

TOWN OF LYME
Select Board Meeting
May 14th 2015
Town Office Conference Room

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

Susan J. MacKenzie (Chair), Patricia G. Jenks (member), Charles J. Smith (member), Chief O'Keefe (Police Chief), David Robbins (Zoning Administrator) & Dina Cutting (Administrative Assistant). Lori Wadsworth, Sally Ramsden, Bill Murphy & Nancy Wray (Historians Inc.) Community members Don & Julia Elder. Bill Letsky (Virtual Town Hall) and CLD Engineering.

1. Chair MacKenzie opened the meeting at 8:00AM.
2. Jenks moved to approve the minutes of May 7th, 2015. Seconded by MacKenzie. Voted unanimously in favor with additions noted.
3. Matters arising & new business:
 - Police shower problem: Chief O'Keefe noted Estes is still working on a solution.
 - Market Street culvert issue: Abutting land owner would like this open-top culvert gone. MacKenzie checked it after the last 1½" rain storm and it is evident water flows through this culvert. It does need to be cleaned, covered and marked for safety issues.
 - BMSI training for WebDPW program on Friday 8:30AM MacKenzie will attend.
 - Workshop: The funding for this workshop will come from the contingency budget line. In order to have a large enough room and not be disturbed the workshop will take place off-site. Cutting to investigate options and report back. Funding for this will likely come from the executive meetings and seminar budget line.
 - River Road: MacKenzie wanted to revisit the Yield vs Stop sign issue at the slump on River Road. After a brief discussion it was decided the stop sign will stay.
 - The board reviewed the letter for the community concerning early tax payments. MacKenzie moved to approve the letter as written. Seconded by Jenks. Voted unanimously in favor. Jenks will send letter out on list serve, Town web page and church newsletter in mid-June.
 - Letter to land owner concerning a deliberately blocked culvert was signed and will be mailed.
 - Letter to Senator Pierce was signed and will be mailed.
 - Highway generator: MacKenzie would like to see this get done as soon as possible. Cutting reminded the board they had already approved the funds to come from the Town Building maintenance CRF but when the opportunity to get another grant came it was decided to wait. Now that this grant has fallen through MacKenzie will discuss with the Highway department burying a propane tank, installing the slab and then getting the generator installed. Lyme Electric said they needed 1 week to get the generator and then install it.
 - It is time to send out the self-evaluation forms. Cutting will distribute these to the department heads to get this process moving.
4. Historians Inc.: Members of the Historians came to discuss various items with the Board: They had been asked to sign a memorandum of understanding (which the Historians had signed in the past). Sallie Ramsden, Nancy Wray and Laurie Wadsworth were concerned with the statement in the memorandum that the Town owned the items given to the Historians Inc. It was noted that when people donate to the Historians there is a document signed that states the item(s) belongs to the Historians Inc. The Board and the Historians reviewed a historical time line of the History Committee, the Historians Inc. and the Heritage Commission researched by Jenks. It was noted that it could be confusing to people who give to the Historians assuming that the item is going to "the town". After a lengthy discussion it was decided that the memorandum will be re-written and sent in draft form for review. The artifacts in the Historians collection do in fact belong to the Town, otherwise they would not be insured unless the Historians Inc purchases their own insurance policy. The Historians Inc. will be charged with storing and cataloging donated items. They will also start

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storing a backup of data in the Town vault. The receipt “to receive donations” will reflect the fact these donations are the property of Town of Lyme, held in trust by the Historian’s Inc. The Historians will continue to use the Lyme Center Academy building, although they did note they were growing out of this space. The dream is to have an accessory building on the lot with the Academy Building.

5. Virtual Town Hall web site: Bill Letsky reviewed possible upgrades to the Towns web site. After a lengthy discussion the board will consider whether to 1) Redesign the current site or 2) Purchase a new program which, according to the demo provided, should be more user-friendly and has the capability for each department to post their own information with 1 person still being the web administrator. All board members felt the new program would benefit the town and has the ability to be more informative with up to date information. The cost of \$4,500.00 was not budgeted so the board will approach the Lyme Foundation for possible help in defraying this 1 time cost. The annual fee will be the same as the present site at \$1,500.00.
6. Three Common Use applications were approved: Lyme Congo church for 5/23/2015 and 6/9/2015 and Sterling Moffatt for dog obedience practice at various times and days.
7. Dangerous tree at Post Pond: MacKenzie moved to accept Henderson Tree Service proposal for \$800.00 to remove the tree at Post Pond. Seconded by Smith. Voted unanimously in favor.
8. Notice of Intent to Cut was approved by the board for Loch Lyme Lodge.
9. Report of Wood Cut: Approved and warrant signed by Select Board for the following amounts:
 - Davis-Map 407 Lot 67-\$3.58
 - Graf-Map 404 Lot 3-\$1,512.48
 - Colgan-Map 406 Lot 23-\$819.67
10. Committee and Commission reports: None
11. Jenks was approached by resident tax payers with concern over a possible solar project that would (in their opinion) affect their property value. After researching the issue, Jenks recommended a response in writing explaining to them that it is a Planning and Zoning matter and the board had no authority over this. Smith expressed concern over sending a letter having to do with something the Board has no power over and which appears to be a part of an ongoing neighbor dispute. Jenks felt that to continue maintaining communications and credibility, regardless of the Board’s ability to resolve the issue, the board should respond to the tax payers acknowledging the request/concern and provide direction to the appropriate Administrators who could hear their concerns. MacKenzie moved to send a letter of acknowledgment which had been previously drafted and reviewed. Seconded by Jenks. Voted unanimously in favor.
12. Supervisor of the Check List: A letter was received by the Supervisors of the Checklist expressing concern over using the numbered voting cards currently used when a call for paper ballot is made at Town or School Meetings. It was noted this system is confusing, and incurs expense (having the ballots printed) and leaves room for error. After a brief discussion Mackenzie moved to go on record to support the Supervisors of the Checklist regarding the paper ballot system. Seconded by Jenks. Voted unanimously in favor.
13. Evaluations: It is time to get the employee evaluations done. Cutting will send out the self-evaluation sheet to department heads to be distributed to employees.
14. Dr. Jerry Brightman who is running the workshop on June 9th has asked employees to fill out a brief questionnaire and send it to him. It can be anonymous if the employee wishes. Jenks will prepare an invite for the employees which along with the questionnaire will go in the employees’ paychecks on Friday.
15. Cell Phone booster: Cutting reported Wavecom came and checked the booster that was placed on the roof. Wavecom noted it will not do the entire building and parking lot. The technician was going to investigate this further. He indicated this was a new product for them to be installing. Cutting

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reiterated when the estimate was given from the site visit Wavecom did, this was with the understanding the signal would provide service to the total building and parking lot.

16. Wage & Benefit survey: Planning and Zoning, Highway and Administrative Assistant wages were discussed. Information from various towns was reviewed. Difficulty in finding fair comparisons for the Planning & Zoning and Administrative Assistant were noted. It appears at this time the Highway Department wage range is comparatively low. The board will continue to gather information to be able to make fair and informed decisions on wage & salary consideration for town employees.
17. At this time it was 10:50AM and Charles Hirschberg and Brian Vincent of CLD Engineering arrived to meet with the board concerning the Hewes Brook bridge project. Permission needs to be obtained from Pathways Engineering LLC to allow Sweeney ASSOC to use the basic Hydrology information he generated for Pathways to develop the modeling needed for the DES wetland permit. This information was paid for by the Town of Lyme in the "Preliminary Study" done by Pathways for the town. Charlie Hirshberg would like more clarification regarding the AIT Bridge components and exactly what the bridge capacity is. He will contact AIT to get this clarification. CLD will return next week to discuss the "Slump".
18. There being no further business MacKenzie moved to adjourn at 11:30AM. Seconded by Smith.
Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting