

**TOWN OF LYMAN
BOARD OF SELECTMEN SPECIAL MEETING
MONDAY, JUNE 28, 2021 – 6:00 P.M.
LYMAN TOWN HALL – 11 SO. WATERBORO ROAD**

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.

MEMBERS PRESENT: Chairman William Single, Vice-Chairman Ralph Blackington, John Tibbetts, David Alves, and Thomas Hatch.

MEMBERS ABSENT: No one.

ALSO PRESENT: Treasurer Jeanette Lemay.

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

(1) Assistant Assessor Employment Agreement

Discussion was held regarding hiring for this position simply in accordance to the current town personnel policy, or accepting the agreement as modified by the town attorney. The following action was taken:

A **MOTION** was made by David Alves, seconded by Ralph Blackington, to accept the agreement and move forward with hiring for the position in accordance with the agreement as modified. Motion passed 5-0-0.

(2) TRIO Software Program – Manager of Operations of Town Hall Program

Discussion was held wherein it was noted the glitch with the program has not yet been fixed and that there was no estimation given by the company as to how long it will take to get fixed.

Discussion followed regarding managing the software. Treasurer Jeanette Lemay indicated she did not see a problem doing this as long as the Board let the other staff know that she will be doing it. The following action was taken:

A **MOTION** was made by John Tibbetts, seconded by Ralph Blackington, that Treasurer Jeanette Lemay is to be the manager of TRIO software. Motion passed 5-0-0.

(3) TRIO Web Software – Manager of Operations of Town Hall Program

Discussion was held regarding managing the implementation of the TRIO Web software. William Single stated the best staff member for this is the Treasurer,

along assistance provided by I/T. Jeanette Lemay indicated she did not have a problem doing this so long as the Board let the other staff know that she will be doing it. The following action was taken:

A **MOTION** was made by John Tibbetts, seconded by Thomas Hatch, that Treasurer Jeanette Lemay is to be the manager of the TRIO web software. Motion passed 5-0-0.

- (4) **TRIO Software – June 30th Roll Over needed on Town Hall Program**
Discussion was held wherein it was confirmed that this is the “year-end rollover” when the system is backed up and rolled over into the new year. Jeanette Lemay stated she and the Tax Collector have bounced this duty back and forth when it came to revisions and things like that. She added that she will make sure this duty is performed so long as the Board let the other staff know that she will be doing it. The following actions were taken:

A **MOTION** was made by John Tibbetts, seconded by Thomas Hatch, that the Treasurer will oversee the June 30 rollover for the Town Hall program. Motion passed 5-0-0.

A **MOTION** was made by John Tibbetts, seconded by Ralph Blackington, that the Board Chairman will send out communication to the rest of the staff so they are all 100% on board with Jeanette Lemay managing this. Motion passed 5-0-0.

- (5) **System 4 Award Management (SAM) – re: How grant monies are forwarded to/received by Lyman – Registration Expiring – Renewal Required ASAP**
Jeanette Lemay provided an explanation of how this system works relative to the federal grant monies and noted someone needs to be in charge of it. She stated that she was not volunteering to be the one but she will do it so long as the Board notifies the other staff. The following action was taken:

A **MOTION** was made by John Tibbetts, seconded by Thomas Hatch, to ask the Treasurer to take care of the System 4 Award Management regarding how grant monies are forwarded to/received by the Town of Lyman – registration expiring – renewal required asap. Motion passed 5-0-0.

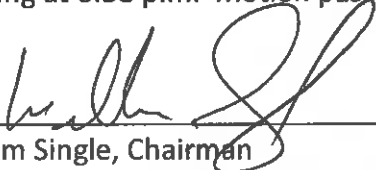
- (6) **Town Meeting Approved Budget Cuts**
Discussion was held regarding where the town stands with the budget cuts made and what the options were moving forward. Moving funds to their appropriate and respective lines was mentioned while exercising care in consideration of the

audit. The suggestion was made to call a Special Town Meeting with a Public Hearing held prior thereto in order to better explain the situations and plans of action.

John Tibbetts reported a shortfall issue with the Fire Department Budget due to workers compensation billing by calendar year and the budget running fiscal year; that the department faced a six-month period of unknown inflated costs. He explained the significance was that the overall increase of just above 3% in the budget, became an increase of 7%.

Discussion followed regarding using additional surplus and excise funds to offset any increase in the tax rate and any effect doing so would have on the available funds needed to meet payment obligations (estimated at \$2.017 million during the first quarter of the budget year – July, August, and September). It was noted any other projects such as roads was not included in the estimate and that should the town's surplus get over-run, the town would have to borrow money. It was decided to gather all financial data, to include historical data, for review and determination at a future meeting.

A **MOTION** was made by David Alves, seconded by John Tibbetts, to adjourn the meeting at 6:38 p.m. Motion passed 5-0-0.



William Single, Chairman

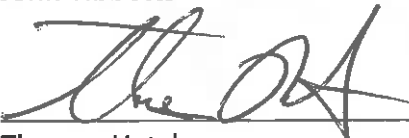


Ralph Blackington, Vice-Chairman

John Tibbetts

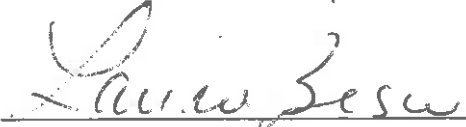


David Alves



Thomas Hatch

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 Board of Selectmen Special Meeting dated June 28, 2021.



Laurie Bosco