

TOWN OF LYME  
Select Board Meeting  
July 2<sup>nd</sup>, 2015  
Town Office Conference Room  
8:00AM

Approved: July 9<sup>th</sup>, 2015

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

- Susan J. MacKenzie (Chair), Patricia G. Jenks (member), C. Jay Smith (member), Chief O'Keefe (Police Chief). Dina Cutting (Administrative Assistant). Highway Department employees: Steven Williams & Michael Tebbetts. (Bailey was on vacation for this week)
1. MacKenzie thanked Tebbetts & Williams for coming to the meeting and noted that she had received positive feedback from community members about the job the department is doing. The Board and Highway department discussed the following items:
    - Jim Jenks is helping out with running the town grader and is grading roads as prioritized by the highway crew, and at the Road Agent's request
    - Fixed various washouts
    - The grader had a flat tire, it has been repaired
    - Grading is a priority right now.
    - Preventative maintenance on the heavy equipment was discussed. A lot of the breakdowns could be prevented with a maintenance program. It was noted most things are computerized now and the Highway Department does not have the training to do this kind of work. This will be a significant cost and the Town may want to ease into this adding a vehicle each year. The Highway Department will get a price for all pieces of heavy equipment to have a maintenance plan. The budget will need to be looked at and planned ahead in the coming years.
    - Williams noted the grader blades are being switched and rotated and the difference in the wear on them is significant.
    - Williams ordered some gravel from Sayre Gravel in Thetford VT. Although more expensive he noted the gravel coming from Chiefs was wet and filled with clay, not good for repairing the roads with.
    - Highway Garage had its safety inspection and passed.
    - Generator installation is coming along, they are waiting on Dead River to come back and finish the propane hook up. Williams and Tebbetts are to make a diagram of where the underground items are for future needs. (Cutting will find out if the generator at the town offices operates the water in the Town Office building and the location of wiring).
  2. Jenks moved to approve the minutes of the June 24<sup>th</sup>, 2015 meeting. Seconded by Smith. Voted unanimously in favor.
  3. Matters arising & new business:
    - Installation of generator is coming along
    - MacKenzie called Estes & Gallup about Police shower, waiting on a response
    - Henderson Tree Service: Preliminary report from Henderson about the health of all trees on the common. The best thing the Town can do to help the trees stay healthy is to not allow any parking on the common. Following a lengthy discussion concerning parking on the common and who does and who does not park on the common the Board was in favor of putting a fence around the common. Pricing will be gathered and this will be put before the town as a warrant article at the 2016 Town Meeting.
    - Park & Ride: a communication was received from a community member concerning the size of the parking spaces in the Park & ride. It is his opinion the spaces are too narrow. The board discussed this issue and feels this person should be encouraged to communicate with the State on this issue as it is the States Park & Ride, and also should be noted that businesses renting from adjacent property owners need to be provided with parking space by the building's owner and not rely on the Park & Ride for daily business parking.

TOWN OF LYME  
Select Board Meeting  
July 2<sup>nd</sup>, 2015  
Town Office Conference Room  
8:00AM

Approved: July 9<sup>th</sup>, 2015

- MacKenzie reported she met with Stearns on June 30<sup>th</sup> to bring him up to speed on what has been going on with the Highway Department
  - Barkers letter concerning the pond has gone to the Conservation Commission
  - Cutting noted the memo from Calder concerning the 100 year old homes and assessment value. The assessment of an antique home does not automatically increase because of the age.
  - The blinds for the conference room windows have been ordered MacKenzie and Smith will put them up
4. Public Comments: none at this time
  5. Pay roll Manifest was reviewed.
  6. Bills Manifest: none at this time
  7. FairPoint petition & pole license petition: The Town attorney recommended some language for these pole petitions. They also recommend the Board vote to not grant any pole license unless it contains the suggested language. Cutting will write a communication to FairPoint. At this time MacKenzie moved to deny the pole license petition. Seconded by Smith. Vote unanimously in favor.
  8. Derby Mountain Construction was requested to help with grading. For insurance purposes there are contract documents which allow for non-employee operation of town equipment. Jim Jenks has been asked to provide a signed copy of the contract. Cutting noted the work should not be taking place until this document is signed. (Patty) Jenks indicated it was a little late; Jenks had started grading immediately after the request came for him to help and there had been no mention of signing anything.
  9. The Board received a letter from the Planning & Zoning Administrator concerning Tensen Farm Stand. Tensen has not met the conditions of Site Plan Review. Because he did not meet the condition by the May 23<sup>rd</sup>, 2015 deadline he will need to apply to the Planning & Zoning Board to reopen the site plan review and ask for a new approval. The Board will send Mr. Tensen a letter to that effect.
  10. Bliss Lane: The land owners will need to be notified that the fencing and the grade stakes need to be moved out of the Road right-away. MacKenzie will discuss this with them.
  11. A disability exemption was granted.
  12. Committee and Commission reports:
    - Planning Board: Still working on ordinance review.
    - Coffee Hours: Jane Palmer and Jane Fant both expressed concern over the condition of the tennis courts. There are large cracks and the fencing has a big gap. Palmer noted that the Town has this facility and needs to keep it in good shape. Cutting did note the Recreation Commission knew of the hole at the bottom of the fence but was not aware of the large cracks. Because Cutting is a member of the Recreation Commission she will invite Fant and Palmer to the next Commissions meeting. The commission will be calling the company who last fixed the courts surface for an estimate on this problem. It was also noted the Commission had the court surface redone only a few years ago at a large expense. In the past the Commission had not been budgeting the tennis/basketball courts in its funding. When the courts were put in they were accepted by the Town with the understanding it would not cost the tax payers any money for up keep. It is a given that this is not realistic and will no longer work this way. The Commission is now including the tennis/basketball courts in the facility up keep costs from the Capital Reserve fund.
    - Independence Day Committee: Jenks missed meeting. Things are happening this weekend.
    - MacKenzie met with FEMA and Home Land Security looking for help for the funding of problems on the River Road. They explained about a group called Silverlining, the help gather experts and help with information for possible solution on hard to fix Road problems.

TOWN OF LYME  
Select Board Meeting  
July 2<sup>nd</sup>, 2015  
Town Office Conference Room  
8:00AM

Approved: July 9<sup>th</sup>, 2015

- Pre-bid meeting for Goose Pond Road will be on July 9<sup>th</sup>, 2015 at 2:00PM and the opening of bids will take place on July 29<sup>th</sup>, 201 @ 2:00PM. Both meeting will be in the Town Office conference room and will be posted for a Select Board meeting.
13. Review Ongoing:
- Generator at the Highway Garage is going in. Waiting for Dead River to come.
  - Reminder that the Town was going to have a shredder company come and advertise shredding so community members and businesses could utilize this service.
  - Wage & benefits review will take place at the end of this meeting.
  - MacKenzie reviewed an e-mail from CLD concerning the Hewes Brook Bridge.
  - Jenks reported the State Forestry inspector informed the Board that he had not found anything amiss on Bliss Lane with the past logging operation.
14. At this time Jenks read a letter of resignation from Matt Thebodo, Transfer Station Supervisor. His last day will be July 22<sup>nd</sup>, 2015. She also read a letter acknowledging the help and hard work Cutting put into helping Thebodo with the Transfer Station and requested she be recognized for this. An ad will be placed on the area listserves for this position.
15. At 11:45AM. Jenks move to recess and reconvene in 15 minutes. Seconded by Smith. Voted unanimously in favor.

Respectfully Submitted,

Dina Cutting 12:00Noon

The Select Board continued their meeting to conduct a review for the position of the Zoning Administrator.

This position differs in scope of responsibility and expectation from those noted in the NHMA survey. The diverse complexity of the job requires analyses.

After discussion it was agreed to draft proposals on each position recommendation and consider the advantages or disadvantages to changing administrative positions to salary. Smith reminded that labor laws are transitioning and it would be prudent to see what limits and guidelines are presented with the change.

The proposals will be drafted; wage and/or salary recommendations established and presented to the Budget Committee for consideration.

Adjourned 1:15

Patty Jenks