

Serving the Municipalities of Southwestern Maine For Over 50 years

December 30, 2021

William Single Board of Selectman Chairman Town of Lyman 11 South Waterboro Road Lyman, ME 04002

Dear Bill:

The Southern Maine Planning and Development Commission (SMPDC) would like to thank you for your dues payment last year. Your dues payments are the means for SMPDC to provide quality services to your community at an affordable cost, match our state and federal contracts, provide access to federal and state grant programs and work on issues of regional concern. They are the foundation for the technical assistance that we are able to provide to all the cities and municipalities in the region.

The attached page highlights the benefits that all communities are eligible to receive through the payments of dues. To see some of the work we have undertaken in your community, please click on your town on the map on our website at www.smpdc.org. Your town may also participate in our cooperative purchasing program. If so, your town saved \$20,827.00 through that participation over the last year. In many cases, the savings in cooperative purchasing savings alone exceed the amount of dues requested.

The value of these services are also greatly increased when one considers the state and federal dollars we have brought into the region through the writing of grants and assisting other non-profits and towns. For instance in the last year alone, SMPDC assisted in distributing 40 million dollars in state grants funds to businesses throughout the region; received a \$150k grant to study sea level rise in the region, received a \$220,000 grant to develop strategies to mitigate traffic impacts of the Naval Shipyard; and provided support to many communities on the impacts of climate change on their infrastructure. Our work on Brownfields redevelopment and through our new 1.4 million dollar EDA Revolving Loan program throughout the region has leveraged over 100 million dollars in private investment, created over 500 jobs and 350 units of new and affordable housing. It is important to note that while some of these projects may take place in a certain community or communities, they benefit our entire region and far surpass the amount of money we request in dues. Furthermore, with our federal Economic Development District status, we can provide additional funds and project money to support economic development activities in the region.

SMPDC is requesting a modest 3% increase in dues this year to account for rising costs with running the organization (such as health insurance, cost of living, rent, etc.). This is the first increase in 2 years. Based on population and number of communities, our dues structure is still far less than other similar regional planning agencies across the state. These dues are for the upcoming fiscal year beginning on July 1, 2022.

Your dues amount for 2022-2023 will be \$ 1,817.00. This amount is based on a method that accounts for both valuation and population of the community. Please feel free to give me a call (571-7065) to discuss these services and how your dues money is used.

We are grateful for your continued support.

Sincerely,

Paul Schumacher, Executive Director

Benefits to All Communities

- Run a cooperative purchasing program for the region. SMPDC towns saved an estimated \$545,000 through participation in the Copy Paper and Road Salt bids alone in 2020/2021.
- Provide the needed match requirements for the former State Planning Office, federal Economic Development Administration (EDA) and DOT programs. In effect, for every dollar of dues we can leverage an additional two dollars.
- Provide free workshops, newsletters, technical memorandum, census updates, legislative updates and other educational resources to all communities, as well as immediate technical assistance on municipal land use, transportation and economic development issues. We also have the ability to provide traffic counts upon request and road service management programming.
- > Community Development Block Grant, EDA and other grant writing services to your community.
- Provided 2 million dollars in low cost loans to area businesses. Provide 300,000 dollars to low and moderate income business owners.
- > The dues allow us to keep our overhead rate low, and thus our hourly billing rate at a reasonable level for any larger projects we work on for your municipality.
- The ability to work on county wide initiatives that may not be funded, such as assisting the County EMA, developing regional climate change initiatives, developing new county transportation options, and developing grant proposals of a county wide nature.
- > Operate a Revolving Loan Fund Program which has provided over 3.5 million dollars in environmental clean-up activities ultimately resulting in new housing, business development and stronger downtowns.
- Provide a quarterly newsletter.
- > Provide demographic information for all communities.

Selectmen Board Clerk

From:

Town Clerk

Sent:

Tuesday, January 4, 2022 3:59 PM

To:

Selectmen Board Clerk

Subject:

FW: Pavement Management Inquiry

Attachments:

GP_Pavement Management.pdf

Follow Up Flag:

Follow up

Flag Status:

Flagged

From: Owen Chaplin <ochaplin@gorrillpalmer.com>

Sent: Tuesday, January 4, 2022 1:59 PM
To: Town Clerk <townclerk@lyman-me.gov>
Subject: Pavement Management Inquiry

Good Afternoon.

My name is Owen and I'm a Project Manager for Gorrill Palmer. I was reviewing the Town's annual budget report and noticed a significant amount of dollars are invested in the Town's road network for reconstruction, maintenance, and other preservation type methods. This is great to see as public roads are often the most costly asset to a municipality. Does the Town have a long term pavement management plan? Pavement management is the process of inventorying and planning the most cost-effective maintenance and repair strategies for roadways while optimizing roadway conditions for future years.

I would love to talk with the Town about implementing some type of pavement management plan. Gorrill Palmer has significant experience with pavement condition studies and developing specific plans (2, 5, 10-year plans). We have evaluated over 2,700 miles of road for twenty-one municipalities in Maine. Most recently we have been working with the Town's of Casco, Cumberland, and Dover-Foxcroft.

Please let me know if you are interested in developing some type of plan for Lyman. I'm happy to discuss on the phone and swing by the Town Office.

Happy New Year!

-Owen

Owen C. Chaplin, PE | Project Manager



707 Sable Oaks Drive, Suite 30 | South Portland, ME 04106 207.772.2515 x232 (office) | 207.400.7113 (mobile)

www.gorrillpalmer.com

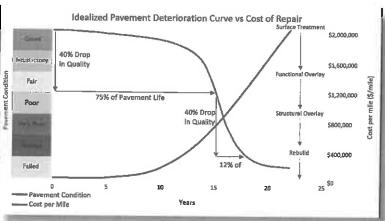
The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any



Pavement Management Services

Since 2006, Gorrill Palmer has conducted Pavement Condition Studies for over 20 municipalities across the State of Maine. We collect roadway condition data utilizing the Visual Conditions Survey for Flexible Pavements methodology. This methodology evaluates the existing condition of the pavement within several random 100-foot sections of the roadway to develop a pavement condition rating (PCR) for the roadway. The extent and severity of each pavement distress are recorded at each survey site. We have primarily used two different types of software in the past to assist us. One of which is PAVER, a program developed by the U.S. Army Corps of Engineers, used in conjunction with ASTM standard D6433 for evaluating pavement condition. The other is the MaineDOT's Road Surface Management System (RSMS) 16 software.





Based on specific road conditions, a recommended treatment is developed along with an opinion of cost for the treatment. This allows us to prioritize funding for pavement overlays and assist with planning future pavement expenditures. In total, we have surveyed almost 2,700 miles of paved roadway. Gorrill Palmer has provided Pavement Management Services for the following municipalities:

Key Staff: Will Haskell, PE, Owen Chaplin, PE, Ben Shaw, El

- City of Auburn
- Town of Buxton
- Town of Cape Elizabeth
- Town of Casco
- Town of Cumberland
- Town of Dover-Foxcroft
- Town of Falmouth
- Town of Gorham
- Town of Gray
- Town of Harpswell
- Town of Kittery

- Town of Lebanon
- City of Lewiston
- · Town of Long Island
- Town of Old Orchard Beach
- City of Portland
- Town of Sebago
- City of Westbrook
- Town of Windham
- Town of Winslow
- Town of Yarmouth



60 COMMUNITY DRIVE AUGUSTA, MAINE 04330-9486 (207) 623-8428 www.memun.org

TO:

Mr. William Single, Chair Selectboard, Town of Lyman

FROM:

Catherine M. Conlow, MMA Executive Director

DATE:

January 6, 2022

RE:

2022 MMA Municipal Member Dues and Service Program

On behalf of the MMA Executive Committee and staff, I want to thank you for your support and participation in the Maine Municipal Association. MMA is your organization, and we are committed to providing quality services and programs to all our members.

In adopting MMA's 2022 budget, the Executive Committee was mindful of the financial pressures facing our members during these unprecedented times. The Executive Committee and MMA management made a concerted effort to control costs while keeping intact the core services provided to our members and addressing some municipal challenges with new initiatives.

Over Maine Municipal Association's years of existence, our association has been very successful due to the combined efforts of the MMA Executive Committee, MMA Management Team and our municipal membership working together.

The 2022 adopted budget calls for an <u>average</u> 3.00% dues increase in total municipal membership dues to be assessed using the adopted MMA Dues Formula. We thought it would be helpful to provide you with the enclosed **Membership Dues Notice** so that you may share this information with your municipal board/council members and treasurer. <u>Please note that the actual invoice will be mailed directly to your municipality's billing office in late January for processing.</u>

The "2021 MMA Year in Review" provides a summary of important services MMA provided during the past year, including highlights such as legislative advocacy and enhanced training for local officials. We encourage you to read the Year in Review report and to contact MMA if you have any questions regarding our services and programs. Municipalities interested in an individual Profile At-A-Glance for your municipality may contact Theresa Chavarie, Manager of Member Relations, at tchavarie@memun.org.

We are pleased to also provide the 2022 Important Dates To Remember, a list of **Who to Contact at MMA** and a list of municipal recipients for the **Maine Town & City** and **Legislative Bulletin**. Any updates to the list of recipients should be directed to our Membership Database Team at personifyrequests@memun.org

If you have any questions or would like to offer suggestions on other ways in which the Association might serve its members, please contact me at (207) 284-9313 or by email at james.bennett@biddefordmaine.org or MMA Executive Director Catherine Conlow at (800) 452-8786 or by e-mail at jcconlow@memun.org.

I look forward to serving as your President in 2022 and appreciate your support and participation in the Maine Municipal Association. Thank you and best wishes for the New Year.

Enclosures:

2022 MMA Membership Dues Notice

2021 MMA Year in Review

2022 Important Dates to Remember

Municipal Recipient Listing for Maine Town & City and MMA Legislative Bulletin



60 COMMUNITY DRIVE AUGUSTA, MAINE 04330-9486 (207) 623-8428 www.memun.org

January 6, 2022

NOTICE 2022 Membership Dues

MUNICIPALITY: Town of LYMAN

MMA Membership Dues for Calendar Year 2022 are:

\$5,892.00

The amount above represents your municipality's annual dues for membership in the Maine Municipal Association. The amount includes the cost of 9 annual subscriptions to MMA's monthly magazine, the Maine Town & City, and the MMA Legislative Bulletin published weekly during the Legislative Session. The attached listings provide a summary of municipal officials receiving those subscriptions. Please note that no adjustments to the dues amount will be made by reducing the number of subscriptions.

Please note that the actual <u>Membership Dues Invoice</u> will be mailed directly to your municipality's billing office in late January.

If you have any questions, please do not hesitate to contact Theresa Chavarie, Manager of the Executive Office & Member Relations, at 1-800-452-8786 or by e-mail at tchavarie@memun.org.

*** Thank you for supporting your Association ***

Selectmen Board Clerk

From:

alittlefield4@roadrunner.com

Sent:

Monday, January 10, 2022 2:28 PM

To:

Selectmen Board Clerk

Cc:

Millett Day

Subject:

Lyman Historical Society - Request for funds

Attachments:

Scanned letter.pdf; Scanned budget.pdf

Follow Up Flag:

Follow up

Flag Status:

Flagged

Hi Donna,

Per our discussion of a few minutes ago, attached are copies of the letter and budget that Millett Day delivered to the town office in October.

Any questions/concerns, please feel free to contact Millett.

Regards,

Pat Littlefield

Secretary, Lyman Historical Society

Ms. Donna Richard Select Board Clerk 11 So. Waterboro Rd. Lyman, Me. 04002

Re: Lyman Historical Society - Request for funds

Dear Ms. Richard,

The Lyman Historical Society (LHS) is incorporated and fully charged to meet its mission of increasing awareness and access to Lyman's history. This letter is to request \$5,000 from the Town of Lyman to assist us in meeting our goals. This grant will help underwrite our top three expenses such as General Operating Costs, Capital Expenses and Programs as outlined in the enclosed Lyman Historical Society Detailed Budget Fiscal Year 2022. One of our goals for 2022 is to award a scholarship to a graduating MHS Lyman resident who is enrolled in a college degree program.

What is the LHS? The LHS is a non-profit 501(c) (3) whose primary mission is to collect, preserve and publish information that may be related to the early and late history of the town of Lyman and to preserve articles, pictures and relics of the early settlers of the country and such records as may be of interest to the Society. Additionally, we are continually working on developing and sponsoring informative and fun activities and events focused on promoting the community's interest in the Town.

Why is LHS important? Too much vital information of our town's history is being lost or not being shared. The information that has been collected over the years is stored in a corner of the Community Library under less than ideal conditions. There are some photographs that date back to the late 1800s that need immediate attention to preserve their integrity. Through the sponsoring of community events, such as our most recent '47 Fire event, we are creating opportunities for residents to come together to get to better know each other and to share their knowledge and experiences as townspeople.

To aid us in achieving our goals, we would appreciate the support of this investment from the Town of Lyman. The \$5,000 will help to ensure the preservation and sharing of past, current and future history of Lyman.

We welcome the opportunity to answer any questions you may have. I may be contacted at 207-247-3126.

Sincerely,

Millett nay

President, Lyman Historical Society

Selectmen Board Clerk

From:

larned@roadrunner.com

Sent:

Monday, December 6, 2021 6:49 PM

To:

Selectmen Board Clerk

Subject:

ZBA Remote Participation Policy

Follow Up Flag:

Follow up

Flag Status:

Flagged

Donna,

The Select Board Remote Participation Policy looks like it covers everything applicable to Zoning Board of Appeals public hearings, so please have the Select Board approve their policy for use by the ZBA.

Thank you,

Tom Larned Chair, ZBA



Federal Emergency Management Agency

Washington, D.C. 20472 January 4, 2022

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Honorable William Single Chairman, Town of Lyman Board of Selectmen 11 South Waterboro Road Lyman, ME 04002 IN REPLY REFER TO:

Case No.: 21-01-0760P

Community Name: Town of Lyman, ME

Community No.: 230195

Effective Date of

This Revision: May 26, 2022

Dear Mr. Single:

The Flood Insurance Rate Map (FIRM) for your community has been revised by this Letter of Map Revision (LOMR). Please use the enclosed annotated map panel revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals issued in your community.

Additional documents are enclosed that provide information regarding this LOMR. Please see the List of Enclosures below to determine which documents are included. Other enclosures specific to this request may be included as referenced in the Determination Document. If you have any questions regarding floodplain management regulations for your community or the National Flood Insurance Program (NFIP) in general, please contact the Consultation Coordination Officer for your community. If you have any technical questions regarding this LOMR, please contact the Chief, Risk Analysis Branch of the Department of Homeland Security's Federal Emergency Management Agency (FEMA) in Boston, Massachusetts, at (617)956-7576, or the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP). Additional information about the NFIP is available on our website at https://www.fema.gov/flood-insurance.

Sincerely,

Patrick "Rick" F. Sacbibit, P.E., Branch Chief Engineering Services Branch

Federal Insurance and Mitigation Administration

List of Enclosures:

Letter of Map Revision Determination Document Annotated Flood Insurance Rate Map

CC:

Ms. Patti McKenna Code Enforcement Officer Town of Lyman

Mr. Joseph J. Marden, P.E. Project Manager Sitelines, PA



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION **DETERMINATION DOCUMENT**

COMMUNITY AND REVISION INFORMATION		PROJECT DESCRIPTION	BASIS OF REQUEST		
COMMUNITY	Town of Lyman York County Maine		NO PROJECT	1D HYDRAULIC ANALYSIS HYDROLOGIC ANALYSIS UDPATED TOPOGRAPHIC DATA	
	COMMUNITY NO.: 230195		NO PROJECT 1D HYDRAULIC AN HYDROLOGIC ANA UDPATED TOPOGE		
IDENTIFIER	Lyman Subdivision		APPROXIMATE LATITUDE AND LONGITUDE: 43.465, -70.668 SOURCE: Other DATUM: NAD 83		
ANNOTATED MAPPING ENCLOSURES			ANNOTATED STUDY ENCLOSURES		
TYPE: FIRM*	NO.: 2301950010A	DATE: May 15, 1991	NO REVISION TO THE FLOOD INSU	RANCE STUDY REPORT	

* FIRM - Flood Insurance Rate Map

FLOODING SOURCES AND REVISED REACHES

Carlisle Brook - from the confluence of Carlisle Brook Tributary 1 to approximately 1,140 feet upstream of the confluence of Carlisle Brook Tributary 2

Carlisle Brook Tributary 1 - from the confluence with Carlisle Brook to approximately 2,340 feet upstream of the confluence with Carlisle Brook

Carlisle Brook Tributary 2 - from the confluence with Carlisle Brook to approximately 820 feet upstream of the confluence with Carlisle Brook

SUMMARY OF REVISIONS								
Flooding Source	Effective Flooding	Revised Flooding	Increases	Decreases				
Carlisle Brook Carlisle Brook Tributary 1 Carlisle Brook Tributary 2	Zone A Zone A Zone A	Zone A Zone A Zone A	NONE YES NONE	YES YES YES				

DETERMINATION

This document provides the determination from the Department of Homeland Security's Federal Emergency Management Agency (FEMA) regarding a request for a Letter of Map Revision (LOMR) for the area described above. Using the information submitted, we have determined that a revision to the flood hazards depicted in the Flood Insurance Study (FIS) report and/or National Flood Insurance Program (NFIP) map is warranted. This document revises the effective NFIP map, as indicated in the attached documentation. Please use the enclosed annotated map panel revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals in your community.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at https://www.fema.gov/floodinsurance.

> Patrick "Rick" F. Sacbibit, P.E., Branch Chief **Engineering Services Branch**

Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION DETERMINATION DOCUMENT (CONTINUED)

We have designated a Consultation Coordination Officer (CCO) to assist your community. The CCO will be the primary liaison between your community and FEMA. For information regarding your CCO, please contact:

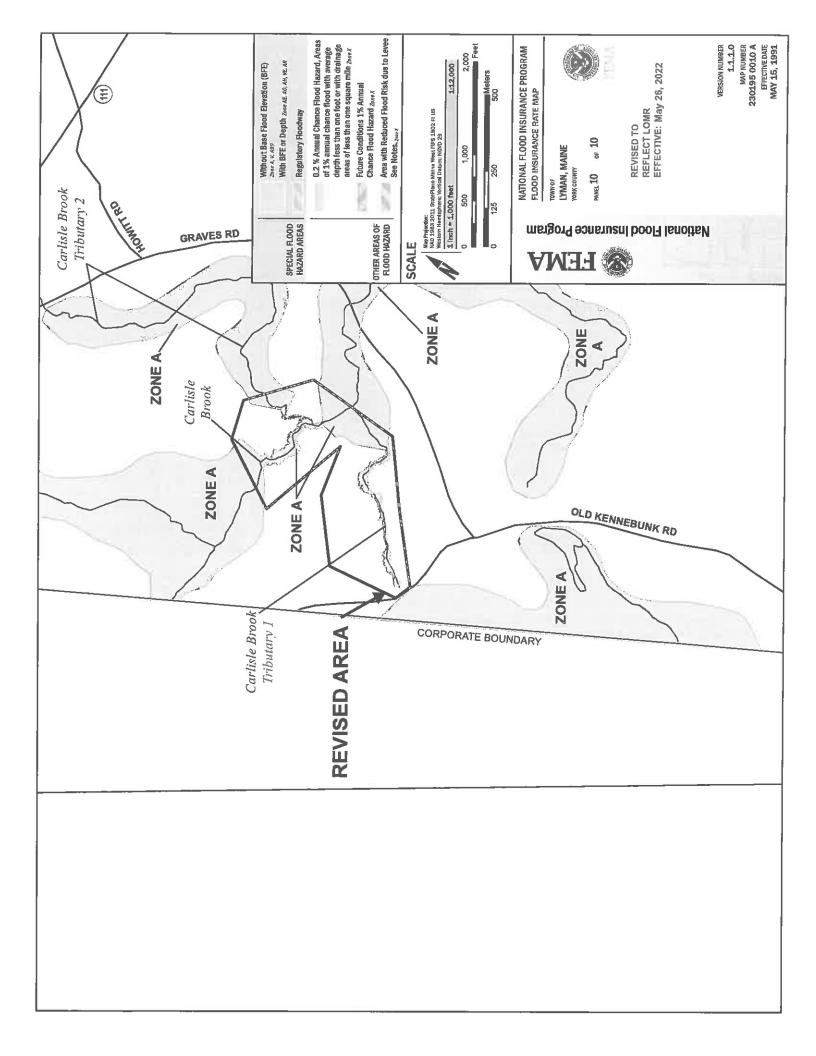
Ms. Kerry Bogdan
Chief, Risk Analysis Branch
U.S. Department of Homeland Security
Federal Emergency Management Agency, Region I, 99 High Street
Boston, MA 02110
(617) 956-7576

STATUS OF THE COMMUNITY NFIP MAPS

We are processing a revised FIRM and FIS report for York County in our countywide format; therefore, we will not physically revise and republish the FIRM for your community to incorporate the modifications made by this LOMR at this time. Preliminary copies of the countywide FIRM and FIS report were submitted to your community for review on March 28, 2018. We will either incorporate the modifications made by this LOMR into the preliminary FIRM before it becomes effective or reissue the LOMR on the new FIRM.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at https://www.fema.gov/flood-insurance.

Patrick "Rick" F. Sacbibit, P.E., Branch Chief Engineering Services Branch Federal Insurance and Mitigation Administration



Community Library 10 John Street Lyman, Maine 04002

to: Ms Jeanette LeMay, Treasurer

Town of Lyman

from: Fred Bechard, Chairman

Community Library

date: 1/13/22

re: Library Policy on Video Conferencing

The Library Board of Directors has approved the enclosed <u>Video Conferencing</u>
<u>Policy</u> in accordance with the request of the Selectmen of the Town of Lyman. The vote to adopt was unanimous. Please copy and share with the members of the Board.

Thank you to the Select-Board for providing the motivation and direction that has resulted in this policy.

Community Library 10 John Street Lyman, Maine 04002

Video Conferencing Policy

Any virtual meeting conducted at the Community Library, or for the purpose of conducting video conferencing meetings for the Board of Directors, are intended to support the services, activities, functions and governance of the Library, for educational, cultural, civic, recreational, and business purposes. The Community Library operates these spaces and activities as a limited public forum.

To assure the best use of these services, the following regulations and procedures are in effect:

All attendees must conduct themselves in a manner that would be acceptable and suitable in a public space, and in accordance with the Library's patron behavior policy and By-Law provision (Article 111, Section 3).

For security purposes, some features may be disabled during virtual programs, including screen share, private chat, instant messaging, etc. Other features may be enabled, including locking the meeting after it begins.

Attendees are not required to enable their cameras.

Library virtual meetings may not be used to harass others; to share or view sites that are inappropriate in a public setting; to create a disturbance; or for any illegal activity.

Abusive and/or disruptive behavior may result in the user being removed from the session and/or prohibited from future participation.

Activity may be subject to monitoring, recording, and periodic audits.

The views or opinions expressed by individuals or groups attending meetings and/or programs under this policy shall not be construed as the views or the opinions of the Community Library or any of its officers or employees.

The users agree to hold the Community Library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of virtual meeting accommodations associated with this policy format.

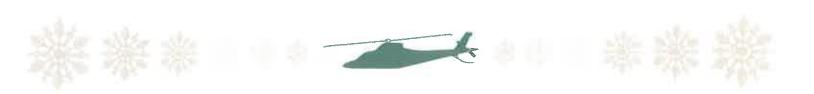
The Copyright Law of the United States (Title 17 of the US Code) governs the reproduction, distribution, adaption, public performance, and public display of copyrighted material. Responsibility for any possible copyright infringement lies solely with the user. The Community Library disclaims any responsibility or liability resulting thereof.

Final interpretation of these policy items rests with the Community Library Board of Directors and will be implemented by the Library Director.

The Community Library reserves the right to end virtual meeting operations at any time.

Usage of the Community Library's virtual meeting format/rooms implies consent to the above policy and rules.

Board Acceptance: 1/11/22 Unanimously Approved



Mainers have always been known for their courage, creativity, grit, and willingness to help a friend or neighbor in need. Although the past eighteen months have challenged us in many ways, together we have powered through the pandemic, politics, and the various ripple effects that have impacted our lives, families, and communities.

From all of us at LifeFlight of Maine, thank you for all that YOU do to keep Maine connected and strong.

Every four hours, almost every day of the year, LifeFlight is dispatched to provide critical care and rapid transport to a patient somewhere in Maine. Much more than just the iconic helicopters, LifeFlight plays an integral role in connecting Maine's widely dispersed and increasingly stressed healthcare system. The highly skilled aviation and medical teams bring ICU-level care safely and directly to the patient, in whichever corner of the state they might be. LifeFlight's commitment to Maine is that every person, in every community, has access to critical care and medical transport when they need it.

Now in our 23rd year as Maine's sole air medical provider, LifeFlight has served 32,000 patients from every town and hospital in the state. The organization has become nationally and internationally recognized as a leader in the field of transport medicine for quality, safety, community service, and innovation. Whether the call for help comes from a rural hospital seeking care and transport for a critically ill patient, or from a first responder requiring assistance at a scene call, **LifeFlight is ready**.

We recognize and appreciate that all of what we do would not be possible without the support and help from **each one of you**. We admire your tenacity, we are grateful for your courage and compassion, and we are proud to partner with you to care for the people of Maine.

From the entire crew at LifeFlight of Maine and The LifeFlight Foundation - thank you!

We wish you and your teams, colleagues, and families all the very best as we look ahead to 2022.

