

Town of Lyman  
Select Board Meeting Minutes  
Friday July 17<sup>th</sup>, 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), Jessica Picard, Amber Swett, Victoria Gavel  
**Selectboard members absent:** Thomas Hatch (Vice Chair)

**ITEM #1**            **SPECIAL OFFERS/ PRESENTATIONS**  
None

**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** – Mentions links to the Board and Committee meetings are now on the town website and thanks Michelle Felicitti for her assistance. He thanks Parks and Rec for the music in the park series. He also thanks the Transfer Station personnel for their hard work. He mentions a policy regarding obtaining signatures at the Transfer Station for petitions. He asked the Selectboard to consult the by-laws of existing committee’s before considering the proposal on screening applications for volunteers (see 7a). He discusses the position of Registrar that appears on the Agenda and reads items from M.R.S.A. 21 A (101).

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

**Savannah G** - appears on behalf of Brian Lessard and addresses the Board in regards to a complaint about their neighbor harassing them. They have brought it to the Board because their neighbor is an elected official. She also mentions that he is proposing to change the ordinance specifically regarding ADU units which they have on their property. Town Manager states she will address the portions of the complaint regarding FOAA items. She also states she is currently working on a committee handbook for committee’s. Selectboard member Gavel suggests to the complainant that they should file a civil <sup>Complaint</sup> suit and possibly a cease and desist order and goes forth to explain that the neighbor is elected and there is nothing the Board can do. A member from the audience requests what can be done. The Town Manager explains the recall process.

**Brian Dulong** - requests to make a response about the complaint because the complaint is about his family. Chairman Blackington allows Mr. Dulong to speak. Mr. Dulong explains some of the issues the complainant has.

**ITEM #3**            **MINUTES**

- a. Review / Approve meeting minutes 6/30/2023.

**Amber Swett - motion to approve. Jessica Picard - seconds.**

**Victoria Gavel** - for discussion requests last sentence to be stricken from the record based on her opinion that it could be considered slander.

**Jessica Picard** - states that the minutes are only a reflection of what was said and doesn’t mean the Board is agreeing with what was said.

**Rusty Blackington calls for a vote on accepting the minutes as written:**

**Motion passes 3-1-0 (Ralph Blackington, Jessica Picard, Amber Swett in favor;  
Voctoria Gavel opposed)**

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- b. [Review / Approve meeting minutes 7/3/2023.](#)

**Amber Swett – motion to approve. Victoria Gavel – seconds.**

**Town Manager** – Discussion regarding two statements that were approved to be attached to minutes. A discussion was held regarding the liability of adding complaints to the minutes. The Town Manager reiterated with the Board that the complaints are listed in the meeting and are therefore part of the Public Record.

**Amber Swett – rescinds motion to approve**

**Victoria Gavel - Made a motion to not include the complaint statements. Jessica Picard - seconds.**

**Motion passes 4-0-0**

**Victoria Gavel - motion to approve 7/3/23 minutes as amended. Jessica Picard - seconds.**

**Motion passes 4-0-0**

**ITEM #4**

**SIGN WARRANTS**

- a. [Payroll Warrant #1 in the amount of \\$25,682.96](#)

**Amber Swett – motion to approve. Victoria Gavel - seconds. Motion passes 4-0-0**

- b. [Accounts Payable Warrant #57 \(FY2023\) in the amount of \\$56,278.71](#)

**Jessica Picard – motion to approve. Victoria Gavel - seconds. Motion passes 4-0-0**

- c. [Accounts Payable Warrant #2 \(FY2024\) in the amount of \\$124,764.10](#)

**Victoria Gavel – motion to approve. Amber Swett - seconds. Motion passes 4-0-0**

**ITEM #5**

**UNFINISHED BUSINESS**

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

There is a lot of information on this and where there are two new Board member's they asked to have it tabled so that they could have chance to read it all.

**Jessica Picard - motion to schedule a workshop to review the properties. Victoria Gavel - seconds.**

**Motion passes 4-0-0**

Workshop scheduled for July 27, 2023 @ 6:00 p.m.

- 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.](#)

Update from Tony on Franchise fee's. Waiting on items from Shelly.

- 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.](#)

**Karen Kane - is still reaching out to bidders regarding Kennebunk Pond. Town Manager has reached out to the bidders for the Transfer Station to see what the bids would be without some items that had tabled to be done. Still need to hear back from some bidders.**

- d. [RFPs for Architect Engineer/ Town Hall Expansion – Updates on budget line.](#)

Board agrees to have Town Manager move forward and work with the vendor.

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. [Road Commissioner](#) – Tom Croteau explains he has fixed some culvert ends, repaired some sides of roads, cleaned up some ditches.

- b. [Fire Chief](#) – no report

- c. [CEO](#) – no report

- d. [Tax Clerk](#) – Review/ Approve certificate of settlement.

- June Monthly Excise Report - FY2023 Excise Report

**Jessica Picard – motion to approve Certificate of Settlement, Amber Swett - seconds**

**Motion passes 4-0-0**

- e. [Treasurer](#) – Expense Report 7-13-2023

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- f. **Town Manager** – Has been getting a lot of great feedback regarding the newly appointed Road Commissioner. Has been reaching out to Ordinance Review Committee to assist them. All other items are on the agenda.
- g. **Other** - none

**ITEM #7**

**NEW BUSINESS**

- a. **Review / Approve Recruitment & Appointment of Volunteers Interim Policy**  
Town Charter lists that hiring of boards & committee members is in the Personnel Policy. Because we are in the middle of rewriting the outdated Personnel Policy this policy will serve as interim policy. It will also allow a fair, equitable, and consistent vetting process for volunteer's to participate in their community.  
**Jessica Picard – motion to approve. Amber Swett seconds for discussion.**  
**Amber Swett** - asks about adding in a statement on how to will deal with complaints regarding volunteers. Town Manager agrees we need a clear policy but doesn't feel this is the right place to put it. A resident asks how to go about making a complaint and the Town Manager directs her to the complaint form listed on the website and available at Town Hall.  
**Motion carries 4-0-0**
- b. **Review / Approve Resolution to open and manage accounts.**  
**Amber Swett - motion to accept. Jessica Picard - seconds. Motion carries 4-0-0**
- c. **Budget Committee Member Resignation, vote/accept resignation, John Tibbetts**  
**Victoria Gavel - motion to accept. Jessica Picard - seconds. Motion carries 4-0-0**
- d. **Approve Shortened Nomination Process for one Budget Committee Member 3-year term.**  
**Amber Swett - motion to accept. Jessica Picard - seconds. Motion carries 4-0-0**
- e. **Registrar of Voters Resignation, vote/accept resignation, Shirley Harrison**  
**Victoria Gavel - motion to accept. Amber Swett - seconds. Motion carries 4-0-0**
- f. **Appointment for Registrar of Voters**  
**Amber Swett - motion to appoint Town Manager, Lindsay Gagne, until the end of the vacated term 12/31/2024. Jessica Picard - seconds for discussion.**  
**Jessica Picard** - asks the Town Manager if they could still seek out someone to fill that role even though they appoint the Town Manager today? A discussion takes place where the Town Manager explains that there are several deputies that help fulfill jobs within the Town Hall and not just one person carrying out all of the duties of a title.  
**Motion carries 4-0-0**
- g. **Bunganut – YMCA request for maintenance on road to the Pines.**  
Road was washed out by all the rain we have had. Have a quote of \$3,000. There are porta potty's and a dumpster down the hill and they are unable to service the area. Town Manager suggests taking it from the Capital Improvement Fund.  
**Victoria Gavel - motion to move forward. Jessica Picard - seconds.**  
**Jessica Picard** - asks the Town Manager to send along some information regarding the Capital Fund, are there any encumbrances against it, how is it replenished.  
**Motion carries 4-0-0**
- h. **Town Hall Expansion Committee – Discuss reinstating as an Adhoc Committee**  
All terms have ended for those on the Committee. New Charter has buildings and grounds committee, a standing committee could combine them or keep the Town Hall Expansion as Adhoc. Board agrees to merge both committees.
- i. **Committee Application Received – Comprehensive Plan (3 applicants)**  
Use Interim process described in 7a.

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- j. Committee Application Received – Ordinance Review Committee (2 applicants)  
Use Interim process described in 7a.
- k. Committee Application Received – Board of Assessment Review (2 applicants)  
Use Interim process described in 7a
- l. Committee Application Received – Zoning Board of Appeals (2 applicants)  
Use Interim process described in 7a

**OTHER**

**Victoria Gavel** - mention's several items that should be cleaned up on the grounds of the Town Hall and requests that the Town look into cleaning it up. Town Manager will reach out to contractor. ~~Ms.~~ Gavel suggests it should be included in the scope of work for the next contract. inRS

**EXECUTIVE SESSION** - None

**ADJOURN**

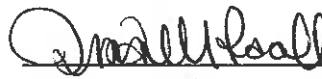
Jessica Picard motions to adjourn. Amber Swett seconds. Motion passes 4-0-0

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Rusty "Ralph" Blackington

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



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Amber Swett



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Jessica Picard



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Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 4 pages are the original minutes of the Select Board Meeting dated July 17<sup>th</sup>, 2023

  
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Lindsay Gagne