

Town of Lyman
Select Board Regular Meeting Minutes
Tuesday January 17, 2023 – Lyman Town Hall

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

Selectboard members absent: None

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

None

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

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

- o Michelle Feliccitti – Inquiry on Lyman Emblem and Bunganut Parks & Recs

Michelle Feliccitti – Discussed with the board a suggestion of getting an emblem for Town meeting room. She recommends offering to seniors or a school an opportunity to participate in a competition to present a graphic design or drawing for the Town and perhaps contact the arts department in the schools or a college. She also discussed the park expenses at Bunganut Park. She reviewed over the last five years there has been a revenue loss with park passes vs YMCA services. She also found most people using the Park are non-residents based off the Park Passes. She recommends a parks and recs director and addressing some of the accessibility issues at the park. She recommends having a community space available for gatherings and maybe establishing a community committee.

John Tibbetts – States the board had looked into adding things such as disc golf, vending machines, and ways to make the park profitable and work on improvements, but the issue at the time was a question of how to manage the park.

- b. Mail • MMA • SMPDC
- c. Complaints -none

ITEM #3 **MINUTES**

Review/ approve meeting minutes 1/3/2023

David makes a motion to approve. Jessica Picard seconds the motion. Motion passes: 5-0-0

ITEM #4 **SIGN WARRANTS**

a. Payroll Warrant #31 in the amount of **\$22,848.26**

David makes a motion to approve. Jessica Picard seconds the motion. Motion passes: 5-0-0

b. Accounts Payable Warrant #32 (FY2023) in the amount of **\$89,097.00**

David makes a motion to approve. Jessica Picard seconds the motion. Motion passes: 5-0-0

ITEM #5 **UNFINISHED BUSINESS**

a. Health Officer. Tabled from last meeting.

Thomas Hatch – States this was discussed at the Fire Commission meeting from last week. There were discussions concerning the chief being pulled in many different directions and not knowing exactly how much this position could entail. He suggested putting this out on the website or MMA to seek a retired nurse or someone with a healthcare background that may want to volunteer.

ITEM #6 **DEPARTMENT AND COMMITTEE REPORTS**

a. Road Commissioner –

Brad Nikel – Requests information to be posted on the Town website regarding state statute and pushing snow into roadways. Also, the LED sign brightness is set too bright, and he has received some complaints about this.

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- b. Fire Chief – Request for funds, see email.
Thomas Hatch – Explains there was some facility maintenance necessary for clearing of a drainage pipe and pumping of a catch basin. The total cost was \$3121.20, making Lyman’s share of 50% \$1560.60. The second request was to have an electrician move the reverse osmosis water system and Ansul fire protection system electrical circuits to the emergency electrical panel. A total of \$2000, with Lyman’s share of 50% equal to \$1000.00. Both requests to come out of the GMFR Building Capital account.
Thomas Hatch – **Makes a motion to grant the Fire chief the amount of \$1,560.60 for drainage pipe pumping and \$1,000 for electrical work.**
Jessica Picard – **Seconds the motion. Motion passes: 5-0-0.**
- c. Kennebunk Pond Beach Committee – Dave Alves Liaison Report/update
David Alves – States the committee is working on the final meeting with the architect, then they will be finalizing the cost proposal.
- d. Treasurer – Expense Summary Report 1-12-23 – No discussion.
- e. CEO – Policy Update recommendation. See email.
Brenda Charland – Suggested the Board give a directive that Town buildings and buildings on Town Property be inspected periodically by the Fire chief, the CEO and Electrical Inspector. All info would be kept in the CEO office for record keeping.
John Tibbets – Asks if there is a recommended interval of time between inspections.
Brenda Charland – States she has looked into other neighboring Town’s and found they typically do an inspection anywhere between 3 and 5 years. It would be up to the board how often they would want an inspection to be done.
John Tibbets – **makes a motion on a directive to conduct inspections on Town properties and buildings every three years.**
Thomas Hatch – **Seconds the motion.**
David Alves – **Recommends adding language to the motion that it does not have to wait three years for inspection and can be done sooner if the CEO, Electrical Inspector and/or Fire chief deem necessary.**
Brenda Charland – **Asks the board if they would want to review the reports when inspections are completed. The board agrees they would like to review the reports.**
Motion passes: 5-0-0
- f. Tax Clerk – December Report – Report reviewed in meeting.
- g. Other - Town Hall Expansion Committee
Brad Nikel – States Mark Swett has some RFPs out for a steel building company to check on a rough idea of what a steel building would cost.
David Alves – States he is working on getting a surveyor.

ITEM #7

NEW BUSINESS

- a. Discuss scheduling Budget Workshops
A workshop has been scheduled for Thursday January 26th, 2023 at 6:00pm.
- b. ARPA Memorandum
Thomas Hatch – States the board would have to put this out to bid probably soon to keep things moving forward.
Michelle Feliccitti – State the ARPA committee will have one more meeting to finalize their recommendations. They were looking into including in their recommendations Bunganut Park and Kennebunk Pond Beach.

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- c. Mail Subscription request, see email
Discussion with the board on what the policy entails. The board agrees not to respond to the request.
- d. Approval for committee access to building
Discussion regarding committees being able to access the building for committee meetings.
Jessica Picard – Makes a motion to issue a key and code to the building for Brad Nikel
John Tibbets – Seconds the motion. Motion passes: 5-0-0
- e. Review Mowing Contract with KCB
Lindsay Gagne – States the contract remains the same from the draft version, other than adding the contractors bid pricing in there. The board can review and sign.
- f. Review Plowing contract with Dayton Snow Fighters
Lindsay Gagne – States the contractor requested removing the language in the contract regarding a performance bond. Rather than to hold 10% of his payments each month he requested to have no holding because he has been doing work for the Town for 18-years. However, he is not opposed to leaving the language as it is.
Jessica Picard – makes a motion to remove the language on holding 10% in lieu of a performance bond.
Thomas Hatch – Seconds the motion.
David Alves – States he’s uncertain this would be the best route to take.
Jessica Picard – Verifies for the first year, each month the 10% holding would be \$4,500.00, with the final payment at the end of the year being \$45,000.00. She states her opinion is there is other language in the contract to cover such as breach of contract, termination clauses, performance, duties, and given the work this contractor has done for the Town.
David Alves – States the contractor should be able to handle a hold of that amount.
Motion fails: 2-3-0 (Jessica Picard, John Tibbets in favor of; Ralph Blackington, David Alves, Thomas Hatch Opposed).
The board agrees to move forward with the contract as originally drafted with the 10% holding included.
- g. Annual Town Report – Dedicating to group/individual
Thomas Hatch – Recommends considering a group within the Town, such as, Boy scouts, Historical Society, Fire Department, etc.
John Tibbetts – Explains there is a ceremony involved in Alfred also.
Michelle Felicitti – Suggests a mailchimp or survey of some sort to receive input.
- h. Newsletter discussion
Jessica Picard – States she is looking for board support for working with Lindsay on putting together a newsletter.
John Tibbets makes a motion. Thomas Hatch Seconds the motion. Motion passes: 5-0-0
- i. RSU #57 Board member opening, discuss appointing a new member
Ralph Blackington – Explains a board member has resigned. There were two candidates that received substantial votes from the last election, the board could consider contacting them if they had an interest and they could fill out a committee application.
Thomas Hatch – States the board could put this out to the general public and also contact these two candidates.
- j. Review/Approve PO’s for Cemetery Tree removal services. PO# 1610, 1611, 1614, & 1607
Michelle Felicitti – States the PO’s don’t itemize the work being done and are all for the same amount.
Jessica Picard – Asks if these have been put out to bid.

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Lindsay Gagne – States the cemetery committee gave a presentation at a past board meeting and at that time talked about getting quotes but did not provide any quotes to the board.

Thomas Hatch – States we should reach out to the cemetery committee and clarify some questions.

Jessica Picard – States the board would want to know the details; where are they cutting, what are they leaving behind; how did they get their pricing.

Thomas Hatch – **Makes a motion to approve the PO's pending answering the stated questions.**

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

- k. Appointment/Oath – Michelle Felicitti Ballot clerk for Special Town Meeting 1/18/23

Jessica Picard - **makes a motion to appoint Michelle Felicitti as Ballot Clerk for Special Town Meeting on January 18th, 2023.**

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

OTHER

David Alves – States regarding the tax acquired land study, he has requested information on the timber harvesting and the stumpage pricing the Town has received. It dates back to 2016 but it doesn't appear it has gone out to an RFP for stumpage prices.

David Alves – **Makes a motion to contact the logging company and cancel any agreement that may have been verbal or in writing and advertise a proper RFP for timber harvesting on parcels owned by the Town of Lyman.**

Jessica Picard – **Seconds the motion.**

John Tibbetts – States it was important to have a company that conducted a clean job. At Bunganut they had done a good job clearing areas that were difficult to clear. Other loggers the Town has worked with have left a mess behind. He's had a forester look over the prices they received and were given feedback that the prices were better than we had thought. They had spoken to landowners and walked some of their sights and previous work. This was not a service we were paying for and did not need to go out to bid.

David Alves – States he agrees the board has a due diligence to ensure the job is cleaned up. He States this is a hired service that gets paid through the process of cutting the Town's timber.

Motion passes: 4-1-0 (Ralph Blackington, Jessica Picard, Thomas Hatch, David Alves in favor; John Tibbets Opposed).

Maurice St. Claire – States they had chosen the vendor because of the work he did. He has done excellent work. The Town is not paying for timber harvesting, and this does not need to go out to bid.

John Tibbets – States there was a forestry plan done about ten-years ago that was worked off of. They had walked the site and determined this was the better vendor.

EXECUTIVE SESSION

1.M.R.S.A §405 (A) Personnel Matters

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

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

Jessica Picard – **Makes a motion to come out of executive session.**

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

Thomas Hatch – **Makes a motion to move forward with the agreed salary increase for the Assessor for the January 12th fiscal year budgeted amount.**

Jessica Picard – **Seconds the motion.**


Motion passes: 5-0-0

ADJOURN

Jessica Picard – **Makes a motion to adjourn.**

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

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Ralph "Ralph" Blackington (Chair)



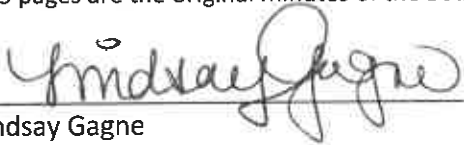
Thomas Hatch (Vice Chair)

David Alves

Jessica Picard

John Tibbetts

I, Lindsay Gagne, Clerk to the Select Board of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 5 pages are the original minutes of the Board of Selectmen Regular Meeting dated January 17th, 2023



Lindsay Gagne

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David Alves

David Alves (Feb 9, 2023 08:27 EST)

David Alves

RAB
Ralph "Ralph" Blackington (Chair)

[Signature]
Thomas Hatch (Vice Chair)

Jessica Picard

John Tibbetts

I, Lindsay Gagne, Clerk to the Select Board of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 5 pages are the original minutes of the Board of Selectmen Regular Meeting dated January 17th, 2023

Lindsay Gagne
Lindsay Gagne







SKM_C450i23020713141

Final Audit Report

2023-02-09

Created:	2023-02-08
By:	Donna Richard (selectboard@lyman-me.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGd-Rd4C_VBb8E4rgQiAby5RXeyyr6Upy

"SKM_C450i23020713141" History

-  Document created by Donna Richard (selectboard@lyman-me.gov)
2023-02-08 - 2:32:25 PM GMT
-  Document emailed to davida@lyman-me.gov for signature
2023-02-08 - 2:33:15 PM GMT
-  Email viewed by davida@lyman-me.gov
2023-02-09 - 1:24:50 PM GMT
-  Signer davida@lyman-me.gov entered name at signing as David Alves
2023-02-09 - 1:27:45 PM GMT
-  Document e-signed by David Alves (davida@lyman-me.gov)
Signature Date: 2023-02-09 - 1:27:47 PM GMT - Time Source: server
-  Agreement completed.
2023-02-09 - 1:27:47 PM GMT

Selectmen Board Clerk

From: Adobe Sign <adobesign@adobesign.com>
Sent: Thursday, February 9, 2023 8:28 AM
To: David Alves; Selectmen Board Clerk
Subject: SKM_C450i23020713141 between Town of Lyman Maine and David Alves is Signed and Filed!
Attachments: SKM_C450i23020713141 - signed.pdf

Follow Up Flag: Follow up
Flag Status: Flagged



SKM_C450i23020713141 between Town of Lyman Maine and David Alves is Signed and Filed!

To: David Alves and Donna Richard

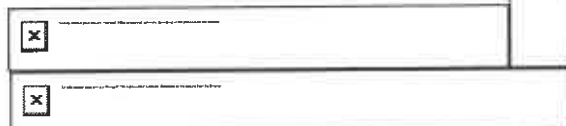
Attached is a final copy of SKM_C450i23020713141.

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