

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

The following were present for part or all of the meeting: Charles J. Smith (Chair), Susan J. MacKenzie (member), and Patricia G. Jenks (member). Highway personnel: Fred Stearns (Road Agent), Steven Williams, Russell Stearns & Scott Bailey. Dina Cutting (Administrative Assistant). David Robbins (Planning & Zoning Administrator).

1. Chair Smith opened the at 8:00AM
2. Highway Department:
 - Guardrails for River road were discussed- Cost for 2 separate areas totaling 500' \$9,625.00. Following a brief discussion it was the sense of the board to have Stearns move forward with the installation of these guard rails. The estimate was signed and will be sent to the company.
 - The highway crew will be cutting trees on Acorn Hill
 - Fixed a header on Franklin Hill
 - They have been busy plowing and sanding.
 - The highway crew is concerned about the state changing the sign at the south end of High Street from a yield to a stop sign. It makes it more dangerous when trying to go to Lyme Center; there is not enough time to get up speed if a vehicle comes around the corner. MacKenzie will call DOT and ask why this was done.
 - Pavements preservation class: Stearns F and Stearns R reviewed the workshop they had attended. New technology, funding, road longevity, procedures for paving etc. were all reviewed and discussed. They both felt this work shop was very informative. Cutting noted it was a new topic and was well attended it will be offered again in the spring.
 - Reviewed the grinding on River Road and Goose Pond Road. There is a balance of calcium chloride that will be applied in the spring. The remaining \$3,249.96 from this contract needs to be carried over to 2015.
 - MacKenzie noted the Roads Committee would like to start planning out the summer projects. The Highway crew needs to let them know what work needs to be done.
 - PSNH has sent a postcard asking for permission to cut trees along land the Town owns. Not sure where the location is or if they want a blanket approval to cut. More information on this to come.
3. MacKenzie moved to approve the minutes of November 20th, 2014. Seconded by Jenks. Voted unanimously in favor.
4. No public comment at this time
5. Matters Raising:
 - Briefly reviewed the balance in the Paved Roads warrant article funding. Balance left to spend is roughly \$20,000.
 - Illegal class VI road signs were addressed with the manager of Bear Hill Conservancy.
 - The board wishes to thank Mr. Brightman for his workshop, everyone found it interesting and enriching. Jenks will write a thank you.
 - Fire Station has been weatherized and this should help with the fuel oil bill. The exhaust fan was discussed as a source of ventilation and it should stay operational.
 - Smith reported he had researched the comment concerning department heads feeling frustration concerning budget communications. Smith reviewed the protocol and

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information that was passed along to all department heads.

6. Manifest was reviewed and signed in the amount of \$519,382.99 (\$433,401.00 of this manifest was payments To Capital Reserve and Trust funds). Various questions were asked and answered concerning the manifest.
7. Library Memorandum of Understanding had been reviewed and signed by the Library Trustees. The Select board signed this Memorandum.
8. Intent to Cut: Thebodo, Robert-Map 201 Lot 118-Creamary Lane was reviewed and signed.
9. Report of Wood Cut: Tensen, Paula-Map 402 Lot 85 in the amount of \$432.25 was signed.
10. December 24th and December 31st Christmas and New Year's holiday dates were discussed pertaining to the Transfer Station operation hours. Because these dates are Christmas Eve and New Year's Eve the board voted to close the Transfer Station on both of those Wednesdays. The Transfer Station will be open December 28th and Jan 4th both Sundays for regular hours.
11. Committees and Commissions:
 - Jenks's Coffee hour at Long River Studio. Discussed the following topics:
 1. Town Clerks Office air-conditioning needs to be addressed with a built in model like the Select board offices. This will be more efficient and save costs and energy. This concern will be brought to the next Building Committee meeting.
 2. Motion lights were suggested for the front of the Select board/Town Office building for safety reasons. There is a dark area going from the building to the parking area.
 3. A place for local artists to show their work at the Town Offices was discussed.
 4. How re-roofing your home will affect your taxes was discussed.
 5. Using local resources and things of historical value to create items to use in the town offices.
 - Roads Committee: The road agent recommended re-paving Baker Hill Road and requested this be added to the rotation for the 10 year plan. The Highway Department needs to come up with a plan of upcoming work projects.
 - Conservation Commission: The Commission was approached by Upper Valley Land Trust for help with funding to purchase an easement on some Lyme property. The possibility of raising funds and supporting this venture had been discussed.
 - Meeting on Current Use: MacKenzie attended a meeting in Haverhill NH. She had never been to a meeting where she was made to feel so unwelcome. This is a board made up of property owners who do not want anything to do with Current Use change. The subject of spreading the CU cost and equalizing the amounts among all towns was explained but it was clear this group felt this would destroy the present system. Rusty Keith from Lyme was also present at this meeting.

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12. Ongoing business:

- Monday December 8th, 2014 the board will be meeting at Grafton County court house concerning the Smith case @ 9:00AM. This meeting has been posted.
- Record Committee meeting is Tuesday December 9th, 2014 @ 10:00AM.
- Wednesday December 10th at 1:00PM the Town's Emergency Management table top drill will take place at the Fire Station.
- December 12th employee holiday party.
- Handicapped parking at Town Offices-It is confusing, there are no lines therefore it's hard to figure out which direction and where to park. Have Chief O'Keefe review this.

13. At 9:53AM 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 9:55AM the Board returned to public session. Smith moved to approve a request for an interest free extension on a property tax bill until March 31st, 2015 due to medical hardship. Seconded by MacKenzie. Voted unanimously in favor.

15. The board had a lengthy discussion concerning the Hardship abatement process. It was felt guidelines should be drafted and put in place. Hardship abatements are for 1 time emergency situations and should not be relied on year after year to reduce or absolve tax obligations. All property tax payers are affected each time there is an abatement of any kind granted. The board would like to have a consistent system/policy that addresses hardship abatements. It was the sense of the board at this time to not consider two applications brought to this meeting for consideration because they had requested and received abatements previously and their situation was not disclosed as emergent. The board will consider a draft for guidelines at the next meeting and a letter will be drafted for the 2 property owners for whom consideration could not be given.

16. Planning and Zoning: David Robbins joined the meeting at this time. He felt he had gained several new responsibilities and nothing was ever discussed in the way of compensation for the added responsibilities. Robbins reviewed what he felt were new expectations of his job and felt the following areas were significant increases to his job:

- DES permitting. He reviewed the responsibilities that go with filing DES permits. Information is requested from the Highway Department and at times this is not followed through with in a timely manner which slows the process down and creates additional work for him.
- Web site posting and responsibilities: Software difficult to use and very time-consuming.
- Updating and taking care of the phone system in the offices. This system is old and he has to continuously keep up to date on changing items.

After a lengthy discussion the board explained they would be reviewing job descriptions and performing comparisons for wage and benefits. Followed was a discussion concerning the Town web page company, Virtual Town Hall. It was questioned if this was still the best vendor for the

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Town to be using, particularly as the support for the vendor is not always dependable. Robbins explained because of how directories within the web site were set up, operating this web page is very time consuming and cumbersome. The board felt this was not a good use of Robbins time and other options should be investigated.

17. The Cadillac tax will be in effect as of 2018. With the present benefits package the Town will be paying an estimated \$22,000 additional dollars for this tax. The board will be revisiting the benefits package starting in April 2015.

18. Robbins requested the board review and approve an easement for an accessory dwelling, The property is owned by R.Bret Ryan and is located at 65 Dartmouth College Highway, Map 401 Lot 53. According to 442F of the Lyme Zoning Ordinance an easement must be put on the property when an accessory dwelling is allowed. The board approved and signed the easement.

19. At 10:55AM Smith moved to adjourn. Seconded by Jenks. Motion voted unanimously in favor.

Respectfully Submitted,

Dina Cutting