

Town of Lyme
Select board
October 8th, 2015
8:00AM
Town Office/Police Station
Conference Room
Approved: October 15, 2015

Present at this meeting: Susan J. MacKenzie, Patricia G. Jenks and Charles J. Smith. Shaun J O'Keefe (Police Chief), David Robbins (Planning & Zoning), Patty Hudson & Beth Taylor (Library Trustee), Judith Russell (Library Director), Dina Cutting (Administrative Assistant) and Terry Bowen, Lyme Electric.

MacKenzie called the meeting to order at 8:00AM.

1. Jenks moved to approve the minutes of the October 1st, 2015 meeting. Seconded by MacKenzie. Corrections were offered. The minutes were approved unanimously with corrections noted.
2. Matters arising:
 - The Board reviewed the highway department supplies budget line. Recent office supplies purchased will be charged to this line.
3. New Business:
 - Problems with bank erosion were identified across the road from the Tullar farm. The board will request Robbins apply for an emergency permit to repair this area. The highway department can apply fabric and rip rap. There are 2 utility poles at this spot and they are both leaning appear ready to come down. Jenks will identify the pole number and communicate with the utility company.
4. Library: Hudson & Taylor reviewed the Library budget. Total increase of 3% without the new benefits numbers. The Library Trustees have done a salary & benefits study. The Librarians salary is low. The Trustees plan to increase this over a number of years in order to avoid a onetime increase. The library benefits were in line with the rest of the state. The elevator lift is broken and not repairable; the trustees have been investigating a replacement. The cost for this is estimated at \$30,000. The trustees and board discussed the Library Trustees responsibility for the building and the town of the grounds. The Library Trustees can bring a warrant article for the cost of this elevator to the Board and Budget Committee to be considered for Town meeting vote.
5. Lyme Electric: Terry Bowen informed the board of options and estimates for getting the water pump working in the event of no electricity. The electricity for the water pump in the town offices comes from the Pike House. The sense of the discussion was for the Town to have 1 generator that will operate all systems in the event of an emergency. MacKenzie moved to have Lyme Electric install a separate transfer switch that will run the water pump off the Town Office building generator and to have this done by December 1st, 2015. Seconded by Jenks. Motion voted unanimously in favor. The funds for this project will come from the Town Buildings Capital Reserve Fund.
6. The board reviewed the Emergency Management Grant for the update of the Hazardous Mitigation Plan. Having this plan in place and regularly updated is required to receive any FEMA funding. The town will be doing as much as possible to meet a \$2,000 "in

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kind” amount. This grant is for \$6,000 and is an 80% State pay and 20% town pay. This grant was approved in April 2015. The first meeting for this was Wednesday October 7th, 2015.

7. Department of Transportation (DOT) meeting to discuss the East Thetford Bridge will be October 22, 2015. Jenks will make sure Richard Jones is attending for the Town. If not one of the board members will attend.
8. Payroll Manifest was reviewed.
9. Pathways Engineering proposal for the South River Road: The board discussed the option of getting this project permitted and having the highway department install under-drains and culverts. The most immediate need is to have the culverts done and the bank stabilized. MacKenzie will develop a new RFP for this work. The focus and time frame has changed and will need to have Pathways come up with a proposal to meet this criterion.
10. River Road Slump: MacKenzie reviewed the information from 3 different engineers. It appears the recommendation from all 3 is to close this section of the road immediately. The Roads Committee recommended the board close this section with the following stipulations: A cement barricade on the north end and south end to block half of the road way, have ROAD CLOSED signs. This will leave emergency lanes in case of fire and ambulance needs. Followed was a lengthy discussion concerning safety of vehicular traffic, local residence being inconvenienced, posting the road as an emergency lane, and the condition of this section of the road. Chief O’Keefe noted his concern for safety of vehicular drivers, emergency vehicles and personnel going over this section. The engineers have deemed this section unstable. The soil analysis has led them to believe this should be closed entirely, effective immediately. The engineers stated it would take a specific set of circumstances to have this section fail but it is so severely undermined they felt this section was not safe enough to leave only with weight limited traffic. The board and Police Chief discussed the liability to the Town and the impact on the response of fire, police and ambulance. At this time the board entered in to a telephone conference with the town’s attorney, Steven Whitley of Mitchell Municipal Services PLC. After a lengthy discussion and review of the letter from the engineers it was Mr. Whitley’s recommendation to the board that this section of River Road be closed to all traffic. Based on this advice and that of the engineering professionals, MacKenize moved to close the “slump” section of River Road with jersey barriers across the entire road. Seconded by Jenks. Voted unanimously in favor. Chief O’Keefe will notify all emergency personnel and Hanover dispatch. Cutting will send an announcement on Listserve, Town web site and Valley News notifying of this decision to close the road to thru traffic. MacKenzie will write an announcement from the Board for the community.
11. At 10:09 Smith moved to enter non-public session under authority of RSA 91-A: 3 II (c). “Personnel”. Seconded by Jenks. Present for this non-public was MacKenzie, Jenks, Smith and Robbins.
12. At 10:35 the board moved into public session.

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13. At 10:40 Smith moved to enter non-public session under authority of RSA 91-A: 3 II (c). "Personnel". Seconded by Jenks. Present for this non-public was MacKenzie, Jenks, Smith and O'Keefe.
14. At 11:15 the board moved into public session.
15. At 11:15 MacKenzie moved to enter non-public in accordance with "hiring of personnel" Seconded by Jenks. Present for the non-public session was MacKenzie, Jenks, Smith and Cutting. The board reviewed the highway equipment operator candidates.
16. At 11:45 the board moved to public session having decided to offer the full time highway position to one of the candidates.
17. At 11:45 the board moved to enter non-public session in accordance with RSA 91-A: 3 II (c). "Personnel". Present for the non-public session was MacKenzie, Jenks, Smith and Cutting
18. At 11:55 the board moved to enter public session.
19. Committee & Commissions:
 - Coffee hour: Jenks reported community members came to express appreciation for Chief O'Keefe. Residents interested in adding on to a historical building asked about obtaining information to do the construction without compromising the historical integrity and possibly finding funding sources. They were referred to the Heritage Commission for information. A member of the Conservation Commission expressed concerns about the manner in which information was relayed to the Commission, implying the Select Board had made a decision with insufficient information. This commission member felt that much of the good being accomplished by a Select Board actually wanting to hear from the community is compromised by this type of exclusionary message. A local business owner suggested that when a town wide event happens, area (Lyme/Lyme Center) businesses be asked to participate. Successful businesses draw people to town. Happy people in town provide good cash flow and the ability for the business to sustain their location, therefore increasing tax revenue and income to the town.
 - Conservation Commission: Smith reported on the outdoor program at Big Rock, the Upper Valley Land Trust will be making a formal MOU with the school for this project. Again, the Town Forest being put into an easement was discussed. The Conservation Commission is debating having a public meeting on this topic.
 - Roads Committee: Mackenzie reported that the River Road Slump was discussed. The Committee advised to close River Road based on the conditions previously stated by the engineers. It has become clear to this committee because of lack of funding the roads can't yet be kept at the standard they are looking for.

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- Safety Committee meeting: Mackenzie reported there are no new reports of injury. School drop off is still a safety concern. The Committee will now go to the school board to discuss this issue.

20. There being no further business at 12:30 Smith moved to adjourn. Seconded by MacKenzie. Voted unanimously in favor.

Respectfully Submitted
Dina Cutting