

TOWN OF LYME
Select Board Meeting
June 11th, 2015
Town Office Conference Room
Approve: June 18, 2015

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

Susan J. MacKenzie (Chair), Patricia G. Jenks (member), Dina Cutting (Administrative Assistant).

Historians Inc. members: Sallie Ramsden, Jane Fant, Nancy Wray & Laurie Wadsworth. Beach

Supervisor: Robert Thebodo.

1. Chair MacKenzie opened the meeting at 8:00AM.
2. Historians Inc.: The Board and the Historians discussed various ideas and options of finding new space in town for the historical collection the Historians are in charge of overseeing and displaying. They have simply run out of space at the Lyme Center Academy Building which they are currently using as a museum. The Historians have received donations and have an endowment they would like to possibly use to purchase a house that is on the market located on the Common. It is their opinion this would be an ideal spot for the Town's museum and historical collection. There were many questions and Cutting will research the issues prior to Monday evenings Historians Inc. meeting. Some of the following ideas were touched on: expanding/adding an accessory building on the Academy Building, property by perhaps purchasing a building for this use. The Historians will investigate all options. Members of the select board present for this meeting were in support of efforts to expand or relocate the museum. There are many different aspects of this to consider.
3. Robert Thebodo: Thebodo presented the plans for the beach and lifeguard's for this summer. After reviewing the recommended lifeguard wages and new hire list, MacKenzie moved to approve Thebodo's recommendation as listed. Seconded by Jenks and voted unanimously in favor. Thebodo noted the roof on the lifeguard shed is in bad shape and leaking. We will look to replace this in next year's budget unless something is worked out in the near future concerning volunteer labor. There is most likely enough funding for the material but \$2,500 was the estimate to remove old and replace with new and this was not budgeted for this year. Opening day for the beach will be June 20th 2015 and closing day will be August 22, 2015. Thebodo will send out a public notice to look for help to clean up on June 20th and help put in the docks. Thebodo asked about having sand put on the beach. DES only allows this to be done every 10 years and given that the beach was just rehabbed 4 years ago it is likely this will not be allowed at this time. Some modifications to keep one trouble area from creating a gully and washing the beach away will be considered.
4. MacKenzie asked Thebodo to consider taking on the roll of Tree Warden for the Town. He stated he has done this in the past and was happy to continue. MacKenzie moved to appoint Thebodo as the Town Tree Warden. Seconded by Jenks. Voted unanimously in favor. Followed was a discussion of tree care and the damage that can be done to root systems by parking cars on them. Thebodo was asked to take a message to the upcoming meeting concerning the Basswood tree on the school property. The message is, "the Board is concerned about the safety of this area". The Greenleaf's have offered to provide funding for the care of this Basswood. The board would like to have this tree have a safety check every year. Mr. Thebodo was thanked for his help with both the beach and tree issues.
5. Jenks moved to approve the minutes of the June 4th, 2015 meeting. Seconded by MacKenzie. Voted unanimously in favor.
6. Matters arising & new business:
 - Time Card question: It is the boards understanding that Fred Stearns, as Road Agent has the authority to hire additional part-time temporary help as he sees the need. There was some confusion and significant lack of communication regarding the recent hiring and wage of a temporary highway worker. It was noted the wage for this temporary employee for that week was the rate paid when this employee was a full time worker. Board members felt this was not an appropriate wage for these circumstances. This will be discussed when the full board is present. MacKenzie noted she would like to have a minimum and a maximum wage for each department and job description. She felt that once a worker is at the maximum level there should be no more increases. The board

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would like to wait for Smith to have a more in-depth discussion concerning wages. The board has scheduled a meeting for June 18th at 1:00PM to review and work on the wage and benefit study the board is performing. It appears there are no clear guidelines or planning for the highway crew in the absence of the Foreman/Road Agent. This lack of planning and communication has created unnecessary misunderstandings and difficulties at an already difficult time.

- Grading: It is clear the roads need to be graded. Highway Foreman/Road Agent Stearns will be out of work for 3 months. The present Highway employees told MacKenzie they did not feel they had the experience and time with the grader to do the grading that needs to be done. It was the sense of the board members present to inquire about an experienced grader operator (using town equipment) to be hired temporarily. MacKenzie will discuss this with the Highway workers on Friday morning and then approach the person in mind. \$20.00 per hour will be offered for this temporary position.
- The bridge company would like to know what is going on. They would like to get this job completed as soon as possible. CLD Engineering will be looking at the proposal. They are aware this needs to be done as soon as possible.
- MacKenzie noted some locations on the River Road that are in trouble and need to be graded. There is one spot made worse by the grading done recently. This needs to be addressed.
- River Road: Collis Adams, NH DES will be meeting with MacKenzie and Charlie Hirshberg for a boat ride between the Lyme boundaries of the river to view the bank problems. MacKenzie would like Jenks to attend so she can see these issues. The Town is very grateful to Wayne Bates for his generous offer of time and boat for these excursions.
- Slump: The property that is needed to address the road fix has been sold. MacKenzie will be contacting the new owner in writing to discuss the need for some test pits and possible road re-location.
- Jenks received a call from a Goose Pond Road resident concerning the lack of activity on the cleanup at the Smith property.
- Jenks reported a taxpayer came into the office to see the Tax Collector. While he began the visit with some agitation and frustration, being vocal and loud which was concerning to office staff, ultimately his transaction was completed calmly and he left thanking the Tax Collector for her help.
- Cutting will order 2 copies of *A Hard Road to Travel*. Funds to be taken from the Law book line in the budget.
- The board requested the Administrative Assistant provide the payroll manifest for review at the meetings. The Administrative Assistant provided the payroll for last week and it was reviewed.
- MacKenzie asked if the Police shower had been fixed. Chief O'Keefe was not at the meeting and the answer was unknown.
- Hauling gravel concerns: At present there is no accountability for loads hauled in to the Town by the vendor where the material is purchased. It was noted some of the loads coming in looked to be small. In the hopes of keeping the highway department from going back to hauling all the loads it was the sense of the board to consider having local truckers truck material for the town. The truckers would be required to be responsible for accounting visually and in writing (haul tickets) the volume of material that is put on their trucks.
- Jenks reported there are still concerns being expressed by an employee who feels he should have been compensated for what he considers work not originally part of the job

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description. MacKenzie noted the wage & salary review will help sort this issue out.

7. Public Comments: none at this time
8. Manifest in the amount of \$56,993.70 was reviewed and signed. .
9. Report of Wood Cut: Approved and warrant signed by Select Board for the following amount:
 - Menge-Map 401 Lot 18 & 43-\$2,675.46
10. Intent to cut: Intent to cut for Howell, Alexandra & Levintow, David-Map 407 Lot 38 was reviewed and signed.
11. PA-28: Inventory of Taxable property form was reviewed. The Board in attendance, in keeping with prior Select Board decisions, decided to not require this form to be filed by Town of Lyme property owners.
12. Committee and Commission reports:
 - Independence Day Committee: Jenks reported the committee is off and running. Things seem to be taking shape nicely. Funding for the Independence Day event will be going through the Gifts & Donations account. This requires a public hearing by the board because it will be over \$5,000. Cutting will schedule a public hearing on Thursday June 25th, 2014 8:00AM in the conference room at the Town Offices. The unused balance left from the 2015 event will be deposited into the Independence Day Fund for the 2016 event. Expenditures will need to be voted at town meeting for the 2016 event.
13. Review Ongoing:
 - Jenks reported the Town Clerks office is a few weeks away from being a 1 check payment town for vehicle registrations. January 1st, 2016 will be the target date for the Town to be switching over to accepting credit and debit cards. Jenks is looking into making her workstation usable for registrations in addition to the one currently used at the counter. The volume of registration activity has increased significantly in the past few months and it would make sense to have two clerks doing transactions during those busy times.
 - BMSI: Jenks is working on this program for the Highway Dept. She and Steve Williams are receiving training.
 - MacKenzie will be re-sending the grant application to Lyme Foundation for the upgrading of the Towns web site.
 - Park & Ride: This has gone well although for a variety of reasons it has taken longer than anticipated. The board believes this will end up being a good product for the town. It was reiterated that the Towns responsibility for maintenance and beautification ends at the pavement.
 - The Board is waiting for a response from the Smiths. The town has requested permission to view the properties on Dorchester Road and Goose Pond Road for evidence of the cleanup.
 - Dr. Brightman sent a note to all who attended the workshop on Tuesday. MacKenzie noted that this was more of a team building workshop and the hope was that it be more on communication and how to communicate effectively. It was the sense of the Board members in attendance to continue the effort toward clear and timely communications. Small groups of employees will meet with the board to discuss issues of interest or concern. MacKenzie felt she was building a good relationship with the Highway Department and wanted to continue with her Friday morning meetings.
14. There being no further business Jenks moved to adjourn at 10:50AM. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted,
Dina Cutting