

TOWN OF LYME
Select Board Meeting
December 18th, 2014
Town Office Conference Room
Approved December 31st, 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). Police Chief O'Keefe & Dina Cutting (Administrative Assistant).

1. Chair Smith opened the at 8:00AM
2. MacKenzie moved to approve the minutes of December 11th, 2014. Seconded by Jenks. Voted unanimously in favor.
3. Matters arising:
 - MacKenzie noted she felt blindsided because she was not aware Pathways Engineering LLC was attending the last meeting. The agenda did not come out in a timely fashion. MacKenzie noted by open meeting law the agenda must be posted 24 hours in advance of the meeting. The board discussed what was required by law. Cutting suggested a cut off for agenda items. This will allow time to organize, publish the agenda and post it on the web site. Smith suggested 3:00PM on Tuesday as the suggested cut off time for Thursday morning meetings. Items need to be listed on the agenda. If something comes up after the cut off then the board will need to put it on the next meeting's agenda as a discussion item so the public has the opportunity to be aware of what will be discussed. While posting was being discussed it was noted that cross training should be taking place with the web site. Smith will ask Robbins to train Kibbie on the Town Web site postings. This way if Robbins is out someone can still post items.
 - Having 1 computer to use as a shared computer was discussed. Once Cutting moves into the conference room her old office space will house an extra office/ computer space for department heads, Select board members, and others needing access to the shared files and programs.
 - The Town web site will be investigated by Smith. Options will be gathered and discussed. There are no additional funds in the proposed 2015 budget for an upgrade. If there are additional costs associated with a vendor or programing change this needs to be addressed soon.
 - MacKenzie felt the Coffee hours were still working well. Many residents have expressed appreciation of the opportunity to speak informally with board members and several interesting projects have resulted from these conversations.
 - There have been some requests to change the Transfer Station hours to Saturday instead of Sunday. Matt and Bill will be asked to come and have a discussion with the board and then a possible survey will take place to see if the change would be conducive to the majority of responders. If a survey is to be sent out it should include other items the board would like to receive information about. The Select board members will be thinking about these kinds of things.
 - Town accepting credit card: Jenks has been investigating this option with the software vendor. Joanne Coburn expressed an interest in being involved at the beginning of these discussions. Treasurer Colgan is investigating the banking options for this adventure. This will be addressed after the first of the year.
Agenda item for Jan 15th, 2015
4. No public comment at this time
5. A manifest in the amount of \$437,410.97 (\$400,000.00 of this is Decembers school appropriation) was approved and signed.

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6. It was noted that Goose Pond Road and River Road are in very poor condition. Concerns about large holes in sections of Goose Pond Road.
7. Parking Ordinance: The document has had the necessary changes and the board approved this ordinance. Smith moved to adopt the parking ordinances as written for the Town of Lyme. Seconded by Mackenzie. Voted unanimously in favor.
8. Proposed wind farm @ Cardigan Mountain- The board appreciates this communication but does not feels this is a Town of Lyme issue.
9. Pathways Consulting LLC: MacKenzie noted this is going in the right direction but still concerned about a few items. # 38 in the contract and # 9- ownership of the documents is a concern. Smith noted this clause is the same as CLD contract. The board discussed and compared the 2 phrases. Cutting suggested someone ask Pathways if they would consider giving written consent to use documents if the town ever needs to ask for this. MacKenzie will edit and set up a meeting for the Roads Committee to review and discuss this proposal on the 30th of December.
10. Reminder the next Select board meeting will be on Wednesday December 31st, 2014 because of the holidays.
11. New Hampshire Electric Cooperative plan for buried cable on Clafin Lane. The location of the buried cable was confirmed and sketched on the plan. This cable will not cross the town road at any location. The Select board signed the approval.
12. Committees and Commissions:
 - Coffee hour: MacKenzie and O'Keefe reported the possibility of using the American Legion parking lot as additional parking for the Congregational Churches Christmas eve service. O'Keefe will check with Road Agent Stearns to see if this would be possible concerning plowing the driveway and additional area. Cutting will check with the Town's insurance company concerning a 1 day rider, like what was done for 250th anniversary. O'Keefe discussed what the greatest threat to the people of Lyme is, Weather related events was felt to be these concerns. MacKenzie will invite the Emergency Management Director to a coming coffee hour. The board felt it would be beneficial to invite various department heads and Town Official to Coffee hours to be available for discussion with the public.
 - The board discussed the motion light for the front of the Town Office. It was noted the parking lot lights timer needs to be adjusted for the time change they do not go on early enough. Cutting will address this.
 - The listserv notice was mentioned concerning the AED availability in town.
 - MacKenzie reported she had visited and liked the Town of Hanover's web site. She discovered the web company is the same company Lyme uses. Smith thought it's possible that Lyme just needs to update our site. Things have changed dramatically in the last 10 years. Smith will investigate the options and costs associated with this possibility.
 - Energy Committee: Blinking light at school- this problem will be passed back to the school to be addressed. It was felt that it needs to be hard wired as our weather is not conducive to solar lighting. The solarization of Lyme project is

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still happening, installations are taking place. Town Office electric bills were reviewed; it was difficult to calculate the payback for solar because of how the bill is set up. Summer time is the peak. The portable air conditioning units are not very efficient. This is being addressed soon; the Town Clerks office will have an energy efficient built-in unit. Mackenzie asked about insulation and ventilation in the roof area.

- Roads Committee: Bridge borings were reviewed and discussed findings. River Road South project: Culvert is still a concern to the committee. Concerns that this box culvert will sink because of the soil. The roads committee would like to get a second opinion on this. After a brief discussion the sense of the board was to have CLD give an estimate on the cost of a second opinion concerning this culvert area. MacKenzie moved to have CLD give an estimate on the cost for a second opinion on the culvert. Seconded by Jenks. Voted unanimously in favor. Mike Smith attended a workshop on roads, MacKenzie mentioned all Class VI roads must be identified with the proper signage or the Town could be held liable.
- Planning & Zoning: working on a couple of ordinances to come to Town Meeting.

13. Rusty Keith's current use project: The Select board is supportive of this taxation information project but felt it was not appropriate to put this chart in the Town Report as it is not specifically a Lyme issue.
14. The vehicles which have been parked long-term at the Fire Station have been moved. One was moved to the Highway garage. Smith will notify Stearns that the Town cannot store other companies or personal vehicles on Town property.
15. Smith moved to advertise the open Transfer Station position. Second by Jenks. Voted unanimously.
16. Mackenzie reported on a response from the NHDOT regarding the stop sign at the end of High Street. The state feels this is the safest way to address this intersection.
17. Park N' Ride response from NHDOT: MacKenzie reported this will go to the Roads Committee for review. Need to clarify various costs and determine the town's portion so we can put the appropriate amount in the warrant article.
18. The Town Offices and Select board offices will be closed the Friday after Christmas.
19. Ongoing business: Committee charges needs to be reviewed. The entire list was reviewed.
20. At 10:25AM Smith moved to adjourn. Seconded by Jenks. Motion voted unanimously in favor.

Respectfully Submitted,

Dina Cutting