

Town of Lyme
Select Board Meeting
Minutes for April 17th, 2014
Approved April 24, 2014

The following were present for part or all of the meeting: Charles J. Smith (Chair), Susan J. MacKenzie (member), Patricia G. Jenks (member), Shaun O'Keefe (Police Chief), Andrea Colgan (Treasurer), and Dina Cutting (Administrative Assistant). Community member: Amy Record.

1. Chair Smith called the Select Board meeting to order at 8:00AM.
2. Jenks moved to approve the minutes of the April 10th, 2014 meeting. Seconded by MacKenzie. Voted unanimously in favor.
3. Matters arising:
 - Loam for sale: The board met with Derby Mountain Construction to try and determined the amount of loam left from the ball field project. An estimate of 200 yards screened loam seemed reasonable to all. There is an undetermined amount of unscreened loam also. The Board felt it was best to wait to advertise this and take another look at a later date.
 - Emergency Management Director: Cutting was contacted by an interested party. They have been put in touch with Chief O'Keefe, Chief Hinsley and Kevin Peterson for further information on the appointment. Will hear back soon.
 - MacKenzie reported the school is willing to come up with a plan to try and alleviate the safety concerns in front of the school with ideas of utilizing the little common or a portion of it.
 - O'Keefe reported the trailer and other items out beside Stella's have to do with the aeration and testing of soil due to the petroleum contamination. It will be removed as soon as this is cleared.
 - MacKenzie inquired about doubling the speeding fine in front of the school. O'Keefe explained speeding tickets in a school zone are enhanced already and the Police Department is limited by the State regulations. O'Keefe confirmed that some of the police grant funding will be used for speed patrol in front of the school.
 - MacKenzie inquired about the procedure to increase culvert size for the roadways in Lyme. Cutting will find out from Robbins.
4. Public Comment: None
5. Manifest: None
6. Administrative Assistant job description: Jenks had some questions concerning quarterly reports. This section was clarified. Jenks asked for clarification on Highway Department job descriptions that were completed prior to her being on the board. It had been reported to Jenks that the Highway employees were not involved with the new job description discussions. Smith and MacKenzie confirmed the Highway employees were given drafts to review and asked to come to a meeting and give feedback.
7. Charitable organization forms A-9 and A-12 pursuant to RSA 72:23-c were reviewed and approved. Cutting will process these.
8. The auditing firm of Vachon Clukay & Company PC: engagement letter was approved by the board and Smith was given the authority to sign it by a motion from Jenks, seconded by MacKenzie.
9. Treasurer Andrea Colgan: The schools bond funding will be coming July 18th, 2014. The SAU financial department is concerned they will not have enough funds to carry through until the bond funding comes. The school would like the Select Board to consider a potential

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advancement of funds (up to \$100,000). The Town will have the tax anticipation note (TAN) funds set up and ready to be used at that time. This will create additional interest charges (estimated \$185.00). The other option is for the School to secure a TAN on their own. Once the bond funding comes the School will reimburse the Town for any funds advanced. The sense of the Board was to approve this request. Colgan requested the Select Board approve the start of paperwork for the town TAN of \$3.2 million. Colgan is predicting the town will need to start using the TAN around June 1st.

- ✓ Smith moved to start the town TAN paperwork, Seconded by MacKenzie, voted unanimously in favor.
- ✓ MacKenzie moved to allow the school a \$100,000 line of credit to be used to support the construction project until the bond funding comes in. Seconded by Smith. Voted unanimously in favor.

Colgan reviewed the town's investment policy, there being no necessary changes the board signed this policy.

10. The Board reviewed and approved the roadside mowing contract.
11. Town Mowing contract clarification: Lyme Lawncare LLC requested clarification on removal of dead fall and tree debris. The following text will be added to the contract for clarification "remove all dead fall (if the removal requires chain saw work this will be the Cemetery Trustees responsibility)". Cutting will communicate with the Cemetery Trustees.
12. Committee & Commission reports:
 - Nate Miller from Upper Valley Lake Sunapee Association is reviewing grant options for River Road. RFP should be ready within the month. The grant being considered will not require up front funding from the town. A letter of intent will also be prepared with Nate Miller in order to be ready to apply the minute the application process opens.
 - Roads Committee: Goose Pond Road was discussed. The committee will be considering various options; there is not enough funding to do the complete section originally planned. The committee will decide whether to recommend doing a shorter section or an even smaller section to allow for building the road from the bottom up. There was a discussion concerning geogrid; where to use it, how to use it and what to put over it. The need of the roller was noted. Mud season being lighter than normal was noted. Driveway washouts were discussed. The need for a planning board member to take on Ben Kilhams role in the driveway permitting process was discussed. There is no follow up inspection to make sure the property owner complies with a driveway permit. There needs to be a check list for the property owners that explain the regulations concerning alterations and maintenance to the culvert and driveway that may affect the town road.
 - Jenks asked why some roads are maintained and some are not. Followed was a discussion concerning class VI roads, rules associated with maintaining town road vs. private roads and the regulations of town maintenance. The board requested Cutting look into Derby Lane and Pushee Falls Lane.
 - Planning Board: Discussed a bill concerning agro-tourism.
13. At 9:37AM Smith moved to enter non-public session under authority of RSA 91-A: 3 II(c) "matters which, if discussed in public, would likely affect adversely the reputation of any

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person". Seconded by Jenks and voted unanimously by a roll call vote. Present for the non-public session was, Smith, MacKenzie, Jenks, Cutting & Record.

At 9:50AM the board returned to public session having granted an abatement in the amount of \$10,000 including interest and fees.

14. The Friends of the Lyme Library asked if a town wide mailing could go out through the town bulk rate permit. The sense of the board was to allow them to use it as long as it was an approved use the bulk rate permit.
15. The Utility Club requested permission to take care of the small flower beds in front of Stella's and Mascoma Bank. They are concerned about people leaving signs in these areas and who has permission to take them down. The Select Board noted these areas are owned by the State of New Hampshire.
16. The Ongoing business:
 - Generator Grant: Still waiting to hear from Home Land Security
 - Jenks requested clarification on who is responsible for carrying out regular maintenance to Town buildings. It was the sense of the board that each buildings department head has that responsibility.
 - Smith moved to approve the Administrative Assistant job description with changes noted. Seconded by Jenks. Voted unanimously in favor.
 - Capital Reserve Fund review will be conducted at the next regular Select Board meeting. Cutting will have large copies ready for all.
 - South River Road conditions were discussed. Stearns had reported they would be cold patching some of these holes as soon as possible. Cutting will ask Stearns to put up warning signs in the meantime.
17. It was reported by Assessor, Diana Calder that a mobile home at 655 River Road is still on this lot. The history was reviewed concerning this matter. The landowner had previously agreed to remove this mobile home in 2013, and to keep the Select Board apprised of any unforeseeable issues that may make this deadline unattainable. The Select Board has not heard anything from this landowner. It was also reported this property owner did not have an up-to-date building permit. It was agreed to have Robbins send a letter to this landowner stating that if work was to continue they needed to renew the building permit.
18. Smith noted a letter from Cutting requesting the board clarify if plans and/or sketches are required for building permits. It has been a point of debate in the Select Board office at various times. This matter involves both the Assessing and Planning & Zoning departments. It was felt by Cutting and Robbins that it would be beneficial if the Select Board would make a decision on this matter. After a brief discussion and review of the present building permit application; it was noted plans and/or sketches are a requirement on the permit application.
 - ✓ MacKenzie moved that the Planning and Zoning Administrator enforce the process as written in the building permit application form. Seconded by Smith and voted unanimously in favor. The Select Board will send a letter to the Planning and Zoning Administrator as a written request.
19. There being no further business 11:15AM Smith moved to adjourn. Seconded by MacKenzie. Voted unanimously in favor.

Respectfully Submitted,
Dina Cutting