

Town of Lyman
Select Board Meeting Minutes
Monday July 3, 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: 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 6th)

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**

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- 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.

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- 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

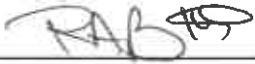
Amber Swett – States she would like to offer her time to sit at the Transfer Station and solicit and disseminate information in efforts to attract volunteers on committees and our email subscription list provided the rest of the board feels okay with this. She won’t be approaching any residents but will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

Victoria Gavel – Reads Shirley Harrisons 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

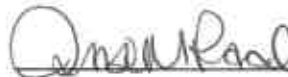
Victoria Gavel – Motions to adjourn. Jessica Picard seconds. Motions passes: 5-0-0



Rusty “Ralph” Blackington



Amber Swett



Jessica Picard

Thomas Hatch



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 3rd, 2023



Lindsay Gagne

