

**TOWN OF LYMAN BOARD OF SELECTMEN  
REGULAR MEETING MINUTES  
MARCH 1, 2021 – 6:00 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.*

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

**PLEDGE OF ALLEGIANCE**

The meeting was called to order at 6:00 p.m. with the Pledge of Allegiance. Attendance was taken; a quorum was present.

**ITEM #1**      **SPECIAL OFFERS / PRESENTATIONS**

**a. Presentation of Kennebunk River Watershed Management Plan**

Project Manager Mindee Goodrum of York County Soil & Water Conservation District presented the Kennebunk River Watershed Management Plan which included project background, water quality and survey data, action plan and measurable milestones, and the potential restoration projects (S Waterboro Rd culverts, Poor Farm Rd culvert, Kennebunk Pond Rd ditch and culvert, Davis Rd ditch and shoulder, and Lords La shoulder).

**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 review was performed of the following correspondence received:

	<b><u>Dated</u></b>	<b><u>From</u></b>	<b><u>RE:</u></b>
1.	02/03/21	Planning Board	Notice of Decision – Hill View Mini Barns 1520 Alfred Road
2.	02/05/21	P. McKenna	Notice - 251 Middle Road
3.	02/10/21	Ben Harris	Change in ordinances for public safety
4.	02/10/21	Planning Board	Select Board Directives
5.	02/12/21	P. McKenna	Change in ordinances for public safety
6.	02/12/21	P. McKenna	Change in ordinances for public safety (fire sprinkler requirements)
7.	02/12/21	P. McKenna	Change in ordinances for public safety (Impact Fees)
8.	02/12/21	P. Coughlan, DOT	Local Road News
9.	02/24/21	P. McKenna	Home Occupation Permit

**c. Complaints – (In person discussion w/J. Pendergast re: Old Falls Rd)**

Community Manager/Maintenance Supervisor Jody Pendergast of Keywood Manor was not present as planned. A resident of Keywood Manor was in attendance to request a streetlight be installed at the end of Candlewood Drive. It was decided he would contact Mr. Pendergast directly.

**ITEM #3**      **MINUTES**

a. **Accept Minutes – Regular Meeting dated February 16, 2021**

A MOTION was made by John Tibbetts, seconded by Ralph Blackington, to accept the minutes of the Regular Meeting dated February 16, 2021. Motion passed 5-0-0.

**ITEM #4**      **SIGN WARRANTS**

a. **Payroll Warrant #37 in the amount of \$13,787.35**

A MOTION was made by John Tibbetts, seconded by Ralph Blackington, to approve Payroll Warrant #37 in the amount of \$13,787.35. Motion passed 5-0-0.

b. **Payable Warrant #38 in the amount of \$623,280.22**

A MOTION was made by Ralph Blackington, seconded by John Tibbetts, to approve Payable Warrant #38 in the amount of \$623,280.22. Motion passed 5-0-0.

**ITEM #5**      **UNFINISHED BUSINESS**

a. **DOT Flashing Beacons – Status Update**

The Select Board is currently awaiting response from the State Department of Transportation on the application submitted to acquire two flashing beacons.

b. **Corporate Resolution to Open and Manage Investment Accounts**

William Single explained this Resolution allows an individual to sign instead of the entire Select Board and it is the same form used over the past twenty years requiring only one signature, not two – as was questioned at the last meeting.

A MOTION was made by John Tibbetts, seconded by Thomas Guillemette, to continue with the practice and accept the Corporate Resolution. Motion passed 5-0-0.

c. **Town Report Dedication**

This item was placed on the next Agenda.

**ITEM #6**      **DEPARTMENT AND COMMITTEE REPORTS**

**ITEM #7**      **NEW BUSINESS**

a. **Proposed Zoning Change – Commercial Design Standards**

Code Enforcement Officer Patti McKenna explained the proposal to adopt commercial design standards stating the Town currently has no standards to operate by. It was determined the proposed change was both simple and practical. This item will be placed on a future Agenda for approval after a Public Hearing is held.

b. **Proposed Shoreland Zoning Change – Docks**

Code Enforcement Officer Patti McKenna explained that the Town's current Ordinance does not have a definition for the term "dock" and this proposal removes all question and makes it easier for her to define the term "dock" when the definition itself is contained in a town ordinance. She explained the proposal also provides owners with more information relating to rights to put a dock on a right of way. Discussion followed regarding size allowed, number allowed, and the existence of grandfathered docks. This item will be placed on a future Agenda for approval after a Public Hearing is held.

**c. CEO & Treasurer & Road Commissioner – Accept Proposed Job Descriptions**

It was noted these employees have reviewed the proposed job descriptions. The following action was taken:

A **MOTION** was made by John Tibbetts, seconded by Thomas Guillemette, to accept the Code Enforcement Officer/Land Use Director, Municipal Treasurer, and Road Commissioner job descriptions. Motion passed 5-0-0.

**d. Transfer Station Signs – Approval to purchase**

The four proposed signs for posting at the Transfer Station were reviewed. William Single asked that a fifth sign relating to being closed due to inclement weather also be considered. Discussion was held regarding the sign material, content, purpose, intent, locations for posting, and manner of posting. It was decided to hold off on any action until the next meeting.

**e. Committee Member Appointment – B. Grenier, Kennebunk Pond Committee**

William Single stated Bridget Grenier resides in the area of Kennebunk Pond and has expressed the desire to be a part of the Committee's work as her neighborhood gets the trickledown effect of what happens at the beach, especially when it comes to a shortage in parking.

A **MOTION** was made by Thomas Guillemette, seconded by John Tibbetts, to appoint Bridget Grenier to the Kennebunk Pond Committee. Motion passed 5-0-0.

**ITEM #8**

**EXECUTIVE SESSION**

A **MOTION** was made by John Tibbetts, seconded by Thomas Guillemette, to enter into Executive Session at 6:50 p.m. with regard to M.R.S.A. §405(6)(A) Personnel Matters and M.R.S.A. §405(6)(G) Discussion of Examination Results to include Laurie Bosco and Michelle Felicitti in attendance. Motion passed 5-0-0.

A **MOTION** was made by John Tibbetts, seconded by Ralph Blackington, to end Executive Session and enter back into Regular Session at 7:20 p.m. Motion passed 5-0-0.

**a. M.R.S.A. § 405(6)(A) Personnel Matters**

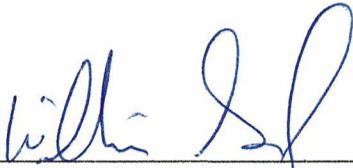
A **MOTION** was made by John Tibbetts, seconded by Thomas Guillemette, to take the Hiring Committee's recommendation and offer their top candidates the Part-Time Clerk and Tax Assessor jobs. Motion passed 5-0-0.

A **MOTION** was made by John Tibbetts, seconded by Thomas Guillemette, to promote town employee David Riley to Second In Command and give him more responsibility at the Transfer Station. Motion passed 5-0-0.

**b. M.R.S.A. § 405(6)(G) Discussion of Examination Results**

**ADJOURN**

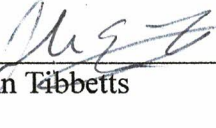
A **MOTION** was made by Ralph Blackington, seconded by Thomas Guillemette, to adjourn the meeting at 7:22 p.m. Motion passed 5-0-0.



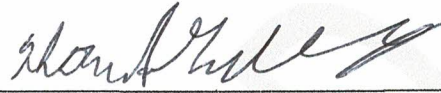
William Single, Chairman



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 three (3) pages are the original minutes of the Select Board Meeting of March 1, 2021.



Laurie Bosco

APPROVED