

TOWN OF LYME
Select Board Meeting
March 26th, 2015
Town Office Conference Room
Approved: April 2, 2015

The following were present for part or all or parts of this Select Board meeting:

Susan J. MacKenzie (Chair), Patricia G. Jenks (member), Charles J. Smith (member), Chief O'Keefe, Dina Cutting (Administrative Assistant). Matt Brown (Independence Day Committee member).

1. Chair MacKenzie opened the meeting at 8:00AM.
2. Jenks moved to approve the minutes of March 19th, 2015. Seconded by Smith. Voted unanimously in favor.
3. Matters arising & New business:
 - Generator: Smith investigated the generator- Lyme Electric stated this generator was more than needed at the Highway Garage. 90K would need to be transferred to 240-single phase. This would cost significantly. The Board members felt this equipment will be too large and expensive to operate for the town's needs.
 - Park & Ride: MacKenzie explained the principal meeting; at 9:00AM April 28th, 2015 will be Alan Hanscom, DOT, property abutters, Fred Stearns and Class V Road Committee members. This meeting will be to review the parameters and to make sure everyone understands what will be taking place with this project. MacKenzie will attend this meeting. Once this is reviewed a public meeting will take place in the Park and Ride at 10:00AM. The Town has voted on the \$30,000 to get the project done. The State and the Town of Lyme Highway department will be doing this project. There will be some excavation work, because the Town does not own an excavator this could possibly need to be bid. Town policy states \$5,000 as the threshold for getting bids. This should be discussed at the site review meeting.
 - Fire Department insurance claim for the fire station roof damage: The adjuster reported it would be next week before the estimate comes to the town.
 - Grant application by Emergency Management Director is from FEMA to inventory and RIGHT size culverts in Town. This will evaluate the watershed to make sure we put in the right size culvert and not just increase the size.
 - Select Board meeting of April 23, 2015 will be held on Wednesday April 22, 2015 8:00AM in the town Office Conference Room due to a workshop scheduling conflict.
 - Announcement: *Congratulations to Lyme's Fire Chief Michael Hinsley*
Michael C. Hinsley 2015 Lifetime Achievement EMS Award
2015 LIFETIME ACHIEVEMENT EMS/MEDICAL

Captain Michael C. Hinsley was nominated by Fire Chief, Martin W. McMillan and the Town of Hanover Fire Department.

Captain Michael Hinsley was hired by the Town of Hanover Fire Department in 1987 as a full-time firefighter/EMT, and in 1999 completed his EMT-Paramedic. In 2002 he was promoted to the rank of Captain currently serves as the Department's EMS Officer. During Captain Hinsley's time with the Hanover Fire Department, he implemented Paramedic level services, upgraded Hanover Police as First Responders and outfitted each Police cruiser with an AET. Assisted in developing a public access automated defibrillator program; implemented Town-wide Public Access Automated Defibrillator programs in Hanover and Lyme, NH; worked with Dartmouth College staff to develop Public Access Automated Defibrillator programs for Dartmouth College campus, and worked with Dartmouth College to acquire Dartmouth Safety Boat. From 1986 to present Captain Hinsley is the Lyme FAST Squad Volunteer EMT/EMT-Intermediate/Paramedic. In 2001 he was the Lyme Volunteer Fire Chief. In 2013 Captain Hinsley received the Town of Lyme "Citizen of the Year Award". From 2006 to present Captain Hinsley is the Lead Chaperone for the Lyme 8th Grade Annual Washington DC Trip.

Captain Hinsley recently played an integral part in the rescue and resuscitation of an East Thetford, VT resident who was trapped in her burning home. The resident sustained severe smoke inhalation and was

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not breathing when she was rescued. With the help of others, Captain Hinsley successfully resuscitated her and she was then transported to Dartmouth-Hitchcock Medical Center and later flown to a Massachusetts based hospital for further treatment. Captain Hinsley has dedicated his entire life to helping others in a quiet way, always working in the background and not looking for recognition. He is involved in his community at many levels and loved by many.

It is with great pleasure that the NH Police, Fire & EMS Foundation presents Captain Michael Hinsley with a Lifetime EMS/Medical Achievement Award!

- The school bus is in the way when the big trucks deliver material to the Highway Garage. Cutting will check with Hinsley to confirm the use of a section of the Fire Station parking lot to park the school bus.
- Matt Brown distributed a grant application to the Lyme Foundation for the new startup of the Independence Day Celebration. The Board will review this application and consider it at the next meeting.
- Chief O'Keefe reviewed the Common Use Policy with the board for the first time. Chief O'Keefe noted he would like to see the 1st paragraph come out of the new policy, because there is no parking on the common it seems confusing to have it part of the form. Followed was a brief discussion about the board wishing to address events individually concerning the use of the common.
- The condition of the ground between the school parking lot and the Little Common was noted. Teachers use this area to park and with the limited parking at school it needs to be made usable. After reviewing the possibility of asphaltting the Park & Ride, Library and possibly this location at the same time in order to save funds, MacKenzie recommended setting up a committee to address this parking problem. The School parking lot committee will consist of the following: school principal-1 school employee, Police Chief, Highway department employee, 2 community members and a Select Board member. The charge will state this issue needs to be addressed and a plan in place before the end of this school year to enable to work to be done this summer. First meeting 4/8/15 @ 2PM Town office Conference room.
- Library: Judy Russell came to the board to review the potential fix for the Library Driveway. CLD Engineering has provided a plan and this can go out to bid any time. In order to plan for the work and what it may cost it should go to bid, then the board will discuss with the Library Trustees about the cost and who is responsible for payment or partial payment. It makes sense to try and do this at the same time the Park & Ride and school parking is addressed. Also noted "Light it Up for Autism" we will all see many blue light around town in support of this.
- Public Comment: None
- Manifest: A manifest in the amount of \$43,572.78 and an Overseer of Welfare manifest in the amount of \$370.00 were reviewed and signed by the board.
- Chief O'Keefe reported the NH State audits for Police Departments will start in May of 2015. He reviewed the protocol for finger printing all individuals that enter the Police Station for any reason for work while it is unoccupied by police officers. Chief O'Keefe feels the Police Department is ready for this audit.
- Cutting reviewed the list of computer equipment to be purchased for the Town Offices from 2015 CRF. After a brief discussion and questions Jenks moved to approve this list. Seconded by Smith and voted unanimously in favor.

4. Committee & Commissions:

- Curtis Shepard was appointed to the Recreation Commission and JJ Pippin was appointed to the Independence Day Committee.

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- Historian Inc. is planning a River Road tour of historic sites and homes along the river; the board would encourage this group to contact local Police for review of plans and potential parking issues. There are some concerns about construction, possible road closures for construction and repair and various other issues.
 - Coffee Hour: question about Fast Roads discussion coming up at a board meeting.
 - Common Use application from Utility Club. This will be put on hold until after the public meeting and the final vote on an updated application and policy.
5. Review on going items:
- Smith property cleanup: Jenks reported she had received a call from Jed Smith concerning the property on Goose Pond Road. Jed Smith wanted the Board to know he has been picking up his property. It will be difficult to remove some items because they are frozen in. He has tires piled on this property but they are for sale. He visits the property at odd times, and he is very uncomfortable with anybody taking pictures of his property. Jenks encouraged him to comply with the court directive as best he could and as quickly as possible and that it would be good for him to be proactive in sending the select board progress reports as things got taken care of.
 - BMSI new program is in the works. Could be as soon as the end of next week to start training.
 - The generator was briefly discussed again. Smith moved to not use this generator. Seconded by Jenks voted unanimously in favor. The board wished to thank the property owner for thinking of the possibility of this working for the Town.
 - Park & Ride: The meeting set for April 28th 9:00AM will be a project management meeting; this will be 1 board member, Alan Hanscom, Road Agent and the abutting property owners. . 10:00AM will be a public meeting in the parking lot to discuss various items associated with the Parking lot expansion. Need to determine who put the lights in the old Police parking lot.
 - Wavecom will be called for a price on the cell phone booster.
6. Contracts, Smith moved to authorize the Chair to sign for office equipment contracts. Seconded by Jenks. Voted unanimously in favor. Town Clerk copier, Printer in select Board office and Fire Station copier (this copier will come down to the Town Office Conference room) the fire Department has decided to purchase a combination printer, fax, copier.
7. HealthTrust meeting on May 7th, 2015 at 9:00AM: Cutting will extend an invitation from the Select Board to all employees covered by this insurance.
8. Discussed the vacant positions in the Town Clerk's office and the Select Board office and if it was possible to hire one full time person for both positions. In the end it was decided that this would not work since both offices would need the person for the same days and hours.
9. There being no further business Jenks moved to adjourn at 10:20AM. Seconded by Smith. Voted unanimously in favor.

Respectfully Submitted,
Dina Cutting