

Town of Lyme
Board of Selectmen
Minutes for July 10, 2008

1. At 8:00 am Simon called the meeting to order. The following attended all or part of the meeting: Simon Carr (chair), Charles Ragan (member), Dick Jones (member), Judy Brotman, Dina Cutting (bookkeeper/secretary), Elise Garrity (assessing assistant), Patty Jenks (town clerk), Francesca Latawiec (planning and zoning administrator) and Mike Woodard
2. The following administrative matters were discussed and actions taken:
 - a. The July 3rd minutes were reviewed and approved.
 - b. The manifest was reviewed and approved.
 - c. Simon updated the Board on the status of the new Town Offices; Dick on Wednesday's Budget Committee meeting; Dick on Monday's Conservation Commission meeting, and Charles on the resolution of the complaint on Cutting Hill Lane logging.
 - d. The "delegation of deposit authority" form was reviewed and signed.
 - e. The designation of Don Elder (primary) and Linda Goodrich (secondary) as the Town's 911 mapping liaisons was reviewed and approved.
 - f. Several issues initially raised by the assessing agent were discussed:
 - i. How to assess ponds led to a discussion of not obtaining easements for access to many fire ponds required by subdivision or conditional use approvals and/or where public funds are expended to install dry hydrants. Charles agreed to follow up on this issue.
 - ii. Commercial requests for assessment reports led to a discussion of report fees in general. Dick moved and Charles seconded a motion to charge \$25.00 for all computer generated reports – which passed unanimously – and the policy of providing property owners' a copy of their own assessment card at no cost and a \$1.00 fee for any other assessment card was reconfirmed.
 - iii. It was decided to keep separate assessment cards for each owner where the property is in multiple ownership.
 - g. Simon reported that there was no requirement to have copies of minutes signed. The current requirement is now for minutes to be available to the public in five working days after the meeting. After some discussion, it was unanimously decided that minutes (whether "draft" or "approved") would be posted on the Town's web page to meet this requirement.

- h. The draft charge for a “Transportation Study Committee” was reviewed and discussed. Dick will revise the draft for approval at next week’s meeting.
 - i. The Utility Club’s beautification program proposal was reviewed and approved subject to their coordinating any work with the appropriate Town department head.
- 3. The assignment of duties and replacement for the Administrative Assistant position was discussed with the staff. It was agreed that the position description would have to be reviewed and specific duties assigned based on the skills and interests of any person hired. It was also agreed to advertise this position as a 25-hour per week part-time position, and to review the applicants’ qualifications before reaching a final decision on converting it to a part-time position.
- 4. Mike came to give an update on the progress on the new Town offices site work. It is apparent that the closing will have to be delayed approximately a month to complete the environmental remediation work.
- 5. The meeting adjourned at 10:10.

R. G. Jones
recorder