

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday December 5<sup>th</sup>, 2022 – Lyman Town Hall

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

**ITEM #1**            **SPECIAL OFFERS / PRESENTATIONS**  
None

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

- a. Eric Boisse – Concerns on old Kennebunk Road, Truck Drivers  
**Eric Boisse** – States he lives on Old Kennebunk Road and has concerns with truck drivers from the gravel pits speeding on the road and using engine breaks. He’s contacted the Road Commissioner to inquire about options for lowering the speed limit and posting signs. He was told the current speed limit is as low as they can go.  
**Ralph Blackington** – Suggests the board can have more conversation on this with the Road Commissioner
- b. Michael Rancourt – Request for Ordinance Review Committee to use AV room to record meetings  
**Michael Rancourt** – States he is on the Ordinance Review Committee and is asking the board for approval to use the AV room to stream their meetings on YouTube.  
**Ralph Blackington** – States the board needs to work out other details to outline a procedure.
- c. Public Input – *Public in attendance will have up to 5 minutes to address the Board*  
**Amber Swett** – States the board has a zoom policy and is required to allow public participants to join in the zoom meeting room.  
**Maurice St. Clair** – States the Charter doesn’t specify how many Ordinance Review Committee members we can have. He has two people he would recommend in the committee  
**Ralph Blackington** – States the board had voted on the specific number at seven(7) and agreed to keep it an odd number. He suggests if they are at seven members, others could join as an alternate member.
- d. Mail
  - a. LifeFlight Letter
  - b. ME DOT Letter
  - c. YCCA Letter
- e. Complaints - None

**ITEM #3**            **MINUTES**

Review/ approve meeting minutes 11/21/2022  
**David Alves Motions to approve. Jessica Picard Seconds.**  
**David Alves** – States going forward when audience members are speaking out, they should be required to identify themselves.  
**Motion passes: 4-0-1 (John Tibbets Abstains)**

**ITEM #4**            **SIGN WARRANTS**

- a. Payroll Warrant #25 in the amount of \$23,353.09  
**John Tibbets Motions to approve. Jessica Picard Seconds. Motion passes: 4-0-0**
- b. Accounts Payable Warrant #26 (FY2023) in the amount of \$601,543.15  
**John Tibbets Motions to approve. Jessica Picard Seconds.**  
**David Alves** – Suggests deducting from CIA amount owed to David Riley for his assistance for one day CIA was not available.  
**Motion passes: 4-0-0**

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**ITEM #5**

**UNFINISHED BUSINESS**

- a. Mowing Contract – Review Scope of Services, put out to Bid.  
**David Alves** – Explains “RD 1, RD 2” stands for “Round 1, Round 2”. He went through the contracts, and these are the same locations and specs as before.  
**Jessica Picard** – Asks if for mowing the Fire Department does the Town pay and we get reimbursed?  
**Ralph Blackington** – Asks who would be responsible for turning on and off the irrigation system  
**David Alves** – States it’s specified in the contract and the specs are being put out as a whole.  
**John Tibbets** – Asks why this doesn’t include an irrigation system at the Town Hall  
**David Alves** – States this is because it’s not a 5-year contract which was what was agreed upon last time. He recommends at least a 2-year or 3-year contract. The board needs to determine how long the contract will be for.  
**Jessica Picard** – Recommends a 5-year contract for similar reasons the board discussed doing 5-year contracts for town road plowing.  
**John Tibbets** – Asks who is responsible for plow damage if this falls on the plow contractor. He suggests making sure snowplow contract line up with this.  
**Jessica Picard** – **Makes a motion to proceed with the scope of work and put the mowing out to bid for a 5-year contract.**  
**David Alves** – **Seconds the motion**  
**Motion passes: 4-0-0**  
**Jessica Picard** – **Makes a motion bids will be due on January 2<sup>nd</sup>, 2023**  
**John Tibbets** – **Seconds the motion**  
**Motion passes: 4-0-0**
- b. Holiday Closure options – per Town Policy, discuss closure hours for Town Hall ½ day 12/23 & 12/30  
**Jessica Picard** – Suggests staying with the current policy and keeping Town Hall open both Fridays the regular hours.  
**Jessica Picard** – **Makes a motion to stay with the Town Personnel Policy**  
**John Tibbets** – **Seconds the motion.**  
**Discussion reading through the policy**  
**Motion passes: 4-0-0**
- c. Old Kennebunk Road Gate – Town Council Response  
**Lindsay Gagne** – Explains the last discussion on this was to get Town Council clarification on the board’s authority and responsibility.  
**Maurice St. Clair** – States the gate has been there forever and he believes we have responsibility on that road.  
**Brian Dulong** – Suggests possibly moving the gate to appease property owners that do not want it.  
**Jessica Picard** – **Motions to table the item. David Alves Seconds. Motion passes: 4-0-0**
- d. IworQ and Text my Gov Invoices – Town Council response.  
**Lindsay Gagne** – Explains Town Council advises to pay the Text my Gov invoice and prorate the Iworq invoice amount from notice of termination.  
**John Tibbets** – **Motions to approve text my gov and prorate Iworq**  
**Jessica Picard** – **Seconds the motion**  
**Motion passes: 4-0-0**

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. Road Commissioner – Not present

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- b. Kennebunk Pond Beach Committee – David Alves Liaison Report/update  
**David Alves** – States he will be meeting with the architect to go over the sketch plan. Also, the Town Hall Expansion Committee has put together some Q & A and currently waiting to get input from other committee members.
- c. Treasurer - Expense Summary Report – Report submitted in agenda packet. No discussion
- d. CEO – None
- e. ARPA Committee – Final Report  
**Michell Felicitti** – Explains in reviewing survey data, suggestion of Transfer Station repairs came up the most. When they reviewed the budget for repairs from last year it was at around \$152,000. Currently Brad Nikel is collecting some quotes, because it's likely these costs have increased since last years budget. The ARPA committee plans on meeting in January and once the Transfer Station repair costs have been determined they will discuss ideas on the use for any remaining balance.  
**Jessica Picard** – **Motions the board approves the recommendations for Transfer Station and salt shed with the appropriate RFP process.**  
**John Tibbets** – **Seconds the motion.**  
**Motion passes: 4-0-0**
- f. Other -  
**David Alves** – Suggests to revisit looking into the Connect ME (Reach ME) programs and the Franchise agreement.  
**Lindsay Gagne** – States we are still waiting for Shelly Winchenbach to come back with her recommendations on what we drafted to her, and the Ordinance Review Committee has been tasked with drafting a Franchise Ordinance that should go in effect before the agreement is signed.

**ITEM #7**

**NEW BUSINESS**

- a. Funky Bow – Application for Special Amusement Permit – Schedule Public Hearing
  - a. Determine Ad fees, if any.  
**John Tibbets** – **Motions to approve, then rescinds his motion after discussion on procedural requirements**  
**John Tibbets** – **Motions to schedule a public hearing on December 19<sup>th</sup>, 2022, at 6:00pm for the Funky Bow application.**  
**Jessica Picard** – **Seconds the motion. Motion passes: 4-0-0**  
**John Tibbets** – **Motions to advertise the public hearing on the town website, MailChimp, the sign out front, and the Waterboro Reporter.**  
**Jessica Picard** – **Seconds the motion. Motion passes: 4-0-0**
- b. RFP – Classification & Compensation Study, discuss putting out to Bid
  - a. Discuss special town meeting  
**Lindsay Gagne** – States the board will need to budget for a town manager and look into updating employee job descriptions. The board can hire an outside consultant to review all employee positions and determine also if the Town is at industry standards. There is currently a budget of \$5,000 for this and depending on what the board wants for a study they may need to appropriate more funds. In effort to stay on track with budget meetings and not get behind, the board will need to determine very soon if this is something they want to outsource as the job study itself can take up to 3 ½ months to conduct.  
**Jessica Picard** – Suggests scheduling a Workshop to discuss more details  
**Jessica Picard** – **Motions to schedule a workshop**  
**David Alves** – **Seconds the motion**

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**Motion passes: 4-0-0**

**A workshop is scheduled for Thursday December 15<sup>th</sup>, 2022 at 6:00pm**

- c. Discuss scheduling Budget Workshops  
**Jessica Picard** – Suggests adding this to the 12/15/22 workshop
- d. Reschedule Board meetings in January. Both fall on a holiday, Town Hall is Closed.  
**Jessica Picard** – **Motions to reschedule the January 2, 2023 meeting to Tuesday January 3<sup>rd</sup>, 2023**  
**David Alves** – **Seconds the motion. Motion passes: 4-0-0**  
**Jessica Picard** – **Motions to reschedule the January 16, 2023 meeting to Tuesday January 17<sup>th</sup>, 2023**  
**David Alves** – **Seconds the motion. Motion passes: 4-0-0**
- e. Appointment – Registrar expires December 31<sup>st</sup>, 2022.  
**John Tibbets** – **Motions to appoint Shirley Harrison. Jessica Picard Seconds. Motion passes: 4-0-0**
- f. Appointment – Julie Lemieux Alternate 911 Addressing Officer  
**Jessica Picard** – **Motions to appoint Julie Lemieux. David Alves Seconds. Motion passes: 4-0-0**
- g. PO #1992 For Transfer Station Stickers, Review, needs board approval  
**Jessica Picard** – **Motions to approve the purchase order. John Tibbets Seconds.**  
**Motion passes: 4-0-0**

**OTHER**

**Lindsay Gagne** – Asks if the board would agree on a deadline for departments to get agenda items to the select board clerk, to allow time to put together the agenda packets. There is discussion, the board agrees. States the revised charter is posted online. It was inquired if we would be getting them printed. This is not required and there is no budget line for this. Does the board want to approve the printing of the charter? There is discussion the board does not agree to have the charter printed as booklets. Also, it had come up regarding FOAA access to go through the FOAA officer rather than having to put it out to IT.

**David Alves** – **Makes a motion that any and all information that is Town-owned property the select board clerk will have access to.**

**Jessica Picard** – **Seconds the motion.**

**Motion passes: 4-0-1 (John Tibbets abstains)**

**John Tibbets** – States the Town of Arundel has had involvement with the Kennebunk Steering committee. They would be interested in coming to one of our meetings and discuss with the board what their involvement has been.

**EXECUTIVE SESSION**

1.M.R.S.A §405 (A) Personnel Matter

**Jessica Picard** – **Motions to go into executive session per 1.M.R.S.A §405 (A) Personnel Matter**

**John Tibbets** – **Seconds the motion. Motion passes: 4-0-0**

**ADJOURN**

**Jessica Picard** – **Makes a motion to adjourn. John Tibbets Seconds the motion. Motion passes: 4-0-0**

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Ralph "Ralph" Blackington (Chair)  
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Thomas Hatch (Vice Chair)

David Alves  
\_\_\_\_\_  
David Alves  
Jessica Picard  
\_\_\_\_\_  
Jessica Picard  
John Tibbetts  
\_\_\_\_\_  
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 December 5<sup>th</sup>, 2022

Lindsay Gagne  
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Lindsay Gagne

