

TOWN OF LYME
Select Board Meeting
June 19th, 2014
Town Office Conference Room
Approved: June 26th, 2014

The following were present for part or all of the meeting: Charles J. Smith (Chair), Susan J. MacKenzie (member), Patricia G. Jenks (member), Chief O'Keefe (Police Chief), David Robbins (Planning & Zoning Administrator), Fire Chief Michael Hinsley & Dina Cutting (Administrative Assistant).

1. Chair Smith called the meeting to order at 8:00AM.
2. Planning & Zoning Administrator job description review:
 - Robbins noted the present description had a lot of fluff. He felt a lot of this detracted from the job description. The following sections were discussed.
 1. Work hours coordinated with AA, daily office coverage, vacation ect.
 2. Maintenance and updating the web site.
 3. Listing every responsibility was not necessary.
 4. DES permitting has taken roughly 30 hours in 2014.
 5. Robbins and Williams (highway department) will get certified in the DES culvert replacement course.
 6. Maintenance of phone system.
 - The Board will be evaluating this position based on the job description. It was the sense of the Board to include these items in the job description.
 - Smith noted the Planning & Zoning Administrator's job description should include a statement pertaining to legal decisions. "Legal issues require direct interaction with the Select Board prior to making a decision or authorizing action".
 - The changes will be made to this job description. Robbins will review and the Select Board will revisit this at the next Select Board meeting.
3. MacKenzie stated she wished she had known the request for bids for paving on Goose Pond Road were going to be sent out. It was noted the board discussed this at the previous meeting with Road Agent Fred Stearns; the approval was given by the Select Board for the bids to be requested. MacKenzie stated the Roads Committee will be discussing this at the July 1st, 2014 meeting. MacKenzie commented Fred Stearns was on board with the idea of reviewing the condition of Goose Pond Road and the possibility of changing the paving schedule or using some of the funds for chip sealing other roads in town. MacKenzie stated the drainage and ditching needs to be checked by the Roads Committee in the next week. The Select Board felt the decision on the paving contract could wait to be finalized until after the Roads Committee and Stearns had an opportunity to review and discuss future options for road work.
4. Michael Hinsley: Capital Reserve funding and firefighting issues were reviewed and discussed: Chief Hinsley distributed a hand out including up-to- date pricing on fire trucks, tankers and rescue vehicles. Various options included 4-wheel drive vehicles & smaller fire trucks. The replacement costs for fire trucks and the cost of heavy equipment is increasing and the use is limited. The present apparatus meets the Fire Department needs as of now. Chief Hinsley is trying to identify different ways to look at replacement and funding in the future. Mutual Aid was discussed. The qualifications for ISO (what is ISO?) were reviewed. Chief

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Hinsley reviewed grants, annual budget issues and working with area fire departments. The Firefighting Safety Equipment Capital Reserve Fund has helped out and continues to be funded. At this time MacKenzie noted the request at a previous meeting to have a town wide training exercise. Hinsley informed the Board of the emergency equipment lists, trained personnel, and he was confident the town was in good shape. The newly appointed EMD will be discussing this with Chief Hinsley and a training exercise will be scheduled in the near future. Chief Hinsley will discuss the computer needs with EMD, Margaret Caudill-Slosberg.

5. Goose Pond Road paving bids-Bids were opened and are as followed:
 - Blaktop, INC
Job 1: Total tons= 1004/ price per ton \$69.30/ Total estimated \$69,577.20
Job 2: Total tons= 878 / price per ton \$70.18/ Total estimated \$61,618.04
 - United Construction Corp
Job 1: Total tons= 998 / price per ton \$71.00/ Total estimated \$70,858.00
Job 2: Total tons= 874 / price per ton \$72.00/ Total estimated \$62,928.00
 - Pike Industries, INC
Job 1: Total tons= 1000/ price per ton \$73.81/ Total estimated \$73,810.00
Job 2: Total tons= 875 / price per ton \$74.81/ Total estimated \$65,458.75

Followed was a discussion concerning the Roads Committee being given the opportunity to walk Goose Pond Road. The Committee wants to check the drainage and ditching to make sure it is adequate.

- ✓ MacKenzie moved to give the Roads Committee the opportunity to do a cost analysis on this paving job prior to voting on the bids. Seconded by Jenks. Smith requested this be decided and that the committee makes a recommendation prior to the July 3rd Select Board meeting. This motion was voted unanimously in favor.
6. MacKenzie moved to approve the minutes of June 12th, 2014- public and non-public session. Seconded by Jenks. The minutes were voted unanimously in favor.
 7. Matters Arising: Noise from Jake brakes on large trucks was discussed. There is some concern in the down town area about the noise they make. Can signs be put up on Route 10 to address this? The State would need to be contacted and it was Chief O'Keefe's opinion that they would require the town to have an ordinance in order to put signage up directing that no Jake brakes be used in town. Does the town need a noise ordinance? Chief O'Keefe will look in to this, discuss with the State of NH and report back to the Board.
 8. MacKenzie asked if a flood mitigation survey had been filled out. The town has not had any FEMA funds in the past few years concerning wash outs.
 9. Megan Wilmot, Pond Program Coordinator will be coming to the next Select Board meeting to touch base with the Board prior to the program starting.
 10. There was a brief discussion concerning the application of calcium chloride and the timing of it: does it get applied before the road is rolled or after the road is rolled? MacKenzie noted she learned the Town should be putting the calcium chloride on the road surface immediately after grading while the surface is loose

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and can absorb the treatment and before the road surface gets too compacted. It is her understanding that if it is applied to a hard surface it just runs off and does no good. Smith will discuss this Stearns.

11. Public Comment: None
12. Manifest: \$452,933.80 (\$422,402.00 being the Lyme School appropriation)
13. Requested financial reports-The board members will review and let Cutting know if there are any questions.
14. Chief O'Keefe: Chief had some questions about 2 requests to use the Common.
 - Library: The Library will be using the Common for some large games and a "Library Outdoors Day". The only concern was parking. If the Town does not allow parking on and around the common, why is it okay for the Library programs to be the exception? This is an issue that needs to be revisited.
 - Craft and Farmers market: Dave Celone, Tony Pippin Sr., and J.J. Finley would like to have a combination, craft fair/ farmers market /antique car show on the 2nd Saturday of each month from May through October. After a brief discussion Smith suggested the interested people come in and talk to the Select Board about what exactly they have in mind. Many issues need to be considered including families living around the common, concern for commercial businesses using the common for profit and parking. Should this continue to be a case by case decision? It was noted this group had picked July 12th as the first date. This is the day of the Prouty, and it was felt this was not a day to schedule these events on the common. Dina will invite the group to attend a Board meeting in the near future.
15. Milfoil treatment for Post Pond: The Board approved a treatment date of July 11th 2014 after careful review of the other option of July 7th, 2014. The Beach will be closed to swimming on Friday July 11th and Saturday July 12th. The Pond Program will be canceled on Friday July 11th.
16. The board reviewed and approved the unlicensed dog warrant. This warrant will be given to Chief O'Keefe.
17. The board reviewed and noted 2 culvert replacement permits.
18. A Cemetery lot was approved and signed.
19. Deputy Town Clerk appointment was signed for Sharon Greatorex.
20. Committees & Commissions:
 - Energy Committee-
 - Jenks reported that Scott Nichols was working on the information from the monitor at the Highway department to address the condensation problem; he is waiting for additional information.
 - NH Wood has sent out information regarding municipal buildings using wood pellet heating systems.
 - Solorization project-program sunsets on June 30th, 2014. This is going quite well. Just a few more contracts are needed to reach Tier 5, which is the ultimate goal to affect the best cost savings.

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- Solorization of the Town Office building. Mark Bolinger will be gathering information concerning this.

Planning Board-

- Approval of Dowd's Inn tavern addition
- 4.64 of the ordinance is still in the discussion stages; the board would like to make some changes to this section.

River Committee-

- The River Committee will be doing the engineering for the north section of River Road road-side repairs at no cost to the town.
- It was reported the river does not act like a river. Because the river goes up and down like a lake, this is what the specialist believes is causing the damage to the river banks. The River Committee wants a standardized application of how to fix these kinds of problems in regard to the repair the rivers banks.

Road Committee-

- MacKenzie stated the Committee had an exciting meeting; everyone was onboard and agreed to make a plan on how best to spend the grant funds. It was noted maintenance of the roads is the first issue to address. Through discussion with several engineers who viewed the Goose Pond project it was repeatedly pointed out that if maintenance is not done and done correctly the road will not last regardless of how well built it is. One section of Goose Pond Road has had drainage done and the other has not. The Roads Committee will walk the Goose Pond Road and evaluate it; they will invite the Highway Crew to come along.

21. Cutting will be on vacation from July 2, 2014 to July 7, 2014. Robbins will be out of the office for July 3rd. There will be no one in the Select Board or the Town Clerk's Office on July 3rd and July 4th.
22. Jenks reported she is working with the State and Harvey Brotman to add another Motor Vehicle registration station in the Town Clerks office. No additional hardware is needed; this is an internet program enabling the use of the Clerk's computer to be used for this purpose. This should help out; the office has been very busy and is over the estimated revenues for this year.
23. Jenks brought a sample of another town's pamphlet for Town Meeting information used in place of mailing out the Town report. Because this will be the first year to try out the new options of electronic format or pick up instead of mailing all the reports, we will evaluate how this works and what kind of savings it is before trying something else new. The Select Board members liked this pamphlet; we will hang on to it for reference in the future.
24. At 11:10AM Smith moved to enter non-public session under authority of RSA 91-A: 3 II (e) "Legal Matters". Seconded by MacKenzie and voted unanimously by a roll call vote. Present for the non-public session were, Smith, MacKenzie, Jenks, & Cutting.

At 11:17AM the board returned to public session having voted the following:

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- Smith moved to authorize the Town Attorney to send a letter to the person named in a mediation agreement. Seconded by MacKenzie. Voted unanimously in favor.
25. At 11:17AM Smith moved to enter non-public session under authority of RSA 91-A: 3 II (a) "Personnel Matters" Seconded by Jenks and voted unanimously by a roll call vote. Present for the non-public session were, Smith, MacKenzie, Jenks & Cutting.
- Smith reported on a discussion concerning a personnel matter.
26. At 11:20AM the board returned to public session.
27. There being no further business at 11:20AM MacKenzie moved to adjourn.
Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted,
Dina Cutting