way, yet enlightens all players as to what each department is facing. This in an informational opportunity only, with the opportunity for the Budget Committee to gain insight as to department operations and budgeting procedure. It was agreed the idea has merit and hopefully someone will remember to get the ball rolling on it next summer/fall.

10. The motion light on the porch and an exterior parking light nearest the police garage are out.

11. The Holiday gathering will be December 16<sup>th</sup> at Lyme Inn Tavern.

12. There will be no Coffee Hour next week. The regular meeting of November 24<sup>th</sup> is cancelled because of Thanksgiving, however there will be a brief Select Board meeting on Wednesday November 23, 2016 at 9am.

This meeting was adjourned at 10:20 am.

Respectfully Submitted,

Patty Jenks, recorder pro tem