

TOWN OF LYME  
Select Board Meeting  
October 5<sup>th</sup> 2017  
8:00 AM  
Town Office Conference Room  
Approved: October 12<sup>th</sup>, 2017

The following people were present for part or all of the meeting: Select Board members: Susan MacKenzie and Bradford Keith. Administrative Assistant: Dina Cutting. Road Agent: Steven Williams, Highway employee: Greg Jenks. Police Chief: Shaun O'Keefe. Librarian: Judy Russell. Library Trustee: Patty Hudson. Planning and Zoning: David Robbins.

MacKenzie called the meeting to order at 8:00AM.

1. Highway: Williams informed the board that the highway crew was going to get the Berway section of River Road ready for paving. Blacktop will be coming to do this job before winter. Unfortunately they will not be able to do all the patch paving for the July storm damage.
  - Williams is looking for guardrail regulations to review.
  - Grant Brook: In an attempt to stabilize this area for the winter Mike Willis felt repairing the toe would not be the best route to go and could possibly make it worse. He recommended putting jersey barriers at this 150' location to protect the vehicular traffic from danger. There would be a stop sign at the south end and a yield sign at the north. Fill the eroded area with class C stone, and possibly setting a pipe to help drain the water from this location. The back side of the Jersey barriers will be sand bagged to help eliminate erosion. The cost of jersey barriers and this preventative work was discussed. Williams will call the state to see if there is any chance of using some of their jersey barriers to save on having to purchase these. This project will be bid out as soon as possible. The board would like the cost figures prior to January in order to have this project as a warrant article for 2018 Town Meeting. Some of this will be qualified under the Hazard Mitigation program as this area was compromised and made worse during the July 1<sup>st</sup> storm. The additional damage has increased the cost of this project and the estimate has more than doubled.
  - Caution barrels need to go back to the state. 50 traffic cones are expected to arrive Friday thanks to the donations from Lyme residents.
  - Driveway issues: Keith reviewed the driveways that need to be addressed, he and Williams will set up meetings with the landowners to discuss these issues.
  - Baker Hill Road #1: Chief O'Keefe met with Dennis Ford of NH DOT and this area is not safe to have traffic lights set at it because of the set-up of the road, steepness of the hill and angle of corner. Chief O'Keefe will set up a meeting with the State of NH DOT road engineer to see if there are any other options to enable this road to stay open through the winter months.
  - At 8:35AM MacKenzie moved to enter 91-A: 3 II (b) the hiring of a public employee. Seconded by Keith. Voted by a roll call vote of MacKenize and Keith each voting yes.

The board moved to enter public session at 8:45AM after discussing the hiring of a highway employee. MacKenzie moved to change Cole Williams from a temporary part-time employee to a full-time employee at \$16.50 per hour with a .50 cent increase once he acquires his CDL license. Seconded by Keith. Voted unanimously in favor. Because Greg Jenks will be retiring in November the town will continue to advertise for an experienced heavy equipment operator.

2. Library: Judy Russell and Patty Hudson reviewed the draft addendum to the memorandum of understanding which focuses on the budget setting process. After a brief discussion it was the sense of the Select Board that this document should be addressed to the Budget Committee as they are the group setting the budget to go before the town. It was noted by Ms. Russell at this time that requiring the department heads to meet with the Budget Committee was helpful this year.
3. MacKenzie moved to approve the minutes of the September 28<sup>th</sup>, 2017 meeting. Seconded by Keith. Voted unanimously in favor.
4. Matters arising:
  - a. Grant Brook Area: The estimate for engineering from CLD is \$30,000. The board needs the bids to be received in the office by December 20<sup>th</sup>, 2017. Keith moved to approve the \$30,000 for engineering and bidding of the Grant Brook project. Seconded by Mackenzie. Voted unanimously in favor.
  - b. Berway project: Keith informed the board he had met with Jenks and the report from him was that Mr. Tullar did not want anything for fencing on his property. The board confirmed the need for a barrier on top of the retaining wall for safety and protection. This is not an option. The Town will install a split rail fence for this purpose. Keith will acquire Mr. Tullar's signature on a document noting these conditions. Mr. Tullar will visit with Mr. Tullar to confirm an understanding in writing.
5. New Business:
  - The board discussed the need to start gathering information to address the need for a new Fire Station and Transfer Station. It was the sense of the board to start a committee. Mackenzie moved to appoint an investigative committee for the Fire Station and Transfer Station needs. Seconded by Leith. A charge will be written and volunteer members will be solicited. Voted unanimously in favor.
  - Communications Tower: The need for better cell phone service was reviewed. The board would like to know about a municipal exemption and if this is necessary to get a cell phone tower put in Town.
  - Pit agreement: Keith noted the assessment of this property does not appear to be in line with its market value. He requested this be looked into. The document for a 1 year lease of the gravel pit at 31 High Street was signed.
  - Chief O'Keefe reviewed the estimate of \$3,958.00 for the police safety tactical gear needed. Keith moved to support the purchase of this equipment. Seconded by MacKenzie. Voted unanimously in favor.
  - Wilderness Emergency drill at Holt's Ledge: Chief O'Keefe reviewed the drill for an emergency rescue at Holt's ledge. The Upper Valley Wilderness rescue group planned a drill involving Hanover, Lyme, and area wilderness rescue groups at the Holt's ledge location. After a brief discussion the Board requested O'Keefe

inform this group that the Town of Lyme land at Holt's Ledge is posted and the board regretfully is opposed to the drill at this time.

6. Planning and Zoning: Robbins reviewed the Ryan/Menge planning board issues. The Zoning Board is looking for a legal opinion which counsel has advised it cannot provide due to a conflict of interest. This relates to the opinion given to the Planning Board. A discussion of whether or not this information now public can be given to the Zoning Board. The Select Board felt that information given by Town Counsel is Town advice and should not be conflicting between two town boards. Robbins will look into this via New Hampshire Municipal Association.
  - Pickups for Assessor: Robbins reviewed what the procedure is for reporting permits to the Assessor. A 2015 permit needs to be checked to make sure it reflects an addition to the building on this property.
  - Robbins noted his upcoming vacation week.
  - The board and Robbins reviewed the meaning of agricultural soils and what they mean relative to Planning and Zoning. Robbins will print off a soil map to show where these agricultural soils are located in Lyme.
  - Preston Road lot: Keith requested a history of this lot concerning zoning and building permits and the possible approval of a building lot.
  - Robbins reported a low year for building permits. He tracks all permits and issues when questions come to him. Average year is 100 this year's estimate is 60. 4 new homes in 2016 none in 2017. The board requested a count of permits issued for 2017?
7. Emergency Management Performance Grant (EMPG): The grant documents for the emergency management trailer were reviewed and signed. MacKenzie moved to approve the following: The Town of Lyme Board of Selectmen, in a majority vote, accepted the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$1,800.00 for the purchase of an Emergency Management Supply Trailer. Furthermore, the Board acknowledges that the total cost of this project will be \$3,600.00, in which the Town will be responsible for a 50% match (\$1,800.00). Seconded by Keith. Voted unanimously in favor.
8. The 2018 Town mowing RFP was approved, sealed bids will be due in the Town Office on Wednesday October 25<sup>th</sup>, 2017 by 4:00PM.
9. Cutting asked if the Board wished to have Town counsel at the Special Town Meeting on October 24<sup>th</sup>, 2017. Keith noted and Mackenzie agreed to make this decision at next week's meeting.
10. Additional concerns over Bake Hill Road were expressed. Safety, bus route, increased traffic in the winter due to the Skiway were all noted.
11. It was documented that the Town received a petition for Tax Abatement pursuant to RSA 76:17 from LPP77, LLC vs. Town of Lyme. The document has been referred to Town Counsel.
12. Committee and Commissions:
  - Heritage Commission: Keith reported the Heritage Commission and Ross McIntyre will be meeting on Monday October 9<sup>th</sup> starting at 1:00PM for a site visit of the River Road. They will discuss the possibility of the River Road being deemed a historic road. The Select Board will be coming to parts if not all of this

site visit. The commission is also still discussing the option of a demolition ordinance and a façade easement.

13. Keith reviewed a letter from the Utility Club requesting permission to add 3 underground outlet fixtures to the Common. The board reviewed and discussed the various uses for these additional outlets. Concern was noted with adding more obstacles around the common, mowing, maintenance, etc. were discussed. At this time MacKenzie moved to decline the proposal from the Utility Club to add additional outlets to the Common. Seconded by Keith. Voted unanimously in favor.
14. The board signed the MS-535 and MD&A letter for the auditors.
15. Appointments for oath of office were signed for additional election officials.
16. MS-1- Current Use & Conservation Easement values and classifications on the MS-1 were briefly discussed. Cutting will forward e-mail communications to the board on this subject. Keith noted he has been working at the State level to get this issue addressed. Request to have appraised values listed on the MS-1 needs to be addressed. Keith will discuss this with Town counsel.
17. CLyme- request to use Lyme Center Academy Building fee waived: The board reviewed the Lyme Center Academy Building use policy. A waiver is not normally done for the use of this building other than for non- profit groups. At this time the board noted it is the policy of the Town to charge to use this building. Keith moved to deny this request for waiver of the fee because they do not meet the criteria of a non-profit entity. Seconded by Mackenzie. Voted unanimously in favor.
18. Budget Schedule: The board will meet Wednesday October 11<sup>th</sup>, 2017 at 9:00AM in non-public to discuss employee evaluations. This needs to be done before any wage increases can be discussed.
19. Cutting will send the Capital Reserve Spread sheet to the Board.
20. Public comment: None at this time
21. Manifest: The board reviewed and approved a manifest in the amount of \$26,836.81.
22. There being no more business to come before the board the meeting was adjourned at 12:00PM
- 23.

Respectfully Submitted,

Dina Cutting