

TOWN OF LYME
Select Board Meeting
September 18th, 2014
Town Office Conference Room
Approved: September 25th, 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 & Dina Cutting (Administrative Assistant)

1. Chair Smith called the meeting to order at 8:00AM.
2. The following points were discussed from the draft minutes of September 11th, 2014
 - MacKenzie noted the trailer issue for the roller needs to be clarified and wanted to know who deemed the trailer currently owned by the Town of Orford unusable for the transportation of Lyme's roller.
 - Paul Hatch has no knowledge of Michael Hinsley being appointed as the backup Emergency Management Director in the absence of Margaret Caudill-Slosberg. Cutting will research this.
 - MacKenzie thought it would be good if the repair of the slump in River Road could happen the same time the Fisher Bridge is closed for repair.
3. Smith moved to approve the minutes of September 11th, 2014 meeting. Seconded by Jenks. Voted unanimously in favor with changes included.
4. Matters arising:
 - Borings on Hewes Brook Bridge: MacKenzie is waiting for estimates. Followed was brief discussion concerning possible options of repairing and/or replacing this bridge. Once the boring price information is in, the Select Board will discuss this again. In the meantime MacKenzie is gathering information concerning options for this repair.
 - Jenks had researched the 2014 Town Meeting minutes. The concern of how the roller was to be moved around was brought up at town meeting and the Select Board indicated transport of the machine could be done either by a local contractor for a fee or over the road for projects in close proximity of each other. There was no indication there would be a need for the town to purchase a trailer. Her concern is that currently the highway department is investigating pricing for a used or new trailer which does not lend credibility to what the Select Board indicated at town meeting. As there are few hours on the roller at this time, there is nothing to indicate that with proper planning and scheduling purchasing a large equipment trailer is necessary. Followed was a discussion concerning the roads repairs done with the roller in town this year. Baker Hill Road and Washburn Hill Road have both had repairs done using the roller. It seems to be working great and doing the job.
 - Park & Ride: MacKenzie reported the meeting scheduled with Alan Hanscom, NHDOT had to be changed from this week to next week. The meeting was rescheduled for Wednesday, September 24th, 2014 at 9:00AM to discuss the proposed future enlargement of the Park & Ride. Hanscom discussed with MacKenzie the state's willingness to work with the Town to make the park & ride fit more parking spaces. If the community is behind this change the state would be willing to assist in making improvements to the area.
 - Guardrails: The board discussed various options for guardrails.
5. Public comments: there were none
6. Manifest: None
7. 2015 Budget Schedule: The board discussed the upcoming budget meeting schedule. It

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was the sense of the board to have a budget work session on October 14th, 2014 at 1:00PM. The department heads will be coming to the next 2 weekly Select Board meetings to discuss their proposed budgets. The Select Board's proposed budget needs to be ready for presentation to the Budget Committee on November 5th, 2014.

8. Ambulance bills: Cutting reviewed the present unpaid ambulance bills the town is seeking reimbursement on. There are a number of unpaid bills. Cutting requested the board's signature on 3 letters to the parties responsible for these bills. Each party has been invoiced by the town on more than 3 occasions with no response. These invoices follow over a year of collection activity from the ambulance billing company. The board agreed that if the invoices remain unpaid after 10 days of the date of these letters, Cutting will process the Small Claims Complaint paperwork.
9. Deputy Town Clerk/Tax Collector job description: It was felt these 2 jobs require their own job description as they may not always be the same person in the future. Smith is working on some changes from the Tax Collector for the Deputy Tax Collector description. The Deputy Tax Collector description will come back to the board for approval after the revisions. The revisions to the Deputy Town Clerk description are done and the document will be approved at the next meeting.
10. Committees & Commissions:
 - Planning Board: no quorum
 - Energy Committee:
 1. The committee would like to request \$355.00 in the proposed 2015 budget.
 2. MacKenzie will get the sq. footage off the tax card for the Town Office Building to help determine the feasibility of solar panels for this building.
 3. Looking for a location(s) for solar panels; various possibilities are being considered. The electricity can be generated at any location.
 4. Committee is still trying to figure out the humidity in the Highway Garage Building. The gage has been showing between 30% and 50% humidity, with a number of 70% readings.
11. Roads Committee:
 - River Road emergency repair: The board wished to thank the Highway employees for their hard work in saving this section of River Road. Mackenzie will write a thank you to the Highway Department for the wonderful job they did on the River Road emergency repair.
 - "Bridge in a Backpack" is a newly developed solution for bridge repairs that Mackenzie had learned about. The concept should be researched and the committee will continue to work on finding the most cost effective ways to repair our bridges.
12. 9:00AM Grinding Bids:
 - All States Asphalt:
 - I. Goose Pond Road- \$2.06 with total \$14,139.84
 - II. River Road- \$2.06 with total \$11,124.00
 - Pike:

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- I. Goose Pond Road- \$2.16 with total \$14,826.24
- II. River Road- \$2.27 with total \$11,577.00
 - At this time Smith moved to award the grinding bid to All States Asphalt. Seconded by MacKenzie. Goose Pond Road grinding will need to be done after the engineers complete their work. The motion was voted unanimously in favor.
13. Select Board Coffee Hour: Jenks was the Select Board rep at Stella's this week. She was able to dispel concerns about the bridge from Lyme to Thetford being closed thanks to Cutting's report of her discussion with the engineer in charge of the project at last week's meeting. The State current use taxation and issues concerning this was discussed. The question was asked if the Select Board had a long-range vision for the town in addition to putting out all the little fires....The community member who asked this question offered his expertise in leadership workshops. The Select Board will be setting up a time for a ½ day session with this gentleman, with appreciation for his generous offer of volunteering to work with the Select Board on this important topic.
14. Driveway Culvert problems: Jenks reported receiving two calls about driveway culverts needing repairs and requesting a call from the Road Agent. It was noted that the board voted on August 4, 2014 to adopt a policy concerning this issue. This policy needs to be communicated to the landowners. Jenks will send the policy to 2 that called her. To assure that all property owners receive this important information, Jenks agreed to draft a cover letter to accompany the policy in a town-wide mailing.
15. Jenks reviewed concerns from a resident on Grafton Turnpike. Apparently a number of trees had been marked and it was thought to be done by the town in preparation for widening the road. After confirming with the Road Agent, it was determined this was not the case. Neither the Road Agent nor the Board knows who marked these trees and there is currently no plan to widen the road. Jenks will communicate with the landowner on the board's findings.
16. Select board members from Webster NH requested this board consider a warrant article pertaining to fair taxations concerning education. The board will address this at a later date.
17. The August Northeast CPI is 1.3%. Smith reviewed the logic of continuing to use this determination for the town employee raises as opposed to the COLA. After a brief discussion Smith moved to continue with past practice and use the NECPI, proposing a 1.3% raise for employees at the first of the year. Seconded by MacKenzie. Jenks noted she was abstaining from this vote because as a paid official in town she felt it a conflict of interest. However, she noted that she supports a positive acknowledgement toward employee relations and compensation, and now has a better understanding of how the amounts of annual raises are calculated. The motion was voted 2-0 in favor; the 0 being Jenks abstention.
18. Ongoing business:
 - MacKenzie noted concerns with the cost associated with engineering for the South end of River Road. The engineering proposal should not be open-ended. There are too many "what if's" in the proposal. The board will review this proposal and discuss further at the next meeting.

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- *Fast Roads* was briefly discussed. Concerns with the cost of electricity in the Town Office building were expressed by the Energy Committee and the question of whether the electronics operating in the conference room closet which belongs to *Fast Roads* is contributing to excessive costs. The contract with them will be reviewed and discussed at a later date.
 - Cell phone booster: WaveCom priced a booster at \$750.00; installed. This figure will need to be added to the 2015 proposed budget.
19. Chief O'Keefe reviewed the draft Parking Ordinance. The board reviewed and discussed various sections of this draft. Smith noted the original purpose was to develop an ordinance so the town could receive revenues generated from the police tickets given for parking violations. Currently the State receives any fines from parking violations in Lyme. There were some suggested revisions and O'Keefe will return next week with the updated document. A Public Hearing was scheduled for October 30th, 2014 @ 8:00AM to discuss this ordinance. This will be publicized in the Valley News, web site and list serve.
20. O'Keefe reviewed the past month police log with the board.
21. There being no further business at 10:55AM MacKenzie moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting