

TOWN OF LYME
Select Board Meeting
October 30th, 2014
Town Office Conference Room
Approved: November 6, 2014

The following were present for part or all of the meeting: Charles J. Smith (Chair), Susan J. MacKenzie (member), Patricia Jenks (member), Chief O'Keefe (Police), and Dina Cutting (Administrative Assistant). Charles Hirschberg (CLD Consulting Engineers), Community members: Marc Tecca, Tony Ryan, Julia Elder, Colin Robinson and James Jenks

1. Chair Smith opened the Public Hearing for the Proposed Parking Ordinance at 8:00AM.
 - Smith reviewed the board's intent for the ordinance is to enable the revenue from traffic tickets to come to the Town. At present any revenue that is paid in connection with parking tickets (even issued by the Lyme Police Department) goes to the State. The board felt that if the Police Department is issuing the ticket and doing all the investigation concerning the tickets the Town should be receiving the revenue.
 - Tony Ryan spoke to his concerns with this proposed Parking Ordinance. He requested the board postpone this hearing, this is an important issue and the board should make more of an attempt to get people to this hearing. It was noted the hearing had been advertised in the Valley News, on the Town Web page and on the Lyme List serve along with the 3 places in town posting boards. It was the sense of the board for this hearing to continue. Mr. Ryan presented a letter to the board (see attachment # 1). Chief O'Keefe reviewed various points and clarified some issues concerning the law for issuing parking tickets. O'Keefe noted the Police Department has no intention of issuing more tickets or doing anything differently than they do at the present time.
 - Mark Tecca was at the hearing to represent the Congregational Church. He was checking to make sure the Church can continue to follow the present protocol. The Board and Police department assured him this would continue.
 - Various sections of town were discussed concerning parking issues and concerns. The Common was discussed. It was noted the permit that is required to use the Common is not a "parking permit". It is a permit application to have a function on the common; any function must have parking confirmed in other locations.
 - Mrs. Elder verified that the Lyme Center Church can continue to have funerals and functions relying on the past practices. This was confirmed.
 - Colin Robinson asked to that the ordinance paragraphs be numbered for ease in reference. He went on to describe safety issues with the residents who live in the area of Union Street and the School. Because people are allowed to park both sides of these driveways it makes it difficult if not impossible to pull out on to Union Street safely when school is in session or there is any kind of school function. Mr. Robinson proposed an amendment that the section "Restricted Parking" page 3 "no parking within 10 feet of a private driveway be changed to "no parking within 15 feet of a private driveway".

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- A question of getting the State to paint lines for parking spots on the north and south bound sections of Union Street was suggested. A conversation of safety concerns with parking in front of the school, drop off and pick up times took place.
 - The board will make changes, review and number this ordinance. Plan to vote on it at the November 13th, 2014 meeting.
 - Smith thanked members of the community for attending this hearing. At 8:36AM this hearing was closed.
2. CLD Consulting Engineers-Charles Hirschberg:
Goose Pond Road-Mr. Hirschberg reviewed Goose Pond Road project. The informational memo was reviewed and discussed. (See attachment # 2)
The next step in this process is to develop a set of plans with preliminary road designs. It was reviewed and discussed that this project will need to be spread out over 3 to 4 years. The pros and cons for doing each section from start to finish or doing all the underdrains and culverts first then rebuilding the road bed. Concern was noted that these sections could get worn out and or washout due to not being complete during the construction years. Mr. Hirschberg advised it would be better and less expensive in the long run to address the drainage and road bed at the same time. CLD will come back to the board with a preliminary design in January. The Select board and Mr. Hirschberg will attend the first roads committee meeting in January 6th, 2015 @ 6:00PM.
River Road-Mr. Hirschberg reviewed the problems he has witnessed in walking the slump section of River Road. It is necessary at this time to do borings before anything else can be decided. What these boring find will determined the possible fixes to this section of River Road. CLD has estimated \$2,600 to do a field survey and produce a base plan from the survey for this work. (See attachment # 3)
At this time Mackenzie moved to have CLD preform the initial recommendations for the slump on River Road. Seconded by Jenks. Voted unanimously in favor.
3. Jenks requested a review of the bids received on October 16th for the mowing and asked why the process was not consistent. She was under the impression there was a policy in place regarding the bidding process. Cutting explained the advertisement went out based on last year's advertisement. Some bids came in via e-mail, some were brought in to the office, some were sealed and some were not. Smith explained that it is up to the person supplying the bid to put it in a sealed envelope when submitting. If someone wants to submit unsealed bids then that is a choice they are making. It was noted this should be consistent in the advertisement and request for bids.
4. MacKenzie made the motion that in the future all advertisement regarding bid process instruct the bids be delivered as sealed. Jenks seconded. Voted in affirmative.
5. MacKenzie moved to approve the minutes of October 14th, 2014 meeting. Seconded by Smith. Voted unanimously in favor.
6. MacKenzie moved to approve the minutes of October 23rd, 2014 meeting. Seconded by Jenks. Voted unanimously in favor.
7. Matters arising:
- Concerns were expressed over cracks in the vault floor. Cutting will have this

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looked at and report back.

- MacKenzie reported she had called Mr. Allen Treadwell to discuss the computer concerns for the police department. Fairpoint does not have enough bandwidth to support the police program. Mr. Treadwell is concerned that the police department would not pass a State Police communications audit. MacKenzie would like to have a information from the state police to see the requirements for police computers before this goes further. When Jenks received concerns from Treadwell concerning the Town Clerk computer set up, she sent all information to the state. As the process for her upgrades are already in progress with Chaos Computing, they recommended she not make any changes with the IT provider at this time. They are OK with what the Town has and is updating to next year.
 - John Field is not going to be able to help Lyme while he is working for FERC. He is very busy and felt this may be a conflict.
 - Jenks was wondering if the road grading numbers had been discussed. Rowell Grading was asked and gave an estimate for the grading of all town dirt roads. If people are going to put the time and energy into this kind of request by the board, the least the board can do is communicate with them about what the town is going or not going to do. Smith noted the board had discussed it and it was decided while the town has a grader they would be grading the roads themselves. However this subject will remain open for discussion.
8. Report of Wood cut: Fjeld-Olenec, Kristina-Map 407 Lot 122- \$79.07 was signed by the board.
 9. 1977 Dodge Power wagon fire truck- Marselis Parsons is loaning this vehicle to the Fire Department for 1 to 3 years. This will enable to Fire Department to test how a smaller 4-wheel drive fire vehicle might enhance the fire departments capability to fight fires. A couple of stipulations were noted, 1) the truck must be kept under cover especially in the winter months. 2) The town must carry insurance and pay the registration fees for this vehicle. Chief Hinsley noted they would be storing this vehicle off site; there is not room in the Fire house. Cutting will check into insurance requirements, but if this all checks out the board is willing to support this. A thank you and a formal agreement will be written and sent to Mr. Parsons. MacKenzie moved to accept the truck conditionally as requested by donor. Seconded by Smith. Voted unanimously in favor.
 10. Willis Consulting Engineers, INC.P.C- The board reviewed this contracted estimate. The board signed the agreement for borings to be done on the slump on River Road to allow for the information to be gathered as quickly as possible.
 11. The board reviewed and signed a Land Use Change Tax for Guyre, Paul & Veronica- in the amount of - \$80.00
 12. Property Tax Warrant in the amount of \$7,855,524.38 was reviewed and signed by the board.
 13. The board discussed the River Road slump project again. Concern for safety of vehicles driving over the west lane (river side) of this section was expressed. MacKenzie moved to make this section of River Road 1 lane only, due to safety reasons. Smith noted he would like to get an engineer's opinion on this matter before making it 1 lane. The sense

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of the board was for Mackenzie to contact CLD and get an opinion in writing concerning the safety of leaving this section of River road 2 lane traffic. The motion was seconded by Jenks. Voted unanimously with the understanding that they would wait until Charles Hirschberg from CLD reported back to the board in writing his recommendations. Fred Stearns & Chief O'Keefe will be asked to work out the logistics of the one lane road if necessary.

14. Committees & Commissions:

- Emergency Management Plan: The Table Top exercise will take place December 10th, 2014 from 9:00AM to 1:00PM in the Fire Station.
- Recreation Commission: Report on the on-line sign up. Things are moving along good. Learning curve but both Small and Cutting think this will be well worth it once all the kinks are worked out. Basketball and Skiing signups will go out next weeks. Summer soccer was discussed and clarified. Challenger soccer is a Recreation sponsored program.
- Heritage Commission: The Commission at the editing stage of the Survey project. They would like to know if they can start an account to accept funds. Cutting will investigate this. They discussed a "tax rehabilitation program", which is to enable those who have invested large amounts of money into rehabbing a building, thereby increasing its property tax, the ability to pay that tax incrementally over a period of time.
- Coffee Hour: Property on Goose Pond Road was a topic for discussion again at the Coffee hour. A letter was given to the board from an abutter. One question described a situation was some time ago when a land owner was asked to clean up and they were given a \$500.00 per day fine if they did not comply with this. Why is this not being done in this case? Some concerns were noted about unresponsiveness from the Health Officer in the past. Crosswalk from the Common to Stella's and the Common to Lyme Country Store were mentioned again. Suggestion of 1 way traffic on the back side of the common was made.

15. The board discussed the employee Holiday party. This will be at Lyme Inn Friday December 12th, 2014 from 2:00PM to 4:00PM. Jenks and Cutting will get invitations out ASAP.

16. The board reviewed the health care insurance numbers. Cutting reported an overall .06% increase to the Health Care plans. Dental, Life and Long Term will experience no change. Short Term is decreasing. After reviewing the insurance impact on this proposed budget and the recommendation of department heads, it was the sense of the board to increase the standard employee raise to 2.0% up from 1.3%. The board will meet at 2:00PM Tuesday November 4th, 2014 in the School community room to take a final vote on the 2015 proposed operational budget. At this time MacKenzie moved to give a 2% increase to all employees for the Town of Lyme. Seconded by Smith. Voted in favor by MacKenzie and Smith. Jenks abstained. She stated she supported this action with appreciation.

17. Cutting noted she will be out of the office at some point (will notify the board of the

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times at a later date) on November 5th and 6th, and out of the office on November 12th and 13th for the New Hampshire Municipal Association annual conference.

18. At 11:55AM Smith moved to enter non-public session under authority of RSA 91-A: 3 II (c). "Reputation" Seconded by Jenks and voted unanimously by a roll call vote. Present for the non-public session were, Smith, MacKenzie, Jenks, & Cutting.
19. At 12:15AM the Board returned to public session having taken no action.
20. The board supported sending a letter from Chair Smith to an abutting property owner concerning Goose Pond Road trash and junk issues.
21. There being no further business at 12:15AM MacKenzie moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting