

TOWN OF LYME
Select Board Meeting
July 9, 2015
Town Office Conference Room
8:00AM

Approved: July 16, 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).
1. Jenks moved to approve the minutes of the June 2, 2015 meeting. The board discussed the minutes and what content the board felt should be included in the minutes. Changes to the minutes were offered. The minutes were seconded by Smith and voted unanimously with amendments to the minutes noted.
 2. Matters arising & new business:
 - Smith noted that no one is authorized to order material for the Highway Department other than from Chiefs. The Town has a contract with Chiefs and if the product being delivered is not satisfactory then that needs to be addressed. MacKenzie will discuss this with the Highway employees.
 - Generator installation at the highway garage is almost completed.
 - Police Shower: The part has been ordered. Contractor is waiting for a time when Police personnel are there to make the installation.
 - Park & Ride: Smith noted he investigated the requirements put in place in 1992 for a landlord renting to businesses and tenants next to the park & ride. It does not appear the landlord is in compliance with the requirements set forth by the Planning Board. The Board will ask the State for some guidelines on parking issues related to the park & ride and people using it for overnight and long term (tenant) parking.
 - The letter to Mr. Tensen was mailed last week.
 - The letter concerning park & ride parking space sizes will not be sent at this time.
 - Transfer Station Supervisor ad will go out on all the local listserves.
 - Preliminary financials for the park & ride were discussed. It will come in under budget.
 - Henderson's Tree report: Based on the professional analysis provided, the board will send a message to the community about the findings concerning damage to the trees on the common due to parking.
 - A sign that was stolen from the park & ride will be replaced by MacKenzie.
 - Pike House: Stearns Septic information was reviewed and Lyme Electric will be asked for information before anything moves forward with the Pike septic pipe dig.
 - The board had a few questions concerning the 2011 Fairpoint BTLA findings. More information will be coming from the Town's attorney on this matter.
 - Cutting was asked to make sure liens have been placed on the properties of owners that are provided support by Overseer of Public Welfare funds.
 - Cutting was asked to investigate a maintenance program for the Bomag roller and what the warranty covers.
 - A home owner on River Road had called with concerns over the amount of dust on River Road. MacKenzie will have the highway crew look in to putting some calcium chloride on this section of the road.
 3. Public Comments: none at this time
 4. Pay roll Manifest was reviewed.
 5. Bills Manifest was reviewed and signed in the amount of \$335,081.67 (\$250,000 school appropriation) and \$492.00 (overseer of Welfare).
 6. Reminder of the pre-bid meeting at 2:00PM
 7. Cemetery lot: When the land was purchased for the expansion of the Highland Cemetery the seller was promised a Cemetery lot. At this time MacKenzie moved to accept the application for a Cemetery

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lot at no charge. Seconded by Jenks and voted unanimously in favor.

8. Franklin Hill Road: The Highway Crew will check to make sure Eversource has addressed the clean-up of debris and damage to the ditches reported to be caused from the tree trimming.
9. Committee and Commission reports:
 - Conservation Commission: The wildlife viewing station is underway. Lots of clean-up work has taken place on all of the trails. The Conservation Commission approved a letter to expedite the permit for the adult swim dock. County Forester had met about the Basswood tree and said it looked to be in good condition, was pleased with the pruning and the Town needs to work to keep the salt and parking away from this tree. The Conservation Commission reported there were no active beaver dams in the Chaffee. There is one below it but not in it.
 - Independence Day Committee: Jenks reported she was not at the festivities but the wrap up meeting will be on July 15th, 2015
 - Roads Committee: No quorum for the meeting.
 - Coffee Hour: The following were discussed:
 - Park & Ride-concerns over rules, overnight parking and enforcement of rules. These issues will need to be clarified in the near future.
 - Independence Day Committee members came and gave MacKenzie a review of the event.
 - Concerns about bike rider safety from Lyme Center to Lyme Village and Lyme to Post Pond. Community members would like the Board to ask the state to make it safer to ride a bike on Dorchester Road and Route 10 to the Pond. It was pointed out that this request comes annually and that so far, the state hasn't been able to help. It was also pointed out there are some areas that children should not be riding bikes on. The two miles between Lyme and Lyme Center around Tannery Corners is one of them.
 - School bus route on River Road-MacKenzie explained to a bus driver that the school bus will need to be re-routed for a minimum of 3 years. This is the time it will take to address the repair for the Slump on River Road. It was noted this should be communicated to the School Superintendent Office so they can plan.
10. Review Ongoing:
 - Generator at the Town office is not hooked up to the water. If this building needs to run on the generator there will be no way to use the water. This needs to be addressed. Cutting will get a price for this work to be done.
 - Church/Community newsletter will have a link on the Town web site.
 - The Board is looking for an update on the Smith case.
 - Jenks noted there will be 2 auctions in town on secondary roads so there could be issues if road grading is being done over the weekend.
 - MacKenzie reported 2 of the Highway department employees wanted to work 4-10 hour days and 1 wants to work 5-8 hours days. The board did not see any reason why they could not work the different shifts.
 - Reminder: Self evaluations are due from Planning & Zoning, Road Agent and Administrative Assistant at next week's meeting. The board will review the information and discuss at the July 23rd, 2015 meeting.
11. At 10:00AM Smith moved to enter non-public session under authority of RSA 91-A: 3 II (c). "Reputation". Seconded by Jenks. Voted unanimously by a roll call vote. Present for the non-public session were, Smith, MacKenzie, Jenks & Cutting. The board reviewed an elderly exemption

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application and Health Officer issue.

12. At 10:09AM the Board returned to public session having voted to approve the elderly exemption.
13. At this time the Board took a 15 minutes recess and came back to review Wage and Benefits information concerning the Administrative Assistant Job description.

Respectfully Submitted,
Dina Cutting

7-9-2015 Continuation of Select Board meeting for purposes of Wage & Salary research.

The Board continued discussions regarding wage & salary for employees; specifically the Administrative Assistant in this session.

The Board notes that this position is complex and encompasses several components. It was pointed out that at one time the jobs covered by this one position were actually held by three individuals. For some reason, which is not clear to these Board members the assorted jobs have been consolidated into one. The efficiency and logic of this move remains to be seen as it appears the position is overburdened creating a difficulty in keeping up with all aspects of the job description. This appears to be the nature of the beast, not lack of employee effort.

Although computers and internet enable faster and sometimes more efficient activity, the actual components and scope of the job as consolidated remains consistent.

Smith will research all aspects of the current AA's task list and separate out which of these tasks are integrative and which could be further separated to be managed outside the scope of the AA position by another employee; the goal being to streamline the AA task list and reduce that position's duties to enable more efficient and completed job performance.

Jenks will create a spreadsheet which outlines recommended wage parameters by job title, as discussed in these research sessions.

Meeting was adjourned at 11:40.

Patty Jenks