

TOWN OF LYME
Select Board Meeting
April 6, 2017
8:00AM

Town Office conference Room

Approved: April 13, 2017

The following people were present for part or all of the meeting: Select Board members: Jay Smith (Chair), Susan MacKenzie and Rusty Keith. Police Chief O'Keefe. Highway Department, Steven Williams, Scott Bailey and Gregory Jenks. Tax Collector Barbara Woodard. Administrative Assistant, Dina Cutting. Community members: Greg Hanlon and John Gartner.

1. At 8:00 AM-Smith called the meeting to order
2. Highway: The board and Highway reviewed the following items:
 - Test pits for the planned section of road to test the asphalt injection.
 - Calcium Chloride agreement- Williams can sign and/or approve items needed for regular maintenance.
 - Loader-Williams wanted the board to consider purchasing a small excavator instead of replacing the loader next year. This is used for culverts and ditching. Concerns of adding one more piece of heavy equipment to the Capital Reserve Fund was noted.
 - Williams noted again he would like the board to consider keeping the old grader so the town would have 2. The board reiterated this was to be traded in when the new graders comes. The old grader has been refurbished and it is felt it is time to get rid of it.
 - Williams announced Gregory Jenks will be leaving the Town Highway Department in November.
 - The board wishes to advertise now, the department is still operating on 3 full time employees not 4 as budgeted. If someone comes along and fits this roll it will give the Highway department and the board time to consider all options.
 - The canoes and kayaks left at the highway garage unclaimed will be auctioned off. Chief O'Keefe will start this process.
3. MacKenzie moved to approve the public minutes of March 16th, 2017. Seconded by Keith. Voted unanimously in favor. The non-public minutes will be approved at the next meeting.
4. Tax Collector: Barbara Woodard reviewed the past week, noted she has changed the Tax Collectors hours back to Monday 10:00 to 12:00 for the public. The board welcomed her and told her to let them know if she needed anything.
5. Matter arising & new business:
 - Article # 22 Establish a CRF for Municipal Transportation Improvements. The Select Board can determine when this charge will start. Mackenzie moved to have the \$5.00 charge instated on the 1st of July 2017. Seconded by Keith. Voted unanimously in favor.
 - The board reviewed the solar loan document. The loan and security agreement is with Development Finance Authority. Smith moved to have MacKenzie sign this document. Seconded by Keith. Voted unanimously in favor. Cutting will gather other documents and send to company.
 - The board discussed the Master Plan and the Capital Improvement plan. MacKenzie would like to see some committees start gathering this information sooner rather than later. The Capital Improvement plan should be done in June and then the Board will move ahead with forming committees to address the Fire

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Station and Transfer Station.

6. Public Comments: Mr. Hanlon and Mr. Gartner expressed concern over the newly drafted ordinance for Holt's Ledge. Smith noted the Board was not planning on discussing this document other than approving the changes made from the last meeting. The public hearing is coming up at next week's meeting. Mr. Hanlon and Mr. Gartner expressed concern over removal of the bolts and closing this area for climbers. It was expressed that if the bolts are disabled then this area will effectively be shut down. Only very technical climbers will be able to climb there. The board reviewed issues and discussed items previously discussed. After a lengthy discussion questions were raised concerning trespassing, damaging, and harassment. Clarification was made to all of these issues by Chief O'Keefe.
7. At 9:00AM Smith moved to enter non-public session in accordance with RSA 91A: 3 II (c) for the purpose of discussing matters which, if discussed in public, would likely affect adversely the reputation of any person. Seconded by MacKenzie. Voted unanimously by a roll call vote. Present for this non-public was Jay Smith, Sue MacKenzie, and Bradford Keith.

At 9:13 Chief O'Keefe's presence was requested. Chief requested the meeting be continued in non-public as was his right.

At 9:35AM moved to reenter public session having voted 3 – 0 to seal the minutes.
8. The board signed the Hazard Mitigation Plan Update
9. The board reviewed and signed the estimate for additional services for Willis Engineering to do some soil samples for the Grant Brook project. MacKenzie moved to approve the estimate for up to \$1,500.00 for this service. Seconded by Smith. Voted unanimously in favor.
10. Vachon Clukay & Company PC engagement letter for the Tax Collectors audit was signed. Keith moved to have this audit performed. Seconded by MacKenzie. Voted unanimously in favor.
11. Smith: It was noted the board will be visiting the Smith property on Goose Pond Road on April 14th, 2017 at 10:00AM. This is a spring visit to get things started back up after the winter.
12. Fire station/Transfer Station Committee charge will be on hold until after the Capital Improvement Plan is up dated.
13. Keith noted he and Cutting had reviewed and worked on the Office Assistant and the Administrative Assistants job descriptions. He requested a bit more time to finish this up. Keith will be investigating titles that will fit the work required in these jobs. The board felt this office assistants job opening could be advertised at this time. Both Mackenzie and Keith noted they wanted to review and interview all candidates.
14. Buildings & Grounds job description was reviewed and approved. This job will be advertised.
15. Committees & Commissions:
 - Conservation Commission: Plant study for Holts Ledge has been approved by the CC. The Commission approved the Allen house concerning the Shoreline district. Green up day will be May 6th, 2017 along with the Community work day. The Commission also approved the funding to cover the Milfoil treatment in the amount of \$9,587.00.
 - Coffee hour: Keith reported discussion concerning Holts Ledge took place.
 - The board discussed various committees and commissions and how they work with in the RSA's and/or are directly under the select Board.
 - Work force housing was discussed.

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- Discussion of developing a legislative committee to keep the board and community apprised of the up to date legislative bills and information.
- An up to date Capital Reserve Spreadsheet will be distributed to all board members.

16. There being no further business at 11:09AM MacKenzie moved to adjourn. Seconded by Keith.
Voted unanimously.

Respectfully Submitted,

Dina Cutting