

Town of Lyman
Select Board Regular Meeting Minutes
Monday November 21st, 2022 – Lyman Town Hall

Selectboard members present: Ralph “Rusty” Blackington (Chair), Thomas Hatch (Vice Chair), David Alves, Jessica Picard

Selectboard members absent: John Tibbets

EXECUTIVE SESSION

1.M.R.S.A §405 (A) Personnel Matter

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Thomas Hatch – Makes a motion to go into executive session per 1.M.R.S.A §405 (A) Personnel Matter

Jessica Picard – Seconds the motion. Motion passes: 4-0-0

Thomas Hatch – Makes a motion to come out of executive session

Jessica Picard – Seconds the motion. Motion passes: 4-0-0

The board comes out of Executive Session at 6:30pm.

Thomas Hatch – Makes a motion to increase Select Board Clerk salary. Jessica Picard seconds the motion. Motion passes: 4-0-0

Thomas Hatch – States the ACO mileage reports were submitted late due to extenuating circumstances and the board discussed payment of mileage

Ralph Blackington – States the mileage report was for January 2022 to June 2022.

Thomas Hatch – Makes a motion to pay mileage for the ACO from January 2022 to June 2022.

David Alves – Seconds the motion

Motion passes: 4-0-0

ITEM #1 SPECIAL OFFERS / PRESENTATIONS

Jim Thomas, GIS Solutions – Zoning & Shoreland Zoning Mapping

Jim Thomas – States he met with the Lyman Planning board to discuss methods to update the zoning and shoreland zoning maps. He was asked to submit the proposal to the Select board. The work he does will be GIS based. He takes the paper maps and renders a digital version of the maps and tax maps. He would add layers onto that digital data set to add zoning and shoreland zoning. This will assist the planning and appeals department to determine which parcels are in which zones. He’s developed Lyman’s tax maps since 2004. He notes he will produce a map and the planning department will interpret it and decide where things need to be adjusted further and will develop another draft through the process.

David Alves – Asks about a time frame

Jim Thomas – States the first rough draft may be presented within a month. Then from there it will be determined on working with the planning department on fine tuning the maps. He anticipates this project could take a few months.

Thomas Hatch – Asks if there is funding for this project and asks what the printing costs will be

Maurice St. Clair – States there is a map fund.

Jim Thomas – States the printing costs can be approximately \$3.00 to \$4.00 per map

David Alves – Makes a motion to accept the proposal pending funding availability.

Thomas Hatch – Seconds the motion. Motion passes: 4-0-0

ITEM #2 HEARING OF DELEGATIONS / PUBLIC INPUT

a. Michelle Felicitti – Food Drive Question

Michelle Felicitti – States she is requesting a protocol for future food donations between the Town and the Lyman Elementary school because both donations differ from one another. She has emailed the board explaining her concerns and felt there was a lack of response. There could be better communication and management of the food drives going forward.

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- b. Tony Palminteri – Old Kennebunk Rd Gate, Alfred Selectboard member present for discussion.
Tony Palminteri – Stated the Alfred Select Board received the letter regarding taking the gate down on Old Kennebunk Road. He used to live on this road at one point. As the road was improved and people began to use it more and more there began an issue of dumping trash on that road. In the past, they took 18 tons of trash off of Lyman Land and Forest Service land before it was established a gate would be installed to prevent dumping. The Forest Service has expressed their concerns. He states if the gate is left down, there will be another issue of dumping. He would hope the board would reconsider taking the gate down and leave it in place and reinstate locking the gates.
Ralph Blackington – States in his experience on the board this gate has been an ongoing issue.
David Alves – States he believes the Town no longer owns the land on the road or the board can ask Town Council to look into it further for clarification what the Town’s authority and/or responsibility is.
Brad Nikel – States on one of the gates the entire hasp has been cut off and both knox boxes from GWMF have been removed.
Tony Palminteri – States he believes the Town still owns the road.
- c. Public Input – *Public in attendance will have up to 5 minutes to address the Board*
Brian Dulong – States on the agenda there’s appointments for the Ordinance Review Committee but he didn’t notice there was any postings asking for people to join this committee.
Lindsay Gagne – States there isn’t a policy or requirement for the Town to solicit members. The application is available online and anyone is welcome to apply for a committee seat. Historically with this committee, there was confusion around who was appointed, resigned, or interested. In effort to clarify things, the board reviewed all standing applications they currently had and addressed the issue at the time.
Amber Swett – States she would like to have the Select Board appoint an IT committee to help support the boards/committees to record their meetings on YouTube. She wasn’t able to attend a meeting and would have liked to be able to view it online.
- d. Mail
- Maine Municipal Employee Health Trust re: Increases to current rates.
- e. Complaints - None

ITEM #3

MINUTES

Review/ approve meeting minutes 11/07/2022

David Alves – Motions to approve the minutes. Jessica Picard seconds. Motion passes: 4-0-0

ITEM #4

SIGN WARRANTS

- a. Payroll Warrant #23 in the amount of **\$25,514.20**

David Alves – Motions to approve Payroll Warrant. Jessica Picard seconds. Motion passes: 4-0-0

- b. Accounts Payable Warrant #24 (FY2023) in the amount of **\$146,923.58**

David Alves – Motions to approve AP Warrant. Jessica Picard seconds. Motion passes: 4-0-0

ITEM #5

UNFINISHED BUSINESS

- a. Mowing Contract – Put out to Bid

David Alves – States he has started a full scope of work on this and will have it completed by the next meeting to review.

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- b. Bean Data – Contract update/extension (Tabled from last meeting)
David Alves – Asks if the IT committee could have some responsibilities related to this contract or if the board would prefer the committee be solely responsible for the AV room. He asks about the extension in the contract.
Thomas Hatch – States he spoke with the Treasurer and clarified the contract fell on a calendar year rather than a budget year and this extension helped to put it on a budget year.
Lindsay Gagne – Explains there is a note in the contract at 60 days prior to June 30th there should be discussion on renewing the contract.
David Alves – **Makes a motion to extend the contract to June 30th, 2023**
Thomas Hatch – **Seconds the motion. Motion passes: 4-0-0**
- c. Franchise Agreement – Update from Shelly, (No updates). Discuss Franchise Ordinance
Lindsay Gagne – Recommends the board put the draft Franchise Ordinance to the Ordinance Review Committee to review and finalize.
David Alves – **Motions to assign the task to the Ordinance Review Committee**
Jessica Picard – **Seconds the motion. Motion passes: 4-0-0**

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. Road Commissioner – Purchasing PVC for Dry Fire Hydrant
Brad Nikel – Oscar Littlefield Road has been paved. On all of South Waterboro Road the shoulders have been backed up which was done by ME DOT. In regard to the Hydrant, Matt Duross has been getting together grant money approval. The grant will take care of the labor for installation; however, the Town would need to purchase the parts. He recommends the Town purchase sooner rather than later where costs are increasing. He’s received three quotes and asks the board if they will release \$4,000 from the hydrant account so he can purchase the necessary parts.
David Alves – **Makes a motion approving the funds**
Thomas Hatch – **Seconds the motion. Motion passes: 4-0-0**
- b. Parks & Recs – Report
Ralph Blackington – Reviews the report. Tree lighting is scheduled, and the ice rink will open December 11th. New bouncy toys will be installed in the Spring. Next meeting will be on December 14th, 2022.
- c. Kennebunk Pond Beach Committee – Dave Alves Liaison Report/update
David Alves – States the committee met with the landscape architect, David Maines out of Kennebunk, and also the gate provider to go over different options for a gate for the parking lot.
- d. Treasurer Expense Summary Report
Report reviewed.
- Other Departments:**
Brenda Charland – States she is reviewing the current fee schedule for code enforcement. She is looking into what other Town’s are doing and would like to put together a proposal for the board to review.

ITEM #7

NEW BUSINESS

- a. Snow plowing contract – Needs to go out to bid soon for FY2024, Current contract exp:4/2023
Brad Nickel – States he is working on an RFP and contract. He would like to see this go out to a five-year contract because there are limited contractors available for snow plowing.

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- b. Duct Cleaning – Review/ Approve Quotes
Lindsay Gagne – Explains there are two quotes from one vendor where one quote includes an option for electrostatic disinfecting. The vents have not been cleaned in the office and Hales verified their quote from April is still valid.
David Alves – Recommends going with the option for disinfecting.
Jessica Picard – **Makes a motion to approve Atlantic Chimney quote with the disinfectant option**
David Alves - Seconds the motion.
Thomas Hatch – **States this impacts employees, and the board should consider how reputable the company is.**
Motion passes: 3-1-0 (David Alves, Ralph Blackington, Jessica Picard for the motion. Thomas Hatch against the motion).
- c. Electrical Fee Schedule – Review/Approve
Brenda Charland - States there hasn't been a formal fee schedule and this could be attached to the electrical permit so contractors understand what the cost of the permit will be rather than having to try to reach the electrical inspector to get a cost breakdown.
Jessica Picard – **Makes a motion to accept the Electrical Fee schedule.**
Thomas Hatch – **Seconds the motion. Motion passes: 4-0-0**
- d. RFP- BizHub Copier – No Bids, Discuss next steps on Copier.
Michelle Felicitti – Suggests if the copier is functioning to consider donating it. There was discussion on different options to donate the copier.
- e. Holiday Closure options – per Town Policy, discuss closure hours for Town Hall & Transfer Station
Ralph Blackington – Suggests the Transfer station stay open a half day on both the Saturdays indicated and closed on both the Holidays.
David Alves – States his only concern with the Town Hall hours is there is two short weeks. He suggests getting employee input.
David Alves – **Makes a motion Transfer Station hours are half day on 12/24/22 and 12/31/22 and closed both Christmas Day and New Years Day.**
Jessica Picard – **Seconds the motion. Motion passes: 4-0-0**
Thomas Hatch – States to table the Town Hall closure hours for next meeting.
- f. Leo Thibodeau – Ordinance Review Committee Verbal Resignation
David Alves – **Makes a motion to accept the resignation.**
Jessica Picard – **Seconds the motion and asks how it was made aware of his resignation.**
Lindsay Gagne – **Explains he spoke with Brenda Charland over the phone.**
Motion passes: 4-0-0
- g. Appointment – Matt Duross, Ordinance Review Committee
Brenda Charland – States the committee could use more members given the level of work that's ahead of them. She recommends having seven voting members on the committee.
David Alves – **Motions to increase the members on the Ordinance Review Committee from five to seven members.**
Jessica Picard – **Seconds the motion. Motion passes: 4-0-0**
David Alves – **Makes a motion to appoint Matt Duross on the Ordinance Review Committee**
Thomas Hatch – **Seconds the motion. Motion passes: 4-0-0**
- h. Appointment – Brenda Charland, Ordinance Review Committee liaison non-voting
David Alves – **Motions to appoint Brenda Charland as a non-voting liaison on the Ordinance Review Committee**

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- Jessica Picard – Seconds the motion. Motion passes: 4-0-0**
- i. Appointment – Amber Swett, Eco Maine Rep
David Alves – Motions to appoint Amber Swett as the Eco Maine Representative
Jessica Picard – Seconds the motion: Motion passes: 4-0-0
- j. Appointment – Peggy Macdonald, Ordinance Review Committee
David Alves – Motions to appoint Peggy MacDonald as a voting member on the Ordinance Review Committee.
Jessica Picard – Seconds the motion. Motion passes: 4-0-0
Jessica Picard – Recommends putting out a notice the Ordinance Review committee is looking for one more member.
- k. CMP Pole Permit – Corner of Old Kennebunk Rd and Old North Berwick Rd
Ralph Blackington – States this is a new stump pole needed to hold up a line extension.
Jessica Picard – Motions to approve the Pole Permit
Thomas Hatch – Seconds the motion. Motion passes: 4-0-0

OTHER

Jessica Picard – Suggests the board start considering dates to meet with the budget committee.

ADJOURN

David Alves – Motions to adjourn the meeting.

Jessica Picard – Seconds the motion. Motion passes: 4-0-0

Meeting is adjourned at 8:10pm



Ralph "Rusty" Blackington (Chair)

Thomas Hatch (Vice Chair)



David Alves (Dec 6, 2022 12:32 EST)

David Alves


Jessica Picard

John Tibbetts

I, Lindsay Gagne, Clerk to the Select Board of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 5 pages are the original minutes of the Board of Selectmen Regular Meeting dated November 21st, 2022



Lindsay Gagne