

**Town of Lyman
Select Board Meeting Minutes
February 5th, 2018 – 6:00 p.m.**

Select Board member present: Jeffrey Demers, Chair; John Tibbetts, Vice-chair; William single, John Houy and David Dulong.

**6:00 p.m.- Executive Session per 1 M.R.S.A. § 405(6)(A) Personnel Matter
Motion made to come out of executive session at 6: 10 pm**

Public present: Wendell Smith, Nate Poissant, Don Herman and Maurice St. Clair.
Pledge of Allegiance

Item #1 – Special Offers/Presentations

a. Harriman Cousens School renovation update

Chris Carroll update the Board on the progress. There was a question regarding power to the building. There is a budget item for \$10,000.00 for electrical service for connection to the building. Contractor will conduct the work within the building then the Town will contact CMP regarding hooking it up from the pole to the building. There is three phase to the pole that will be used to connect the building. Bid process has started. He has not yet talked to the estimator figure starting April versus starting last Sept. guessing it would be 3% about \$45,000.00.

Ball field. Chris explained that the owners have the right to use the facilities for example the ball field. Jeffrey Demers added that he was going to request from the Board permission to contact he church to allow parking during the project. Also suggested the contractor ribbon off an area including fencing off the areas to protect the kids. William Single added that he and John have looked at the area and there is an area in front of the ballfield where the trees were all cleared. With a little bit of gravel and graded off will make a substantial parking area to stay away from the construction and to also talk to the church for overflow, teams to not interfere with church function. John Tibbetts added there is not any budgeted amount for stumping and gravel that, will do something there so it does not grow back brushy. David Dulong does not want the contractor to worry about people accessing through the building site-too much of a liability. Jeffrey Demers added that he would want them to put up some sort of 6- foot fencing. Chris Carroll also added that would probably use some sort of cyclone fencing. Jeff also suggested cutting a gate in the fence on the church side which would allow the kids to enter the field, dugouts etc. Problem would be games are Saturday and Sunday and the church also has services on Saturday and Sunday. William Single included that he has talked to little league about it and they are willing to adjust their schedule, so it would not interfere with the church. Jeff will contact the church. William suggested possible to run a fence down the left side of the field to the road and see if little league would stump and gravel for parking and that would keep everyone away from the work area.

IT Consultation. Chris reported that the electric department met with the town's IT company to set some goals. Will be following up. William Single added that there are 20 data drops in the current building and rule of thumb is to be doubled, possible for security cameras. Phone system also runs on data drops. Jeffrey Demers would like to see security cameras in the hallways to monitor who is coming and leaving entrances. William added to include data drops in the meeting room for future recordings of meetings along including outside security cameras. Board agreed to make sure there are panic buttons for employees.

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Internet. William Single reported that GWI will do the hookup from the pole in at a hookup cost of \$250.00.

Vault System. Donnegan Systems will be at the town hall on the 12th to look moving the vault system and Chris asked about expansion of the system. Jeff explained that would pour the concrete for the vault big enough for expansion, but no expansion now. John Houy included that will keep what is there now but can expand later. Chris reported that Donnegan Systems will handle the moving of the system.

Elevator. Chris reported that it will require three phase power and will be serviced and inspected once a year.

Generator. Chris informed the Board that he has not received the information on how much the generator will hold but will run what is required. Will get back with information on total load of the generator will be including if it would run three phase.

Basement floor. Chris does not know much about the perimeter drainage system. One thought was to put in an interior French drain. It is within the specs to remove the floor tile, patch and paint. Still a mystery on how the water came into the basement. Discussion was held regarding the sheetrock walls. Chris will have to check to see if the walls should go to the floor.

The bid process allows 60 days for the Select Board to accept bid. Substantial construction days will be to 11/1 but will know when the contract is awarded. David Dulong felt should be a number of days and not an end date. Chris will look back into the bid and will get back to the Board with information. Will be printing the plans on Friday, two complete sets will be sent to the Town. Discussion was held if award set of plans or award bid specs. Chris explained would sent out addenda and does not have award set.

Nate Poissant request from the Board if he could ask a couple of questions from himself and Brad Nikel. Board allowed the questions.

Is a permit required for dumping storm water runoff onto the state right of way? Because you are going to collect it in catch basins and comes right into the culver, then does it cross underneath the abutters driveway, right into the brook. So, he has concerns a permit was needed to handle that or an alternative system to handle the runoff. Chris reported no permit is required from D.E.P.

Turnaround on frontside, there is no provisional to be able to move that or replace it, seems it might be an omission. Chris explained last time met with the Board, an alternate to cove the finish coat of all the pavement. Jeff Demers added the whole area will be based coat which is ok for one year or will have to budget enough money to surface it. David Dulong also added, want to put in the ducts to the sign before surface paving. William Single suggested installing one extra duct.

Lights. Nate explained that Brad wanted to add this. Placement of the lights in parking lot might cause some night light pollution to abutter and neighbors. Know one neighbor is all ready concerned with the trees being cut down. The lights should be placed close to the building, facing the building which would allow light to dissipate further that the parking lot itself. Chris explained that with going through the Planning Board approval, brought in and distributed information on the lights and the Planning Board approved.

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John Houy added looking at putting buffer along the property line. Don Hernan, Planning Board member explained that the Board is finish and does remember a handout at the meeting for the lighting, the Planning Board was satisfied. Chris will forward to the Board what was presented to the Planning Board.

Is there a reason why the propane tanks are not in the ground-is that because of costs-makes sense to put them underground? Chris explained that if you put them underground have to pay for them as an additional cost. David Dulong added the responsibility of company to maintain tank rather than purchase. Nate informed the Board that Champagne is the propane dealer the town uses. Don Hernan spoke about owning the tanks. As a resident owning can save .20 cents a gallon and can use different suppliers. Chris added that there will be 2-1000-gallon tanks about ground used for heating domestic hot water only. William Single will investigate burying vs above ground tanks. Chris will ask the engineers who must spec it out the cost to purchase and buried. The building will be heated via electric VRF. Board agrees to leave as it.

Nate asked about the fire escape on the back of the building if it is being reconstructed. Chris responded yes.

Nate also asked about the location of the 2nd well that is illusive. Chris explained that it looks like it is behind the building and across the drive way. The water to the building will come from the two artesian wells out back which is one for the ball field and the other for the building. Wendell Smith reported that there is dug well there but can't tell if being used. Chris told the Board that as a side note, the contractor is to verify the well and allowance if needed.

b. Treasurer Lisa Vargas re: Budget

Lisa came before the Board for budget update. There are budget items that the Board will need to provide amounts for the upcoming fiscal year. Budget items include:

1. Personnel - % Increase?
2. Operating – Need to estimate costs for Cousens operating with Fall-Winter 2018 move in date.
3. Safety and Security
4. Contingency
5. Maintenance
 - a. Plowing/Sanding
 - b. Building Repairs and Maintenance
6. Insurances
7. Reserve Accounts
8. Cousens School – are we integrating this fully into Operating?
9. Social Services
10. Bunganut Park Improvement
11. Mowing and Grounds Maintenance

The Budget Committee would like to meet with you all on 2/15/18 for the above items and on 2/22/18 joint with Dayton Boards, Committees and Fire Commission for the GMFR budget. Board would like to hold a couple of workshops prior to meeting. Discussion of dates was held. Board will conduct a workshop on Feb. 15th at 6 pm; meet on the schedule 2/22 budget meeting with GMFR and meet with the budget committee on 3/8 at 6:30 pm.

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John Tibbetts added that Pike Logging will give a hard number on how much more cutting will be done at Bunganut. Jeffrey Demers added that the Board also needs to know where going with Bunganut for improvements. John Tibbetts included will need to vote on a budget for the compost sight. John Houy asked about the funding formula for the Fire Dept. Lisa responded that the funding formula will stay the same, both Boards must approve the formula, so the current 70/30 will be used for budgeting. Information on the website, after Ralph Obrien from Reddawg, his suggestion was to stay with TEBO for website. His company will host the website. Lisa will get information to the Board if should stay with TEBO or go with Reddawg.

Board asked Lisa if she was ok with the updated credit card policy and she told the Board that she was.

Item #2- Hearing of Delegations / Public input

a. Public input - *Public in attendance will have up to 5 minutes to address Board*

Don Hernan spoke regarding the spec sheet for a truck that the Fire Chief is interested in as the Chief could not be at the meeting as he is in a training class. This truck is like what he would like to get to replace Ladder 82. Jeffrey Demers asked if he is looking for an article for town meeting requesting the townspeople authorize the fire chief to spend up to but not exceed \$125,000.00 to purchase a fire truck. Don, yes if the wording on the truck account can get released by the Select Board. John Tibbetts asked if the truck would be for a truck, would it go towards refurbished. Don added that they would like to sell the ladder truck. Worth what someone will pay for it. Discussion was held regarding wording of articles. Don also asked if anymore joint meetings have been set with Dayton regarding the interlocal and personnel policy. John Tibbetts reported that there have been no meetings set. Don also asked about the PSAP on the agenda and wanted to know if there was a problem. Jeffrey Demers suggested bringing that forward on the agenda.

PSAP agreement. Jeffrey Demers asked if Board members had read the agreement. There is an increase. Discuss was held if PSAP is part of the Fire Dept. budget. John Houy reported it is under professional fees.

Wendell Smith: Motion detector on the salt shed light is not working. His suggestion is to put on a switch and have a spot light located on left corner over the loading dock they can switch it on and off as needed. Also, on Desert Brook there is a parking problem during snow storms on that little short cut road. A contractor at the end allows his help to park their cars in the road. Park 4 or 5 vehicles along that little short cut road. Maurice St. Clair will contact him to let him know the vehicles out of the road, can take the contractor vehicles out and move personal cars in their place to get them off the road.

b. Mail

c. Time off requests-All Requests were approved.

d. Complaints received.

Jeffrey Demers has talked to Town Clerk, Polly Weiss regarding damage to an individual vehicle. Person also came in with a complaint. Maurice St. Clair stated that the town's insurance company was not going to honor it.

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Item #3-minutes

- a. Approve minutes of January 16th, 2018 meeting.
John Tibbetts made the motion to approve the minutes of the January 16th, 2018 meeting; motion seconded by John Houy. Motion carried 5-0-0.

Item #4 - Sign Warrants-

- a. Payroll warrant #60 in the amount of \$16,808.45.
Motion by John Tibbetts to approve payroll warrant #60 in the amount of \$16,808.45; motion seconded by John Houy. Motion carried 5-0-0.
- b. Payable warrant #63 in the amount of \$825,207.15.
Motion by John Tibbetts to approve payable warrant #63 in the amount of \$825,207.15; motion seconded by John Houy. Discussion. Pike Industries invoice was higher than was agreed upon. Maurice St. Clair is okay with the extra \$20,000.00 and explained that Pike paved a little further than the agreed upon length and is planning on finishing the road that the extra was paved on. Board did not feel that is the Original motion carried 5-0-0.

Item #5 - Unfinished Business

- a. **ecoMaine Stipend**
Jeffrey Demers reported that he has not heard back from the attorney and will follow up with him this week.
- b. **Credit Card Policy**
Motion by John Tibbetts to approve the Credit Card Policy; motion seconded by David Dulong. Motion carries 5-0-0.

Item #6- Dept. and Committee Reports

- a. Animal Control Officer- No report
- b. Assessor- Report submitted and attached
Motion by John Tibbetts for Assessor Alex Konczal to continue working on the town line where Hollis, Lyman and Waterboro on Deering Ridge Road; motion seconded by David Dulong. Motion carries 5-0-0.
- c. CEO/Building Insp.- Report submitted and attached
- d. Comp. Plan – No report
John Tibbetts reported that the plan is done and what the committee needs is input from the Select Board. Had it tentatively for the last workshop and did not review it. Jeffrey Demers suggested holding a workshop prior to the budget workshop on the 15th take 20 minutes to talk it over and if more time is needed will have another workshop. Board will
- e. Cousens School Update- to be given at meeting
- f. ECO Maine- To be given at meeting
John Tibbetts reported that Bob Randall has been attending meetings on his own. He has not given any updates.
- g. Parks & Recreation-Report submitted and attached.
- h. Planning Board-No report.
- i. Road Commissioner-To be given at meeting.
Maurice St. Clair told the Board that there was nothing to report.

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Item #7– New Business

a. 911 PSAP Contract

Motion by John Tibbetts to approve the 911 PSAP Contract; motion seconded by John Houy.
Motion carried 5-0-0.

b. The Bike MS Great Maine Getaway, August 11 & 12, 2018 re: memo from Fire Chief

Tabled to next meeting with Fire Chief.

c. Notice to abutter re: access to town owned property

John Tibbetts explained that this was part of the forestry plan for the Town. This pertains to access to town owned land.

d. Solid waste hauling bid

Maurice St. Clair told the Board that he did not see any changes in the hauling bid from the previous bid.

e. Sweeping bid

Board agrees to go out to bid also to follow up with the road stripping.

f. Metal hauling contract

Maurice St. Clair is satisfied with Berwick Iron & Metal Recycling. Currently pay \$9.00 per ton to the town and does not charge for hauling also they supply the dumpster. Maurice will contact them to negotiate another contract.

Other business:

Jeffrey Demers reported that he will be meeting with Dayton Select Board member Jarrod Harriman.

Don Hernan sent out the evaluation for the chief for the Board to fill out and submit back to the commission.

Spirit of America award submittal. None submitted.

Correspondence from Northern Research Station proposal for a Blanding's Turtle Habitat Creation Project on the Massabesic Experimental Forest.

William Single discussed with the Board what direction to go with regarding computers. Finding equipment is mostly out dated. Newest equipment was old the day it was bought. Can't buy old technology and expect it to last 3 to 5 years. Can do minimal fixes under \$500.00 upgrade to get 1 year. Jeffrey Demers hoping that do not have to touch the \$60,000.00, need to have a plan with a priority list. William Single server needs to be replaced first. David Dulong asked if should look at phasing. William Single added that he does not want to touch any funds that is going to Cousens's but has talked to Lisa about the computer reserve account which has about \$15,000.00. Jeffrey Demers suggested getting a new server, getting it, all set up and put all the hubs to it. John Houy does not want to put a band aid on the problem. William Single current technology was outdated when it was bought and feels would be better to get all the bugs out before the move. With new server it would be set up to just plug in when moved. Suggested a plan, for instance replacing a couple of pc's a year. Jeffrey Demers recommended a price for a new server and get a new 5 to 7-year plan and maybe put in this year's budget. Discussion was held on a fire wall. William Single will get a price together. Also asked if he could get a municipal account through Dell for

government services pricing. Jeffrey Demers would like to see the pricing.

Adjourn:

Motion to adjourn was made at

*Note: *Minutes may not be verbatim; they may have been paraphrased for clarity.*

Jeffrey Demers; Chair

John Tibbetts, Vice-Chair

John Houy

David Dulong

William Single

I, Nancy Brandt, Clerk to the Select Board of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of six (6) pages are the original minutes of the Select Board Meeting of February 5th, 2018. _____ Nancy Brandt 2/5/2018

Approved