

TOWN OF LYME
Select Board Meeting
October 2nd, 2014
Town Office Conference Room
Approved: October 9th, 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), Fred Stearns (Road Agent), Scott Bailey, Steven Williams & Russell Stearns (Highway employees), Judy Russell (Librarian), Patty Hudson (Library Trustee) & Dina Cutting (Administrative Assistant), David Robbins(P&Z Administrator) & Rick Pond-public

1. Chair Smith called the meeting to order at 8:00AM.
2. Highway Department: Stearns reviewed the highways past weeks work schedule including ditching, grading, and roller work. Williams explained the benefits of the roller and the need for more gravel on some of the dirt roads. He explained if there is not enough gravel cut up with the grader then the roller cannot do its job. This was a reminder that more funds will need to be put in the budget to accommodate this need. Statistics show that 1 car will remove up to 1" of gravel off a road each year with regular travel.
 - Guardrails: estimate of new guardrails for 262.5' for the River Road came in at \$6,562.50 (new) and used was \$5,250.00. After a brief discussion it was the sense of the board and highway crew to move ahead with the installation of new guardrails at the designated spot on River Road and to fund this from the Paved Roads warrant article. Followed was a discussion concerning guardrails and safety.
 - Highway crew had been approached by community members concerning upgrading Shoestrap Road while the Fisher Bridge is closed. Cutting noted a call had come to the office with this request also. The Select Board reviewed the Town Meeting vote concerning the closing and Class VI vote to Shoestrap Road. Until the Town votes to have this road upgraded and made safe it will remain a Class VI road and the Highway department is not to do any upgrading to it. The Select Board pointed out that this repair is scheduled to take only 3 to 4 weeks. It was noted the information had gone to all emergency departments and the board had not received any feedback from them as of this date.
 - MacKenzie, CLD Engineering and Stearns will review Goose Pond Road @ 10:30AM on Friday.
3. Library: Russell reviewed the Library 2015 proposed budget. The Trustees approved a 1.3% CPI with .7% merit for Library employees and a 3% increase for the Librarian. The total increase without a benefits increase is about 6%. Lyme Foundation and Friends of the Library are instrumental in helping to fund Library expenses throughout the year. The board clarified the building maintenance is a Library Trustees responsibility. This understanding has been in place for years. The memorandum of understanding clearly reviews responsibilities for various areas of the Library Trustee's functions. This document will be reviewed by the Trustees and brought back to the board at a later date. The seriousness (condition) of the parking lot in the winter (skating rink in one section) was discussed. It was felt by all that this needed to be address as soon as possible. The Trustees will get an estimate and recommendation for repair of the drainage/runoff issue. An RFP will be received from CLD Engineering. Once this is done Cutting will get this out to bid. The board will reconsider the amount once this has been estimated and the

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Library Trustees and the Select Board will work together to get this fixed and funded.

4. Police: Chief O'Keefe reviewed the proposed 2015 budget. He touched on the following topics:
 - Vehicle maintenance bills
 - Computer issues and software cost due to a change at Hanover dispatch.
 - O'Keefe reviewed proposed payroll increases. The board discussed the merit of a part-time officer (800 hours) and the funds for this position. There has not been a part-time officer employed by the town for several years. O'Keefe felt it was more beneficial to not include the funds for this position and increase the potential over-time for him and Officer Swett. The cost of uniforms, education, and equipment is very high considering this employee would only work 800 hours per year. It's also difficult to find anyone who can fill this restricted position. If the board supports his recommendation, he would like to cut the part-time officer with the understanding that if circumstances change and the need is there the funds will be put back in the budget. The board supported dropping this part-time payroll expense. Proposed payroll line for both Chief & Swett is \$121,167.00. As benefit costs are not available, this figure does not include that item.
 - The board reviewed with O'Keefe the police cruiser going home with Officer Swett. Concerns were voiced at one of the Select Boards coffee hour. O'Keefe noted when Swett is on call the difference in response time can be dramatic if he does not have the cruiser with him. Winter time would be the biggest difference. We do not have a garage to store the cruisers in and the clean off time when the officer arrives for an emergency could be problematic. The Chief feels the expense of Swett taking home the cruiser is worth it in terms of response time and efficient operations. The board thanked Chief O'Keefe for his information.
5. Planning & Zoning:
 - Robbins reviewed various expenses within the Planning & Zoning budget. Items included mileage increase, training increase, (he is encouraging new members to go to conferences and is hoping they will take advantage of this).
 - Robbins explained as there are new jobs being added to his job description and new responsibilities he is requesting a salary increase. This is a \$5.00 per hour raise. Some of the jobs the Assessing Clerk used to do have been turned over to him. Consequently Robbins has more things to be responsible for. Days the office is actually closed to the public he is often interrupted by calls or people dropping by. These interruptions make it difficult for him to get his work done. Robbins will be developing a program to track road maintenance, repairs, and highway related costs for the Select Board. This will be a system that can extract cost numbers, amount of work done, where it was done, and when it was done. This will be very helpful for future budgeting and cost analyses for grant applications and future road work planning. Robbins is open evening hours and in the 5.5 years he has had maybe 6 people come in during those evening hours. He is normally here for a night meeting and it is easier to just stay at the office through the 4:00 to 7:00 time. There followed a brief discussion on the Select Board office being open 5 days per week instead of 3, possible increase in assessing

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clerk hours. More time and information is needed for this.

- Robbins reviewed what the Select Board may want for the new road data system. The meeting to discuss and develop a plan for this system was rescheduled for October 29th, 2014 at 1:00PM. The Select Board will meet with David Robbins, Doug Kibbie and a highway department employee who will be working with them to supply information for this new data system.
 - Robbins informed the board that in order for the new “swim at your own risk” dock to be installed there needs to be a DES permit. This will be a full impact permit and abutting land owners will need to be notified. This will take some time so in order to have the permit ready for the dock to go in in the spring it should be started by January. At this time Cutting noted the board should discuss who was going to be the responsible party for this dock. It will need to be put in, checked for safety and taken out each year. MacKenzie noted she thought the Beach Supervisor would be a perfect person to do this while they put in the other docks. Cutting will ask Robert Thebodo to come to the next meeting to discuss this.
 - The board reviewed with Robbins what kinds of information they will want from the road data system.
6. Zoning enforcement issue: There are 2 issues with the same property owner. 1) Owner needs to amend present building permit-currently has permit for a deck and is enclosing the deck and making it a room. This is allowed but owner needs to bring permit description and information up to date. 2) Owner was asked to fill out a sign permit. Owner came to the office and made payment, but appeared unwilling to complete the permit. Property owner got agitated, would not fill the permit out and left. After a brief discussion the sense of the board was for Smith to work with Robbins to send this landowner a letter requesting he follow through with updating the existing permit and apply for a sign permit as required.
7. MacKenzie moved to approve the minutes of September 25th, 2014 meeting. Seconded by Jenks. Voted unanimously in favor.
8. Matters arising:
- Parking Ordinance: Smith had responded to a request to hold this Public Hearing in the evening.
 - River Bank Clean up: Went well for both Hewitt and Kotz groups. Thanked the board for making arrangements to drop debris at the Transfer Station. The message from Hewitt was to take the time to separate the recyclables, only 1 bag needed to go in compactor. The comment was made that the Bargain Barn should consider this practice.
 - Memorandum of understanding: The following have memorandums with the board which need to be reviewed and signed in the near future.
 - ✓ Cemetery Trustees
 - ✓ Library Trustees
 - ✓ Historians-some insurance questions came up. The memorandum makes it clear the collection belongs to the Town of Lyme; this means the collection is covered under the Town of Lyme’s liability insurance coverage.

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9. Public comments: there were none at this time.
10. Manifest: There was no manifest.
11. River Road Slump: MacKenzie reported concerns about fixing this site. There is considerable erosion under the repair site and having heavy equipment on top of this compromised area may do more harm than good. The sense of the board was to have CLD Engineering take a look at this area for some advice.
12. Fisher Bridge: The Army Corp of Engineers has 30 days to review this permit. The work cannot wait 30 days. It is a minimal risk concerning the Corp requesting a review which would mean the project would need to stop. The sense of the board was to move ahead. A condition of the permit is to have a qualified person review and report to DES while this repair is done. Pathways estimated 3-4 visits at \$900.00. Following a brief discuss of the original work proposal, it was made clear the permit and conditions that may go along with the permit were not part of this original proposal costs. MacKenzie felt there had been unnecessary delays by Pathways and that this cost should be included in the original amount. At this time Smith moved to have Pathways monitor and file reports with DES for the Fisher Bridge project. Seconded by Jenks. This motion was voted 2 in favor with 1 against (MacKenzie)
13. Rick Pond stopped by the meeting to offer his services as the person to take charge of the rising and lowering of the flag on the common. The Board thanked Mr. Pond and explained that this was Chief O'Keefe responsibility and that he should discuss it with him. If this is something the Chief agrees with then the board would support it.
14. The Board signed the contract with L&M for the repair work. This project will start on Monday Oct. 6, 2014. MacKenzie asked if there was some kind of paint that could be sprayed on the concrete sections of the bridge to protect it.
15. Boring at Hewes Brook Bridge: The attorney had some suggested changes for this contract. Cutting and MacKenzie will work on this and get it back to Willis Engineering.
16. The Select Board signed appointments for Michael Hinsley as Assistant Emergency Management Director and Earl Strout as a Budget Committee member.
17. Intent to Cut was signed for Hammond, Bruce & Megan-31 Bliss Lane-Map 410 Lot 42.
18. Committees & Commissions:
 - Planning Board: Minor work at the Skiway was approved and a lot line adjustment between Smith and Hoch.
 - Coffee hour: MacKenzie had 3 people to discuss bridge repairs and road closures. The swim dock at the Recreation Facility was also discussed.
 - The board reiterated that many positive comments have come in concerning the Coffee hour. They plan to continue to reach out to communicate to the public.
 - TransCanada meeting: Mackenzie reported the erosion study is going into great detail starting in the 1800's. The erosion study engineer, John Field is interviewing many landowners to understand the history of the river and how it has changed over the years. As for the endangered species the studies thus far have not found any Dwarf Wedgemussel in the Wilder Reservoir.
 - Conservation Commission: Reviewed the work to be done on the slump on River Road. The Conservation Commission has no problem with this work being done.
 - The need of a bike path was shared with the Select Board.

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19. Concerns over dead vegetation on the 1200' River Road project from 2011. The Select Board is not concerned with the trees. They should not be planted on the river bank; they could cause problems when they get larger.
20. Jenks attended the new neighbor pot luck.
21. The board had a brief discussion concerning combining the deputy Tax Collector and the deputy Town Clerk job positions/descriptions. It was decided to keep them as separate job descriptions; they may in the future be 2 different employees.
22. The board had a brief discussion of Town Office and Select Board office open hours and the possibility of sharing an employee for these 2 offices. Jenks and Cutting will discuss more.
 1. At 11:10AM 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.
 2. At 11:25AM the Board returned to public session having requested a community member to put their concerns in writing.
23. Because of the late hour, Smith moved to have the Pathways Engineering proposal discussion at next week's meeting. Seconded by Jenks. Voted unanimously in favor.
24. At 11:30AM Smith moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting