

TOWN OF LYME  
Select Board Meeting  
Thursday May 7th, 2020  
9:00 AM  
Town Office Conference Room  
Approved: May 14<sup>th</sup>, 2020

The following people were present for part or all of the meeting by teleconference: Select Board members Kevin Sahr, Judith Brotman and Benjamin Kilham. Administrative Assistant Dina Cutting. Police Chief Shaun O'Keefe. Community members: Sue MacKenzie, Debbie Kilham, Rich Brown. The list of attendance was taken by voice notification.

As the Town Office is closed to the public and with the Governor's Executive orders allowing for the Board to meet online as long as the Public has telephone access, we offer the following instructions: Please call in on the conference number –1-888-919-7047 (No Pin Needed)

Access is for voice only at this time. If you can't access the conference number please email [dina@lymenh.gov](mailto:dina@lymenh.gov). All incoming public lines will be muted until 10:00AM when public comments are accepted. A role call will be made to indicate public members attending via phone.

1. At 9:00AM Chair Sahr called this meeting to order. Per Governor Sununu's emergency order # 12, Mr. Sahr reviewed the Right to Know Check List (\*see Right to Know checklist at the end of the minutes.)
2. At 9:04AM the Board opened a 2<sup>nd</sup> Public Hearing: In accordance with RSA Section 41:14-a the Select Board held a second Public Hearing to receive the recommendation of the Planning Board and the Conservation Commission and to hear public comment concerning an easement for the placement of 2 poles on Town property located at 44 High Street the site of the Lyme Fire Station.  
Mrs. Cutting reviewed the information concerning the easement for the 2 poles to be installed by Consolidated Communication at the Fire Station location. It was noted the Select Board has received the Conservation Commission and Planning Board recommendation in support of this easement in writing. No public comments were made.

The Select Board vote on this easement will come on May 14, 2020.

3. Approval of Minutes:
  - Mrs. Brotman moved to approve the minutes of the April 30<sup>th</sup>, 2020 meeting. Seconded by Mr. Kilham. Voted unanimously in favor by a roll call vote.
4. Manifest: A manifest in the amount of \$19,773.19 was electronically approved.
5. Task Tracker:
  - a) Reviewed Covid-19 information-First responder stipend was reviewed. State of NH Governor's Office for Emergency Relief & Recovery- Lyme could have the benefit of \$40,000 if necessary.  
Mr. Sahr reviewed the idea of Laptops with docking stations to allow for remote work to be more efficient. It is important that Mrs. Cutting and Mr. Robbins be able to keep up with their office work while the office is

working with reduced in-office hours to increase social distancing. In order to do this work, some needs to be done from home. This had been discussed but needs to be investigated more. Mr. Kilham felt if this was going to make things be more efficient he supported it. It was noted that the Covid-19 restrictions could go on for many months.

Mr. Sahr moved to allow Mr. Robbins and Mrs. Cutting to work with the Town's IT consultant, Chaos Computing, to gather information on equipment needed for this. Seconded by Mr. Kilham.

Mrs. Brotman noted she felt she did not know enough about this and wanted more information to be comfortable voting at today's meeting.

Voted 2 in favor (Sahr & Kilham) and 1 abstention (Brotman).

- b) Recreation Facility: Some concerns were noted with groups gathering out at the beach & ball field and not following Covid-19 protocols. The Board reviewed the guidelines for Parks & Recreation from the State of New Hampshire. The sense of the Board was that meeting these stringent requirements and staffing the beach at this time would not be possible or practical for the Town. The safest and best thing may be to not fully open these facilities for the 2020 summer. Due to Covid-19 concerns, we may be posting CDC recommended Covid-19 signage, installing no floats, docks or equipment, and posting "use at your own risk" signs. Signage "use at your own risk as recommended by the CDC" meaning follow Covid-19 cautions. These signs will be placed at the entrance to the facility and at each section of this facility. The beach entrance will also have signs "no lifeguards on duty, swim at your own risk".

The Pond Program was reviewed. Due to the unsure nature of Covid-19 restrictions being left in place for the summer, the Board felt it was best to not plan on hosting the Pond Program/swimming lessons this summer.

The Board will take these recommendations to the Emergency Management Director, Health Officer and the Recreation Commission.

6. Public comment:

- a) Covid-19 enforcement was discussed. Chief O'Keefe noted that the Lyme police department has not been asked by any state or local official to enforce any of the Covid-19 requirements. The Police departments have been asked to remind and encourage all individuals to follow these restrictions and to guide residents to use good practices when it comes to social distancing. They will not be confronting anyone concerning this.
- b) A comment supporting the Board's caution with using the recreation facilities during the covid-19 pandemic was noted. It will be good that this area will be open for public use and not putting any employees at risk by working at the beach.
- c) Also noted that a conference room projector would be especially useful.

7. Police: Chief O'Keefe reviewed the special school parade that will take place on Wednesday May 13, 2020. Mr. Valance and Mr. Dayno have been working with Chief O'Keefe to organize this. The school children will enjoy this after missing the final part of this school year.

8. Draft Recreation Facility Ordinance: The Board reviewed the draft. The Board would like the updated ordinance in place even though this 2020 summer rules may be different due to the Covid-19 requirements. The Board reviewed the lifeguard and beach supervisor positions. The additional funding added to the 2020 operating budget at Town meeting was noted. After careful consideration, noting that the decision to not have lifeguard and beach supervision was not a monetary one, the sense of the Board is to move forward and ask the Recreation Commission to review and comment on this document. At this time Mr. Sahr moved to recommend the draft ordinance to the Recreation Commission for comment. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote.
9. Old River Road: The Board will be reaching out to the community concerning the future re-classification of this road. Mrs. Brotman will prepare a draft for the Board to review at its next meeting.
10. RRFB: Mr. Sahr reviewed the information from the NH State DOT engineer. Noted was information pertaining to the specific design intended to minimize physical issues. The studies show this is a safe devise concerning the flash timing and design. The State highly recommends and fully supports installing this safety devise. Mr. Sahr moved to attach the email from the State to these minutes. Seconded by Mrs. Brotman. Voted unanimously in favor by roll call vote. After more review and discussion the sense of the Board is to continue with the RRFB.
11. At 10:30AM Mr. Sahr moved to enter non-public session in accordance with RSA 91-A: 3 II (c) reputation. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote. Present for this session were Mr. Sahr, Mrs. Brotman, Mr. Kilham, Mrs. Woodard and Mrs. Cutting. Matters which could affect a reputation of someone other than a Board member were discussed.  
At 11:00AM Mr. Sahr moved to re-enter the public meeting. Seconded by Mrs. Brotman. Voted unanimously in favor by a roll call vote. The Tax Collector will prepare letters for property owns informing them the lien process has been postponed.
12. At 11:01AM Mrs. Brotman moved to enter non-public session in accordance with RSA 91-A: 3 II (c) reputation. Seconded by Mr. Sahr. Voted unanimously in favor by a roll call vote. Present for this session were Mr. Sahr, Mrs. Brotman, Mr. Kilham and Mrs. Cutting. Matters which could affect a reputation of someone other than a Board member were discussed.  
At 11:09AM Mrs. Brotman moved to re-enter the public meeting. Seconded by Mr. Sahr. Voted unanimously in favor by a roll call vote.
13. At 11:10 Mr. Kilham moved to adjourn. Seconded by Mr. Sahr. Voted unanimously by roll call vote.

Respectfully submitted,

Dina Cutting

## **\* A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency**

As Chair of the Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Uberconference for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #1-888-919-7047, or by clicking on the following website address:  
<https://www.uberconference.com/kssa1959>.

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Uberconference or telephonically. Instructions have also been provided on the website of the Board at:  
[www.lymenh.gov](http://www.lymenh.gov).

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call 603-795-4639 or email at: [dina@lymenh.gov](mailto:dina@lymenh.gov).

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.