

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday March 6<sup>th</sup>, 2023 – Lyman Town Hall

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

**Selectboard members absent:** Thomas Hatch (Vice Chair)

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

**David Alves** – Explains he has sent to the board a scope of work for surveying services for the Town Hall Expansion. There have been three quotes that were submitted, at this point the committee or the board needs to choose a quote to get things in motion.

**John Tibbetts** – Asks if there is a long lead time for surveyors.

**David Alves** – States at least four to six weeks, approximately. He recommends we should put out to bid for the architect/ engineer firm.

**John Tibbetts** – **Makes a motion to move this forward provided the Select Board Clerk doesn't come back with anything that says the board can't move forward.**

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

**David Alves** – States the chairman of the Town Hall expansion Committee has all three bids and he will contact him to send the quotes to Lindsay.

**John Tibbetts** – Verifies the procedure is the board will review those bids at the next meeting and choose one.

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

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

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

*No public input*

b. Mail • York County Sheriff February Report

c. Complaints -none

**ITEM #3**      **MINUTES**

a. *Review / Approve meeting minutes 2/21/2023.*

**Jessica Picard** – **Makes a motion to approve. John Tibbetts seconds. Motion passes: 4-0-0**

**ITEM #4**      **SIGN WARRANTS**

a. *Payroll Warrant #39 in the amount of \$25,330.22*

**David Alves** – **Makes a motion to approve. Jessica Picard seconds. Motion passes: 4-0-0**

b. *Accounts Payable Warrant #38 (FY2023) in the amount of \$591,847.98*

**David Alves** – **Makes a motion to approve. Jessica Picard seconds. Motion passes: 4-0-0**

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

a. *Annual Town Report Dedication*

**Ralph Blackington** – Suggests the board continue to review the suggestions and come back to this topic at the next meeting.

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- b. [Review Audio Video Recording Equipment Use policy. Tabled from last meeting.](#)  
**Jessica Picard – Makes a motion to accept the policy. David Alves seconds the motion.**  
**Motion passes: 4-0-0**
- c. [IT Contracting services – RFP. Discuss timelines. Tabled from last meeting.](#)  
**Lindsay Gagne – Asks the board if they would like to do a single-year contract or multi-year contract. If doing a multi-year, we will want to make sure we negotiate a non-appropriation clause.**  
**Jessica Picard – Recommends putting out the RFP as a one-year contract with a multi-year renewal option.**  
**Ralph Blackington- Suggests at least three years and agrees doing a one year with the additional options.**  
**Jessica Picard – Makes a motion to proceed with the RFP for IT services with bids due on April 17<sup>th</sup>, 2023.**  
**John Tibbetts – Seconds the motion.**  
**Motion passes: 4-0-0**
- d. [ARPA funding – discuss RFPs.](#)  
**David Alves – Makes a motion Ralph Blackington is the liaison for the Ball Field project and Thomas Hatch being the liaison for the Beach side of Bunganut Park.**  
**Jessica Picard – Seconds the motion. Motion passes: 4-0-0**  
**John Tibbetts – Makes a motion that Brad Nikel is the liaison for the Transfer Station project and David Alves being the liaison for the Kennebunk Pond Beach project.**  
**Jessica Picard – Seconds the motion and adds discussion; motion pending if Brad Nikel is in favor of being the lead for the project.**  
**David Alves – States he will offer help to Brad if he needs support.**  
**Motion passes: 4-0-0**
- e. [Franchise agreement – discuss setting up a workshop with Tony.](#)  
A workshop is scheduled on Tuesday March 14<sup>th</sup>, 2023 at 6:00pm located at the Town Hall.

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. [Road Commissioner – none](#)
- b. [Ordinance Review Committee – Question regarding Comprehensive Plan.](#)  
**Peggy MacDonald – Presents to the board copies of the mission statement and bylaws from the Ordinance Review Committee (ORC) to review at a later time. She mentions at the last select board meeting there was discussion of holding off on the Franchise Ordinance. The ORC will hold off on reviewing that ordinance for now until the board decides they want them to revisit it. She states the ORC is reviewing a new law, LD 2003, which will require municipalities to be compliant with less restrictive housing regulations. The law requires that municipalities can no longer deny an accessory dwelling unit on a single house lot provided they still meet setbacks, shoreland zoning, etc. The ORC will need to look at all the zones and define what multi-family means in each zone. She requests the board assemble a Comprehensive Plan Committee to help address areas in the Comprehensive Plan that would pertain to LD 2003 as well as, any other growth areas.**

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**Brenda Charland** – Suggests getting members from different committees to assist may be helpful in revising the plan.

**Jessica Picard** – Asks on how many members are typically on the committee. After some further discussion, it's recommended possibly seven with other committees offering liaison support.

c. **Fire Chief** –

**Matt Duross** – States the Fire Department is currently recruiting new staff. All the striker equipment has come in and been set up. The extrication equipment should be coming in a couple of weeks, and they are still waiting on the ballistic vests to come in. They are currently still working on selling the old fire truck. They also have a budget committee meeting for GMFD on March 16<sup>th</sup>, 6:30p at the fire department and he is inviting the Select Board and Lyman budget committee.

d. **Kennebunk Pond Beach Committee – Karen Kane**

**Karen Kane** – Asks the board for clarification on the ARPA funds. The Kennebunk Pond Beach Committee has worked very hard to pull together all the data to ensure a cost estimate. Further delay of the project will increase costs. The committee is requesting that the ARPA funds be allocated per project to ensure they can get funding in a timely manner.

**Ralph Blackington** – States the board is currently working on putting together RFPs for all projects and will put them out at the same time so they can review all the quotes/bids received. Once reviewed, they will have a clear idea of costs for each project. From that point, they can start to prioritize specific scopes of each project in effort to get the most out of each of them and ensure funds are allocated.

e. **Tax Clerk** - none

f. **CEO – Review/approve Tree cutting permit.**

**Brenda Charland** – Explains to the board the current Zoning Ordinance clearly lays out a process for tree cutting in the Shoreland Zone. She has developed a tree cutting permit to establish a record that will be kept with the map/lot files to maintain historical data. She researched other fees in other Towns, the average being \$25.00 per tree. She is recommending a fee of \$15.00 per tree to cover costs of her administrative time and travel.

**John Tibbetts** – **Makes a motion to adopt the tree cutting permit and \$15.00/tree fee.**

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

**David Alves** – **Asks if someone would have to pay for harvesting.**

**Brenda Charland** – **States it is only for selective trees in Shoreland Zoning.**

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

**Brenda Charland** – States she will update the Fee schedule, but she did notice for Zoning Board of Appeals (ZBA) application fees are set for \$500.00 and she thinks this is a lot of money for a citizen to have to go to an appeal. She recommends \$250.00.

**David Alves** – Asks if the ZBA had requested the increase last year and suggests checking into that before coming to a conclusion.

g. **Treasurer – Expense Report 3-2-23**

h. **Town Hall Expansion Committee** – Discussed under Item #1

i. **Other** - none

**ITEM #7**

**NEW BUSINESS**

- a. [YMCA Contract amendment request, see email. Discuss setting up a workshop.](#)

**Ralph Blackington** – Suggests waiting for Town Council input on the proposed updates to the agreement.

- b. [Handicap Ramp for side door, discuss approval for funds.](#)

**Ralph Blackington** – States he got a quote from Thyng Paving not to exceed \$2,500.00 and the board needs to decide if taking funds out of Capital Improvement or Town Hall Reserve. There is discussion among the board; the board agrees to take funds out of capital improvement.

**John Tibbetts** – Makes a motion to hire Thyng Paving on their quote not to exceed \$2,500.00 to complete a handicap access ramp and take funds out of Capital improvement.

**Jessica Picard** – Seconds the motion.

**David Alves** – Asks if a railing is required.

**Ralph Blackington** – States it didn't include a railing, it was just a dig and regrade from the door all the way to the parking lot, four-feet wide. They felt confident that it was a long enough distance from the parking lot to the door to make the pitch within grade, but he will check on the railing requirements.

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

- c. [Parks and Recs Field Use Request Form – Review/Approve](#)

**John Tibbetts** – Asks if the board will look into doing a fee structure for use of the field considering costs of maintenance and revenue options for the Town.

**Ralph Blackington** – States the board should have a workshop.

**David Alves** – Suggests looking into how many teams access this field to help determine the potential of revenue.

**Ralph Blackington** – States he can get some data on the field side.

**John Tibbetts** – Makes a motion to approve the field use form.

**Jessica Picard** – Seconds the motion and adds discussion that the board relay to this organization that we are currently reviewing a fee structure so we can be clear to them what changes may be coming.

**John Tibbetts** – Rescinds his motion.

**David Alves** – Suggests tabling this to next meeting and looking at the data of the field use.

**Jessica Picard** – Asks if everyone that uses the field fill out a field use form, can we check historical data on the forms, and do these organizations have to provide insurance.

**Lindsay Gagne** – States this is the first form that has been submitted.

**David Alves** – States if we don't determine a fee structure or no fee structure, then it will be difficult for these teams to put a fall program together.

**EXECUTIVE SESSION**

**OTHER**

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**ADJOURN**

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

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Ralph “Ralph” Blackington (Chair)

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David Alves

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Thomas Hatch (Vice Chair)

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Jessica Picard

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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 March 6<sup>th</sup>, 2023

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Lindsay Gagne