

TOWN OF LYME
Select Board Meeting
September 17th 2015
Town Office Conference Room
Approved: September 24th, 2015

The following were present for part or all of the meeting: Susan J. MacKenzie (Chair), Charles J. Smith (member), and Dina Cutting (Administrative Assistant), Judy Russell (Library Director) & Beth Taylor (Library Trustee).

1. Chair MacKenzie opened the meeting at 8:00AM
2. Jenks moved to approve the minutes of September 10th, 2015 public meeting minutes. Seconded by Smith. Voted unanimously in favor.
3. Matters arising:
 - Jenks noted concern over the proposed increase for Pond Program staff. This is not equitable compared to other town employees. The budget process is such that the Departments head can present the requested amount, the Select Board either supports this amount or offers a change, then it goes to the Budget Committee for a vote. This amount can be changed by the Select Board or Budget Committee at any given time.
 - The Highway employee over-time for the work done on the Park & Ride will be charged to the Park & Ride warrant article funding.
 - School winter maintenance: MacKenzie reported back to the board regarding the school absorbing the cost of plowing & sanding the school parking lot. The school has no funds allocated for this cost in this year's budget. This cost is a plant maintenance item and should not be reflected in the town operating budget. It should be coming from the schools budget in order to show "true" school operating costs. It should be suggested that the school be advised to make that change in the budget planning for 2016.
4. Library: Russell & Taylor reviewed the Library budgeting process. It was noted the Trustees appoint the Librarian and set her wage and the Librarian recommends to the Trustees any other employees' wages for consideration by the Library Trustees. The Library will be coming to the board with their proposed 2016 budget within the next few weeks. Ms. Russell updated the board on a new "Free Library" program. School Principal, Jeff Valence had taken time to build this beautiful miniature building w/bench to be placed at a central location in town. People can borrow a book to read or drop off books to be read. Russell and Valence felt the Common would be a nice all-season place to have this "Free Library". The board reviewed locations around town and supported the idea of this going on the common. In order for the best spot to be selected on the Common, Russell will touch base with William LaBombard, to see where electrical lines and water lines are located.
5. Matters arising con't.:
 - Jenks reported information concerning the disabled GMC. Freightliner had looked at it and quoted roughly \$5,000.00 as a private sale value for this truck as it has many mechanical and maintenance issues wrong with it.
 - Jenks handed in quotes for new trucks for budgeting purposes.
 - Pro Melt: This product and procedure for treating winter salt was reviewed. Mackenzie moved to approve the purchase of 500 gallons of this product. Seconded by Jenks. After a brief discussion it was the sense

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of the board to first try this product on only 1 load of salt. Mackenzie moved to amend the motion to treat only 1 load of salt and if successful the Highway Department can continue to treat future loads. Seconded by Jenks. Voted unanimously in favor.

- Cutting will reach out to Pathways to see if the contract proposal changes have been addressed for the south River Road project.
 - Jenks reviewed the dates of the 3 individual letters that were forwarded to the highway department & police department concerning the States' revised requirement for municipal vehicle inspections. This should not be a surprise to anyone. The date for inspections is now September 30, 2015. Vehicles need to be inspected again despite that they were done in March.
 - Park & Ride rules: Chief O'Keefe will be asked to address these issues.
 - Eversource will be taking down trees along the Goose Pond Road.
6. At 9:03AM MacKenzie moved to enter non-public session in accordance with RSA 91-A:3 II (a). Personnel matter. Present for this non-public session was MacKenzie, Jenks & Smith and via conference call Town Attorney Steven Whitley and Walter Mitchell. At 9:46AM Board returned to public session. Smith made a motion to seal the minutes. MacKenzie seconded the motion and the Board voted 3 – 0 to seal the minutes. At 9:50AM Cutting returned and the board resumed the public session.
7. New Business: MacKenzie wished to discuss increasing the 2 Highway employee wages due to extenuating circumstances this year. At 9:53AM MacKenzie moved to enter non-public session in accordance with RSA 91-A:3 II (a) to discuss compensation. Seconded by Jenks. Voted unanimously in favor. Present for this non-public session were MacKenzie, Jenks, Smith and Cutting. The board reviewed present highway employee compensation. The board reviewed budget concerns for the 2015 budget. Smith opposed this consideration, however the sense of the board was it would be nice to be able to increase the 2 highway employee wages given the hard work over the summer months but that this would need to wait until the January wage increase like all other employees. At 10:08AM the board moved to public session.
8. Public Comment: none at this time
9. A manifest in the amount of \$ 714,537.37 (\$650,000 school appropriation) was reviewed and approved.
10. The pay roll manifest was reviewed
11. CLD Consulting Engineers, INC contract for Goose Pond Road Phase 1 was reviewed and signed.
12. Use of the Common Application: The Select Board received and reviewed an application to use the Common for a birthday party. This doesn't conform to the established guidelines of the Common Use policy, and therefore was not approved.
13. Bid notices-The board reviewed, discussed and approved the following bid notices:
- Town of Lyme mowing
 - Town of Lyme plowing: municipal building driveways and parking lots
 - Lyme Center Academy Building & Police garage painting

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Bid notices will be sent out as soon as possible. With the result to be due in order to appropriately budget for these items in the 2016 budget.

14. Committee & Commissions:

- Building Committee: Jenks reported the list of projects completed in 2015 thus far.
New projects for 2016: Lyme Center Academy Building is in need of painting, the nails are showing through the addition again, and there is some rotten window sills that need attention. The painting will be bid out in order for this committee to budget for this work. Cutting will have the rotten sills investigated. The old cement wheel chair ramp is deflecting rain and it is rotting the clap board on the east side on the building. It is the committees understanding that the Historians will be moving out of this building. If so there will be no need for this ramp. It should be removed in order to preserve the clap boards on the building. The generator issue at the Town Office was investigated further and the problem with getting water to this building during a power outage can be solved for an estimated amount of \$2,000-\$2,500 instead of installing a new generator. The Police garage still need painting, this will be bid out for budgeting purposes. Don Elder reported the lights on the flag pole on the Common are still not working. Given all these potential projects the committee is recommending \$12,500.00 be budgeted for the Town Building Capital Reserve Fund for 2016. The present balance is \$15,600.
- Conservation Commission: Smith reported to the commission the board is not in favor of an easement being purchased for the Town Forest. This would also have other costs associated with it for monitoring in the future. The board had previously stated they saw no need for this expense. This easement would need to have a vote at town meeting in order to take place. Dan O'Hara fire pond: the commission will support this request for a permit from DES. Some concerns over logging being done on River Road were noted by the commission.
- Coffee hour: MacKenzie reported a visit from a community member who is less than enthusiastic about how the roads have been taken care of in the past, noting he is very appreciative of the recent efforts by the road crew. MacKenzie asked Cutting to send the MS-1 to a community member who is investigating current use costs. A community member expressed frustration with the board's negative feelings concerning the possible placement of an easement on the Town Forest. This resident also described the condition of his dirt road and how pleased he is with recent maintenance efforts.
- Road Committee: River Road Slump was reviewed and discussed again. The probability of the town not being able to afford this fix and the road needing to be changed. Pricing of Pro-melt was discussed. Still working on what the cost to upgrade and maintain dirt roads will be and what will be included in this cost. The committee would like to have a figure for

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each road ready for town meeting. Greg Lange from the Budget Committee has offered his help with this project. MacKenzie noted she will need to amend some of the Roads Committee minutes to reflect the board minutes. They need to be consistent.

15. Ongoing:

- Insurance: Cutting is working on gathering the necessary information for the possible switch from Property Liability Insurance Company as of June 30th, 2016. This would need to be budgeted for in the proposed 2016 budget.
- It appears that there was a communication problem regarding the repairs to the GMC truck which was at Thomson's Garage for so long. Despite the board's vote to cap work exceeding \$1,000, according to Thomson the Road Agent authorized a higher amount which we are now obligated to pay despite the inability to use the truck. MacKenzie indicated that the board must authorize full payment to Thompson for the amount of the final invoice.
- Cutting noted the need for the employee 2016 wage amount in order to start the work on the personnel spreadsheets for budget consideration.
- The court date of September 28th, 2015 at 10:30AM will be posted as a Select Board meeting.
- Cutting reviewed the shredding event. This will become an expense item in the operational budget for 2015 to pay for this event.
- MacKenzie noted the need for the information from Willis Engineering for the Slump. She will contact them.
- Jenks reviewed the workshop for Town Clerks. Some procedural changes involving I.D.'s for voters. The state has provided cameras to all towns. If someone comes to vote without an I.D and they are not recognized by the authorized election officials, the person must allow a picture to be taken by the moderator or his designee. If they refuse the picture then they will not be allowed to vote. A tentative date for the first Primary is February 9th, 2016.

There being no further business at 11:25AM Smith moved to adjourn. Seconded by Jenks. Voted unanimously in favor.

Respectfully Submitted
Dina Cutting