

TOWN OF LYME
Select Board Meeting
July 3, 2014
Town Office Conference Room
Approved: July 10, 2014

The following people were present for all or part of this meeting:

C.Jay Smith, BOS Chair, Susan MacKenzie-member, Patricia G. Jenks-member, Chief Shaun O'Keefe, Road Agent/Highway Foreman Fred Stearns, Highway crew members Russell Stearns, Steve Williams & Scott Bailey

This meeting was called to order at 8:00 am. Conversation ensued with Fred Stearns about a number of highway issues:

1. Culvert replacement on Baker Hill is scheduled for Monday July 7, 2014. Public alert/postings have been made that Baker Hill will be closed to through-traffic that date. If weather prohibits work the work it will need to be rescheduled and reposted.
2. Stearns reported that Preston Road and Washburn Hill Roads have been ditched. MacKenzie observed that a logging operation done a few years ago may be contributing to the ongoing problems with washouts on Preston Road. It looks like two streams may have been merged causing the flooding issues. Zoning Administrator Dave Robbins has filed for NHDES (New Hampshire Department of Environmental Services) permits to take remedial measures and reports that there is an active stream in that area. Stearns noted that DES requires a full permit and engineering study if a 36" culvert is installed. A 50% increase in culvert size requires full permitting process. To expedite corrective measures, he will be replacing the 24" culvert that's not handling the excess water off the hill with a 30" "squash culvert". MacKenzie would like to investigate exactly what was done on the logging operation and why so much debris is coming off the hill to keep plugging the culvert. Stearns will try contacting the property owner to discuss the issue.
3. MacKenzie wondered if, as the Roads Committee has instituted a 10-year plan for road maintenance, an engineer could be retained to consult about issues such as this when they arise?
4. Stearns also noted another area of concern in that neighborhood -near the Steffey farm where a logging operation was done and the same situation happens- runoff being diverted all the way down the hill into the Bailey fields off Route 10. Russell Stearns reported similar issues off Pinnacle Hill on Masa Morey Lane. This discussion lends itself to investigating the Intent to Cut process.
5. Fred Stearns reported that NHDOT is prepping the state portion of Dorchester Road for pavement. Near the junction of Dorchester Road & Grafton Turnpike Road, Mort Bailey will be helping the road crew set blocks for the Town as soon as his schedule allows.
6. Smith alerted the Road Crew about the pending usage of annual evaluation forms. He explained the form is in its design stage but that it will likely be two parts-- The first section is to hear from the employee; the section is for the employee to hear from the supervisor/department head. Aside from the obvious, this exercise is intended to facilitate better communications between all members of our town government. The objective is to pull people together as a team and stop the hearsay and confusion that's happening now. Russell Stearns noted the highway

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crew had been led to believe from community contacts that it was the intention of this Select Board to terminate the highway crew. He was assured it was not. Smith also alerted the highway crew that because the highway budget is likely the largest in the town budget, as always it would be a source of great discussion. The point, however was not a reflection of personnel, but operations and how best to effectively create a budget that will satisfy the taxpayers-which included all of us. The Select Board is trying to do better this year with money management.

7. When asked if the Highway crew kept records of what each road in town received for materials/maintenance/labor they all indicated they had been turning in logs with each timecard which included this information. As none of the Select Board was aware of information coming into the office, and the contents would be extremely helpful in the strategies of both the Board and Roads Committee, Dina Cutting will be asked the whereabouts of the logs and where the information on them is going.
8. Steve Williams reported that the closing of the East Thetford Bridge to heavy trucks is increasing travel distance to 32 miles and haul time to one hour round trip to acquire materials from the East Thetford pits. He indicated that while Sayre does not provide trucking services, Towle will. With trucking provided by the Vermont business owner to New Hampshire there is no 6% Vermont sales tax charged.
9. Chief O'Keefe asked the highway crew about their opinions of the winter parking situation at the skiway. He's wondering if a berm could be created with ditch cleanings and with permission from the skiway administration to better delineate safe and legal parking. He and the highway crew will take a look to see what can be done. O'Keefe also advised the road crew and Select Board that conditions on Shoestrap Road have deteriorated and it probably won't be much longer before that road will be impassable.
10. Fred Stearns asked about adding a part-time person to the road crew now that Bill LaBombard has formally retired. Bill was an asset for a number of reasons and the road crew feels the void needs to be filled. The addition of the part-time person would help in keeping overtime hours reduced. MacKenzie replied this would be looked into.
11. Steve Williams asked, now that the town has contracted out the cemetery mowing and the building is vacant, if the cemetery maintenance shed could be used by the highway crew for storing seasonal equipment to create more space in the highway garage area. This will be discussed with the Cemetery Trustees.
12. This meeting with the entire Highway Crew was very enlightening and a critical step toward better communications. They were sincerely thanked for their opinions and contributions to the discussion. The Board looks forward to meeting with them all next month.

As Tony Pippin, who was scheduled to meet with the Board did not come in, the Board moved to other administrative matters.

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The minutes of the meeting held June 26, 2014 were amended. MacKenzie asked to change #6 to read: "Goose Pond Road project-Homeowner culvert replacement correctly done at time of the road construction; with homeowner to take over responsibilities of culvert maintenance after installation completion". Smith suggested that homeowners affected by the construction be advised of NHRSA 236:13 prior to construction. MacKenzie made the motion to approve the minutes as amended and in accordance with Smiths' suggestion. Jenks seconded the motion and the minutes were approved as amended.

Matters Arising: Chief O'Keefe asked for a discussion of his Capital Reserve expenditures, specifically a scheduled cruiser replacement. It was his recollection the replacement was due in 2015 then bumped to 2016 to accommodate a Fire Department need. He's suggesting that in view of the buyer who purchased the previous cruiser being interested our 2010 model, it would be advantageous to make the acquisition in 2015 as planned.

MacKenzie mentioned the recent comments on listserv and those she's received privately concerning speeding in town. The listserv issue was on a Sunday when there is no scheduled local police coverage which is an effort to curtail overtime. O'Keefe also indicated that although not always on patrol and visible, police personnel are putting in considerable office time to work with other departments for various reasons. Lyme, along with several other towns in the area is experiencing a high volume of reported break-ins and robberies. MacKenzie asked about receiving a police log. O'Keefe will make that available.

Jenks reported a resident on Gregory Road does not want ferns mowed along that road.

Jenks reported on a conversation with Shirley Tullar who is requesting information on the Barn Easement process. Form 79F requires a to-scale drawing of the property in question. Shirley has a friend coming to town on July 15th who is able to help with this but she's concerned she'll miss a deadline. She was also trying to find the form on the Town of Lyme website with no success. The form can be found on the NHDRA website. It is acceptable for the Tullar's to have their friend do the scale drawing. Jenks will let Shirley know about all of the above and invite her to the BOS meeting to be held July 17th.

There was no public to make comments and no manifest to sign.

Smith noted that the Board has received formal notice of the public meeting scheduled with NHDOT concerning the East Thetford Bridge on July 23, 2014. This has already been posted.

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An estimate was received from Rowell's Grading for 2015. His estimate includes two grading's at a cost of \$58,000 and \$100.00 per hour for ditching. With this information the Board will research cost comparisons.

Smith noted a letter left in the door of the town offices and received prior to this meeting from Tyler Rich of Old Dorchester Road. Mr. Rich expressed concern over potential damage to a Right of Way to his property as the result of a logging operation intended by abutters Roberta & A. Wayne Pike. To afford a clear understanding of the location, the BOS viewed tax maps and researched NHRSA 231:43. Finding that the Town has no authority to dictate judgment on this issue the Board will advise Mr. Rich that this is to be considered a Civil Issue between abutting property owners. Smith will draft a response and be in touch with Mr. Rich.

Two Intent to Cut applications were filed by Roberta and A. Wayne Pike. Being that there was no legal reason to deny the applications, Smith made the motion to approve and sign both. MacKenzie seconded the motion which was voted in the affirmative. The applications were signed.

Committee & Commissions Reports:

Planning Board: Smith reported on a Loch Lyme Lodge issue concerning the relocation of a barn. As there appeared to be dissention among the Planning Board the issue will be referred to the Zoning Board for expedited review.

Roads Committee: MacKenzie reported on the Engineering proposals received for the Goose Pond Road renovation project. A 9th proposal was received after the deadline due to a delivery error at the Lyme Post Office. It is noted the Post Office Officer in Charge provided a written assertion that delayed delivery was the fault of the Post Office. Smith made the motion that the 9th proposal, submitted by HEB be accepted on time and considered with the others. Seconded by Jenks. Motion voted in the affirmative. Several Roads Committee members reviewed all submissions. Each member was polled as to which two proposals they found most satisfactory. All supported Defresne and CLD. Both firms will be invited to a special Roads Committee meeting on Monday July 7, 2014 to interview separately. A decision will be made after details of the interviews are compiled. It was noted the lowest bid packages were deemed incomplete. There were too many "assumptions" and nowhere near enough detail.

Regarding the chip sealing on various roads: The salesman for the chip sealing firm will be at the Roads Committee meeting on July 15th. All roads have issues. The Committee wants to research the issues before committing funds.

Goose Pond Road under-drains have been plugged with debris and went a period of time with little or no maintenance. Consequently it's not clear if they actually work. Pico Road to the Hanover town line has 2" asphalt in place which is deteriorating. Are there other

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contributing factors causing the damage? Committee continues to investigate the best way to handle and finish this section of road.

The Roads Committee is recommending that no paving be done this year. The estimated \$82,000 can be carried over to next fiscal year for use. MacKenzie would like to pursue the possibility of creating a relationship with the engineer of choice to agree to work per diem in identifying road issues and solutions.

MacKenzie made the motion that no bids be accepted for the paving project this year. Jenks seconded the motion. Voted in the affirmative: MacKenzie and Jenks-yes; Smith-no.

The Roads Committee wants permission to approach the Town of Hanover and request they reverse direction when hauling materials to the town line. Currently they travel through Lyme loaded, causing stress to the Goose Pond Road. If they traveled empty on the road, less damage might occur. MacKenzie made the motion to talk with Hanover officials about this issue. Smith seconded. Voted in affirmative.

Issues: Jerome and Sherrill Robinson of Smith Mountain Road have requested a meeting with the Board about an Easement involving the New Hampshire Society of Natural Forests and Conservation Commission on their property which they're in the process of selling. It appears that when lot line adjustment was done proper notification was not provided and therefore the Town has limited knowledge of the details. The improper notification may constitute a violation of the easement. The Robinson's are responsible for resolving this issue at their expense. The Board will hold an informational meeting with the Conservation Commission and the Society for the Protection of New Hampshire Forests about the easement.

MacKenzie made the motion to enter non-public session per RSA 91-A:3 II at 11:40 am. Motion seconded by Smith and voted in affirmative.

Returned to public session at 12:10 pm having voted 3 – 0 to seal the minutes.

This meeting was adjourned at 12:15pm.

Respectfully Submitted,

Patricia Jenks-recorder protem