

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday January 3<sup>rd</sup>, 2023 – Lyman Town Hall**

Welcome to the January 3<sup>rd</sup>, 2023, Regular Meeting of The Lyman Board of Selectmen.  
This meeting is a public proceeding and is being recorded

**PLEDGE OF ALLEGIANCE**

**ITEM #1**      **SPECIAL OFFERS/ PRESENTATIONS**

- a. Select Board Public Hearing – Present information and allow public comment on Article questions to be voted on at Special Town Meeting scheduled January 18<sup>th</sup>, 2023
- b. Close public hearing and open regular Select Board meeting
- c. Vote to approve warrant for Special Town Meeting.

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

- a. Public Input – *Public in attendance will have up to 5 minutes to address the Board*
- b. Mail
  - Historical Society      ○ FCC Letter      ○ MBH Letter      ○ RSU #57 Annual Report
- c. Complaints

**ITEM #3**      **MINUTES**

Review/ approve meeting minutes 12/19/2022

**ITEM #4**      **SIGN WARRANTS**

- a. Payroll Warrant #29 in the amount of **\$25,342.96**
- b. Accounts Payable Warrant #30 (FY2023) in the amount of **\$595,509.10**

**ITEM #5**      **UNFINISHED BUSINESS**

- a. Health Officer. Discussion from last meeting.

**ITEM #6**      **DEPARTMENT AND COMMITTEE REPORTS**

- a. Road Commissioner –
- b. Fire Chief –
- c. Kennebunk Pond Beach Committee – Dave Alves Liaison Report/update
- d. Treasurer – Expense Summary Report 12/29/2022
- e. CEO –
- f. Tax Clerk –
- g. Other -

**ITEM #7**      **NEW BUSINESS**

- a. Discuss scheduling Budget Workshops
- b. RFP – Open sealed bids for Mowing Contract
- c. RFP – Open sealed bids for Winter Maintenance of Town Roads
- d. Auditing Services Contract Expires 6/2023. Review quotes for services
- e. EcoMaine Grant Application Letter

**OTHER**

**EXECUTIVE SESSION**

1.M.R.S.A §405 (E) Attorney/ legal matters

**ADJOURN**

# ITEM #1: (a) Public Hearing re: Special Town Meeting and Warrant

## TOWN OF LYMAN SPECIAL TOWN MEETING WARRANT

**TO SHIRLEY HARRISON, RESIDENT IN THE TOWN OF LYMAN, COUNTY OF YORK, AND THE STATE OF MAINE.**

**GREETINGS:** In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Lyman, qualified to vote in Town affairs, to meet at the **Lyman Town Hall on Wednesday January 18<sup>th</sup>, 2023 at 6:00 PM** and then there to act on articles numbered 1 through 3 as set out below. The election of Moderator will take place at 5:50 P.M.

**ARTICLE 1:** To choose a Moderator by written ballot to preside at said meeting.

**ARTICLE 2:** To see if the Town will authorize the Select Board to sell any tax-acquired property and/or Town-owned real estate the Select Board deems no longer purposeful for municipal use and to issue a quit claim deed for the same. Sales to be by sealed bids, public auction or contract with a real estate broker, if to other than the owner of record at the time of foreclosure, and no Select Board member during the term of his or her office may acquire from the Town any interest in real estate acquired by the Town on account of nonpayment of taxes unless the owner of record at the time of foreclosure was the Select Board member or the son, daughter, spouse, or parent of the Select Board member. Except that the Municipal Officers shall use the special sale process required by 36 M.R.S §943-C for qualifying homestead property if they choose to sell to anyone other than the former owner(s).

**ARTICLE 3:** To see if the Town will vote to appropriate \$5,400.00 from Surplus and \$9,630.50 from Town Hall Feasibility to be added to the \$5,000.00 from HR Job Study previously appropriated, being a total of \$20,030.50 for the purpose of HR job Study.

Current Fiscal Years Budget	Selectmen's recommendation	Budget Committees recommendation
\$5,000.00	\$20,030.50 <i>(\$5,000 existing budget, transfer additional \$5,400 from surplus and \$9,630.50 from Town Hall Feasibility)</i>	\$ \$20,030.50 <i>(\$5,000 existing budget, transfer additional \$15,030.50 from surplus)</i>

Selectmen's vote: 5-0-0

Budget Committee's Vote: 5-1-0

**Note: This is to cover a salary and benefits HR job study in preparation of annual budget FY2024 and by the newly adopted Municipal Charter and Town Manager role.**

Given under our hand at Lyman, Maine this \_\_\_\_ day of \_\_\_\_\_, A.D., 2023.

\_\_\_\_\_  
Ralph "Rusty" Blackington, Chair

\_\_\_\_\_  
Thomas Hatch, Vice Chair

\_\_\_\_\_  
John Tibbetts

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

\_\_\_\_\_  
Jessica Picard

## ITEM #2: (b.) Mail - Historical Society.



December 15, 2022

Ms. Lindsay Gagne  
Select Board Clerk  
11 South Waterboro Road  
Lyman, Me. 04002

Re: Lyman Historical Society – Request for Funds

Dear Ms. Gagne:

The Lyman Historical Society is very grateful for the Select Board's recommendation to include the appropriation of \$5,000 in the Town's July 1st 2022 - June 1st 2023 budget to be allocated to our organization and that the Town ultimately approved this allocation at its June 2022 Annual Town meeting. This money has proven to be a significant help in defraying some of our operating costs such as office supplies, insurance, storage fees and sponsored programs. We've also earmarked \$1,000 of this money to be presented as a scholarship award to a Lyman student graduating from Massabesic High School in 2023.

Our Society had a very productive 2022. Among the many things that kept us busy this year were: creating and storing historical information and materials, establishing an annual scholarship, conducting several fundraising events as well as providing 3 public presentations commemorating the 75th anniversary of the '47 fires. These, as well as the many other things we were involved with this year, are a testament to our fulfillment of our Society's "Mission", which was also amended this year to read:

"The purpose of the Lyman Historical Society shall be to collect, preserve and publish information that may be related to the early and late history of the town of Lyman and to foster an appreciation, interest and curiosity about the history of our community."

We are looking forward to continuing the momentum created this year into 2023 and hope to sponsor many more opportunities to connect with our community!

To aide us in achieving our goals, we would appreciate the Select Board's continued support by recommending the inclusion of an appropriation of \$5,000 in the Town's July 1st 2023 – June 1st 2024 budget.

I will be submitting a copy of the Society's detailed budget for fiscal year 2023 under separate cover.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Millett Day', is written over a light blue horizontal line.

Millett Day  
President, Lyman Historical Society



### FCC DIGITAL DISCRIMINATION RULEMAKING ADVISORY

On December 21, 2022, the Federal Communications Commission adopted a Notice of Proposed Rulemaking (NPRM) that has the potential to impact local governments' ability to ensure equitable broadband deployment throughout their communities as well as local rights-of-way management generally. The Commission will be adopting rules aimed at facilitating equal access to broadband services, and the NPRM provides a significant opportunity for local governments to:

- Ensure the rules protect and promote local governments' ability to address broadband access issues;
- Demonstrate that the Commission's preemption of local authority over wireless deployment and cable franchising hinders efforts to ensure equal access to broadband; and
- Defend against efforts to use the digital discrimination docket to further preempt local authority.

The NPRM follows a Notice of Inquiry (NOI) the FCC issued in March of 2022 as a first step in implementing 60506 of the Infrastructure Investment and Jobs Act. Section 60506 requires the Commission to adopt rules by the fall of 2023 "to facilitate equal access to broadband internet access service." The NPRM, among other things, seeks further comment on the rules the Commission should adopt to facilitate equal access and combat digital discrimination.<sup>1</sup> The Commission expressly contemplates addressing state and local laws that may impact infrastructure deployment.

Unlike many past NPRMs impacting local governments, in this case **we have the opportunity to proactively propose rules and rule changes that support local authority**. The NPRM references municipal comments filed in response to the NOI suggesting that the Commission examine whether its regulations can be revised to provide local governments greater latitude to encourage providers to address underserved area. It also cites comments urging the Commission to examine the discriminatory impact state laws may have, arguing that statutory schemes from the mid-2000s fail to address issues of digital discrimination. The NPRM also proposes to adopt model policies and best practices for states and localities to combat digital discrimination. The model policies, developed by the Commission's Communications Equity and Diversity Council (CEDC), include a discussion of the positive role cable franchising has had in enforcing buildout and system upgrades, and specifically recommends a policy that "[a]greements to use the rights-of-way should reflect that the privilege of using public assets comes with an obligation to provide a benefit to the public ... ." It is critical that local governments build on this record, reinforce the CEDC's support for local franchising as a means of addressing digital discrimination, and push the Commission to establish rules that support local efforts to respond to the broadband needs of

---

<sup>1</sup> Section 60506 requires the Commission to adopt rules to facilitate equal access to broadband, accounting for "issues of technical and economic feasibility," that include "preventing digital discrimination of access based on income level, race, ethnicity, color, religion, or national origin," and "identifying necessary steps for the Commission to take to eliminate [digital] discrimination."

their communities. This docket also provides the opportunity to urge the Commission to revisit the preemptive impacts of its small cell and cable franchising order that impede those efforts. Commission support for local authority may also help efforts to reshape state laws that limit authority over broadband deployment and local franchising.

In addition to proactive efforts, it is evident that some industry groups seek to use this docket to further preempt local authority. The NPRM cites to industry suggestions from the NOI that the Commission enact rules to expedite and streamline permitting, facilitate access to poles and public rights-of-way, and preempt municipal right-of-way access fees. This effort to paint local regulations as the problem is similar to arguments that resulted in the preemption of local authority over small cell deployments and new limitations on authority over cable companies' non-cable facilities and services. It is important for local governments to file in this docket to **counter the suggestion that local regulations are contributing to digital discrimination and to oppose further limitations on local authority.**

Comments will be due 30 days after publication in the Federal Register, with reply comments due 30 days after the comment deadline. With publication likely to occur sometime in January, we estimate that comments will be due in February and replies due in March.

## ITEM#2: Mail (b.) - MBH Letter

December 2022

Dear Lisa,

**As the end of the year approaches, I don't want to miss this opportunity to say thank you.** Because of our supporters, Maine Behavioral Healthcare (MBH) was able to respond to the soaring demand for mental health services.

We saw an increase of 280% in the number of clients served, and visits to our inpatient psychiatric units, which provide our highest level of care, rose sharply. But with the financial support of our donors, MBH remained resilient and responsive to community needs.

I want to take a moment to practice what our care team members encourage in our clients: gratitude. **With everything that the pandemic has taken from us, there is still so much to be thankful for.** Patients struggling with mental illness connected to caring providers at MBH and they persevered, gaining new coping skills. Parents with young children diagnosed with autism found critical support at our Glickman Lauder Center of Excellence in Autism and Developmental Disorders. Individuals struggling with addiction battled their way out of isolation and shame by connecting to one of our dedicated clinics in southern and midcoast Maine.

Like other healthcare organizations, MBH will start 2023 with high demand for services amidst ongoing staffing challenges. **I urge you to make a year-end gift to the Maine Behavioral Healthcare Fund with a gift of \$1,500 by December 31, so we can remain strong in the new year.** If you have already made a gift, thank you very much for your generous support!



When I think of the thousands of clients who have reclaimed their mental well-being with the support of MBH, I can't help but think of the thousands of donors who have made gifts to fund our programs and services. Our donors are people from all walks of life, many of whom have been personally impacted by a mental health crisis. We are grateful to have them – and you – on our side. **Thank you for prioritizing mental health treatment so that our neighbors and community members – all of us – can access healthcare for body and mind.**

With warm wishes for the holiday season,



Kelly Barton, MPH, FACHE  
President, Maine Behavioral Healthcare

**P.S. Please give today!** The demand for mental health services shows no signs of slowing. You can make a secure online donation to Maine Behavioral Healthcare through our website at [mainebehavioralhealthcare.org/donate](https://mainebehavioralhealthcare.org/donate).

☒ **YES, count on me to help meet the growing behavioral healthcare need in Maine!**

*My last gift was \$1,000.00 in June of 2018.*

**Here is my gift to support Maine Behavioral Healthcare in addressing these needs:**

☐ \$2,000 ☐ \$1,500 ☐ \$1,000 ☐ Other \$ \_\_\_\_\_

**Payment method:** ☐ Check enclosed made payable to **Maine Behavioral Healthcare.**

Credit Cards Accepted:

☐ Amex ☐ MasterCard ☐ Visa ☐ Discover

NAME ON CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

EXP DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

CCV CODE \_\_\_\_\_

Give securely online at  
**MaineBehavioralHealthcare.org/donate**  
or call **207-661-6667**

**Please designate my gift to:**

☐ MBH Fund

☐ Other \_\_\_\_\_

Undesignated gifts will go to the MBH Fund.

☐ I have enclosed my company's matching gift form.

☐ I wish to have my/our gift remain anonymous.

☐ I do not wish to receive fundraising communications from Maine Behavioral Healthcare.

**RECENT GIFTS TO THE MBH FUND:**

☐ FY2023

☐ FY2021

☐ FY2022

☐ FY2020

Maine Behavioral Healthcare's fiscal year is Oct 1-Sept 30  
*If your gift and this letter have crossed paths, thank you!*

**Become a Monthly Donor**

Making a monthly gift via credit card is a great way to give. Your card will be charged around the 1st of each month. You control when payments stop; simply contact us to end your monthly gift.

☐ \$150 ☐ \$125 ☐ \$100 ☐ Other \$ \_\_\_\_\_

I am making my gift ☐ in memory of or ☐ in honor of  
Name of person to recognize: \_\_\_\_\_

Lisa L. Vargas  
Treasurer  
Town of Lyman  
11 S Waterboro Rd  
Lyman, ME 04002-7313

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

*Your gift is tax-deductible to the extent provided by law.*



# ITEM# 2: (b.) Mail - RSU #57 Annual Report

## Regional School Unit 57

86 West Road, Waterboro, Maine 04087

Tel. No. (207) 247-3221

Fax. No. (207) 247-3477

**Dr. Stephen D. Marquis**  
Superintendent

**Kyle Keenan**  
Assistant Superintendent

**Erica Mazzeo**  
Dir. of Curriculum

**Colin M. Walsh, CPA**  
Dir. of Finance & Operations

**Timothy O'Connor**  
Dir. of Special Education

**Nora Lantagne**  
Asst. Dir. Special Education

RSU 57 prepares respectful, responsible and creative thinkers for success in the global community.

January 2023

To: Lyman Select Board,

I am pleased to report to your community the State of RSU 57 Schools. The information provided represents the current 2022-2023 school year inclusive of all schools and specific attendance and budgetary information pertaining specifically to Lyman.

RSU 57 administration and School Board share a firm belief in the importance of hiring and retaining talented and diverse individuals who bring different backgrounds to our district. Staff members create a collaborative workplace that is growth-oriented and focused on continuous improvement. Our goals will be achieved through our efforts to motivate exceptional people as we convey the expectation of world class performance in classrooms across the district. RSU 57 is a learning community that celebrates individuals who question the status quo, seek out knowledge, and strive for continual improvement. There is a growing sense of ownership and opportunity wherein success of the district is a result of the cumulative actions of many. To that end, we seek to build strong relationships with our community and RSU 57 families. Meaningful collaboration between all RSU 57 community members is critical to our goals for continual improvement. To this end, there is much work to do!

**Strategic Planning:** The RSU 57 School Board has approved the formation of a Strategic Planning Committee with the charge to create a five-year plan for RSU 57 to include, at a minimum, statements of mission and core beliefs, with identified goals, actions for meeting those goals, and identified performance indicators to measure progress. The committee will engage the community and staff in the planning process, will report on its progress at a School Board meeting each month, and will present a draft Strategic Plan for the School Board's review, input, and eventual approval by the first School Board meeting of the 2023-2024 school year.

**Curriculum/Programming:** Our faculty and staff have a strong commitment to ensuring a healthy, positive, and industrious school culture. Adults' collaboration and collegial relationships help optimize the school day for our children and their learning. Our school's commitment to the social and emotional well-being of all students has never been greater, nor more important, than it is now. Our educators are committed to creating a school environment that is welcoming, safe, and supportive of each child. There is much to celebrate in RSU 57 schools. Recent assessment data in Math and Reading indicates that our students have fared better than most with regards to learning loss during the pandemic. We have seen scores that have rebounded across most of our grade levels to pre-pandemic levels of achievement.



Our elementary classrooms across our district have implemented a newly adopted math curriculum. Reveal Math, a McGraw Hill curriculum, has provided professional development support for our teachers, along with the support of the Maine Math and Science Alliance, to grow the use of high impact teaching strategies in the area of math instruction. We are excited to see in the coming years what we expect will be impressive gains in our students' level of math achievement. During the 2022-2023 school year, elementary staff will be focusing on 1.) Rebuilding a sense of community, 2.) Celebrating student success, and 3.) Supporting the social, emotional, and behavioral needs of our students.

Massabesic Middle School (MMS) continues to focus on a student-centered approach to the middle grades, emphasizing social-emotional learning and making connections to peers and to the school community. During the 2022-2023 school year, MMS staff are focusing on two overarching goals. 1.) Meeting our students' individual academic needs through instructional support in literacy and numeracy, effective use of our Response to Learning (RtL) block and individualized examination of what students are showing us that enable thoughtful planning to promote continual growth. 2.) Ensuring that every student feels seen and connected as we expand student support systems, celebrate academic and co-curricular success, and foster peer to peer connections with positive experiences.

Massabesic High School (MHS) is currently preparing for its decennial visit (to be held in the fall of 2023) for regional accreditation through the New England Association of Schools and Colleges (NEASC). We welcome this opportunity to show areas we are expanding and improving, as well as insight into areas of desired growth and improvement. During the 2022-2023 school year, MHS staff are focusing on two primary goals for measurable improvement. 1.) Increasing student engagement in our classrooms and throughout our school as measured by student perception data collected through the Youth Truth Survey, increases in extra and co-curricular participation, and a reduction in chronic absenteeism and truancy. 2.) Increasing literacy and numeracy skills of our learners through the addition of embedded literacy skill instruction across the curriculum, explicit connections between our curriculum and how it prepares students for career and college, and increased student participation rates for mandated assessments that will exceed State requirements.

**Finance and Budget:** The School Board began the development of the fiscal year 2023-2024 budget in early January, 2023. The budget is developed annually based upon the district educational goals, evaluation of current and future education programs, needs as expressed by state and federal requirements, staffing which is necessary to achieve these goals, facility maintenance plans as well as consideration of local economic conditions. The Finance Committee meets weekly from January through March to prepare a budget for the School Board's review and consideration. Creating a fiscally responsible budget while providing the best educational experience for our students is our focus.

**Facilities and Maintenance:** The School Board and Finance Committee remain committed to reviewing and updating their annual and long term facility maintenance plans. Given the number of buildings and also the aging nature of the District's facilities it is vitally important that they are cared for as efficiently as possible in an effort to keep unexpected repair costs to a minimum. The District continues to ensure that buildings are well maintained through a structured preventative maintenance approach which includes roofing, leach fields, heating and ventilation systems, air and water quality, masonry, lighting, life safety systems and windows. The vast majority of these projects have been and will continue to be funded through the District's annual budget, federal grant funds or the District's capital reserve fund. It is through this structured and proactive approach that the District has been able to control repair and replacement costs and be as efficient as possible in using your local tax dollars.

The School Board plans to have a final approved budget in April to present to the citizens of RSU 57. Citizens will be asked to attend the District Budget Meeting scheduled to be held on Monday, May 15, 2023, at the Massabesic Middle School at 7:00 p.m. The District Referendum Vote will be held on June 13, 2023, at your local precinct. The total General Fund Budget for the 2022-2023 school year for RSU #57 is \$48,508,257. The Town of Lyman's local portion of this budget is \$5,466,639, which equals 18.71% of the total local tax assessment and represents an increase in Lyman's local tax of \$134,482 or 2.52% over the 2021-2022 assessment. The district per pupil expenditure continues to be at a moderate level comparative to the state average.

Enrollment: The total enrollment for RSU #57 was 2,927 students in grades Pre-kindergarten through 12 based on the October 1 count. A total of 482 students from Lyman represent 16.5% of the total district enrollment. Current location of students:

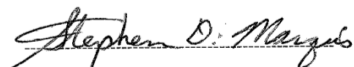
Alfred Elementary School (PK-5) 3  
Lyman Elementary School (PK-5) 219  
Waterboro Elementary School (PK-5) 9  
Massabesic High School (9-12) 160

LINE Elementary School (PK-5) 1  
Shapleigh Memorial School (PK-5) 0  
Massabesic Middle School (6-8) 90

Thank you to the staff of RSU #57 for all their hard work and to the communities of RSU 57 for your continued support. These past few years have proven to be a challenging time for everyone associated with the district; however, given the perseverance and the level of cooperation, we are optimistic about our future. The parent and community support that is afforded our schools is truly outstanding. We are most appreciative of this support and look forward to continued collaborative efforts in support of the growth of all of our students.

We would like to remind you that School Board meetings are held on the second and fourth Wednesday of the month at 7:00 p.m. and a schedule of committee meetings can be found on our website.

Respectfully submitted,



RSU #57 Superintendent of Schools

Alfred

Limerick

Lyman

Newfield

Shapleigh

Waterboro

# ITEM#3: Minutes

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday December 19<sup>th</sup>, 2022 – Lyman Town Hall

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

**Selectboard members absent:** None

**ITEM #1**      **SPECIAL OFFERS / PRESENTATIONS**

a. **Public Hearing Re: Funky Bow Application/ Renewal for Special Amusement Permit**

**Ralph Blackington** – Opens the public hearing at 6:00pm. Asks for any public comment. There is no public comment regarding the application. Public hearing closes the public hearing at 6:02 pm.

**Ralph Blackington** – Opens the regular Select Board meeting.

**Thomas Hatch** – Makes a motion to approve application renewal permit for Special Amusement for Funky Bow. **John Tibbetts** – Seconds the motion. **Motion passes: 5-0-0**

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

a. **Public Input – Public in attendance will have up to 5 minutes to address the Board**

**Nicole Derosier** – Asks the board about sale of town owned property, specifically a lot abutting her property and if the town will be selling that lot.

**David Alves** – States they are identifying all the properties that they want to sell and then the next steps will be to conduct a market analysis and determine the process which they will sell the property.

b. **Mail**

o **York County Sheriff’s**

o **Caring Unlimited Letter**

o **YCSP Letter**

c. **Complaints** - none

**ITEM #3**      **MINUTES**

**Review/ approve meeting minutes 12/05/2022**

**David Alves** – Motions to approve minutes. **Jessica Picard** Seconds. **Motion passes: 5-0-0**

**ITEM #4**      **SIGN WARRANTS**

a. **Payroll Warrant #27 in the amount of \$32,870.18**

**David Alves** – Motions to approve Payroll Warrant. **Jessica Picard** Seconds. **Motion passes: 5-0-0**

b. **Accounts Payable Warrant #28 (FY2023) in the amount of \$109,897.20**

**David Alves** – Motions to Accounts Payable Warrant. **Jessica Picard** Seconds. **Motion passes: 5-0-0**

**Thomas Hatch** – Discussion regarding invoice paid for Thyng Paving. **Brad Nikel** states they did the shoulders on Oscar Littlefield Road.

**ITEM #5**      **UNFINISHED BUSINESS**

a. **Old Kennebunk Road Gate – Town Council Response (Tabled from last meeting)**

**Thomas Hatch** – States US Forestry had concerns about trash building up and this seems to be an issue that may repeat itself. His suggestion is to continue locking the gates to limit dumping issues.

**John Tibbets** – States he spoke with an Alfred Select Board member that’s been in communication with the forestry service about posting signage to state “Trash dumping is subject to federal prosecution” to see if this would help with the enforcement issue of the dumping.

**Brad Nikel** – States the issue of locking the gate may require additional monitoring to ensure the gates are staying locked.

**David Alves** – States it’s in the opinion of legal council that the abutters own to the centerline of the road and the Town is not required to maintain a gate.

**Maurice St. Clair** – States after the Town voted to abandon the road, the Town still put money into repairing damages of the road, although it may not be documented.

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday December 19<sup>th</sup>, 2022 – Lyman Town Hall

**Brad Nikel** – States the gates should be locked and keys provided to property owners.

**David Alves** – States once the gates are locked by the Town, we may be assuming an obligation to maintain the gate. There was discussion to leave the gates as they are where the Select Board already made a motion on this issue.

**b. RFP – Classification & Compensation Study, discuss putting out to Bid**

**1. Discuss special town meeting**

**Lindsay Gagne** – Suggests if doing a special Town meeting the Board can also schedule a Special Select Board meeting to follow afterwards where they can open RFPs, this way timing of scheduling a study won't impact the budget process. There is currently \$5,000 in the budget for an HR study and \$9,630.50 in the Feasibility that can be used, and the board could ask for additional funds from surplus.

**Jessica Picard** – Verifies the RFP will also breakdown the cost of specific tasks, the board can negotiate using all some of the tasks.

**Thomas Hatch** – **Makes a motion to schedule a Special Town Meeting on January 18<sup>th</sup>, 2023 at 6:00pm at the Town Hall**

**Jessica Picard** – **Seconds the motion. Motion Passes: 5-0-0**

**Jessica Picard** – **Makes a motion to schedule a public hearing for purposes of the Special Town Meeting on January 3<sup>rd</sup>, 2023 6:00pm**

**John Tibbetts** – **Seconds the motion. Motion Passes: 5-0-0**

**Lindsay Gagne** – Asks the board to choose five conspicuous locations to post the warrant. There is discussion from the board to post at Town Hall, Library, Transfer Station, Goodwin Mills General Store, and Jackson's Corner or Harrys if either or both will allow it.

**Jessica Picard** – **makes a motion to schedule a Special Select Board meeting on January 18<sup>th</sup>, 2023 following the Special Town Meeting for the purpose of opening RFPs.**

**Thomas Hatch** – **Seconds the motion. Motion passes: 5-0-0**

**Jessica Picard** – Suggests appropriating the amount of \$5,400 from Surplus.

**Lindsay Gagne** – Suggests looking into adding an article to allow the board to sell tax acquired property using a real estate broker. There is discussion with the board to add this as an article question.

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

**a. Road Commissioner –**

**Brad Nikel** – States the shoulders on Oscar Littlefield Road has been done last week. The overhead door at the salt shed has been fully repaired. There have been a lot of inquiries regarding Rt. 111 and Kennebunk Pond Road and when the traffic system and lights will be put in. He's reached out to DOT and received a response there is a reconstruction stabilization project scheduled for the Summer of 2025. This will include two left turn lanes and a set of traffic lights.

**b. Fire Chief – Review/ Approve GMFR Personnel Policy**

**Item addressed later in the meeting, Fire Chief not present**

**Matt Duross** – States Dayton has suggested some changes that need to be reviewed. The policy will be updated then re-submitted to the board.

**David Alves** – Asks if there was discussion of offering the Health Officer Position to Matt

**Matt Duross** – States he has discussed this, but he wanted a better understanding of what the workload would be. He has offered assistance to the prior Health Officer. He suggested he could assist temporarily pending on what the workload entails.

**Jessica Picard** – Suggests looking into the details of a health officer and revisit this at the next meeting.

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday December 19<sup>th</sup>, 2022 – Lyman Town Hall

**Matt Duross** – States He is looking for approval to purchase battery operation extrication equipment out of the GMFR equipment capital funds. He would be requesting an amount of \$20,083.00 for this equipment. Dayton agreed to pay in addition to Lyman's contribution.

**John Tibbetts** – Makes a motion to approve this amount.

**Jessica Picard** – Seconds the motion.

**David Alves** – Verifies this is coming out of the current budget line.

**Motion passes: 5-0-0**

**Matt Duross** – States he is also looking for approval to purchase from the same budget line eight universal size ballistic vests for EMS personnel responders. Dayton will cover half the cost; Lyman would cover an amount of \$3,580.0

**John Tibbetts** – Makes a motion to approve. **Jessica Picard** Seconds. **Motion passes: 5-0-0**

c. [Kennebunk Pond Beach Committee – Dave Alves Liaison Report/update](#)

**David Alves** – States he met with the architect again and the Kennebunk Pond Beach Committee. He recommends using this person for putting together a plan for Bunganut on what repairs are needed up there. They determined they may not need a gate right now where the parking may ease some of the actions currently going on there.

d. [Treasurer](#) – none

e. [CEO – Review/ Approve CEO Fee schedule](#)

**Brenda Charland** – States she reviewed Town's of similar sizes to compare. She added minimum fees for commercial. She updated renovations. Other costs were increased slightly. The septic is set by the State of Maine and she adjusted the cost for the Town to get the maximum fees allowed. On the Land Use fees, she ran past the Planning Board for their review and she suggested subdivision fees have a base fee with a per lot fee. Last revision was in 2017.

**Jessica Picard** – Makes a motion to approve the updated Fee Schedule as written effective December 20, 2022

**David Alves** – Seconds the motion. **Motion passes: 5-0-0**

f. [Tax Clerk – November Report](#) – Report reviewed in meeting. No discussion.

g. [Other](#) - None

**ITEM #7**

**NEW BUSINESS**

a. [Discuss scheduling Budget Workshops](#)

**Workshop is scheduled for December 29<sup>th</sup>, 2022 at 6:00pm.**

b. [Review Mowing Contract draft](#)

**Lindsay Gagne** – Explained this contract mirrors the last with the exception under the insurance section, it has been updated to reflect current policies and a non-appropriation clause was added where it will be a multi-year contract.

**John Tibbetts** – Asks about the section regarding "Cleaning up" and defining "waste materials.

**Lindsay Gagne** – Explains this was mirrored from the prior contract and is interpreted that when the work is done at the end of the day, the vendor is responsible for cleaning up grass clippings, leaves, etc.

c. [Review Town Roads Winter Maintenance Contract draft](#)

**Lindsay Gagne** – Explains the contract was adjusted to update insurance requirements to match current policy, more clearly define snow being removed to three and one-half feet to the outside of the shoulders, to require 5 trucks and this will be a five-year contract with option to extend an additional two years. A lot of towns are doing this where there is a shortage of truck drivers.

**Brad Nickel** – States there is also a max fuel price per gallon added in the RFP request.

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday December 19<sup>th</sup>, 2022 – Lyman Town Hall

d. [Question re: Holiday pay part time employees – See email.](#)

**Lindsay Gagne** – Explains there have been approval in the past for part-time employees to receive holiday pay. Does the board want to do this for all part-time employees?

**Jessica Picard** – States the budget won't be impacted where the hours are already built in

**David Alves** – **Makes a motion to pay part-time employees holiday pay**

**John Tibbetts** – **Seconds the motion. Motion passes: 5-0-0**

e. [MMA re: First Amendment Audits](#)

**Jessica Picard** – States this group appears to ultimately prove a point that certain spaces are public and are trying to get a reaction in the process of proving their point. This guidance from MMA states they are not permitted into private office spaces. Employees are allowed to close their doors.

f. [PO #1609 For Cemetery Committee, Tree Removal \(Amount\\$4999.99\)](#)

**Jessica Picard** – **Makes a motion to approve. David Alves Seconds. Motion passes: 5-0-0**

g. [Appointment: Ordinance Review Committee, George Cheney](#)

**David Alves** - **makes a motion to appoint George Cheney to Ordinance Review Committee**

**Jessica Picard** – **Seconds the motion. Motion passes: 5-0-0**

**OTHER**

**EXECUTIVE SESSION**

**ADJOURN**

**David Alves** – **Makes a motion to adjourn. Jessica Picard Seconds. Motion passes: 5-0-0**

**Meeting is adjourned at 7:45pm.**

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

\_\_\_\_\_  
Ralph "Ralph" Blackington (Chair)

\_\_\_\_\_  
Jessica Picard

\_\_\_\_\_  
Thomas Hatch (Vice Chair)

\_\_\_\_\_  
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 4 pages are the original minutes of the Board of Selectmen Regular Meeting dated December 19<sup>th</sup>, 2022

\_\_\_\_\_  
Lindsay Gagne

# ITEM#4: (a.) Payroll Warrant

LYMAN  
8:43 AM

## Payroll Check Register

Pay Date: 12/28/2022

12/22/2022

Page 1

Check	D / D	Check	Amount	Date	Employee
<b>Employee Checks</b>					
1	1,413.12	0.00	1,413.12	12/28/22	79 SUSAN J BELLEROSE
2	103.02	0.00	103.02	12/28/22	077 PAUL A BOUCHER
3	110.23	0.00	110.23	12/28/22	032 DANA A CARTER
4	1,874.46	0.00	1,874.46	12/28/22	029 BRENDA D CHARLAND
5	67.70	0.00	67.70	12/28/22	100 KELLY J DEMERS
6	225.42	0.00	225.42	12/28/22	12 MARCEL DESROSIER
7	153.07	0.00	153.07	12/28/22	043 CECILE M DUPUIS
8	1,380.59	0.00	1,380.59	12/28/22	028 LINDSAY GAGNE
9	1,469.03	0.00	1,469.03	12/28/22	016 LAURIE L GONSKA
10	297.31	0.00	297.31	12/28/22	74 DONALD M HERNON
11	252.96	0.00	252.96	12/28/22	007 THOMAS M HOLLAND
12	1,082.87	0.00	1,082.87	12/28/22	019 HOLLI L HUTCHINS
13	1,480.49	0.00	1,480.49	12/28/22	015 JEANETTE E LEMAY
14	991.90	0.00	991.90	12/28/22	036 JULIE LEMIEUX
15	994.77	0.00	994.77	12/28/22	041 RANDALL L MURRAY
16	840.20	0.00	840.20	12/28/22	005 BRADLEY J NIKEL
17	393.51	0.00	393.51	12/28/22	19 BRIAN D. RACICOT
18	434.22	0.00	434.22	12/28/22	002 DAVID W RILEY
19	172.24	0.00	172.24	12/28/22	020 DAVID H SANTORA
20	132.47	0.00	132.47	12/28/22	010 WILLIAM P SINGLE
21	435.77	0.00	435.77	12/28/22	001 MAURICE ST CLAIR
22	126.98	0.00	126.98	12/28/22	81 RODERICK TETU
23	220.46	0.00	220.46	12/28/22	40 RAYMOND J VALLIERE
24	132.47	0.00	132.47	12/28/22	46 JOSEPH A WAGNER
25	1,493.99	0.00	1,493.99	12/28/22	76 PAULINE F WEISS
<b>Total</b>	<b>16,279.25</b>	<b>0.00</b>	<b>16,279.25</b>		
<b>Direct Deposit Checks</b>					
26	0.00	16,279.25	16,279.25	12/28/22	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>16,279.25</b>	<b>16,279.25</b>		
<b>Trust &amp; Agency Checks</b>					
27	0.00	5,823.29	5,823.29	12/28/22	T & A 1 I.R.S.
28	0.00	1,087.78	1,087.78	12/28/22	T & A 3 ICMA
29	0.00	1,038.43	1,038.43	12/28/22	T & A 2 MAINE REVENUE SERVICES
30	0.00	1,114.21	1,114.21	12/28/22	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>9,063.71</b>	<b>9,063.71</b>		



Check	D / D	Check	Amount	Date	Employee
-------	-------	-------	--------	------	----------

Summary

Checks:	Regular	0.00	25
	D / D	16,279.25	1
	Employee	16,279.25	
	T & A	9,063.71	4
	Voided		0
Total		25,342.96	30

WARRANT: 29

Check	D / D	Check	Employee	Gross Pay
1	1,413.12	0.00	79 SUSAN J BELLEROSE	2,027.50
2	103.02	0.00	077 PAUL A BOUCHER	111.56
3	110.23	0.00	032 DANA A CARTER	119.36
4	1,874.46	0.00	029 BRENDA D CHARLAND	2,763.29
5	67.70	0.00	100 KELLY J DEMERS	73.31
6	225.42	0.00	12 MARCEL DESROSIER	253.41
7	153.07	0.00	043 CECILE M DUPUIS	165.75
8	1,380.59	0.00	028 LINDSAY GAGNE	1,825.00
9	1,469.03	0.00	016 LAURIE L GONSKA	2,625.00
10	297.31	0.00	74 DONALD M HERNON	321.94
11	252.96	0.00	007 THOMAS M HOLLAND	286.85
12	1,082.87	0.00	019 HOLLI L HUTCHINS	1,460.89
13	1,480.49	0.00	015 JEANETTE E LEMAY	2,405.15
14	991.90	0.00	036 JULIE LEMIEUX	1,395.00
15	994.77	0.00	041 RANDALL L MURRAY	1,504.80
16	840.20	0.00	005 BRADLEY J NIKEL	1,458.00
17	393.51	0.00	19 BRIAN D. RACICOT	481.66
18	434.22	0.00	002 DAVID W RILEY	470.19
19	172.24	0.00	020 DAVID H SANTORA	186.50
20	132.47	0.00	010 WILLIAM P SINGLE	143.44
21	435.77	0.00	001 MAURICE ST CLAIR	471.87
22	126.98	0.00	81 RODERICK TETU	137.50
23	220.46	0.00	40 RAYMOND J VALLIERE	238.72
24	132.47	0.00	46 JOSEPH A WAGNER	143.44
25	1,493.99	0.00	76 PAULINE F WEISS	2,186.54
26	0.00	16,279.25	D / D 1 BIDDEFORD SAVINGS BANK	
27	0.00	5,823.29	T & A 1 I.R.S.	
28	0.00	1,087.78	T & A 3 ICMA	
29	0.00	1,038.43	T & A 2 MAINE REVENUE SERVICES	
30	0.00	1,114.21	T & A 9 MPERS	

WARRANT: 29

Check	D / D	Check	Employee	Gross Pay
Total	16,279.25	25,342.96		23,256.67

Put into A/P	9,955.08
Taken out of A/P	(9,063.71)
Total Payroll	26,234.33

Count	
Checks	30

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE 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	
JESSICA PICARD	

# ITEM#4: (b.) AP Warrant

Lyman  
12:21 PM

## A / P Check Register

Bank: BIDDEFORD SAVINGS

12/29/2022  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	9497	3,885.31	12/20/22	30	0569 SECRETARY OF STATE
P	9498	12,662.99	12/23/22	30	0569 SECRETARY OF STATE
R	9499	230.96	01/03/23	30	0218 AMAZON CAPITAL SERVICES
R	9500	1,606.50	01/03/23	30	0022 BEAN DATA
R	9501	4,750.00	01/03/23	30	0335 C.I.A. SALVAGE INC
R	9502	32.00	01/03/23	30	0994 CINTAS CORPORATION- # 758
R	9503	250.00	01/03/23	30	0211 CRIPPLE CREEK CORPORATION
R	9504	2,395.00	01/03/23	30	0133 DAVID W. RILEY
R	9505	32,850.00	01/03/23	30	0248 DAYTON SNOW FIGHTERS INC.
R	9506	7,627.62	01/03/23	30	0024 EASTERN SALT COMPANY INC
R	9507	3,950.00	01/03/23	30	0155 GERARD TREE SERVICE
R	9508	46,837.50	01/03/23	30	0233 GOODWINS MILLS FIRE & RESCUE
R	9509	371.21	01/03/23	30	0215 GUILLEMETTE, MICHAEL
R	9510	14,914.54	01/03/23	30	0376 M M E H T
R	9511	30.00	01/03/23	30	0379 MAINE TOWN & CITY CLERKS ASSOC
R	9512	35.00	01/03/23	30	0408 MLGHRA
R	9513	15.00	01/03/23	30	0084 READYREFRESH BY NESTLE
R	9514	458,624.95	01/03/23	30	0419 RSU #57
R	9515	3,979.00	01/03/23	30	0360 STEELE NICKEL INC
R	9516	57.31	01/03/23	30	0212 VANASSE, RYAN
R	9517	110.79	01/03/23	30	0675 WHITE SIGN, INC.
P	99999	88.60	01/03/23	30	0095 CARDMEMBER SERVICE
P	99999	125.08	01/03/23	30	0095 CARDMEMBER SERVICE
P	99999	79.74	01/03/23	30	0095 CARDMEMBER SERVICE
<b>Total</b>		<b>595,509.10</b>			

### Count

Checks	24
Voids	0

## Warrant 30

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>00218 AMAZON CAPITAL SERVICES</b>						
0385	9499	01	SIGN & SUPPLIES		1P7L-LFHQ-XJCN	
SIGN & SUPPLIES			E 110-11-60-610		99.05	0.00
			SUPPLIES / SUPPLIES			
SIGN & SUPPLIES			E 148-31-60-670		14.59	0.00
			SUPPLIES / SIGNS			
			<b>Invoice Total-</b>		<b>113.64</b>	
0385	9499	01	PPG		1YYD-Y4RX-3P3H	
PPG			E 150-31-60-690		117.32	0.00
			SUPPLIES / PPG			
			<b>Invoice Total-</b>		<b>117.32</b>	
			<b>Vendor Total-</b>		<b>230.96</b>	
<b>00022 BEAN DATA</b>						
0385	9500	01	JAN 2023		1293	
JAN 2023			E 110-11-32-310		1,606.50	1,606.50
			CTRCT SVS EQ / PROF SVS			
			<b>Vendor Total-</b>		<b>1,606.50</b>	
<b>00335 C.I.A. SALVAGE INC</b>						
0385	9501	01	HAULING		3920	
MSW HAULING			E 150-31-35-355		1,925.00	0.00
			CTRCT SVS WA / PROF SVS HAU			
WOOD/BULKY HAULING			E 150-31-35-356		1,225.00	0.00
			CTRCT SVS WA / PROF SVS HW			
RECYCLE HAULING			E 150-31-35-357		700.00	0.00
			CTRCT SVS WA / PROF SVS HR			
CAN RENTAL			E 150-31-35-349		200.00	0.00
			CTRCT SVS WA / PROF SVS CAN			
METAL HAULING			E 150-31-35-359		700.00	0.00
			CTRCT SVS WA / PROF SVS MET			
			<b>Vendor Total-</b>		<b>4,750.00</b>	
<b>00095 CARDMEMBER SERVICE</b>						
0385	99999	01	STAPLES		9845998462	
STAPLES			E 110-11-60-610		88.60	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>88.60</b>	
0385	99999	01	PARKS & REC		HOME DEPOT	
PARKS & REC			E 161-21-40-450		125.08	0.00
			REPAIRS & MA / EQUIPMENT			
			<b>Invoice Total-</b>		<b>125.08</b>	
0385	99999	01	PARKS & REC		WALMART	
PARKS & REC			E 161-21-90-940		79.74	0.00
			OTHER / REC PROGRAMS			
			<b>Invoice Total-</b>		<b>79.74</b>	
			<b>Vendor Total-</b>		<b>293.42</b>	
<b>00994 CINTAS CORPORATION- # 758</b>						
0385	9502	01	13117643		4141734133	
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Vendor Total-</b>		<b>32.00</b>	
<b>00211 CRIPPLE CREEK CORPORATION</b>						

**A / P Warrant**

12/29/2022

Page 2

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0385	9503	01	JAN 2023 RENT	CRIP0123		
JAN 2023 RENT			E 110-11-39-399		125.00	0.00
			CONT SVS OTH / OTHER			
			<b>Invoice Total-</b>		<b>125.00</b>	
0385	9503	01	FEB 2023 RENT	CRIP0223		
FEB 2023 RENT			E 110-11-39-399		125.00	0.00
			CONT SVS OTH / OTHER			
			<b>Invoice Total-</b>		<b>125.00</b>	
			<b>Vendor Total-</b>		<b>250.00</b>	
<b>00133 DAVID W. RILEY</b>						
0385	9504	01	SERVICES	2021-0636		
P&R TRASH REMOVAL			E 145-21-31-330		200.00	0.00
			CTRCT SVS BL / WASTE SVS			
PLOWING P&R			E 143-21-31-360		75.00	0.00
			CTRCT SVS BL / PLOW & SAND			
			<b>Invoice Total-</b>		<b>275.00</b>	
0385	9504	01	SERVICES	2021-0634		
ROADS REPAIRS/MAINT			E 131-51-40-483		1,750.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
ROADS - SIGNS			E 148-51-60-670		80.00	0.00
			SUPPLIES / SIGNS			
			<b>Invoice Total-</b>		<b>1,830.00</b>	
0385	9504	01	SERVICES	2021-0637		
FUELING			E 147-31-50-560		40.00	0.00
			UTILITIES / ELECTRICITY			
			<b>Invoice Total-</b>		<b>40.00</b>	
0385	9504	01	SERVICES	2021-0635		
SHOVELING/SANDING TH			E 143-11-31-360		70.00	0.00
			CTRCT SVS BL / PLOW & SAND			
TOWN HALL TRASH			E 145-11-31-330		30.00	0.00
			CTRCT SVS BL / WASTE SVS			
MOVE FURNITURE TH			E 143-11-31-360		150.00	0.00
			CTRCT SVS BL / PLOW & SAND			
			<b>Invoice Total-</b>		<b>250.00</b>	
			<b>Vendor Total-</b>		<b>2,395.00</b>	
<b>00248 DAYTON SNOW FIGHTERS INC.</b>						
0385	9505	01	JAN 2023	PLOW0123		
JAN 2023			E 143-51-31-360		32,850.00	32,850.00
			CTRCT SVS BL / PLOW & SAND			
			<b>Vendor Total-</b>		<b>32,850.00</b>	
<b>00024 EASTERN SALT COMPANY INC</b>						
0385	9506	01	SALT LYMANM05	124355		
SALT LYMANM05			E 143-51-31-360		7,627.62	0.00
			CTRCT SVS BL / PLOW & SAND			
			<b>Vendor Total-</b>		<b>7,627.62</b>	
<b>00155 GERARD TREE SERVICE</b>						
0385	9507	01	TREE PRUNING	11268		
TREE PRUNING			E 131-51-40-483		3,950.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
			<b>Vendor Total-</b>		<b>3,950.00</b>	

**A / P Warrant**

12/29/2022

Page 3

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00233 GOODWINS MILLS FIRE &amp; RESCUE</b>						
0385	9508	01	JAN 2023	GMFR0123		
JAN 2023			E 186-91-37-391		32,067.00	32,067.00
			CONT OUT / GMFR PERSONN			
JAN 2023			E 186-91-37-392		14,770.50	14,770.50
			CONT OUT / GMFR CONTRAC			
<b>Vendor Total-</b>					<b>46,837.50</b>	
<b>00215 GUILLEMETTE, MICHAEL</b>						
0385	9509	01	REFUND PAYMENT OF TAXES	3035		
REFUND PAYMENT OF TAXES			G 1-120-00		371.21	0.00
			R/E OVERPAYS			
<b>Vendor Total-</b>					<b>371.21</b>	
<b>00376 M M E H T</b>						
0385	9510	01	MHT.31171	JAN 23		
INSURANCE-EMPLOYEE			G 1-205-00		1,802.62	0.00
			BENFTS-EMPLE			
HEALTH			E 102-99-20-210		12,708.06	0.00
			BENEFITS / HEALTH			
DENTAL			E 102-99-20-211		394.11	0.00
			BENEFITS / DENTAL			
LIFE NO MED			E 102-99-20-214		9.75	0.00
			BENEFITS / LIFE NO MED			
<b>Vendor Total-</b>					<b>14,914.54</b>	
<b>00379 MAINE TOWN &amp; CITY CLERKS ASSOC</b>						
0385	9511	01	11790-0 HARRISON	1000433106		
MEMBERSHIP DUES			E 102-11-20-290		30.00	0.00
			BENEFITS / MEMB & DUES			
<b>Vendor Total-</b>					<b>30.00</b>	
<b>00408 MLGHRA</b>						
0385	9512	01	GAGNE MEMBERSHIP	20222023		
GAGNE MEMBERSHIP			E 102-11-20-290		35.00	0.00
			BENEFITS / MEMB & DUES			
<b>Vendor Total-</b>					<b>35.00</b>	
<b>00084 READYREFRESH BY NESTLE</b>						
0385	9513	01	0427507058	L7690669		
H20 0427507058			E 110-11-60-610		15.00	0.00
			SUPPLIES / SUPPLIES			
<b>Vendor Total-</b>					<b>15.00</b>	
<b>00419 RSU #57</b>						
0385	9514	01	JAN 2023	SCHL0123		
JAN 2023			E 195-92-90-999		458,624.95	458,624.95
			OTHER / MISC			
<b>Vendor Total-</b>					<b>458,624.95</b>	
<b>00569 SECRETARY OF STATE</b>						
0385	9497	01	31170	12/08-12/15		
31170			G 1-250-00		3,885.31	0.00
			MTR VEHICLE			
<b>Invoice Total-</b>					<b>3,885.31</b>	



**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0385	9498	01	31170		12/15-12/22	
31170			G 1-250-00		12,662.99	0.00
			MTR VEHICLE			
			<b>Invoice Total-</b>		<b>12,662.99</b>	
			<b>Vendor Total-</b>		<b>16,548.30</b>	
<b>00360 STEELE NICKEL INC</b>						
0385	9515	01	SERVICES	4357		
PIPING FOR HYDRANTS			E 721-86-90-999		3,979.00	0.00
			HYD / RESERVES - OTHER / MISC			
			<b>Vendor Total-</b>		<b>3,979.00</b>	
<b>00212 VANASSE, RYAN</b>						
0385	9516	01	EXCISE TAX REFUND	122022		
EXCISE TAX REFUND			R 110-011		57.31	0.00
			EXCISE TAX			
			<b>Vendor Total-</b>		<b>57.31</b>	
<b>00675 WHITE SIGN, INC.</b>						
0385	9517	01	SIGNS	125034		
WLYM153570			E 148-51-60-670		110.79	0.00
			SUPPLIES / SIGNS			
			<b>Vendor Total-</b>		<b>110.79</b>	
			<b>Prepaid Total-</b>		<b>16,841.72</b>	
			<b>Current Total-</b>		<b>578,667.38</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>595,509.10</b>	

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE 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

JESSICA PICARD

# ITEM#5: (a.) - Health Officer - Discussion from last meeting.

## Local Health Officer

- Appointed for 3-year terms
- Must be qualified by education, training, or experience in the field of public health. If not qualified as such, then must meet qualification standards within 6 months after appointment.
- Liaison for “Public Health Threats” = Any condition or behavior that can be reasonably expected to place others at significant risk of exposure to infections with a communicable disease.
- 5 Primary Job Roles include:
  - Overall health resource to the community
  - Mediator and enforcer of complaints that cannot be resolved
  - Reports to the Select Board on community public health status
  - Reports to ME CDC and DHHS on any perceived public health threats
- Legal Requirements
  - Keep record of all proceedings, transactions, ordinances, orders and rules acted by the LHO (May keep a log of all actions taken and responded to and provide copies to admin)
  - Report cases of or facts related to a communicable disease to the Commissioner
  - During declared health emergency, report to the Commissioner facts re: potential notifiable diseases related to the declared health emergency.
  - Handles complaints by members of the public concerning conditions posing a public health threat
  - With consent of the owner, inspect any place or premises where filth, or conditions posing a public health threat are known or believed to exist. If inspection is refused, LHO shall apply for an inspection warrant from District Court. (CDC recommends the Town Attorney weigh in if this would be necessary before applying for the warrant)
  - After consultation with the Commissioner, order removal of nuisances posing a public health threat
  - Act as a resource connecting residents with public health services provided by ME CDC.
  - Enforce public health safety laws:
    - Pertaining to exclusion of students from school (Title 20-A MRSA §6356)
    - Pertaining to Control of Brown Tail moth (Title 20-A MRSA §1444)
    - Pertaining to removal of nuisance of a dead animal (Title 20-A MRSA §1561 & 1562)
    - Pertaining to the establishment of temporary health care facilities (Title 20-A §1762)
    - Pertaining to prohibited dumping (Title 30-A §3352)
- May work in correlation with the CEO, ACO, Fire Chief, and Local Plumbing Inspector.
- Enforces all state laws, DHHS Rules and Local Health Ordinances
- Other Duties may include
  - Assist with Animal/ Insect borne disease in conjunction with ACO
    - Reporting cases of strange animal behavior to DHHS, HETL, Dept. of Inland Fishery & Wildlife, Dept. Of Agriculture, Maine Game Warden.
  - Assist with Environmental/ Land Use nuisances that may pose a health risk
    - Sewage, solid waste, septic tanks, faulty systems, etc. (Usually works in conjunction with CEO, LHO are not specifically authorized to intervene in these areas.
  - LHO Shall receive and examine the nature of complaints made by members of the public concerning conditions posing a public health threat or potential health threat.
  - May assist in protecting drinking water and water sources in conjunction with EPA and DHHS.
  - Assist with food sanitation issues with restaurants and other establishments in conjunction with the Health Inspection Program. District Sanitarian can inspect/ investigate.

## APPENDIX B. LHO RESOURCE CHART

Problem Area		LHO	LPI/CEO	ACO	IFW	Professional Consultant	Manufact'd Housing Board	DHHS
	<b>Reference</b>							
Landlord tenant issues - Implied warranty and covenant of habitability	T14 M.R.S.A. §6021	Primary	Assist				x	
Bed Bugs	T14 §6021	Primary	Primary			x		x
Dangerous buildings	T17, M.R.S.A. §2851	x	Primary			x		
Unclean premises	T17 §2851	Primary	Assist			x		
Removal of private nuisances that could be injurious to health	T 22 § 461	Primary	Assist			x		
Removal of private nuisances	T22 §1561	Primary	Assist			x		
Removal of dead animal	T22 §1562	Assist	x	x	Assist	x		
Reporting adult abuse	T22 §3477	Primary	Assist				x	x
Reporting child abuse	T22 §4011	Primary	Assist					x
Bathing beaches	T 22 § 461	Assist	Primary					
Malfunctioning sewage disposal systems	T30-A §3428	Assist	Primary			x		
Automobile junkyards	T30-A §3751	Assist	Primary					
Cemeteries	T13 §1343		Primary					x
Mobile Home parks	T10 §9003	Assist	Primary			x	x	
LHO: Local Health Officer								
CEO: Code Enforcement Officer								
LPI: Local Plumbing Inspector								
ACO: Animal Control Officer								
Professional Resource: Third party contractor								
Manufacturing Housing Board								
DHHS: Department of Health and Human Services personnel								

# Expense Summary Report

FUND: 1  
ALL Months

ITEM#6: (d.) Treasurer Expense Report 12-29-22

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES	650,096.00	0.00	650,096.00	281,142.88	0.00	368,953.12
<b>11 - TOWN HALL</b>	<b>402,574.00</b>	<b>-9,305.00</b>	<b>393,269.00</b>	<b>168,654.09</b>	<b>0.00</b>	<b>224,614.91</b>
10 - SALARIES	402,574.00	-9,305.00	393,269.00	168,654.09	0.00	224,614.91
102 - SELECT BD CL	53,235.00	-3,978.00	49,257.00	20,276.00	0.00	28,981.00
103 - TREASURER	62,534.00	0.00	62,534.00	31,266.95	0.00	31,267.05
105 - TAX COLLECT	51,851.00	0.00	51,851.00	24,702.17	0.00	27,148.83
106 - ADMIN CLERK	45,728.00	1,950.00	47,678.00	18,684.52	0.00	28,993.48
107 - DEPUTY TC/TC	7,095.00	0.00	7,095.00	827.75	0.00	6,267.25
115 - ASSESSOR	76,125.00	0.00	76,125.00	34,125.00	0.00	42,000.00
141 - CEO	78,706.00	-7,277.00	71,429.00	30,829.87	0.00	40,599.13
142 - CEO CLERK	27,300.00	0.00	27,300.00	6,934.00	0.00	20,366.00
143 - ELECTRICIAN	0.00	0.00	0.00	1,007.83	0.00	-1,007.83
<b>13 - ELECTIONS</b>	<b>67,129.00</b>	<b>0.00</b>	<b>67,129.00</b>	<b>30,463.71</b>	<b>0.00</b>	<b>36,665.29</b>
10 - SALARIES	67,129.00	0.00	67,129.00	30,463.71	0.00	36,665.29
181 - TOWN CLERK	56,850.00	0.00	56,850.00	28,425.02	0.00	28,424.98
182 - BALLOT CLERK	6,529.00	0.00	6,529.00	2,038.69	0.00	4,490.31
183 - TM MODERATOR	340.00	0.00	340.00	0.00	0.00	340.00
184 - REGISTRAR	3,410.00	0.00	3,410.00	0.00	0.00	3,410.00
<b>17 - PLANNING</b>	<b>3,316.00</b>	<b>0.00</b>	<b>3,316.00</b>	<b>2,657.08</b>	<b>0.00</b>	<b>658.92</b>
10 - SALARIES	3,316.00	0.00	3,316.00	2,657.08	0.00	658.92
147 - PB	3,316.00	0.00	3,316.00	2,657.08	0.00	658.92
<b>18 - APPEALS BD</b>	<b>450.00</b>	<b>0.00</b>	<b>450.00</b>	<b>31.88</b>	<b>0.00</b>	<b>418.12</b>
10 - SALARIES	450.00	0.00	450.00	31.88	0.00	418.12
148 - APPEALS BOAR	450.00	0.00	450.00	31.88	0.00	418.12
<b>21 - RECREATION</b>	<b>3,960.00</b>	<b>0.00</b>	<b>3,960.00</b>	<b>1,980.00</b>	<b>0.00</b>	<b>1,980.00</b>
10 - SALARIES	3,960.00	0.00	3,960.00	1,980.00	0.00	1,980.00
127 - REC DIRECT	3,960.00	0.00	3,960.00	1,980.00	0.00	1,980.00
<b>31 - TRANSFER STA</b>	<b>92,743.00</b>	<b>9,305.00</b>	<b>102,048.00</b>	<b>44,922.16</b>	<b>0.00</b>	<b>57,125.84</b>
10 - SALARIES	92,743.00	9,305.00	102,048.00	44,922.16	0.00	57,125.84
131 - TRF STATION	91,745.00	9,305.00	101,050.00	44,922.16	0.00	56,127.84
132 - ECO ME REP	998.00	0.00	998.00	0.00	0.00	998.00
<b>51 - ROADS</b>	<b>37,905.00</b>	<b>0.00</b>	<b>37,905.00</b>	<b>18,954.00</b>	<b>0.00</b>	<b>18,951.00</b>
10 - SALARIES	37,905.00	0.00	37,905.00	18,954.00	0.00	18,951.00
151 - RD COMM	37,905.00	0.00	37,905.00	18,954.00	0.00	18,951.00
<b>71 - GA</b>	<b>3,394.00</b>	<b>0.00</b>	<b>3,394.00</b>	<b>1,697.00</b>	<b>0.00</b>	<b>1,697.00</b>
10 - SALARIES	3,394.00	0.00	3,394.00	1,697.00	0.00	1,697.00
171 - GA DIRECT	3,394.00	0.00	3,394.00	1,697.00	0.00	1,697.00

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>101 - SALARIES CONT'D</b>						
<b>72 - ACO</b>	<b>7,458.00</b>	<b>0.00</b>	<b>7,458.00</b>	<b>3,729.05</b>	<b>0.00</b>	<b>3,728.95</b>
10 - SALARIES	7,458.00	0.00	7,458.00	3,729.05	0.00	3,728.95
175 - ACO	7,458.00	0.00	7,458.00	3,729.05	0.00	3,728.95
<b>99 - NOT SPECIFIC</b>	<b>31,167.00</b>	<b>0.00</b>	<b>31,167.00</b>	<b>8,353.91</b>	<b>0.00</b>	<b>22,813.09</b>
10 - SALARIES	31,167.00	0.00	31,167.00	8,353.91	0.00	22,813.09
179 - HEALTH OFFIC	452.00	0.00	452.00	0.00	0.00	452.00
191 - EXTRA TIME	4,700.00	0.00	4,700.00	436.41	0.00	4,263.59
199 - SELECT BOARD	26,015.00	0.00	26,015.00	7,917.50	0.00	18,097.50
<b>102 - BENEFITS</b>						
<b>11 - TOWN HALL</b>	<b>4,715.00</b>	<b>0.00</b>	<b>4,715.00</b>	<b>2,093.00</b>	<b>96.00</b>	<b>2,526.00</b>
20 - BENEFITS	4,715.00	0.00	4,715.00	2,093.00	96.00	2,526.00
280 - TRAINING	4,070.00	0.00	4,070.00	1,443.00	96.00	2,531.00
290 - MEMB & DUES	645.00	0.00	645.00	650.00	0.00	-5.00
<b>31 - TRANSFER STAT</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
20 - BENEFITS	500.00	0.00	500.00	0.00	0.00	500.00
280 - TRAINING	500.00	0.00	500.00	0.00	0.00	500.00
<b>99 - NOT SPECIFIC</b>	<b>298,657.00</b>	<b>-1.00</b>	<b>298,656.00</b>	<b>127,758.07</b>	<b>0.00</b>	<b>170,897.93</b>
20 - BENEFITS	298,657.00	-1.00	298,656.00	127,758.07	0.00	170,897.93
201 - FICA	49,766.00	-1.00	49,765.00	22,043.53	0.00	27,721.47
210 - HEALTH	193,795.00	0.00	193,795.00	88,239.35	0.00	105,555.65
211 - DENTAL	5,518.00	0.00	5,518.00	2,460.09	0.00	3,057.91
214 - LIFE NO MED	0.00	0.00	0.00	58.50	0.00	-58.50
230 - 4578 ER MATC	18,120.00	0.00	18,120.00	6,134.13	0.00	11,985.87
231 - MPERS ER	26,958.00	0.00	26,958.00	8,822.47	0.00	18,135.53
250 - PTO BUYOUT	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<b>110 - GEN ADMIN</b>						
<b>11 - TOWN HALL</b>	<b>135,436.00</b>	<b>0.00</b>	<b>135,436.00</b>	<b>65,212.84</b>	<b>13,315.89</b>	<b>56,907.27</b>
32 - CTRCT SVS EQ	65,956.00	-750.00	65,206.00	41,752.67	8,032.50	15,420.83
310 - PROF SVS	65,956.00	-750.00	65,206.00	41,752.67	8,032.50	15,420.83
39 - CONT SVS OTH	15,159.00	750.00	15,909.00	4,030.50	500.00	11,378.50
315 - MEMB & DUES	8,517.00	0.00	8,517.00	1,847.00	0.00	6,670.00
399 - OTHER	6,642.00	750.00	7,392.00	2,183.50	500.00	4,708.50
50 - UTILITIES	7,750.00	0.00	7,750.00	3,766.15	0.00	3,983.85
580 - COMM	7,750.00	0.00	7,750.00	3,766.15	0.00	3,983.85
60 - SUPPLIES	18,383.00	0.00	18,383.00	8,583.28	0.00	9,799.72

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
---------	--------------------	----------------------	---------------	------------	-------------------	-----------------------

## 110 - GEN ADMIN CONTR

610 - SUPPLIES	9,383.00	0.00	9,383.00	5,869.69	0.00	3,513.31
650 - POSTAGE	9,000.00	0.00	9,000.00	2,713.59	0.00	6,286.41
80 - ADVER, PRINT	23,300.00	0.00	23,300.00	4,268.75	4,879.39	14,151.86
810 - ADVERTISE	4,500.00	0.00	4,500.00	1,428.66	525.00	2,546.34
830 - FORMS	9,700.00	0.00	9,700.00	544.04	4,354.39	4,801.57
850 - TOWN REPORT	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
860 - TAX BILLS	3,100.00	0.00	3,100.00	2,296.05	0.00	803.95
90 - OTHER	4,888.00	0.00	4,888.00	2,811.49	-96.00	2,172.51
910 - MILEAGE/TRAV	4,888.00	0.00	4,888.00	2,811.49	-96.00	2,172.51
<b>13 - ELECTIONS</b>	<b>12,147.00</b>	<b>0.00</b>	<b>12,147.00</b>	<b>3,727.46</b>	<b>100.00</b>	<b>8,319.54</b>
39 - CONT SVS OTH	12,147.00	0.00	12,147.00	3,727.46	100.00	8,319.54
399 - OTHER	12,147.00	0.00	12,147.00	3,727.46	100.00	8,319.54

## 117 - GEN ADMIN IN

	37,428.00	0.00	37,428.00	23,386.50	0.00	14,041.50
<b>99 - NOT SPECIFIC</b>	<b>37,428.00</b>	<b>0.00</b>	<b>37,428.00</b>	<b>23,386.50</b>	<b>0.00</b>	<b>14,041.50</b>
38 - CONT SVS INS	37,428.00	0.00	37,428.00	23,386.50	0.00	14,041.50
325 - INS PROP & C	18,244.00	0.00	18,244.00	14,931.00	0.00	3,313.00
326 - INS W.C.	14,106.00	0.00	14,106.00	8,377.50	0.00	5,728.50
327 - INS UNEMPLOY	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
328 - INS VOLUNTEE	78.00	0.00	78.00	78.00	0.00	0.00

## 125 - ACO

	8,957.00	0.00	8,957.00	6,907.49	0.00	2,049.51
<b>72 - ACO</b>	<b>8,957.00</b>	<b>0.00</b>	<b>8,957.00</b>	<b>6,907.49</b>	<b>0.00</b>	<b>2,049.51</b>
39 - CONT SVS OTH	6,957.00	0.00	6,957.00	6,539.36	0.00	417.64
381 - ACO	6,957.00	0.00	6,957.00	6,539.36	0.00	417.64
90 - OTHER	2,000.00	0.00	2,000.00	368.13	0.00	1,631.87
910 - MILEAGE/TRAV	2,000.00	0.00	2,000.00	368.13	0.00	1,631.87

## 128 - HHS G/A

	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>71 - GA</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
39 - CONT SVS OTH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
310 - PROF SVS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00

## 129 - HHS SOCIAL S

	1,086.00	0.00	1,086.00	1,086.00	0.00	0.00
<b>75 - SOCIAL SERV</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>
91 - OTHER SOC SV	1,086.00	0.00	1,086.00	1,086.00	0.00	0.00

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
129 - HH\$ SOCIAL S CONT'D	1,086.00	0.00	1,086.00	1,086.00	0.00	0.00
999 - OTHER	1,086.00	0.00	1,086.00	1,086.00	0.00	0.00
<b>51 - ROADS</b>	<b>735,600.00</b>	<b>0.00</b>	<b>735,600.00</b>	<b>134,537.11</b>	<b>3,750.00</b>	<b>597,312.89</b>
40 - REPAIRS & MA	645,900.00	89,450.00	735,350.00	134,537.11	3,750.00	597,062.89
481 - RDS/CONSTRUC	160,500.00	0.00	160,500.00	42,041.12	0.00	118,458.88
482 - RDS/RESURFA	391,000.00	0.00	391,000.00	14,000.00	0.00	377,000.00
483 - RDS/REPAIRS	94,400.00	89,450.00	183,850.00	78,495.99	3,750.00	101,604.01
50 - UTILITIES	250.00	0.00	250.00	0.00	0.00	250.00
580 - COMM	250.00	0.00	250.00	0.00	0.00	250.00
90 - OTHER	89,450.00	-89,450.00	0.00	0.00	0.00	0.00
999 - MISC	89,450.00	-89,450.00	0.00	0.00	0.00	0.00
<b>141 - B&amp;G CARE &amp; M</b>	<b>30,975.00</b>	<b>0.00</b>	<b>30,975.00</b>	<b>11,404.05</b>	<b>1,200.00</b>	<b>18,370.95</b>
<b>11 - TOWN HALL</b>	<b>20,135.00</b>	<b>0.00</b>	<b>20,135.00</b>	<b>7,951.47</b>	<b>1,200.00</b>	<b>10,983.53</b>
31 - CTRCT SVS BL	10,710.00	0.00	10,710.00	5,866.00	0.00	4,844.00
310 - PROF SVS	10,710.00	0.00	10,710.00	5,866.00	0.00	4,844.00
40 - REPAIRS & MA	9,425.00	0.00	9,425.00	2,085.47	1,200.00	6,139.53
410 - BLDGS & GROU	9,425.00	0.00	9,425.00	2,085.47	1,200.00	6,139.53
<b>21 - RECREATION</b>	<b>8,240.00</b>	<b>0.00</b>	<b>8,240.00</b>	<b>3,233.08</b>	<b>0.00</b>	<b>5,006.92</b>
31 - CTRCT SVS BL	4,250.00	0.00	4,250.00	394.20	0.00	3,855.80
310 - PROF SVS	4,250.00	0.00	4,250.00	394.20	0.00	3,855.80
40 - REPAIRS & MA	3,990.00	0.00	3,990.00	2,838.88	0.00	1,151.12
410 - BLDGS & GROU	3,990.00	0.00	3,990.00	2,838.88	0.00	1,151.12
<b>22 - BUNGANUT</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>219.50</b>	<b>0.00</b>	<b>380.50</b>
31 - CTRCT SVS BL	600.00	0.00	600.00	219.50	0.00	380.50
310 - PROF SVS	600.00	0.00	600.00	219.50	0.00	380.50
<b>31 - TRANSFER STA</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>
31 - CTRCT SVS BL	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
310 - PROF SVS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
40 - REPAIRS & MA	500.00	0.00	500.00	0.00	0.00	500.00
410 - BLDGS & GROU	500.00	0.00	500.00	0.00	0.00	500.00
<b>142 - B&amp;G MOWING</b>	<b>51,559.00</b>	<b>0.00</b>	<b>51,559.00</b>	<b>40,112.60</b>	<b>0.00</b>	<b>11,446.40</b>
<b>11 - TOWN HALL</b>	<b>5,850.00</b>	<b>0.00</b>	<b>5,850.00</b>	<b>4,292.05</b>	<b>0.00</b>	<b>1,557.95</b>
31 - CTRCT SVS BL	5,850.00	0.00	5,850.00	4,292.05	0.00	1,557.95



# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>142 - B&amp;G MOWING CONT'D</b>						
370 - MOWING	5,850.00	0.00	5,850.00	4,292.05	0.00	1,557.95
<b>21 - RECREATION</b>	<b>6,989.00</b>	<b>0.00</b>	<b>6,989.00</b>	<b>4,863.30</b>	<b>0.00</b>	<b>2,125.70</b>
31 - CTRCT SVS BL	6,989.00	0.00	6,989.00	4,863.30	0.00	2,125.70
370 - MOWING	6,989.00	0.00	6,989.00	4,863.30	0.00	2,125.70
<b>22 - BUNGANUT</b>	<b>27,220.00</b>	<b>0.00</b>	<b>27,220.00</b>	<b>19,457.25</b>	<b>0.00</b>	<b>7,762.75</b>
31 - CTRCT SVS BL	27,220.00	0.00	27,220.00	19,457.25	0.00	7,762.75
370 - MOWING	27,220.00	0.00	27,220.00	19,457.25	0.00	7,762.75
<b>51 - ROADS</b>	<b>11,500.00</b>	<b>0.00</b>	<b>11,500.00</b>	<b>11,500.00</b>	<b>0.00</b>	<b>0.00</b>
31 - CTRCT SVS BL	11,500.00	0.00	11,500.00	11,500.00	0.00	0.00
370 - MOWING	11,500.00	0.00	11,500.00	11,500.00	0.00	0.00
<b>143 - B&amp;G PLOWING</b>	<b>536,510.00</b>	<b>0.00</b>	<b>536,510.00</b>	<b>237,942.62</b>	<b>135,300.00</b>	<b>163,267.38</b>
<b>11 - TOWN HALL</b>	<b>5,200.00</b>	<b>0.00</b>	<b>5,200.00</b>	<b>290.00</b>	<b>0.00</b>	<b>4,910.00</b>
31 - CTRCT SVS BL	5,200.00	0.00	5,200.00	290.00	0.00	4,910.00
360 - PLOW & SAND	5,200.00	0.00	5,200.00	290.00	0.00	4,910.00
<b>21 - RECREATION</b>	<b>800.00</b>	<b>0.00</b>	<b>800.00</b>	<b>75.00</b>	<b>0.00</b>	<b>725.00</b>
31 - CTRCT SVS BL	800.00	0.00	800.00	75.00	0.00	725.00
360 - PLOW & SAND	800.00	0.00	800.00	75.00	0.00	725.00
<b>22 - BUNGANUT</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>
31 - CTRCT SVS BL	750.00	0.00	750.00	0.00	0.00	750.00
360 - PLOW & SAND	750.00	0.00	750.00	0.00	0.00	750.00
<b>31 - TRANSFER STA</b>	<b>3,500.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>
31 - CTRCT SVS BL	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
360 - PLOW & SAND	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<b>51 - ROADS</b>	<b>526,260.00</b>	<b>0.00</b>	<b>526,260.00</b>	<b>237,577.62</b>	<b>135,300.00</b>	<b>153,382.38</b>
31 - CTRCT SVS BL	526,260.00	0.00	526,260.00	237,577.62	135,300.00	153,382.38
360 - PLOW & SAND	526,260.00	0.00	526,260.00	237,577.62	135,300.00	153,382.38
<b>145 - B&amp;G WASTE SV</b>	<b>14,440.00</b>	<b>0.00</b>	<b>14,440.00</b>	<b>5,184.78</b>	<b>0.00</b>	<b>9,255.22</b>
<b>11 - TOWN HALL</b>	<b>1,300.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>270.00</b>	<b>0.00</b>	<b>1,030.00</b>
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	270.00	0.00	1,030.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	270.00	0.00	1,030.00
<b>21 - RECREATION</b>	<b>6,800.00</b>	<b>0.00</b>	<b>6,800.00</b>	<b>1,975.00</b>	<b>0.00</b>	<b>4,825.00</b>
31 - CTRCT SVS BL	2,600.00	0.00	2,600.00	800.00	0.00	1,800.00
330 - WASTE SVS	2,600.00	0.00	2,600.00	800.00	0.00	1,800.00
35 - CTRCT SVS WA	4,200.00	0.00	4,200.00	1,175.00	0.00	3,025.00

# Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>145 - B&amp;G WASTE SV CONT'D</b>						
331 - PROF PORTA P	4,200.00	0.00	4,200.00	1,175.00	0.00	3,025.00
<b>22 - BUNGANUT</b>	<b>5,040.00</b>	<b>0.00</b>	<b>5,040.00</b>	<b>2,790.00</b>	<b>0.00</b>	<b>2,250.00</b>
31 - CTRCT SVS BL	2,940.00	0.00	2,940.00	1,215.00	0.00	1,725.00
330 - WASTE SVS	2,940.00	0.00	2,940.00	1,215.00	0.00	1,725.00
35 - CTRCT SVS WA	2,100.00	0.00	2,100.00	1,575.00	0.00	525.00
331 - PROF PORTA P	2,100.00	0.00	2,100.00	1,575.00	0.00	525.00
<b>51 - ROADS</b>	<b>1,300.00</b>	<b>0.00</b>	<b>1,300.00</b>	<b>149.78</b>	<b>0.00</b>	<b>1,150.22</b>
31 - CTRCT SVS BL	1,000.00	0.00	1,000.00	74.78	0.00	925.22
330 - WASTE SVS	1,000.00	0.00	1,000.00	74.78	0.00	925.22
35 - CTRCT SVS WA	300.00	0.00	300.00	75.00	0.00	225.00
331 - PROF PORTA P	300.00	0.00	300.00	75.00	0.00	225.00
<b>147 - B&amp;G ENERGY</b>	<b>38,604.00</b>	<b>0.00</b>	<b>38,604.00</b>	<b>6,248.38</b>	<b>0.00</b>	<b>32,355.62</b>
<b>11 - TOWN HALL</b>	<b>11,984.00</b>	<b>0.00</b>	<b>11,984.00</b>	<b>2,449.26</b>	<b>0.00</b>	<b>9,534.74</b>
50 - UTILITIES	11,984.00	0.00	11,984.00	2,449.26	0.00	9,534.74
510 - PROPANE	3,984.00	0.00	3,984.00	403.32	0.00	3,580.68
560 - ELECTRICITY	8,000.00	0.00	8,000.00	2,045.94	0.00	5,954.06
<b>21 - RECREATION</b>	<b>1,420.00</b>	<b>0.00</b>	<b>1,420.00</b>	<b>133.36</b>	<b>0.00</b>	<b>1,286.64</b>
50 - UTILITIES	1,420.00	0.00	1,420.00	133.36	0.00	1,286.64
560 - ELECTRICITY	1,420.00	0.00	1,420.00	133.36	0.00	1,286.64
<b>22 - BUNGANUT</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>1,078.67</b>	<b>0.00</b>	<b>2,921.33</b>
50 - UTILITIES	4,000.00	0.00	4,000.00	1,078.67	0.00	2,921.33
560 - ELECTRICITY	4,000.00	0.00	4,000.00	1,078.67	0.00	2,921.33
<b>31 - TRANSFER STA</b>	<b>6,700.00</b>	<b>0.00</b>	<b>6,700.00</b>	<b>1,312.55</b>	<b>0.00</b>	<b>5,387.45</b>
50 - UTILITIES	6,700.00	0.00	6,700.00	1,312.55	0.00	5,387.45
560 - ELECTRICITY	6,700.00	0.00	6,700.00	1,312.55	0.00	5,387.45
<b>51 - ROADS</b>	<b>14,500.00</b>	<b>0.00</b>	<b>14,500.00</b>	<b>1,324.54</b>	<b>0.00</b>	<b>13,175.46</b>
50 - UTILITIES	14,500.00	0.00	14,500.00	1,324.54	0.00	13,175.46
560 - ELECTRICITY	14,500.00	0.00	14,500.00	1,324.54	0.00	13,175.46
<b>148 - B&amp;G SIGNS</b>	<b>5,500.00</b>	<b>0.00</b>	<b>5,500.00</b>	<b>1,206.00</b>	<b>0.00</b>	<b>4,294.00</b>
<b>21 - RECREATION</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
60 - SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
670 - SIGNS	500.00	0.00	500.00	0.00	0.00	500.00
<b>22 - BUNGANUT</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
60 - SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>148 - B&amp;G SIGNS CONT'D</b>						
670 - SIGNS	500.00	0.00	500.00	0.00	0.00	500.00
<b>31 - TRANSFER STA</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>14.59</b>	<b>0.00</b>	<b>485.41</b>
60 - SUPPLIES	500.00	0.00	500.00	14.59	0.00	485.41
670 - SIGNS	500.00	0.00	500.00	14.59	0.00	485.41
<b>51 - ROADS</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>1,191.41</b>	<b>0.00</b>	<b>2,808.59</b>
60 - SUPPLIES	4,000.00	0.00	4,000.00	1,191.41	0.00	2,808.59
670 - SIGNS	4,000.00	0.00	4,000.00	1,191.41	0.00	2,808.59
<b>150 - TRF STATION</b>	<b>305,772.00</b>	<b>0.00</b>	<b>305,772.00</b>	<b>105,488.11</b>	<b>0.00</b>	<b>200,283.89</b>
<b>31 - TRANSFER STA</b>	<b>305,772.00</b>	<b>0.00</b>	<b>305,772.00</b>	<b>105,488.11</b>	<b>0.00</b>	<b>200,283.89</b>
35 - CTRCT SVS WA	290,222.00	0.00	290,222.00	99,118.92	0.00	191,103.08
310 - PROF SVS	2,700.00	0.00	2,700.00	1,615.00	0.00	1,085.00
349 - PROF SVS CAN	2,400.00	0.00	2,400.00	800.00	0.00	1,600.00
350 - PROF SVS TIP	172,197.00	0.00	172,197.00	55,979.61	0.00	116,217.39
351 - PROF SVS TW	39,750.00	0.00	39,750.00	11,609.01	0.00	28,140.99
352 - PROF SVS REC	7,350.00	0.00	7,350.00	3,160.85	0.00	4,189.15
355 - PROF SVS HAU	23,800.00	0.00	23,800.00	10,586.95	0.00	13,213.05
356 - PROF SVS HW	31,500.00	0.00	31,500.00	7,875.00	0.00	23,625.00
357 - PROF SVS HR	8,225.00	0.00	8,225.00	3,325.00	0.00	4,900.00
358 - PROF SVS HWO	2,300.00	0.00	2,300.00	667.50	0.00	1,632.50
359 - PROF SVS MET	0.00	0.00	0.00	3,500.00	0.00	-3,500.00
40 - REPAIRS & MA	8,100.00	0.00	8,100.00	4,556.30	0.00	3,543.70
450 - EQUIPMENT	8,100.00	0.00	8,100.00	4,556.30	0.00	3,543.70
50 - UTILITIES	3,500.00	0.00	3,500.00	883.41	0.00	2,616.59
580 - COMM	3,500.00	0.00	3,500.00	883.41	0.00	2,616.59
60 - SUPPLIES	2,950.00	0.00	2,950.00	929.48	0.00	2,020.52
610 - SUPPLIES	1,450.00	0.00	1,450.00	370.86	0.00	1,079.14
690 - PPG	1,500.00	0.00	1,500.00	558.62	0.00	941.38
90 - OTHER	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
920 - STATE FEES	500.00	0.00	500.00	0.00	0.00	500.00
930 - HEALTH & WEL	500.00	0.00	500.00	0.00	0.00	500.00
<b>161 - PARKS &amp; REC</b>	<b>13,310.00</b>	<b>0.00</b>	<b>13,310.00</b>	<b>2,274.12</b>	<b>0.00</b>	<b>11,035.88</b>
<b>21 - RECREATION</b>	<b>8,510.00</b>	<b>0.00</b>	<b>8,510.00</b>	<b>2,096.52</b>	<b>0.00</b>	<b>6,413.48</b>
40 - REPAIRS & MA	900.00	0.00	900.00	900.81	0.00	-0.81
450 - EQUIPMENT	900.00	0.00	900.00	900.81	0.00	-0.81
80 - ADVER, PRINT	500.00	0.00	500.00	0.00	0.00	500.00

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
---------	--------------------	----------------------	---------------	------------	-------------------	-----------------------

<b>161 - PARKS &amp; REC CONT'D</b>						
810 - ADVERTISE	500.00	0.00	500.00	0.00	0.00	500.00
90 - OTHER	7,110.00	0.00	7,110.00	1,195.71	0.00	5,914.29
940 - REC PROGRAMS	6,860.00	0.00	6,860.00	1,158.76	0.00	5,701.24
999 - MISC	250.00	0.00	250.00	36.95	0.00	213.05
<b>22 - BUNGANUT</b>	<b>4,800.00</b>	<b>0.00</b>	<b>4,800.00</b>	<b>177.60</b>	<b>0.00</b>	<b>4,622.40</b>
50 - UTILITIES	4,800.00	0.00	4,800.00	177.60	0.00	4,622.40
580 - COMM	4,800.00	0.00	4,800.00	177.60	0.00	4,622.40
<b>171 - RES EQUIP</b>						
<b>99 - NOT SPECIFIC</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>
95 - RESERVES	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
970 - TOWN RESERVE	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
<b>173 - RES BLDG</b>						
<b>99 - NOT SPECIFIC</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>
95 - RESERVES	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
970 - TOWN RESERVE	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
<b>175 - RES CON SVC</b>						
<b>99 - NOT SPECIFIC</b>	<b>18,688.00</b>	<b>0.00</b>	<b>18,688.00</b>	<b>18,688.00</b>	<b>0.00</b>	<b>0.00</b>
95 - RESERVES	18,688.00	0.00	18,688.00	18,688.00	0.00	0.00
970 - TOWN RESERVE	18,688.00	0.00	18,688.00	18,688.00	0.00	0.00
<b>177 - RES MISC</b>						
<b>99 - NOT SPECIFIC</b>	<b>42,715.00</b>	<b>0.00</b>	<b>42,715.00</b>	<b>42,715.00</b>	<b>0.00</b>	<b>0.00</b>
95 - RESERVES	42,715.00	0.00	42,715.00	42,715.00	0.00	0.00
970 - TOWN RESERVE	42,715.00	0.00	42,715.00	42,715.00	0.00	0.00
<b>179 - RESERVES GMFR</b>						
<b>91 - GMFR</b>	<b>80,000.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>
95 - RESERVES	80,000.00	0.00	80,000.00	80,000.00	0.00	0.00
978 - GMFR RESERVE	80,000.00	0.00	80,000.00	80,000.00	0.00	0.00
<b>181 - OUTS GEN AD</b>						
<b>11 - TOWN HALL</b>	<b>94,700.00</b>	<b>14,630.50</b>	<b>109,330.50</b>	<b>38,522.83</b>	<b>0.00</b>	<b>70,807.67</b>
33 - CONT PROF	94,700.00	0.00	94,700.00	38,522.83	0.00	56,177.17

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>181 - OUTS GEN AD CONT'D</b>						
310 - PROF SERV	56,500.00	0.00	56,500.00	29,047.83	0.00	27,452.17
320 - PROF SERV LE	32,700.00	0.00	32,700.00	3,975.00	0.00	28,725.00
323 - PROF SERV AU	5,500.00	0.00	5,500.00	5,500.00	0.00	0.00
90 - OTHER	0.00	14,630.50	14,630.50	0.00	0.00	14,630.50
981 - HR JOB STUDY	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00
982 - TH FEASIBILI	0.00	9,630.50	9,630.50	0.00	0.00	9,630.50
<b>15 - CEMETERIES</b>	<b>11,500.00</b>	<b>60,000.00</b>	<b>71,500.00</b>	<b>1,043.28</b>	<b>4,999.99</b>	<b>65,456.73</b>
37 - CONT OUT	11,500.00	60,000.00	71,500.00	1,043.28	4,999.99	65,456.73
399 - CONT SVS OTH	11,500.00	60,000.00	71,500.00	1,043.28	4,999.99	65,456.73
<b>17 - PLANNING</b>	<b>41,500.00</b>	<b>-41,000.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
33 - CONT PROF	500.00	0.00	500.00	0.00	0.00	500.00
310 - PROF SERV	500.00	0.00	500.00	0.00	0.00	500.00
37 - CONT OUT	41,000.00	-41,000.00	0.00	0.00	0.00	0.00
399 - CONT SVS OTH	41,000.00	-41,000.00	0.00	0.00	0.00	0.00
<b>22 - BUNGANUT</b>	<b>0.00</b>	<b>41,000.00</b>	<b>41,000.00</b>	<b>41,000.00</b>	<b>0.00</b>	<b>0.00</b>
37 - CONT OUT	0.00	41,000.00	41,000.00	41,000.00	0.00	0.00
399 - CONT SVS OTH	0.00	41,000.00	41,000.00	41,000.00	0.00	0.00
<b>95 - LIBRARY</b>	<b>128,678.00</b>	<b>0.00</b>	<b>128,678.00</b>	<b>128,678.00</b>	<b>0.00</b>	<b>0.00</b>
37 - CONT OUT	128,678.00	0.00	128,678.00	128,678.00	0.00	0.00
399 - CONT SVS OTH	128,678.00	0.00	128,678.00	128,678.00	0.00	0.00
<b>99 - NOT SPECIFIC</b>	<b>44,594.00</b>	<b>0.00</b>	<b>44,594.00</b>	<b>44,593.75</b>	<b>0.00</b>	<b>0.25</b>
37 - CONT OUT	39,594.00	0.00	39,594.00	39,593.75	0.00	0.25
399 - CONT SVS OTH	39,594.00	0.00	39,594.00	39,593.75	0.00	0.25
90 - OTHER	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
999 - MISC	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
<b>186 - OUTS GMFR</b>	<b>562,050.00</b>	<b>0.00</b>	<b>562,050.00</b>	<b>327,862.50</b>	<b>234,187.50</b>	<b>0.00</b>
<b>91 - GMFR</b>	<b>562,050.00</b>	<b>0.00</b>	<b>562,050.00</b>	<b>327,862.50</b>	<b>234,187.50</b>	<b>0.00</b>
37 - CONT OUT	562,050.00	0.00	562,050.00	327,862.50	234,187.50	0.00
391 - GMFR PERSONN	384,804.00	0.00	384,804.00	224,469.00	160,335.00	0.00
392 - GMFR CONTRAC	177,246.00	0.00	177,246.00	103,393.50	73,852.50	0.00
<b>191 - OTHER CLIP</b>	<b>20,270.00</b>	<b>0.00</b>	<b>20,270.00</b>	<b>16,594.50</b>	<b>1,375.00</b>	<b>2,300.50</b>
<b>11 - TOWN HALL</b>	<b>19,970.00</b>	<b>-31.00</b>	<b>19,939.00</b>	<b>16,263.63</b>	<b>1,375.00</b>	<b>2,300.37</b>
70 - EQUIPMENT	19,970.00	-31.00	19,939.00	16,263.63	1,375.00	2,300.37
710 - COMP EQUIP	3,975.00	0.00	3,975.00	2,195.00	1,375.00	405.00

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET	BUDGET	BUDGET	YTD	OUTSTAND	UNEXPENDED
	ORIGINAL	ADJUSTMENT	NET	NET	ENCUM	BALANCE

191 - OTHER CIP CONT'D

730 - OFFICE EQUIP  
790 - OTHER EQUIP  
**31 - TRANSFER STA**  
70 - EQUIPMENT  
790 - OTHER EQUIP

12,275.00	-1,111.00	11,164.00	9,268.63	0.00	0.00	1,895.37
3,720.00	1,080.00	4,800.00	4,800.00	0.00	0.00	0.00
<b>300.00</b>	<b>31.00</b>	<b>331.00</b>	<b>330.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.13</b>
300.00	31.00	331.00	330.87	0.00	0.00	0.13
300.00	31.00	331.00	330.87	0.00	0.00	0.13

195 - RSU # 57

**92 - RSU # 57**  
90 - OTHER  
999 - MISC

0.00	5,503,499.35	5,503,499.35	3,210,374.65	2,293,124.70	0.00	0.00
<b>0.00</b>	<b>5,503,499.35</b>	<b>5,503,499.35</b>	<b>3,210,374.65</b>	<b>2,293,124.70</b>	<b>0.00</b>	<b>0.00</b>
0.00	5,503,499.35	5,503,499.35	3,210,374.65	2,293,124.70	0.00	0.00
0.00	5,503,499.35	5,503,499.35	3,210,374.65	2,293,124.70	0.00	0.00

197 - COUNTY

**97 - COUNTY**  
90 - OTHER  
999 - MISC

0.00	300,389.91	300,389.91	300,389.91	0.00	0.00	0.00
<b>0.00</b>	<b>300,389.91</b>	<b>300,389.91</b>	<b>300,389.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0.00	300,389.91	300,389.91	300,389.91	0.00	0.00	0.00
0.00	300,389.91	300,389.91	300,389.91	0.00	0.00	0.00

199 - OVERLAY

**99 - NOT SPECIFIC**  
90 - OTHER  
999 - MISC

0.00	55,445.65	55,445.65	10,007.11	0.00	0.00	45,438.54
<b>0.00</b>	<b>55,445.65</b>	<b>55,445.65</b>	<b>10,007.11</b>	<b>0.00</b>	<b>0.00</b>	<b>45,438.54</b>
0.00	55,445.65	55,445.65	10,007.11	0.00	0.00	45,438.54
0.00	55,445.65	55,445.65	10,007.11	0.00	0.00	45,438.54

Final Totals

3,946,987.00	5,935,964.91	9,880,951.41	5,336,531.54	2,687,449.08	1,856,970.79	
--------------	--------------	--------------	--------------	--------------	--------------	--

## ITEM#7: (d.) Auditing Services

**PROPOSAL FOR AUDIT SERVICES**

**TOWN OF LYMAN, MAINE**



## *MAINE MUNICIPAL AUDIT SERVICES, PA*

### *Proposed Fee*

Our proposed fee is based on cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before additional costs are incurred.

*Five-year contract beginning the year ending June 30, 2024 – the year ending June 30, 2028*

\$ 6,000 /year

PROPOSAL TO PROVIDE AUDIT SERVICES

TOWN OF LYMAN, MAINE

*Submitted by:*

MAINE MUNICIPAL AUDIT SERVICES, PA

PO Box 313

Levant, Maine 04456

Telephone: (207) 884-6408

*Contact Person:*

Mindy J. Cyr, CPA

[maineaudits@gmail.com](mailto:maineaudits@gmail.com)

Proposal submitted: December 22, 2022

**Table of Contents**

Letter of Transmittal	4
Firm Background	5
Engagement Staffing	6-7
Summary of Audit Procedures	8-9
References	10
Proposed Fee	11

# Maine Municipal Audit Services, PA

---

Mindy J. Cyr, CPA

Town of Lyman  
11 S. Waterboro Road  
Lyman, Maine 04002

Thank you for the opportunity to submit the following proposal to provide audit services to the Town of Lyman for the years ended June 30, 2024 through June 30, 2028. If chosen as the auditor for the Town, we feel that we will work well with your staff and provide the Town with an efficient, thorough, well-presented audit in a timely manner.

The auditing services provided will include an independent auditors' report and audited financial statements for the Town in conformance with the standards established by the Governmental Accounting Standards Board. We will conduct the audit to satisfy the requirements of the State of Maine Department of Audit and all other State and Federal compliance laws and regulations.

The following sections of this proposal outline our experience and qualifications and the approach we take during an audit.

Thank you for considering our firm for your auditing needs. If you have any questions or would like any additional information please feel free to contact me by phone (207) 884-6408 or email at [maineaudits@gmail.com](mailto:maineaudits@gmail.com).

Yours truly,



Mindy J. Cyr, CPA  
Principal

## ***MAINE MUNICIPAL AUDIT SERVICES, PA***

### ***Firm Background***

The firm Maine Municipal Audit Services, PA was established in 2011 to provide accounting and auditing services to municipalities throughout the state. Currently, the firm provides services to approximately 50 municipalities from the New Hampshire border to Aroostook County.

Maine Municipal Audit Services, PA is independent of the Town of Lyman, Maine as defined by the U.S. General Accounting Office's *Government Auditing Standards* and generally accepted auditing standards.

The firm and the partner to be assigned to the Town's audit are properly licensed to practice as certified public accountants in the State of Maine. Maine Municipal Audit Services, PA is a professional corporation incorporated in the State of Maine.

The firm of Maine Municipal Audit Services is a small firm with one shareholder – Mindy J. Cyr, CPA and is based in Levant, Maine. We anticipate utilizing the following professional staff on the Town's audit engagement:

Partner	1
---------	---

The firm has established a reputation of providing quality work in a time-sensitive manner. We strive to provide our clients with a prompt report and are successful in most cases. We welcome questions throughout the year and are committed to being available to our clients. We feel that our role as the town's auditor is more than showing up to your office once a year. We have assisted our clients in a variety of professional services throughout the year – for example:

- Assisting in development of proper internal control systems and procedures.
- Consulting in computer software implementation.
- Bank and tax collection reconciliation problem resolution.
- Creating or revising chart of accounts.

All professional staff working on governmental audits obtains forty hours of continuing professional education annually, with at least twenty-four of those hours dedicated to governmental auditing.

## ***MAINE MUNICIPAL AUDIT SERVICES, PA***

### ***Engagement Staffing***

The following individual will be the partner assigned to the audit of the Town of Lyman, Maine. All staff working on audits are licensed to practice as Certified Public Accountants in the State of Maine and specialize in governmental accounting and auditing.

Mindy J. Cyr, CPA is the firm's managing partner and is involved from start to finish on all of the firm's audit engagements. She is responsible for overall planning and performing the engagement. Her direct involvement with the audit ensures an efficient and thorough engagement. Mindy's resume can be found on the following page.

## ***MAINE MUNICIPAL AUDIT SERVICES, PA***

### ***Engagement Staffing***

*Mindy J. Cyr, CPA  
Levant, Maine  
Managing Partner*

### ***Summary:***

Twenty years of governmental accounting and auditing experience, from planning audits to issuing audit reports to consulting on computer software and internal control systems.

### ***Professional History:***

2011-Current – *Maine Municipal Audit Services, PA* – Founding and Managing partner.  
2002-2011 – *Hollingsworth & Associates, CPA, PA* – Senior Audit Manager.

### ***Education:***

Husson University – M.S. in Business Administration – 2007  
Husson University – B.S. in Accounting – 2003

### ***Continuing Professional Education:***

Maine Board of Accountancy requires all licensees to complete 40 hours of continuing professional education every year. Mindy has completed all 40 with 32 of those hours being related to governmental auditing and accounting each year.

### ***License:***

Certified Public Accountant – State of Maine

### ***Professional Associations:***

Member of the American Institute of Certified Public Accountants.  
Member of the New England Peer Review.

## *MAINE MUNICIPAL AUDIT SERVICES, PA*

### ***Summary of Audit Procedures***

The audit will be an audit of the town's financial accounts and records in accordance with generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The objective of our audit is to determine whether the financial statements prepared under GASB standards present fairly the financial position, results of operations and cash flows of the town.

We follow an efficient, thorough and systematic audit approach.

In planning and performing the audit for the Town of Lyman we will:

- Obtain an understanding of your accounting system and internal control structure.
- Identify and assess risk factors of the town.
- Evaluate and test a sample of controls.
- Verify account balances.
- Evaluate physical security and access to computer programs and data files.
- Assist in financial statement preparation.
- Issue the following reports:
  - Independent Auditors' Report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. We will provide;
    - Six (6) bound copies and an electronic copy in pdf format.
  - The annual financial reporting requirements to the State of Maine Department of Audit in compliance with Title 30-A, M.R.S.A § 5823.
  - A letter to management on any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure which could adversely affect the town's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.
  - A report to the Board of Selectmen informing it of;
    - The auditors' responsibility under the generally accepted auditing standards.
    - Significant accounting policies.



***MAINE MUNICIPAL AUDIT SERVICES, PA***

***Summary of Audit Procedures***

***(Continued)***

- Disagreements with management.
  - Major issues discussed with management prior to retention or reappointment.
  - Significant audit adjustments.
  - Difficulties encountered in performing the audit.
  - Any other issues, adjustments, or concerns encountered during the auditing process.
- Adjusting entries and a beginning trial balance for the general ledger accounts will be provided.

## *MAINE MUNICIPAL AUDIT SERVICES, PA*

### ***References***

We take pride in our relationships with our clients. We strive to be available whenever there is a question or need for assistance throughout the year. Similar engagements (5) to the Town of Lyman are listed below:

Vittoria Stevens, Town Manager  
Town of Bradford  
PO Box 26  
Bradford, Maine 04410  
(207) 327-2121

Benjamin Breadmore, Town Manager  
Town of Holden  
570 Main Road  
Holden, Maine 04429  
(207) 843-5151

Suzanne Cole, Tax Collector  
Town of Levant  
PO Box 220  
Levant, Maine 04456  
(207) 884-7660

Cynthia Grant, Town Manager  
Town of Newburgh  
2220 Western Avenue  
Newburgh, Maine 04444  
(207) 234-4151

Lisa Young, Treasurer  
Town of Cushing  
39 Cross Road  
Cushing, Maine 04563  
(207) 354-2375

## ITEM#7: (e.) EcoMaine Grant Application Letters

January 3<sup>rd</sup>, 2023

To the EPA's Grant Application Review Team:

On behalf of Lyman, Maine, I am pleased to submit this letter of support for our partnership with ecoMaine in its efforts to modernize and improve single-sort recycling operations for more than 450,000 people in Maine

Our work with ecoMaine, both as part of its Board of Directors, and on several initiatives to promote the solid waste hierarchy to our residents, has been significant and closely aligned, and we would welcome the opportunity to collaborate with the organization once again, particularly on an issue that has faced several challenges over the past few years, and one that closely aligns with our municipal goals of significant waste diversion.

What stands out at ecoMaine the most is its commitment to trust and transparency. In working closely with ecoMaine on methods to increase the amount of single-sort recycling tonnage, I continue to be impressed with the organization's future financial planning and communication to its member communities about what lies ahead for recycling programs, the organization, and the industry at large. It is with this understanding of a significant investment in new sorting equipment and a trust that ecoMaine is the most effective steward of our municipal recycling and solid waste dollars that I provide this support.

We are fortunate to have ecomaine's experience, partnership, and dedication to education and outreach as part of our commitment to sustainable, informed recycling and waste management. We are glad to support this programs proposal and hope you will consider it favorably.

Sincerely,

Ralph Blackington

---

Select Board Chair

Town of Lyman

January 3<sup>rd</sup>, 2023

To the EPA's Grant Application Review Team:

On behalf of Lyman, Maine, I am pleased to submit this letter of support for our partnership with ecoMaine in its endeavors to increase awareness of, access to, and participation in single sort recycling in multi-family homes.

Our work with ecoMaine, both as part of its Board of Directors, and on several initiatives to promote the solid waste hierarchy to our residents, has been significant and closely aligned, and we would welcome the opportunity to collaborate with the organization once again, particularly on an issue that presents a challenge in many municipalities.

Ecomaine's educational efforts have helped Lyman over many years. Their commitment to the EPA's solid waste hierarchy helps out Town's diversion programs by nit simply addressing 'recycling s. trash', but provides the options to reduce, reuse, and compost as well.

We are fortunate to have ecomaine's experience, partnership, and dedication to education and outreach as part of our commitment to sustainable, informed recycling and waste management. We are glad to support this programs proposal and hope you will consider it favorably.

Sincerely,

Ralph Blackington

---

Select Board Chair  
Town of Lyman