

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday June 20th, 2023 – Lyman Town Hall

**Selectboard members present:** Ralph “Rusty” Blackington (Chair), Thomas Hatch (Vice Chair), Jessica Picard, Amber Swett, Victoria Gavel

**Selectboard members absent:** None

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

a. *Select Board Vote a Chair and Vice Chair*

**Victoria Gavel – Motions for Jessica Picard to be Chair.**

**Amber Swett – Seconds the motion.**

**Jessica Picard – Respectfully declines.**

**Thomas Hatch – Motions to nominate Ralph “Rusty” Blackington as Chair.**

**Amber Swett – Seconds the motion.**

**Motion Passes: 5-0-0**

**Amber Swett - Motions to nominate Thomas Hatch for Vice Chair.**

**Jessica Picard – Seconds the motion.**

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

**Jessica Picard – Motions to take Item #2 (a.) out of order to address public input.**

**Amber Swett – 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.  
Please use the podium to address the board.*

**Joe Wagner** – Suggests to the board to have a special town meeting to appropriate funds for the Town Manager position. He has created and submitted to the board a spreadsheet outlining his proposed budget for a Town Manager position. His proposal is for \$135,000.00 to be appropriated from surplus for the salaries of a Town Clerk Position, Select Board Clerk position in addition to the Town Manager Position.

**Greg Robert** – States they bid on the electrical bid for the Transfer Station, and they wanted to ensure the two bids submitted covered the same scope of work.

**Melissa Sulloway** – States there were trees cut at Bunganut Park by the waterside. She asks if the trees will be replaced and if permission was granted by the DEP.

**Jessica Picard** – States the YMCA runs their summer program there and there were trees that were rotting and ones that had already fallen down that needed to be removed before the Park opened for the season.

**EXECUTIVE SESSION**

**1.M.R.S.A §405 (A) Personnel Matters**

**Thomas Hatch – Motions to go into executive session per 1MRSA 405 (A), personnel matters.**

**Jessica Picard – Seconds the motion and states this is for the board to conduct interviews for the Town Manager position.**

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

**Thomas Hatch – Makes a motion to come out of executive session.**

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

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**Jessica Picard – Makes a motion to appoint Thomas Croteau as Road Commissioner at the salary approved by the Treasurer.**

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

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

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

Item addressed under Item 1.

c. Mail -none

d. Complaints -none

**Victoria Gavel – Asks and verifies if complaints are submitted the person submitting the complaint is required to put their name on the form.**

**ITEM #3            MINUTES**

a. Review / Approve meeting minutes 6/5/2023.

**Jessica Picard – Motions to approve the meeting minutes.**

**Victoria Gavel – Abstains because she was not on the select board at the time.**

**Amber Swett – Abstains because she was not on the select board at the time.**

**Thomas Hatch – Abstains because he was absent from that meeting.**

**Jessica Picard – Rescinds her motion. The board will check on the process for the next meeting agenda.**

**ITEM #4            SIGN WARRANTS**

a. Payroll Warrant #52 in the amount of \$50,798.77

**Jessica Picard – Motions to approve. Thomas Hatch seconds. Motion passes: 5-0-0**

b. Accounts Payable Warrant #53 (FY2023) in the amount of \$132,058.36

**Thomas Hatch – Motions to approve. Jessica Picard seconds.**

**Jessica Picard – Verifies Souliere services was for culvert work/repairs.**

**Thomas Hatch – Verifies Harris computer expenses are the fees for TRIO services for the year.**

**Motion passe: 5-0-0**

**ITEM #5            UNFINISHED BUSINESS**

a. Franchise Agreement – Review Draft Ordinance. Schedule Public Hearing. – Discussion from last meeting, item tabled.

**Jessica Picard – Motions to table this item. Thomas Hatch seconds. Motions passes: 5-0-0**

b. RFPs for ARPA funded projects. Bunganut Ball Field, Transfer Station, Kennebunk Pond – Discussion, next steps, updates, if any.

**Ralph Blackington – States he'd like to redesign the scope of work for the ball field side for Bunganut Park.**

**Michelle Felicitti – Suggests there are grant opportunities to address a lot of the potential plans for Bunganut Park and recommends the board focus more on what the community needs as a whole, such as, the Transfer Station and Kennebunk Pond Beach.**

**Karen Kane – States the Kennebunk Pond Beach committee met and are prepared to scale the scope of work down for the landscaping designs in hopes the ARPA funds can still fund this project and meet the goals for the park.**

**Ralph Blackington – Suggests scheduling a workshop.**

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**Jeanette Lemay** – States the ARPA funds have to be encumbered by December of 2024 or the funds will no longer be available.

**Jessica Picard** – **Motions to schedule a workshop to review projects proposed for ARPA funds**

**Amber Swett** – **Seconds the motion. Motion passes: 5-0-0**

A workshop is scheduled Thursday July 6<sup>th</sup>, 2024 at 6:00pm located at the Community Library on 10 John St, Lyman, ME

- c. [RFPs for Architect Engineer/ Town Hall Expansion – Review updates](#)

**Thomas Hatch** – **Motions to table this item. Jessica Picard seconds. Motions passes: 5-0-0**

- d. [David Corbet](#) – Discussion regarding advertising swim lessons at Kennebunk Pond Tabled from last meeting to review ordinances and check with CEO department.

**Jessica Picard** – **Motions to table this item. Amber Swett seconds. Motion passes: 5-0-0**

- e. [Discuss if closing Town Hall July 3<sup>rd</sup> and if holding Select Board meeting.](#)

**Jeanette Lemay** – Explains other municipalities are closing this day. Most of the Town employees have taken this day off and it's likely there will be only one employee here if the CEO is out for inspections. A board member will need to be here on the third. The board can also consider rescheduling their meeting for the third.

**Jessica Picard** – States she is available that day if needed to come in.

**Victoria Gavel** – **Motions to keep the Town Hall open and hold the Select Board meeting as scheduled.**

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

- f. [Approve Directive for CEO, Discussed at last meeting.](#)

**Jessica Picard** – **Motions to approve the directive.**

**Thomas Hatch** – **Seconds the motion.**

**Jessica Picard** – Explains this is for the CEO to have something from the board outlining the authority to enforce new regulations pertaining to LD 2003.

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

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. [Road Commissioner](#) –

**Brad Nikel** – States crosswalks need to be striped at Kennebunk Pond and will need to go in where the guardrails are presently open. The crosswalk signs are here, but they can't be installed because there is no place to put the second one until the design issue is resolved. The bid for the Transfer Station will expire soon in eight days. He suggests taking the lighting out of capital improvement and hold on paving the back area to cut on costs for the project. He had one complaint about ditching and a tree was down which both issues have been taken care of.

- b. [Fire Chief](#) – none

- c. [CEO](#) – none

- d. [Tax Clerk](#) – [May Report](#) – report reviewed in agenda packet.

- e. [Treasurer](#) – [Expense Report](#)

**Amber Swett** – Asks if the minuses in the budget adjustment are due to the end of the year coming up and the money moving to surplus.

**Jeanette Lemay** - Explains the minus in one line is being moved to another line. You will see another line that offsets that minus. If more than one line being taken from you will see the minuses and in another line the total amount added.

- f. [Town Hall Expansion Committee](#) –

**David Alves** – Asks if they received the updated bid information from one of the bidders.

**Thomas Hatch** – Verifies this is correct. Discussion was on the agenda but has been tabled.

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g. Other - none

**ITEM #7**

**NEW BUSINESS**

a. **Discuss results of Annual Town Meeting June 15<sup>th</sup>, 2023**

**Jeanette Lemay** – States she will need to know how the board wants to move forward with the salaries so she can process employee paperwork for July 1.

**Victoria Gavel** – Suggests keeping the salaries the same as last year other than the Select Board Clerk and Town Clerk and giving raises for the Transfer Station.

**Jessica Picard** – Suggests having a workshop to review the data or adding this discussion to the July 3<sup>rd</sup> agenda and the board can make a decision then.

b. **Schedule Special Town Meeting for Budget Committee Vacancies**

**Michelle Felicitti** – States the Charter outlines the Budget Committee as a six-member board but recommends it should be an odd number.

**Pauline Weiss** – States the board will have to do a shortened nomination process for nominating candidates. The board will need to accept the resignations of two of the budget committee members before approving the shortened process.

**Jessica Picard** – **Makes a motion to accept the resignations of Budget Committee members**

**Victoria Gavel and Brad Nikel**

**Amber Swett** – **Seconds the motion. Motion passes: 5-0-0**

**Victoria Gavel** – **Motions to accept the shortened version of the Budget Committee Election as outlined by Town Clerk.**

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

c. **Board review – Road Commissioner Job opening**

See under Executive session. Appointment approved.

d. **Committee Application Received – Planning Board (2 applications)**

**Jessica Picard** – Asks and verifies the current board members with term ending this month have to re-apply for another term on the planning board.

**Brenda Charland** – States it was discussed at a planning board meeting the members terms that were coming to an end.

**Jessica Picard** – **Motions to table this until the July 3 meeting.**

**Amber Swett** – **Seconds the motion. Motion passes: 5-0-0**

e. **Committee Application Received – Cemetery Committee**

**Victoria Gavel** – **Makes a motion to appoint Priscilla Miles to the Cemetery Committee**

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

f. **Review/Approve Field Use Request Form for S.M.A.S.H**

**Jessica Picard** – Asks if their schedule will conflict with any of the other teams.

**Ralph Blackington** – States he can confirm and will reach out to this applicant.

g. **Review/Approve Application for an on-premises license: Town Line Restaurant**

o **Request to waive public hearing.**

**Jessica Picard** – **Motions to approve request for waiving public hearing.**

**Amber Swett** – **Seconds the motion.**

**Jessica Picard** – **States there have not been any violations or complaints against their license.**

**Thomas Hatch** – **Asks and verifies other applicants can request the board to waive public hearings.**

**Amber Swett** – **States this is also outlined in the application provided there have been no complaints or violations in the last five years.**

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

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Jessica Picard – Motions to approve the application for the on-premises license.  
Amber Swett – Seconds the motion. Motion passes: 5-0-0

OTHER

Amber Swett – Requests she be nominated as the select board liaison for the Kennebunk Pond Beach Committee  
Jessica Picard – Motions to nominate Amber Swett as the select board liaison for the Kennebunk Pond Beach Committee  
Thomas Hatch – Seconds the motion. Motion passes: 5-0-0

ADJOURN


Jessica Picard – motions to adjourn. Amber Swett seconds. Motion passes: 5-0-0



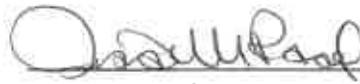
Ralph "Ralph" Blackington



Thomas Hatch



Amber Swett



Jessica Picard



Victoria Gavel

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 June 20<sup>th</sup>, 2023



Lindsay Gagne