

**TOWN OF LYMAN BOARD OF SELECTMEN
REGULAR MEETING MINUTES
FEBRUARY 3, 2021 – 5:30 P.M.
LYMAN TOWN HALL**

Note: These are summary minutes. A recording of the meeting is on file at the Lyman Town Hall. Minutes are not verbatim. Minutes may be paraphrased for clarity. Minutes are draft until approved by the Board of Selectmen. Due to allowance of time, the items on the Agenda were addressed out of order.

SELECTMEN PRESENT: Chairman William Single, Vice-Chairman Ralph Blackington, John Tibbetts, Thomas Guillemette, and David Alves – via Zoom.

PLEDGE OF ALLEGIANCE

ITEM #1 **SPECIAL OFFERS / PRESENTATIONS**

a. EXECUTIVE SESSION

- **M.R.S.A. §405(6)(C) – Acquisition of real property**
- **M.R.S.A. §405(6)(A) – Personnel Matters**

A **MOTION** was made by John Tibbetts, seconded by Thomas Guillemette, to enter into Executive Session at 5:30 p.m. with regards to M.R.S.A. §405(6)(C) and M.R.S.A. §405(6)(A) and with Jeanette Lemay, Laurie Bosco, and Michelle Felicitti also in attendance. Motion passed 5-0-0.

A **MOTION** was made by John Tibbetts, seconded by Thomas Guillemette, to end Executive Session at 5:52 p.m. Motion passed 5-0-0.

ITEM #7 **NEW BUSINESS**

h. Disc./Possible Action re: Change June 7 Select Board Meeting Date to June 9

A **MOTION** was made by John Tibbetts, seconded by Ralph Blackington, to change the June 7th Selectmen's Meeting to June 9th. Motion passed 5-0-0.

i. Disc./Possible Action re: Setting Dates for Annual Town Meeting (6/8 & 6/11)

A **MOTION** was made John Tibbetts, seconded by Ralph Blackington, to have the Annual Town Meeting on June 8, 2021 and June 11, 2021 at 6:00 p.m. and to have the votes for the open Selectmen positions and Charter Revision Commission on June 8th. Motion passed 5-0-0.

ITEM #2 **HEARING OF DELEGATIONS / PUBLIC INPUT**

a. Public Input – Public in attendance will have up to 5 minutes to address the Board
None.

b. Mail

A silent review of the following list of mail contained in the meeting packet was done. There was no discussion.

<u>Dated</u>	<u>From</u>	<u>Subject</u>
1. 01/20/21	T. Irwin	2021 Tree Work
2. 01/22/21	T. Larned	Notice to J Demers re: hearing date
3. 01/25/21	C. VanDenBossche	Maine DOT's 3 yr. work plan
4. 01/26/21	J. Lemay	iWorQ feedback
5. 01/26/21	L. Bosco	iWorQ feedback
6. 01/26/21	P. McKenna	Notice of Violation/Enforce Order
7. 01/27/21	T. Larned	Notice of ZBA Public Hearing
8. 01/28/21	Planning Board	Proposed Zoning Change re: Commercial Design Standards

- c. **Complaints—(Old Falls Rd-1st, Hill Rd-REPEAT, Old Falls Rd-2nd, Kennebunk Pond)**
With regard to the complaints contained in the meeting packet, discussion was held regarding the request for law enforcement on Kennebunk Pond. David Alves reported he contacted Maine State Police regarding federal programs that may be available for Town of Lyman to apply for additional police detail during Summer hours of operation. He is awaiting their response. William Single reported the Kennebunk Pond Committee would like to partake in a Select Board Workshop to present the issues and the options for resolution thereof and to discuss the future course of action on matters to date.

ITEM #7

NEW BUSINESS

g. Disc./Possible Action re: iWorQ Cloud Software

Reference was made to the correspondence included in the meeting packet received (1) from J. Lemay and L. Bosco regarding town feedback on the iWorQ software program and (2) from L. Brooks (iWorQ Systems Sales Manager) containing the Proposal and Agreement. William Single reported the yearly cost for the modules we would use is \$10,000 and the implementation/set-up is a one-time fee of \$5,000. He explained if we move forward now, the program will be set up at no charge with the billing in July if it passes at Town Meeting. He noted there is no commitment required and the town would be under no obligation - if the Town votes no on the budget, the program gets turned off and there is no cost. Discussion was held regarding (1) what the software does - produces and tracks workorders entered by the public and/or town employees; (2) obtaining approval from the Town Attorney to move forward with this Agreement in this particular manner; (3) the employees who would be using the program (Laurie, Jeanette, Maurice, and Dave Riley); and (4) the many other functions the program is able to do - licensing, permits, and more. The following action was taken:

A **MOTION** was made by John Tibbetts, seconded by David Alves, to move forward with the iWorQ Agreement as discussed after obtaining (1) approval from legal counsel on the legalities of the Board voting on it and (2) input from people who will be using it. Motion passed 5-0-0.

ITEM #3 **MINUTES**

a. Accept Minutes – Regular Meeting dated January 19, 2021

A MOTION was made by John Tibbetts, seconded by Thomas Guillemette, to accept the minutes of the Regular Meeting dated January 19, 2021. Motion passed 5-0-0.

ITEM #4 **SIGN WARRANTS**

a. Payroll Warrant #32 in the amount of \$13,964.88

A MOTION was made by John Tibbetts, seconded by Thomas Guillemette, to approve Payroll Warrant #32 in the amount of \$13,964.88. Motion passed 5-0-0.

b. Payable Warrant #33 in the amount of \$534,347.49

A MOTION was made by Ralph Blackington, seconded by David Alves, to approve Payable Warrant #33 in the amount of \$534,347.49. Motion passed 5-0-0.

ITEM #5 **UNFINISHED BUSINESS**

a. Town Hall Expansion – Status Update

William Single announced two more people are still needed to serve on the Town Hall Expansion Committee with Brad Nikel. Selectman David Alves volunteered to participate. Thanks were extended.

b. Charter Commission – Status Update

William Single reported the vote to establish a Charter Commission has been set for June 8th and nomination papers will be available March 1st.

c. Disaster Debris Management – Town Properties 1/12/21 – Status Update

Discussion was held regarding use of the Davis Road property mentioned at last meeting as a potential site for debris management. It was decided John Tibbetts and Brad Nikel will go evaluate the parcel (with David Alves joining via FaceTime) to ensure suitability.

d. KRT Appraisal, LLC – Status Update

David Alves reported KRT Appraisal, LLC is looking for payment at this time of outstanding invoices and recommended the Select Board move forward in a timely fashion with any additional questions, requests, or concerns they may have. It was decided to review the itemized billings with the detail requested (once they are received) that pertain to the extra Assessor services rendered and, if in agreement, make payment; then move forward with the matter(s) regarding the revaluation project.

ITEM #6 **DEPARTMENT AND COMMITTEE REPORTS**

ITEM #7

NEW BUSINESS

a. Disc./Possible Action re: Awarding Proposal for Banking Services

Treasurer Jeanette Lemay reported five proposals were received and after her review with all questions/concerns all being addressed she found a lot of fees were being waived and the merchant card processing (which was tied to the previous banking agreement) will no longer be a requirement. She has begun researching the best option for the town for the merchant card processing. She recommended Biddeford Savings or Gorham Savings be awarded the banking contract due to the number of branches, proximity, access, and liked features.

David Alves asked if there was an Assistant Treasurer to step in if Jeanette Lemay was absent. It was stated at present Patti McKenna is the Deputy Treasurer and that Select Board Clerk Laurie Bosco will now get tied in (as it was formerly Nancy Brandt); also, one could also contact Angela in Dayton if need be.

A **MOTION** was made by John Tibbetts, seconded by Ralph Blackington, to award Lyman town banking to Biddeford Savings with the exception of merchant card services. Motion passed 5-0-0.

b. Disc./Possible Action re: Timesheets for Stipend Employees – MDOL ruling EPL

Treasurer Jeanette Lemay explained the State of Maine has adopted Earned Paid Leave for all employees equating to 1 hour earned for every 40 hours worked and that she sent out an e-mail that all stipend position employees will need to complete a time sheet for bookkeeping purposes. Discussion followed regarding the Trio Software's successful accommodation and handling of this task and how it could work for the Fire Chief's Office if they chose to utilize it.

j. Disc./Possible Action re: Employees Clocking In/Out For Lunch Breaks

Treasurer Jeanette Lemay reported she and William Single have discussed past occurrences when the Department of Labor have told businesses the employees have to clock in and out for lunch breaks to show a break was taken. William Single added that if it is not documented, the town can be fined.

c. Disc./Possible Action re: Setting Date for next Budget Meeting Workshop

The next Budget Workshop was scheduled for Tuesday, February 9, 2021 at 6:00 p.m. at Town Hall.

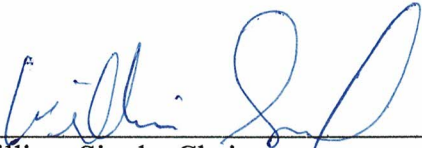
d. Disc./Possible Action re: Job Descriptions

This item was moved to the next Agenda.

- e. **Disc./Possible Action re: Authorization Request for legal action - 12 Basswood St**
This item was moved to the next Agenda.
- f. **Disc./Possible Action re: Requesting Public Hearing - Rt 202 Highway Preservation Project**
This item was moved to the next Agenda.
- k. **Disc. re: Request for Presentation-Kennebunk River Watershed Mgmt. Plan**
This item was moved to the next Agenda.
- l. **Disc. re: 2022 Annual Town Meeting Date**
This item was moved to the next Agenda.
- m. **Disc. re: Town Report dedication**
This item was moved to the next Agenda.

ADJOURN

A **MOTION** was made by John Tibbetts, seconded by Thomas Guillemette, to adjourn the meeting at 6:40 p.m. Motion passed 5-0-0.



William Single, Chairman



Ralph Blackington, Vice-Chairman



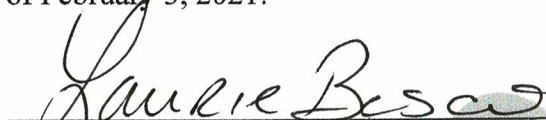
John Tibbetts



Thomas A. Guillemette

David Alves

I, Laurie Bosco, 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 February 3, 2021.


Laurie Bosco

APPROVED