

**ITEM # 1**

**MAIL/EMAILS  
CORRESPONDENCE**



*Robert L. Andrews*  
*Vice Chairperson*  
*District 1*

*Richard R. Dutremble*  
*District 2*

*Allen R. Sicaud*  
*Chairperson*  
*District 3*

*Donna L. Ring*  
*District 4*

*Richard Clark*  
*District 5*

**COUNTY COMMISSIONERS**  
**COUNTY OF YORK**

45 Kennebunk Road  
Alfred, Maine 04002

(207) 459-2313  
Fax (207) 324-9494

[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

*Gregory T. Zinser*  
*County Manager*

*Kathryn A. Dumont*  
*Assistant to the Manager*

*Lorene B. Lemieux*  
*Finance Director*

*Linda M. Corliss*  
*Deputy County Manager*  
*Human Resource Director*

February 18, 2022

RE: Expenditure of American Rescue Plan Act Funds

Dear Town/City Clerk:

On behalf of the York County Commissioners, I am writing to notify and update you on the federal funds that have been received by York County under the American Rescue Plan Act, the projects which have been approved for funding from those sources, the allocations that have been made, and the process for the expenditure of these funds going forward.

By way of background, the American Rescue Plan Act ("ARPA") was signed into law on March 11, 2021. Under this law, fiscal recovery funds were allocated to state, county and municipal governments, among other entities. While each municipality in York County received separate and independent funding, York County, as a separate governmental entity, was also designated to receive funding in the amount of \$40,331,830. Of that amount, York County received \$20,165,915.00 in June 2021 and should receive a similar payment by June of 2022.

ARPA is extremely specific in how the money is used and specifies that funds may only be spent on projects within the four eligible use categories which are: a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers; c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and d) To make necessary investments in water, sewer, or broadband infrastructure.

Given the timing of the enactment of the law and the issuance of the federal guidance on permissible expenditures in May 2021, the precise amount of federal funding and the possible projects for the allocation of those funds were not able to be reasonably estimated and ascertained in time for any discussion, consideration, and inclusion in the County's regular budgetary process. Indeed, the work on the precise allocation of those funds to unknown projects that may be eligible for funding under the Act had not even started when the budgetary process concluded. In short, without having actually received a finite amount of funds months earlier in the County's budgetary process and without having determined which eligible and appropriate projects should and could receive funding, the County was unable to include the expenditure of any of the federal funds and their anticipated allocation and use in the County's budget.

As a result, and given the timing of the County budget process, the actual receipt of the funds, and the purpose of the funding under ARPA, the County considered the federal funding as unanticipated and embarked on a transparent process to solicit input throughout York County on the needs for the expenditure of these funds in the permissible areas. In this regard, York County embarked on a program of community notifications and involvement to identify needs and to solicit and receive community feedback, ideas and perspectives on the potential uses of the funds. The initial focus in June and July 2021 after the receipt of the funds was to identify County needs. In addition to staff generated assessments, the Commissioners conducted public hearings on June 16 and 23 to solicit comments from interested parties and stakeholders. A formal public comment period was opened through July 23, 2021 for comments and input and for the submission of initial proposals for funding.

The Commissioners subsequently conducted public workshops and hearings on June 16, June 23, August 4, September 1, September 15, October 6, October 13, October 20 and January 19, 2022.

In addition, in an effort to provide complete transparency, the County expanded the County Government website to include a page focused exclusively on ARPA related meetings, workshops, funding requests, and expenditures. <https://www.yorkcountymaine.gov/general-6>. The page includes separate sub- pages that contain the following:

- Comments, proposals and/or requests for funding, supplemental information and letters of support were posted separately as well on the County's ARPA page. [ARP Requests | yorkcountymaine](#).
- General correspondence and notices. [ARP Notices | yorkcountymaine](#)
- Financial reports and periodic reports on requested and actual expenditures. [ARP Financial Reports | yorkcountymaine](#)
- Committee and organizational process related documentation on individual projects. [Committee Charge Sheets for Projects | yorkcountymaine](#)

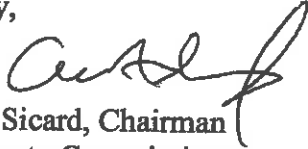
The list of projects which were submitted for consideration and/or have been approved are listed in the spreadsheet provided with this letter, a copy of which is also on the County's ARPA website: [www.yorkcountymaine.gov/ARPA](http://www.yorkcountymaine.gov/ARPA). The list will be periodically updated and posted on the website.

The total cost of the projects that have been proposed is \$43,760,669.64, which is in excess of the County's total ARPA funding. As of today's date, however, York County has encumbered \$8,194,330.66 of the ARPA funding, leaving a balance of \$32,137,499.34.

The York County Commissioners intend to continue to evaluate the remaining proposals, approve specific projects and expend the remaining federal funds in a manner that is consistent with letter and spirit of ARPA and with the interests of the citizens of York County foremost in mind.

Any questions related to this communication may be submitted in writing or raised at any upcoming meeting of the York County Commissioners.

Sincerely,

A handwritten signature in black ink, appearing to read 'ARS', with a large, stylized flourish extending from the end of the signature.

Allen R. Sicard, Chairman  
York County Commissioners  
ARS/kad

cc: York County Commissioners

**AMERICAN RESCUE PLAN WORKSHOP INFORMATION**

**MEMO: JULY 30, 2021 From COUNTY MANAGER to YORK COUNTY COMMISSIONERS**

**Recorded action of County Commissioners through 02/11/2022**

PHASE	BUDGET PROJECT	REQUESTED	ADJUST	REVISED	OTHER FUNDING	GUIDANCE Section/Budget	ARPA Appropriated	VARIANCE GUIDANCE/ARPA
1	Sheriff's Office/jail HVAC upgrades, med wing neg. pressure rms, roof units	2,500,000.00	-	2,500,000.00	400,000.00	2,500,000.00	-	2,500,000.00
2	Sheriff's Office/jail Septic Upgrades	2,500,000.00	-	2,500,000.00	-	2,500,000.00	-	2,500,000.00
3	Government Building-Rooftop Ventilation upgrades	200,000.00	-	200,000.00	-	200,000.00	83,909.00	116,091.00
4	Government Building - Pandemic operations improvements/collaborations	3,000,000.00	-	3,000,000.00	400,000.00	3,000,000.00	770,024.00	2,229,976.00
5	CourtHouse - Air quality upgrades	750,000.00	-	750,000.00	-	750,000.00	-	750,000.00
6	CourtHouse - Temperature sensing camera's	250,000.00	-	250,000.00	-	250,000.00	-	250,000.00
7	Premium Pay - Corrections NCEU Contract	2,400,000.00	355,240.00	2,755,240.00	-	2,400,000.00	2,755,240.00	(355,240.00)
8	Recovery Center-Air Quality Upgrades	250,000.00	-	250,000.00	-	250,000.00	-	250,000.00
9	Deeds Room Layout - Public safety concerns pandemic	12,000.00	-	12,000.00	-	12,000.00	12,000.00	15,000.00
10	Sheriff's room layout	15,000.00	-	15,000.00	-	15,000.00	-	15,000.00
11	ARP Fund Manager/financial support(3 yr or possibly longer, if longer more funds	255,000.00	-	255,000.00	-	255,000.00	255,000.00	255,000.00
13	Vehicle for Mobile Vaccinations	38,000.00	-	38,000.00	-	38,000.00	38,000.00	38,000.00
14	Engineering/Planning/Design (Global Pool - will have to assign ACTUAL to Definet	500,000.00	-	500,000.00	-	500,000.00	500,000.00	500,000.00
<b>SECTION TOTAL</b>		<b>22,670,000.00</b>	<b>355,240.00</b>	<b>23,025,240.00</b>	<b>400,000.00</b>	<b>22,670,000.00</b>	<b>4,414,173.00</b>	

PHASE	BUDGET PROJECT	REQUESTED	ADJUST	REVISED	OTHER FUNDING	GUIDANCE Section/Budget	ARPA Appropriated	VARIANCE GUIDANCE/ARPA
1	Housing Development	-	-	-	-	-	-	-
2	New Drug Treatment and Recovery Center	5,000,000.00	-	5,000,000.00	-	5,000,000.00	-	5,000,000.00
3	"CONVERSION" of Layman Way to Detox (requires development of pgm, licensing	250,000.00	-	250,000.00	-	250,000.00	-	250,000.00
4	Regional Strategic Planning Training Center	6,500,000.00	-	6,500,000.00	-	6,500,000.00	-	6,500,000.00
5	Engineering/Planning/Design (Global Pool - will have to assign ACTUAL to Definet	400,000.00	-	400,000.00	-	400,000.00	400,000.00	400,000.00
6	Behavioral Health Logistics (CAHOOTS COMPARISON) FAIRTIDE	1,450,000.00	-	1,450,000.00	-	1,450,000.00	750,000.00	700,000.00
6	Behavioral Health - My Teens Place Center (Renovation of former church)	1,500,000.00	-	1,500,000.00	-	1,500,000.00	1,500,000.00	1,500,000.00
	Sub-Total Budget 6	2,950,000.00	-	2,950,000.00	-	1,450,000.00	2,250,000.00	(800,000.00)
7	Prevention/Education	-	-	-	-	-	-	-
8	Sewer Infrastructure	9,000,000.00	-	9,000,000.00	-	500,000.00	-	500,000.00
9	Unallocated	2,830,000.00	-	2,830,000.00	-	9,000,000.00	-	9,000,000.00
	Sub-Total Budget 7-9	11,830,000.00	-	11,830,000.00	-	2,830,000.00	-	2,830,000.00
<b>SECTION TOTAL</b>		<b>24,390,000.00</b>	<b>-</b>	<b>24,390,000.00</b>	<b>-</b>	<b>24,930,000.00</b>	<b>2,650,000.00</b>	

PHASE	BUDGET PROJECT	REQUESTED	ADJUST	REVISED	OTHER FUNDING	GUIDANCE Section/Budget	ARPA Appropriated	VARIANCE GUIDANCE/ARPA
EMS	Backup Dispatch/PSAP terminals/communications improvements	524,730.00	-	524,730.00	-	1,400,000.00	524,728.02	1.98
EMS	Communications improvements (tower, land acq/replacement)	875,270.00	-	875,270.00	-	1,400,000.00	-	875,270.00
<b>SECTION TOTAL</b>		<b>1,400,000.00</b>	<b>-</b>	<b>1,400,000.00</b>	<b>-</b>	<b>1,400,000.00</b>	<b>524,728.02</b>	

**AMERICAN RESCUE PLAN WORKSHOP INFORMATION**  
**MEMO: JULY 30, 2021 From COUNTY MANAGER to YORK COUNTY COMMISSIONERS**

PHASE	BUDGET PROJECT	REQUESTED	ADJUST	REVISED	OTHER FUNDING	GUIDANCE Section/Budget	ARPA Appropriated	VARIANCE GUIDANCE/ARPA
DREDGE	Purchase of Dredging Machine	1,800,000.00	1,800,000.00	1,800,000.00				
JAIL	Body Scanner for Jail	159,000.00	159,000.00	159,000.00	555,510.74		159,000.00	(159,000.00)
JAIL	Video Surveillance System Replace and Improvement	446,429.64	446,429.64	446,429.64			446,429.64	(446,429.64)
HEALTH	York Hospital Choose to Be Healthy	499,997.77	499,997.77	499,997.77	CC Meeting 02/02/2022		Failed/Declined	
HEALTH	York Hospital Recovery Center (Opioid Response)	679,500.00	679,500.00	679,500.00	CC Meeting 02/02/2022		Failed/Declined	
SECTION TOTAL		3,464,927.41	3,464,927.41	3,464,927.41	555,510.74		685,429.64	

Funding Sources	Appropriated
FEMA Grant	400,000.00
JAIL RESERVE	555,510.74
ARPA 2021	8,194,330.66
<b>Total</b>	<b>9,149,841.40</b>

Available Sources
32,137,499.34
<b>32,137,499.34</b>



March 1, 2022

Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

We value our customers and are committed to providing them with the latest products and technology. Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and they continue to rise. Despite our best efforts, programming fees and other rising costs have impacted our pricing, resulting in in changes to the rates we charge our customers.

Customers are being noticed via bill message regarding the following pricing changes that take effect on or after April 1, 2022. Note that these increases will not affect current customers' promotional rates until the end of the promotional period.

Services/Products/Equipment	Change
Broadcast TV Surcharge	Will increase by \$3.01/month.
Spectrum TV Select	Will increase by \$3.00/month.
Spectrum TV Silver	Will increase by \$8.00/month.
Spectrum TV Gold	Will increase by \$8.00/month.
Spectrum TV Latino Tier	Will increase by \$2.01/month.
Spectrum Mi Plan Latino	Will increase by \$5.00/month.
Spectrum TV Choice	Will increase by \$5.00/month.
Spectrum Lifestyle Plan	Will increase by \$5.00/month.
Spectrum TV Bundle Discount	Discount will decrease by \$6.00/month.
Spectrum Digital Receivers	Each will increase by \$1.00/month.
Spectrum Digital Terminal Adapters	Will increase by \$1.00/month.
Cable Cards	Will increase by \$0.95/month.

Unreturned Spectrum Digital Receivers	Will decrease by \$6.00.
Unreturned Spectrum EPON Optical Network Unit (Ethernet Passive Optical Network)	Will decrease by \$165.00.

We remain committed to providing excellent communications and entertainment services in your community. If you have any questions about this change, please feel free to contact me at 207-620-3319 or via email at [Shelley.Winchenbach@charter.com](mailto:Shelley.Winchenbach@charter.com).

Sincerely,

Shelley Winchenbach  
Director, Government Affairs  
Charter Communications



**ITEM # 2**

**MINUTES**

**Town of Lyman  
Board of Selectmen Regular Meeting  
February 22, 2022 - 6:00 pm  
Lyman Town Hall**

*Board of Selectmen present: William Single, Chair; Ralph Blackington, Vice-Chair, Thomas Hatch, John Tibbets  
Via Zoom: David Alves*

*Note: These are summary minutes. A recording of the meeting is on file at the Lyman Town Hall and on the Town Website as well as on the YouTube channel. Minutes are not verbatim. Minutes may be paraphrased for clarity. Minutes are draft until approved by the Board of Selectmen.*

**ITEM #1 SPECIAL PRESENTATIONS**

Sue Bellerose, Tax Collector presented the board with information regarding Title 36, Chapter 908 regarding the state property tax deferral program for Maine seniors. She first learned about it when some people in town called in asking about it. This is a plan available through the state of Maine that defers property taxes for people age 65 and older and are permanently disabled or are permanently disabled and who can't afford to pay their taxes. This passed the legislature last August. Applications must be submitted to Maine revenue services between January 1<sup>st</sup> and April 1<sup>st</sup> to be eligible for the following year. There is criteria that must be met. All the information is on the Maine.gov website as is the application. The information will be put on the town website for anyone who needs more information.

Sue then addressed some accounts that need to be written off; mostly from the now closed Scot's Cove.

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

**a. Public Input**

- Tom Hatch wanted to advise that Laurie has passed the Assessor exam in record time. She is now certified.
- Town clerk advised that we have 2 members who had resigned from the Ordinance Review Committee but they would need to be re-appointed and sworn back in since they were given back their resignation letters, but the board never voted on the acceptance of resignations. Clerk said because of this, they are NOT on the board and would need to be re-appointed. Chair advised that the board would take under advisement. Clerk advised that she contacted MMA legal, and they agreed to make the record clear they would need to do so.
- Leo Thibodeau asked if John Tibbets had spoken to anyone involved with the cemetery. He had not and wanted to be sure the board is 100 % sure this is the direction they want to go with. He wanted to know if they would have access to all financial records and obligations regarding the Goodwin Mill Cemetery. He wants to suggest again that we talk to the company who runs Chadbourne Cemetery to see if they had any interest in helping to manage the Goodwin Mill Cemetery. Bill thinks we need to look at all options, the rest of the board agrees. Leo advised he spent the day on the phone with the state and said that the Town is responsible for the maintenance of the cemetery due to the number of veterans there. The town can't just take care of part of the lots and leave the rest a mess. Leo got the statute that supports that but did not bring with him. Chair Single asked him to bring it in so the board can see what it says. John still plans to meet with the other company to see if any interest. Leo reiterated that the current board has no interest in continuing the work for Goodwin Mill cemetery.

**b. Mail** – all mailed is scanned and on the town website

**c. Complaints**

**.ITEM #3 MINUTES**

**February 7, 2022. Motion by Rusty to accept, 2<sup>nd</sup> by Tom. PASSED 5-0**

**ITEM #4 SIGN WARRANTS**

**The AP warrants had to be separated due to a TRIO issue with a decimal point. The 2<sup>nd</sup> AP warrant is to cover the check that had to be backed out of the first warrant when the check would not print.**

- a. Accounts Payable Warrant #41 in the amount of \$44, 554.11 – Motion by Rusty, 2<sup>nd</sup> John 5-0
- b. Accounts Payable Warrant #42 in the amount of \$11,973.93 – Motion by John, 2<sup>nd</sup> by Rusty 5-0

**Issues with timecard machine resulted in a 2<sup>nd</sup> payroll warrant for missing hours for one employee**

- c. Payroll Warrant # 39 in the amount of \$21, 375.38 – Motion by John, 2<sup>nd</sup> by Rusty 5-0
- d. Payroll Warrant #40 in the amount of \$61.18 – Motion by Rusty, 2<sup>nd</sup> by John 5-0

**ITEM #5 UNFINISHED BUSINESS**

- Annual town meeting voted to be held on 6/16. Motion to accept by Rusty, 2<sup>nd</sup> by John.
- What to do with the spec bid for the Dutch doors. Dave feels we should wait at this point. If town hall expands, this would be redundant work. After the building committee gets together, they could finalize cost to present to the town. He feels it is important for the town to have for safety reasons but looking for input from other selectmen. Where would we store the existing doors if we replace? Leo Thibodeau made a recommendation to have door access to the corridor leading to other offices. Proposing needing to allow access to other offices and restrooms. More discussion is needed before any changes are made. It was discussed that all employees should have panic buttons. Two staff members present had no idea that they had panic buttons. Board will look into this to be sure panic buttons are operational and staff knows where they are located.
- Franchise agreement issues. Contract with spectrum and Tony Vigue asking for invoice to be paid. Bill didn't know we were supposed to pay him, thought he was being paid by Spectrum. Tony Vigue has been working on this since 2017. Bill asked the board if they want to pay it and if so, where do we take funds from. Board agreed to invite Tony to the next meeting for clarification.
- Oscar Littlefield Road. Had not heard yet from Attorney Morin by the time of the meeting to advise on how many had signed. Hopefully by the next meeting.
- Ordinance Review Committee applications. All three were interviewed by the Hiring Committee. Looking for a committee of five. Leo questioned whether it used to be 7 on that committee. He also said the bylaws for that committee was for 7. Leo said he would apply. Selectmen Clerk advised that another one came in via email on day of meeting. John moved to accept the 3 that had applied. Town Clerk asked if Michelle and Amber had to apply again. John asked if they are on or off and town clerk advised they are NOT since they resigned and board accepted. John asked if Amber and Michelle should be included in the group that had applied most recently. Bill advised not ready to move forward with that. John canceled his original motion.

**Tom made a motion to appoint Lee Schatz to the Ordinance Review Committee, 2<sup>nd</sup> by Dave. PASSED 4-1**  
**Tom made a motion to appoint Jennifer Fowler, 2<sup>nd</sup> by John 1-3 (opposed), 1 abstained**  
**Tom made a motion to appoint Brian Dulong, 2<sup>nd</sup> by John 1-3 (opposed), 1 abstained**

**ITEM #6 DEPARTMENT AND COMMITTEE REPORTS**

Road Commissioner advised all streetlights have been updated to LED lights. He also advised they are ready to hire someone but also started a discussion with the work that needs to be done at the transfer station.

**ITEM #7 NEW BUSINESS**

RFP's for updates to the electrical and cable for transfer station. There is more concern about safety issues at the transfer station before other work gets done. There are issues with the compactors, damaged cans, etc. Bill needs a motion to move forward with the other RFP's.

**Rusty made a motion to move forward with RFP's, 2<sup>nd</sup> by Tom PASSED 5-0**

More discussion regarding the RFP's presented. More important to address safety issues at the transfer station as opposed to lighting that can be addressed later since it will be lighter outside soon and so many items that need to be fixed.

Brian Dulong asked if he could hear the outcome of what the hiring committee's findings were during the interview process. John Tibbets read the findings. Brian asked if the board even wants people on the committees. He asked why the board isn't approving them if the hiring committee approves them. Brian said he would ask the question again at the next meeting once a motion was made to adjourn.

**Motion to adjourn by Rusty, 2<sup>nd</sup> by Tom. PASSED 5-0**

\_\_\_\_\_  
*William Single, Chairman*

\_\_\_\_\_  
*Ralph Blackington, Vice-Chairman*

\_\_\_\_\_  
*John Tibbets*

\_\_\_\_\_  
*David Alves*

\_\_\_\_\_  
*Thomas Hatch*

*I, Donna Richard, Clerk to the Select Board of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of (3) pages are the original minutes of the Board of Selectmen Regular Meeting dated February 7, 2022*  
*221*

\_\_\_\_\_  
*Donna Richard*

**ITEM # 3**

**WARRANTS**

**A / P Check Register**  
Bank: BIDDEFORD SAVINGS

Type	Check	Amount	Date	Wrnt	Payee
P	8717	18,362.78	02/22/22	43	0569 SECRETARY OF STATE
P	8718	5,840.49	03/01/22	43	0647 TREASURER, STATE OF MAINE
P	8719	226.00	03/01/22	43	0643 TREASURER, STATE OF MAINE
P	8720	6,448.47	03/01/22	43	0569 SECRETARY OF STATE
R	8721	106.79	03/07/22	43	0218 AMAZON CAPITAL SERVICES
R	8722	1,548.00	03/07/22	43	0022 BEAN DATA
R	8723	87.00	03/07/22	43	0065 BRADLEY J NIKEL
R	8724	32.00	03/07/22	43	0994 CINTAS CORPORATION- # 758
R	8725	218.85	03/07/22	43	0111 CYN ENVIRONMENTAL SERVICES
R	8726	730.00	03/07/22	43	0133 DAVID W. RILEY
R	8727	521.25	03/07/22	43	0151 DAYTON SAND & GRAVEL, CO.,INC.
R	8728	46,080.00	03/07/22	43	0248 DAYTON SNOW FIGHTERS INC.
R	8729	9,684.26	03/07/22	43	0024 EASTERN SALT COMPANY INC
R	8730	8,881.87	03/07/22	43	0500 ECOMAINE
R	8731	148.78	03/07/22	43	0056 EDISON PRESS
R	8732	1,730.00	03/07/22	43	0152 ELECTRICAL CONTROLS OF MAINE
R	8733	44,604.17	03/07/22	43	0233 GOODWINS MILLS FIRE & RESCUE
R	8734	505.72	03/07/22	43	0072 GWI
R	8735	475.00	03/07/22	43	0230 JESSICA HUBBARD
R	8736	150.37	03/07/22	43	0161 MAINE MUNICIPAL ASSOCIATION
R	8737	458.17	03/07/22	43	1111 MARCEL DESROSIERS
R	8738	50.00	03/07/22	43	0427 MEGFOA
R	8739	213.00	03/07/22	43	0034 MEMIC
R	8740	170.89	03/07/22	43	0084 READYREFRESH BY NESTLE
R	8741	58.00	03/07/22	43	0502 REGISTRY OF DEEDS
R	8742	446,861.00	03/07/22	43	0419 RSU #57
R	8743	250.00	03/07/22	43	0221 SHORE ROAD ASSOCIATION
P	88889	151.39	03/07/22	43	0140 WEX BANK
P	99999	21.10	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	6.00	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	307.91	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	21.10	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	17.99	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	485.28	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	100.00	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	50.00	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	50.00	03/07/22	43	0095 CARDMEMBER SERVICE
P	99999	954.00	03/07/22	43	0095 CARDMEMBER SERVICE
<b>Total</b>		<b>596,607.63</b>			

Count	
Checks	38
Voids	0

**A / P Warrant**

Warrant 43

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00218 AMAZON CAPITAL SERVICES</b>						
0433	8721	03	SUPPLIES	1DHW-4JXH-9D3D		
SUPPLIES			E 10-10-01		71.89	0.00
			OPERATING / OFFICE SUPP			
SUPPLIES			E 10-10-06		34.90	0.00
			OPERATING / JANITORIAL			
<b>Vendor Total-</b>					<b>106.79</b>	
<b>00022 BEAN DATA</b>						
0433	8722	03	CONTRACTUAL SERVICES	BEANMARFY22		
CONTRACTUAL MAR			E 10-10-02		1,548.00	1,507.50
			OPERATING / COMPUTER EXP			
<b>Vendor Total-</b>					<b>1,548.00</b>	
<b>00065 BRADLEY J NIKEL</b>						
0433	8723	03	REIMB SIGN ITEMS	121721		
REIMB SIGN ITEMS			E 75-75-03		87.00	0.00
			CAP & REVOLV / CAPITAL IMPR			
<b>Vendor Total-</b>					<b>87.00</b>	
<b>00095 CARDMEMBER SERVICE</b>						
0433	99999	03	MICROSOFT	MSFEBFY22A		
MICROSOFT			E 10-10-02		21.10	21.10
			OPERATING / COMPUTER EXP			
<b>Invoice Total-</b>					<b>21.10</b>	
0433	99999	03	MICROSOFT	MSFEBFY22B		
MICROSOFT			E 10-10-02		6.00	6.00
			OPERATING / COMPUTER EXP			
<b>Invoice Total-</b>					<b>6.00</b>	
0433	99999	03	MICROSOFT	MSFEBFY22C		
MICROSOFT			E 10-10-02		307.91	422.00
			OPERATING / COMPUTER EXP			
<b>Invoice Total-</b>					<b>307.91</b>	
0433	99999	03	MICROSOFT BALANCE DUE	FEB 22		
MICROSOFT BALANCE DUE			E 10-10-02		21.10	0.00
			OPERATING / COMPUTER EXP			
<b>Invoice Total-</b>					<b>21.10</b>	
0433	99999	03	STAMPS DOT COM	021722		
STAMPS DOT COM			E 10-10-03		17.99	0.00
			OPERATING / POSTAGE EXP			
<b>Invoice Total-</b>					<b>17.99</b>	
0433	99999	03	POSTAGE	0641		
POSTAGE			E 10-10-03		485.28	0.00
			OPERATING / POSTAGE EXP			
<b>Invoice Total-</b>					<b>485.28</b>	
0433	99999	03	POSTAGE	0634		
POSTAGE			E 10-10-03		100.00	0.00
			OPERATING / POSTAGE EXP			
<b>Invoice Total-</b>					<b>100.00</b>	
0433	99999	03	POSTAGE	0634		
POSTAGE			E 10-10-03		50.00	0.00
			OPERATING / POSTAGE EXP			
<b>Invoice Total-</b>					<b>50.00</b>	

**A / P Warrant**

Warrant 43

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0433	99999	03	POSTAGE		0637	
POSTAGE			E 10-10-03		50.00	0.00
			OPERATING / POSTAGE EXP			
			<b>Invoice Total-</b>		<b>50.00</b>	
0433	99999	03	DESKS		820169	
DESKS			E 10-10-24		954.00	0.00
			OPERATING / OFFICE EQUIP			
			<b>Invoice Total-</b>		<b>954.00</b>	
			<b>Vendor Total-</b>		<b>2,013.38</b>	
<b>00994 CINTAS CORPORATION- # 758</b>						
0433	8724	03	13117643		4111406579	
RUGS-TH			E 10-10-21		32.00	0.00
			OPERATING / RUGS			
			<b>Vendor Total-</b>		<b>32.00</b>	
<b>00111 CYN ENVIRONMENTAL SERVICES</b>						
0433	8725	03	LY3802		88331107-210732	
LY3802			E 50-25-05		218.85	0.00
			SOLID WASTE / WASTE OIL DP			
			<b>Vendor Total-</b>		<b>218.85</b>	
<b>00133 DAVID W. RILEY</b>						
0433	8726	03	SERVICES		2021-0367	
FUELING			E 50-25-22		80.00	0.00
			SOLID WASTE / EQUIPMT R&M			
			<b>Invoice Total-</b>		<b>80.00</b>	
0433	8726	03	SERVICES		2021-0368	
ROADS REPAIRS/MAINT			E 40-15-03		350.00	0.00
			ROAD EXPENSE / RD REP/MAINT			
			<b>Invoice Total-</b>		<b>350.00</b>	
0433	8726	03	SERVICES		2021-0369	
PLOWING P&R			E 80-32-16		200.00	0.00
			PARKS & REC / PLOWING P&R			
			<b>Invoice Total-</b>		<b>200.00</b>	
0433	8726	03	SERVICES		2021-0370	
SHOVELING/SANDING TH			E 10-60-01		70.00	0.00
			MAINTENANCE / PLOWING/SAND			
TOWN HALL TRASH			E 10-10-06		30.00	0.00
			OPERATING / JANITORIAL			
			<b>Invoice Total-</b>		<b>100.00</b>	
			<b>Vendor Total-</b>		<b>730.00</b>	
<b>00151 DAYTON SAND &amp; GRAVEL, CO., INC.</b>						
0433	8727	03	52800		242607	
52800			E 40-15-03		223.75	0.00
			ROAD EXPENSE / RD REP/MAINT			
			<b>Invoice Total-</b>		<b>223.75</b>	
0433	8727	03	52800		242668	
52800			E 40-15-03		297.50	0.00
			ROAD EXPENSE / RD REP/MAINT			
			<b>Invoice Total-</b>		<b>297.50</b>	
			<b>Vendor Total-</b>		<b>521.25</b>	



**A / P Warrant**

Warrant 43

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00248 DAYTON SNOW FIGHTERS INC.</b>						
0433	8728	03	MAR 2022	SNOW032022		
MAR 2022			E 40-15-04		32,400.00	32,400.00
			ROAD EXPENSE / PLOWING/SAND			
			<b>Invoice Total-</b>		<b>32,400.00</b>	
0433	8728	03	SAND AND SALT MIX	1059		
SAND AND SALT MIX			E 40-15-04		13,680.00	0.00
			ROAD EXPENSE / PLOWING/SAND			
			<b>Invoice Total-</b>		<b>13,680.00</b>	
			<b>Vendor Total-</b>		<b>46,080.00</b>	
<b>00024 EASTERN SALT COMPANY INC</b>						
0433	8729	03	SALT LYMANM05	119914		
SALT LYMANM05			E 40-15-04		9,684.26	0.00
			ROAD EXPENSE / PLOWING/SAND			
			<b>Vendor Total-</b>		<b>9,684.26</b>	
<b>00500 ECOMAINE</b>						
0433	8730	03	TIPPING	022822		
LYMAN01 MSW			E 50-25-03		8,246.73	0.00
			SOLID WASTE / TIPPING FEES			
			<b>Invoice Total-</b>		<b>8,246.73</b>	
0433	8730	03	BULKY TIPPING	022822		
BULLYMAN01 OBW-WOOD			E 50-25-23		444.04	0.00
			SOLID WASTE / WOOD TIPP			
			<b>Invoice Total-</b>		<b>444.04</b>	
0433	8730	03	RECYCLE TIPPING	022822		
RECYCLE TIPPING			E 50-25-41		191.10	0.00
			SOLID WASTE / RECYCLE TIPP			
			<b>Invoice Total-</b>		<b>191.10</b>	
			<b>Vendor Total-</b>		<b>8,881.87</b>	
<b>00056 EDISON PRESS</b>						
0433	8731	03	POSTCARD REMINDERS	114760		
POSTCARD REMINDERS			E 10-10-28		148.78	148.78
			OPERATING / TAX BILLS			
			<b>Vendor Total-</b>		<b>148.78</b>	
<b>00152 ELECTRICAL CONTROLS OF MAINE</b>						
0433	8732	03	SIGN WORK	5206		
SIGN WORK			E 75-75-03		1,730.00	0.00
			CAP & REVOLV / CAPITAL IMPR			
			<b>Vendor Total-</b>		<b>1,730.00</b>	
<b>00233 GOODWINS MILLS FIRE &amp; RESCUE</b>						
0433	8733	03	MAR 2022	SMFR032022		
MAR 2022			E 35-35-02		13,545.17	13,545.17
			PROF SVC / GMFD-CONTRAC			
MAR 2022			E 35-35-03		31,059.00	31,059.00
			PROF SVC / GMFD PERSONN			
			<b>Vendor Total-</b>		<b>44,604.17</b>	
<b>00072 GWI</b>						
0433	8734	03	PHONES & INTERNET	6210492		

**A / P Warrant**

Warrant 43

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
205773			E 10-10-25		476.12	0.00
			OPERATING / COMMUNICATIO			
205773			E 80-30-10		29.60	0.00
			BUNGANUT PRK / TELEPHONE			
<b>Vendor Total-</b>					<b>505.72</b>	
<b>00230 JESSICA HUBBARD</b>						
0433	8735	03	MARCH	HUBBMAR22		
MARCH			E 10-10-06		475.00	475.00
			OPERATING / JANITORIAL			
<b>Vendor Total-</b>					<b>475.00</b>	
<b>00161 MAINE MUNICIPAL ASSOCIATION</b>						
0433	8736	03	UNEMPLOYEMENT	31665		
31170U			E 10-65-05		150.37	0.00
			INSURANCE / UNEMPLOYMENT			
<b>Vendor Total-</b>					<b>150.37</b>	
<b>01111 MARCEL DESROSIERS</b>						
0433	8737	03	MILEAGE	01/27-02/23		
MILEAGE			E 30-01-15		458.17	0.00
			PERSONNEL / ELEC INSPECT			
<b>Vendor Total-</b>					<b>458.17</b>	
<b>00427 MEGFOA</b>						
0433	8738	03	ALVES & LEMAY WINTER TRAI	1000422209		
ALVES & LEMAY WINTER TRAI			E 10-10-11		50.00	0.00
			OPERATING / TRAINING			
<b>Vendor Total-</b>					<b>50.00</b>	
<b>00034 MEMIC</b>						
0433	8739	03	1810107099	022222		
1810107099			E 10-65-04		213.00	0.00
			INSURANCE / WORKERS COMP			
<b>Vendor Total-</b>					<b>213.00</b>	
<b>00084 READYREFRESH BY NESTLE</b>						
0433	8740	03	0427507058	12B427507058		
H20 0427507058			E 10-10-06		170.89	0.00
			OPERATING / JANITORIAL			
<b>Vendor Total-</b>					<b>170.89</b>	
<b>00502 REGISTRY OF DEEDS</b>						
0433	8741	03	RECORD NOTICE OF DECISION	022822		
RECORD NOTICE OF DECISION			E 10-10-22		58.00	0.00
			OPERATING / REGISTRY			
<b>Vendor Total-</b>					<b>58.00</b>	<b>*** SEPARATE ***</b>
<b>00419 RSU #57</b>						
0433	8742	03	MAR 2022	SCHL032022		
MAR 2022			E 20-40-01		446,861.00	446,861.00
			MSAD 57 / SCH PAYMENT			
<b>Vendor Total-</b>					<b>446,861.00</b>	
<b>00569 SECRETARY OF STATE</b>						
0433	8717	03	31170	02/11-02/18		

**A / P Warrant**

Warrant 43

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
31170			G 1-250-00		18,362.78	0.00
			MTR VEHICLE			
			<b>Invoice Total-</b>		<b>18,362.78</b>	
0433	8720	03	31170	02/18-02/24		
31170			G 1-250-00		6,448.47	0.00
			MTR VEHICLE			
			<b>Invoice Total-</b>		<b>6,448.47</b>	
			<b>Vendor Total-</b>		<b>24,811.25</b>	
<b>00221 SHORE ROAD ASSOCIATION</b>						
0433	8743	03	TURN AROUND FY 2022	SHORFY2022		
TURN AROUND FY 2022			E 40-15-03		250.00	250.00
			ROAD EXPENSE / RD REP/MAINT			
			<b>Vendor Total-</b>		<b>250.00</b>	
<b>00643 TREASURER, STATE OF MAINE</b>						
0433	8719	03	DOGS FEB 2022	FEB 2022		
DOGS			G 1-256-00		226.00	0.00
			DOG LIC			
			<b>Vendor Total-</b>		<b>226.00</b>	
<b>00647 TREASURER, STATE OF MAINE</b>						
0433	8718	03	FISH FEB 22	FEB 2022		
FISH FEB 22			G 1-251-00		5,840.49	0.00
			INLAND FISH			
			<b>Vendor Total-</b>		<b>5,840.49</b>	
<b>00140 WEX BANK</b>						
0433	88889	03	0496-00-621844-0	79142466		
0496-00-621844-0			E 50-25-22		151.39	0.00
			SOLID WASTE / EQUIPMT R&M			
			<b>Vendor Total-</b>		<b>151.39</b>	
			<b>Prepaid Total-</b>		<b>33,042.51</b>	
			<b>Current Total-</b>		<b>563,565.12</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>596,607.63</b>	

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED BELOW THE SUM AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWM OF LYMAN, BOARD OF SELECTMEN

THOMAS HATCH

JOHN E. TIBBETTS

RALPH BLACKINGTON

DAVID ALVES

WILLIAM SINGLE

**WARRANT: 44**

Check	D / D	Check	Employee	Gross Pay
1	1,354.10	0.00	79 SUSAN J BELLEROSE	1,924.32
2	282.15	0.00	032 DANA A CARTER	305.52
3	12.77	0.00	12 MARCEL DESROSIERS	13.83
4	956.61	0.00	016 LAURIE L GONSKA	1,827.00
5	241.70	0.00	007 THOMAS M HOLLAND	273.19
6	1,014.56	0.00	019 HOLLI L HUTCHINS	1,423.54
7	1,450.07	0.00	015 JEANETTE E LEMAY	2,290.62
8	1,944.58	0.00	27 PATTI J MCKENNA	2,883.00
9	876.48	0.00	005 BRADLEY J NIKEL	1,388.46
10	379.87	0.00	19 BRIAN D. RACICOT	466.90
11	566.35	0.00	035 JONESSA J RAMOS	700.00
12	1,321.63	0.00	017 DONNA L RICHARD	1,990.73
13	379.01	0.00	002 DAVID W RILEY	410.41
14	269.03	0.00	020 DAVID H SANTORA	291.31
15	394.96	0.00	40 RAYMOND J VALLIERE	430.31
16	1,327.97	0.00	76 PAULINE F WEISS	1,899.27
17	0.00	12,771.84	D / D 1 BIDDEFORD SAVINGS BANK	
18	0.00	4,408.73	T & A 1 I.R.S.	
19	0.00	1,244.06	T & A 3 ICMA	
20	0.00	762.36	T & A 2 MAINE REVENUE SERVICES	
21	0.00	1,014.11	T & A 9 MPERS	
<b>Total</b>	<b>12,771.84</b>	<b>20,201.10</b>		<b>18,518.41</b>

Put into A/P **8,332.59**  
 Taken out of A/P **(7,429.26)**  
**Total Payroll 21,104.43**

Count  
 Checks 21

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED BELOW THE SUM AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWM OF LYMAN, BOARD OF SELECTMEN

THOMAS HATCH \_\_\_\_\_  
 JOHN E. TIBBETTS \_\_\_\_\_  
 RALPH BLACKINGTON \_\_\_\_\_  
 DAVID ALVES \_\_\_\_\_  
 WILLIAM SINGLE \_\_\_\_\_

**Payroll Check Register**  
Pay Date: 03/09/2022

Check	D / D	Check	Amount	Date	Employee
<b>Employee Checks</b>					
1	1,354.10	0.00	1,354.10	03/09/22	79 SUSAN J BELLEROSE
2	282.15	0.00	282.15	03/09/22	032 DANA A CARTER
3	12.77	0.00	12.77	03/09/22	12 MARCEL DESROSTIERS
4	956.61	0.00	956.61	03/09/22	016 LAURIE L GONSKA
5	241.70	0.00	241.70	03/09/22	007 THOMAS M HOLLAND
6	1,014.56	0.00	1,014.56	03/09/22	019 HOLLI L HUTCHINS
7	1,450.07	0.00	1,450.07	03/09/22	015 JEANETTE E LEMAY
8	1,944.58	0.00	1,944.58	03/09/22	27 PATTI J MCKENNA
9	876.48	0.00	876.48	03/09/22	005 BRADLEY J NIKEL
10	379.87	0.00	379.87	03/09/22	19 BRIAN D. RACICOT
11	566.35	0.00	566.35	03/09/22	035 JONESSA J RAMOS
12	1,321.63	0.00	1,321.63	03/09/22	017 DONNA L RICHARD
13	379.01	0.00	379.01	03/09/22	002 DAVID W RILEY
14	269.03	0.00	269.03	03/09/22	020 DAVID H SANTORA
15	394.96	0.00	394.96	03/09/22	40 RAYMOND J VALLIERE
16	1,327.97	0.00	1,327.97	03/09/22	76 PAULINE F WEISS
<b>Total</b>	<b>12,771.84</b>	<b>0.00</b>	<b>12,771.84</b>		

<b>Direct Deposit Checks</b>					
17	0.00	12,771.84	12,771.84	03/09/22	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>12,771.84</b>	<b>12,771.84</b>		

<b>Trust &amp; Agency Checks</b>					
18	0.00	4,408.73	4,408.73	03/09/22	T & A 1 I.R.S.
19	0.00	1,244.06	1,244.06	03/09/22	T & A 3 ICMA
20	0.00	762.36	762.36	03/09/22	T & A 2 MAINE REVENUE SERVICES
21	0.00	1,014.11	1,014.11	03/09/22	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>7,429.26</b>	<b>7,429.26</b>		

<b>Summary</b>			
Checks:	Regular	0.00	16
	D / D	12,771.84	1
	Employee	12,771.84	
	T & A	7,429.26	4
	Voided		0
	<b>Total</b>	<b>20,201.10</b>	<b>21</b>

**ITEM # 4**

**UNFINISHED  
BUSINESS**

# GO DIGITAL WITH IRON MOUNTAIN DOCUMENT CAPTURE SERVICES

Complete this form to get started on your next imaging project:

## CUSTOMER CONTACT INFORMATION

Primary Contact	Technical Contact (if applicable)
Company Name:	Same as Primary OR:
Contact Name and Title:	Name and Title:
Address:	Address:
City/State/ZIP:	City/State/ZIP:
Phone:	Phone:
Email:	Email:
Customer ID (if applicable):	

## ABOUT THE RECORDS

Type of Engagement:  One-Time Project  Day-forward (ongoing project)

Type of Records (ex. Employee files, patient files, etc.): \_\_\_\_\_

\_\_\_\_\_

### Category size of documents (check all that apply):

If documents fall into both categories, please note the percentages for each category.

Category 1: 8½ x11 or 8½ x14 \_\_\_\_\_%

Category 2: Other \_\_\_\_\_%

### Color Required (check one):

No

Yes Special instructions about color: \_\_\_\_\_

\_\_\_\_\_

## VOLUME OF RECORDS

Number of Files: \_\_\_\_\_

Average Pages per File: \_\_\_\_\_

Percentage of double-sided: \_\_\_\_\_

### File Level or Document Level Scanning

Please select one. (Note: Document Level Scanning is more expensive and will increase the per image rate.)

File Level Scanning (one electronic file per paper file):  Yes  No

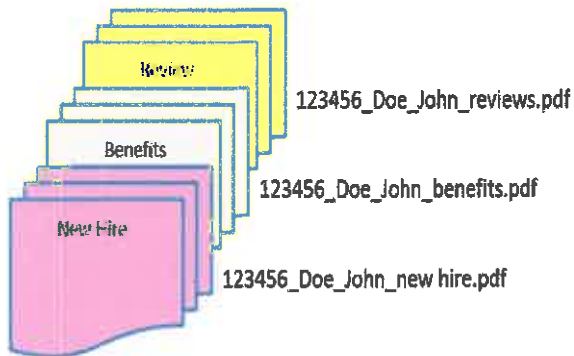
123456\_Doe\_John.pdf



#### File level scanning:

One image document for all

Document Level Scanning (multiple electronic files per paper file):  Yes  No If Yes, how many? \_\_\_\_\_



#### Document level scanning:

Separate image docs for each document

#### Name for each document per electronic file:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



**Indexing** (up to five fields) Please indicate format. For example:

For "name": Last name, First name

For "date": MM/DD/YYYY

Etc.

**Index Field Name** (up to 25 characters)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

**LOGISTICS**

**Location 1**

**Location 2** (if applicable)

**Company Name:**

**Same as Primary OR:**

**Contact Name and Title:**

**Name and Title:**

**Address:**

**Address:**

**City/State/ZIP:**

**City/State/ZIP:**

**Phone:**

**Phone:**

**Pickup:**

One-Time  Weekly  As Needed  Monthly

**Pickup:**

One-Time  Weekly  As Needed  Monthly

**Special Pickup Instructions:**

**Special Pickup Instructions:**

**Transportation Methods**

Customer 3rd Party

Iron Mountain 3rd Party

Special Pickup Instructions: \_\_\_\_\_

## Disposition of Originals

- Return to Customer
- Destruction
- Store with Iron Mountain

## TECHNICAL REQUIREMENTS

**Preparation** Using the following descriptions, how would you describe the level of effort to prep the documents?  
(check one)

- MEDIUM** - Moderately fastened documents (less than 1 fastener every 5 pages); 95% bond paper, remaining office type documents; 95%+ letter size and less than 1% require repair or mounting to the carrier sheets. Between 5 to 10 manual sorts. Less than 1% out sort (non-scan documents).
- HEAVY** - Heavily fastened documents (more than 1 fastener every 5 pages) including documents contained in envelopes which require opening and extracting; 80% bond paper, remaining office type documents; 80%+ letter size and less than 2% require repair or mounting to carrier sheets.

**Reassembly** (Check one)

- None Required** - The scanned documents will be placed back into the receiving container in the order in which they were scanned; no reassembly is required.
- Simple** - The project requires simple reassembly. The scanned documents will be placed back in the original file folder without applying any fasteners.
- Partial Reassembly** - The project requires partial reassembly. Partial reassembly consists of one or more actions of restoring Customer's converted documents to any state short of "as received" state and greater than simply placing them back in their original file folders.
- Full Reassembly** - The project requires full reassembly. Full reassembly is the restoration of the converted documents back to their "as received" state.

**Image Output** (Check one)

- Multipage TIFF
- Multipage PDF
- Searchable PDF
- PDF/A

**Release To** (Check one)

- CD/DVD
- USB
- Hard Drive
- Iron Mountain Hosted Solution (Additional costs and implementation timelines will apply.)

For more information, [please see ironmountain.com](https://www.ironmountain.com) where you'll find our Document Capture data sheet and other resources for how Iron Mountain can help you go digital today!

## REPORTING - USER ROLES

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- **Account Administrator** has the administrative role of maintaining the names and contact information of the designated individuals for reporting. The Account Administrator is responsible for making any changes or updates to the user roles as needed over the award period. We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes.
- **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting, including alerts about upcoming reporting, requirements and deadlines, and is responsible for completing reports.
- **Authorized Representative for Reporting** or ARR is responsible for certifying and submitting official reports on behalf of the recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting.

**\*\*The same person can serve all three roles\*\*** **Wise to have at least two with authorization\*\***

# Invoice

Tony Vigue

Date: 08/28/21  
Invoice #: 210828  
Customer ID: Lyman

To: Jeanette LeMay, Treasurer  
Town of Lyman  
11 S. Waterboro Road  
Lyman, ME 04002  
(207) 247-0646

Salesperson	Job	Payment Terms	Due Date
Tony	Lyman Cable TV Franchise	net 30	9/30/21

Qty	Description	Unit Price	Line Total
1.50	11-6-17 research & email Lisa and Charter (Shelley W.) regarding Walker Road Line extension requests.	40.00	\$ 60.00
0.50	1-5-18 email response to Patti McKenna questions re: Walker Rd	40.00	20.00
1.00	2-20-18 response to Nancy B. request re: Roux Road	40.00	40.00
1.00	2/21/2018 email to Charter (Shelley W.) and research current contract regarding line extensions.	40.00	40.00
0.50	4/3/2018 Create letter to Atty Gen re lack of response from Charter and emails to Lisa	40.00	20.00
0.25	4-25-18 email to Lisa	40.00	10.00
0.50	8-1-18 Note to Shelley regarding road surveys	40.00	20.00
0.50	9-20-18 emails with Nancy & Shelley regarding Walker & Roux Roads	40.00	20.00
1.00	10-15-18 research and email to Nancy & Lisa re Walker & Roux Roads	40.00	40.00
2.00	6-2-19 Created Ascertainment Report and Vision Plan	40.00	80.00
2.00	6-17-19 Attended Selectmen meeting with Charter (Shelley W.)	40.00	80.00
34.00	6-17-19 Mileage - Standish-Lyman-Standish	0.53	18.02
1.50	6-21-19 emails to Shelley and Selectmen 1.5	40.00	60.00
0.50	8-16-19 respond to Nancy Brandt and Shelley W. questions	40.00	20.00
	Subtotal	\$	528.02
	Sales Tax		
	Total	\$	528.02

Make all checks payable to Tony Vigue  
Thank you for your business!

P.O. Box 258, Standish, Maine 04084 (207) 329-6243 tvigue1@gmail.com

## Selectmen Board Clerk

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**From:** Treasurer  
**Sent:** Wednesday, March 2, 2022 12:16 PM  
**To:** Selectmen Board Clerk  
**Cc:** William Single  
**Subject:** FW: Franchise Agreements

Hi Donna,

Could you please put this on the Board's agenda for Monday along with the invoice for discussion? Thank you!

**Jeanette Lemay – Treasurer**

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

**From:** Treasurer  
**Sent:** Wednesday, March 2, 2022 12:15 PM  
**To:** Tony Vigue <[tvigue1@gmail.com](mailto:tvigue1@gmail.com)>  
**Cc:** Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>; William Single <[williams@lyman-me.gov](mailto:williams@lyman-me.gov)>  
**Subject:** RE: Franchise Agreements

Thank you Tony. We will share this with the Board.

**Jeanette Lemay – Treasurer**

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

**From:** Tony Vigue <[tvigue1@gmail.com](mailto:tvigue1@gmail.com)>  
**Sent:** Wednesday, March 2, 2022 10:56 AM  
**To:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>  
**Cc:** Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>; William Single <[williams@lyman-me.gov](mailto:williams@lyman-me.gov)>  
**Subject:** Re: Franchise Agreements

Hi Jeanette,

Yes, I have a Statement of Work signed by one of the Selectmen, Mr. Sanborn (I think, handwriting hard to read) on August 5, 2015, and then another extending the contract to August 31, 2016 signed by Nancy Harrison with Lisa Vargas, Treasurer as the Client Manager. It may be filed under Anthony Vigue or A/V Consulting Services.

I can scan those and email them to you later today if necessary.

The fee was set at \$40/hr not to exceed \$1000.

I am remiss in obtaining extensions to the contract after the initial Phase I and Phase II projects were completed as the relationship between the Town and myself was conducted on an informal as needed basis with Attorney Brad Morin insuring that any additional work by me met the legal requirements of the town.

That work was, and still is, negotiating the terms of the Franchise Agreement RFP that the Town arrived at with Charter/Spectrum to obtain the best possible terms for the town.

I'm happy to meet with you to go over the work I have done, and send you all the correspondence that has taken place between the Town, Attorney Morin and myself if you need to see that. I keep everything! :>)

At one point when I was having medical issues, I offered to help the 6 towns I was actively working with to join the GPCOG Consortium that is negotiating with Charter as a group but none of them, including Lyman, opted to go that route.

Then during COVID, I postponed billing the towns, knowing they had more pressing issues to deal with and in all that, the expiration date of my agreement with the town came and went.

Having worked for the City of South Portland for 20 years and having helped approximately 50 towns in Maine with their cable Franchise matters, I understand completely the importance of institutional memory and how that is often tested with personnel turnover, so don't be hesitant to ask for any documentation related to my work for the town.

Again, I apologize for not being on top of our contract renewal, I will abide by any decision you arrive at.

Sorry for the length of this epistle, but wanted you to have the back story.

Tony

On Mar 2, 2022, at 8:22 AM, Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)> wrote:

Hi Tony,

Do you have an agreement/contract that was signed with the Town the Lyman stating that there was a fee for your services and what those services were? We haven't found one and no one remembers this. If you could send it over that would be great!

**Jeanette Lemay – Treasurer**

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

**From:** Tony Vigue <[tvigue1@gmail.com](mailto:tvigue1@gmail.com)>

**Sent:** Tuesday, March 1, 2022 6:49 PM

**To:** Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>; Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>

**Subject:** Re: Franchise Agreements

PS, Jeanette, See my previous email below and also about the time Nancy and Lisa left I thought I sent an invoice to Lisa (see attached), can you check your records to see if you ever got that one dated August 28, 2021 attached to my last two emails?

I was preparing my tax return for last year and noticed I don't have a record of it being paid.

Thank you,

Tony

(207) 642-5055 (h)

(207) 329-6243 (m)

On Tue, Mar 1, 2022 at 4:32 PM Tony Vigue <[tvigue1@gmail.com](mailto:tvigue1@gmail.com)> wrote:

Hi Donna and Jeanette,

Checking in again, see below.

I can stop by for a visit if that would be helpful, not sure how you folks want to proceed.

I can update the franchise with recent court decisions and legislation that has passed during the COVID break that we took if you want or I can meet with the Selectmen if that is necessary. In either event, we are close to a final Franchise RFP that you can send off to Shelley at Charter?Spectrum, let me know how you want to proceed.  
Thank you,  
Tony

(207) 642-5055 (h)  
(207) 329-6243 (m)

----- Forwarded message -----

**From:** Tony Vigue <[tvigue1@gmail.com](mailto:tvigue1@gmail.com)>  
**Date:** Thu, Jan 20, 2022 at 9:51 AM  
**Subject:** Fwd: Franchise Agreements  
**To:** Town Of Lyman <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>, Town of Lyman <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>

Hi Donna and Jeanette,  
Looking back through my records, I don't see a payment for the attached invoice which I had sent on ~~November 15th~~ (correction, August 28, 2021) along with the other documents, see below. If this has been paid, please let me know, thank you and sorry for any confusion.  
Tony

Begin forwarded message:

**From:** Tony Vigue <[tvigue1@gmail.com](mailto:tvigue1@gmail.com)>  
**Date:** November 15, 2021 at 5:29:11 PM EST  
**To:** Town Of Lyman <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>  
**Cc:** Town Of Lyman Jeanette Lemay <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>, Bradley Morin <[bmorin@bourqueclegg.com](mailto:bmorin@bourqueclegg.com)>  
**Subject:** Fwd: Franchise Agreements

Hi Donna,  
Just catching up to see where we stand,  
Did you receive the information I sent earlier, not sure if you saw my questions below? I am attaching again it along with my last invoice but if you have already processed that please disregard.  
Most of the work was done before and during COVID so it may appear outdated, I had held off on billing the towns because they had enough problems!  
Copying Jeanette and Brad.  
Thank you,  
Tony

(207) 642-5055 (h)  
(207) 329-6243 (m)

Begin forwarded message:

**From:** Tony Vigue <[tvigue1@gmail.com](mailto:tvigue1@gmail.com)>  
**Date:** August 28, 2021 at 12:47:27 PM EDT

**To:** Donna Richard <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>  
**Cc:** Bradley Morin <[bmorin@bourqueclegg.com](mailto:bmorin@bourqueclegg.com)>  
**Subject:** Re: Franchise Agreements

Hi Donna & Brad,

As promised, here are the latest versions of the documents we were working with prior to the COVID shutdown, plus some pertinent information regarding our difficulties in getting a response from the Charter Representative, Shelley Winchenbach.

I updated the Franchise Agreement and highlighted my changes in yellow, some of which were due to the recent passage of Maine Public Law 245, for example the 15 homes per mile requirement instead of 20. The original redlines on this document are from the Charter Representative, Shelley Winchenbach, The blue highlights are from Brad I believe. We sent those changes in blue to her and she never responded. Please share with others as necessary.

Also, can you check to see if the Selectmen ever approved a Cable TV Ordinance? I had submitted a sample one for the town to consider a while back and the town should have one in place before concluding this franchise renewal. I am attaching it here with a couple of updates in case you can't locate it and perhaps Brad can look it over?

In addition, I should clarify the Charter cable tv revenue figures that I gave in our meeting. *Lyman Cable TV subscriber revenues for a 15 year contract period will total approximately \$19,008,000.00. (Ave. \$100/month per subscriber (1056 subs) times 180 months). It is one of the highest dollar contracts the town will ever sign because it represents money that is leaving the community as we discussed. Five percent of gross revenues as a franchise fee coming to the town should be about \$60,000. per year but I will verify that.*

*We had discussed a 15 year contract and that is what is shown in the documents but 10 years can also be considered and I can provide you with the pro's and con's of both at our next meeting.*

Also, should I send the invoice for my previous services during the COVID shutdown directly to Jeanette or yourself?

Thank you,  
Tony

*(207) 642-5055 (h)*  
*(207) 329-6243 (m)*

On Wed, Aug 25, 2021 at 11:48 AM Donna Richard <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)> wrote:



I am passing on Tony's phone numbers per Bill's request. The meeting today was very informative for me to learn about what franchise agreements are and how they can benefit the town. I also did find a folder started by a previous clerk (guessing Nancy, but I have not looked through it yet). He also advised he would be submitting an invoice for the work he has previously done before Covid shut things down..

**Tony Vigue – home phone is 642-5055**

**Cell phone is 329-6243**

**Donna Richard**

**Board of Selectman Clerk**

**207-247-0642**

**11 So. Waterboro Road**

**Lyman, Me 04002**

[Town of Lyman Maine | \(lyman-me.gov\)](http://lyman-me.gov)



Virus-free. [www.avg.com](http://www.avg.com)

**ITEM # 5**

**DEPARTMENT &  
COMMITTEE  
REPORTS**

Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>GENERAL ADM</b>	<b>1,568,380.00</b>	<b>131,300.00</b>	<b>1,699,680.00</b>	<b>1,285,437.31</b>	<b>23,748.99</b>	<b>468,893.70</b>
<b>01 - PERSONNEL</b>	<b>614,746.00</b>	<b>31,027.00</b>	<b>645,773.00</b>	<b>377,699.08</b>	<b>0.00</b>	<b>268,073.92</b>
01 - TREASURER	59,556.00	0.00	59,556.00	44,115.05	0.00	15,440.95
02 - TAX COLLECT	49,382.00	0.00	49,382.00	33,226.17	0.00	16,155.83
03 - DPTY TC/JC	6,720.00	0.00	6,720.00	2,130.88	0.00	4,589.12
04 - ASST ASSES	51,418.00	0.00	51,418.00	31,059.00	0.00	20,359.00
05 - SELECT CLERK	47,771.00	0.00	47,771.00	28,848.01	0.00	18,922.99
06 - G A DIRECTOR	3,232.00	0.00	3,232.00	1,616.00	0.00	1,616.00
07 - CUST SERV PT	30,979.00	0.00	30,979.00	16,842.43	0.00	14,136.57
08 - RD COMM	36,100.00	0.00	36,100.00	24,992.28	0.00	11,107.72
10 - TOWN CLERK	49,381.00	0.00	49,381.00	34,186.86	0.00	15,194.14
11 - P B CLERK	5,170.00	0.00	5,170.00	1,510.93	0.00	3,659.07
12 - P B MEMBERS	3,057.00	0.00	3,057.00	1,085.66	0.00	1,971.34
13 - APPEALS BRD	400.00	0.00	400.00	24.30	0.00	375.70
16 - BALLOT CLRS	4,504.00	0.00	4,504.00	958.67	0.00	3,545.33
17 - HEALTH OFFCR	431.00	0.00	431.00	215.50	0.00	215.50
19 - TRANSFER STN	75,153.00	0.00	75,153.00	37,840.94	0.00	37,312.06
20 - CEO	69,788.00	0.00	69,788.00	57,021.89	0.00	12,766.11
21 - TM MODERATOR	324.00	0.00	324.00	162.00	0.00	162.00
22 - VOTER RGSTR	3,248.00	0.00	3,248.00	0.00	0.00	3,248.00
23 - REC DIRECTOR	3,771.00	0.00	3,771.00	1,885.50	0.00	1,885.50
24 - ECOMAINE REP	950.00	0.00	950.00	0.00	0.00	950.00
30 - CEO - ASSIST	0.00	27,300.00	27,300.00	4,371.00	0.00	22,929.00
54 - SELECTPERSON	24,778.00	0.00	24,778.00	12,658.00	0.00	12,120.00
59 - EXTRA TIME P	4,700.00	0.00	4,700.00	677.31	0.00	4,022.69
62 - PTO BUYOUT	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
63 - 457 EMPLOYER	13,390.00	1,638.00	15,028.00	6,207.03	0.00	8,820.97
64 - MPERS ER	24,043.00	0.00	24,043.00	10,195.68	0.00	13,847.32
90 - FICA MATCH	42,000.00	2,089.00	44,089.00	25,867.99	0.00	18,221.01
<b>10 - OPERATING</b>	<b>180,420.00</b>	<b>0.00</b>	<b>180,420.00</b>	<b>104,818.93</b>	<b>12,648.99</b>	<b>62,952.08</b>
01 - OFFICE SUPP	5,000.00	1,117.75	6,117.75	4,891.06	0.00	1,226.69
02 - COMPUTER EXP	49,500.00	-22,007.64	27,492.36	20,235.36	7,318.60	-61.60
03 - POSTAGE EXP	5,200.00	0.00	5,200.00	4,148.41	0.00	1,051.59
04 - COPIER EXP	1,865.00	0.00	1,865.00	623.92	0.00	1,241.08
05 - ADVERTISING	4,000.00	-1,000.00	3,000.00	822.70	385.25	1,792.05
06 - JANITORIAL	9,950.00	0.00	9,950.00	6,611.42	1,635.00	1,703.58
07 - ELECTIONS	7,825.00	0.00	7,825.00	1,050.27	0.00	6,774.73
08 - COMP EQUIP	33,674.00	14,857.64	48,531.64	31,714.94	-141.96	16,958.66
09 - TOWN REPORT	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00

**Expense Summary Report**

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>10 - GENERAL ADM CONT'D</b>						
11 - TRAINING	2,000.00	0.00	2,000.00	501.00	0.00	1,499.00
12 - MBRSHIP/DUES	8,634.00	0.00	8,634.00	8,426.00	0.00	208.00
13 - PUBLICATIONS	1,000.00	0.00	1,000.00	84.92	57.10	857.98
15 - OFFICE FORMS	4,000.00	-85.14	3,914.86	519.86	3,395.00	0.00
16 - MNTNC CNTRCT	1,200.00	-5.41	1,194.59	1,194.59	0.00	0.00
17 - HEATING OIL	4,000.00	0.00	4,000.00	1,668.29	0.00	2,331.71
21 - RUGS	792.00	0.00	792.00	544.00	0.00	248.00
22 - REGISTRY	6,000.00	0.00	6,000.00	2,050.00	0.00	3,950.00
23 - MILEAGE/TOLL	3,000.00	0.00	3,000.00	1,190.03	0.00	1,809.97
24 - OFFICE EQUIP	9,100.00	7,150.00	16,250.00	7,561.28	0.00	8,688.72
25 - COMMUNICATIO	10,600.00	0.00	10,600.00	6,048.11	0.00	4,551.89
27 - SECURITY SYS	550.00	-27.20	522.80	522.80	0.00	0.00
28 - TAX BILLS	3,030.00	0.00	3,030.00	2,356.35	0.00	673.65
30 - ELECTRICITY	4,000.00	0.00	4,000.00	2,053.62	0.00	1,946.38
<b>14 - TAX MAPS</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>
04 - PROF SERVICE	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
<b>35 - PROF SVC</b>	<b>84,010.00</b>	<b>91,442.00</b>	<b>175,452.00</b>	<b>96,703.59</b>	<b>6,600.00</b>	<b>72,148.41</b>
14 - LEGAL	10,000.00	20,000.00	30,000.00	13,956.00	0.00	16,044.00
20 - PSAP	38,010.00	0.00	38,010.00	38,010.00	0.00	0.00
24 - AUDIT	5,500.00	500.00	6,000.00	5,500.00	0.00	500.00
32 - CHIEF ASSOC	0.00	35,500.00	35,500.00	24,135.00	0.00	11,365.00
35 - ASSESSING	0.00	34,000.00	34,000.00	13,296.25	1,600.00	19,103.75
36 - PLANNING	500.00	0.00	500.00	0.00	0.00	500.00
37 - CEO	0.00	1,442.00	1,442.00	1,441.94	0.00	0.06
38 - HR JOB STUDY	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
39 - TH FEASIBILI	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
80 - CHARTER COMM	15,000.00	0.00	15,000.00	364.40	5,000.00	9,635.60
<b>36 - ANIMAL WELFA</b>	<b>15,492.00</b>	<b>0.00</b>	<b>15,492.00</b>	<b>11,441.85</b>	<b>0.00</b>	<b>4,050.15</b>
01 - ANIMAL SHEL	6,039.00	0.00	6,039.00	6,038.16	0.00	0.84
02 - A.C.O. SALAR	7,103.00	0.00	7,103.00	4,917.42	0.00	2,185.58
03 - EMER. CARE	350.00	0.00	350.00	125.00	0.00	225.00
23 - MILEAGE	2,000.00	0.00	2,000.00	361.27	0.00	1,638.73
<b>38 - CEMETERY</b>	<b>9,500.00</b>	<b>0.00</b>	<b>9,500.00</b>	<b>8,673.99</b>	<b>0.00</b>	<b>826.01</b>
02 - COMMITTEE	9,500.00	0.00	9,500.00	8,673.99	0.00	826.01
<b>45 - COUNTY TAX</b>	<b>300,179.00</b>	<b>0.00</b>	<b>300,179.00</b>	<b>299,963.74</b>	<b>0.00</b>	<b>215.26</b>
01 - ASSESSMENT	300,179.00	0.00	300,179.00	299,963.74	0.00	215.26
<b>60 - MAINTENANCE</b>	<b>8,000.00</b>	<b>9,500.00</b>	<b>17,500.00</b>	<b>7,598.95</b>	<b>0.00</b>	<b>9,901.05</b>

**Expense Summary Report**

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>GENERAL ADM COMTD</b>						
01 - PLOWING/SAND	0.00	9,500.00	9,500.00	4,490.00	0.00	5,010.00
02 - BLDG/GRND RM	8,000.00	0.00	8,000.00	3,108.95	0.00	4,891.05
<b>65 - INSURANCE</b>	<b>188,335.00</b>	<b>0.00</b>	<b>188,335.00</b>	<b>137,869.18</b>	<b>0.00</b>	<b>50,465.82</b>
01 - DENTAL INS.	3,750.00	0.00	3,750.00	2,801.48	0.00	948.52
02 - PROP & CSLTY	16,585.00	0.00	16,585.00	15,373.00	0.00	1,212.00
03 - HEALTH	149,500.00	0.00	149,500.00	105,296.51	0.00	44,203.49
04 - WORKERS COMP	12,500.00	0.00	12,500.00	12,237.00	0.00	263.00
05 - UNEMPLOYMENT	6,000.00	0.00	6,000.00	2,161.19	0.00	3,838.81
<b>90 - RESERVE ACCT</b>	<b>160,668.00</b>	<b>0.00</b>	<b>160,668.00</b>	<b>160,668.00</b>	<b>0.00</b>	<b>0.00</b>
01 - COMPUTER	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00
02 - CAP IMPROVMT	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00
03 - TOWN HALL	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
10 - FIRE TRUCK	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
11 - REVALUATION	21,668.00	0.00	21,668.00	21,668.00	0.00	0.00
12 - FD FAC SYS	16,000.00	0.00	16,000.00	16,000.00	0.00	0.00
13 - FD BLDG CAP	14,000.00	0.00	14,000.00	14,000.00	0.00	0.00
14 - FIRE HYDRANT	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00
21 - RESIDENT DIS	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
25 - KENNEBUNK PD	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
<b>40 - MSAD 57</b>	<b>5,362,332.00</b>	<b>0.00</b>	<b>5,362,332.00</b>	<b>4,021,749.00</b>	<b>1,340,583.00</b>	<b>0.00</b>
01 - SCH PAYMENT	5,362,332.00	0.00	5,362,332.00	4,021,749.00	1,340,583.00	0.00
<b>30 - INSPECTORS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,275.86</b>	<b>0.00</b>	<b>-8,275.86</b>
<b>01 - PERSONNEL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,275.86</b>	<b>0.00</b>	<b>-8,275.86</b>
15 - ELEC INSPECT	0.00	0.00	0.00	7,939.25	0.00	-7,939.25
90 - FICA MATCH	0.00	0.00	0.00	336.61	0.00	-336.61
<b>35 - PROTECTION</b>	<b>535,247.00</b>	<b>0.00</b>	<b>535,247.00</b>	<b>401,437.28</b>	<b>133,809.47</b>	<b>0.25</b>
<b>35 - PROF SVC</b>	<b>535,247.00</b>	<b>0.00</b>	<b>535,247.00</b>	<b>401,437.28</b>	<b>133,809.47</b>	<b>0.25</b>
02 - GMFD-CONTRAC	162,542.00	0.00	162,542.00	121,906.53	40,635.47	0.00
03 - GMFD PERSONN	372,705.00	0.00	372,705.00	279,530.75	93,174.00	0.25
<b>40 - ROAD ACCTS</b>	<b>1,225,350.00</b>	<b>0.00</b>	<b>1,225,350.00</b>	<b>464,014.17</b>	<b>79,450.00</b>	<b>681,885.83</b>
<b>15 - ROAD EXPENSE</b>	<b>1,225,350.00</b>	<b>0.00</b>	<b>1,225,350.00</b>	<b>464,014.17</b>	<b>79,450.00</b>	<b>681,885.83</b>
01 - RECONSTRUCT.	251,000.00	0.00	251,000.00	0.00	0.00	251,000.00

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>ROADS COMTD</b>						
02 - RESURFACING	316,500.00	0.00	316,500.00	9,300.00	0.00	307,200.00
03 - RD REP/MAINT	179,600.00	0.00	179,600.00	63,022.36	11,050.00	105,527.64
04 - PLOWING/SAND	467,750.00	0.00	467,750.00	385,518.81	68,400.00	13,831.19
05 - SIGNS	3,500.00	0.00	3,500.00	2,735.95	0.00	764.05
08 - STREET LIGHT	7,000.00	0.00	7,000.00	3,437.05	0.00	3,562.95
<b>10 - OPERATING</b>	<b>120,942.00</b>	<b>0.00</b>	<b>120,942.00</b>	<b>130,942.00</b>	<b>0.00</b>	<b>0.00</b>
35 - LIBRARY OPER	120,942.00	0.00	120,942.00	120,942.00	0.00	0.00
<b>11 - SOLID WASTE</b>	<b>312,031.00</b>	<b>0.00</b>	<b>312,031.00</b>	<b>154,425.67</b>	<b>0.00</b>	<b>157,605.33</b>
25 - SOLID WASTE	312,031.00	0.00	312,031.00	154,425.67	0.00	157,605.33
02 - HAULING FEES	23,800.00	0.00	23,800.00	12,840.56	0.00	10,959.44
03 - TIPPING FEES	164,616.00	0.00	164,616.00	84,878.95	0.00	79,737.05
05 - WASTE OIL DP	2,000.00	0.00	2,000.00	1,855.65	0.00	144.35
08 - R&M BUILDING	1,690.00	0.00	1,690.00	0.00	0.00	1,690.00
09 - STICKERS	700.00	0.00	700.00	674.50	0.00	25.50
10 - METAL CAN RN	2,400.00	0.00	2,400.00	2,400.00	0.00	0.00
11 - REFRIGERANT	2,500.00	0.00	2,500.00	1,922.50	0.00	577.50
13 - ELECTRICITY	3,000.00	0.00	3,000.00	1,648.67	0.00	1,351.33
15 - TELEPHONE	3,250.00	0.00	3,250.00	1,190.85	0.00	2,059.15
17 - D.E.P PERMIT	450.00	0.00	450.00	0.00	0.00	450.00
19 - OFFICE SUPP	750.00	0.00	750.00	552.33	0.00	197.67
22 - EQUIPMT R&M	9,100.00	0.00	9,100.00	4,970.35	0.00	4,129.65
23 - WOOD TIPP	38,000.00	0.00	38,000.00	14,723.95	0.00	23,276.05
25 - BULKY HAUL	31,500.00	0.00	31,500.00	11,375.00	0.00	20,125.00
26 - ROADSIDE P/U	700.00	0.00	700.00	816.88	0.00	-116.88
30 - RECYCLE HAUL	7,000.00	0.00	7,000.00	2,975.00	0.00	4,025.00
34 - EDUCATION	500.00	0.00	500.00	0.00	0.00	500.00
36 - PPG	1,000.00	0.00	1,000.00	1,067.93	0.00	-67.93
37 - HEALTH & WEL	500.00	0.00	500.00	0.00	0.00	500.00
39 - SNOWPLOWING	3,000.00	0.00	3,000.00	1,890.00	0.00	1,110.00
40 - METAL HAUL	8,225.00	0.00	8,225.00	4,375.00	0.00	3,850.00
41 - RECYCLE TIPP	7,350.00	0.00	7,350.00	4,267.55	0.00	3,082.45
<b>60 - GNRL ASSTNCE</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>328.10</b>	<b>0.00</b>	<b>2,171.90</b>
<b>71 - GENERAL ASST</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>328.10</b>	<b>0.00</b>	<b>2,171.90</b>

**Expense Summary Report**

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
99 - BUDGET	2,500.00	0.00	2,500.00	328.10	0.00	2,171.90
<b>70 - SOCIAL SVCS</b>	<b>1,086.00</b>	<b>0.00</b>	<b>1,086.00</b>	<b>1,086.00</b>	<b>0.00</b>	<b>0.00</b>
70 - SOCIAL SERV.	1,086.00	0.00	1,086.00	1,086.00	0.00	0.00
15 - LIFEFLIGHT	1,086.00	0.00	1,086.00	1,086.00	0.00	0.00
<b>90 - PARKS &amp; REC</b>	<b>93,950.00</b>	<b>0.00</b>	<b>93,950.00</b>	<b>51,375.34</b>	<b>146.00</b>	<b>40,430.66</b>
<b>30 - BUNGANUT PRK</b>	<b>69,650.00</b>	<b>0.00</b>	<b>69,650.00</b>	<b>40,377.62</b>	<b>0.00</b>	<b>29,272.38</b>
04 - TRASH REMOVL	1,200.00	0.00	1,200.00	795.00	0.00	405.00
05 - PORTA-POTS	2,500.00	0.00	2,500.00	975.00	0.00	1,525.00
06 - REPAIR/MAINT	1,500.00	0.00	1,500.00	580.00	0.00	920.00
10 - TELEPHONE	1,275.00	0.00	1,275.00	331.16	0.00	943.84
13 - PEST CONTROL	550.00	0.00	550.00	0.00	0.00	550.00
15 - CAPITAL IMP	23,900.00	0.00	23,900.00	0.00	0.00	23,900.00
16 - ELEC	550.00	0.00	550.00	403.12	0.00	146.88
20 - ELECT CONCES	375.00	0.00	375.00	0.00	0.00	375.00
25 - CONTRACT	37,000.00	0.00	37,000.00	37,000.00	0.00	0.00
26 - ELEC BALLF	800.00	0.00	800.00	293.34	0.00	506.66
<b>32 - PARKS &amp; REC</b>	<b>24,300.00</b>	<b>0.00</b>	<b>24,300.00</b>	<b>13,001.72</b>	<b>140.00</b>	<b>11,158.28</b>
02 - TRASH REMOVL	3,000.00	0.00	3,000.00	1,400.00	0.00	1,600.00
03 - PORTA-POTS	3,200.00	0.00	3,200.00	1,080.00	0.00	2,120.00
04 - MISC.	1,825.00	0.00	1,825.00	221.69	0.00	1,603.31
12 - SIGNS	200.00	0.00	200.00	408.82	0.00	-208.82
15 - CAPITAL IMPR	8,000.00	0.00	8,000.00	4,441.26	140.00	3,418.74
16 - PLOWING P&R	750.00	0.00	750.00	700.00	0.00	50.00
17 - REP/MAINT	2,500.00	0.00	2,500.00	2,295.00	0.00	205.00
18 - RECREATION	4,000.00	0.00	4,000.00	2,181.59	0.00	1,818.41
20 - ELEC CONCES	325.00	0.00	325.00	273.36	0.00	51.64
23 - ADVERTISING	500.00	0.00	500.00	0.00	0.00	500.00
<b>85 - MOW &amp; GRNDS</b>	<b>28,059.00</b>	<b>0.00</b>	<b>28,059.00</b>	<b>18,018.00</b>	<b>0.00</b>	<b>10,041.00</b>
85 - MOW & GRNDS	28,059.00	0.00	28,059.00	18,018.00	0.00	10,041.00
81 - OVERLAY	0.00	52,658.00	52,658.00	12,515.24	0.00	40,142.76
46 - OVERLAY	0.00	52,658.00	52,658.00	9,579.83	0.00	43,078.17
01 - OVERLAY	0.00	52,658.00	52,658.00	9,579.83	0.00	43,078.17

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
99 - MISC	0.00	0.00	0.00	2,935.41	0.00	-2,935.41
99 - MISC	0.00	0.00	0.00	2,935.41	0.00	-2,935.41
	9,246,847.00	184,627.00	9,431,474.00	6,461,607.97	1,577,231.46	1,382,634.57



**ITEM # 6**

**NEW BUSINESS**

## Selectmen Board Clerk

---

**From:** Maryn Wilcox <Maryn@zebrastriping.com>  
**Sent:** Tuesday, March 1, 2022 1:37 PM  
**To:** Selectmen Board Clerk  
**Subject:** Zebra Striping 2022 Proposal for: Town of Lyman  
**Attachments:** Town of Lyman, 6 Locations, rs.pdf

Laurie,

Ready for the cold and snow to be over?! WE ARE! 😊

Spring is right around the corner and Zebra Striping is already lining up Sweeping, Sealcoating and Pavement Marking projects!

Looking forward to working with one of our valued customers again, I have prepared an updated proposal for you.

**To do your 2022 Striping project, the price is \$1,945. Please see the attachment for details.**

Already know you'll be using our services once the weather allows? It is never too early to sign up!

Doing so helps us anticipate our upcoming season and when you're, ready we'll coordinate the scheduling.

Please reply to this email with your acceptance or always feel free to contact me with any questions, I'm happy to help.

Hoping to hear from you soon,

**Maryn Wilcox**

*Estimator*

**ZEBRA STRIPING, LLC**

*101 Pleasant Hill Road*

*Scarborough, ME 04074*

*P 207.883.7081 - F 207.883.9254*

[www.ZebraStriping.com](http://www.ZebraStriping.com)





| Tel 207•883•7081 |

**ZEBRA STRIPING, LLC**

| Fax 207•883•9254 |

101 Pleasant Hill Road, Scarborough, ME 04074

| www.ZebraStriping.com |

# PROPOSAL

**TO:** Town of Lyman

11 South Waterboro Road

Lyman ME04002

Attn: Laurie Bosco, Select Board Clerk

Phone: 247-0642

Email: selectboard@lyman-me.gov

3/1/2022

**RE:** Proposal for **Town of Lyman - 2022 Pavement Painting Pg. 1**

**We propose** to provide all material, labor and equipment necessary for the following:

1. Re-paint existing pavement markings at locations "A-E" & the Transfer Station as described below.

"A" - Intersection of Walker Road & Old North Berwick Road

• (2) turning lane arrows on Walker Road, to turn onto Old North Berwick Road • (1) crosshatched area

• (2) ONLY stencils • approx. 50 LF of Double Yellow Centerline • approx. 50 LF of Single White Lane Line

"B" - Bunganut Pond Recreation Park, 224 Brock Road

• (2) crosswalks • (2) YIELD stencils • (2) Walking Man Pedestrian stencils

"C" - Kennebunk Pond Beach, "350" Kennebunk Pond Road

• (1) crosswalk • (2) YIELD stencils • (2) Walking Man Pedestrian stencils

\*\* Continued on Pg. 2

We propose hereby to furnish equipment and labor in accordance with the above specifications for the sum of:

**nineteen hundred forty five**

**\$1,945**

**TERMS: PAYMENT DUE UPON COMPLETION OF JOB. CHECKS, VISA & M/C ACCEPTED.**

This proposal may be  
withdrawn by us if not  
accepted within (10) days.

Authorized  
Signature

Maryn Wilcox, Estimator

Maryn Wilcox, Estimator

**ACCEPTANCE:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Customer agrees to pay for all costs of collection, including reasonable attorneys' fees, incurred in enforcing the terms and conditions of this contract. Overdue accounts will be charged 1.5% per month late fee. A fee of 2% will be added for credit card payments over \$1,000.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*To accept proposal, sign one copy and return to Zebra Striping. Keep extra copy for your records.*



| Tel 207•883•7081 |

**ZEBRA STRIPING, LLC**

| Fax 207•883•9254 |

101 Pleasant Hill Road, Scarborough, ME 04074

| www.ZebraStriping.com |

## PROPOSAL

**TO:** Town of Lyman

11 South Waterboro Road

Lyman ME 04002

Attn: Laurie Bosco, Select Board Clerk

Phone: 247-0642

Email: selectboard@lyman-me.gov

3/1/2022

**RE:** Proposal for **Town of Lyman - 2022 Pavement Painting Pg. 2**

**We propose** to provide all material, labor and equipment necessary for the following:

"D" - Community Library, 10 John Street

- (1) crosswalk
- (1) yellow painted speedbump

"E" - Goodwins Mills General Store, 482 Goodwins Mills Road

- (2) crosswalks

Transfer Station, 988 South Waterboro Road

- (11) arrow stencils
- (1) crosshatched NO PARKING area

\*\* One coat, white & yellow, chlorinated rubber traffic marking paint to be used.

\*\* Work to be completed in Spring 2022.

We propose hereby to furnish equipment and labor in accordance with the above specifications for the sum of:

**As priced on Pg. 1**

**TERMS: PAYMENT DUE UPON COMPLETION OF JOB. CHECKS, VISA & M/C ACCEPTED.**

This proposal may be  
withdrawn by us if not  
accepted within (10) days.

Authorized  
Signature

Maryn Wilcox, Estimator

Maryn Wilcox, Estimator

**ACCEPTANCE:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Customer agrees to pay for all costs of collection, including reasonable attorneys' fees, incurred in enforcing the terms and conditions of this contract. Overdue accounts will be charged 1.5% per month late fee. A fee of 2% will be added for credit card payments over \$1,000.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*To accept proposal, sign one copy and return to Zebra Striping. Keep extra copy for your records.*

**LYMAN PARKS & RECREATION**

**FIELD USE REQUEST FORM**

11 South Waterboro Rd.  
Lyman, Me. 04002

NAME OF ORGANIZATION: Massabesic Little League - Softball

TEAM NAME: MLL softball teams (several)

CONTACT PERSON: Galen Nickerson

EMAIL ADDRESS: massabesic11softball@gmail.com

ADDRESS: 15 Ouls Hill Rd Limerick ME 04048

PHONE #:(home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) 207-899-7318

ALTERNATE CONTACT: Jason Brooks

EMAIL ADDRESS: massabesic11president@gmail.com

PHONE #:(home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) 207-651-9709

FIELD REQUESTED: Burganet Softball Field

PURPOSE:  GAMES  PRACTICES \_\_\_\_\_ LEAGUE \_\_\_\_\_ TOURNAMENT  
\_\_\_\_\_ BASEBALL  SOFTBALL \_\_\_\_\_ SOCCER \_\_\_\_\_ OTHER

PITCHING DISTANCE: 35 ft BASE DISTANCE 60

AGE GROUP: 6 to 8 / 8 to 11 #OF PLAYERS: ~ 60 total between 5-6 teams  
(anticipated)

RESIDENCE OF PLAYERS: Massabesic District

The application must be accompanied with a **complete listing** of all practices and/or games you are requesting with this application. Include all dates, days of the week and start/end times.

SIGNATURE:  DATE: 2-5-22

PARKS & REC. SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

MONTH: April

W/E \_\_\_\_\_

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CIRCLE)

TIMES: 5 pm to dusk 8 am to dusk

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MONTH: May

W/E \_\_\_\_\_

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CIRCLE)

TIMES: 5 pm to dusk 8 am to dusk

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MONTH: June

W/E \_\_\_\_\_

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CIRCLE)

TIMES: 5 pm to dusk 8 am to dusk

---

MONTH: \_\_\_\_\_

W/E \_\_\_\_\_

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CIRCLE)

TIMES: \_\_\_\_\_

---

MONTH: \_\_\_\_\_

W/E \_\_\_\_\_

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CIRCLE)

TIMES: \_\_\_\_\_

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I will provide game schedule as soon as determined.  
Practice schedule will be provide on a bi-weekly basis  
to provide accurate schedule throughout the season