

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday July 17<sup>th</sup>, 2023 – Lyman Town Hall**

Welcome to the July 17<sup>th</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**

**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.*
- b. Mail    • Alfred/Lyman Monthly Report
- c. Complaints    • Brian Lessard

**ITEM #3**            **MINUTES**

- a. Review / Approve meeting minutes 6/30/2023.
- b. Review / Approve meeting minutes 7/3/2023.

**ITEM #4**            **SIGN WARRANTS**

- a. Payroll Warrant #1 in the amount of **\$25,682.96**
- b. Accounts Payable Warrant #57 (FY2023) in the amount of **\$56,278.71**
- c. Accounts Payable Warrant #2 (FY2024) in the amount of **\$124,764.10**

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

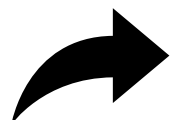
- a. Tax Acquired Properties, prior discussions to formulate a plan/ next steps, tabled for review.
- b. Franchise Agreement – Review Draft Ordinance. Schedule Public Hearing. – Discussion from last meeting, item tabled. – waiting for updates from Shelly; Update from Tony, see email.
- c. RFPs for ARPA funded projects. Bunganut Ball Field, Transfer Station, Kennebunk Pond – Discussion, next steps, (*Workshop held July 6<sup>th</sup>*), updates, if any.
- d. RFPs for Architect Engineer/ Town Hall Expansion – Updates on budget line.

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

- a. Road Commissioner –
- b. Fire Chief –
- c. CEO –
- d. Tax Clerk – Review/ Approve certificate of settlement.  
- June Monthly Excise Report            - FY2023 Excise Report
- e. Treasurer – Expense Report 7-13-2023
- f. Town Manager -
- g. Other -

**ITEM #7**            **NEW BUSINESS**

- a. Review / Approve Recruitment & Appointment of Volunteers Interim Policy
- b. Review / Approve Resolution to open and manage accounts.
- c. Budget Committee Member Resignation, vote/accept resignation, John Tibbetts
- d. Approve Shortened Nomination Process for one Budget Committee Member 3-year term.
- e. Registrar of Voters Resignation, vote/accept resignation, Shirley Harrison



- f. Appointment for Registrar of Voters
- g. Bunganut – YMCA request for maintenance on road to the Pines.
- h. Town Hall Expansion Committee – Discuss reinstating as an Adhoc Committee
- i. Committee Application Received – Comprehensive Plan (3 applicants)
- j. Committee Application Received – Ordinance Review Committee (2 applicants)
- k. Committee Application Received – Board of Assessment Review (2 applicants)
- l. Committee Application Received – Zoning Board of Appeals (2 applicants)

**OTHER**

**EXECUTIVE SESSION**

**ADJOURN**

Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
ANIMAL COMPLAINT	0	5	5	2.5	43.83	6.83
ALARM, BURGLAR - 2 man call	0	2	2	1.0	4.65	5.22
ASSAULT - past	0	1	1	< 1	9.72	57.48
ASSIST CITIZEN	0	7	7	3.5	14.78	14.94
Assist Other Agency - Other	0	3	3	1.5	22.88	26.22
Assist Other Agency - Police	0	4	4	2.0	21.65	20.52
M/V COMPLAINT - DTE, OUI, ATV	0	12	12	6.1	8.18	42.84
BURGLARY IN PROGRESS - 2 UNITS	0	1	1	< 1	6.53	71.76
BUILDING/AREA CHECK	5	0	5	2.5	0	1.04
COMMUNITY POLICE CONTACT	1	0	1	< 1	0	12.55
COMPLAINT	0	2	2	1.0	16.58	4.00
DISTURBANCE - 2 man call	0	3	3	1.5	9.44	44.99
DISABLED MV	2	3	5	2.5	1.60	6.66
DOMESTIC DISTURBANCE - 2 man	0	2	2	1.0	14.08	30.32
DIRECTED PATROL	1	0	1	< 1	0	17.55
ESCORT/TRANSPORT	0	2	2	1.0	0	0
VEHICLE CRASH - FIRE / EMS	0	2	2	1.0	10.08	34.84
FOLLOW-UP INVESTIGATION	1	2	3	1.5	47.78	8.60
9-1-1 HANG UP	0	9	9	4.5	11.41	3.94
HARASSMENT	0	2	2	1.0	0	0
HARASSMENT BY PHONE	0	1	1	< 1	23.57	0.02
INTEL	0	3	3	1.5	0.02	8.18
JUVENILE RUNAWAY	0	1	1	< 1	10.36	16.85
MESSAGE DELIVERY	0	1	1	< 1	0	0
Mental Health Call	0	4	4	2.0	10.09	24.07
9-1-1 MISDIAL	0	6	6	3.0	10.22	7.53
M/V ACCIDENT - PROPERTY DAMAGE	0	15	15	7.6	13.48	20.53
MOTOR VEHICLE STOP	63	0	63	31.8	0.05	8.92
OPEN LINE	0	8	8	4.0	11.11	6.01
Pedestrian Check	2	0	2	1.0	0	18.77
PAPER WORK	2	0	2	1.0	0	7.20
FOUND/LOST PROPERTY	0	1	1	< 1	0	0
SERVE RESTRAINING ORDER	2	1	3	1.5	0	11.55
Road Hazard - NO PAGE	1	0	1	< 1	0	2.88
Phone/Mail/Computer Fraud	0	1	1	< 1	0.58	0.07
SHOPLIFTING	0	1	1	< 1	29.32	39.00
SUSPICIOUS ACTIVITY	4	2	6	3.0	7.53	4.24
Trespassing	0	4	4	2.0	15.67	14.43
WELFARE CHECK - CHILD	0	1	1	< 1	49.07	5.03
Call Transfer to another PSAP	0	2	2	1.0	9.13	24.28
<b>TOTAL</b>	<b>84</b>	<b>114</b>	<b>198</b>	<b>100</b>	<b>13.68</b>	<b>13.18</b>

### Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
ABANDONED MV	0	1	1	< 1	0	32.17
ANIMAL COMPLAINT	0	7	7	1.4	23.30	18.98
Administrative	89	0	89	17.9	0.11	58.85
ALARM, BURGLAR - 2 man call	0	10	10	2.0	16.83	8.29
Announcement	0	4	4	< 1	0	0
ASSAULT - past	0	1	1	< 1	9.20	28.10
ASSIST CITIZEN	2	2	4	< 1	0	34.51
Assist Other Agency - Other	1	2	3	< 1	22.21	19.64
Assist Other Agency - Police	2	4	6	1.2	5.83	9.77
ATV Complaint	0	1	1	< 1	21.27	10.52
Background Investigation	0	1	1	< 1	0.03	0.03
M/V COMPLAINT - DTE, OUI, ATV	1	9	10	2.0	4.83	2.87
BUILDING/AREA CHECK	1	0	1	< 1	0	0.75
CIVIL COMPLAINT	0	2	2	< 1	2.62	3.08
COMMUNITY POLICE CONTACT	1	0	1	< 1	0	72.28
COMPLAINT	0	4	4	< 1	7.08	35.65
DETAIL	1	0	1	< 1	0	413.08
DHHS CALL/REFERRAL	0	1	1	< 1	0	0
DISTURBANCE - 2 man call	1	7	8	1.6	15.80	30.01
DISABLED MV	3	2	5	1.0	4.16	23.81
DOMESTIC DISTURBANCE - 2 man	0	2	2	< 1	11.24	12.90
DIRECTED PATROL	7	0	7	1.4	0.10	20.67
DRUG INCIDENTS	1	0	1	< 1	0	122.32
EMD IN PROGRESS	0	1	1	< 1	0	0
ESCORT/TRANSPORT	1	1	2	< 1	10.33	46.64
MUTUAL AID - EMS	0	2	2	< 1	8.49	17.43
VEHICLE CRASH - FIRE / EMS	0	2	2	< 1	12.31	48.58
FOLLOW-UP INVESTIGATION	12	8	20	4.0	13.23	36.37
ARMORY DUTY	2	0	2	< 1	0	41.28
9-1-1 HANG UP	0	2	2	< 1	0	0
HARASSMENT	0	1	1	< 1	39.60	4.00
HARASSMENT BY PHONE	0	1	1	< 1	10.32	0.07
INTEL	0	7	7	1.4	12.67	0.73
Juvenile Offenses	0	2	2	< 1	0.03	44.33
LARCENY /FORGERY/ FRAUD	0	1	1	< 1	2.30	71.75
MESSAGE DELIVERY	0	1	1	< 1	0.02	14.93
9-1-1 MISDIAL	0	8	8	1.6	0	0
MISSING PERSON - NOT RUNAWAY	1	0	1	< 1	0.23	39.68
M/V ACCIDENT - PROPERTY DAMAGE	0	5	5	1.0	22.25	20.06
MOTOR VEHICLE STOP	41	0	41	8.2	0.03	9.22
NOISE COMPLAINT	0	1	1	< 1	13.38	7.95
OPEN LINE	0	7	7	1.4	22.01	6.32
OTHER - NOT LISTED ALREADY	0	1	1	< 1	0	0
CRUISER INSPECTION	111	3	114	22.9	0.04	1.37
PERSONNEL COMPLAINT	0	3	3	< 1	13.20	0.05
Pedestrian Check	1	1	2	< 1	1.73	4.64
PAPER WORK	1	1	2	< 1	0	14.30
SERVE RESTRAINING ORDER	3	10	13	2.6	19.26	25.18
Road Hazard - NO PAGE	0	2	2	< 1	0	0
Phone/Mail/Computer Fraud	0	1	1	< 1	0	0
STOLEN VEH	0	3	3	< 1	34.53	50.42
SUSPICIOUS ACTIVITY	0	4	4	< 1	12.40	9.02
SEX OFFENDER REGISTER/VERIFICA	7	9	16	3.2	0.30	1.59
Trespassing	0	2	2	< 1	20.85	9.38
VANDALISM	0	4	4	< 1	10.73	20.65
Violation Condition of Release	1	0	1	< 1	0	1.50
VIOLATION OF PO	0	1	1	< 1	0	0
SERVE WARRANT	3	15	18	3.6	17.52	16.23
WELFARE CHECK	0	3	3	< 1	7.18	13.05
WELFARE CHECK - CHILD	0	1	1	< 1	15.83	8.43
Call Transfer to another PSAP	0	8	8	1.6	0	0

Alfred 2023 Town Stats  
Dispatch Analysis

YSO Overtime page  
TOTAL

0	21	21	4.2	0	0
294	203	497	100	12.26	23.85

ITEM #2: (c.) Complaint

COMPLAINT FORM  
TOWN OF LYMAN  
11 SO WATERBORO RD. LYMAN, ME.

DATE: 7/12/2023

NAME: Brian Lessard

HOME PHONE: \_\_\_\_\_

ADDRESS: 113 Chappel Shores Drive  
Lyman, ME 04002

CELL: (207) 432-9421  
Business (207) 229-9356

NATURE OF COMPLAINT: harassment by neighbor

SIGNATURE: 

I am writing a formal complaint against Dave Dulong. Since day one of buying my new property 9 weeks ago, I have been nothing but bullied and harassed by Mr. Dulong. He has tried to tell me what I can and cannot do with my home and my ADU unit. At first he said I couldn't have a deck, which he stated the reason was because "it's not supposed to be there". I have talked to the building inspector, and I was approved for the deck. He then continued to go into details on how the deck wasn't supposed to be there. At that point I told him it did not matter what he had to say and I will deal with the town about what I can and cannot do. Mr. Dulong then started asking about my plans with my ADU and what I planned on doing with it? I then explained it needed some work but I plan to rent it. He then told me, I can't rent the house and continued that I shouldn't even have the ADU house at this point. I told him once again, I will do what I want within all my legal rights. Since that day he has done nothing but sneak into my yard and snoop around. He is always hiding in my bushes and making my guest and their kids feel uncomfortable. It has gotten to the point where I've told him to stay off my property and to just leave me alone. He has been taking pictures and even had one of his guests come over to my property to keep his harassment up. Now I've been asking myself, who does this guy think he is telling what I can and cannot do? Just bully me and my family?? I then started asking around and found out he is an elected official for the town. I have also found out that he is putting in a proposal to change the ordinance to my ADU. I feel it is directed towards me and my property which he has already stated that I cannot rent it. I feel this is another way of Mr. Dulong's harassment towards me. This is not a good look for the town of Lyman. I would like to know how many complaints this man has against him, if any? Please let me know what the board plans on doing to put a stop to Mr. Dulong's harassment

Is this how the town of Lyman represents it's self to the tax payers of this town.

# ITEM #3: (a.) Minutes

Town of Lyman  
Select Board Meeting Minutes  
Friday June 30th, 2023 – Lyman Town Hall

*These are summary minutes in nature only and a full video recording of the proceeding is available to view on our YouTube channel at <https://www.youtube.com/@LymanTownHall/streams> or visit our website: <https://lyman-me.gov/committees/board-of-selectmen/agenda-and-minutes/>*

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

**Selectboard members absent:** None

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

**Jessica Picard – Seconds the motion.**

**Motion Passes: 4-1-0 (Ralph Blackington, Thomas Hatch, Jessica Picard, Amber Swett in favor; Victoria Gavel opposed)**

**Thomas Hatch – Motions to come out of executive session.**

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

## ITEM #1

### SPECIAL ITEMS/ PRESENTATIONS

#### a. Appoint the FY2024 Employee/Stipend Positions

**Jessica Picard – Motions to appoint Lindsay Gagne as Town Manager/ Town Clerk.**

**Thomas Hatch – Seconds the motion.**

**Motion passes: 4-1-0 (Ralph Blackington, Thomas Hatch, Jessica Picard, Amber Swett in favor; Victoria Gavel opposed)**

**Jessica Picard – Motions to appoint Susan Bellerose as Tax Collector.**

**Amber Swett – Seconds the motion.**

**Motions passes: 5-0-0**

**Jessica Picard – Motions to appoint Jeanette Lemay as Treasurer.**

**Thomas Hatch - Seconds the motion.**

**Motions passes: 4-1-0 (Ralph Blackington, Thomas Hatch, Jessica Picard, Amber Swett in favor; Victoria Gavel opposed)**

**Jessica Picard – Motions to appoint Laurie Gonska as Assessor.**

**Thomas Hatch - Seconds the motion.**

**Motions passes: 5-0-0**

**Jessica Picard – Motion to appoint Brenda Charland as the Code Enforcement Officer, Building Inspector, Plumbing Inspector, and 911 Addressing Agent.**

**Amber Swett – Seconds the motion.**

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

**Jessica Picard – Motions to appoint Julie Lemieux as Assistant Code Enforcement Officer and Alternate 911 Addressing Agent.**

**Amber Swett – Seconds the motion.**

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



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**Jessica Picard – Motions to appoint Marcel Desrosiers as Electrical Inspector**

**Thomas Hatch – Seconds the motion.**

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

**Jessica Picard – Motions to appoint Priscilla Ouellette as Welfare Director/ General Assistance Director.**

**Amber Swett – Seconds the motion.**

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

**Jessica Picard – Motions to appoint Thomas Holland and Debbie Higgins as Animal Control Officer.**

**Amber Swett – Seconds the motion.**

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

**Jessica Picard – Motions to appoint Mathiew Duross as EMA director.**

**Thomas Hatch – Seconds the motion.**

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

**Jessica Picard – Motions to appoint Lindsay Gagne as MMA Online University Administrator**

**Amber Swett – Seconds the motion.**

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

**Jessica Picard – Motions to appoint Lindsay Gagne as Freedom of Access Officer.**

**Amber Swett – Seconds the motion.**

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

**Jessica Picard – Motions to appoint Amber Swett as Eco Maine Representative.**

**Thomas Hatch – Seconds the motion.**

**Motion passes: 4-0-1 (Ralph Blackington, Thomas Hatch, Jessica Picard, Victoria Gavel in favor; Amber Swett Abstains).**

**Jessica Picard – Motions to appoint Randall Murray as Transfer Station Manager.**

**Amber Swett – Seconds the motion.**

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

**b. [State Closure for July 3<sup>rd</sup>. Review decision to close or open Town Hall](#)**

**Thomas Hatch** – States after the board voted to keep the Town Hall open at the last meeting, Governor Mills sent out notice that all state agencies will be closing for July third. This may cause an issue if someone came to the Town Hall and we needed to contact the State for assistance, they would be unable to do so. The employees were agreeable to using their PTO and taking the day off. The Board could continue with their meeting as scheduled on the July 3<sup>rd</sup>.

**Amber Swett – Motions to close the Town Hall for July 3<sup>rd</sup>, 2023.**

**Thomas Hatch – Seconds the motion.**

**Motion passes: 4-1-0 (Ralph Blackington, Thomas Hatch, Jessica Picard, Amber Swett in favor; Victoria Gavel opposed)**

**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** – States he will be circulating a petition to call for Special Town Meeting to challenge the decision on the part of the board to combine the Town Manager and the Town Clerk positions as was contrary to the sentiment that was expressed at the Town Meeting earlier this month.

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**Faith Richards** – States she is upset the board has not been able to find a position for the former Town Clerk.

**Michelle Felicitti** – Thanks the board for what they have kept private to save someone’s reputation and being courteous to the former Town Clerk.

**ADJOURN**

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

\_\_\_\_\_  
Ralph “Ralph” Blackington

\_\_\_\_\_  
Amber Swett

\_\_\_\_\_  
Thomas Hatch

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

\_\_\_\_\_  
Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 3 pages are the original minutes of the Select Board Meeting dated June 30<sup>th</sup>, 2023

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

# ITEM #3: (b.) Minutes

Town of Lyman  
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*These are summary minutes in nature only and a full video recording of the proceeding is available to view on our YouTube channel at <https://www.youtube.com/@LymanTownHall/streams> or visit our website: <https://lyman-me.gov/committees/board-of-selectmen/agenda-and-minutes/>*

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

**Selectboard members absent:** None

## ITEM #1

### SPECIAL OFFERS/ PRESENTATIONS

#### a. Select Board approval for FY2024 Salaries

**Jeanette Lemay** – Explains the different salaries are composed from the Board during review of FY2024 budgets. The board will need to determine the amount in which she will disperse payments from.

**Thomas Hatch** – States the HR study provided the minimum range, median range, and maximum range that the board reviewed.

**Victoria Gavel** – Verifies with Jeanette there is money in this budget to allow for raises for the Transfer Station employees with some money leftover in the salary budget.

**Amber Swett** – Verifies with Jeanette these figures include step raises for employees.

**Thomas Hatch** – **Motions to accept the FY2024 salaries as indicated in the Treasurers report of \$658,342.22 including benefits of \$266,327.**

**Victoria Gavel** – **Seconds the motion. Motion passes: 5-0-0**

## ITEM #2

### HEARING OF DELEGATIONS / PUBLIC INPUT

#### a. Peggy Macdonald – Discussion regarding complaint

**Peggy Macdonald** – Reads a statement she’s prepared. A copy of the statement is in the agenda packet.

#### b. David Alves – Discussion regarding complaint

**David Alves** – Reads a statement he’s prepared. A copy of the statement is in the agenda packet.

**Victoria Gavel** – **Motions to include the two statements into the meeting minutes.**

**Jessica Picard** – **Seconds the motion. Motion passes: 4-0-1 (Victoria Gavel, Thomas Hatch, Jessica Picard, Ralph Blackington in favor; Amber Swett abstains).**

#### c. 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** – States the Planning Board received MMA email notification regarding a reimbursement program of up to \$5,000 for Towns to use towards legal fees, staff time and costs associated with notices and meetings regarding LD 2003. He recommends all boards addressing LD2003 to document the time eligible for reimbursement. LD 1706 was signed into law which pushes the deadline for compliance with LD2003 to July, 2024. The Planning Board is suggesting to the Select Board to consider use of an emergency ordinance should the Planning Board come across conflicts that need to be addressed. He is also suggesting the Board re-establish a hiring committee. The agenda tonight addresses the land study of Town owned land, and he suggests considering consultation with Habitat for any potential of building a new building on a buildable lot. He recommends to the Board to reinstate two of the former Planning Board members whose terms have ended and consider the remaining vacancy in the order that which applications were received.

#### d. Mail • Community Library •The Pines HOA •R. Hooper •York County Sheriffs Bulletin

Mail is reviewed in the Agenda Packet.

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e. [Complaints](#) - none

**ITEM #3**

**MINUTES**

a. [Review / Approve meeting minutes 6/5/2023.](#)

**Thomas Hatch** – States for clarification there was a statement made in public comment that the Board shut down a snowmobile trail and this is inaccurate as the landowner chose to close the trail.

**Jessica Picard** – **Motions to approve the minutes with the correction of removing Amber Swett and Victoria Gavel from the signature list on the last page.**

**Thomas Hatch** – **Seconds the motion. Motion passes: 3-0-2 (Thomas Hatch, Jessica Picard, Ralph Blackington in favor; Amber Swett, Victoria Gavel abstain).**

b. [Review / Approve meeting minutes 6/20/2023.](#)

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

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

**ITEM #4**

**SIGN WARRANTS**

a. [Payroll Warrant #54 in the amount of \\$23,431.12](#)

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

b. [Accounts Payable Warrant #55 \(FY2023\) in the amount of \\$65,785.31](#)

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

c. [Accounts Payable Warrant #56 \(FY2024\) in the amount of \\$721,706.09](#)

**Jessica Picard** – **Motions to approve. Victoria Gavel seconds. Motion passes: 5-0-0**

**Jessica Picard** – **For discussion adds \$466,437.06 is for RSU #57**

**ITEM #5**

**UNFINISHED BUSINESS**

a. [Tax Acquired Properties, prior discussions to formulate a plan/ next steps](#)

**Lindsay Gagne** – Explains prior discussions was the board would develop a plan based on a land study. There is summarized a list of the properties and a summary of a Brokers Price Opinion. David Alves and Peggy Macdonald worked together on this to bring forward some data and consideration into how some of these parcels could be utilized for future use for the Town.

**David Alves** – States he was the former liaison for this project and would suggest to the board to consider leaving him on as a liaison with the latitude to work with Peggy Macdonald to help the board bring this land study to completion.

**Victoria Gavel** – States she would consider this suggestion and table discussion to the next agenda to allow some time to absorb the information.

**Amber Swett** – States there may be information pertaining to new legislation requiring Towns to reimburse profits to the former owner of record; the board should consider this information.

**Victoria Gavel** – **Motions to table the item. Jessica Picard seconds. Motion passes: 5-0-0**

b. [Franchise Agreement – Review Draft Ordinance. Schedule Public Hearing. – Discussion from last meeting, item tabled.](#)

**Jessica Picard** – States for review, there were prior discussions and questions regarding how the fee is imposed on the billing statement, as well as the ordinance process.

**Victoria Gavel** – Asks what the franchise fee would offset if the Town would collect a fee and asks how the board feels where they are at with this.

**Amber Swett** – Suggests getting a sample billing statement that may be useful for when the board is presenting this information in a public hearing.

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**Ralph Blackington** – States the board has come a long way with this and he is okay with where the board is at with it. There's been a lot of consultation with Tony Vigue and comparison with other towns.

**Jessica Picard** – States she would be okay with tabling this to allow Amber and Victoria time to review and get up to speed with this information.

**Jessica Picard** – **Motions to table the item to next meeting.**

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

- c. [RFPs for ARPA funded projects. Bunganut Ball Field, Transfer Station, Kennebunk Pond – Discussion, next steps, updates, if any. \(Workshop scheduled July 6<sup>th</sup>\)](#)

**Ralph Blackington** – States a workshop is scheduled, the board will review more info on this at the workshop.

- d. [RFPs for Architect Engineer/ Town Hall Expansion – Review updates, tabled from last meeting.](#)

**Lindsay Gagne** – Explains the bidders have confirmed their prices are to the scope of work on the RFP. Where one bidder had left blank line items, after reaching out to them, they confirmed they can complete the scope of work and provided dollar amounts on the line items. There was no cost change to their proposal.

**Victoria Gavel** – States the bid submitted has an expiration date of 60 days.

**David Alves** – States Architects and Engineers produce most their work using software technologies and often have a stabler cost.

**Thomas Hatch** – **Motions to accept the proposal from Custom Concepts Inc pending they hold their price on the bid proposal.**

**Victoria Gavel** – **Seconds the motion.**

**Jessica Picard** – **Asks if there is a budget for these costs.**

**Lindsay Gagne** – **Explains there is capital improvement and potentially some funds in the Town Hall Expansion line.**

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

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

**Lindsay Gagne** – States the CEO recommended this go to the Planning Board for further review of land use regulations. We can send a letter notifying Mr. Corbet.

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. [Road Commissioner](#) – None  
b. [Fire Chief](#) – None  
c. [CEO](#) – None  
d. [Tax Clerk](#) – None  
e. [Treasurer – Expense Report](#) – Report reviewed in Agenda Packet  
f. [Town Hall Expansion Committee](#) – None  
g. [Other](#) -

**ITEM #7**

**NEW BUSINESS**

- a. [Review / Approve order for Special Town Meeting September 11, 2023](#)

**Jessica Picard** – **Motions to approve the order to hold a Special Town Meeting on September 11, 2023.**

**Victoria Gavel** – **Seconds the motion. Motion passes: 5-0-0**

Town of Lyman  
Select Board Meeting Minutes  
Friday June 30th, 2023 – Lyman Town Hall

- b. **Committee Application Received – Planning Board (4 applications), Tabled from last meeting.**  
**Lindsay Gagne** – States there are two regular board member vacancies and one alternate board member vacancy.  
**Victoria Gavel** – States volunteers give their time, and this should be respected and considered.  
**Thomas Hatch** – States qualifying factors should also be considered.  
**Jessica Picard** – States there were two applicants being reviewed last year for re-appointment and the board at that time discussed consideration would be taken on the basis there were no written documentation or complaints against that applicant.  
**Thomas Hatch** – States he would like to consider turnover of members so as volunteers retire from their positions there is effective change over.  
**Brenda Charland** – States the Planning Board works diligently to make important decisions. She would suggest appointments to boards such as these could be vetted in a similar manner as employees considering the effect a Planning Board can have on a Town.  
**Joe Wagner** – States the Planning board used to interview applicants for the board and make recommendations to the Select Board. The advantage of having alternates is over time that person can learn the process and procedure.  
**David Alves** – States turnover will inevitably happen on any board and bringing in new volunteers allows new people to learn the process. He would suggest the board consider the qualifications of an application.  
**Victoria Gavel** – **Motions to appoint Kevin Veilueux as a regular planning board member.**  
**Thomas Hatch** – **Seconds the motion. Motion passes: 5-0-0**  
**Thomas Hatch** – **Motions to appoint Kelly Demers as a regular planning board member.**  
**Amber Swett** – **Seconds the motion. Motion passes: 5-0-0**  
**Amber Swett** – **Motions to appoint Cecile Dupuis as an alternate planning board member.**  
**Victoria Gavel** – **Seconds the motion. Motion passes: 4-1-0 (Ralph Blackington, Jessica Picard, Victoria Gavel, Amber Swett in favor; Thomas Hatch opposed.)**
- c. **Committee Application Received – Comprehensive Plan (2 applicants)**  
**Lindsay Gagne** – Explains one applicant for the Comprehensive Plan Committee withdrew their application leaving only one applicant. We have not received any other applicants at this time. The Ordinance Review Committee was established as a 7-member committee. There are currently no vacancies, but we do keep applications on file should a vacancy occur.  
**Jessica Picard** – **Motions to table items c and d.**  
**Thomas Hatch** – **Seconds the motion. Motion passes: 5-0-0**
- d. **Committee Application Received – Ordinance Review Committee (2 applicants)**  
Item tabled till next meeting agenda.
- e. **Committee Application Received – Cemetery Committee (1 Applicant)**  
**Jessica Picard** -**Motions to appoint Sarah Hyland 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, tabled from last meeting for further review.**  
**Ralph Blackington** – States he’s contacted the other leagues and verified the field use will not conflict with each other. The YMCA however does use the field during the day and that may conflict which this applicant will need to be made aware of.  
**Thomas Hatch** – **Motions to approve the field use form for S.M.A.S.H**  
**Victoria Gavel** – **Seconds the motion. Motion passes: 5-0-0**
- g. **MDOT Rt 202 expansion project: Review agreement/offer for portion of parcel Map:09 Lot#: 21B.**  
**Lindsay Gagne** – Explains MDOT has assessed the portion of property they’re taking and given an offer to the Town.

Town of Lyman  
Select Board Meeting Minutes  
Friday June 30th, 2023 – Lyman Town Hall

- Thomas Hatch – Motions to accept MDOT’s proposal. Amber Swett seconds. Motion passes: 5-0-0**
- h. [MS Bike Event, Request approval for annual cycling event.](#)  
**Thomas Hatch – Motions to approve. Jessica Picard seconds. Motion passes: 5-0-0**
  - i. [Review / Approve Policy on Treasurer’s Disbursement.](#)  
**Amber Swett – Motions to approve the policy on the Treasurers Disbursement.**  
**Thomas Hatch – Seconds the motion. Motion passes: 5-0-0**

**OTHER**

**Amber Swett** – States she would like to offer her time to sit at the Transfer Station and solicit and disseminate information in efforts to attract volunteers on committees and our email subscription list provided the rest of the board feels okay with this. She won’t be approaching any residents but will have information should anyone want to approach her with any interest.

**Victoria Gavel** – Reads Shirley Harrison’s resignation as Registrar of Voters into the meeting.

**Ralph Blackington** – Reads into the meeting John Tibbetts’ resignation as Budget Committee member, his withdrawal of applications for comprehensive plan committee and ordinance review committee and his request to remove the complaints about him from the Town web page.

**ADJOURN**

**Victoria Gavel – Motions to adjourn. Jessica Picard seconds. Motions passes: 5-0-0**

\_\_\_\_\_  
Rusty “Ralph” Blackington

\_\_\_\_\_  
Amber Swett

\_\_\_\_\_  
Thomas Hatch

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

\_\_\_\_\_  
Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 5 pages are the original minutes of the Select Board Meeting dated July 3<sup>rd</sup>, 2023

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

**ITEM #4: (a.) Payroll Warrant**

Check	D / D	Check	Amount	Date	Employee
<b>Employee Checks</b>					
1	1,481.99	0.00	1,481.99	07/12/23	79 SUSAN J BELLEROSE
2	194.35	0.00	194.35	07/12/23	077 PAUL A BOUCHER
3	196.71	0.00	196.71	07/12/23	032 DANA A CARTER
4	1,896.08	0.00	1,896.08	07/12/23	029 BRENDA D CHARLAND
5	1,094.35	0.00	1,094.35	07/12/23	025 THOMAS M CROTEAU
6	213.47	0.00	213.47	07/12/23	100 KELLY J DEMERS
7	641.28	0.00	641.28	07/12/23	12 MARCEL DESROSIERS
8	245.33	0.00	245.33	07/12/23	043 CECILE M DUPUIS
9	15.93	0.00	15.93	07/12/23	048 BRUCE A FEARON
10	3,026.41	0.00	3,026.41	07/12/23	028 LINDSAY GAGNE
11	1,812.46	0.00	1,812.46	07/12/23	016 LAURIE L GONSKA
12	106.56	0.00	106.56	07/12/23	05 SHIRLEY A HARRISON
13	277.19	0.00	277.19	07/12/23	74 DONALD M HERNON
14	256.42	0.00	256.42	07/12/23	007 THOMAS M HOLLAND
15	1,487.96	0.00	1,487.96	07/12/23	015 JEANETTE E LEMAY
16	699.93	0.00	699.93	07/12/23	036 JULIE LEMIEUX
17	1,006.88	0.00	1,006.88	07/12/23	041 RANDALL L MURRAY
18	15.93	0.00	15.93	07/12/23	042 RUSSELL K OUTHUSE
19	293.82	0.00	293.82	07/12/23	19 BRIAN D. RACICOT
20	480.74	0.00	480.74	07/12/23	002 DAVID W RILEY
21	89.56	0.00	89.56	07/12/23	020 DAVID H SANTORA
22	229.40	0.00	229.40	07/12/23	010 WILLIAM P SINGLE
23	15.93	0.00	15.93	07/12/23	33 BETRAM J SOBANIK
24	252.85	0.00	252.85	07/12/23	81 RODERICK TETU
25	338.87	0.00	338.87	07/12/23	40 RAYMOND J VALLIERE
26	245.33	0.00	245.33	07/12/23	46 JOSEPH A WAGNER
<b>Total</b>	<b>16,615.73</b>	<b>0.00</b>	<b>16,615.73</b>		
<b>Direct Deposit Checks</b>					
27	0.00	16,615.73	16,615.73	07/12/23	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>16,615.73</b>	<b>16,615.73</b>		
<b>Trust &amp; Agency Checks</b>					
28	0.00	6,016.79	6,016.79	07/12/23	T & A 1 I.R.S.
29	0.00	828.95	828.95	07/12/23	T & A 3 ICMA
30	0.00	1,048.83	1,048.83	07/12/23	T & A 2 MAINE REVENUE SERVICES
31	0.00	1,172.66	1,172.66	07/12/23	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>9,067.23</b>	<b>9,067.23</b>		



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Check	D / D	Check	Amount	Date	Employee
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**Summary**

Checks:	Regular	0.00	26
	D / D	16,615.73	1
	Employee	16,615.73	
	T & A	9,067.23	4
	Voided		0
	<b>Total</b>	<b>25,682.96</b>	<b>31</b>

WARRANT: 1

Check	D / D	Check	Employee	Gross Pay
1	1,481.99	0.00	79 SUSAN J BELLEROSE	2,106.75
2	194.35	0.00	077 PAUL A BOUCHER	210.45
3	196.71	0.00	032 DANA A CARTER	213.01
4	1,896.08	0.00	029 BRENDA D CHARLAND	2,775.14
5	1,094.35	0.00	025 THOMAS M CROTEAU	1,458.00
6	213.47	0.00	100 KELLY J DEMERS	231.15
7	641.28	0.00	12 MARCEL DESROSIERS	783.43
8	245.33	0.00	043 CECILE M DUPUIS	265.65
9	15.93	0.00	048 BRUCE A FEARON	17.25
10	3,026.41	0.00	028 LINDSAY GAGNE	4,483.17
11	1,812.46	0.00	016 LAURIE L GONSKA	2,913.46
12	106.56	0.00	05 SHIRLEY A HARRISON	115.38
13	277.19	0.00	74 DONALD M HERNON	300.15
14	256.42	0.00	007 THOMAS M HOLLAND	286.85
15	1,487.96	0.00	015 JEANETTE E LEMAY	2,405.15
16	699.93	0.00	036 JULIE LEMIEUX	939.75
17	1,006.88	0.00	041 RANDALL L MURRAY	1,519.00
18	15.93	0.00	042 RUSSELL K OUTHUSE	17.25
19	293.82	0.00	19 BRIAN D. RACICOT	373.72
20	480.74	0.00	002 DAVID W RILEY	520.57
21	89.56	0.00	020 DAVID H SANTORA	96.98
22	229.40	0.00	010 WILLIAM P SINGLE	248.40
23	15.93	0.00	33 BETRAM J SOBANIK	17.25
24	252.85	0.00	81 RODERICK TETU	273.80
25	338.87	0.00	40 RAYMOND J VALLIERE	366.94
26	245.33	0.00	46 JOSEPH A WAGNER	265.65
27	0.00	16,615.73	D / D 1 BIDDEFORD SAVINGS BANK	
28	0.00	6,016.79	T & A 1 I.R.S.	
29	0.00	828.95	T & A 3 ICMA	
30	0.00	1,048.83	T & A 2 MAINE REVENUE SERVICES	
31	0.00	1,172.66	T & A 9 MPERS	

WARRANT: 1

Check	D / D	Check	Employee	Gross Pay
<b>Total</b>	<b>16,615.73</b>	<b>25,682.96</b>		<b>23,204.30</b>

<b>Put into A/P</b>	<b>9,491.98</b>
<b>Taken out of A/P</b>	<b>(9,067.23)</b>
<b>Total Payroll</b>	<b>26,107.71</b>

<b>Count</b>	
Checks	31

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

RALPH BLACKINGTON  
THOMAS HATCH  
JESSICA PICARD  
VICTORIA GAVEL  
AMBER SWETT

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FY 2023

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00218 AMAZON CAPITAL SERVICES</b>						
0765	9887	06	TONER		1CPT-WKCT-HJV1	
TONER			E 110-11-60-610		153.88	0.00
			SUPPLIES / SUPPLIES			
<b>Vendor Total-</b>					<b>153.88</b>	
<b>00170 BRENDA CHARLAND</b>						
0765	9888	06	MILEAGE		4/3-6/30	
MILEAGE			E 110-11-90-910		767.19	0.00
			OTHER / MILEAGE/TRAV			
<b>Vendor Total-</b>					<b>767.19</b>	
<b>00335 C.I.A. SALVAGE INC</b>						
0765	9889	06	HAULING		4038	
MSW HAULING			E 150-31-35-355		2,100.00	0.00
			CTRCT SVS WA / PROF SVS HAU			
WOOD/BULKY HAULING			E 150-31-35-356		1,400.00	0.00
			CTRCT SVS WA / PROF SVS HW			
RECYCLE HAULING			E 150-31-35-357		525.00	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		525.00	0.00
			CTRCT SVS WA / PROF SVS MET			
<b>Vendor Total-</b>					<b>4,750.00</b>	
<b>00095 CARDMEMBER SERVICE</b>						
0765	9890	06	PPG TRANSFER ST		1288	
PPG TRANSFER ST			E 150-31-60-690		215.11	215.11
			SUPPLIES / PPG			
<b>Invoice Total-</b>					<b>215.11</b>	
0765	99999	06	TRAINING		062123	
TRAINING			E 102-11-20-280		324.00	0.00
			BENEFITS / TRAINING			
<b>Invoice Total-</b>					<b>324.00</b>	
0765	99999	06	STAMPS		062023	
STAMPS			E 110-11-60-650		19.99	0.00
			SUPPLIES / POSTAGE			
<b>Invoice Total-</b>					<b>19.99</b>	
<b>Vendor Total-</b>					<b>559.10</b>	
<b>00091 CENTRAL MAINE POWER, INC.</b>						
0765	9999	06	ELECTRICITY		4010000026191	
3501-2118-408			E 147-22-50-560		121.04	0.00
			UTILITIES / ELECTRICITY			
3501-1893-878			E 147-22-50-560		68.04	0.00
			UTILITIES / ELECTRICITY			
3501-2918-062			E 147-22-50-560		20.36	0.00
			UTILITIES / ELECTRICITY			
3501-6854-669			E 147-31-50-560		241.74	0.00
			UTILITIES / ELECTRICITY			
3501-2614-331			E 147-51-50-560		312.93	0.00
			UTILITIES / ELECTRICITY			
3501-6858-561			E 147-21-50-560		20.16	0.00
			UTILITIES / ELECTRICITY			

Warrant 57

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
3501-2989-030			E 147-11-50-560		539.65	0.00
			UTILITIES / ELECTRICITY			
3001-3752-495			E 147-21-50-560		49.70	0.00
			UTILITIES / ELECTRICITY			
<b>Vendor Total-</b>					<b>1,373.62</b>	
<b>00090 DOWNEAST FLOWERS</b>						
0765	9891	06	ARRANGEMENT	183895		
ARRANGEMENT			E 110-11-60-610		87.90	87.90
			SUPPLIES / SUPPLIES			
<b>Vendor Total-</b>					<b>87.90</b>	
<b>00500 ECOMAINE</b>						
0765	9892	06	TIPPING	063023		
LYMAN01 MSW			E 150-31-35-350		10,897.09	0.00
			CTRCT SVS WA / PROF SVS TIP			
<b>Invoice Total-</b>					<b>10,897.09</b>	
0765	9892	06	TIPPING	063023		
BULLYMAN01 OBW-WOOD			E 150-31-35-351		2,360.75	0.00
			CTRCT SVS WA / PROF SVS TW			
<b>Invoice Total-</b>					<b>2,360.75</b>	
0765	9892	06	TIPPING	063023		
RECYCLE			E 150-31-35-352		617.75	0.00
			CTRCT SVS WA / PROF SVS REC			
<b>Invoice Total-</b>					<b>617.75</b>	
<b>Vendor Total-</b>					<b>13,875.59</b>	
<b>00006 ELM STREET VAULT INC</b>						
0765	9893	06	CULVERTS	38519		
CULVERTS			E 131-51-40-483		390.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
<b>Invoice Total-</b>					<b>390.00</b>	
0765	9893	06	CULVERTS	38683		
CULVERTS			E 131-51-40-482		4,621.00	4,621.00
			REPAIRS & MA / RDS/RESURFA			
<b>Invoice Total-</b>					<b>4,621.00</b>	
<b>Vendor Total-</b>					<b>5,011.00</b>	
<b>00147 GONETSPEED</b>						
0765	9894	06	13668 PHONE	063023		
13668 PHONE			E 150-31-50-580		52.45	0.00
			UTILITIES / COMM			
<b>Vendor Total-</b>					<b>52.45</b>	
<b>00070 IVS LLC</b>						
0765	9895	06	06/13/23	ME061323-15		
06/13/23			E 110-13-39-399		100.00	0.00
			CONT SVS OTH / OTHER			
<b>Vendor Total-</b>					<b>100.00</b>	
<b>00009 J A SIMPSON INC</b>						
0765	9896	06	MULCH	35233		
MULCH			E 141-21-40-410		700.00	0.00
			REPAIRS & MA / BLDGS & GROU			

**A / P Warrant**

Warrant 57

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				<b>Vendor Total-</b>	<b>700.00</b>	
<b>00265 JOE GOFF</b>						
0765	9883	06	OLD N. BERWICK RD	062823		
OLD N. BERWICK RD			E 181-15-37-399		2,800.00	0.00
			CONT OUT / CONT SVS OTH			
				<b>Vendor Total-</b>	<b>2,800.00</b>	
<b>00131 LAURIE GONSKA</b>						
0765	9897	06	MILEAGE	JUNE 23		
MILEAGE			E 110-11-90-910		25.55	0.00
			OTHER / MILEAGE/TRAV			
				<b>Vendor Total-</b>	<b>25.55</b>	
<b>00243 MAINE RESOURCE RECOVERY ASSOC.</b>						
0765	9898	06	FREON	187081		
FREON			E 150-31-35-310		595.00	0.00
			CTRCT SVS WA / PROF SVS			
				<b>Vendor Total-</b>	<b>595.00</b>	
<b>00622 MAINETODAY MEDIA</b>						
0765	9899	06	PB AD	476296		
PB AD			E 110-11-80-810		70.40	70.40
			ADVER, PRINT / ADVERTISE			
				<b>Vendor Total-</b>	<b>70.40</b>	
<b>00828 POIRIER GUIDE LINES</b>						
0765	9900	06	STRIPING	23017		
STRIPING			E 131-51-40-483		6,584.71	0.00
			REPAIRS & MA / RDS/REPAIRS			
				<b>Vendor Total-</b>	<b>6,584.71</b>	
<b>00502 REGISTRY OF DEEDS</b>						
0765	9901	06	JUNE TRANSFERS	23255343		
DISCHARGES			E 110-11-39-399		36.50	0.00
			CONT SVS OTH / OTHER			
				<b>Vendor Total-</b>	<b>36.50</b>	
<b>00976 SUSAN BELLEROSE</b>						
0765	9902	06	MILEAGE	061523		
MILEAGE			E 110-11-90-910		9.83	0.00
			OTHER / MILEAGE/TRAV			
				<b>Vendor Total-</b>	<b>9.83</b>	
<b>00062 THOMAS HOLLAND</b>						
0765	9903	06	MILEAGE	5/27-6/20		
MILEAGE			E 125-72-90-910		87.77	0.00
			OTHER / MILEAGE/TRAV			
				<b>Invoice Total-</b>	<b>87.77</b>	
0765	9903	06	MILEAGE	5/16-5/30		
MILEAGE			E 125-72-90-910		79.91	0.00
			OTHER / MILEAGE/TRAV			
				<b>Invoice Total-</b>	<b>79.91</b>	
				<b>Vendor Total-</b>	<b>167.68</b>	
<b>00475 TREASURER, STATE OF MAINE</b>						

A / P Warrant

Warrant 57

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0765	9904	06	DEP SURCHARGE	6095-6132		*** SEPARATE ***
DEP SURCHARGE			G 1-220-00		120.00	0.00
			ST PLUMB FEE			
			<b>Invoice Total-</b>		<b>120.00</b>	
0765	9905	06	DEP SURCHARGE	6095-6132		*** SEPARATE ***
DEP SURCHARGE			G 1-220-00		978.75	0.00
			ST PLUMB FEE			
			<b>Invoice Total-</b>		<b>978.75</b>	
			<b>Vendor Total-</b>		<b>1,098.75</b>	
<b>00643 TREASURER, STATE OF MAINE</b>						
0765	9884	06	DOGS	JUNE		
DOGS			G 1-256-00		68.00	0.00
			DOG LIC			
			<b>Vendor Total-</b>		<b>68.00</b>	
<b>00647 TREASURER, STATE OF MAINE</b>						
0765	9885	06	FISH	JUNE		
FISH			G 1-251-00		17,336.16	0.00
			INLAND FISH			
			<b>Vendor Total-</b>		<b>17,336.16</b>	
<b>00140 WEX BANK</b>						
0765	88889	06	0496-00-621844-0	90181406		
0496-00-621844-0			E 150-31-40-450		9.72	0.00
			REPAIRS & MA / EQUIPMENT			
			<b>Vendor Total-</b>		<b>9.72</b>	
<b>00675 WHITE SIGN, INC.</b>						
0765	9906	06	ROBIN LN	127274		
WLYM153570			E 148-51-60-670		45.68	0.00
			SUPPLIES / SIGNS			
			<b>Vendor Total-</b>		<b>45.68</b>	
			<b>Prepaid Total-</b>		<b>21,931.49</b>	
			<b>Current Total-</b>		<b>34,347.22</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>56,278.71</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  
RALPH BLACKINGTON  
THOMAS HATCH  
JESSICA PICARD  
VICTORIA GAVEL  
AMBER SWETT

**A / P Check Register**  
Bank: BIDDEFORD SAVINGS

Type	Check	Amount	Date	Wrnt	Payee
P	9883	2,800.00	07/10/23	57	0265 JOE GOFF
P	9884	68.00	07/11/23	57	0643 TREASURER, STATE OF MAINE
P	9885	17,336.16	07/11/23	57	0647 TREASURER, STATE OF MAINE
R	9887	153.88	07/17/23	57	0218 AMAZON CAPITAL SERVICES
R	9888	767.19	07/17/23	57	0170 BRENDA CHARLAND
R	9889	4,750.00	07/17/23	57	0335 C.I.A. SALVAGE INC
R	9890	215.11	07/17/23	57	0095 CARDMEMBER SERVICE
R	9891	87.90	07/17/23	57	0090 DOWNEAST FLOWERS
R	9892	13,875.59	07/17/23	57	0500 ECOMAINE
R	9893	5,011.00	07/17/23	57	0006 ELM STREET VAULT INC
R	9894	52.45	07/17/23	57	0147 GONETSPEED
R	9895	100.00	07/17/23	57	0070 IVS LLC
R	9896	700.00	07/17/23	57	0009 J A SIMPSON INC
R	9897	25.55	07/17/23	57	0131 LAURIE GONSKA
R	9898	595.00	07/17/23	57	0243 MAINE RESOURCE RECOVERY ASSOC.
R	9899	70.40	07/17/23	57	0622 MAINETODAY MEDIA
R	9900	6,584.71	07/17/23	57	0828 POIRIER GUIDE LINES
R	9901	36.50	07/17/23	57	0502 REGISTRY OF DEEDS
R	9902	9.83	07/17/23	57	0976 SUSAN BELLEROSE
R	9903	167.68	07/17/23	57	0062 THOMAS HOLLAND
R	9904	120.00	07/17/23	57	0475 TREASURER, STATE OF MAINE
R	9905	978.75	07/17/23	57	0475 TREASURER, STATE OF MAINE
R	9906	45.68	07/17/23	57	0675 WHITE SIGN, INC.
P	9999	1,373.62	07/17/23	57	0091 CENTRAL MAINE POWER, INC.
P	88889	9.72	07/17/23	57	0140 WEX BANK
P	99999	324.00	07/17/23	57	0095 CARDMEMBER SERVICE
P	99999	19.99	07/17/23	57	0095 CARDMEMBER SERVICE
<b>Total</b>		<b>56,278.71</b>			

<b>Count</b>	
Checks	27
Voids	0



# ITEM #4: (c.) AP Warrant FY2024

Lyman  
9:00 AM

A / P Warrant

FH 2024

07/13/2023  
Page 1

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00218 AMAZON CAPITAL SERVICES</b>						
0003	9907	07	SUPPLIES		1VN1-FKYW-Q7L6	
SUPPLIES			E 161-21-90-940		136.51	0.00
			OTHER / REC PROGRAMS			
			<b>Invoice Total-</b>		<b>136.51</b>	
0003	9907	07	SUPPLIES		1M7N-P9NP-XFQC	
SUPPLIES			E 110-11-60-610		69.64	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>69.64</b>	
0003	9907	07	SUPPLIES		1FM4-YX3R-XRPP	
SUPPLIES			E 110-11-60-610		22.28	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>22.28</b>	
			<b>Vendor Total-</b>		<b>228.43</b>	
<b>00022 BEAN DATA</b>						
0003	9908	07	SERVICES		FY 2023	
HOURLY SVS			E 181-11-33-310		28,800.00	0.00
			CONT PROF / PROF SERV			
			<b>Vendor Total-</b>		<b>28,800.00</b>	
<b>00972 BIDDEFORD POLICE DEPARTMENT</b>						
0003	9909	07	PSAP FY 24			
PSAP			E 185-99-37-399		40,725.00	0.00
			CONT OUT / CONT SVS OTH			
			<b>Vendor Total-</b>		<b>40,725.00</b>	
<b>00095 CARDMEMBER SERVICE</b>						
0003	99999	07	ZOOM		209964353	
ZOOM			E 110-11-32-310		15.99	0.00
			CTRCT SVS EQ / PROF SVS			
			<b>Invoice Total-</b>		<b>15.99</b>	
0003	99999	07	LIEN		67728448	
LIEN			E 110-11-39-399		20.00	0.00
			CONT SVS OTH / OTHER			
			<b>Invoice Total-</b>		<b>20.00</b>	
0003	99999	07	REFRIGERATOR		34992772	
REFRIGERATOR			E 723-86-90-999		728.97	0.00
			TRANSF / RESERVES - OTHER / MISC			
			<b>Invoice Total-</b>		<b>728.97</b>	
0003	99999	07	MICROSOFT		E060006EA3	
MICROSOFT			E 110-11-32-310		22.00	0.00
			CTRCT SVS EQ / PROF SVS			
			<b>Invoice Total-</b>		<b>22.00</b>	
0003	99999	07	MICROSOFT		E0600006FH9	
MICROSOFT			E 110-11-32-310		7.20	0.00
			CTRCT SVS EQ / PROF SVS			
			<b>Invoice Total-</b>		<b>7.20</b>	
0003	99999	07	MICROSOFT		E0600006BZ8	
MICROSOFT			E 110-11-32-310		462.00	0.00
			CTRCT SVS EQ / PROF SVS			
			<b>Invoice Total-</b>		<b>462.00</b>	

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				<b>Vendor Total-</b>	<b>1,256.16</b>	
<b>00994 CINTAS CORPORATION- # 758</b>						
0003	9910	07	13117643		4161226525	
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>00133 DAVID W. RILEY</b>						
0003	9911	07	SERVICES		2021-0603	
TOWN HALL TRASH			E 145-11-31-330		30.00	0.00
			CTRCT SVS BL / WASTE SVS			
				<b>Invoice Total-</b>	<b>30.00</b>	
0003	9911	07	SERVICES		2021-0605	
FUELING			E 150-31-40-450		40.00	0.00
			REPAIRS & MA / EQUIPMENT			
				<b>Invoice Total-</b>	<b>40.00</b>	
0003	9911	07	SERVICES		2021-0606	
P&R REPAIRS/MAINT			E 145-22-31-330		450.00	0.00
			CTRCT SVS BL / WASTE SVS			
				<b>Invoice Total-</b>	<b>450.00</b>	
0003	9911	07	SERVICES		2021-0604	
P&R TRASH REMOVAL			E 145-21-31-330		125.00	0.00
			CTRCT SVS BL / WASTE SVS			
				<b>Invoice Total-</b>	<b>125.00</b>	
				<b>Vendor Total-</b>	<b>645.00</b>	
<b>00248 DAYTON SNOW FIGHTERS INC.</b>						
0003	9912	07	PLOWING CONTRACT FY 2024		BALDUEJUL	
PLOWING CONTRACT FY 2024			E 143-51-31-360		3,681.82	0.00
			CTRCT SVS BL / PLOW & SAND			
				<b>Vendor Total-</b>	<b>3,681.82</b>	
<b>00278 ELIZABETH COMEAU</b>						
0003	9913	07	CONCERT IN THE PARK		1234	
CONCERT IN THE PARK			E 161-21-90-940		500.00	0.00
			OTHER / REC PROGRAMS			
				<b>Vendor Total-</b>	<b>500.00</b>	
<b>00072 GWI</b>						
0003	9914	07	PHONES & INTERNET		072123	
205773			E 110-11-50-580		496.08	0.00
			UTILITIES / COMM			
205773			E 161-22-50-580		29.60	0.00
			UTILITIES / COMM			
				<b>Vendor Total-</b>	<b>525.68</b>	
<b>00279 JACOB MCCURDY</b>						
0003	9915	07	CONCERT IN THE PARK		180	
CONCERT IN THE PARK			E 161-21-90-940		500.00	0.00
			OTHER / REC PROGRAMS			
				<b>Vendor Total-</b>	<b>500.00</b>	
<b>00230 JESSICAS CLEANING SERVICE</b>						
0003	9916	07	CLEANING SERVICES		99198	

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
TH CLEANING SERVICE			E 141-11-31-310		500.00	0.00
			CTRCT SVS BL / PROF SVS			
<b>Vendor Total-</b>					<b>500.00</b>	
<b>00077 LIFEFLIGHT FOUNDATION</b>						
0003	9917	07	FY 2024 DONATION			
FY 2024 DONATION			E 129-75-91-999		1,131.00	0.00
			OTHER SOC SV / OTHER			
<b>Vendor Total-</b>					<b>1,131.00</b>	
<b>00169 LYMAN HISTORICAL SOCIETY</b>						
0003	9918	07	FY 2024			
FY 2024			E 181-99-90-999		5,000.00	0.00
			OTHER / MISC			
<b>Vendor Total-</b>					<b>5,000.00</b>	
<b>00367 M A A O</b>						
0003	9919	07	GONSKA TRAINING			
GONSKA TRAINING			E 102-11-20-280		290.00	0.00
			BENEFITS / TRAINING			
<b>Vendor Total-</b>					<b>290.00</b>	
<b>00992 MAINE MUNICIPAL ASSOCIATION</b>						
0003	9920	07	P31170PC2021	59699		
P31170PC2021			E 117-99-38-325		15,679.00	0.00
			CONT SVS INS / INS PROP & C			
<b>Vendor Total-</b>					<b>15,679.00</b>	
<b>00243 MAINE RESOURCE RECOVERY ASSOC.</b>						
0003	9921	07	ANNUAL MEMBERSHIP	MBR24-062		
ANNUAL MEMBERSHIP			E 150-31-35-310		250.00	0.00
			CTRCT SVS WA / PROF SVS			
<b>Vendor Total-</b>					<b>250.00</b>	
<b>00280 MRS PROPERTY TAX DIVISION</b>						
0003	9922	07	GONSKA TRAINING			
GONSKA TRAINING			E 102-13-20-280		200.00	0.00
			BENEFITS / TRAINING			
<b>Vendor Total-</b>					<b>200.00</b>	
<b>00036 NORTH COAST SERVICES</b>						
0003	9923	07	RECYCLING	42962		
RECYCLING			E 150-31-35-350		135.70	0.00
			CTRCT SVS WA / PROF SVS TIP			
<b>Vendor Total-</b>					<b>135.70</b>	
<b>00569 SECRETARY OF STATE</b>						
0003	9882	07	31170	06/22-06/30		
31170			G 1-250-00		15,489.56	0.00
			MTR VEHICLE			
<b>Invoice Total-</b>					<b>15,489.56</b>	
0003	9886	07	31170	6/30-7/7		
31170			G 1-250-00		8,848.04	0.00
			MTR VEHICLE			
<b>Invoice Total-</b>					<b>8,848.04</b>	

**A / P Warrant**

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
				<b>Vendor Total-</b>	<b>24,337.60</b>
<b>00580 SMPDC</b>					
0003	9924	07	BROOKVIEW	16733	
BROOKVIEW			R 110-099		210.00
	MISC				0.00
				<b>Vendor Total-</b>	<b>210.00</b>
<b>00985 WARRENS OFFICE SUPPLIES</b>					
0003	9925	07	TOWLYM	520219-00	
TOWLYM			E 110-11-60-610		136.71
	SUPPLIES / SUPPLIES				0.00
				<b>Vendor Total-</b>	<b>136.71</b>
				<b>Prepaid Total-</b>	<b>25,593.76</b>
				<b>Current Total-</b>	<b>99,170.34</b>
				<b>EFT Total-</b>	<b>0.00</b>
				<b>Warrant Total-</b>	<b>124,764.10</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  
 RALPH BLACKINGTON  
 THOMAS HATCH  
 JESSICA PICARD  
 VICTORIA GAVEL  
 AMBER SWETT

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**A / P Check Register**  
Bank: BIDDEFORD SAVINGS

Type	Check	Amount	Date	Wrnt	Payee
P	9882	15,489.56	07/06/23	2	0569 SECRETARY OF STATE
P	9886	8,848.04	07/12/23	2	0569 SECRETARY OF STATE
R	9907	228.43	07/17/23	2	0218 AMAZON CAPITAL SERVICES
R	9908	28,800.00	07/17/23	2	0022 BEAN DATA
R	9909	40,725.00	07/17/23	2	0972 BIDDEFORD POLICE DEPARTMENT
R	9910	32.00	07/17/23	2	0994 CINTAS CORPORATION- # 758
R	9911	645.00	07/17/23	2	0133 DAVID W. RILEY
R	9912	3,681.82	07/17/23	2	0248 DAYTON SNOW FIGHTERS INC.
R	9913	500.00	07/17/23	2	0278 ELIZABETH COMEAU
R	9914	525.68	07/17/23	2	0072 GWI
R	9915	500.00	07/17/23	2	0279 JACOB MCCURDY
R	9916	500.00	07/17/23	2	0230 JESSICAS CLEANING SERVICE
R	9917	1,131.00	07/17/23	2	0077 LIFEFLIGHT FOUNDATION
R	9918	5,000.00	07/17/23	2	0169 LYMAN HISTORICAL SOCIETY
R	9919	290.00	07/17/23	2	0367 M A A O
R	9920	15,679.00	07/17/23	2	0992 MAINE MUNICIPAL ASSOCIATION
R	9921	250.00	07/17/23	2	0243 MAINE RESOURCE RECOVERY ASSOC.
R	9922	200.00	07/17/23	2	0280 MRS PROPERTY TAX DIVISION
R	9923	135.70	07/17/23	2	0036 NORTH COAST SERVICES
R	9924	210.00	07/17/23	2	0580 SMPDC
R	9925	136.71	07/17/23	2	0985 WARRENS OFFICE SUPPLIES
P	99999	15.99	07/17/23	2	0095 CARDMEMBER SERVICE
P	99999	20.00	07/17/23	2	0095 CARDMEMBER SERVICE
P	99999	728.97	07/17/23	2	0095 CARDMEMBER SERVICE
P	99999	22.00	07/17/23	2	0095 CARDMEMBER SERVICE
P	99999	7.20	07/17/23	2	0095 CARDMEMBER SERVICE
P	99999	462.00	07/17/23	2	0095 CARDMEMBER SERVICE

**Total 124,764.10**

**Count**

Checks	27
Voids	0

# ITEM #5: (b.) Franchise Agreement, Update from Tony

**From:** [Tony Vigue](#)  
**To:** [Selectmen Board Clerk](#)  
**Cc:** [Bradley Morin](#)  
**Subject:** Re: Franchise Agreement Lyman  
**Date:** Wednesday, July 12, 2023 3:08:05 PM

---

Hi Lindsay,

It's difficult to be accurate because it is based on Charter's Gross Revenue from subscribers *and* advertising revenue.

That being said, in May of last year in response to a similar inquiry, I sent a note to Jeanette Lemay with the following information.

“A nearby town (Buxton) has approximately 1,400 cable subscribers and assesses a 5% franchise fee. When I asked the treasurer recently how much they'd collected in franchise fees in 2021, she looked at her records and reported \$91,000.00.”

In May of 2020, the town of Lyman had 1,056 residential subscribers or about 3/4 of the number in Buxton. We have not asked for a Lyman subscriber count from Charter since then, but if it is still around 1000, your franchise fee revenue would be around \$70, 000 *per year*.

Fewer subscribers would mean a lesser amount of course.

Hope this helps.  
Tony

On Jul 12, 2023, at 2:24 PM, Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)> wrote:

Hi Tony,

We've talked about this in workshops but I couldn't remember specific details. Could you tell me what the approximate amount of franchise fees Lyman could collect and if that amount is over a ten-year period or broken down annually?

Thank you,

*Lindsay Gagne*

**Town Manager / Town  
Clerk  
FOAA officer**

11 So. Waterboro Rd Lyman, ME 04002

<image001.png>  
207-247-0642

<image002.png>  
207-499-7562

<image003.png>

# ITEM #5: (d.) RFP Architect Engineer

## PROPOSAL FORM:

Due: April 3<sup>rd</sup>, 2023 3:00pm EST

To: Town of Lyman  
Select Board  
11 South Waterboro Rd  
Lyman, ME 04002

The undersigned individual/firm/business guarantees this price for sixty days (60) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the Town of Lyman.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature  Company CUSTOM CONCEPTS INC.

Name (print) MICHAEL RICHMAN Telephone # 207-883-0083

Title PRESIDENT Fax # 207-883-0081

Address 383 US ROUTE ONE, SUITE 1A, SCARBOROUGH ME 04074

Email Address mike@customconceptsinc.com

Web Site WWW.CUSTOMCONCEPTSINC.COM

**PROPOSAL FORM:**

Due: **April 3<sup>rd</sup>, 2023 3:00pm EST**

To: Town of Lyman  
Select Board  
11 South Waterboro Rd  
Lyman, ME 04002

**A separate line-item cost for any or all the following scope of work.**

1) Town submissions and or presentation to the public	<u>\$ 2,800 -</u>
2) Civil engineering	<u>\$ 26,500 -</u>
3) Mechanical, electrical, and plumbing design	<u>\$ 16,500 -</u>
4) Landscape/Hardscape design	<u>\$ 14,000 -</u>
5) Interior design such as trim, flooring colors window treatments	<u>\$ 11,000 -</u>
6) Fire suppression system layout and bid documents.	<u>\$ 6,000 -</u>
7) Energy compliance check	<u>\$ 960 -</u>

**Fees- estimate for hours for each Phase of work:**

Phase One	<u>\$ 34,000 -</u>
Phase Two	<u>\$ 68,000 -</u>
Phase Three	<u>\$ 12,400</u>
Total Fee Estimate	<u>\$ 114,400 -</u>



## **Project Description.**

- Complete a design to the existing Town Hall using drafting from C.N.Z Drafting. (CNZ Drafting agrees to share all CAD drawing with the company that is awarded the contract.)  
Architect/ Engineer will include.
  - Architectural Design
  - Structural Design
  - Coordination with the civil engineer
  - Review and approval from the State Fire Marshall
  
- This proposal is divided into phases.

## **Scope of Work**

### **Phase One: Schematic Design**

- Develop the preliminary design provided by CNZ Drafting Based on code requirements:
  - International Building Code
  - NFPA Life Safety Code
  - American Disabilities Act
- Ensure compliance with State regulation to qualify as a public refuge.
- Revise the design based on feedback from the building committee.

### **Phase Two: Construction Documents**

- Further develop the plans into a set of Construction Documents suitable for permitting from the State Fire Marshalls Office. Construction bids and Construction.
- Final Drawings to consist of:
  - Floorplans with all dimensions, proper tags and code related details and notations
  - Proper detail of all interior and exterior code elements including bathrooms.
  - Full layout of Fire/life Safety items
  
- The Final Plans will be stamped by a Registered Architect in the State of Maine, also a licensed structural engineer.
- The awarded company will submit and obtain proper permits from the State Fire Marshall for:
  - ADA permit
  - Life /Safety

### **Phase Three: Construction Administration**

The awarded company will provide coordination services between General Contractor and Owner (TOL) to respond to questions, alternatives, issues that may arise during construction.

This will involve site visits to ensure the final plans are being executed properly.

### **Clarifications/Assumptions**

The owner will be putting this project Out to Bid to multiple contractors (minimum of three)

# ITEM #6: (d.) Certificate of settlement

## Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF York ss.

STATE OF MAINE

TO: Susan Bellerose, Tax Collector of the Municipality of Lyman within this County:  
We hereby certify that the 2023 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$7,458,636.51
Supplemental commitments totaling:	\$4,609.59
Interest	\$5,504.74
A grand total of:	\$7,468,750.84
Cash Payments:	\$7,332,505.84
Abatements Granted:	\$5,896.80
Tax Lien Mortgages: (Recorded in the York County Registry of Deeds)	\$0.00
Other Credits:	\$0.00
A net total of:	\$7,338,402.64
Balance Due of:	\$130,348.20

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$130,348.20 and acknowledge receipt of the tax lists for the taxable year 2023.

Given under our hands this 30th day of June 2023.

Municipal Officers

Ralph Blackington, Chair

Thomas Hatch, Vice Chair

Jessica Picard

Amber Swett

Victoria Gavel

# ITEM #6: (d.) June Excise Report

Report to Selectmen  
Month of June 2023  
2022-2023 Tax Year

Real Estate Tax Commitment -	\$7,417,133.10
Personal Property Tax Commitment –	\$ 41,542.02

Total Tax Commitment: \$7,458,675.12

Supplemental Taxes YTD:	\$ 4,609.59
Abatements Granted YTD:	\$ 5,896.80
Prior Year(s) Abatement(s) YTD:	\$ 968.61

Real Estate / Personal Property Tax Payments Collected \$141,175.70  
Includes Current, Delinquent, Prepayments, and Lien Payments for the month.

\*\*\*\*\*

## Monthly Excise Tax

Excise Tax Received	
Vehicles registered here at office:	\$118,664.98
Online Rapid Renewal Service	<u>16,054.15</u>
Total Vehicle Excise	\$134,719.13

Boat Excise	
Boats registered here at office:	\$ 1,571.90
Online Registration Service	<u>310.60</u>
Total Boat Excise	\$ 1,882.50

Total Excise \$ 136,601.63

Excise Tax Reimbursement 10/23/2022	\$ 9,877.52
Excise Tax Collected by State	

Year-to-date excise collection \$1,363,089.77

Respectfully submitted: Susan J. Bellerose, Tax Collector

# ITEM #6: (d.) FY 2023 Excise Report

## EXCISE TAX July 1, 2022 through June 30, 2023

Month		Vehicle	Boat	Total
July	2022	116,745.84	920.50	117,666.34
August		113,365.14	242.60	113,607.74
September		107,294.88	28.80	107,323.68
October		96,985.46	62.50	97,047.96
November		108,820.05		108,820.05
December		73,923.79	30.40	73,954.19
January	2023	83,881.85	257.80	84,139.65
February		89,652.85	258.00	89,910.85
March		124,103.12	421.00	124,524.12
April		143,212.05	1,586.30	144,798.35
May		151,517.19	3,300.50	154,817.69
June		<u>134,719.13</u>	<u>1,882.50</u>	<u>136,601.63</u>
		<u>1,344,221.35</u>	<u>8,990.90</u>	
Excise Tax Rebursement	Oct. 2022			<u>\$ 9,877.52</u>
Totals				<u>1,363,089.77</u>

Respectfully submitted by Susan Bellerose, Tax Collector  
and Municipal Agent for Bureau of Motor Vehicles

# ITEM #6: (e.) Expense Report

## Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES	687,620.00	0.00	687,620.00	15,124.37	0.00	672,495.63
<b>11 - TOWN HALL</b>	<b>438,668.00</b>	<b>0.00</b>	<b>438,668.00</b>	<b>12,015.82</b>	<b>0.00</b>	<b>426,652.18</b>
10 - SALARIES	438,668.00	0.00	438,668.00	12,015.82	0.00	426,652.18
101 - TOWN MGR	100,755.00	0.00	100,755.00	3,301.92	0.00	97,453.08
103 - TREASURER	62,534.00	0.00	62,534.00	2,405.15	0.00	60,128.85
105 - TAX COLLECT	55,751.00	0.00	55,751.00	643.29	0.00	55,107.71
106 - ADMIN CLERK	51,578.00	0.00	51,578.00	0.00	0.00	51,578.00
115 - ASSESSOR	75,750.00	0.00	75,750.00	2,913.46	0.00	72,836.54
141 - CEO	65,000.00	0.00	65,000.00	2,500.00	0.00	62,500.00
142 - CEO CLERK	27,300.00	0.00	27,300.00	252.00	0.00	27,048.00
<b>13 - ELECTIONS</b>	<b>14,818.00</b>	<b>0.00</b>	<b>14,818.00</b>	<b>115.38</b>	<b>0.00</b>	<b>14,702.62</b>
10 - SALARIES	14,818.00	0.00	14,818.00	115.38	0.00	14,702.62
182 - BALLOT CLERK	8,478.00	0.00	8,478.00	0.00	0.00	8,478.00
183 - TM MODERATOR	340.00	0.00	340.00	0.00	0.00	340.00
184 - REGISTRAR	6,000.00	0.00	6,000.00	115.38	0.00	5,884.62
<b>17 - PLANNING</b>	<b>3,580.00</b>	<b>0.00</b>	<b>3,580.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,580.00</b>
10 - SALARIES	3,580.00	0.00	3,580.00	0.00	0.00	3,580.00
147 - PB	3,580.00	0.00	3,580.00	0.00	0.00	3,580.00
<b>18 - APPEALS BD</b>	<b>373.00</b>	<b>0.00</b>	<b>373.00</b>	<b>0.00</b>	<b>0.00</b>	<b>373.00</b>
10 - SALARIES	373.00	0.00	373.00	0.00	0.00	373.00
148 - APPEALS BOAR	373.00	0.00	373.00	0.00	0.00	373.00
<b>21 - RECREATION</b>	<b>3,960.00</b>	<b>0.00</b>	<b>3,960.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,960.00</b>
10 - SALARIES	3,960.00	0.00	3,960.00	0.00	0.00	3,960.00
127 - REC DIRECT	3,960.00	0.00	3,960.00	0.00	0.00	3,960.00
<b>31 - TRANSFER STA</b>	<b>124,121.00</b>	<b>0.00</b>	<b>124,121.00</b>	<b>1,234.02</b>	<b>0.00</b>	<b>122,886.98</b>
10 - SALARIES	124,121.00	0.00	124,121.00	1,234.02	0.00	122,886.98
131 - TRF STATION	123,121.00	0.00	123,121.00	1,234.02	0.00	121,886.98
132 - ECO ME REP	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>51 - ROADS</b>	<b>37,905.00</b>	<b>0.00</b>	<b>37,905.00</b>	<b>1,458.00</b>	<b>0.00</b>	<b>36,447.00</b>
10 - SALARIES	37,905.00	0.00	37,905.00	1,458.00	0.00	36,447.00
151 - RD COMM	37,905.00	0.00	37,905.00	1,458.00	0.00	36,447.00
<b>71 - GA</b>	<b>3,394.00</b>	<b>0.00</b>	<b>3,394.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,394.00</b>
10 - SALARIES	3,394.00	0.00	3,394.00	0.00	0.00	3,394.00
171 - GA DIRECT	3,394.00	0.00	3,394.00	0.00	0.00	3,394.00
<b>72 - ACO</b>	<b>7,458.00</b>	<b>0.00</b>	<b>7,458.00</b>	<b>286.85</b>	<b>0.00</b>	<b>7,171.15</b>
10 - SALARIES	7,458.00	0.00	7,458.00	286.85	0.00	7,171.15
175 - ACO	7,458.00	0.00	7,458.00	286.85	0.00	7,171.15

### 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>99 - NOT SPECIFIE</b>	<b>53,343.00</b>	<b>0.00</b>	<b>53,343.00</b>	<b>14.30</b>	<b>0.00</b>	<b>53,328.70</b>
10 - SALARIES	33,970.00	0.00	33,970.00	14.30	0.00	33,955.70
179 - HEALTH OFFIC	455.00	0.00	455.00	0.00	0.00	455.00
191 - EXTRA TIME	7,500.00	0.00	7,500.00	14.30	0.00	7,485.70
199 - SELECT BOARD	26,015.00	0.00	26,015.00	0.00	0.00	26,015.00
90 - OTHER	19,373.00	0.00	19,373.00	0.00	0.00	19,373.00
997 - VOTED MORE	19,373.00	0.00	19,373.00	0.00	0.00	19,373.00
<b>102 - BENEFITS</b>	<b>266,347.00</b>	<b>0.00</b>	<b>266,347.00</b>	<b>13,442.74</b>	<b>75.00</b>	<b>252,829.26</b>
<b>11 - TOWN HALL</b>	<b>11,410.00</b>	<b>0.00</b>	<b>11,410.00</b>	<b>525.00</b>	<b>0.00</b>	<b>10,885.00</b>
20 - BENEFITS	11,410.00	0.00	11,410.00	525.00	0.00	10,885.00
280 - TRAINING	9,515.00	0.00	9,515.00	525.00	0.00	8,990.00
290 - MEMB & DUES	1,895.00	0.00	1,895.00	0.00	0.00	1,895.00
<b>13 - ELECTIONS</b>	<b>120.00</b>	<b>0.00</b>	<b>120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>120.00</b>
20 - BENEFITS	120.00	0.00	120.00	0.00	0.00	120.00
280 - TRAINING	120.00	0.00	120.00	0.00	0.00	120.00
<b>31 - TRANFER STAT</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>75.00</b>	<b>425.00</b>
20 - BENEFITS	500.00	0.00	500.00	0.00	75.00	425.00
280 - TRAINING	500.00	0.00	500.00	0.00	75.00	425.00
<b>99 - NOT SPECIFIE</b>	<b>254,317.00</b>	<b>0.00</b>	<b>254,317.00</b>	<b>12,917.74</b>	<b>0.00</b>	<b>241,399.26</b>
20 - BENEFITS	254,317.00	0.00	254,317.00	12,917.74	0.00	241,399.26
201 - FICA	51,199.00	0.00	51,199.00	1,229.67	0.00	49,969.33
210 - HEALTH	151,887.00	0.00	151,887.00	10,251.33	0.00	141,635.67
211 - DENTAL	4,414.00	0.00	4,414.00	350.32	0.00	4,063.68
214 - LIFE NO MED	120.00	0.00	120.00	9.75	0.00	110.25
230 - 457B ER MATC	12,614.00	0.00	12,614.00	379.23	0.00	12,234.77
231 - MPERS ER	29,583.00	0.00	29,583.00	697.44	0.00	28,885.56
250 - PTO BUYOUT	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<b>110 - GEN ADMIN</b>	<b>136,115.00</b>	<b>0.00</b>	<b>136,115.00</b>	<b>27,197.08</b>	<b>26,440.00</b>	<b>82,477.92</b>
<b>11 - TOWN HALL</b>	<b>132,615.00</b>	<b>0.00</b>	<b>132,615.00</b>	<b>27,197.08</b>	<b>26,440.00</b>	<b>78,977.92</b>
32 - CTRCT SVS EQ	64,008.00	0.00	64,008.00	26,202.37	25,190.00	12,615.63
310 - PROF SVS	64,008.00	0.00	64,008.00	26,202.37	25,190.00	12,615.63
39 - CONT SVS OTH	13,831.00	0.00	13,831.00	270.00	1,250.00	12,311.00
315 - MEMB & DUES	9,071.00	0.00	9,071.00	0.00	0.00	9,071.00
399 - OTHER	4,760.00	0.00	4,760.00	270.00	1,250.00	3,240.00
50 - UTILITIES	10,464.00	0.00	10,464.00	496.08	0.00	9,967.92

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>110 - GEN ADMIN CONT'D</b>						
580 - COMM	10,464.00	0.00	10,464.00	496.08	0.00	9,967.92
60 - SUPPLIES	18,431.00	0.00	18,431.00	228.63	0.00	18,202.37
610 - SUPPLIES	10,211.00	0.00	10,211.00	228.63	0.00	9,982.37
650 - POSTAGE	8,220.00	0.00	8,220.00	0.00	0.00	8,220.00
80 - ADVER, PRINT	18,515.00	0.00	18,515.00	0.00	0.00	18,515.00
810 - ADVERTISE	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
830 - FORMS	8,910.00	0.00	8,910.00	0.00	0.00	8,910.00
850 - TOWN REPORT	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
860 - TAX BILLS	3,105.00	0.00	3,105.00	0.00	0.00	3,105.00
90 - OTHER	7,366.00	0.00	7,366.00	0.00	0.00	7,366.00
910 - MILEAGE/TRAV	7,366.00	0.00	7,366.00	0.00	0.00	7,366.00
<b>19 - COMMITTEES</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>
90 - OTHER	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
999 - MISC	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
<b>115 - ELECTIONS</b>	<b>13,561.00</b>	<b>0.00</b>	<b>13,561.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,561.00</b>
<b>13 - ELECTIONS</b>	<b>13,561.00</b>	<b>0.00</b>	<b>13,561.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,561.00</b>
39 - CONT SVS OTH	9,339.00	0.00	9,339.00	0.00	0.00	9,339.00
399 - OTHER	9,339.00	0.00	9,339.00	0.00	0.00	9,339.00
60 - SUPPLIES	2,828.00	0.00	2,828.00	0.00	0.00	2,828.00
610 - SUPPLIES	1,126.00	0.00	1,126.00	0.00	0.00	1,126.00
650 - POSTAGE	1,702.00	0.00	1,702.00	0.00	0.00	1,702.00
80 - ADVER, PRINT	980.00	0.00	980.00	0.00	0.00	980.00
810 - ADVERTISE	980.00	0.00	980.00	0.00	0.00	980.00
90 - OTHER	414.00	0.00	414.00	0.00	0.00	414.00
910 - MILEAGE/TRAV	414.00	0.00	414.00	0.00	0.00	414.00
<b>117 - GEN ADMIN IN</b>	<b>43,978.00</b>	<b>0.00</b>	<b>43,978.00</b>	<b>21,701.00</b>	<b>0.00</b>	<b>22,277.00</b>
<b>99 - NOT SPECIFIE</b>	<b>43,978.00</b>	<b>0.00</b>	<b>43,978.00</b>	<b>21,701.00</b>	<b>0.00</b>	<b>22,277.00</b>
38 - CONT SVS INS	43,978.00	0.00	43,978.00	21,701.00	0.00	22,277.00
325 - INS PROP & C	20,068.00	0.00	20,068.00	15,679.00	0.00	4,389.00
326 - INS W.C.	18,790.00	0.00	18,790.00	5,942.00	0.00	12,848.00
327 - INS UNEMPLOY	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
328 - INS VOLUNTEE	120.00	0.00	120.00	80.00	0.00	40.00
<b>119 - CONTINGENCY</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>
<b>11 - TOWN HALL</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>119 - CONTINGENCY CONT'D</b>						
90 - OTHER	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
999 - MISC	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<b>125 - ACO</b>						
<b>72 - ACO</b>	<b>8,457.00</b>	<b>0.00</b>	<b>8,457.00</b>	<b>1,634.84</b>	<b>0.00</b>	<b>6,822.16</b>
39 - CONT SVS OTH	6,957.00	0.00	6,957.00	1,634.84	0.00	5,322.16
381 - ACO	6,957.00	0.00	6,957.00	1,634.84	0.00	5,322.16
90 - OTHER	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
910 - MILEAGE/TRAV	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<b>128 - HHS G/A</b>						
<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
<b>129 - HHS SOCIAL S</b>						
<b>75 - SOCIAL SERV</b>	<b>1,131.00</b>	<b>0.00</b>	<b>1,131.00</b>	<b>1,131.00</b>	<b>0.00</b>	<b>0.00</b>
91 - OTHER SOC SV	1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
999 - OTHER	1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
<b>131 - ROADS</b>						
<b>51 - ROADS</b>	<b>814,350.00</b>	<b>0.00</b>	<b>814,350.00</b>	<b>0.00</b>	<b>3,650.00</b>	<b>810,700.00</b>
33 - CONT PROF	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
310 - PROF SERV	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
40 - REPAIRS & MA	813,350.00	0.00	813,350.00	0.00	3,650.00	809,700.00
481 - RDS/CONSTRUC	199,000.00	0.00	199,000.00	0.00	0.00	199,000.00
482 - RDS/RESURFA	475,000.00	0.00	475,000.00	0.00	3,400.00	471,600.00
483 - RDS/REPAIRS	139,350.00	0.00	139,350.00	0.00	250.00	139,100.00
<b>141 - B&amp;G CARE &amp; M</b>						
<b>11 - TOWN HALL</b>	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>532.00</b>	<b>0.00</b>	<b>12,828.00</b>
31 - CTRCT SVS BL	9,660.00	0.00	9,660.00	532.00	0.00	9,128.00
310 - PROF SVS	9,660.00	0.00	9,660.00	532.00	0.00	9,128.00
40 - REPAIRS & MA	3,700.00	0.00	3,700.00	0.00	0.00	3,700.00
410 - BLDGS & GROU	3,700.00	0.00	3,700.00	0.00	0.00	3,700.00
<b>21 - RECREATION</b>	<b>2,800.00</b>	<b>0.00</b>	<b>2,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>
31 - CTRCT SVS BL	950.00	0.00	950.00	0.00	0.00	950.00



### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>141 - B&amp;G CARE &amp; M CONT'D</b>						
310 - PROF SVS	950.00	0.00	950.00	0.00	0.00	950.00
40 - REPAIRS & MA	1,850.00	0.00	1,850.00	0.00	0.00	1,850.00
410 - BLDGS & GROU	1,850.00	0.00	1,850.00	0.00	0.00	1,850.00
<b>22 - BUNGANUT</b>	<b>1,360.00</b>	<b>0.00</b>	<b>1,360.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,360.00</b>
31 - CTRCT SVS BL	660.00	0.00	660.00	0.00	0.00	660.00
310 - PROF SVS	660.00	0.00	660.00	0.00	0.00	660.00
40 - REPAIRS & MA	700.00	0.00	700.00	0.00	0.00	700.00
410 - BLDGS & GROU	700.00	0.00	700.00	0.00	0.00	700.00
<b>23 - KBP</b>	<b>440.00</b>	<b>0.00</b>	<b>440.00</b>	<b>0.00</b>	<b>0.00</b>	<b>440.00</b>
31 - CTRCT SVS BL	440.00	0.00	440.00	0.00	0.00	440.00
310 - PROF SVS	440.00	0.00	440.00	0.00	0.00	440.00
<b>31 - TRANSFER STA</b>	<b>3,770.00</b>	<b>0.00</b>	<b>3,770.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,770.00</b>
31 - CTRCT SVS BL	2,620.00	0.00	2,620.00	0.00	0.00	2,620.00
310 - PROF SVS	2,620.00	0.00	2,620.00	0.00	0.00	2,620.00
40 - REPAIRS & MA	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
410 - BLDGS & GROU	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
<b>142 - B&amp;G MOWING</b>	<b>61,642.00</b>	<b>0.00</b>	<b>61,642.00</b>	<b>5,380.09</b>	<b>21,520.36</b>	<b>34,741.55</b>
<b>51 - ROADS</b>	<b>11,500.00</b>	<b>0.00</b>	<b>11,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,500.00</b>
31 - CTRCT SVS BL	11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
370 - MOWING	11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
<b>90 - MISC</b>	<b>50,142.00</b>	<b>0.00</b>	<b>50,142.00</b>	<b>5,380.09</b>	<b>21,520.36</b>	<b>23,241.55</b>
31 - CTRCT SVS BL	50,142.00	0.00	50,142.00	5,380.09	21,520.36	23,241.55
370 - MOWING	50,142.00	0.00	50,142.00	5,380.09	21,520.36	23,241.55
<b>143 - B&amp;G PLOWING</b>	<b>651,940.00</b>	<b>0.00</b>	<b>651,940.00</b>	<b>40,500.00</b>	<b>409,500.00</b>	<b>201,940.00</b>
<b>11 - TOWN HALL</b>	<b>4,640.00</b>	<b>0.00</b>	<b>4,640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,640.00</b>
31 - CTRCT SVS BL	4,640.00	0.00	4,640.00	0.00	0.00	4,640.00
360 - PLOW & SAND	4,640.00	0.00	4,640.00	0.00	0.00	4,640.00
<b>22 - BUNGANUT</b>	<b>700.00</b>	<b>0.00</b>	<b>700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>700.00</b>
31 - CTRCT SVS BL	700.00	0.00	700.00	0.00	0.00	700.00
360 - PLOW & SAND	700.00	0.00	700.00	0.00	0.00	700.00
<b>23 - KBP</b>	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,200.00</b>
31 - CTRCT SVS BL	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
360 - PLOW & SAND	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
<b>31 - TRANSFER STA</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>143 - B&amp;G PLOWING CONT'D</b>						
31 - CTRCT SVS BL	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
360 - PLOW & SAND	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<b>51 - ROADS</b>	<b>642,400.00</b>	<b>0.00</b>	<b>642,400.00</b>	<b>40,500.00</b>	<b>409,500.00</b>	<b>192,400.00</b>
31 - CTRCT SVS BL	642,400.00	0.00	642,400.00	40,500.00	409,500.00	192,400.00
360 - PLOW & SAND	642,400.00	0.00	642,400.00	40,500.00	409,500.00	192,400.00
<b>145 - B&amp;G WASTE SV</b>						
<b>11 - TOWN HALL</b>	<b>1,820.00</b>	<b>0.00</b>	<b>1,820.00</b>	<b>30.00</b>	<b>0.00</b>	<b>1,790.00</b>
31 - CTRCT SVS BL	1,820.00	0.00	1,820.00	30.00	0.00	1,790.00
330 - WASTE SVS	1,820.00	0.00	1,820.00	30.00	0.00	1,790.00
<b>21 - RECREATION</b>	<b>3,520.00</b>	<b>0.00</b>	<b>3,520.00</b>	<b>125.00</b>	<b>0.00</b>	<b>3,395.00</b>
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	125.00	0.00	1,175.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	125.00	0.00	1,175.00
35 - CTRCT SVS WA	2,220.00	0.00	2,220.00	0.00	0.00	2,220.00
331 - PROF PORTA P	2,220.00	0.00	2,220.00	0.00	0.00	2,220.00
<b>22 - BUNGANUT</b>	<b>6,315.00</b>	<b>0.00</b>	<b>6,315.00</b>	<b>450.00</b>	<b>0.00</b>	<b>5,865.00</b>
31 - CTRCT SVS BL	2,940.00	0.00	2,940.00	450.00	0.00	2,490.00
330 - WASTE SVS	2,940.00	0.00	2,940.00	450.00	0.00	2,490.00
35 - CTRCT SVS WA	3,375.00	0.00	3,375.00	0.00	0.00	3,375.00
331 - PROF PORTA P	3,375.00	0.00	3,375.00	0.00	0.00	3,375.00
<b>23 - KBP</b>	<b>3,520.00</b>	<b>0.00</b>	<b>3,520.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,520.00</b>
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
35 - CTRCT SVS WA	2,220.00	0.00	2,220.00	0.00	0.00	2,220.00
331 - PROF PORTA P	2,220.00	0.00	2,220.00	0.00	0.00	2,220.00
<b>51 - ROADS</b>	<b>1,540.00</b>	<b>0.00</b>	<b>1,540.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,540.00</b>
31 - CTRCT SVS BL	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
330 - WASTE SVS	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
35 - CTRCT SVS WA	340.00	0.00	340.00	0.00	0.00	340.00
331 - PROF PORTA P	340.00	0.00	340.00	0.00	0.00	340.00
<b>147 - B&amp;G ENERGY</b>						
<b>11 - TOWN HALL</b>	<b>12,484.00</b>	<b>0.00</b>	<b>12,484.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,484.00</b>
50 - UTILITIES	12,484.00	0.00	12,484.00	0.00	0.00	12,484.00
510 - PROPANE	3,984.00	0.00	3,984.00	0.00	0.00	3,984.00
560 - ELECTRICITY	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00

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ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>147 - B&amp;G ENERGY CONT'D</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>
50 - UTILITIES	500.00	0.00	500.00	0.00	0.00	500.00
560 - ELECTRICITY	500.00	0.00	500.00	0.00	0.00	500.00
<b>22 - BUNGANUT</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>
50 - UTILITIES	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
560 - ELECTRICITY	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<b>23 - KBP</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>
50 - UTILITIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
560 - ELECTRICITY	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<b>31 - TRANSFER STA</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,000.00</b>
50 - UTILITIES	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
560 - ELECTRICITY	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
<b>51 - ROADS</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,500.00</b>
50 - UTILITIES	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00
560 - ELECTRICITY	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00
<b>148 - B&amp;G SIGNS</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
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>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>51 - ROADS</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>
60 - SUPPLIES	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
670 - SIGNS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<b>150 - TRF STATION</b>						
<b>31 - TRANSFER STA</b>	<b>335,340.00</b>	<b>0.00</b>	<b>335,340.00</b>	<b>425.70</b>	<b>0.00</b>	<b>334,914.30</b>
35 - CTRCT SVS WA	310,380.00	0.00	310,380.00	385.70	0.00	309,994.30
310 - PROF SVS	2,980.00	0.00	2,980.00	250.00	0.00	2,730.00
349 - PROF SVS CAN	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00
350 - PROF SVS TIP	166,250.00	0.00	166,250.00	135.70	0.00	166,114.30

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ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>150 - TRF STATION CONT'D</b>						
351 - PROF SVS TW	43,750.00	0.00	43,750.00	0.00	0.00	43,750.00
352 - PROF SVS REC	10,650.00	0.00	10,650.00	0.00	0.00	10,650.00
355 - PROF SVS HAU	33,125.00	0.00	33,125.00	0.00	0.00	33,125.00
356 - PROF SVS HW	27,125.00	0.00	27,125.00	0.00	0.00	27,125.00
357 - PROF SVS HR	11,100.00	0.00	11,100.00	0.00	0.00	11,100.00
358 - PROF SVS HWO	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
359 - PROF SVS MET	10,500.00	0.00	10,500.00	0.00	0.00	10,500.00
40 - REPAIRS & MA	13,330.00	0.00	13,330.00	40.00	0.00	13,290.00
450 - EQUIPMENT	13,330.00	0.00	13,330.00	40.00	0.00	13,290.00
50 - UTILITIES	6,880.00	0.00	6,880.00	0.00	0.00	6,880.00
570 - FUEL	2,880.00	0.00	2,880.00	0.00	0.00	2,880.00
580 - COMM	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
60 - SUPPLIES	3,750.00	0.00	3,750.00	0.00	0.00	3,750.00
610 - SUPPLIES	750.00	0.00	750.00	0.00	0.00	750.00
690 - PPG	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
90 - OTHER	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
920 - STATE FEE'S	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>8,960.00</b>	<b>0.00</b>	<b>8,960.00</b>	<b>1,566.11</b>	<b>0.00</b>	<b>7,393.89</b>
<b>21 - RECREATION</b>	<b>8,360.00</b>	<b>0.00</b>	<b>8,360.00</b>	<b>1,536.51</b>	<b>0.00</b>	<b>6,823.49</b>
40 - REPAIRS & MA	950.00	0.00	950.00	0.00	0.00	950.00
450 - EQUIPMENT	950.00	0.00	950.00	0.00	0.00	950.00
50 - UTILITIES	100.00	0.00	100.00	0.00	0.00	100.00
570 - FUEL	100.00	0.00	100.00	0.00	0.00	100.00
80 - ADVER, PRINT	200.00	0.00	200.00	0.00	0.00	200.00
810 - ADVERTISE	200.00	0.00	200.00	0.00	0.00	200.00
90 - OTHER	7,110.00	0.00	7,110.00	1,536.51	0.00	5,573.49
940 - REC PROGRAMS	6,860.00	0.00	6,860.00	1,536.51	0.00	5,323.49
999 - MISC	250.00	0.00	250.00	0.00	0.00	250.00
<b>22 - BUNGANUT</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>29.60</b>	<b>0.00</b>	<b>570.40</b>
50 - UTILITIES	600.00	0.00	600.00	29.60	0.00	570.40
580 - COMM	600.00	0.00	600.00	29.60	0.00	570.40
<b>171 - RES EQUIP</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>99 - NOT SPECIFIE</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
95 - RESERVES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00

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ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>171 - RES EQUIP CONT'D</b>						
970 - TOWN RESERVE	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<b>173 - RES BLDG</b>	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<b>99 - NOT SPECIFIE</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
95 - RESERVES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
970 - TOWN RESERVE	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<b>174 - RES - SO WAT</b>	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<b>99 - NOT SPEC</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>
95 - RESERVES	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
970 - TOWN RESERVE	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<b>175 - RES CON SVC</b>	18,674.00	0.00	18,674.00	0.00	0.00	18,674.00
<b>99 - NOT SPECIFIE</b>	<b>18,674.00</b>	<b>0.00</b>	<b>18,674.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,674.00</b>
95 - RESERVES	18,674.00	0.00	18,674.00	0.00	0.00	18,674.00
970 - TOWN RESERVE	18,674.00	0.00	18,674.00	0.00	0.00	18,674.00
<b>177 - RES MISC</b>	32,715.00	0.00	32,715.00	0.00	0.00	32,715.00
<b>99 - NOT SPECIFIE</b>	<b>32,715.00</b>	<b>0.00</b>	<b>32,715.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,715.00</b>
95 - RESERVES	32,715.00	0.00	32,715.00	0.00	0.00	32,715.00
970 - TOWN RESERVE	32,715.00	0.00	32,715.00	0.00	0.00	32,715.00
<b>179 - RESERVES GMF</b>	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
<b>91 - GMFR</b>	<b>90,000.00</b>	<b>0.00</b>	<b>90,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,000.00</b>
95 - RESERVES	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
978 - GMFR RESERVE	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
<b>181 - OUTS GEN AD</b>	194,200.00	0.00	194,200.00	41,100.00	38,900.00	114,200.00
<b>11 - TOWN HALL</b>	<b>144,200.00</b>	<b>0.00</b>	<b>144,200.00</b>	<b>28,800.00</b>	<b>5,500.00</b>	<b>109,900.00</b>
33 - CONT PROF	94,200.00	0.00	94,200.00	28,800.00	5,500.00	59,900.00
310 - PROF SERV	54,500.00	0.00	54,500.00	28,800.00	0.00	25,700.00
320 - PROF SERV LE	34,200.00	0.00	34,200.00	0.00	0.00	34,200.00
323 - PROF SERV AU	5,500.00	0.00	5,500.00	0.00	5,500.00	0.00
37 - CONT OUT	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
399 - CONT SVS OTH	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<b>15 - CEMETERIES</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>	<b>4,700.00</b>	<b>3,800.00</b>

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ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>181 - OUTS GEN AD CONT'D</b>						
37 - CONT OUT	8,500.00	0.00	8,500.00	0.00	4,700.00	3,800.00
399 - CONT SVS OTH	8,500.00	0.00	8,500.00	0.00	4,700.00	3,800.00
<b>17 - PLANNING</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>
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
<b>22 - BUNGANUT</b>	<b>41,000.00</b>	<b>0.00</b>	<b>41,000.00</b>	<b>12,300.00</b>	<b>28,700.00</b>	<b>0.00</b>
37 - CONT OUT	41,000.00	0.00	41,000.00	12,300.00	28,700.00	0.00
399 - CONT SVS OTH	41,000.00	0.00	41,000.00	12,300.00	28,700.00	0.00
<b>185 - OUTSOURCE OT</b>	<b>190,389.00</b>	<b>0.00</b>	<b>190,389.00</b>	<b>186,995.00</b>	<b>0.00</b>	<b>3,394.00</b>
<b>95 - LIBRARY</b>	<b>141,270.00</b>	<b>0.00</b>	<b>141,270.00</b>	<b>141,270.00</b>	<b>0.00</b>	<b>0.00</b>
37 - CONT OUT	141,270.00	0.00	141,270.00	141,270.00	0.00	0.00
399 - CONT SVS OTH	141,270.00	0.00	141,270.00	141,270.00	0.00	0.00
<b>99 - NOT SPEC</b>	<b>49,119.00</b>	<b>0.00</b>	<b>49,119.00</b>	<b>45,725.00</b>	<b>0.00</b>	<b>3,394.00</b>
37 - CONT OUT	44,119.00	0.00	44,119.00	40,725.00	0.00	3,394.00
399 - CONT SVS OTH	44,119.00	0.00	44,119.00	40,725.00	0.00	3,394.00
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>630,191.00</b>	<b>0.00</b>	<b>630,191.00</b>	<b>52,515.92</b>	<b>577,675.12</b>	<b>-0.04</b>
<b>91 - GMFR</b>	<b>630,191.00</b>	<b>0.00</b>	<b>630,191.00</b>	<b>52,515.92</b>	<b>577,675.12</b>	<b>-0.04</b>
37 - CONT OUT	630,191.00	0.00	630,191.00	52,515.92	577,675.12	-0.04
391 - GMFR PERSONN	435,968.00	0.00	435,968.00	36,330.67	399,637.37	-0.04
392 - GMFR CONTRAC	194,223.00	0.00	194,223.00	16,185.25	178,037.75	0.00
<b>191 - OTHER CIP</b>	<b>44,335.00</b>	<b>0.00</b>	<b>44,335.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,335.00</b>
<b>11 - TOWN HALL</b>	<b>30,535.00</b>	<b>0.00</b>	<b>30,535.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,535.00</b>
70 - EQUIPMENT	30,535.00	0.00	30,535.00	0.00	0.00	30,535.00
710 - COMP EQUIP	23,530.00	0.00	23,530.00	0.00	0.00	23,530.00
730 - OFFICE EQUIP	1,595.00	0.00	1,595.00	0.00	0.00	1,595.00
790 - OTHER EQUIP	5,410.00	0.00	5,410.00	0.00	0.00	5,410.00
<b>21 - RECREATION</b>	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>
70 - EQUIPMENT	900.00	0.00	900.00	0.00	0.00	900.00
790 - OTHER EQUIP	900.00	0.00	900.00	0.00	0.00	900.00
<b>22 - BUNGANUT</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>
90 - OTHER	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>191 - OTHER CIP CONT'D</b>						
999 - MISC	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<b>31 - TRANSFER STA</b>	<b>7,900.00</b>	<b>0.00</b>	<b>7,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,900.00</b>
70 - EQUIPMENT	7,900.00	0.00	7,900.00	0.00	0.00	7,900.00
790 - OTHER EQUIP	7,900.00	0.00	7,900.00	0.00	0.00	7,900.00
<b>195 - RSU # 57</b>	<b>5,597,245.00</b>	<b>0.00</b>	<b>5,597,245.00</b>	<b>466,437.06</b>	<b>5,130,807.60</b>	<b>0.34</b>
<b>92 - RSU # 57</b>	<b>5,597,245.00</b>	<b>0.00</b>	<b>5,597,245.00</b>	<b>466,437.06</b>	<b>5,130,807.60</b>	<b>0.34</b>
90 - OTHER	5,597,245.00	0.00	5,597,245.00	466,437.06	5,130,807.60	0.34
999 - MISC	5,597,245.00	0.00	5,597,245.00	466,437.06	5,130,807.60	0.34
<b>197 - COUNTY</b>	<b>332,963.00</b>	<b>2,221.00</b>	<b>335,184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>335,184.00</b>
<b>97 - COUNTY</b>	<b>332,963.00</b>	<b>2,221.00</b>	<b>335,184.00</b>	<b>0.00</b>	<b>0.00</b>	<b>335,184.00</b>
90 - OTHER	332,963.00	2,221.00	335,184.00	0.00	0.00	335,184.00
999 - MISC	332,963.00	2,221.00	335,184.00	0.00	0.00	335,184.00
<b>Final Totals</b>	<b>10,315,582.00</b>	<b>2,221.00</b>	<b>10,317,803.00</b>	<b>876,287.91</b>	<b>6,208,568.08</b>	<b>3,232,947.01</b>

# Town of Lyman

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## Memorandum

Date: July 12<sup>th</sup>, 2023

To: Select Board

From: Town Manager

Re: Interim policy recruiting and appointing committee applicants

The purpose of this policy is to create a consistent process and promote opportunities for Lyman residents to participate in serving their community in a fair and equitable manner. The procedure, as outlined, will serve as an interim policy while a full review and assessment of Lyman's personnel policies are underway.

Our boards and committees perform essential functions contributing to the Town's growth, sustainability, and welfare of the community. As these functions are so vital, it would be prudent to have citizens serving on boards who have varied expertise and represent a broad cross section of the Town. Encouraging extensive participation and welcoming new ideas are our best efforts in promoting a thriving community.

This policy is developed to help streamline a vetting process for volunteer applicants with considerations to their experience, skills, qualities and special interests relevant to the boards or committee's primary function.

Sincerely,

Lindsay Gagne  
Town Manager



# TOWN OF LYMAN

## Recruitment & Appointment of Volunteers Interim Policy

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**Adopted:**

**Amended:**

***PURPOSE:*** *The Town of Lyman collaborates with our community members in delivering a variety of services and contributions within the municipality in the most efficient and effective manner possible. All citizens of Lyman shall be provided an equitable opportunity to participate in such services among the municipalities various appointed Boards, Committee's, and Commissions as outlined in Lyman's Municipal Charter. As of July 1, 2023 the Town of Lyman is under its newly revised Municipal Charter which calls for a review of the personnel policy by the Town Manager. This policy is to serve as an interim procedure for recruiting and appointing volunteers in a fair, respectful and equitable manner until a revision is approved by the board.*

### **PROCEDURE:**

All committee applications are initially reviewed by the Town Manager. The Town Manager shall seek to meet with all prospective applicants in order to discuss special qualifications, expertise, and the interests of the applicant. The Town Manager shall provide written recommendations to the Select Board to assist in the final decision of appointment. The composition of a board, committee, or commission shall be determined by the Select Board, unless otherwise defined by Charter, Ordinance, or Statute.

### **ELIGIBILITY**

Members of a board, committee, or commission must be registered voters and residents of the Town of Lyman pursuant to the Municipal Charter. Non-Residents and/or Employees may be considered for appointment as a non-voting liaison to provide insights and support relative to the purpose of the board, committee, or commission.

### **RECRUITMENT**

The Town Manager shall at a minimum annually advertise committee vacancies and solicit current appointed members seeking re-appointment. Vacancies may occur for a variety of reasons, and the Town Manager shall keep a record of an applicant pool for applicants interested in a committee that currently has no vacancies. Should a vacancy arise, that applicant may be considered for appointment.

# TOWN OF LYMAN

## Recruitment & Appointment of Volunteers Interim Policy

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### **APPOINTMENT**

The Select Board shall have final appointing authority. Appointments must be made in a public meeting of the Select Board and by a majority of the Select Board Members.

### **RESIGNATIONS, REMOVALS & OTHER FORFEITURES**

A vacancy shall occur upon non-acceptance, resignation, death, failure to qualify as a registered voter and resident of the Town, failure to take oath of office, or removal by an affirmative vote of a majority of the Select Board. A volunteer member who is no longer able to serve should resign promptly so that the vacancy can be filled. A written resignation must be submitted to the Town Manager with a copy to the Chair of the committee, board or commission and will be placed on the Select Board's agenda for acceptance of resignation. Appointees must be sworn in by the Town Clerk and will receive written notification when appointed by the board. Should an appointee fail to be sworn in by the Town Clerk within thirty (30) days of notice, the Select Board will be notified and shall have authority to execute removal.

**Adopted:**

**Effective: Immediately**

\_\_\_\_\_ Ralph "Rusty" Blackington - Chair

\_\_\_\_\_ Thomas Hatch – Vice Chair

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

\_\_\_\_\_ Amber Swett

\_\_\_\_\_ Victoria Gavel

A Majority of the Board of Selectpersons

Lyman, Maine

# ITEM #7: (b.) Resolution for accounts

## TOWN OF LYMAN

### CORPORATE RESOLUTION TO OPEN AND MANAGE INVESTMENT ACCOUNTS

**RESOLVED:** That the following named individuals shall have authority to establish, manage, or close, in the name of the Town of Lyman, one or more deposit accounts with any commercial banks, savings institutions or credit unions meeting requirements of the Town of Lyman's investment policy, upon such terms and conditions as may be agreed upon with said financial institution and following named persons:

Print Name: Jeanette Lemay

Signature: \_\_\_\_\_  
Title: Treasurer

Print Name: Lindsay Gagne

Signature: \_\_\_\_\_  
Title: Deputy Treasurer

Print Name: Laurie Gonska

Signature: \_\_\_\_\_  
Title: Deputy Treasurer

Funds withdrawn from said accounts shall be payable to the Town of Lyman. Certification by the Clerk to this Organization as to the above signatures shall be binding upon the Town of Lyman. All authorizations shall remain in effect until the institution receives written notice of revocation at the office where this account is maintained.

I hereby certify that the foregoing or attached resolution is a full, true, and correct copy of the resolution adopted by the Select Board at a meeting of said Select Board held on \_\_\_\_\_, 2023, and that the signatures of the persons duly authorized to establish and dispose of funds of said organization in accordance with said resolution.

\_\_\_\_\_  
Lindsay Gagne  
Town Clerk  
Town of Lyman, Maine

Dated: \_\_\_\_\_

Town Seal

# ITEM #7: (d.) Shortened Nomination Process for 3-year Budget Committee Vacancy

**PUBLIC NOTICE**  
**DESIGNATION OF SHORTENED PROCEDURE FOR NOMINATING CANDIDATES**  
**AND**  
**ELECTING ONE (1) BUDGET COMMITTEE MEMBER**  
**30-A MRSA Section 2528(4)(E)**

**TO THE VOTERS OF LYMAN:** You are hereby notified that the Town Select Board have voted, pursuant to the Maine statute cited above, to shorten the nominating and election procedure to fill the seat vacated on Budget Committee by John Tibbetts effective July 3, 2023, and whose resignations have been accepted by the Select Board. The seat will be filled by election for the unexpired term.

The Town Clerk will make nomination papers available during regular town office hours beginning July 18<sup>th</sup>, 2023.

The filing deadline for nomination papers to fill the vacancy will be the close of Town Office business hours on July 28, 2023. Maine law requires that the consent of a nominated candidate be filed together with the nomination papers. The Town Clerk has the form of the consent as well as the nomination paper blanks.

The election to fill the vacancy will be held Monday, September 11, 2023 at the Lyman Town Hall, 11 South Waterboro Road. Election of the Moderator will be at 7:50am. The polls will be opened at 8:00am and shall close at 8:00pm.

The Town Clerk will notify local representatives of the media of this designation of a shortened nomination and election procedure and will ensure that attested copies of this notice are posted promptly after signing in the same public and conspicuous places on the Town in which town meeting and election warrants are posted and will ensure that a record is made of that posting.

GIVEN UNDER OUR HANDS this 17<sup>th</sup> day of July, 2023 at Lyman, Maine

\_\_\_\_\_  
Ralph Blackington, Chair

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

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

\_\_\_\_\_  
Amber Swett

\_\_\_\_\_  
Victoria Gavel

Being at least a majority of the Select Board of the Town of Lyman.