

TOWN OF LYME
Select Board Meeting
December 11th, 2014
Town Office Conference Room
Approved: December 18th, 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). Dina Cutting (Administrative Assistant). Scott Williams & Rod Finley from Pathways Engineering LLC.

1. Chair Smith opened the at 8:00AM
2. Jenks moved to approve the minutes of December 4th, 2014 and December 8th, 2014. Seconded by Smith. Voted unanimously in favor.
3. No public comment at this time
4. Matters Raising:
 - The board wished to thank Pete Swart for filling in while Treasurer, Andrea Colgan was on her extended leave. Jenks will write a note. Also the board wished to acknowledge the letter of praise Mr. Swart wrote concerning Colgan and Cutting. The board members signed the document and they are to be placed in Colgan's and Cutting's personnel files.
 - Due to the snow it is assumed the guardrails will not be able to be completed this week. The company closes down for the winter on the 16th of December. If this job is not done the funding will be carried over to 2015.
 - The board briefly discussed summer job schedule for the highway department. The board would like the highway department to make a prioritized list of upcoming projects for the 2015 summer. There does not need to be any dates associated with this list.
 - The survey concerning Fastroads and computer speeds was reviewed.
 - Put the Parking Ordinance on the agenda for December 18th, 2014.
5. Pathways Engineering LLC: The scope of work for the South end of River Road was reviewed. Before Pathways responds to the board's request to consider lowering the final section of their proposal by \$8,000. Mr. Williams and Mr. Finley wanted to clarify what the board was asking this proposal to include and what the ending goal was. There was a lengthy discussion touching on the following topics:
 - Unknowns that may come up during this project
 - The bank stabilization, what kind of stabilization and how long an area is involved
 - DES regulations and Rip Rap concerns.
 - DES rules including projects over 10,000 square feet will require mitigation.
 - Having DES come and review the site prior to sending in the application
 - Repairs being done in sections. Doing all the drainage and road repairs to one section and complete it (not including asphaltting) as an approach
 - Final road design plans. Contractors' needs pertaining to what will need to be on the plans
 - What bid ready documents are needed
 - Pathways felt they could take out some items to get close to the figure the board was considering, but this was 1/3 of the cost and a tough goal to meet. Pathways made it clear that if items come up that are "required" by

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DES or other mandating groups this in not included in the scope estimate. Pathways would come back to the board at that time.

- Mr. Williams stated he felt Pathways had done what was asked of them concerning the preliminary plans and design, plus field work. The final plans and some field work still needs to be completed.
 - Pathways will take the information from this meeting and resubmit a scope of work and estimate in the near future for the board to review and consider
 - The board thanked Mr. Finley and Mr. Williams for coming to this meeting.
6. NH Electric Co-op petition for buried cable on Claflin Lane was considered. The map that was sent in does not indicate where the cable will be buried. Cutting will contact for further information.
7. 100 Club: 2 Lyme citizens will be turning 100 in the near future. The board will be acknowledging this at the appropriate time. Jenks will handle written information.
8. Household hazardous waste collection commitments for 2015 were reviewed and signed.
9. Hardship abatement guidelines: The draft document was reviewed and discussed. Changes were offered. Smith moved to approve the Hardship abatement guidelines with changes noted. Seconded by Jenks. The board reviewed the need to have a system that provides consistency in procedure. The motion was voted unanimously in favor.
10. Smith noted an article from local paper concerning software for towns to accept credit card payment. Jenks has discussed this with the software company and will continue to gather information.
11. MacKenzie noted she felt the Town of Hanover web page was one worth considering for the investigation into alternative web sites.
12. Committees and Commissions:
- Building Committee: The committee recommended the following to be considered by the Select board:
 - ✓ A/C for the Town Clerks office be installed ASAP. Funding will come from the Town Building Maintenance Capital Reserve Fund. Cutting will receive 3 or more estimates for this project.
 - ✓ Generator for Highway Garage: Emergency Management grants are not allowing generators for Public Works Departments to qualify any longer. This is an important piece of equipment and the committee is recommending the board use Capital Reserve Funding to get this done.MacKenzie moved to use operating funds from 2014 to purchase and have installed the highway generator. If the funds are not

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available in the OB for 2014 use Building Capital Reserve Funds. Seconded by Jenks. Voted unanimously in favor.

- ✓ The committee also reported the crypt door has been realigned and secured. Some concern was expressed about where the AED went that was in Ledyard Bank front entry. The committee will follow through with this with Fast Squad. The committee also would like all town employees to be trained to use an AED.
 - Records Committee: Jenks reported MacKenzie was on a mission to reorganize the vault and to make it more efficiently functional. She has a plan to possibly reconfigure the map and lot files. Cutting will be looking into setting up a shredding company to come and have a shredding party (including community and other businesses). A new filing system will be implements for the general files; Doug Kibbie is working on this.
 - Coffee hour: Smith reported a community member came to ask a question concerning the health officer. Cutting will investigate this issue. MacKenzie has asked Chief O'Keefe to join her at her next Coffee Hour on December 16th, 2014. The board reviewed the calendar and set the next few months dates for Coffee Hour times.
13. At 10:25AM 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.
 14. At 10:30AM the Board returned to public session. Smith moved to approve a letter to be sent to 2 tax payers concerning hardship abatement requests. Seconded by MacKenzie. Voted unanimously in favor.
 15. The board discussed a visit paid to a Selectboard member's home by a resident. The Court hearing held December 8, 2014 was reviewed.
 16. At 10:50AM Smith moved to adjourn. Seconded by Jenks. Motion voted unanimously in favor.

Respectfully Submitted,

Dina Cutting