

**Town of Lyman
Select Board Meeting Minutes
April 16th, 2019 – 6:00 p.m.
Lyman Town Hall**

Select Board present: John Tibbetts, Chair; David Dulong, Vice-chair, William Single, Thomas Guillemette. Ralph Blackington was absent.

Others present: John Houy, Brad and Marie Nikel, Charles Gregory, Wendell Smith and Road Commissioner Maurice St. Clair.

John Tibbetts gave a thank you to the sod company for donating the sod for the damage to Bernier Field. Thomas Guillemette added that he personally has thanked them for the donation.

Pledge of Allegiance

Item #1 – Special Offers/Presentations

Item #2- Hearing of Delegations / Public input

- a. Public input - *Public in attendance will have up to 5 minutes to address Board*
Marie Nikel asked the Board for funds to dig up and replant the monument. Brad Nikel has offered to trim up the tree. David Dulong asked how much she was looking for, and Marie responded \$150.00. Motion by David Dulong to allow Marie Nikel to spend \$150.00 on the monument area. Motion seconded by William Single. Motion carries 4-0-0. Marie is also interested in preparing a proposal for groups to take care of the Town properties, will have it for next budget and is willing to spear up the committee.
- b. Mail
- Planning Board approval for Princess Pines subdivision
 - Spectrum – Smart city benefits.
 - Main Stitching Specialties price list for flags.
 - Letter from Rep. Henry Ingwersen re: So. Waterboro Road safety issue at 221 So. Waterboro Road. MaineDOT will perform ditching work in the spring after everything has thawed out.
 - Memo from John Sylvester, Chair of the York county Budget Committee regarding a correction on previous receive memo. There is no vacancy in District 4 for an elected official. The three (3) year term for the Public Member is vacant in District 4. The caucus is on Wednesday, April 17th with attending municipal officials, will, by their vote, fill that position.
 - Memo from Charter Communications (Spectrum). Effective on or around May 13th Charter will launch Spectrum Originals on-demand on channel 2010.

David Dulong has questions regarding the Planning Board approval for Princess Pines subdivision and will meet with CEO/Land Use Planning Dir. Patti McKenna.

**Town of Lyman
Select Board Meeting Minutes
April 16th, 2019 – 6:00 p.m.
Lyman Town Hall**

Discussion was held regarding MaineDOT ditching work. Both sides of the road will be ditched and the cross culvert cleaned. At the time the drive way was installed, MaineDOT did not feel it was necessary to put a culvert in the driveway. Has been three years trying to have the problem fixed. The driveway is higher which causes a dam. A culvert may be needed. Wendell Smith added if not done correctly, charge them when the town must go out and sand/salt due to the ice on the road. He salted seven additional times this winter. Board agree to have the state do the work and if not correct will have them back.

- c. Complaints received
One complaint regarding the last snow storm plowing on one road. Road Commissioner Maurice St. Clair addressed the complaint.

Item #3-Minutes

- a. Approve minutes of the April 1st, 2019 meeting.
Motion by David Dulong to approve the minutes of the April 1st, 2019 meeting; motion seconded by Thomas Guillemette. Motion carries 4-0-0.

Item #4 - Sign Warrants-

- a. Payroll warrant #79 in the amount of \$14,009.75.
Motion by David Dulong to approve payroll warrant #79 in the amount of \$14,009.75; motion seconded by Thomas Guillemette. Motion carries 4-0-0.
- b. Payables warrant #82 in the amount of \$63,834.52.
Motion by David Dulong to approve payables warrant #82 in the amount of \$63,834.52; motion seconded by Thomas Guillemette. Motion carries 4-0-0.

Item #5 - Unfinished Business

- a. **Approve new amount from GMFR Ambulance Revenue for FY 2020.**
David Dulong explained GMFR budget is a 4% increase, new ambulance revenue amount is \$100,000.00. Motion by David Dulong to approve the amount for GMFR Ambulance Revenue of \$100,000.00 for the budget; Motion seconded by Thomas Guillemette. Motion carries 4-0-0.
- b. **Approve amount from Town surplus to offset taxes for FY 2020.**
David Dulong explained that originally the amount was \$500,000.00, both the Assessor and Treasurer went with \$600,000.00 but he recommends \$650,000.00. John Houy asked how much is in surplus, and David Dulong added over 3 million dollars, and should be around 2 million dollars. Motion by David Dulong to approve \$650,000.00 from Surplus for the budget; motion seconded by Thomas Guillemette. Motion carries 4-0-0.
- c. **Approve raise for Town employees for FY 2020.**
Raises were previously approved at a budget meeting. Motion by David Dulong to approve 2% increase for town employees in the budget; Thomas Guillemette seconded. Motion carries

4-0-0.

**Town of Lyman
Select Board Meeting Minutes
April 16th, 2019 – 6:00 p.m.
Lyman Town Hall**

d. Amend Town Personnel Policy Article 10-Paid Time Off paragraph 2: *Amendment in italic.*

The PTO days that employees accrue effective July 1, 2015 replace all existing vacation, sick time, and personal business days that employees have been allotted under prior policies. The vacation time, *sick time and personal business days* that employees accrued in the past will carry over, in excess of the PTO policy, ~~Employees will have one year to bring balanced into compliance with new policies.~~ Employees hired prior to January 2, 2013 will accrue time at the 6 years and beyond level.

David Dulong explained that when the Fire Dept. changed over to PTO time, all sick, vacation time was carried over. This would allow town employees to carry back to 2015 the time and put unused time back on for them. Motion by David Dulong to approve the amendment as presented; motion seconded by William Single. Motion carries 4-0-0.

a. Amend Town Personnel Policy Article 10 Specific Eligibility for Paid Time Off (PTO) to read: ~~amend strikethrough~~ *Amendment addition in italic*

Each employee may carry the equivalent of ~~two (2) weeks of normal~~ **225 hours** of accrued PTO into a new ~~calendar~~ **fiscal** year. Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time accrued when the current calendar year ends. PTO is subject to supervisory approval.

David Dulong explained that currently can carry two weeks into the next year. GMFR is allowed 480 hours and feels cap the amount for the Town employees at 225 hours. Brad Nikel asked if the amount could be carried over each year and David Dulong said it could be.

Discussion was held. Motion by David Dulong to approve amendment with a cap amount at 200 hours; motion seconded by Thomas Guillemette. Motion carries 4-0-0.

b. Amend Town Personnel Policy Article 9.1 Retirement Match Description: After probationary period the employee can enter into a match program up to 3% of the employee's salary. *As of 1 July 2019, the percentage is increased to 4%, which is increased by 1% per year until it reaches 6% on 1 July 2021.*

This has been discussed at a budget meeting. Motion by David Dulong to approve the amendment as presented. Motion seconded by Thomas Guillemette. Motion carries 4-0-0

c. Amend Town Personnel Policy Article 11.1 Hospital, Surgical and Major Medical Insurance: The Town participates in the Maine Municipal Employees Health Trust. The Town pays 100 % of the single-subscriber *and 70% of family subscriber* for eligible employees. **Also amend: Employees who have outside insurance must provide proof of health insurance to receive 50% of**

annual premium back to employee *for single subscriber only, not to be combined with family coverage.*

Motion to table until the next meeting for further information on family coverage.

**Town of Lyman
Select Board Meeting Minutes
April 16th, 2019 – 6:00 p.m.
Lyman Town Hall**

- d. Amend Town Personnel Policy Article 4.2. Part-time Employment:** An appointment to work less than a thirty (30) hour workweek, but on a continuing, indefinite and year-round basis. A person working less than thirty (30) hours a week on a year-round basis *is allowed to participate in the retirement match program*, however they are not entitled to any *other* benefits such as vacation, sick leave, etc.

Motion by David Dulong to table for legal review. Motion seconded by Thomas Guillemette. Motion carries 4-0-0.

Item #6- Dept. and Committee Reports

- a. Cemetery Committee- No report.
- b. Planning Board-report submitted.
- c. Tax Collector- No report.
- d. Town Clerk-. No report
- e. Treasurer-Report submitted.

Item #7- New Business

- a. **Set Public Hearing Date(s)**
 - 1) **Referendum Questions**
 - 2) **Discontinuance to section of Walker Road (land swap)**
 - 3) **Discontinuance of section of Lords Lane-from Lord's Bridge to property of the Town of Lyman**

Motion by David Dulong to set the public hearings for referendum questions, discontinuance to section of Walker Road (land swap) and discontinuance of section of Lords Lane-from Lord's Bridge to property of the Town of Lyman at 6:00 pm with regular meeting starting at 6:30 pm. Motion seconded by Thomas Guillemette. Motion carries 4-0-0.

- b. **Approve/discuss Town Meeting Warrant**

Motion by David Dulong to approve Town Meeting Warrant. Motion seconded by Thomas Guillemette. Motion carries 4-0-0.
- c. **Tax Title property auction.**

Discussion was held regarding a tax title property located at 276 Hill Road. Further information will be obtained from attorney attending a Select Board meeting.
- d. **Sign RSU #57 Warrant & Notice of Election Budget Validation Referendum for June 11th.**

Motion by David Dulong to sign the RSU #57 Warrant & Notice of Election Budget Validation Referendum for June 11th. Motion seconded by Thomas Guillemette. Motion carries 4-0-0.

Added:

Loggers at Bunganut. John Tibbetts explained that the loggers had cleared the landing and the town provided culverts, gravel. The cost was more than what the loggers had expected and would like to take \$2,000.00 out of proceeds to pay for the extra work done. Will pay now and not pull out of the pay for entire lot or can take it out now. Motion by David Dulong to take the costs out proceeds now. Motion seconded by Thomas Guillemette. Motion carries 4-0-0.

**Town of Lyman
Select Board Meeting Minutes
April 16th, 2019 – 6:00 p.m.
Lyman Town Hall**

Electric & irrigation at Bunganut Park. Thomas Guillemette asked if the lines were going to be underground. William Single was asked what would be needed and explained that the trench would have to be dug and lined with sand then conduit laid. Should be 2 to 3 ft deep. John Houy asked why not use the town back hoe and was explained, there is no operator and there would be wear and tear on the machine as it will be hard digging the trench. John Tibbetts asked William Single if he could get information, and he agreed should be in a week or so.

Masons; John Tibbetts has been contacted by the Masons and they would like to build picnic tables on April 19th at Bunganut Park. Looking at approximately \$1,000.00 for materials to build them. Transfer Station has a Home Depot card that could be used. William Single would like a material list then get the price of what would be needed. John Tibbetts also added that electricity would be need. John Tibbetts will ask what is needed for material.

Cemetery: Stephen Carpenteri who serves on the Cemetery Committee asked John Tibbetts if the land owned by the town on Old Kennebunk Road which has a cemetery located on it if there is any interest in expanding the cemetery. Currently the Board has no interest in pursuing a cemetery.

Hill Road: Maurice St. Clair informed the Board that he has a meeting with Jimmy Thyng in the morning and the work should be done next week and he will honor the quote from last year.

Sweeping roads: Maurice St. Clair explained that he had been contacted by Shoem on sweeping the town roads that they could do it then or would have to wait until end of May. Maurice told them to go ahead and sweep the roads, then there was and put back on the roads from the last storm.

Adjourn:

Motion to adjourn was made at 7:34 p.m.

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

John Tibbetts, Chair

David Dulong, Vice-chair

Thomas Guillemette

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 five (5) pages are the original minutes of the Select Board Meeting of April 16th, 2019. _____ Nancy Brandt

Approved