

TOWN OF LYME
Select Board Meeting
July 24th, 2014
Town Office Conference Room
Approved: July 31, 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) & Dina Cutting (Administrative Assistant) Roads Committee members: Mike Smith, Dan Brand, James Jenks, Bill Malcolm & Mimi Weinstein. Members of the public Jean Smith & Peter Tausanovitch. Charles Hirschberg (CLD Consulting Engineers, Inc.)

1. Chair Smith called the meeting to order at 8:00AM.
2. Lyme Inn time for the Select board hour has been changed to 10:30AM-11:30AM
3. MacKenzie moved to approve the minutes of the July 17th, 2014 meeting Seconded by Jenks. Voted unanimously in favor.
4. MacKenzie noted the procedure and process for culvert work; maintenance etc. for driveway culvert needs to be addressed soon.
5. Matters arising:
 - Public Hearing was scheduled for August 7th, 2014 @ 8:00AM to discuss the police grant for \$5,000.00 to purchase 2 radar speed monitoring signs.
 - Jenks confirmed the disrespectful behavior of a Baker Hill Road resident towards the Highway crew. She reported another that should be addressed. If we are going to address these situations the Board needs to be consistent in following through with this.
 - Fisher Bridge: MacKenzie noted the Fisher Bridge could not be closed for repairs after school opens. This is a bus route and cannot be closed. MacKenzie also noted frustration with this job not being done yet. The application was just signed by the Chair of the Board. Why had this application not been done prior to this time? Smith explained the engineer had not been directed to do this and there were a lot of DES issue. Endangered land and water items that needed to be dealt with prior to the application being sent in.
 - What is going on with the Cell phone booster? Cutting will check into this with Brotman.
 - Kibbie is organizing State Timber agent and the Forrest Ranger to both come to the Select board to address large cuts and water run-off issues.
 - Trucking damage to the Town Roads. How to deal with this? MacKenzie suggested "no through trucking" signs be posted. The process and procedure for this was discussed. This will be researched more.
 - Loam: Jenks was not sure how much loam was left from the ball field. Jenks has a list of people and purchases concerning this loam. The school is in need of loam for the playground project. The board felt it was best to stop selling the loam and make it available to the school. Once the school has taken all they need the balance can be sold.
6. Public Comment: None
7. Manifest: None.
8. CLD-Charles Hirschberg: Mr. Hirschberg reviewed the changes from the town's attorney, Mitchell Municipal Group. All were fine but a question from 1 concerning insurance. This will be clarified between CLD insurance company and the Mitchell Municipal

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Group. Once this is done the contract can be signed at the next select Board meeting. Mr. Hirschberg reviewed the time line for engineering accomplishments. The tentative plan is to start the borings the 3rd week in August. If ledge is hit (which he thinks is a strong possibility in one area) 1 highway employee and the backhoe will be used to do any additional work needed to get samples. Once the surveying and borings are done Mr. Hirschberg will touch base with the board and committee. Mr. Hirschberg discussed informational communications with the public who live along this stretch of Goose Pond Road. CLD will be doing work in the road right away but will also be going on landowner's property and would like them to have the opportunity to be informed and voice any concerns or questions prior to the work starting. MacKenzie will draft a letter for approval at the next board meeting. A brief discussion concerning the intersection of Goose Pond Road and Baker Hill took place. Concerns over safety, visibility and bump created by the road going down Baker Hill were voiced. CLD was asked to give some input on this section of road. Mr. Hirschberg noted at this time that Loch Lyme Lodge was a client of theirs and wanted to mention this to make sure there was no feeling of conflict of interest with CLD doing this project for the Town of Lyme. The board felt this was in no way a conflict of interest. Smith noted from this point on the discussions and decisions would need to be with the Select Board. CLD will come to the Board meetings with further information and concerns.

9. Fisher Bridge Dredge and fill permit application was reviewed and noted.
10. George Sansoucy, P.E., LLC, utility appraiser for the Town of Lyme contract was reviewed and signed. Smith moved to accept the agreement with George Sansoucy. Seconded by Jenks. Voted unanimously in favor.
11. At 9:07AM 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 person". Seconded by Jenks and voted unanimously by a roll call vote. Present for the non-public session was, Smith, MacKenzie, Jenks, Cutting & Tausanovitch.
12. At 9:11AM the board returned to public session having voted a 2 week extension until August 4th, 2014.
13. Evaluations: Smith drafted a cover letter. A brief discussion concerning the procedure took place. Smith will finalize the cover letter and make packets to be distributed to department heads. The deadline of August 14th 2014 is still in place for the department heads to have finished evaluations of all employees to the Select Board for review.
14. Followed was a brief discussion of possible location change for election due to school construction. There is a state voter election training that all board members, Supervisors of the check list should attend.
15. Committees & Commissions:
 - Recreation Commission: MacKenzie reported the Rec. Commission discussed the 5 K run. Things seem to be well in place. The commission voted on the various t-shirt sizes and amounts. August 2nd, 2014 is the run.
16. A letter was reviewed concerning the Town Office gardens and maintenance from Mrs. Stern. She will continue to maintain the garden through this year. The board will take the next few months to investigate option for the maintenance of this garden. The board wished to thank Mrs. Stern for her years of care and work on this garden. The board felt a

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letter of thanks should go to her and the utility club. Jenks will write these letters.

17. Ongoing business:

- Smith reviewed the Anderson Preston Road washout. The highway crew removed the road debris from this location. No repair work will be performed. Mr. Anderson has signed a release from liability of possible damages while this removal is being done.

18. At this time Treasurer, Andrea Colgan entered the meeting. The board reviewed and discussed the electronic payment system involved with the Recreation Commission request to have a company; Demosphere for sports sign ups. This will all be done electronically. Colgan stated the posting issues are ones the Administrative Assistant will need to work out but she was confident this could be accomplished. MacKenzie moved to go ahead with the installation of the electronic payment for Recreation Commission sports. Seconded by Jenks. Voted unanimously in favor.

The topic of credit and debit card use in the Town Clerks Office was briefly discussed. Mrs. Colgan was asked to gather information on this topic for future discussion and consideration, possibly a discussion at town meeting 2015.

Mrs. Colgan informed the board that she will need to be away for an undetermined amount of time due to a family situation (daughter is having twins and needs Mom's help). Not sure when this will happen but she would like to get everything arranged now. Jean Ball, assistant Treasurer is fine to stay on board when needed for check signing. Colgan feels there needs to be another person who can handle the additional responsibilities of the position of Treasurer in her absents. Peter Swart has is willing and able to perform these duties. The best scenario for the town is to have 2 assistant Treasurers while Andrea is out of town. At this time Mrs. Colgan requested the Board appoint Peter Swart as assistant treasurer. MacKenzie moved to accept this recommendation. Seconded by Smith. It was noted a background check will need to be performed. Voted unanimously in favor.

19. Ongoing business cont.:

- Generator Grant-This grant was turned down originally, but because this generator was an intricate part of the Emergency Operation Plan it was determined necessary to re-submit it with supporting documentation. The board is hopeful it will be considered and granted for the Town of Lyme.
- MacKenzie questioned why the Highway employees do not track their own road repairs and information in the computer. It is her understanding the computer is set up with all roads listed and ready for use. It seems more efficient and less time consuming to have the Highway Department entering this information as it is done. Smith will discuss this with the Highway Department.
- The Select Board set the date of August 6th, 2014 @7:00PM as the 6 month budget review. The board will invite the budget committee to join them at this meeting.

20. At 10:37AM MacKenzie 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

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vote. Present for the non-public session were, Smith, MacKenzie, Jenks. Cutting was present for part of this non-public session.

21. At 12:00noon the board returned to public session having voted 3-0 to seal the minutes of this non-public session.
22. There being no further business at 12:00noon Smith moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting