

Town of Lyman
Select Board Regular Meeting Minutes
Monday February 6, 2023 – Lyman Town Hall

Selectboard members present: Ralph “Ralph” Blackington (Chair), Thomas Hatch (Vice Chair)
David Alves (Via Zoom)

Selectboard members absent: Jessica Picard, John Tibbetts

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

- a. Michelle Felicitti – Question regarding Bunganut Park
Michelle Felicitti – States after previous budget meetings she found the Town spent 83,000 at Bunganut for field and lakeside including the 41,000 paid for the YMCA. We receive roughly 22,000 from the YMCA in revenue. She has gathered revenue and expenses for Bunganut to compare. She was able to get the passengers and how many park passes were resident’s vs nonresidents. She noted on one day, for example, they recorded 9 people were at the park, no money was taken for passes, and only 3 of those people were marked as residents. She states we own somewhere between 106-160 acres at the park and the YMCA has a prime location for use. The Town is not receiving money for the Ball field use. She recommends putting a pay per gate, using a slide card, at the park and this may help bring in more revenue. She recommends forming a Bunganut committee that may be able to help build trails, scope out what the park needs for improvements, and research resources. She has requested to get further information from the YMCA but was told the YMCA would only answer to the board. She asks the board to consider bringing the YMCA to a meeting to address some questions.
Ralph Blackington – States we’ve received donations for the field use. The park needs a scope or plan for further development.
Holly Hart – In regard to the trails, they have run into issues with the gate at the field being locked and they can’t access the area. They’ve also been told they can’t access the building there because of the YMCA. They would use the trails, but they wouldn’t have the capacity to make the trails. They would like to keep the gates open on the field side so they can use the trails for snowshoeing.
David Alves – States he agrees having a committee there. He recommends doing something similar as what we did with Kennebunk Pond Beach, and we can look into other ways to supplement this deficit.
Thomas Hatch – Suggests looking into this with the Treasurer. Maybe the Bunganut Committee idea could be part of Park and Recs.
Ralph Blackington – States we should talk with the treasurer and get some information, then meet with the YMCA to address any questions that come up.
Thomas Hatch – **Makes a motion to leave the gates open at the Bunganut field.**
David Alves – **Seconds the motion. Motion passes: 3-0-0**

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

- a. Public Input – *Public in attendance will have up to 5 minutes to address the Board – No input*
b. Mail • Northern Light
c. Complaints- none

ITEM #3 **MINUTES**

- a. Review / Approve meeting minutes 1/17/2023
David Alves – **Makes a motion to approve. Thomas Hatch Seconds. Motion passes: 3-0-0**
b. Review / Approve meeting minutes 1/18/2023
Item tabled to next meeting. David Alves was not present at this meeting to vote on the minutes.

Town of Lyman
Select Board Regular Meeting Minutes
Monday February 6, 2023 – Lyman Town Hall

ITEM #4

SIGN WARRANTS

- a. Payroll Warrant #33 in the amount of \$24,204.23
David Alves – Makes a motion to approve. Thomas Hatch Seconds. Motion passes: 3-0-0
- b. Payroll Warrant #34 in the amount of \$25,142.31
David Alves – Makes a motion to approve. Thomas Hatch Seconds. Motion passes: 3-0-0
- c. Accounts Payable Warrant #35 (FY2023) in the amount of \$624,105.55
David Alves – Makes a motion to approve. Thomas Hatch Seconds. Motion passes: 3-0-0

ITEM #5

UNFINISHED BUSINESS

- a. Classification / compensation study. Review references. Award RFP to vendor.
Lindsay Gagne – States several references were collected for the three RFPs. The majority of responses that came in were for Municipal Resources Inc, MRI. One reference indicated MRI, had a lot of knowledge and understanding of Maine towns, that they were able to conduct a thorough study. MRI explained, in submitting their proposal, that they are currently doing a similar study for Sanford. This may indicate they already have a lot of data from this area.
Ralph Blackington – States the references we got back for MRI are good and they also came in on the lower side of the bid.
Thomas Hatch – **Makes a motion to accept the MRI proposal for the HR study.**
David Alves – **Seconds the motion. Motion passes: 3-0-0**
- b. Franchise Agreement – Update from Shelly
Lindsay Gagne – States Town Council is scheduled to come out at the next meeting on the 21st and Tony Vigue will be joining. Town Council mentioned under state statute the select board may have authority to approve a franchise ordinance without a town vote which he will speak more about at the next meeting. The board can continue to have the Ordinance Review Committee review the franchise ordinance.
Michelle Feliccitti – States she reviewed the revised franchise agreement and has a lot of concerns with the changes they made to it.

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. Road Commissioner –
Brad Nikel - States they cleaned up some road damage on Grasshopper Lane. They received more salt for the shed. He's also received complaints about the gates at Old Kennebunk Road, some wanting the gates locked, others not wanting it locked.
- b. Fire Chief – No report.
- c. Kennebunk Pond Beach Committee – David Alves Liaison Report/update
David Alves – States they completed their final plans and submitted to the ARPA committee to consider as part of their recommendation.
- d. Treasurer – Expense Report 2-2-23 – Report reviewed in Agenda packet.
- e. CEO – No report
- f. Tax Clerk – No report
- g. Town Hall Expansion Committee –
Brad Nikel – States he received three quotes for a survey of the Town Hall property.
David Alves – States he spoke with the draftsman who specified he can't go as far as the fire and safety level, which an architect would address those aspects. He's been in touch with an architect regarding costs.
- h. Budget Committee – Quarterly Report – Report reviewed.

Town of Lyman
Select Board Regular Meeting Minutes
Monday February 6, 2023 – Lyman Town Hall

i. Other - Town Clerk

Pauline Weiss – States there are three scheduled elections for the next fiscal year, November, March and June. She looked into using the Rustic Dreams building as a venue. Her findings were that there is no signage available for handicap parking, the parking lot is not organized which will take several parking attendants to manage, and there is insufficient lighting outside. These things can be remedied at a cost. The Town would be responsible for plowing and shoveling January through March because the business is closed during those months. Brad Nikel can speak more to parking and lighting.

Brad Nikel – States the parking lot is rutted and at the time of voting will be muddy and there's minimal exterior lighting there.

Thomas Hatch – States there is someone that lives out back that has recently plowed the parking area. He visited the barn and discovered this himself.

Pauline Weiss – States she has gotten a quote from Warren's to revamp the tables with new hardware so they can be more easily disassembled and reassembled, to continue to have elections at the Town Hall. Cost would be approximately \$830.00. She would be able to use the tables as five separate sections for election purposes. It would cost \$360.00 each time to have warrens complete the task of disassembling the tables. She would recommend having the hardware installed and not have warren's come out.

David Alves – Asks if there are state statutes requiring the specific measurements.

Pauline Weiss – States there are none for the measurements, other than for state elections, like the primaries. She would have to set up all 20 booths and the handicap booth which has to have 5-feet all the way around it for a wheelchair to get around. The booths have to be 6-feet from the entryway.

David Alves – Suggests drawing a layout plan with leaving the tables where they are.

Ralph Blackington – States he can assist with this.

Michelle Felicitti – Asks if the booths can be set up back-to-back to help with the space issue.

Thomas Hatch – States we have the same issue here with not being handicap accessible.

David Alves – States we should do an RFP for the handicap ramp out back.

ITEM #7

NEW BUSINESS

a. Discuss scheduling Budget Workshops

A budget workshop is scheduled on February 22nd, 2023.

b. RSU #57 Board member opening, Review 2 applicants.

Thomas Hatch – makes a motion to appoint Suzanne Bauer on the School Board.

David Alves – Seconds the motion. Motion passes: 3-0-0

c. ARPA Committee – Final recommendations and reports

Michelle Felicitti – Explains there has been some funds already spent on the fire department. With what's left over, they have recommended to apply the funds to repairs at the Transfer Station, and with what may be left over after that to apply first to Bunganut Park and if any more remaining funds are available to go to the Kennebunk Pond Beach project.

d. Schedule Annual Town Meeting for June

Board discussed scheduling the ballot election on June 13th, 2023 and Annual Town Meeting on June 15th, 2023.

e. Reschedule Select Board meeting on 2/20/23 (Holiday)

Board discussed meeting date change. Next meeting will be Tuesday February 21st, 2023.

9

Town of Lyman
Select Board Regular Meeting Minutes
Monday February 6, 2023 – Lyman Town Hall


- f. Assessor request for training services, review agreement
Lindsay Gagne – explains the Assessor is still working on completing the revaluation. She has used this company before for training services and is requesting the board to review and approve the agreement to use these services.
Thomas Hatch – **Makes a motion to allow the Assessor to use the assessing training services per the budgeted line she has.**
David Alves – **Seconds the motion. Motion passes: 3-0-0**
- g. Discuss procedure around key for lock box
Ralph Blackington – States he can install the lock box for the master key. The cameras will be on the key and anyone that needs to use it would sign it out.
David Alves – Agrees having some sort of a sign out log for it.
Thomas Hatch – States he can work with Lindsay on outlining a procedure around this.
- h. Upcoming Training National Incident Management System (NIMS)
Thomas Hatch – States Select Board members need to be compliant with this to receive grant funding. There are a few different dates board members can choose from to sign up.

OTHER – None

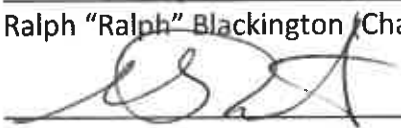
EXECUTIVE SESSION – None

ADJOURN

Thomas Hatch – **Makes a motion to adjourn.**
David Alves – **Seconds the motion. Motion passes: 3-0-0**

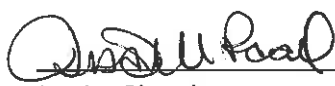


Ralph "Ralph" Blackington (Chair)



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 4 pages are the original minutes of the Board of Selectmen Regular Meeting dated February 6th, 2023



Lindsay Gagne