

TOWN OF LYME
Select Board Meeting
September 4, 2014
Town Office Conference Room
Approved: September 11, 2014

The following were present for part or all of the meeting: Charles J. Smith (Chair), Susan J. MacKenzie (member), Patricia G. Jenks (member), Fred Stearns (Road Agent), Steve Williams & Russell Stearns, (Road crew members) & Dina Cutting (Administrative Assistant)

1. Chair Smith called the meeting to order at 8:00AM.
2. Stearns reviewed the highway department past weeks of work. Replacement of a culvert took place on the River Road. Stearns plans on ditching down on the south end of the River Road in preparation of the coming work to be done on that section of the road.
 - Followed was a discussion concerning the material created from ditching various roads. The town has started a new practice in the past year. All property owners who wish to have ditching's dropped off on their property must sign a release form. F. Stearns has signed consent forms from all but 2 property owners. Smith noted if the property owners do not sign the forms they do not receive any ditching's. The Select board is aware it will add time to the Highway drivers schedule because they will need to travel further to dump the ditching's. Any excess can be dumped on the property the Town owns on Canaan Ledge Lane.
 - MacKenzie asked why the new header is slanted and does not line up with the road. There was not a satisfactory explanation for this.
 - R. Stearns reported a new washout on River Road. This washout is south of the Fisher Bridge. This need to be addressed as soon as possible to prevent it from creating further erosion and possible road damage.
 - Guard rails are needed on the River Road. F. Stearns will arrange for wooden posts and metal rails to be ordered and installed at the location discussed.
 - The board asked F. Stearns to plan ahead enough on projects to allow Robbins ample time to apply and receive permits from DES. Robbins will need 2-3 months lead time for the paperwork.
 - Intent to cut for Masa More Lane was briefly discussed. Stearns noted a culvert on this road needs replacement. Will wait until this logging project is completed. Concerns about the amount of trees being cut and the potential concern of water run-off damage. Cutting noted the town timber assessor can check this job to make sure the job is closed up and potential erosion damage from run off is addressed by the logger to the best of their ability.
 - Roller: The highway department is having trouble finding someone to trailer the roller. The board asked the highway crew to look for a used trailer and gather pricing for this. In the meantime Cutting will call Orford and see if arrangements can be made to use their trailer when needed. F. Stearns requested Cutting check with Orford's new Road Agent to make sure the plowing arrangement on River Road by Edgell Bridge will remain the same.
 - Williams will be working on the computer tracking maintenance activity for the heavy equipment and trucks.
 - Roadside mowing: This has been completed. MacKenzie noted Mr. Orchitt commented we have the best gravel roads he has worked on but the worst roadsides. Followed was a discussion on roadside maintenance, what can be done, what should be done and what is practical. No decision was made on this topic. Further discussion of roadside cutting took place. MacKenzie noted Mr. Orchitt

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agreed to come back and cut the roadside with the arm mower later in the season. No decision was made on this topic. The invoice for this year's roadside mowing is in the amount of \$7,560.00 and was approved.

- Park & Ride: R. Stearns asked if the highway crew was going to be responsible for the maintenance of the park & ride. The board made it clear MacKenzie was looking into what could be done to create more spaces and what the State would allow the town to do on that piece of property. This is just an information gathering time.
 - MacKenzie stated she had heard a rumor that the Roads Committee was planning on stripping the River Road down to clay and leaving it that way. The highway crew had not heard that rumor. MacKenzie went on to describe the River Road and Goose Pond Road projects. R. Stearns noted he is concerned with the road holding up.
 - The Highway department noted at this time that a laser transit would be beneficial when doing projects. Stearns will figure this into his 2015 budget proposal.
 - The board reviewed the potential use of aluminum culvert and the positive reasons to move in this direction: do not scour and they will last forever.
3. Jenks moved to approve the minutes of August 28th, 2014 regular & non-public meetings. Seconded by MacKenzie. Voted unanimously in favor.
 4. Public Comment: None
 5. Manifest: None
 6. Matters arising:
 - Personnel files: The requirements of what does and does not go into a personnel file were discussed. Cutting has located information and a personnel file checklist has been developed.
 - Draft Audit: MacKenzie noted the GASB concern of underfunded payroll amounts due to employee carry over and banking of vacation time. The concern of not having funds in the operational budget to cover these possible expenditures was discussed. The board asked Cutting to find options for building a fund to cover these expenses i.e. is it required that the funds be available in the regular operating budget or can there be some form of Capital Fund or Trust Fund to cover this.
 - Bridges and culverts: Hewes Brook Bridge should have borings done in order to estimate the type and cost of the aluminum structure for this repair. After a brief discussion on borings and various projects Jenks moved to have MacKenzie get an estimate on the necessary borings for the Hewes Brook Bridge repair. Seconded by MacKenzie. Voted unanimously in favor.
 7. Intent to cut for Sargent, Avery-Map 407 Lot 131-Masa Morey Lane was approved.
 8. After review of the RSA's it was noted the Budget Committee is the committee responsible for recommending a replacement for the open seat on the budget committee created by the resignation of Laszlo Bardos.
 9. The Bargain Barn's rubbish and recycling report was reviewed.
 10. TransCanada has announced a meeting: MacKenzie will go to this meeting when a date is confirmed.

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11. Committees & Commissions:

- Roads Committee: MacKenzie reported on this information previously in the meeting.
- Planning Board: Still discussing ordinances and possible changes for Town Meeting.
- Jerome & Sherrill Robinson: Jae Whitelaw the Town attorney has reported no action is necessary by the town concerning the Robinson easement.

12. Ongoing business:

- Over-time pay for Highway Department: The Highway Department had asked the Select Board to review and consider a policy change in overtime earned. Some towns pay workers over-time for any hours over 8 hours worked in a day. Lyme's policy is in keeping with the Department of Labor law and reads Overtime and compensatory time are paid for hours worked over 40 hours. Compensatory time, vacation time and sick time do not count towards 40 hours worked for the purpose of overtime hours. Persons whose vacation, sick or compensatory hours increases their hours over 40 hours worked will be paid their regular hourly wage for 40 hours worked and will have the option of keeping their vacation, sick or compensatory hours or being paid at their regular rate of pay for the hours taken. After careful review Smith moved to keep the policy as written in the present personnel policy. Seconded by Jenks. Voted unanimously in favor.
- Smith will discuss the on call position with Stearns for winter plowing.
- The board would like to meet with Stearns in preparation of discussing the Winter Snow and Ice removal policy with the Highway Crew.
- Cell phone booster: not definite on what we really need for this building. Cutting will call Wavecom to see if they have suggestions.
- Milfoil: Amy Smagula reported there is no need for divers this fall; her survey a couple of weeks ago did not turn up milfoil after the July treatment. She will be coming back in a few weeks but for now the Town can hold off and plan for next year's control practices. She will be gathering funding amounts for 2015 grant application and treatment.

13. 10:30AM Smith moved to enter non-public session under authority of RSA 91-A: 3 II (c). "Reputation" Seconded by MacKenzie and voted unanimously by a roll call vote. Present for the non-public session were, Smith, MacKenzie, Jenks & Cutting.

14. At 10:50AM the Board returned to public session having made amendments to a letter to be referred to the town attorney.

15. There being no further business at 10:50AM Smith moved to adjourn. Seconded by MacKenzie. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting