

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday August 7th, 2023 – Lyman Town Hall**

Welcome to the August 7th, 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 •York County Sheriffs Alfred/Lyman Report •ECO ME FY2023 Report
- c. Complaints

**ITEM #3**            **MINUTES**

- a. Review / Approve meeting minutes 7/17/2023.

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

- a. Payroll Warrant #3 in the amount of **\$23,032.89**
- b. Payroll Warrant #5 in the amount of **\$26,551.05**
- c. Accounts Payable Warrant #58 (FY2023) in the amount of **\$280,047.60**
- d. Accounts Payable Warrant #4 (FY2024) in the amount of **\$990,914.60**

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

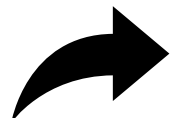
- a. Tax Acquired Properties. Discussion from workshop to appoint a liaison.
- b. Franchise Agreement – Review Draft Ordinance. Schedule Public Hearing. – Discussion from last meeting, item tabled. – Updates as requested from Shelly, see email.
- c. RFPs for ARPA funded projects. Bunganut Ball Field, Transfer Station, Kennebunk Pond – Discussion, next steps, *Bid updates received for Transfer Station.*

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

- a. Road Commissioner –
- b. Fire Chief –
- c. CEO – Review/ Approve updated fee schedule
- d. Tax Clerk –
- e. Treasurer – Expense Report 8-3-2023
- f. Town Manager – Monthly Progress Report 8-3-2023
- g. Other -

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

- a. Review / Approve Code of Ethics
- b. Discussion Ordinance review process/ Charter
- c. Discussion Agenda format update/ revision
- d. Review / Approve GMFR Revised Personnel Policy
- e. Committee Application Received – Comprehensive Plan (3 applicants)
- f. Committee Application Received – Ordinance Review Committee (2 applicants)
- g. Committee Application Received – Board of Assessment Review (2 applicants)
- h. Committee Application Received – Zoning Board of Appeals (2 applicants)



**OTHER**

**EXCECUTIVE SESSION**

1.M.R.S.A §405 (A) for discussion regarding Personnel Matters

**ADJOURN**

**ITEM #2: (b.) Mail**  
**York County Sheriffs**  
**Monthly Report Lyman**  
**& Alfred**

**Call Reason Breakdown**

| <u>Call Reason</u>             | <u>Self</u> | <u>Disp</u> | <u>Total</u> | <u>%</u>   | <u>Avg. Arrive</u> | <u>Avg. Time @ Scene</u> |
|--------------------------------|-------------|-------------|--------------|------------|--------------------|--------------------------|
| ANIMAL COMPLAINT               | 0           | 4           | 4            | 1.8        | 8.83               | 8.17                     |
| ALARM, BURGLAR - 2 man call    | 0           | 7           | 7            | 3.1        | 18.50              | 4.54                     |
| ASSAULT - past                 | 0           | 1           | 1            | < 1        | 0                  | 0                        |
| ASSIST CITIZEN                 | 0           | 6           | 6            | 2.7        | 13.45              | 10.83                    |
| Assist Other Agency - Other    | 0           | 1           | 1            | < 1        | 0                  | 0                        |
| Assist Other Agency - Police   | 0           | 5           | 5            | 2.2        | 9.99               | 32.17                    |
| ATV Complaint                  | 0           | 1           | 1            | < 1        | 1.62               | 13.31                    |
| M/V COMPLAINT - DTE, OUI, ATV  | 0           | 20          | 20           | 8.8        | 6.29               | 4.32                     |
| BURGLARY IN PROGRESS - 2 UNITS | 0           | 1           | 1            | < 1        | 16.36              | 5.44                     |
| BUILDING/AREA CHECK            | 1           | 0           | 1            | < 1        | 0                  | 10.68                    |
| COMMUNITY POLICE CONTACT       | 1           | 0           | 1            | < 1        | 0                  | 5.55                     |
| COMPLAINT                      | 0           | 3           | 3            | 1.3        | 10.25              | 5.90                     |
| DETAIL                         | 0           | 1           | 1            | < 1        | 3.01               | 9.29                     |
| DISTURBANCE - 2 man call       | 0           | 2           | 2            | < 1        | 12.99              | 10.64                    |
| DISABLED MV                    | 2           | 1           | 3            | 1.3        | 12.35              | 7.49                     |
| DOMESTIC DISTURBANCE - 2 man   | 0           | 4           | 4            | 1.8        | 8.94               | 54.27                    |
| DIRECTED PATROL                | 1           | 0           | 1            | < 1        | 0                  | 7.27                     |
| Domestic Violence Follow-up    | 1           | 0           | 1            | < 1        | 0                  | 29.88                    |
| MEDICAL w/ Engine              | 0           | 1           | 1            | < 1        | 5.50               | 17.25                    |
| ESCORT/TRANSPORT               | 1           | 2           | 3            | 1.3        | 16.01              | 62.14                    |
| VEHICLE CRASH - FIRE / EMS     | 0           | 1           | 1            | < 1        | 6.40               | 30.38                    |
| FOLLOW-UP INVESTIGATION        | 1           | 6           | 7            | 3.1        | 6.56               | 21.84                    |
| FIREWORKS COMPLAINT            | 0           | 2           | 2            | < 1        | 9.63               | 3.40                     |
| 9-1-1 HANG UP                  | 0           | 10          | 10           | 4.4        | 9.73               | 9.29                     |
| HARASSMENT                     | 0           | 1           | 1            | < 1        | 0                  | 0                        |
| INTEL                          | 1           | 2           | 3            | 1.3        | 0                  | 19.97                    |
| Juvenile Offenses              | 0           | 1           | 1            | < 1        | 0                  | 0                        |
| LARCENY /FORGERY/ FRAUD        | 0           | 2           | 2            | < 1        | 0                  | 0                        |
| Mental Health Call             | 0           | 4           | 4            | 1.8        | 16.44              | 41.35                    |
| 9-1-1 MISDIAL                  | 0           | 6           | 6            | 2.7        | 0                  | 0                        |
| M/V ACCIDENT - PROPERTY DAMAGE | 0           | 6           | 6            | 2.7        | 5.85               | 7.91                     |
| MOTOR VEHICLE STOP             | 68          | 0           | 68           | 30.1       | 0                  | 8.64                     |
| NOISE COMPLAINT                | 0           | 1           | 1            | < 1        | 2.62               | 19.92                    |
| ON-DUTY TRAINING               | 1           | 0           | 1            | < 1        | 0                  | 4.60                     |
| OPEN LINE                      | 0           | 11          | 11           | 4.9        | 36.78              | 20.07                    |
| CRUISER INSPECTION             | 1           | 0           | 1            | < 1        | 0                  | 0.08                     |
| PAPER WORK                     | 2           | 0           | 2            | < 1        | 0                  | 6.81                     |
| FOUND/LOST PROPERTY            | 0           | 1           | 1            | < 1        | 6.71               | 5.95                     |
| REPOSSESSION INFO              | 0           | 1           | 1            | < 1        | 0                  | 0                        |
| SERVE RESTRAINING ORDER        | 0           | 8           | 8            | 3.5        | 20.04              | 17.38                    |
| Phone/Mail/Computer Fraud      | 0           | 2           | 2            | < 1        | 0                  | 0                        |
| SHOPLIFTING                    | 0           | 1           | 1            | < 1        | 37.33              | 12.22                    |
| STOLEN VEH                     | 0           | 1           | 1            | < 1        | 44.35              | 49.55                    |
| SERVE SUBPOENA                 | 1           | 0           | 1            | < 1        | 0                  | 24.98                    |
| SUSPICIOUS ACTIVITY            | 0           | 7           | 7            | 3.1        | 18.27              | 15.53                    |
| VIN Verification               | 0           | 4           | 4            | 1.8        | 13.20              | 24.08                    |
| WELFARE CHECK                  | 0           | 3           | 3            | 1.3        | 0.03               | 13.72                    |
| WELFARE CHECK - CHILD          | 0           | 1           | 1            | < 1        | 4.05               | 9.97                     |
| Call Transfer to another PSAP  | 0           | 2           | 2            | < 1        | 10.37              | 73.15                    |
| <b>TOTAL</b>                   | <b>82</b>   | <b>144</b>  | <b>226</b>   | <b>100</b> | <b>12.04</b>       | <b>14.10</b>             |

### Call Reason Breakdown

| <u>Call Reason</u>             | <u>Self</u> | <u>Disp</u> | <u>Total</u> | <u>%</u>   | <u>Avg. Arrive</u> | <u>Avg. Time @ Scene</u> |
|--------------------------------|-------------|-------------|--------------|------------|--------------------|--------------------------|
| ABANDONED MV                   | 0           | 1           | 1            | < 1        | 64.72              | 11.30                    |
| ANIMAL COMPLAINT               | 0           | 3           | 3            | < 1        | 9.27               | 2.43                     |
| Administrative                 | 62          | 0           | 62           | 14.4       | 0.21               | 58.17                    |
| ALARM, BURGLAR - 2 man call    | 0           | 7           | 7            | 1.6        | 5.47               | 16.87                    |
| Announcement                   | 0           | 4           | 4            | < 1        | 0                  | 0                        |
| ASSIST CITIZEN                 | 3           | 3           | 6            | 1.4        | 1.22               | 16.36                    |
| Assist Other Agency - Other    | 0           | 3           | 3            | < 1        | 25.85              | 9.28                     |
| Assist Other Agency - Police   | 3           | 6           | 9            | 2.1        | 14.30              | 48.79                    |
| M/V COMPLAINT - DTE, OUI, ATV  | 1           | 17          | 18           | 4.2        | 4.82               | 8.84                     |
| BUILDING/AREA CHECK            | 3           | 0           | 3            | < 1        | 0                  | 0.13                     |
| CIVIL COMPLAINT                | 0           | 3           | 3            | < 1        | 17.20              | 13.55                    |
| COMMUNITY POLICE CONTACT       | 3           | 0           | 3            | < 1        | 0                  | 13.73                    |
| COMPLAINT                      | 0           | 2           | 2            | < 1        | 10.54              | 21.42                    |
| DETAIL                         | 1           | 0           | 1            | < 1        | 0                  | 473.08                   |
| DISTURBANCE - 2 man call       | 0           | 2           | 2            | < 1        | 7.16               | 22.01                    |
| DISABLED MV                    | 7           | 2           | 9            | 2.1        | 10.58              | 18.47                    |
| DOMESTIC DISTURBANCE - 2 man   | 1           | 0           | 1            | < 1        | 0                  | 102.58                   |
| DIRECTED PATROL                | 2           | 0           | 2            | < 1        | 0                  | 30.58                    |
| Domestic Violence Follow-up    | 0           | 1           | 1            | < 1        | 0.02               | 29.33                    |
| ESCORT/TRANSPORT               | 1           | 0           | 1            | < 1        | 0                  | 9.96                     |
| MUTUAL AID - EMS               | 0           | 4           | 4            | < 1        | 10.02              | 13.12                    |
| VEHICLE CRASH -HIGH MECHANISM  | 0           | 1           | 1            | < 1        | 14.31              | 35.38                    |
| VEHICLE CRASH - FIRE / EMS     | 0           | 3           | 3            | < 1        | 9.87               | 39.94                    |
| FIELD INTERVIEW                | 1           | 0           | 1            | < 1        | 1.95               | 8.67                     |
| FOOT PATROL                    | 1           | 0           | 1            | < 1        | 0.05               | 23.98                    |
| FOLLOW-UP INVESTIGATION        | 7           | 3           | 10           | 2.3        | 14.94              | 50.25                    |
| 9-1-1 HANG UP                  | 0           | 6           | 6            | 1.4        | 6.57               | 5.50                     |
| HARASSMENT                     | 0           | 1           | 1            | < 1        | 0                  | 0                        |
| HARASSMENT BY PHONE            | 0           | 2           | 2            | < 1        | 0                  | 0                        |
| LARCENY /FORGERY/ FRAUD        | 0           | 1           | 1            | < 1        | 57.62              | 28.02                    |
| Mental Health Call             | 0           | 2           | 2            | < 1        | 7.39               | 25.81                    |
| Mental Health Support          | 3           | 0           | 3            | < 1        | 0                  | 41.36                    |
| 9-1-1 MISDIAL                  | 0           | 2           | 2            | < 1        | 0.47               | 0.03                     |
| MISSING PERSON - NOT RUNAWAY   | 0           | 1           | 1            | < 1        | 0                  | 64.55                    |
| M/V ACCIDENT - PROPERTY DAMAGE | 0           | 9           | 9            | 2.1        | 7.68               | 32.72                    |
| MOTOR VEHICLE STOP             | 55          | 0           | 55           | 12.8       | 0.42               | 12.57                    |
| NOISE COMPLAINT                | 0           | 1           | 1            | < 1        | 0                  | 0                        |
| ON-DUTY TRAINING               | 4           | 0           | 4            | < 1        | 0.08               | 46.44                    |
| OPEN LINE                      | 0           | 10          | 10           | 2.3        | 7.96               | 3.80                     |
| CRUISER INSPECTION             | 92          | 2           | 94           | 21.9       | 0.03               | 1.17                     |
| PERSONNEL COMPLAINT            | 0           | 1           | 1            | < 1        | 0                  | 2.50                     |
| Pedestrian Check               | 2           | 0           | 2            | < 1        | 0                  | 8.61                     |
| PAPER WORK                     | 2           | 1           | 3            | < 1        | 0                  | 14.93                    |
| FOUND/LOST PROPERTY            | 1           | 3           | 4            | < 1        | 25.67              | 62.56                    |
| SERVE RESTRAINING ORDER        | 0           | 2           | 2            | < 1        | 0                  | 0                        |
| Road Hazard - NO PAGE          | 0           | 2           | 2            | < 1        | 0                  | 0                        |
| Phone/Mail/Computer Fraud      | 0           | 1           | 1            | < 1        | 0.70               | 20.52                    |
| SUSPICIOUS ACTIVITY            | 0           | 4           | 4            | < 1        | 12.67              | 9.46                     |
| SEX OFFENDER REGISTER/VERIFICA | 3           | 11          | 14           | 3.3        | 0.12               | 53.81                    |
| TERRORIZING/THREATENING        | 0           | 2           | 2            | < 1        | 7.93               | 23.63                    |
| Trespassing                    | 0           | 1           | 1            | < 1        | 23.67              | 18.81                    |
| VIOLATION OF PO                | 0           | 1           | 1            | < 1        | 7.18               | 59.78                    |
| SERVE WARRANT                  | 0           | 12          | 12           | 2.8        | 13.06              | 19.48                    |
| WELFARE CHECK                  | 0           | 16          | 16           | 3.7        | 9.67               | 17.67                    |
| Call Transfer to another PSAP  | 0           | 8           | 8            | 1.9        | 0                  | 0                        |
| YSO Overtime page              | 0           | 5           | 5            | 1.2        | 0                  | 0                        |
| <b>TOTAL</b>                   | <b>258</b>  | <b>172</b>  | <b>430</b>   | <b>100</b> | <b>9.41</b>        | <b>24.48</b>             |

# ITEM #2: (b.) Mail - ECO ME FY2023 Report



| Proportional Share of Landfill Close/Post Close Costs |                       |                |                      |
|---|-----------------------|----------------|----------------------|
| Community   | FY 1989 - FY 2023 MSW |                | Share of Costs       |
|   | Tons                  | % Total        |                      |
| Bridgton  | 95,010                | 4.33%          | 779,688              |
| Cape Elizabeth  | 107,873               | 4.92%          | 885,247              |
| Casco   | 32,759                | 1.49%          | 268,830              |
| Cumberland  | 74,645                | 3.40%          | 612,561              |
| Falmouth  | 84,196                | 3.84%          | 690,939              |
| Freeport  | 70,105                | 3.20%          | 575,306              |
| Gorham  | 94,850                | 4.32%          | 778,372              |
| Gray  | 89,479                | 4.08%          | 734,296              |
| Harrison  | 35,863                | 1.63%          | 294,301              |
| Hollis  | 51,848                | 2.36%          | 425,486              |
| Limington   | 53,544                | 2.44%          | 439,401              |
| Lyman   | 50,484                | 2.30%          | 414,293              |
| North Yarmouth  | 32,127                | 1.46%          | 263,647              |
| Ogunquit  | 47,601                | 2.17%          | 390,631              |
| Portland  | 503,751               | 22.97%         | 4,133,950            |
| Pownal  | 11,374                | 0.52%          | 93,342               |
| Scarborough   | 205,652               | 9.38%          | 1,687,647            |
| South Portland  | 264,769               | 12.07%         | 2,172,784            |
| Waterboro   | 87,927                | 4.01%          | 721,562              |
| Windham   | 101,804               | 4.64%          | 835,436              |
| Yarmouth  | 97,857                | 4.46%          | 803,050              |
| <b>Total</b>  | <b>2,193,518</b>      | <b>100.00%</b> | <b>\$ 18,000,767</b> |

\$ 18,000,767

**Note:** The above data is based on unaudited ecomaine financial statements for the year ending June 30, 2023 and we anticipate that FY2023 audited financials will be approved by the ecomaine Board on October 19, 2023.

# ITEM #3: (c.) Minutes

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 Feliccitti 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 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; Victoria Gavel opposed)**

Town of Lyman  
Select Board Meeting Minutes  
Friday July 17<sup>th</sup>, 2023 – Lyman Town Hall

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

Town of Lyman  
Select Board Meeting Minutes  
Friday July 17<sup>th</sup>, 2023 – Lyman Town Hall

- 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.



Town of Lyman  
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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.

**EXECUTIVE SESSION** - None

**ADJOURN**

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

\_\_\_\_\_  
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 4 pages are the original minutes of the Select Board Meeting dated July 17<sup>th</sup>, 2023

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

# ITEM #4: (a.) Payroll Warrant

## Payroll Check Register

Pay Date: 07/26/2023

| Check | D / D | Check | Amount | Date | Employee |
|-------|-------|-------|--------|------|----------|
|-------|-------|-------|--------|------|----------|

### Employee Checks

|              |                  |             |                  |          |                       |
|--------------|------------------|-------------|------------------|----------|-----------------------|
| 1            | 1,617.68         | 0.00        | 1,617.68         | 07/26/23 | 79 SUSAN J BELLEROSE  |
| 2            | 73.40            | 0.00        | 73.40            | 07/26/23 | 032 DANA A CARTER     |
| 3            | 1,896.08         | 0.00        | 1,896.08         | 07/26/23 | 029 BRENDA D CHARLAND |
| 4            | 1,439.52         | 0.00        | 1,439.52         | 07/26/23 | 025 THOMAS M CROTEAU  |
| 5            | 2,327.15         | 0.00        | 2,327.15         | 07/26/23 | 028 LINDSAY GAGNE     |
| 6            | 1,924.36         | 0.00        | 1,924.36         | 07/26/23 | 016 LAURIE L GONSKA   |
| 7            | 256.42           | 0.00        | 256.42           | 07/26/23 | 007 THOMAS M HOLLAND  |
| 8            | 1,543.43         | 0.00        | 1,543.43         | 07/26/23 | 015 JEANETTE E LEMAY  |
| 9            | 883.03           | 0.00        | 883.03           | 07/26/23 | 036 JULIE LEMIEUX     |
| 10           | 1,224.58         | 0.00        | 1,224.58         | 07/26/23 | 041 RANDALL L MURRAY  |
| 11           | 436.76           | 0.00        | 436.76           | 07/26/23 | 19 BRIAN D. RACICOT   |
| 12           | 527.27           | 0.00        | 527.27           | 07/26/23 | 002 DAVID W RILEY     |
| 13           | 189.97           | 0.00        | 189.97           | 07/26/23 | 020 DAVID H SANTORA   |
| 14           | 302.21           | 0.00        | 302.21           | 07/26/23 | 40 RAYMOND J VALLIERE |
| <b>Total</b> | <b>14,641.86</b> | <b>0.00</b> | <b>14,641.86</b> |          |                       |

### Direct Deposit Checks

|              |             |                  |                  |          |                                |
|--------------|-------------|------------------|------------------|----------|--------------------------------|
| 15           | 0.00        | 14,641.86        | 14,641.86        | 07/26/23 | D / D 1 BIDDEFORD SAVINGS BANK |
| <b>Total</b> | <b>0.00</b> | <b>14,641.86</b> | <b>14,641.86</b> |          |                                |

### Trust & Agency Checks

|              |             |                 |                 |          |                                |
|--------------|-------------|-----------------|-----------------|----------|--------------------------------|
| 16           | 0.00        | 5,407.08        | 5,407.08        | 07/26/23 | T & A 1 I.R.S.                 |
| 17           | 0.00        | 806.60          | 806.60          | 07/26/23 | T & A 3 ICMA                   |
| 18           | 0.00        | 954.15          | 954.15          | 07/26/23 | T & A 2 MAINE REVENUE SERVICES |
| 19           | 0.00        | 1,223.20        | 1,223.20        | 07/26/23 | T & A 9 MPERS                  |
| <b>Total</b> | <b>0.00</b> | <b>8,391.03</b> | <b>8,391.03</b> |          |                                |

### Summary

|         |              |                  |           |
|---------|--------------|------------------|-----------|
| Checks: | Regular      | 0.00             | 14        |
|         | D / D        | 14,641.86        | 1         |
|         | Employee     | 14,641.86        |           |
|         | T & A        | 8,391.03         | 4         |
|         | Voided       |                  | 0         |
|         | <b>Total</b> | <b>23,032.89</b> | <b>19</b> |

WARRANT: 3

| Check        | D / D            | Check            | Employee                       | Gross Pay        |
|--------------|------------------|------------------|--------------------------------|------------------|
| 1            | 1,617.68         | 0.00             | 79 SUSAN J BELLEROSE           | 2,337.24         |
| 2            | 73.40            | 0.00             | 032 DANA A CARTER              | 79.48            |
| 3            | 1,896.08         | 0.00             | 029 BRENDA D CHARLAND          | 2,775.14         |
| 4            | 1,439.52         | 0.00             | 025 THOMAS M CROTEAU           | 2,008.28         |
| 5            | 2,327.15         | 0.00             | 028 LINDSAY GAGNE              | 3,301.92         |
| 6            | 1,924.36         | 0.00             | 016 LAURIE L GONSKA            | 2,951.45         |
| 7            | 256.42           | 0.00             | 007 THOMAS M HOLLAND           | 286.85           |
| 8            | 1,543.43         | 0.00             | 015 JEANETTE E LEMAY           | 2,405.15         |
| 9            | 883.03           | 0.00             | 036 JULIE LEMIEUX              | 1,218.00         |
| 10           | 1,224.58         | 0.00             | 041 RANDALL L MURRAY           | 1,822.93         |
| 11           | 436.76           | 0.00             | 19 BRIAN D. RACICOT            | 528.50           |
| 12           | 527.27           | 0.00             | 002 DAVID W RILEY              | 570.95           |
| 13           | 189.97           | 0.00             | 020 DAVID H SANTORA            | 205.70           |
| 14           | 302.21           | 0.00             | 40 RAYMOND J VALLIERE          | 327.25           |
| 15           | 0.00             | 14,641.86        | D / D 1 BIDDEFORD SAVINGS BANK |                  |
| 16           | 0.00             | 5,407.08         | T & A 1 I.R.S.                 |                  |
| 17           | 0.00             | 806.60           | T & A 3 ICMA                   |                  |
| 18           | 0.00             | 954.15           | T & A 2 MAINE REVENUE SERVICES |                  |
| 19           | 0.00             | 1,223.20         | T & A 9 MPERS                  |                  |
| <b>Total</b> | <b>14,641.86</b> | <b>23,032.89</b> |                                | <b>20,818.84</b> |

**Put into A/P**                                 **8,815.78**  
**Taken out of A/P**                            **(8,391.03)**  
**Total Payroll**                               **23,457.64**

**Count**  


---

Checks    19

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 \_\_\_\_\_

# ITEM #4: (b.) Payroll Warrant

LYMAN  
10:36 AM

## Payroll Check Register

Pay Date: 08/09/2023

08/03/2023  
Page 1

| Check                  | D / D            | Check       | Amount           | Date     | Employee              |
|------------------------|------------------|-------------|------------------|----------|-----------------------|
| <b>Employee Checks</b> |                  |             |                  |          |                       |
| 1                      | 1,577.70         | 0.00        | 1,577.70         | 08/09/23 | 79 SUSAN J BELLEROSE  |
| 2                      | 146.80           | 0.00        | 146.80           | 08/09/23 | 032 DANA A CARTER     |
| 3                      | 1,896.08         | 0.00        | 1,896.08         | 08/09/23 | 029 BRENDA D CHARLAND |
| 4                      | 1,176.54         | 0.00        | 1,176.54         | 08/09/23 | 025 THOMAS M CROTEAU  |
| 5                      | 269.96           | 0.00        | 269.96           | 08/09/23 | 12 MARCEL DESROSIERS  |
| 6                      | 2,327.15         | 0.00        | 2,327.15         | 08/09/23 | 028 LINDSAY GAGNE     |
| 7                      | 1,856.44         | 0.00        | 1,856.44         | 08/09/23 | 016 LAURIE L GONSKA   |
| 8                      | 256.42           | 0.00        | 256.42           | 08/09/23 | 007 THOMAS M HOLLAND  |
| 9                      | 1,520.94         | 0.00        | 1,520.94         | 08/09/23 | 015 JEANETTE E LEMAY  |
| 10                     | 434.91           | 0.00        | 434.91           | 08/09/23 | 036 JULIE LEMIEUX     |
| 11                     | 3,117.09         | 0.00        | 3,117.09         | 08/09/23 | 041 RANDALL L MURRAY  |
| 12                     | 431.89           | 0.00        | 431.89           | 08/09/23 | 19 BRIAN D. RACICOT   |
| 13                     | 506.60           | 0.00        | 506.60           | 08/09/23 | 002 DAVID W RILEY     |
| 14                     | 107.94           | 0.00        | 107.94           | 08/09/23 | 020 DAVID H SANTORA   |
| 15                     | 293.58           | 0.00        | 293.58           | 08/09/23 | 40 RAYMOND J VALLIERE |
| <b>Total</b>           | <b>15,920.04</b> | <b>0.00</b> | <b>15,920.04</b> |          |                       |

|                              |             |                  |                  |          |                                |
|------------------------------|-------------|------------------|------------------|----------|--------------------------------|
| <b>Direct Deposit Checks</b> |             |                  |                  |          |                                |
| 16                           | 0.00        | 15,920.04        | 15,920.04        | 08/09/23 | D / D 1 BIDDEFORD SAVINGS BANK |
| <b>Total</b>                 | <b>0.00</b> | <b>15,920.04</b> | <b>15,920.04</b> |          |                                |

|                                  |             |                  |                  |          |                                |
|----------------------------------|-------------|------------------|------------------|----------|--------------------------------|
| <b>Trust &amp; Agency Checks</b> |             |                  |                  |          |                                |
| 17                               | 0.00        | 6,695.31         | 6,695.31         | 08/09/23 | T & A 1 I.R.S.                 |
| 18                               | 0.00        | 899.77           | 899.77           | 08/09/23 | T & A 3 ICMA                   |
| 19                               | 0.00        | 1,188.25         | 1,188.25         | 08/09/23 | T & A 2 MAINE REVENUE SERVICES |
| 20                               | 0.00        | 1,847.68         | 1,847.68         | 08/09/23 | T & A 9 MPERS                  |
| <b>Total</b>                     | <b>0.00</b> | <b>10,631.01</b> | <b>10,631.01</b> |          |                                |

|                |              |                  |           |
|----------------|--------------|------------------|-----------|
| <b>Summary</b> |              |                  |           |
| Checks:        | Regular      | 0.00             | 15        |
|                | D / D        | 15,920.04        | 1         |
|                | Employee     | 15,920.04        |           |
|                | T & A        | 10,631.01        | 4         |
|                | Voided       |                  | 0         |
|                | <b>Total</b> | <b>26,551.05</b> | <b>20</b> |

WARRANT: 5

| Check        | D / D            | Check            | Employee                       | Gross Pay        |
|--------------|------------------|------------------|--------------------------------|------------------|
| 1            | 1,577.70         | 0.00             | 79 SUSAN J BELLEROSE           | 2,269.33         |
| 2            | 146.80           | 0.00             | 032 DANA A CARTER              | 158.95           |
| 3            | 1,896.08         | 0.00             | 029 BRENDA D CHARLAND          | 2,775.14         |
| 4            | 1,176.54         | 0.00             | 025 THOMAS M CROTEAU           | 1,733.14         |
| 5            | 269.96           | 0.00             | 12 MARCEL DESROSIERS           | 303.30           |
| 6            | 2,327.15         | 0.00             | 028 LINDSAY GAGNE              | 3,301.92         |
| 7            | 1,856.44         | 0.00             | 016 LAURIE L GONSKA            | 2,913.46         |
| 8            | 256.42           | 0.00             | 007 THOMAS M HOLLAND           | 286.85           |
| 9            | 1,520.94         | 0.00             | 015 JEANETTE E LEMAY           | 2,405.15         |
| 10           | 434.91           | 0.00             | 036 JULIE LEMIEUX              | 551.25           |
| 11           | 3,117.09         | 0.00             | 041 RANDALL L MURRAY           | 5,455.02         |
| 12           | 431.89           | 0.00             | 19 BRIAN D. RACICOT            | 523.22           |
| 13           | 506.60           | 0.00             | 002 DAVID W RILEY              | 548.56           |
| 14           | 107.94           | 0.00             | 020 DAVID H SANTORA            | 116.88           |
| 15           | 293.58           | 0.00             | 40 RAYMOND J VALLIERE          | 317.90           |
| 16           | 0.00             | 15,920.04        | D / D 1 BIDDEFORD SAVINGS BANK |                  |
| 17           | 0.00             | 6,695.31         | T & A 1 I.R.S.                 |                  |
| 18           | 0.00             | 899.77           | T & A 3 ICMA                   |                  |
| 19           | 0.00             | 1,188.25         | T & A 2 MAINE REVENUE SERVICES |                  |
| 20           | 0.00             | 1,847.68         | T & A 9 MPERS                  |                  |
| <b>Total</b> | <b>15,920.04</b> | <b>26,551.05</b> |                                | <b>23,660.07</b> |

Put into A/P **11,071.67**  
 Taken out of A/P **(10,631.01)**  
**Total Payroll 26,991.71**

**Count**  
 Checks 20

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 \_\_\_\_\_

# ITEM #4: (c.) AP Warrant FY 2023

Lyman-2023  
8:13 AM

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

FY 2023

08/03/2023  
Page 1

| Type         | Check | Amount            | Date     | Wrnt | Payee                               |
|--------------|-------|-------------------|----------|------|-------------------------------------|
| P            | 9926  | 104.00            | 07/13/23 | 58   | 0989 TREASURER, STATE OF MAINE      |
| R            | 9930  | 420.00            | 08/07/23 | 58   | 1046 BOURQUE & CLEGG LLC            |
| R            | 9931  | 255,888.60        | 08/07/23 | 58   | 0151 DAYTON SAND & GRAVEL, CO.,INC. |
| R            | 9932  | 13,000.00         | 08/07/23 | 58   | 0155 GERARD TREE SERVICE            |
| R            | 9933  | 10,500.00         | 08/07/23 | 58   | 0277 TINKER TOM EXCAVATOR           |
| R            | 9934  | 135.00            | 08/07/23 | 58   | 0021 WATERBORO REPORTER             |
| <b>Total</b> |       | <b>280,047.60</b> |          |      |                                     |

| <b>Count</b> |   |
|--------------|---|
| Checks       | 6 |
| Voids        | 0 |

**A / P Warrant**

Warrant 58

| Jrnl   | Check                             | Month | Invoice Description   | Reference | Amount            | Encumbrance |
|--|-----------------------------------|-------|-----------------------|-----------|-------------------|-------------|
| Description                                      | Account                           | Proj  |                       |           |                   |             |
| <b>01046 BOURQUE &amp; CLEGG LLC</b>             |                                   |       |                       |           |                   |             |
| 0776   | 9930                              | 06    | SERVICES              | 44563     |                   |             |
| SERVICES   | E 181-11-33-320                   |       |                       |           | 420.00            | 0.00        |
|  | CONT PROF / PROF SERV LE          |       |                       |           |                   |             |
|  |                                   |       | <b>Vendor Total-</b>  |           | <b>420.00</b>     |             |
| <b>00151 DAYTON SAND &amp; GRAVEL, CO., INC.</b> |                                   |       |                       |           |                   |             |
| 0776   | 9931                              | 06    | MAST RD               | 008623-1  |                   |             |
| MAST RD  | E 131-51-40-482                   |       |                       |           | 112,369.50        | 140,000.00  |
|  | REPAIRS & MA / RDS/RESURFA        |       |                       |           |                   |             |
|  |                                   |       | <b>Invoice Total-</b> |           | <b>112,369.50</b> |             |
| 0776   | 9931                              | 06    | DAY RD                | 008623-3  |                   |             |
| DAY RD   | E 131-51-40-481                   |       |                       |           | 20,501.70         | 8,000.00    |
|  | REPAIRS & MA / RDS/CONSTRUC       |       |                       |           |                   |             |
| DAY RD   | E 131-51-40-482                   |       |                       |           | 90,000.00         | 90,000.00   |
|  | REPAIRS & MA / RDS/RESURFA        |       |                       |           |                   |             |
|  |                                   |       | <b>Invoice Total-</b> |           | <b>110,501.70</b> |             |
| 0776   | 9931                              | 06    | 52800                 | 008623-2  |                   |             |
| 52800  | E 550-84-40-481                   |       |                       |           | 33,017.40         | 0.00        |
|  | FED - REPAIRS & MA / RDS/CONSTRUC |       |                       |           |                   |             |
|  |                                   |       | <b>Invoice Total-</b> |           | <b>33,017.40</b>  |             |
|  |                                   |       | <b>Vendor Total-</b>  |           | <b>255,888.60</b> |             |
| <b>00155 GERARD TREE SERVICE</b>                 |                                   |       |                       |           |                   |             |
| 0776   | 9932                              | 06    | RHODE ISLAND AVE      | 11413     |                   |             |
| RHODE ISLAND AVE                                 | E 131-51-40-483                   |       |                       |           | 13,000.00         | 0.00        |
|  | REPAIRS & MA / RDS/REPAIRS        |       |                       |           |                   |             |
|  |                                   |       | <b>Vendor Total-</b>  |           | <b>13,000.00</b>  |             |
| <b>00277 TINKER TOM EXCAVATOR</b>                |                                   |       |                       |           |                   |             |
| 0776   | 9933                              | 06    | CULVERT NEW RD        | 0008      |                   |             |
| CULVERT NEW RD                                   | E 131-51-40-483                   |       |                       |           | 3,500.00          | 3,500.00    |
|  | REPAIRS & MA / RDS/REPAIRS        |       |                       |           |                   |             |
|  |                                   |       | <b>Invoice Total-</b> |           | <b>3,500.00</b>   |             |
| 0776   | 9933                              | 06    | RHODE ISLAND & NEW RD | 0009      |                   |             |
| RHODE ISLAND & NEW RD                            | E 131-51-40-483                   |       |                       |           | 7,000.00          | 7,000.00    |
|  | REPAIRS & MA / RDS/REPAIRS        |       |                       |           |                   |             |
|  |                                   |       | <b>Invoice Total-</b> |           | <b>7,000.00</b>   |             |
|  |                                   |       | <b>Vendor Total-</b>  |           | <b>10,500.00</b>  |             |
| <b>00989 TREASURER, STATE OF MAINE</b>           |                                   |       |                       |           |                   |             |
| 0776   | 9926                              | 06    | JUNE                  |           |                   |             |
| JUNE   | G 1-248-00                        |       |                       |           | 104.00            | 0.00        |
|  | VITAL FEES                        |       |                       |           |                   |             |
|  |                                   |       | <b>Vendor Total-</b>  |           | <b>104.00</b>     |             |
| <b>00021 WATERBORO REPORTER</b>                  |                                   |       |                       |           |                   |             |
| 0776   | 9934                              | 06    | AD NOMINATION PROCESS | 5463      |                   |             |
| AD NOMINATION PROCESS                            | E 110-11-80-810                   |       |                       |           | 135.00            | 135.00      |
|  | ADVER, PRINT / ADVERTISE          |       |                       |           |                   |             |
|  |                                   |       | <b>Vendor Total-</b>  |           | <b>135.00</b>     |             |

**A / P Warrant**

Warrant 58

| Jrnl        | Check   | Month | Invoice Description   | Reference         | Encumbrance |
|-------------|---------|-------|-----------------------|-------------------|-------------|
| Description | Account |       | Proj                  | Amount            |             |
|             |         |       | <b>Prepaid Total-</b> | <b>104.00</b>     |             |
|             |         |       | <b>Current Total-</b> | <b>279,943.60</b> |             |
|             |         |       | <b>EFT Total-</b>     | <b>0.00</b>       |             |
|             |         |       | <b>Warrant Total-</b> | <b>280,047.60</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 \_\_\_\_\_



# ITEM \$4: (d.) AP Warrant FY 2024

Lyman  
8:41 AM

## A / P Check Register

Bank: BIDDEFORD SAVINGS

FY 2024

08/03/2023

Page 1

| Type | Check | Amount     | Date     | Wrnt | Payee                                 |
|------|-------|------------|----------|------|---------------------------------------|
| P    | 9927  | 13,196.31  | 07/17/23 | 4    | 0569 SECRETARY OF STATE               |
| P    | 9928  | 14,929.75  | 07/24/23 | 4    | 0569 SECRETARY OF STATE               |
| P    | 9929  | 6,732.67   | 07/28/23 | 4    | 0569 SECRETARY OF STATE               |
| R    | 9935  | 47.94      | 08/07/23 | 4    | 0218 AMAZON CAPITAL SERVICES          |
| R    | 9936  | 2,290.00   | 08/07/23 | 4    | 0022 BEAN DATA                        |
| R    | 9937  | 512.10     | 08/07/23 | 4    | 0328 BUDGET DOCUMENT TECHNOLOGY       |
| R    | 9938  | 32.00      | 08/07/23 | 4    | 0994 CINTAS CORPORATION- # 758        |
| R    | 9939  | 335,183.84 | 08/07/23 | 4    | 1020 COUNTY OF YORK                   |
| R    | 9940  | 125.00     | 08/07/23 | 4    | 0211 CRIPPLE CREEK CORPORATION        |
| R    | 9941  | 20.00      | 08/07/23 | 4    | 0101 CUNNINGHAM SECURITY SYSTEMS      |
| R    | 9942  | 970.00     | 08/07/23 | 4    | 0133 DAVID W. RILEY                   |
| R    | 9943  | 179.38     | 08/07/23 | 4    | 0151 DAYTON SAND & GRAVEL, CO.,INC.   |
| R    | 9944  | 40,500.00  | 08/07/23 | 4    | 0248 DAYTON SNOW FIGHTERS INC.        |
| R    | 9945  | 52,515.92  | 08/07/23 | 4    | 0233 GOODWINS MILLS FIRE & RESCUE     |
| R    | 9946  | 700.54     | 08/07/23 | 4    | 0072 GWI                              |
| R    | 9947  | 500.00     | 08/07/23 | 4    | 0230 JESSICAS CLEANING SERVICE        |
| R    | 9948  | 5,380.09   | 08/07/23 | 4    | 0311 KCB LANDSCAPING                  |
| R    | 9949  | 20.20      | 08/07/23 | 4    | 0322 KENNEBUNK LIGHT & POWER DISTRICT |
| R    | 9950  | 4,030.25   | 08/07/23 | 4    | 0376 M M E H T                        |
| R    | 9951  | 10.00      | 08/07/23 | 4    | 0282 MAINE IAAO                       |
| R    | 9952  | 314.50     | 08/07/23 | 4    | 0243 MAINE RESOURCE RECOVERY ASSOC.   |
| R    | 9953  | 598.02     | 08/07/23 | 4    | 1111 MARCEL DESROSIERS                |
| R    | 9954  | 35.00      | 08/07/23 | 4    | 0408 MLGHRA                           |
| R    | 9955  | 930.00     | 08/07/23 | 4    | 0256 POTTYS-R-US                      |
| R    | 9956  | 45.97      | 08/07/23 | 4    | 0084 READYREFRESH BY NESTLE           |
| R    | 9957  | 152.00     | 08/07/23 | 4    | 0502 REGISTRY OF DEEDS                |
| R    | 9958  | 466,437.06 | 08/07/23 | 4    | 0419 RSU #57                          |
| R    | 9959  | 12,300.00  | 08/07/23 | 4    | 0176 SANFORD - SPRINGVALE YMCA        |
| R    | 9960  | 1,871.00   | 08/07/23 | 4    | 0580 SMPDC                            |
| R    | 9961  | 97.98      | 08/07/23 | 4    | 0224 SPECTRUM/TIME WARNER CABLE       |
| R    | 9962  | 500.00     | 08/07/23 | 4    | 0258 STEPHEN CHAISSON                 |
| R    | 9963  | 11,400.00  | 08/07/23 | 4    | 0281 TIBBETTS FARMS LLC               |
| R    | 9964  | 3,600.00   | 08/07/23 | 4    | 0277 TINKER TOM EXCAVATOR             |
| R    | 9965  | 32.00      | 08/07/23 | 4    | 0643 TREASURER, STATE OF MAINE        |
| R    | 9966  | 7,821.28   | 08/07/23 | 4    | 0647 TREASURER, STATE OF MAINE        |
| R    | 9967  | 117.71     | 08/07/23 | 4    | 0148 VERIZON WIRELESS                 |
| R    | 9968  | 147.38     | 08/07/23 | 4    | 0985 WARRENS OFFICE SUPPLIES          |
| R    | 9969  | 292.50     | 08/07/23 | 4    | 0021 WATERBORO REPORTER               |
| R    | 9970  | 240.41     | 08/07/23 | 4    | 0675 WHITE SIGN, INC.                 |
| R    | 9971  | 3,945.00   | 08/07/23 | 4    | 0042 ZEBRA STRIPING, INC.             |
| P    | 88889 | 107.80     | 08/07/23 | 4    | 0140 WEX BANK                         |
| P    | 99999 | 345.00     | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE               |
| P    | 99999 | 487.98     | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE               |
| P    | 99999 | 9.59       | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE               |
| P    | 99999 | 40.07      | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE               |
| P    | 99999 | 1,051.65   | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE               |
| P    | 99999 | 19.99      | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE               |

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

| Type         | Check | Amount            | Date     | Wrnt | Payee                   |
|--------------|-------|-------------------|----------|------|-------------------------|
| P            | 99999 | 33.75             | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE |
| P            | 99999 | 64.97             | 08/07/23 | 4    | 0095 CARDMEMBER SERVICE |
| <b>Total</b> |       | <b>990,914.60</b> |          |      |                         |

| <b>Count</b> |    |
|--------------|----|
| Checks       | 49 |
| Voids        | 0  |

**A / P Warrant**

Warrant 4

| Jrnl                                    | Check | Month | Invoice Description     | Reference |                 |             |
|---|-------|-------|-------------------------|-----------|-----------------|-------------|
| Description                             |       |       | Account                 | Proj      | Amount          | Encumbrance |
| <b>00218 AMAZON CAPITAL SERVICES</b>    |       |       |                         |           |                 |             |
| 0027                                    | 9935  | 08    | SUPPLIES                |           | QLNV-6TJK-HVFL  |             |
| SUPPLIES                                |       |       | E 110-11-60-610         |           | 16.98           | 0.00        |
|   |       |       | SUPPLIES / SUPPLIES     |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>16.98</b>    |             |
| 0027                                    | 9935  | 08    | FLOOR CORD              |           | 13KL-DF6C-XWWH  |             |
| FLOOR CORD                              |       |       | E 110-11-60-610         |           | 30.96           | 0.00        |
|   |       |       | SUPPLIES / SUPPLIES     |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>30.96</b>    |             |
|   |       |       | <b>Vendor Total-</b>    |           | <b>47.94</b>    |             |
| <b>00022 BEAN DATA</b>                  |       |       |                         |           |                 |             |
| 0027                                    | 9936  | 08    | MONTHLY SERVICES        |           | 1455            |             |
| MONTHLY SERVICES                        |       |       | E 110-11-32-310         |           | 2,290.00        | 2,290.00    |
|   |       |       | CTRCT SVS EQ / PROF SVS |           |                 |             |
|   |       |       | <b>Vendor Total-</b>    |           | <b>2,290.00</b> |             |
| <b>00328 BUDGET DOCUMENT TECHNOLOGY</b> |       |       |                         |           |                 |             |
| 0027                                    | 9937  | 08    | LT06                    |           | 496203          |             |
| LT06                                    |       |       | E 110-11-32-310         |           | 512.10          | 0.00        |
|   |       |       | CTRCT SVS EQ / PROF SVS |           |                 |             |
|   |       |       | <b>Vendor Total-</b>    |           | <b>512.10</b>   |             |
| <b>00095 CARDMEMBER SERVICE</b>         |       |       |                         |           |                 |             |
| 0027                                    | 99999 | 08    | GOOSENECK MIC           |           | 37355606        |             |
| GOOSENECK MIC                           |       |       | E 110-11-60-610         |           | 345.00          | 0.00        |
|   |       |       | SUPPLIES / SUPPLIES     |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>345.00</b>   |             |
| 0027                                    | 99999 | 08    | STAMPS                  |           | 072023          |             |
| STAMPS                                  |       |       | E 110-11-60-650         |           | 487.98          | 0.00        |
|   |       |       | SUPPLIES / POSTAGE      |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>487.98</b>   |             |
| 0027                                    | 99999 | 08    | STAPLES                 |           | 28244           |             |
| STAPLES                                 |       |       | E 110-11-60-610         |           | 9.59            | 0.00        |
|   |       |       | SUPPLIES / SUPPLIES     |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>9.59</b>     |             |
| 0027                                    | 99999 | 08    | SUPPLIES                |           | 8845            |             |
| SUPPLIES                                |       |       | E 110-11-60-610         |           | 40.07           | 0.00        |
|   |       |       | SUPPLIES / SUPPLIES     |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>40.07</b>    |             |
| 0027                                    | 99999 | 08    | LIENS                   |           | 67882694        |             |
| LIENS                                   |       |       | E 110-11-39-399         |           | 1,051.65        | 0.00        |
|   |       |       | CONT SVS OTH / OTHER    |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>1,051.65</b> |             |
| 0027                                    | 99999 | 08    | STAMPS                  |           | 071723          |             |
| STAMPS                                  |       |       | E 110-11-60-650         |           | 19.99           | 0.00        |
|   |       |       | SUPPLIES / POSTAGE      |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>19.99</b>    |             |
| 0027                                    | 99999 | 08    | VISTAPRINT              |           | 070723          |             |
| VISTAPRINT                              |       |       | E 110-11-60-610         |           | 33.75           | 0.00        |
|   |       |       | SUPPLIES / SUPPLIES     |           |                 |             |
|   |       |       | <b>Invoice Total-</b>   |           | <b>33.75</b>    |             |

**A / P Warrant**

Warrant 4

| Jrnl   | Check | Month | Invoice Description        | Reference   | Amount            | Encumbrance |
|--|-------|-------|----------------------------|-------------|-------------------|-------------|
| Description                                      |       |       | Account                    | Proj        |                   |             |
| 0027   | 99999 | 08    | VISTAPRINT                 | 073123      |                   |             |
| VISTAPRINT                                       |       |       | E 110-11-60-610            |             | 64.97             | 0.00        |
|  |       |       | SUPPLIES / SUPPLIES        |             |                   |             |
|  |       |       | <b>Invoice Total-</b>      |             | <b>64.97</b>      |             |
|  |       |       | <b>Vendor Total-</b>       |             | <b>2,053.00</b>   |             |
| <b>00994 CINTAS CORPORATION- # 758</b>           |       |       |                            |             |                   |             |
| 0027   | 9938  | 08    | 13117643                   | 4162634692  |                   |             |
| 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>01020 COUNTY OF YORK</b>                      |       |       |                            |             |                   |             |
| 0027   | 9939  | 08    | COUNTY TAXES FY 2024       |             |                   |             |
| COUNTY TAXES FY 20xx                             |       |       | E 197-97-90-999            |             | 335,183.84        | 0.00        |
|  |       |       | OTHER / MISC               |             |                   |             |
|  |       |       | <b>Vendor Total-</b>       |             | <b>335,183.84</b> |             |
| <b>00211 CRIPPLE CREEK CORPORATION</b>           |       |       |                            |             |                   |             |
| 0027   | 9940  | 08    | STORAGE RENTAL             | CRIPSEP2024 |                   |             |
| STORAGE RENTAL                                   |       |       | E 110-11-39-399            |             | 125.00            | 125.00      |
|  |       |       | CONT SVS OTH / OTHER       |             |                   |             |
|  |       |       | <b>Vendor Total-</b>       |             | <b>125.00</b>     |             |
| <b>00101 CUNNINGHAM SECURITY SYSTEMS</b>         |       |       |                            |             |                   |             |
| 0027   | 9941  | 08    | 63000320                   | 140139      |                   |             |
| SECURITY SYTEM                                   |       |       | E 141-11-31-310            |             | 20.00             | 0.00        |
|  |       |       | CTRCT SVS BL / PROF SVS    |             |                   |             |
|  |       |       | <b>Vendor Total-</b>       |             | <b>20.00</b>      |             |
| <b>00133 DAVID W. RILEY</b>                      |       |       |                            |             |                   |             |
| 0027   | 9942  | 08    | SERVICES                   | 2021-0610   |                   |             |
| P&R TRASH REMOVAL                                |       |       | E 145-21-31-330            |             | 125.00            | 0.00        |
|  |       |       | CTRCT SVS BL / WASTE SVS   |             |                   |             |
| BUNGANUT TRASH REMOVAL                           |       |       | E 145-22-31-330            |             | 400.00            | 0.00        |
|  |       |       | CTRCT SVS BL / WASTE SVS   |             |                   |             |
|  |       |       | <b>Invoice Total-</b>      |             | <b>525.00</b>     |             |
| 0027   | 9942  | 08    | SERVICES                   | 2021-0611   |                   |             |
| ROADS REPAIRS/MAINT                              |       |       | E 131-51-40-483            |             | 410.00            | 0.00        |
|  |       |       | REPAIRS & MA / RDS/REPAIRS |             |                   |             |
|  |       |       | <b>Invoice Total-</b>      |             | <b>410.00</b>     |             |
| 0027   | 9942  | 08    | SERVICES                   | 2021-0612   |                   |             |
| TOWN HALL TRASH                                  |       |       | E 145-11-31-330            |             | 35.00             | 0.00        |
|  |       |       | CTRCT SVS BL / WASTE SVS   |             |                   |             |
|  |       |       | <b>Invoice Total-</b>      |             | <b>35.00</b>      |             |
|  |       |       | <b>Vendor Total-</b>       |             | <b>970.00</b>     |             |
| <b>00151 DAYTON SAND &amp; GRAVEL, CO., INC.</b> |       |       |                            |             |                   |             |
| 0027   | 9943  | 08    | 52800                      | 256393      |                   |             |
| 52800  |       |       | E 131-51-40-483            |             | 179.38            | 0.00        |
|  |       |       | REPAIRS & MA / RDS/REPAIRS |             |                   |             |
|  |       |       | <b>Vendor Total-</b>       |             | <b>179.38</b>     |             |
| <b>00246 DAYTON SNOW FIGHTERS INC.</b>           |       |       |                            |             |                   |             |
| 0027   | 9944  | 08    | PLOWING                    | DAYAUG2024  |                   |             |

**A / P Warrant**

Warrant 4

| Jrnl  | Check | Month | Invoice Description        | Reference  | Amount           | Encumbrance |
|---|-------|-------|----------------------------|------------|------------------|-------------|
| Description                                       |       |       | Account                    | Proj       |                  |             |
| PLOWING   |       |       | E 143-51-31-360            |            | 40,500.00        | 40,500.00   |
|   |       |       | CTRCT SVS BL / PLOW & SAND |            |                  |             |
| <b>Vendor Total-</b>                              |       |       |                            |            | <b>40,500.00</b> |             |
| <b>00233 GOODWINS MILLS FIRE &amp; RESCUE</b>     |       |       |                            |            |                  |             |
| 0027  | 9945  | 08    | CONTRACT                   | GMFRAUG24  |                  |             |
| CONTRACT  |       |       | E 186-91-37-392            |            | 16,185.25        | 16,185.25   |
|   |       |       | CONT OUT / GMFR CONTRAC    |            |                  |             |
| CONTRACT  |       |       | E 186-91-37-391            |            | 36,330.67        | 36,330.67   |
|   |       |       | CONT OUT / GMFR PERSONN    |            |                  |             |
| <b>Vendor Total-</b>                              |       |       |                            |            | <b>52,515.92</b> |             |
| <b>00072 GWI</b>                                  |       |       |                            |            |                  |             |
| 0027,   | 9946  | 08    | PHONES & INTERNET          | 6373923    |                  |             |
| 205773  |       |       | E 110-11-50-580            |            | 495.94           | 0.00        |
|   |       |       | UTILITIES / COMM           |            |                  |             |
| 205773  |       |       | E 161-22-50-580            |            | 29.60            | 0.00        |
|   |       |       | UTILITIES / COMM           |            |                  |             |
| 205773 SERV CALL                                  |       |       | E 161-22-50-580            |            | 175.00           | 0.00        |
|   |       |       | UTILITIES / COMM           |            |                  |             |
| <b>Vendor Total-</b>                              |       |       |                            |            | <b>700.54</b>    |             |
| <b>00230 JESSICAS CLEANING SERVICE</b>            |       |       |                            |            |                  |             |
| 0027  | 9947  | 08    | CLEANING SERVICES          | 99.293     |                  |             |
| 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>00311 KCB LANDSCAPING</b>                      |       |       |                            |            |                  |             |
| 0027  | 9948  | 08    | MOWING                     | KCBAUG2024 |                  |             |
| MOWING  |       |       | E 142-90-31-370            |            | 5,380.09         | 5,380.09    |
|   |       |       | CTRCT SVS BL / MOWING      |            |                  |             |
| <b>Vendor Total-</b>                              |       |       |                            |            | <b>5,380.09</b>  |             |
| <b>00322 KENNEBUNK LIGHT &amp; POWER DISTRICT</b> |       |       |                            |            |                  |             |
| 0027  | 9949  | 08    | 2101002-01                 | 070723     |                  |             |
| 2101002-01  |       |       | E 147-51-50-560            |            | 20.20            | 0.00        |
|   |       |       | UTILITIES / ELECTRICITY    |            |                  |             |
| <b>Vendor Total-</b>                              |       |       |                            |            | <b>20.20</b>     |             |
| <b>00376 M M E H T</b>                            |       |       |                            |            |                  |             |
| 0027  | 9950  | 08    | MHT.31171                  | AUG        |                  |             |
| INSURANCE-EMPLOYEE                                |       |       | G 1-205-00                 |            | 832.38           | 0.00        |
|   |       |       | BENFTS-EMPLE               |            |                  |             |
| HEALTH  |       |       | E 102-99-20-210            |            | 3,044.77         | 0.00        |
|   |       |       | BENEFITS / HEALTH          |            |                  |             |
| DENTAL  |       |       | E 102-99-20-211            |            | 143.35           | 0.00        |
|   |       |       | BENEFITS / DENTAL          |            |                  |             |
| LIFE NO MED                                       |       |       | E 102-99-20-214            |            | 9.75             | 0.00        |
|   |       |       | BENEFITS / LIFE NO MED     |            |                  |             |
| <b>Vendor Total-</b>                              |       |       |                            |            | <b>4,030.25</b>  |             |
| <b>00282 MAINE IAAO</b>                           |       |       |                            |            |                  |             |
| 0027  | 9951  | 08    | BELLEROSE                  | 072623     |                  |             |
| BELLEROSE   |       |       | E 102-11-20-280            |            | 10.00            | 0.00        |
|   |       |       | BENEFITS / TRAINING        |            |                  |             |

**A / P Warrant**

Warrant 4

| Jrnl  | Check | Month | Invoice Description         | Reference  | Amount        | Encumbrance |
|---|-------|-------|-----------------------------|------------|---------------|-------------|
| Description                                 |       |       | Account                     | Proj       |               |             |
| <b>Vendor Total-</b>                        |       |       |                             |            | <b>10.00</b>  |             |
| <b>00243 MAINE RESOURCE RECOVERY ASSOC.</b> |       |       |                             |            |               |             |
| 0027  | 9952  | 08    | FREON                       | 10024      |               |             |
| FREON                                       |       |       | E 150-31-35-310             |            | 314.50        | 0.00        |
|   |       |       | CTRCT SVS WA / PROF SVS     |            |               |             |
| <b>Vendor Total-</b>                        |       |       |                             |            | <b>314.50</b> |             |
| <b>01111 MARCEL DESROSIERS</b>              |       |       |                             |            |               |             |
| 0027  | 9953  | 08    | MILEAGE                     | JULY       |               |             |
| MILEAGE                                     |       |       | E 110-11-90-910             |            | 598.02        | 0.00        |
|   |       |       | OTHER / MILEAGE/TRAV        |            |               |             |
| <b>Vendor Total-</b>                        |       |       |                             |            | <b>598.02</b> |             |
| <b>00408 MLGHRA</b>                         |       |       |                             |            |               |             |
| 0027  | 9954  | 08    | GAGNE                       | 1000443746 |               |             |
| GAGNE                                       |       |       | E 102-11-20-290             |            | 35.00         | 0.00        |
|   |       |       | BENEFITS / MEMB & DUES      |            |               |             |
| <b>Vendor Total-</b>                        |       |       |                             |            | <b>35.00</b>  |             |
| <b>00256 POTTYS-R-US</b>                    |       |       |                             |            |               |             |
| 0027  | 9955  | 08    | PORTA-POTS                  | 25956      |               |             |
| KENNEBUNK POND                              |       |       | E 145-21-35-331             |            | 85.00         | 0.00        |
|   |       |       | CTRCT SVS WA / PROF PORTA P |            |               |             |
| <b>Invoice Total-</b>                       |       |       |                             |            | <b>85.00</b>  |             |
| 0027  | 9955  | 08    | PORTA-POTS                  | 25838      |               |             |
| BUNGANUT                                    |       |       | E 145-22-35-331             |            | 185.00        | 0.00        |
|   |       |       | CTRCT SVS WA / PROF PORTA P |            |               |             |
| <b>Invoice Total-</b>                       |       |       |                             |            | <b>185.00</b> |             |
| 0027  | 9955  | 08    | PORTA-POTS                  | 25899      |               |             |
| CHADBOURNE FIELD                            |       |       | E 145-21-35-331             |            | 185.00        | 0.00        |
|   |       |       | CTRCT SVS WA / PROF PORTA P |            |               |             |
| <b>Invoice Total-</b>                       |       |       |                             |            | <b>185.00</b> |             |
| 0027  | 9955  | 08    | PORTA-POTS                  | 26002      |               |             |
| BUNGANUT                                    |       |       | E 145-22-35-331             |            | 475.00        | 0.00        |
|   |       |       | CTRCT SVS WA / PROF PORTA P |            |               |             |
| <b>Invoice Total-</b>                       |       |       |                             |            | <b>475.00</b> |             |
| <b>Vendor Total-</b>                        |       |       |                             |            | <b>930.00</b> |             |
| <b>00084 READYREFRESH BY NESTLE</b>         |       |       |                             |            |               |             |
| 0027  | 9956  | 08    | 0427507058                  | 5396018615 |               |             |
| H20 0427507058                              |       |       | E 110-11-60-610             |            | 45.97         | 0.00        |
|   |       |       | SUPPLIES / SUPPLIES         |            |               |             |
| <b>Vendor Total-</b>                        |       |       |                             |            | <b>45.97</b>  |             |
| <b>00502 REGISTRY OF DEEDS</b>              |       |       |                             |            |               |             |
| 0027  | 9957  | 08    | DISCHARGES                  |            |               |             |
| DISCHARGES                                  |       |       | E 110-11-39-399             |            | 76.00         | 0.00        |
|   |       |       | CONT SVS OTH / OTHER        |            |               |             |
| <b>Invoice Total-</b>                       |       |       |                             |            | <b>76.00</b>  |             |
| 0027  | 9957  | 08    | DISCHARGES 4                |            |               |             |
| DISCHARGES                                  |       |       | E 110-11-39-399             |            | 76.00         | 0.00        |
|   |       |       | CONT SVS OTH / OTHER        |            |               |             |
| <b>Invoice Total-</b>                       |       |       |                             |            | <b>76.00</b>  |             |

**A / P Warrant**

Warrant 4

| Jrnl                                    | Check | Month | Invoice Description        | Reference     | Amount            | Encumbrance |
|---|-------|-------|----------------------------|---------------|-------------------|-------------|
| Description                             |       |       | Account                    | Proj          |                   |             |
| <b>Vendor Total-</b>                    |       |       |                            |               | <b>152.00</b>     |             |
| <b>00419 RSU #57</b>                    |       |       |                            |               |                   |             |
| 0027                                    | 9958  | 08    | FY 2024                    | SCHLAUG2024   |                   |             |
| FY 2024                                 |       |       | E 195-92-90-999            |               | 466,437.06        | 466,437.06  |
|   |       |       | OTHER / MISC               |               |                   |             |
| <b>Vendor Total-</b>                    |       |       |                            |               | <b>466,437.06</b> |             |
| <b>00176 SANFORD - SPRINGVALE YMCA</b>  |       |       |                            |               |                   |             |
| 0027                                    | 9959  | 08    | AUGUST                     | YMCAAUG2024   |                   |             |
| AUGUST                                  |       |       | E 181-22-37-399            |               | 12,300.00         | 12,300.00   |
|   |       |       | CONT OUT / CONT SVS OTH    |               |                   |             |
| <b>Vendor Total-</b>                    |       |       |                            |               | <b>12,300.00</b>  |             |
| <b>00569 SECRETARY OF STATE</b>         |       |       |                            |               |                   |             |
| 0027                                    | 9927  | 08    | 31170                      | 07/07-07/13   |                   |             |
| 31170                                   |       |       | G 1-250-00                 |               | 13,196.31         | 0.00        |
|   |       |       | MTR VEHICLE                |               |                   |             |
| <b>Invoice Total-</b>                   |       |       |                            |               | <b>13,196.31</b>  |             |
| 0027                                    | 9928  | 08    | 31170                      | 07/13-07/20   |                   |             |
| 31170                                   |       |       | G 1-250-00                 |               | 14,929.75         | 0.00        |
|   |       |       | MTR VEHICLE                |               |                   |             |
| <b>Invoice Total-</b>                   |       |       |                            |               | <b>14,929.75</b>  |             |
| 0027                                    | 9929  | 08    | 31170                      | 7/20-7/27     |                   |             |
| 31170                                   |       |       | G 1-250-00                 |               | 6,732.67          | 0.00        |
|   |       |       | MTR VEHICLE                |               |                   |             |
| <b>Invoice Total-</b>                   |       |       |                            |               | <b>6,732.67</b>   |             |
| <b>Vendor Total-</b>                    |       |       |                            |               | <b>34,858.73</b>  |             |
| <b>00580 SMPDC</b>                      |       |       |                            |               |                   |             |
| 0027                                    | 9960  | 08    | ANNUAL DUES                | 16772         |                   |             |
| ANNUAL DUES                             |       |       | E 110-11-39-315            |               | 1,871.00          | 0.00        |
|   |       |       | CONT SVS OTH / MEMB & DUES |               |                   |             |
| <b>Vendor Total-</b>                    |       |       |                            |               | <b>1,871.00</b>   |             |
| <b>00224 SPECTRUM/TIME WARNER CABLE</b> |       |       |                            |               |                   |             |
| 0027                                    | 9961  | 08    | 202-579149701-001          | 0010726071223 |                   |             |
| 202-579149701-001                       |       |       | E 150-31-50-580            |               | 97.98             | 0.00        |
|   |       |       | UTILITIES / COMM           |               |                   |             |
| <b>Vendor Total-</b>                    |       |       |                            |               | <b>97.98</b>      |             |
| <b>00258 STEPHEN CHAISSON</b>           |       |       |                            |               |                   |             |
| 0027                                    | 9962  | 08    | GRANITE PLANET             | 072723        |                   |             |
| GRANITE PLANET                          |       |       | E 161-21-90-940            |               | 500.00            | 0.00        |
|   |       |       | OTHER / REC PROGRAMS       |               |                   |             |
| <b>Vendor Total-</b>                    |       |       |                            |               | <b>500.00</b>     |             |
| <b>00281 TIBBETTS FARMS LLC</b>         |       |       |                            |               |                   |             |
| 0027                                    | 9963  | 08    | MOWING                     | 5014          |                   |             |
| MOWING                                  |       |       | E 142-51-31-370            |               | 5,700.00          | 0.00        |
|   |       |       | CTRCT SVS BL / MOWING      |               |                   |             |
| <b>Invoice Total-</b>                   |       |       |                            |               | <b>5,700.00</b>   |             |
| 0027                                    | 9963  | 08    | MOWING                     | 5014          |                   |             |
| MOWING                                  |       |       | E 142-51-31-370            |               | 5,700.00          | 0.00        |
|   |       |       | CTRCT SVS BL / MOWING      |               |                   |             |

**A / P Warrant**

Warrant 4

| Jrnl                                   | Check | Month | Invoice Description              | Reference  | Amount           | Encumbrance |
|--|-------|-------|----------------------------------|------------|------------------|-------------|
| Description                            |       |       | Account                          | Proj       |                  |             |
| <b>Invoice Total-</b>                  |       |       |                                  |            | <b>5,700.00</b>  |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>11,400.00</b> |             |
| <b>00277 TINKER TOM EXCAVATOR</b>      |       |       |                                  |            |                  |             |
| 0027                                   | 9964  | 08    | HUFF RD DITCHING                 | 0011       |                  |             |
| HUFF RD DITCHING                       |       |       | E 131-51-40-483                  |            | 1,900.00         | 0.00        |
|  |       |       | REPAIRS & MA / RDS/REPAIRS       |            |                  |             |
| <b>Invoice Total-</b>                  |       |       |                                  |            | <b>1,900.00</b>  |             |
| 0027                                   | 9964  | 08    | BUNGANUT RD                      | 0010       |                  |             |
| BUNGANUT RD                            |       |       | E 703-86-90-999                  |            | 1,700.00         | 0.00        |
|  |       |       | CAP IM / RESERVES - OTHER / MISC |            |                  |             |
| <b>Invoice Total-</b>                  |       |       |                                  |            | <b>1,700.00</b>  |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>3,600.00</b>  |             |
| <b>00643 TREASURER, STATE OF MAINE</b> |       |       |                                  |            |                  |             |
| 0027                                   | 9965  | 08    | DOGS                             | JULY       |                  |             |
| DOGS                                   |       |       | G 1-256-00                       |            | 32.00            | 0.00        |
|  |       |       | DOG LIC                          |            |                  |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>32.00</b>     |             |
| <b>00647 TREASURER, STATE OF MAINE</b> |       |       |                                  |            |                  |             |
| 0027                                   | 9966  | 08    | FISH                             | JULY       |                  |             |
| FISH                                   |       |       | G 1-251-00                       |            | 7,821.28         | 0.00        |
|  |       |       | INLAND FISH                      |            |                  |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>7,821.28</b>  |             |
| <b>00148 VERIZON WIRELESS</b>          |       |       |                                  |            |                  |             |
| 0027                                   | 9967  | 08    | 6423575065-00001                 | 9938847050 |                  |             |
| 642357065-00001                        |       |       | E 110-11-50-580                  |            | 117.71           | 0.00        |
|  |       |       | UTILITIES / COMM                 |            |                  |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>117.71</b>    |             |
| <b>00985 WARRENS OFFICE SUPPLIES</b>   |       |       |                                  |            |                  |             |
| 0027                                   | 9968  | 08    | TOWLYM                           | 520293-00  |                  |             |
| TOWLYM                                 |       |       | E 110-11-60-610                  |            | 103.80           | 0.00        |
|  |       |       | SUPPLIES / SUPPLIES              |            |                  |             |
| <b>Invoice Total-</b>                  |       |       |                                  |            | <b>103.80</b>    |             |
| 0027                                   | 9968  | 08    | TOWLYM                           | 520615-+00 |                  |             |
| TOWLYM                                 |       |       | E 110-11-60-610                  |            | 43.58            | 0.00        |
|  |       |       | SUPPLIES / SUPPLIES              |            |                  |             |
| <b>Invoice Total-</b>                  |       |       |                                  |            | <b>43.58</b>     |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>147.38</b>    |             |
| <b>00021 WATERBORO REPORTER</b>        |       |       |                                  |            |                  |             |
| 0027                                   | 9969  | 08    | AD                               | 5463       |                  |             |
| ADVERTISING                            |       |       | E 110-11-80-810                  |            | 292.50           | 0.00        |
|  |       |       | ADVER, PRINT / ADVERTISE         |            |                  |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>292.50</b>    |             |
| <b>00140 WEX BANK</b>                  |       |       |                                  |            |                  |             |
| 0027                                   | 88889 | 08    | 0496-00-621844-0                 | 90931823   |                  |             |
| 0496-00-621844-0                       |       |       | E 150-31-40-450                  |            | 107.80           | 0.00        |
|  |       |       | REPAIRS & MA / EQUIPMENT         |            |                  |             |
| <b>Vendor Total-</b>                   |       |       |                                  |            | <b>107.80</b>    |             |
| <b>00675 WHITE SIGN, INC.</b>          |       |       |                                  |            |                  |             |



**A / P Warrant**

Warrant 4

| Jrnl                              | Check | Month | Invoice Description        | Reference |                   |             |
|-----------------------------------|-------|-------|----------------------------|-----------|-------------------|-------------|
| Description                       |       |       | Account                    | Proj      | Amount            | Encumbrance |
| 0027                              | 9970  | 08    | SIGNS                      |           | 127473            |             |
| WLYM153570                        |       |       | E 148-51-60-670            |           | 74.58             | 0.00        |
|                                   |       |       | SUPPLIES / SIGNS           |           |                   |             |
|                                   |       |       | <b>Invoice Total-</b>      |           | <b>74.58</b>      |             |
| 0027                              | 9970  | 08    | SIGNS                      |           | 127751            |             |
| WLYM153570                        |       |       | E 148-51-60-670            |           | 165.83            | 0.00        |
|                                   |       |       | SUPPLIES / SIGNS           |           |                   |             |
|                                   |       |       | <b>Invoice Total-</b>      |           | <b>165.83</b>     |             |
|                                   |       |       | <b>Vendor Total-</b>       |           | <b>240.41</b>     |             |
| <b>00042 ZEBRA STRIPING, INC.</b> |       |       |                            |           |                   |             |
| 0027                              | 9971  | 08    | STRIPING                   |           | 30646             |             |
| STRIPING                          |       |       | E 131-51-40-483            |           | 2,995.00          | 0.00        |
|                                   |       |       | REPAIRS & MA / RDS/REPAIRS |           |                   |             |
|                                   |       |       | <b>Invoice Total-</b>      |           | <b>2,995.00</b>   |             |
| 0027                              | 9971  | 08    | STRIPING WALKER ROAD       |           | 30652             |             |
| STRIPING WALKER ROAD              |       |       | E 131-51-40-483            |           | 950.00            | 0.00        |
|                                   |       |       | REPAIRS & MA / RDS/REPAIRS |           |                   |             |
|                                   |       |       | <b>Invoice Total-</b>      |           | <b>950.00</b>     |             |
|                                   |       |       | <b>Vendor Total-</b>       |           | <b>3,945.00</b>   |             |
|                                   |       |       | <b>Prepaid Total-</b>      |           | <b>37,019.53</b>  |             |
|                                   |       |       | <b>Current Total-</b>      |           | <b>953,895.07</b> |             |
|                                   |       |       | <b>EFT Total-</b>          |           | <b>0.00</b>       |             |
|                                   |       |       | <b>Warrant Total-</b>      |           | <b>990,914.60</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 \_\_\_\_\_

# ITEM #5: (b.) Franchise Agreement / Ordinance Info

**From:** [Winchenbach, Shelley J](#)  
**To:** [Selectmen Board Clerk](#)  
**Subject:** RE: Lyman - Franchise Fee Questions - 6.5.2023 Meeting  
**Date:** Thursday, July 27, 2023 1:06:36 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

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Hi Lindsay, below is the proforma/breakdown of services that franchise fees would be collected on, based on 5% and the Gross Annual Revenue from last year.

## Town of Lyman, ME - 2022 Pro Forma

| FFEE Revenue Category       | Revenue      |           |
|-----------------------------|--------------|-----------|
|                             | Applied      | Fee       |
|                             | \$           | \$        |
| Basic Revenue               | 393,224.10   | 19,661.21 |
|                             | \$           | \$        |
| Expanded Service            | 406,560.05   | 20,328.00 |
|                             | \$           | \$        |
| Digital Service Revenue     | 279,948.66   | 13,997.43 |
|                             | \$           | \$        |
| Premium Channel Revenue     | 13,364.78    | 668.24    |
|                             | \$           | \$        |
| Event Based Service Revenue | 7,662.63     | 383.13    |
|                             | \$           | \$        |
| Recurring Service Fees      | 5.97         | 0.30      |
|                             | \$           | \$        |
| One-Time Service Fees       | 5,706.20     | 285.31    |
|                             | \$           | \$        |
| Inside Wiring               | 119.98       | 6.00      |
|                             | \$           | \$        |
| Commercial/Bulk Revenue     | 3,274.76     | 163.74    |
|                             | \$           | \$        |
| Late Fees                   | 4,051.73     | 202.59    |
|                             | \$           | \$        |
| Equipment Rental Revenue    | 55,095.72    | 2,754.79  |
|                             | \$           | \$        |
| Advertising Revenue         | 61,579.96    | 3,079.00  |
|                             | \$           | \$        |
| Home Shopping/ PIN Revenue  | 4,220.90     | 211.05    |
| Other Programming Service   | \$           | \$        |
| Revenue                     | 397.15       | 19.86     |
|                             | \$           | \$        |
| Bad Debt                    | (3,149.44)   | (157.47)  |
|                             | \$           | \$        |
|                             | 1,232,063.15 | 61,603.16 |

I don't have an actual billing statement without customer information but I have copied the tax section so you can see how the line is itemized for franchise fees. Let me know if you have any questions. Thank you!

| Taxes, Fees and Charges |      |
|-------------------------|------|
| FCC Admin Fee           | 0 12 |
| Franchise Fee           | 4 00 |
| Service Provider Tax    | 8 24 |
| ConnectMaine Fund       | 0 25 |

---

**From:** Winchenbach, Shelley J  
**Sent:** Wednesday, July 26, 2023 8:24 AM  
**To:** 'Selectmen Board Clerk' <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>  
**Subject:** RE: Lyman - Franchise Fee Questions - 6.5.2023 Meeting

Hi Lindsay, I haven't forgotten about this and have sent an internal reminder to request the status of the Proforma and sample billing statement. I'll be in touch!

---

**From:** Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>  
**Sent:** Monday, July 10, 2023 7:04 AM  
**To:** Winchenbach, Shelley J <[Shelley.Winchenbach@charter.com](mailto:Shelley.Winchenbach@charter.com)>  
**Subject:** [EXTERNAL] RE: Lyman - Franchise Fee Questions - 6.5.2023 Meeting

**CAUTION:** The e-mail below is from an external source. Please exercise caution before opening attachments, clicking links, or following guidance.

Great! Thank you for the update.

Best regards,

Lindsay

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**From:** Winchenbach, Shelley J <[Shelley.Winchenbach@charter.com](mailto:Shelley.Winchenbach@charter.com)>  
**Sent:** Friday, July 7, 2023 3:57 PM  
**To:** Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>  
**Subject:** RE: Lyman - Franchise Fee Questions - 6.5.2023 Meeting

Hi Lindsay, I put a request through, but a lot of people are out this week due to the holiday. I'm out of the office next week traveling on business out of state – but will forward you the proforma once I receive it. Let me also investigate trying to obtain a billing statement without customer information (due to privacy) and send that along as well. I'll be in touch, have a nice weekend.

---

**From:** Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>  
**Sent:** Friday, July 7, 2023 2:47 PM  
**To:** Winchenbach, Shelley J <[Shelley.Winchenbach@charter.com](mailto:Shelley.Winchenbach@charter.com)>  
**Subject:** [EXTERNAL] RE: Lyman - Franchise Fee Questions - 6.5.2023 Meeting

**CAUTION:** The e-mail below is from an external source. Please exercise caution before opening attachments, clicking links, or following guidance.

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Hi Shelly,


I am just checking in on the status of your offer on the proforma. The board was also inquiring about a moch bill to see what it would look like with a franchise fee on the bill. Could you provide this for us?


Thank you,

*Lindsay Gagne*

**Town Manager / Town  
Clerk  
FOAA officer**

11 So. Waterboro Rd Lyman, ME 04002

 207-247-0642

 207-499-7562

 [selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)

 [lyman-me.gov](http://lyman-me.gov)

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**From:** Selectmen Board Clerk  
**Sent:** Wednesday, June 28, 2023 1:24 PM  
**To:** Winchenbach, Shelley J <[Shelley.Winchenbach@charter.com](mailto:Shelley.Winchenbach@charter.com)>  
**Subject:** RE: Lyman - Franchise Fee Questions - 6.5.2023 Meeting

Good afternoon,

Thank you for this information. I will pass it on to the board.


It would be helpful to have the proforma you offered. Could we get one for 5% to see what the potential franchise fee would be annually?


Thank you,


*Lindsay Gagne*

**Select Board Clerk  
FOAA officer**

11 So. Waterboro Rd Lyman, ME 04002

 207-247-0642

 207-499-7562

 [selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)

 [lyman-me.gov](http://lyman-me.gov)

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---

**From:** Winchenbach, Shelley J <[Shelley.Winchenbach@charter.com](mailto:Shelley.Winchenbach@charter.com)>

**Sent:** Thursday, June 22, 2023 10:38 AM

**To:** Selectmen Board Clerk <[selectboard@lyman-me.gov](mailto:selectboard@lyman-me.gov)>

**Subject:** Lyman - Franchise Fee Questions - 6.5.2023 Meeting

Good morning Lindsay, I'd like to clarify a few questions that came up at the June 5th Select Board Meeting about franchise fees. Could you please pass this along to the Board Members.

The franchise fee is imposed by the municipality. Meaning, the Town can choose to elect a franchise fee from 1% to 5%. Federal Law allows up to 5%. The Franchise Fee would be collected on video cable TV services only (not internet and telephone services) and only collected on the cable TV services that are outlined in the gross revenue definition of the franchise agreement.

A Town can elect to not impose a franchise fee. Charter does not collect or charge a fee if the Town chooses to not impose a franchise fee. Charter does not "add" additional franchise fee costs to the cable packages. Franchise fees are listed on the customers bills as a separate line item. If the municipality imposes a franchise fee, it will be that percentage higher than a municipality that does not impose a franchise fee. By example, in a Town that does not impose a fee, a customer subscribing to a cable TV service package of \$100, would pay that amount (plus sales tax, etc.). In a Town that imposes say a 5% franchise fee, that billing statement would show the cable TV package as \$100 and a separate line item stating a franchise fee of \$5.00. That customer would pay \$105.00 (plus sales tax, etc.).

The franchise fee is collected from subscribers on such services as the basic cable TV packages and tiers, equipment (converters), PPV movies, installations fees, sometimes advertising and home shopping – it all depends on the gross revenue definition in the franchise agreement.

The franchise fee is collected by cable operators and paid back to the Town, either annually, semi-annually or quarterly – whichever is outlined in the franchise agreement.

I can answer any further questions you have or attend a workshop, if you feel that would be helpful. I can also provide a Proforma if the Town is interested to see what the franchise fee would be annually based on a certain percentage you may be looking to impose.

Thank you, I look forward to hearing from you.



**Shelley Winchenbach** | Director, Government Affairs  
207.620.3319 | 400 Old County Road | Rockland, ME 04841

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## **Cable Television Ordinance Town of Lyman**

The Town of Lyman, acting through its municipal officers pursuant to 30-A M.R.S.A. §3008(2), hereby enacts the following Cable Television Ordinance:

### **Section 1 – PURPOSE**

The purpose for the ordinance is to provide for Town regulation and use of the cable television system including its construction, operation and maintenance in, along, upon, across, over and under the streets, alleys, public ways and public places now laid out or dedicated, and all extensions thereof and additions thereof in the Town of Lyman, including poles, wires, cables, underground conduits, manholes, conductors and fixtures necessary for the maintenance and operation in the Town of Lyman, of the cable television systems and to provide conditions accompanying the grant of franchise; and providing for the Town regulation of cable television operation.

### **Section 2 – DEFINITIONS**

“Cable Television System” shall have the same meaning as defined in 30-A M.R.S.A. §3008 as the same may be amended.

“Cable Television Company” shall mean any person, firm, or corporation owning, controlling, operating, managing, or leasing a cable television system within the Town of Lyman, sometimes hereinafter referred to as “the company.”

“Town” shall mean the Town of Lyman, organized and existing under the laws of the State of Maine and the area within its territorial limits.

### **Section 3 – FRANCHISE REQUIRED**

No person, firm or corporation shall install, maintain or operate within the Town or any of its public ways or other public areas any equipment or facilities for the operation of a cable television system unless a franchise authorizing the use of said public ways or areas has first been obtained pursuant to the provision of this Ordinance and unless said franchise is in full force and effect.

### **Section 4 – FRANCHISE CONTRACT**

The municipal officers of the Town may contract on such terms, conditions and fees as they deem in the best interests of the Town and its residents with one or more Cable Television Companies for the operation of a cable television system within the Town, including the granting of a non-exclusive franchise for the operation thereof for a period not to exceed fifteen (15) years.

Applicants for a franchise or franchise renewal shall pay a non-refundable filing fee of \$500 to the Town to defray the cost of public notice and advertising expenses relating to such application. The applicants may also be assessed the cost of attorney fees incurred by the Town of Lyman in connection with the cable franchise application and agreement. The application shall be filed with the Town Clerk and shall contain such information as the Town may require including, but not limited to, a general description of the applicant's proposed operation, a schedule of proposed charges, a statement detailing its previous two fiscal years, an estimated ten year financial projection of its proposed system, its annual Town franchise fee as required by the Town, and the basis for same, and a statement detailing the prior operational experience of the applicant in both the cable television and microwave service including that of its officers, management and staff to be associated with the proposed operations.

Any franchise contract may be revoked by the municipal officers for good and sufficient cause as provided in the franchise contract, after due notice to the company and a public hearing thereon, with the right to appeal to the Superior Court under Rule 80B of the Maine Rules of Civil Procedure.

### **Section 5 – PUBLIC HEARING**

Before issuance of a request for proposals, or during the franchise contract renewal process, the Town shall hold a public hearing with at least seven (7) days advance notice for the purpose of determining any special local needs or interest regarding cable television.

Applications for a franchise to operate a CATV system in the Town and related documents are public records to be filed with and maintained by the Town pursuant to the State Freedom of Access Law, 1 M.R.S.A. § 401 et seq., as amended from time to time.

Before authorizing the issuance of any such franchise contract, including an assignment or a renewal of a franchise contract, the municipal officers shall review the applicant's character, financial and technical qualifications and the adequacy and feasibility of its qualifications to operate a cable television system within the Town, and shall conduct a public hearing thereon with at least seven (7) days advertised notice prior to said public hearing.

### **Section 6 – PERFORMANCE BOND AND INSURANCE COVERAGE**

The Cable Television Company shall provide sufficient insurance to indemnify and hold harmless the Town of Lyman, its agents and its employees from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the work, maintenance of the system and damages caused by components or portions thereof, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused in whole or in part by any negligent or willful act or omission of the Cable Television Company and anyone directly or indirectly employed by it or anyone for whose acts any of them may be liable. Upon the execution of any such franchise contract, the cable television company shall file a surety company performance



bond in an amount to be determined by the Board of Selectmen conditioned upon the faithful performance of said contract and full compliance with any laws, ordinances, or regulations governing said franchise. Said performance bond shall remain in effect until the Cable Television Company has completed any construction or reconstruction of the system as set forth in the franchise contract.

The Cable Television Company shall also, upon execution of any such franchise contract, provide evidence of insurance coverage as the Municipal Officers may require.

**Section 7 – COMPLIANCE WITH ALL LAWS**

Cable Television Companies shall at all times comply with all applicable federal, State and local laws, statutes, rules, regulations, ordinances, codes and orders. All applicable requirements of public and consumer protection laws affecting the provision of cable television services, including without limitation 30-A M.R.S.A. §3008 and §3010, as the same may be amended, are incorporated by reference.

**Section 8 -- SEVERABILITY**

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance. This ordinance is effective upon its adoption by the Selectboard, Town of Lyman.

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2023.**

**Town of Lyman by its Selectboard**

\_\_\_\_\_ **Ralph Blackington**

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

\_\_\_\_\_ **John Tibbetts**

\_\_\_\_\_ **David Alves**

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

# ITEM #5: (c.) ARPA Funded Projects

## ARPA Funded projects

|                                 |                  |   |
|---------------------------------|------------------|---|
| Kennebunk Pond Beach            | <b>\$92,000</b>  | <i>(As per plan revisions established by the committee)</i> |
| Transfer Station, General       | <b>\$234,750</b> | <i>(Lowest bid) (High bid: \$298,477)</i>                   |
| Bunganut Park, Concession Stand | <b>\$11,390</b>  | <i>(Lowest Bid) (High Bid: \$12,024)</i>                    |
| Bunganut Park, Lake Side        | <b>\$TBD</b>     | <i>(Items discussed: Failing Bridge, replacing booth)</i>   |

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Total Estimated Costs: **\$338,140**

|   |                  |   |
|---|------------------|---|
| Available ARPA Funds                    | <b>\$321,578</b> | <i>(Does not include Lakeside, costs unknown)</i> |
| After ARPA is expended, Remaining costs | <b>\$16,562</b>  | <i>(Does not include Lakeside, costs unknown)</i> |

### **Other funds available:**

|                                     |                  |   |
|-------------------------------------|------------------|---|
| Available Capital Improvement Funds | <b>\$107,000</b> | <i>(Current Amount. Capital Improvement is replenished through Town Meeting Warrant. As of June 2023, Article 8, an additional \$15,000 will be moved into the account by the fall, or sooner if request made to the Treasurer, bringing the total amount to \$122,000)</i> |
| Available Transfer Station Reserve  | <b>\$59,583</b>  | <i>(Transfer Station Reserve initially created to establish funds to replace the 3 compactors, each cost approximately \$100,000 to replace)</i>  |

## RFP Transfer Station General Contracting

Open Sealed Bids 6-5-23

Awarded Bid -

RFP's received

1. TCD Construction Inc.  
Submitted 6-5-2023  
James Cheney  
603-924-3003  
[rcheyne@TCDBuild.com](mailto:rcheyne@TCDBuild.com)

|                              |                  |  |
|------------------------------|------------------|--|
|                              | <b>\$245,922</b> | <i>(Base bid, site, gen cond, structure)</i> |
| 1) Paving                    | <b>\$19,708</b>  |  |
| 2) Concrete                  | <b>\$30,485</b>  |  |
| 3) Steel Fabricators         | <b>\$22,000</b>  |  |
| 4) Fees – estimate for hours | <b>\$</b>        |  |
| <b>Total Bid</b>             | <b>\$318,185</b> |  |

**Updates to bids: Select Board asked to remove paving section behind the transfer station leading to the Salt Shed.**

**Revised Bid: 7/17/2023**

|                              |                  |  |
|------------------------------|------------------|--|
|                              | <b>\$245,922</b> | <i>(Base bid, site, gen cond, structure)</i> |
| 5) Paving                    | <b>\$0</b>       | (\$19,708 difference)                        |
| 6) Concrete                  | <b>\$30,485</b>  |  |
| 7) Steel Fabricators         | <b>\$22,000</b>  |  |
| 8) Fees – estimate for hours | <b>\$</b>        |  |
| <b>Total Bid</b>             | <b>\$298,477</b> |  |

2. Dancause Construction  
Submitted 6-5-2023  
Brian Dancause  
207-229-6447  
[bdancause@roadrunner.com](mailto:bdancause@roadrunner.com)

|                              |                  |
|------------------------------|------------------|
| 1) Paving                    | \$46,500         |
| 2) Concrete                  | \$82,100         |
| 3) Steel Fabricators         | \$23,350         |
| 4) Fees – estimate for hours | \$111,800        |
| <b>Total Bid</b>             | <b>\$263,750</b> |

**Updates to bids: Select Board asked to remove paving section behind the transfer station leading to the Salt Shed.**

**Revised Bid: 7/23/2023**

|                              |                  |                       |
|------------------------------|------------------|-----------------------|
| 1) Paving                    | \$17,500         | (\$29,000 difference) |
| 2) Concrete                  | \$82,100         |                       |
| 3) Steel Fabricators         | \$23,350         |                       |
| 4) Fees – estimate for hours | \$111,800        |                       |
| <b>Total Bid</b>             | <b>\$234,750</b> |                       |

# ITEM #6: (c.) CEO Updated Fee Schedule



## LYMAN BUILDING DEPARTMENT

11 South Waterboro Road, Lyman, Maine 04002

Telephone: (207) 247-0647 Email:

### FEE SCHEDULE

Beginning any activity before permit is issued may result in a double fee, or a penalty of \$200, whichever is more.

Re-inspection fee for any permit ..... \$50.00

#### Building

Non-refundable application fee (to be applied to the permit fee when it is processed) ..... \$50.00

Minimum fee (residential)..... \$60.00

Minimum fee (commercial)..... \$100.00

New structures, habitable area - per square ft..... \$0.50

New structures, non-habitable (decks, sheds, garage, etc.) - per square foot ..... \$0.30

Renovations – per \$1000 ..... \$3.00

Modular home - per square foot..... \$0.30

Foundations - - per square foot..... \$0.20

Commercial Structures – per \$1000 ..... \$6.00

Driveway permits..... \$35.00

Assigning 911 number) ..... \$35.00

Demolition permits..... \$50.00

Gravel pit inspection ..... \$250.00

Swimming pools (electric permit if required) ..... \$60.00

Sign permit ..... \$50.00

#### Plumbing

Minimum fee..... \$40.00

Fixture fee, each fixture..... \$12.50

Hook-up fee..... \$40.00

Transfer fee..... \$40.00

Electrical: Contact Electrical Inspector –

#### Septic

New system ..... \$312.50

Surcharge on full systems only..... \$ 15.00

Replacement field..... \$187.50

Non-engineered replacement tank..... \$187.50

Added component..... \$30.00

Minimum Fee..... \$40.00

Variance (on new systems only)..... \$20.00

#### Land Use Fees

Shoreland Tree Removal ..... \$15.00 per tree

Zoning Letter..... \$50.00

Home Occupation including Medical

Marijuana..... \$250.00

Bi-annual Gravel Pit Inspection ..... \$175.00

Conditional Use ..... \$300.00

Best Practical Location ..... \$250.00

Subdivision Application Fee ..... \$1,000

*Plus \$250 per lot and Applicable Plan Review fees and Expenses related to posting Required Public Hearing Notices and sending abutter notices*

Plan Review

Preliminary ..... \$250.00

Final ..... \$250.00

Revision ..... \$250.00

Zoning Board of Appeals ..... \$250.00

Ralph Blackington (Chair)

Thomas Hatch (Vice Chair)

Jessica Picard

Amber Swett

Victoria

Effective Date

# ITEM #6: (e.) Treasurer 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        | 58,189.59        | 0.00           | 629,430.41         |
| <b>11 - TOWN HALL</b>    | <b>438,668.00</b> | <b>0.00</b>       | <b>438,668.00</b> | <b>40,617.93</b> | <b>0.00</b>    | <b>398,050.07</b>  |
| 10 - SALARIES            | 438,668.00        | 0.00              | 438,668.00        | 40,617.93        | 0.00           | 398,050.07         |
| 101 - TOWN MGR           | 100,755.00        | 0.00              | 100,755.00        | 9,905.76         | 0.00           | 90,849.24          |
| 103 - TREASURER          | 62,534.00         | 0.00              | 62,534.00         | 7,215.45         | 0.00           | 55,318.55          |
| 105 - TAX COLLECT        | 55,751.00         | 0.00              | 55,751.00         | 4,931.79         | 0.00           | 50,819.21          |
| 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         | 8,740.38         | 0.00           | 67,009.62          |
| 141 - CEO                | 65,000.00         | 0.00              | 65,000.00         | 7,500.00         | 0.00           | 57,500.00          |
| 142 - CEO CLERK          | 27,300.00         | 0.00              | 27,300.00         | 2,021.25         | 0.00           | 25,278.75          |
| 143 - ELECTRICIAN        | 0.00              | 0.00              | 0.00              | 303.30           | 0.00           | -303.30            |
| <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>11,889.36</b> | <b>0.00</b>    | <b>112,231.64</b>  |
| 10 - SALARIES            | 124,121.00        | 0.00              | 124,121.00        | 11,889.36        | 0.00           | 112,231.64         |
| 131 - TRF STATION        | 123,121.00        | 0.00              | 123,121.00        | 11,889.36        | 0.00           | 111,231.64         |
| 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>4,374.00</b>  | <b>0.00</b>    | <b>33,531.00</b>   |
| 10 - SALARIES            | 37,905.00         | 0.00              | 37,905.00         | 4,374.00         | 0.00           | 33,531.00          |
| 151 - RD COMM            | 37,905.00         | 0.00              | 37,905.00         | 4,374.00         | 0.00           | 33,531.00          |
| <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>860.55</b>    | <b>0.00</b>    | <b>6,597.45</b>    |
| 10 - SALARIES            | 7,458.00          | 0.00              | 7,458.00          | 860.55           | 0.00           | 6,597.45           |

### 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> |                   |                   |                   |                  |                  |                    |
| 175 - ACO                    | 7,458.00          | 0.00              | 7,458.00          | 860.55           | 0.00             | 6,597.45           |
| <b>99 - NOT SPECIFIE</b>     | <b>53,343.00</b>  | <b>0.00</b>       | <b>53,343.00</b>  | <b>332.37</b>    | <b>0.00</b>      | <b>53,010.63</b>   |
| 10 - SALARIES                | 33,970.00         | 0.00              | 33,970.00         | 332.37           | 0.00             | 33,637.63          |
| 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          | 332.37           | 0.00             | 7,167.63           |
| 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>23,541.32</b> | <b>75.00</b>     | <b>242,730.68</b>  |
| <b>11 - TOWN HALL</b>        | <b>11,410.00</b>  | <b>0.00</b>       | <b>11,410.00</b>  | <b>570.00</b>    | <b>0.00</b>      | <b>10,840.00</b>   |
| 20 - BENEFITS                | 11,410.00         | 0.00              | 11,410.00         | 570.00           | 0.00             | 10,840.00          |
| 280 - TRAINING               | 9,515.00          | 0.00              | 9,515.00          | 535.00           | 0.00             | 8,980.00           |
| 290 - MEMB & DUES            | 1,895.00          | 0.00              | 1,895.00          | 35.00            | 0.00             | 1,860.00           |
| <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>22,971.32</b> | <b>0.00</b>      | <b>231,345.68</b>  |
| 20 - BENEFITS                | 254,317.00        | 0.00              | 254,317.00        | 22,971.32        | 0.00             | 231,345.68         |
| 201 - FICA                   | 51,199.00         | 0.00              | 51,199.00         | 4,098.37         | 0.00             | 47,100.63          |
| 210 - HEALTH                 | 151,887.00        | 0.00              | 151,887.00        | 14,671.80        | 0.00             | 137,215.20         |
| 211 - DENTAL                 | 4,414.00          | 0.00              | 4,414.00          | 493.67           | 0.00             | 3,920.33           |
| 214 - LIFE NO MED            | 120.00            | 0.00              | 120.00            | 19.50            | 0.00             | 100.50             |
| 230 - 457B ER MATC           | 12,614.00         | 0.00              | 12,614.00         | 1,164.13         | 0.00             | 11,449.87          |
| 231 - MPERS ER               | 29,583.00         | 0.00              | 29,583.00         | 2,523.85         | 0.00             | 27,059.15          |
| 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>35,945.64</b> | <b>24,025.00</b> | <b>76,144.36</b>   |
| <b>11 - TOWN HALL</b>        | <b>132,615.00</b> | <b>0.00</b>       | <b>132,615.00</b> | <b>35,945.64</b> | <b>24,025.00</b> | <b>72,644.36</b>   |
| 32 - CTRCT SVS EQ            | 64,008.00         | 0.00              | 64,008.00         | 29,004.47        | 22,900.00        | 12,103.53          |
| 310 - PROF SVS               | 64,008.00         | 0.00              | 64,008.00         | 29,004.47        | 22,900.00        | 12,103.53          |
| 39 - CONT SVS OTH            | 13,831.00         | 0.00              | 13,831.00         | 3,469.65         | 1,125.00         | 9,236.35           |
| 315 - MEMB & DUES            | 9,071.00          | 0.00              | 9,071.00          | 1,871.00         | 0.00             | 7,200.00           |
| 399 - OTHER                  | 4,760.00          | 0.00              | 4,760.00          | 1,598.65         | 1,125.00         | 2,036.35           |

### 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> |                  |                   |                  |                  |                |                    |
| 50 - UTILITIES                | 10,464.00        | 0.00              | 10,464.00        | 1,109.73         | 0.00           | 9,354.27           |
| 580 - COMM                    | 10,464.00        | 0.00              | 10,464.00        | 1,109.73         | 0.00           | 9,354.27           |
| 60 - SUPPLIES                 | 18,431.00        | 0.00              | 18,431.00        | 1,471.27         | 0.00           | 16,959.73          |
| 610 - SUPPLIES                | 10,211.00        | 0.00              | 10,211.00        | 963.30           | 0.00           | 9,247.70           |
| 650 - POSTAGE                 | 8,220.00         | 0.00              | 8,220.00         | 507.97           | 0.00           | 7,712.03           |
| 80 - ADVER, PRINT             | 18,515.00        | 0.00              | 18,515.00        | 292.50           | 0.00           | 18,222.50          |
| 810 - ADVERTISE               | 4,500.00         | 0.00              | 4,500.00         | 292.50           | 0.00           | 4,207.50           |
| 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         | 598.02           | 0.00           | 6,767.98           |
| 910 - MILEAGE/TRAV            | 7,366.00         | 0.00              | 7,366.00         | 598.02           | 0.00           | 6,767.98           |
| <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>    |



### 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>   |                   |                   |                   |                 |                 |                    |
| <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>    |
| 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>6,434.38</b> | <b>3,650.00</b> | <b>804,265.62</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        | 6,434.38        | 3,650.00        | 803,265.62         |
| 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        | 6,434.38        | 250.00          | 132,665.62         |
| <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>1,084.00</b> | <b>0.00</b>     | <b>12,276.00</b>   |
| 31 - CTRCT SVS BL                 | 9,660.00          | 0.00              | 9,660.00          | 1,084.00        | 0.00            | 8,576.00           |
| 310 - PROF SVS                    | 9,660.00          | 0.00              | 9,660.00          | 1,084.00        | 0.00            | 8,576.00           |
| 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>    |

### 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> |                   |                   |                   |                  |                   |                    |
| 31 - CTRCT SVS BL                        | 950.00            | 0.00              | 950.00            | 0.00             | 0.00              | 950.00             |
| 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>22,160.18</b> | <b>16,140.27</b>  | <b>23,341.55</b>   |
| <b>51 - ROADS</b>                        | <b>11,500.00</b>  | <b>0.00</b>       | <b>11,500.00</b>  | <b>11,400.00</b> | <b>0.00</b>       | <b>100.00</b>      |
| 31 - CTRCT SVS BL                        | 11,500.00         | 0.00              | 11,500.00         | 11,400.00        | 0.00              | 100.00             |
| 370 - MOWING                             | 11,500.00         | 0.00              | 11,500.00         | 11,400.00        | 0.00              | 100.00             |
| <b>90 - MISC</b>                         | <b>50,142.00</b>  | <b>0.00</b>       | <b>50,142.00</b>  | <b>10,760.18</b> | <b>16,140.27</b>  | <b>23,241.55</b>   |
| 31 - CTRCT SVS BL                        | 50,142.00         | 0.00              | 50,142.00         | 10,760.18        | 16,140.27         | 23,241.55          |
| 370 - MOWING                             | 50,142.00         | 0.00              | 50,142.00         | 10,760.18        | 16,140.27         | 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>81,000.00</b> | <b>369,000.00</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           |

### 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> |                   |                   |                   |                  |                   |                    |
| <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>    |
| 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>81,000.00</b> | <b>369,000.00</b> | <b>192,400.00</b>  |
| 31 - CTRCT SVS BL                   | 642,400.00        | 0.00              | 642,400.00        | 81,000.00        | 369,000.00        | 192,400.00         |
| 360 - PLOW & SAND                   | 642,400.00        | 0.00              | 642,400.00        | 81,000.00        | 369,000.00        | 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>65.00</b>     | <b>0.00</b>       | <b>1,755.00</b>    |
| 31 - CTRCT SVS BL                   | 1,820.00          | 0.00              | 1,820.00          | 65.00            | 0.00              | 1,755.00           |
| 330 - WASTE SVS                     | 1,820.00          | 0.00              | 1,820.00          | 65.00            | 0.00              | 1,755.00           |
| <b>21 - RECREATION</b>              | <b>3,520.00</b>   | <b>0.00</b>       | <b>3,520.00</b>   | <b>520.00</b>    | <b>0.00</b>       | <b>3,000.00</b>    |
| 31 - CTRCT SVS BL                   | 1,300.00          | 0.00              | 1,300.00          | 250.00           | 0.00              | 1,050.00           |
| 330 - WASTE SVS                     | 1,300.00          | 0.00              | 1,300.00          | 250.00           | 0.00              | 1,050.00           |
| 35 - CTRCT SVS WA                   | 2,220.00          | 0.00              | 2,220.00          | 270.00           | 0.00              | 1,950.00           |
| 331 - PROF PORTA P                  | 2,220.00          | 0.00              | 2,220.00          | 270.00           | 0.00              | 1,950.00           |
| <b>22 - BUNGANUT</b>                | <b>6,315.00</b>   | <b>0.00</b>       | <b>6,315.00</b>   | <b>1,510.00</b>  | <b>0.00</b>       | <b>4,805.00</b>    |
| 31 - CTRCT SVS BL                   | 2,940.00          | 0.00              | 2,940.00          | 850.00           | 0.00              | 2,090.00           |
| 330 - WASTE SVS                     | 2,940.00          | 0.00              | 2,940.00          | 850.00           | 0.00              | 2,090.00           |
| 35 - CTRCT SVS WA                   | 3,375.00          | 0.00              | 3,375.00          | 660.00           | 0.00              | 2,715.00           |
| 331 - PROF PORTA P                  | 3,375.00          | 0.00              | 3,375.00          | 660.00           | 0.00              | 2,715.00           |
| <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           |

### Expense Summary Report

FUND: 1  
ALL Months

| ACCOUNT                            | BUDGET ORIGINAL   | BUDGET ADJUSTMENT | BUDGET NET        | YTD NET       | OUTSTAND ENCUM | UNEXPENDED BALANCE |
|------------------------------------|-------------------|-------------------|-------------------|---------------|----------------|--------------------|
| <b>147 - B&amp;G ENERGY CONT'D</b> |                   |                   |                   |               |                |                    |
| 560 - ELECTRICITY                  | 8,500.00          | 0.00              | 8,500.00          | 0.00          | 0.00           | 8,500.00           |
| <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>20.20</b>  | <b>0.00</b>    | <b>8,479.80</b>    |
| 50 - UTILITIES                     | 8,500.00          | 0.00              | 8,500.00          | 20.20         | 0.00           | 8,479.80           |
| 560 - ELECTRICITY                  | 8,500.00          | 0.00              | 8,500.00          | 20.20         | 0.00           | 8,479.80           |
| <b>148 - B&amp;G SIGNS</b>         | <b>6,500.00</b>   | <b>0.00</b>       | <b>6,500.00</b>   | <b>240.41</b> | <b>0.00</b>    | <b>6,259.59</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>240.41</b> | <b>0.00</b>    | <b>4,759.59</b>    |
| 60 - SUPPLIES                      | 5,000.00          | 0.00              | 5,000.00          | 240.41        | 0.00           | 4,759.59           |
| 670 - SIGNS                        | 5,000.00          | 0.00              | 5,000.00          | 240.41        | 0.00           | 4,759.59           |
| <b>150 - TRF STATION</b>           | <b>335,340.00</b> | <b>0.00</b>       | <b>335,340.00</b> | <b>945.98</b> | <b>450.00</b>  | <b>333,944.02</b>  |
| <b>31 - TRANSFER STA</b>           | <b>335,340.00</b> | <b>0.00</b>       | <b>335,340.00</b> | <b>945.98</b> | <b>450.00</b>  | <b>333,944.02</b>  |
| 35 - CTRCT SVS WA                  | 310,380.00        | 0.00              | 310,380.00        | 700.20        | 0.00           | 309,679.80         |
| 310 - PROF SVS                     | 2,980.00          | 0.00              | 2,980.00          | 564.50        | 0.00           | 2,415.50           |
| 349 - PROF SVS CAN                 | 2,400.00          | 0.00              | 2,400.00          | 0.00          | 0.00           | 2,400.00           |

### Expense Summary Report

FUND: 1  
ALL Months

| ACCOUNT                         | BUDGET ORIGINAL  | BUDGET ADJUSTMENT | BUDGET NET       | YTD NET         | OUTSTAND ENCUM | UNEXPENDED BALANCE |
|---------------------------------|------------------|-------------------|------------------|-----------------|----------------|--------------------|
| <b>150 - TRF STATION CONT'D</b> |                  |                   |                  |                 |                |                    |
| 350 - PROF SVS TIP              | 166,250.00       | 0.00              | 166,250.00       | 135.70          | 0.00           | 166,114.30         |
| 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        | 147.80          | 450.00         | 12,732.20          |
| 450 - EQUIPMENT                 | 13,330.00        | 0.00              | 13,330.00        | 147.80          | 450.00         | 12,732.20          |
| 50 - UTILITIES                  | 6,880.00         | 0.00              | 6,880.00         | 97.98           | 0.00           | 6,782.02           |
| 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         | 97.98           | 0.00           | 3,902.02           |
| 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>2,270.71</b> | <b>0.00</b>    | <b>6,689.29</b>    |
| <b>21 - RECREATION</b>          | <b>8,360.00</b>  | <b>0.00</b>       | <b>8,360.00</b>  | <b>2,036.51</b> | <b>0.00</b>    | <b>6,323.49</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         | 2,036.51        | 0.00           | 5,073.49           |
| 940 - REC PROGRAMS              | 6,860.00         | 0.00              | 6,860.00         | 2,036.51        | 0.00           | 4,823.49           |
| 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>234.20</b>   | <b>0.00</b>    | <b>365.80</b>      |
| 50 - UTILITIES                  | 600.00           | 0.00              | 600.00           | 234.20          | 0.00           | 365.80             |
| 580 - COMM                      | 600.00           | 0.00              | 600.00           | 234.20          | 0.00           | 365.80             |
| <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 SPECIFIC</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>   |

### Expense Summary Report

FUND: 1  
ALL Months

| ACCOUNT                       | BUDGET ORIGINAL   | BUDGET ADJUSTMENT | BUDGET NET        | YTD NET          | OUTSTAND ENCUM  | UNEXPENDED BALANCE |
|-------------------------------|-------------------|-------------------|-------------------|------------------|-----------------|--------------------|
| <b>171 - RES EQUIP CONT'D</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>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        | 53,400.00        | 26,600.00       | 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          |

### Expense Summary Report

FUND: 1  
ALL Months

| ACCOUNT                         | BUDGET ORIGINAL   | BUDGET ADJUSTMENT | BUDGET NET        | YTD NET           | OUTSTAND ENCUM    | UNEXPENDED BALANCE |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>181 - OUTS GEN AD CONT'D</b> |                   |                   |                   |                   |                   |                    |
| <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>    |
| 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>24,600.00</b>  | <b>16,400.00</b>  | <b>0.00</b>        |
| 37 - CONT OUT                   | 41,000.00         | 0.00              | 41,000.00         | 24,600.00         | 16,400.00         | 0.00               |
| 399 - CONT SVS OTH              | 41,000.00         | 0.00              | 41,000.00         | 24,600.00         | 16,400.00         | 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>105,031.84</b> | <b>525,159.20</b> | <b>-0.04</b>       |
| <b>91 - GMFR</b>                | <b>630,191.00</b> | <b>0.00</b>       | <b>630,191.00</b> | <b>105,031.84</b> | <b>525,159.20</b> | <b>-0.04</b>       |
| 37 - CONT OUT                   | 630,191.00        | 0.00              | 630,191.00        | 105,031.84        | 525,159.20        | -0.04              |
| 391 - GMFR PERSONN              | 435,968.00        | 0.00              | 435,968.00        | 72,661.34         | 363,306.70        | -0.04              |
| 392 - GMFR CONTRAC              | 194,223.00        | 0.00              | 194,223.00        | 32,370.50         | 161,852.50        | 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>350.00</b>     | <b>43,985.00</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>    |

### 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> |                      |                   |                      |                     |                     |                     |
| 90 - OTHER                    | 5,000.00             | 0.00              | 5,000.00             | 0.00                | 0.00                | 5,000.00            |
| 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>350.00</b>       | <b>7,550.00</b>     |
| 70 - EQUIPMENT                | 7,900.00             | 0.00              | 7,900.00             | 0.00                | 350.00              | 7,550.00            |
| 790 - OTHER EQUIP             | 7,900.00             | 0.00              | 7,900.00             | 0.00                | 350.00              | 7,550.00            |
| <b>195 - RSU # 57</b>         | <b>5,597,245.00</b>  | <b>0.00</b>       | <b>5,597,245.00</b>  | <b>932,874.12</b>   | <b>4,664,370.54</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>932,874.12</b>   | <b>4,664,370.54</b> | <b>0.34</b>         |
| 90 - OTHER                    | 5,597,245.00         | 0.00              | 5,597,245.00         | 932,874.12          | 4,664,370.54        | 0.34                |
| 999 - MISC                    | 5,597,245.00         | 0.00              | 5,597,245.00         | 932,874.12          | 4,664,370.54        | 0.34                |
| <b>197 - COUNTY</b>           | <b>332,963.00</b>    | <b>2,221.00</b>   | <b>335,184.00</b>    | <b>335,183.84</b>   | <b>0.00</b>         | <b>0.16</b>         |
| <b>97 - COUNTY</b>            | <b>332,963.00</b>    | <b>2,221.00</b>   | <b>335,184.00</b>    | <b>335,183.84</b>   | <b>0.00</b>         | <b>0.16</b>         |
| 90 - OTHER                    | 332,963.00           | 2,221.00          | 335,184.00           | 335,183.84          | 0.00                | 0.16                |
| 999 - MISC                    | 332,963.00           | 2,221.00          | 335,184.00           | 335,183.84          | 0.00                | 0.16                |
| <b>199 - OVERLAY</b>          | <b>0.00</b>          | <b>0.00</b>       | <b>0.00</b>          | <b>58.50</b>        | <b>0.00</b>         | <b>-58.50</b>       |
| <b>99 - NOT SPECIFIE</b>      | <b>0.00</b>          | <b>0.00</b>       | <b>0.00</b>          | <b>58.50</b>        | <b>0.00</b>         | <b>-58.50</b>       |
| 90 - OTHER                    | 0.00                 | 0.00              | 0.00                 | 58.50               | 0.00                | -58.50              |
| 999 - MISC                    | 0.00                 | 0.00              | 0.00                 | 58.50               | 0.00                | -58.50              |
| <b>Final Totals</b>           | <b>10,315,582.00</b> | <b>2,221.00</b>   | <b>10,317,803.00</b> | <b>1,871,937.55</b> | <b>5,629,820.01</b> | <b>2,816,045.44</b> |



# ITEM #6: (f.) Town Manager Report



Town of Lyman  
MAINE

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## Town Manager's Progress Report

August 3<sup>rd</sup>, 2023

Please find my progress report concerning various items of interest to the Select Board and community.

### **Municipal Code of Ethics**

As per the newly revised Charter, formation and revision of policies and procedures are already underway. One of which, being a Code of Ethics policy. I have drafted a version that complies with requirements as set in the Town Charter and provided to the Board for review. This policy is intended to outline standards of conduct for all Elected Officials, Appointed Members of Boards and Committees, Volunteers, and Employees while emphasizing the importance of respect, teamwork, transparency, and rectitude. This may be the first code of ethics Lyman has adopted for the municipality and surely will be a great resource to guide all Town Officials of any capacity in collaborative efforts best representing the Town and fortifying trust in our government.

### **Employee and Volunteer recruitment**

The hiring process continues for vacancies in multiple departments and is anticipated to come to a close soon with the potential of onboarding new employees for our Municipality. I have met with the department heads for the Transfer Station and the Office of Tax collector to review and assess their needs and included them in the process of interviewing candidates. The recruitment for the Transfer Station has come to a close and job offers have gone out to two potential candidates. I have interviewed several applicants for the Administrative Clerk position and will be doing a secondary round of interviews with the Tax Collector with the selected finalists chosen to move forward. I was delighted to find a lot of very interesting and qualified candidates for this position and feel confident we will find a good fit for this role.

Please welcome our new employees as they join our team and get to know our community and what we're all about.

## **HR Study**

The HR Study being conducted by Municipal Resources Inc is nearing its final phase as they have been working diligently to conclude the project. This includes the final report, updated job descriptions, and an updated personnel policy. The job descriptions and personnel policy will then be used as a baseline and will be reviewed and modified to best fit the needs of the Town. After speaking with the consultant, they have also agreed to include job descriptions for departments not currently established, such as a Public Works Director, for in the future should we decide to establish other roles, we will have some tools to get us started.

## **Employee Training and updates**

I have appointed a deputy registrar of voters and as we onboard a new Administrative Clerk, I intend to appoint another deputy in this role. This has been a common practice here and I hope to incorporate added training in efforts to streamline our voter registration process and include training on elections. However, this may take time and diligence, in the long run it would be vital for the Town to have a team of employees with a diversity of skills to accommodate the needs of our citizens.

## **Building and Grounds updates**

Town Hall Expansion Next Phase is on its way. After the board voted to award the Architect/Engineering bid I contacted the chosen bidder to begin the initial stages of this upcoming project. I have a site visit scheduled to meet with the contractor and conduct a site walk of the Town Hall. We will go over logistical plans and the goals set forth from our former Town Hall Expansion Committee. The committee worked on soliciting feedback from Town employees and a few other committees starting initial conversations about what the Town needs. There is much to consider for this project, including the possibility of alternatives as ideas for this project could easily enlarge themselves. Of the biggest factor of concern was the issue of space while our departments are expanding. Furthermore, if the Town ever intends to establish or grow future departments such as public works, parks and recs, and the like, there will likely be a need for expansion to create appropriate space to operate effectively. Our Historical Society is of another vital resource for our community and there was also consideration to the needs of developing display areas used to not only store some of Lyman's precious artifacts but also showcase them, so they remain commemorated. And, while we have a multitude of committees working actively to address a variety of local endeavors, it has been recognized a need to develop and advance community transparency, inclusion, and outreach in efforts to encourage citizen engagement and awareness. This would include increasing our meeting room size and advancing technologies to further reach our community.

In addition to buildings and grounds, the poison ivy mitigation process has begun at Chadborn field and should be completed soon. Areas marked off have been sprayed and will go through another round of spraying until the poison ivy is removed. There is also an overgrowth of vegetation behind the Town Hall which has been an issue clearing each year. Our mowing contractor, at no additional cost, has agreed to remove all the shrubs and overgrowth to clean the area and replace with a layer of gravel to deter overgrowth from reoccurring. This project will be underway in the next few weeks.

## **Committees**

There are various committees outlined in our charter and I have been working on developing project statements to identify the function, composition, and general purpose for each committee that currently does not have a project statement. I've updated our website to provide some broad scope of these committees and in efforts to seek new volunteers will put out information blasts to the community periodically.

## **Elections**

Absentee Ballots will be available August 11<sup>th</sup>, 2023 for the September 11<sup>th</sup>, 2023 Special Town Meeting Municipal Election. Applications for Absentee Ballots are available now until September 6<sup>th</sup>, 2023. After September 6<sup>th</sup>, Applications can only be requested under special circumstances. We have 4 vacancies on the Budget Committee to which this election is set for the purpose of electing members for said office. There are two 1-year term vacancies, one 2-year term vacancy, and one 3-year term vacancy. Nomination papers were due July 28<sup>th</sup>. There will be two candidates placed on the ballot for the 1-year terms. There were no other candidates that turned in nomination papers and vacancies can be filled by write-in votes.

## TOWN OF LYMAN

### Municipal Code of Ethics

#### **SECTION 1: STATEMENT OF POLICY**

The Town of Lyman is committed to the highest ethical standards and practices, protecting employees, partners, volunteers, elected and appointed officials, and the organization from unethical, illegal, or damaging actions and statements by individuals, either knowingly or unknowingly. When the Town of Lyman acts in an ethical manner, addresses issues proactively, and uses best business judgement and practices, it establishes a positive reputation and protects the interest of our citizens.

The proper operation of the Town requires that all Town officials whether elected or appointed, be impartial, equitable, and responsive to the needs of the people and each other in the performance of their respective functions and duties; that proper conduct of Town officials will promote public confidence in the integrity of government and ensure a culture of transparency, openness, fairness, and equity; that public office not be used for personal or financial gain or advantage; that the structure of government be used properly in decision and policy making. In recognition of these goals, this Code of Ethics is hereby established for all Town officials of elected office, appointed members of boards and committees, volunteers, and employees. All ethical policies that are created outside of this code of ethics shall be null and void.

#### **SECTION 2: PURPOSE**

The purpose of this Code of Ethics is to establish ethical standards of conduct expected of all Town elected officials, appointed members of boards and committees, volunteers, and employees by setting forth those acts or actions deemed to be in conflict or incompatible, or to create the appearance of impropriety, with the best interests of the Town of Lyman.

#### **SECTION 3: RESPONSIBILITY OF PROPER CONDUCT AND COMMITTEMENT TO ETHICS**

The Town of Lyman elected officials, appointed members of boards and committees, volunteers and employees will treat everyone with respect, fairness, promote a team environment, and will consistently avoid the intent and appearance of unethical or compromising practices. For the purpose of this code of ethics, "Town official" shall mean any elected, appointed, volunteer, or employee of the Town that in their capacity serve a role in the functions or business operations of the municipality or provide any such services related to municipal affairs.

- a. Every Town official needs to apply effort in maintaining ethical standards.
- b. Town officials shall treat each other with mutual respect and strive for a collaborative, team environment that enhances fairness, impartiality, and is responsive to the needs of the people they serve and each other in the performance of their duties.

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- c. Town officials must, at all times, disclose any potential conflict of interest that may arise regarding their position or duties with the Town.
  - d. Town officials will support the Town to increase its citizens, public, and vendor satisfaction by providing quality services.
  - e. Public office will not be used by any Town official for personal gain.
  - f. All Town officials will maintain a standard of conduct that will inspire public confidence and fortify the integrity of the Towns' government.
  - g. Decisions and policy making will be made within the proper channels of the Town government structure, and will uphold federal, state, and local law.

The Town will not tolerate any wrongdoing or impropriety at any time.

#### **SECTION 4: TOWN MANAGER RESPONSIBILITY OF ADMINISTRATION**

The Town Manager shall perform their duties with professionalism, civility, respect, and with the duty of avoiding impropriety whenever possible. With respect to the administration of the day-to-day affairs of the Town, the Town Manager shall conduct his/her duties to the extent possible:

- a. Affirm the dignity and worth of the services rendered by local government and maintain a constructive, creative, and practical attitude toward local municipal affairs and a responsibility as a trusted public servant.
- b. Conduct his/her official affairs in such a manner as to give a clear impression that they cannot be improperly influenced in the performance of their duties.
- c. Uphold and implement local policies adopted by the Select Board; and submit policy proposals to the Select board.
- d. Refrain from political activities, which undermine public confidence in the integrity of government.
- e. Uphold the duty to continually improve his/her professional ability and to develop the competence of associates in the use of management techniques.
- f. Emphasize friendly and courteous service to the public and seek to improve the quality and image of public service.
- g. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern decisions pertaining to appointments, pay adjustments, promotions, and discipline. Concerns of employee performance should only be made directly with the affected individuals through private conversation.
- h. Uphold all sections of this code of ethics as well as the International City/County Management Association Code of Ethics.

#### **SECTION 5: DISCLOSURE OF CONFIDENTIALITY**

No Town official shall, to the detriment of the Town, disclose confidential information concerning the property, government or affairs of the Town; nor shall he or she use such information for the advancement of their own financial, special, or private interests or the financial, special, or private interest of others. Information received and discussed during an executive session of any Town agency called pursuant to

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1 M.R.S.A § 405 et seq. shall be considered within the constraints of this section and shall not be disclosed to any third party unless permitted by an affirmative vote of such body. For the purpose of this section, the term “Confidential information” shall mean any information, oral or written, that comes to the attention of, or is available to a Town Official only because of their position with the Town and is not a matter of public record.

## **SECTION 6: GIFTS AND FAVORS**

The conduct of public business shall be free of any influence arising from gifts, favors, donations, or special privileges. It is the obligation of all Town officials to refuse personal gifts, favors, donations, or special privileges in every instance where favor or special privilege would not have been extended but for the position of such Town official; where there exists a reasonable belief that the giver’s interests are likely to be affected by the actions of the Town official; or where the gift is or may reasonably be considered to be designed to influence the actions of the Town official.

This does not prohibit the following:

- a. The acceptance of gifts or social courtesies related to a family relationship or friendship between the Town official and the donor, which are not designated to influence the proper judgement or action of the Town official in a matter within his/her authority.
- b. Public, government-sponsored or informational events, generally accepted as a condition of office, where refreshments are served or other sponsored gifts are provided, which are not designed to influence the proper judgement or action of the Town official in a matter within his/her authority.
- c. “De Minimis” Things of Value, which shall initially be defined as Things of Value that do not exceed \$25 in total value.
- d. Gifts associated with holidays or special events to the extent that such gifts are made available and/or shared with all employees in a department/office. Gifts made available for the purpose of customary performance, merit awards or honorariums, consistent with municipal practices. Nor shall it extend to reasonable gifts made to employees to recognize their service at time of retirement or separation.
- e. Political contributions received in compliance with law.

In determining whether a violation of this section has occurred, the following may be taken into consideration: the monetary or pecuniary value of the Thing of Value received; the act and/or item that constitutes the Thing of Value; any special economic value the Thing of Value received may have to the recipient; and the circumstance of which the Thing of Value was receive.

For the purpose of this section, “Thing of Value” shall mean any gift, favor, service, loan, event, promise, or other thing of value.

## **SECTION 7: INCOMPATIBLE EMPLOYMENT**

No Town official shall engage in or accept private employment or render or sell services or goods for private interests when such employment or services is incompatible with the proper discharge of his/her official duties.

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## **SECTION 8: CONFLICT OF INTEREST**

All Town officials must be fair and impartial in carrying out their duties and responsibilities. All Town officials must ensure that their official actions are not intended to create actual or the potential for personal or financial gain, either directly or indirectly, for themselves, family members, personal friends, or other related parties. Any actual or potential conflicts between personal interests and Town business must be fully disclosed in a timely manner. If it is determined that a conflict of interest does exist, the Town official shall recuse themselves from officially participating in any discussion or decision-making action on the issue. For the purpose of this section, the Table of Consanguinity in Appendix A outlines the degrees of relationships in conflict with each other.

## **SECTION 9: POLITICAL ACTIVITIES**

No Town official shall participate in any political activity that would be in conflict or incompatible with the performance of their official functions and duties for the Town. No Town official may use their official authority or position for the purposes of influencing, interfering with, or affecting the results of any election, nor shall they solicit or accept funds or contributions during the workday from other Town officials for political purposes. Nothing herein shall prohibit any Town official from participating in the political process in their capacity as a private citizen or as candidates for elected office.

## **SECTION 10: USE OF TOWN PROPERTY**

No Town official shall use or authorize others to use Town-owned property, including but not limited to, motor vehicles, equipment, and buildings for any private purposes. Nothing herein shall prohibit the use of Town-owned property for the following:

- a. The purpose of Town business.
- b. For purposes and on terms generally available to other persons.
- c. In accordance with a contract of employment with the Town in which the use of such property is part of the compensation or a term of employment.

## **SECTION 11: SOCIAL MEDIA POLICY**

Town officials are responsible for their conduct on social media platforms and, in matters of the Town, shall refrain from defamatory, offensive, libelous or slanderous conduct that adversely affects any Town officials job performance or duties, suppliers, vendors, or contractors who work on behalf of the Town or conduct legitimate business for the Town; and shall not violate any section of this code of ethics, including but not limited to, section 5.

Town officials should have the utmost regard in the professional representation of the Town and its functions and shall conduct themselves in a manner that promotes civility, rectitude, competence, and respectability whether on any form of social media or other media exchanges, including but not limited to, emails, direct mail, flyers, websites, newspapers, social platforms, internet communities, or other types of publications. No Town official shall engage in any media forum exchanges while in the capacity of his/her

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official duties. Nothing herein shall prohibit any Town Official from engaging in any media forum in their capacity as a private citizen.

## **SECTION 12: VIOLATIONS OF CODE OF ETHICS**

Town officials have an affirmative obligation to report all suspected violations of this code of ethics. Reporting violations shall follow the Town's whistleblower and protection reporting policy.

Violations of this code of ethics, including failure to report violations of others, may result in disciplinary action, up to and including removal of appointment or termination of employment, in accordance with the disciplinary procedures outlined in the personnel policy.

## **SECTION 13: STATUTORY STANDARDS**

There are certain provisions of the general statutes of the State of Maine which, while not set forth herein, should be considered an integral part of this Code of Ethics. Accordingly, the provisions of the following sections of general statutes of the State of Maine, as may be amended, are hereby incorporated in this Code of Ethics by reference to the extent applicable.

- 17 M.R.S.A § 3104, Conflicts of interest; purchase by the State.
- 17 M.R.S.A § 456, Tampering with public records or information.
- 17 M.R.S.A § 602, Bribery in official and political matters.
- 17 M.R.S.A § 603, Improper influence.
- 17 M.R.S.A § 604, Improper compensation for past action.
- 17 M.R.S.A § 605, Improper gifts to public servants.
- 17 M.R.S.A § 606, Improper compensation of services.
- 17 M.R.S.A § 607, Purchase of public office.
- 17 M.R.S.A § 608, Official oppression.
- 17 M.R.S.A § 609, Misuse of information.
- 17 M.R.S.A § 903, Misuse of entrusted property.
- 17 M.R.S.A § 504, Persons ineligible to serve.
- 17 M.R.S.A § 2605, Conflicts of interest.
- 17 M.R.S.A § 5122, Interests of public officials, trustees or employees.

## **SECTION 14: SEPARABILITY**

If any section, subsection, sentence, clause, or phrase, of this Code of Ethics is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this code of ethics.



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**SECTION 15: AMENDMENT**

This Code of Ethics may be amended or revised by a majority vote of the Town of Lyman Select Board.

**SECTION 16: DEFFINITIONS**

**Appointed Official:** Anyone appointed to a board or committee to perform duties in the capacity of that board or committee.

**Employee:** An individual working for the Town on a permanent or temporary basis drawing wage or a stipend from the Town.

**Financial Interest:** A direct or indirect interest having monetary or pecuniary value, including, but not limited to, the ownership of shares of stock.

**Immediate Family:** Spouse, children, parents, siblings, including step, half, and in-law relations, a domestic partner of a Town official, or persons sharing the same household and intermingling financial assets with a Town official.

**Special Interest:** Any interest which will allow some form of personal gain, usually pecuniary in nature.

**Town Official:** Any elected, appointed, volunteer, or employee of the Town that in their capacity serve a role in the functions or business operations of the municipality or provide any such services related to municipal affairs.

**Volunteer:** Anyone conducting specific business and/or duties on behalf of the Town as delegated by the Town Manager or Select Board either on a temporary or permanent basis and does not receive wage or stipend from the Town.

**Adopted:**

**Amended:**

\_\_\_\_\_ Ralph “Rusty” Blackington - Chair

\_\_\_\_\_ Thomas Hatch – Vice Chair

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

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

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

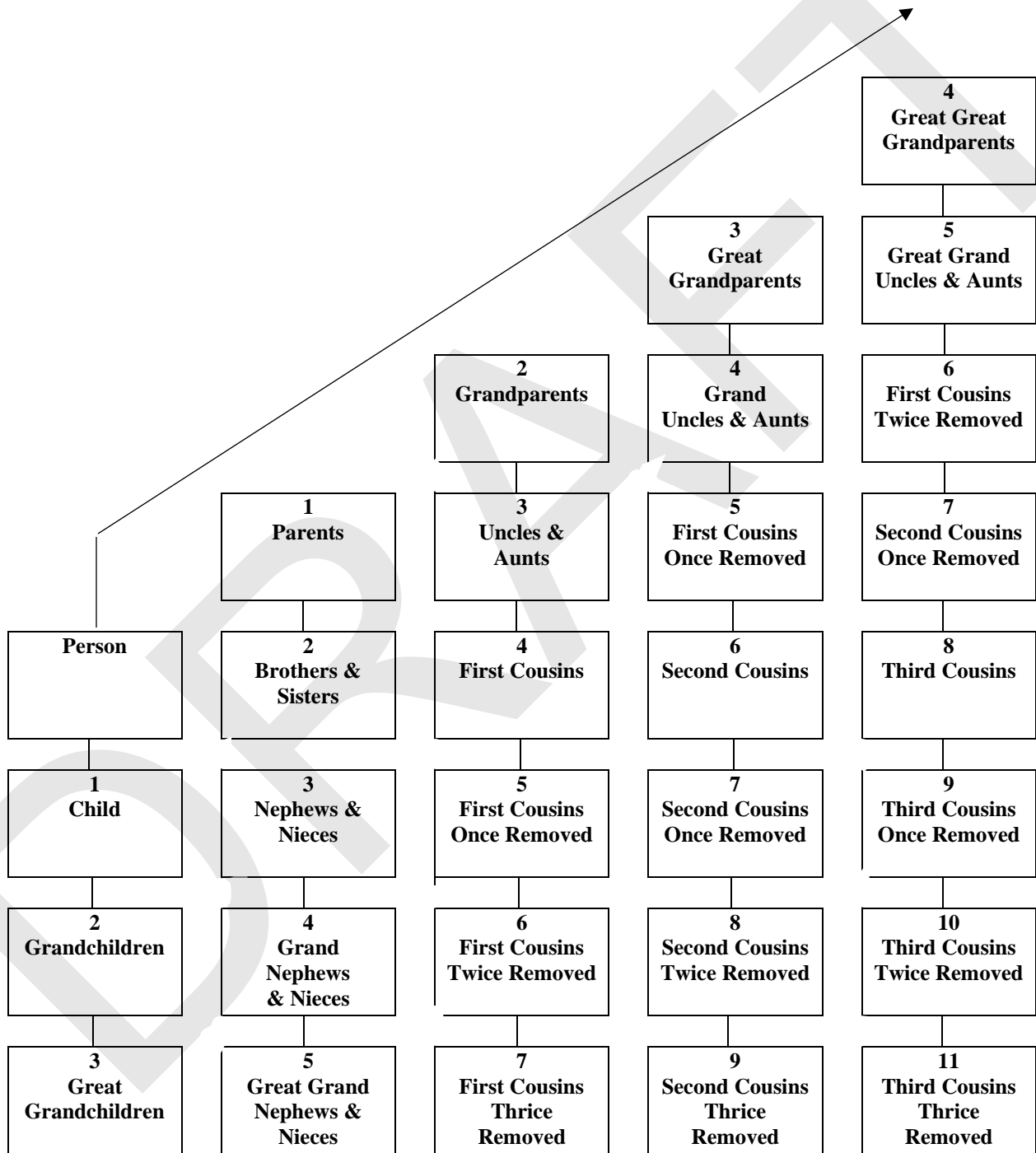
A Majority of the Board of Selectpersons

Lyman, Maine

**APENDIX A**

**TABLE OF CONSANGUINITY**

Showing degrees of relationships



**Goodwin's Mills  
FIRE-RESCUE  
PERSONNEL POLICY**

**Adopted November 30, 2011**

**Amended May 8, 2012**

**Amended June 5, 2012**

**Amended July 1, 2013**

**Amended January 29, 2014**

**Amended February 22, 2014**

**Revised July 31, 2018**

**Amended January 7, 2019**

**Amended xxx**

**Amended June 17, 2019**

**Amended 7/20/2023**

**Table of Contents**

ARTICLE I: GENERAL PROVISIONS ..... 5

    1.1 Preamble ..... 5

    1.2 Purpose ..... 5

    1.3 Severability ..... 5

    1.4 Revision ..... 5

ARTICLE II: Employment ..... 6

    2.1 Selection ..... 6

    2.2 Equal Employment Opportunity ..... 6

    2.3 Recruitment ..... 6

    2.4 Administration ..... 6

    2.5 Application ..... 7

    2.6 Tests ..... 7

    2.7 Scope ..... 7

    2.8 Probation Period: ..... 7

    2.9 Anniversary Date ..... 7

    2.10 Evaluation ..... 7

    2.11 Employment Records ..... 8

ARTICLE III: EMPLOYMENT CLASSIFICATIONS ..... 8

    3.1 Full-Time Employment ..... 9

    3.2 Part-Time Employment ..... 9

    3.3 Per Diem Employment ..... 9

    3.4 On-Call Employment ..... 9

ARTICLE IV: POSITION DESCRIPTIONS ..... 9

    4.1 Position Descriptions ..... 9

ARTICLE V: WORK WEEK AND ATTENDANCE ..... 10

    5.1 Pay Period ..... 10

    5.2 Wages ..... 10

    5.3 Overtime ..... 10

    5.4 Time Recording ..... 10

    5.5 Attendance ..... 10

    5.6 Snow Days/Extreme or Emergency Conditions ..... 11

ARTICLE VI: EMPLOYMENT POLICIES AND PROCEDURES ..... 11

|  |  |    |
|--|--|----|
| 6.1  | Training.....  | 11 |
| 6.2  | Licenses and Certification.....                                  | 12 |
| 6.3  | Physical Examinations/Tests .....                                | 12 |
| 6.4  | Whistleblower Protection .....                                   | 13 |
| ARTICLE VII: EMPLOYEE / VOLUNTEER CONDUCT .....                  |  | 13 |
| 7.1  | Employee Conduct .....   | 13 |
| 7.2  | Gratuities .....   | 13 |
| 7.3  | Confidentiality Policy.....                                      | 13 |
| 7.4  | Alcohol & Drug Use and Abuse .....                               | 13 |
| 7.5  | Driving Policy.....  | 14 |
| 7.6  | Loss of License or Certification.....                            | 14 |
| 7.7  | Smoking.....   | 15 |
| 7.8  | Dress Code.....  | 15 |
| 7.9  | Harassment .....   | 15 |
| 7.10   | Workplace Safety and Injury Reporting .....                      | 16 |
| 7.11   | Fire Department Property .....                                   | 16 |
| 7.12   | Solicitation .....   | 16 |
| 7.13   | Political Activity.....  | 16 |
| 7.14   | Internet Policy.....   | 16 |
| ARTICLE VIII: EMPLOYEE DISCIPLINE AND GRIEVANCE PROCEDURES ..... |  | 17 |
| 8.1  | Employee / Volunteer Discipline:.....                            | 17 |
| 8.2  | Grievance Procedure.....   | 19 |
| 8.3  | Notice of Resignation.....                                       | 20 |
| ARTICLE IX: EARNED BENEFITS .....                                |  | 20 |
| 9.1  | Holidays.....  | 20 |
| 9.2  | Paid Time Off (PTO) and periods of Leave Without Pay (LWOP)..... | 21 |
| 9.4  | Retirement Plan Match Description .....                          | 25 |
| 9.5  | Maine State Retirement.....                                      | 25 |
| ARTICLE X: INSURANCES .....                                      |  | 25 |
| 10.1   | Medical Insurance.....   | 25 |
| 10.2   | Dental Insurance.....  | 26 |
| 10.3   | Income Protection.....   | 26 |
| 10.4   | Medical Insurance Alternative.....                               | 26 |
| 10.5   | Vision Plan.....   | 26 |

|                                 |                                |    |
|---------------------------------|--------------------------------|----|
| 10.6                            | Life Insurance .....           | 26 |
| ARTICLE XI: OTHER BENEFITS..... |                                | 26 |
| 11.1                            | Worker's Compensation .....    | 26 |
| 11.2                            | Social Security .....          | 27 |
| 11.3                            | Unemployment Compensation..... | 27 |
| 11.4                            | Bereavement Leave.....         | 27 |
| 11.5                            | Jury Duty .....                | 27 |
| 11.6                            | Reimbursement of Expenses..... | 27 |
| 11.7                            | Family Medical Leave .....     | 28 |
| 11.8                            | Military Leave: .....          | 29 |

COPY

## TOWNS OF LYMAN AND DAYTON, MAINE

### JOINT MUNICIPAL FIRE-RESCUE DEPARTMENT PERSONNEL POLICY

#### ARTICLE I: GENERAL PROVISIONS

##### 1.1 Preamble

Pursuant to the Interlocal Agreement for Joint Operation and Management of Fire and Emergency Rescue Services between the Town of Lyman and the Town of Dayton (the "Towns") dated December 20, 2010, as amended ("Interlocal Agreement"), the Towns have established a Joint Fire-Rescue Department ("Fire Department"). The Interlocal Agreement also establishes a joint fire commission (the "Fire Commission") made up of representatives of each Town that will oversee the performance of the Fire Department.

The Towns specifically reserve the right to repeal, modify or amend as necessary, these personnel policies which are not to be interpreted as creating contractual rights with any employee. In addition, conflicting changes in local, state or federal laws take precedence over the contents of these personnel policies, whether or not those changes are expressly incorporated into the policy.

Fire Department personnel will be employees of the Town of Lyman Dayton for purposes of payroll and related functions, but personnel decisions will be made by the Fire Commission, by the Fire Chief who is hired by the Municipal Officers of the Towns, and, in certain instances, by the Municipal Officers of the Towns. By action of the Municipal Officers of the Towns, this Fire-Rescue Personnel Policy was voted into effect on November 30, 2011, and subsequently amended as noted on the Record of Amendments. This Fire-Rescue Personnel Policy governs sound working relationships between the Towns and Fire Department personnel.

##### 1.2 Purpose

The general purpose of this policy is to establish a system of personnel administration that meets the social, economic and program needs for the Towns. This policy includes policies and procedures for employee hiring and advancement, fringe benefits, discipline and other related activities. Nothing contained herein constitutes a guarantee of continued employment or employment for a defined period.

##### 1.3 Severability

If any provision of these policies or the application hereof to any person or circumstances is held invalid, this invalidity does not affect other provisions or applications of these policies which can be given effect without the invalid provision or application, and for this purpose the provisions of these policies are severable.

##### 1.4 Revision

The Municipal Officers recognize that it may be necessary to make adjustments in their policies from time to time in order that they accommodate the changes in year to year business conditions. It is therefore encouraged that each department head, chairman and/or members make note of any

problems and bring them to the attention of the Fire Commission. The Municipal Officers shall make amendments as deemed necessary.

## **ARTICLE II: EMPLOYMENT**

### **2.1 Selection**

The selection and employment of all Fire Department personnel shall be governed by the Interlocal Agreement and the Fire Department's policies and procedures.

Applicants must meet the requirements set forth in the Fire Department's policies and procedures, including without limitation, successful completion of the physical agility test, as applicable.

### **2.2 Equal Employment Opportunity**

The Towns are committed to providing equal employment opportunities for all persons making application to the Fire Department, and equal treatment and advancement for its employees. The Fire Department therefore sets forth a policy of nondiscrimination in hiring, employment and personnel actions. The Fire Department is committed to the principal that each individual is entitled to equal employment opportunities without regard to religion, sex, age, marital status, race, color, ancestry, national origin, creed, political affiliation, veteran status, sexual preference, or physical or mental disability.

### **2.3 Recruitment**

The character of the recruitment and selection process for all Town positions will vary contingent with the position. Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical, this may include advertising, open competitive examination, contact with state and other employment offices and contact with special sources of information. In appropriate circumstances the Fire Department reserves the right to hire from within, without externally posting the job vacancy. It shall be the duty of the Fire Commission and/or the Fire Chief, as applicable, to seek out the most desirable fire-rescue employees/volunteers for the Fire Department. Employees shall be given maximum opportunity for advancement in the service.

### **2.4 Administration**

The Fire Commission, Fire Chief and the Municipal Officers shall administer the policies and procedures herein as further detailed in the Interlocal Agreement. The Fire Chief and his/her designees are responsible for being familiar with these rules when establishing annual budget requests and supervising the Fire Department. The Fire Chief shall also:

- a. Encourage and exercise leadership in the development of sound personnel practices within the Fire Department;
- b. Establish and maintain, with the assistance of the Town Treasurer, records of all employees, setting forth as to each employee the title, status or pay, Paid Time Off and other relevant information;
- c. Foster and develop programs for the improvement of employee effectiveness, proper courtesy when dealing with the public, and respect for Fire Department property; and
- d. Apply this policy and perform any act, which may be necessary or desirable to administer the purposes and provisions of this policy.



## **2.5 Application**

All applicants must complete an Application for Employment and/or a resume for employment. Selection procedures will include, but not be limited to, a completed application, criminal and other background checks, proof of driver's license and reference checks. The Fire Department relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any willful misrepresentations, falsifications, or material omissions in any of this information or data may result in the Fire Department's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **2.6 Tests**

The Fire Department may, where appropriate, require applicants to submit to interviews, tests and examinations which may include, among other requirements, written tests, physical agility tests, physical and/or psychological examination(s) as permitted under state and federal law, when job-related.

## **2.7 Scope**

Except as otherwise noted, the rules and procedures set forth in this policy shall apply to all Fire Department employees.

## **2.8 Probation Period:**

All new employees and every person promoted, or rehired to a position are considered probationary for the first six (6) months of employment. Pursuant to State law, probationary employees may be terminated without cause and without right to file a grievance. At least one (1) week before the end of the six (6) months probationary period, the Fire Chief, or if applicable, the Fire Commission shall evaluate the performance of the employee with the following results:

1. Recommendation to the Fire Commission or the Municipal Officers to end the probationary period; or, if the employee's performance has not been acceptable or he or she is otherwise not qualified for the position, recommendation that the employee be terminated before the end of the six (6) month period.
2. Probationary employees accrue Paid Time Off, but are not eligible to use Paid Time Off until after their probationary period is completed, unless specifically authorized by the Fire Chief.

## **2.9 Anniversary Date**

For the purpose of figuring benefits, seniority, etc., the initial date of employment is considered the anniversary date of the individual.

## **2.10 Evaluation**

In addition to the evaluations conducted for probationary employees, all employees serving either full-time or part-time employment will receive an evaluation yearly. Evaluations of the Fire Chief shall be conducted and prepared by the Fire Commission. All other employees shall be evaluated by the Fire Chief or his/her designee according to a protocol established by the Fire Chief and approved by the Fire Commission.

Evaluations will relate directly to the employee's position, work habits and job performance. Once a written evaluation has been completed, the employee and person charged with performing the evaluation will meet to discuss the evaluation. The employee's signature will be obtained, which acknowledges review and understanding of the evaluation and as proof of discussion and understanding, although he/she may not necessarily agree. Refusal to sign will be noted.

An employee may prepare a written response to any item included in the evaluation. This response shall be submitted to the evaluator and attached to and become part of the evaluation. A copy of the complete evaluation will be provided for the employee and placed in his/her personnel file.

## **2.11 Employment Records**

A record of each Fire Department employee shall be kept in a secured area in the office of the Fire Chief, in accordance with state and federal guidelines. Exception – the record of the Fire Chief shall be kept in the Town of Lyman Dayton municipal building. The record shall contain all vital statistics and other pertinent data of the employee, including hiring data, applications, resumes, references, signed job descriptions, Personnel Policy Employee Acknowledgement, probationary and other reviews, letters of commendation and recognition, copies of certifications, disciplinary actions, and performance evaluations. Any medical information, as well as Worker's Compensation information is part of the employee personnel file, but because of the confidential nature of such information, such material is kept in a secure location separated from the employee file. Copies of personnel information that is required for payroll purposes shall be kept in the Town Treasurer's office.

- a. An employee may, with reasonable notice to the Fire Chief and at a convenient time, review his/her employment file during regular working hours.
- b. Employee files will be treated as confidential, to the extent permitted by law – e.g. "Right to Know" mandates. Employee information is available only to the Municipal Officers, Fire Commission, and Fire Chief, as appropriate.
- c. The employee is responsible for notifying the Fire Department of all changes of address and telephone numbers.
- d. The Fire Chief/Fire Commission/Town Treasurer shall ensure that each new employee completes the necessary administrative forms to commence employment. Employee files will be reviewed and updated as required on an annual basis.
- e. Retention and/or destruction of files for employees that have left the employ of the Fire Department shall occur according to state and federal guidelines.

## **ARTICLE III: EMPLOYMENT CLASSIFICATIONS**

The Fire Chief shall maintain an inventory of the positions in the Fire Department service by classification. To aid in the determination of applicability of the Federal Fair Labor Standards Act (FLS) each position and/or title within the Fire Department shall be categorized into either exempt or non-exempt categories. Exempt or Non-Exempt refers to the applicability of the overtime provisions in the FLSA to the position.

It will be the responsibility of the Fire Commission and Fire Chief, as applicable, in conjunction with the preparation of the position descriptions, to determine exempt or non-exempt status. Because the position and not the employee are classified, the qualities of the incumbent in the position shall not be considered.

The following types of employment may be made to the Fire Department service in conformity with the rules established herein:

**3.1 Full-Time Employment**

A full-time employee of the Fire Department works full time (a minimum of forty (40) hours per week) and on a continuing, indefinite, and year-round basis. Such employees are subject to all applicable personnel policies and shall receive all benefits and rights provided therein.

**3.2 Part-Time Employment**

A part-time employee of the Fire Department works less than forty (40) hours per week but more than twenty-eight (28) hours a week on a continuing, indefinite and year-round basis. Such employees are subject to all applicable personnel policies. Part-time employees are not entitled to any fringe benefits except for those mandated by law.

**3.3 Per Diem Employment**

A per diem employee works on a regular or irregular schedule throughout the year and does not fall into any of the other categories in this Section. Such employees are subject to all applicable personnel policies. Per-Diem employees are not entitled to any fringe benefits except for those mandated by law.

**3.4 On-Call Employment**

In the same manner as a per diem employee, an on-call employee works on an irregular basis to render firefighting or emergency services in response to a specific call for service, or other event or activity as approved by the Fire Chief, or designee. Other events or activities may include, but are not limited to, training and education, equipment or station maintenance, projects, details or administrative matters. Periods of service normally involve only a few hours per incident, event or activity. Such employees are subject to all applicable personnel policies. On-call employees are not entitled to any fringe benefits except for those mandated by law.

**ARTICLE IV: POSITION DESCRIPTIONS**

**4.1 Position Descriptions**

Job descriptions for each position in the Fire Department shall be developed by the Fire Chief and the Fire Commission and contain the following information:

- job title
- classification
- qualifications
- expected hours
- responsible to and evaluated by
- responsibilities
- duties
- testing and certification requirements

## ARTICLE V: WORK WEEK AND ATTENDANCE

### 5.1 Pay Period

(a) **Pay Periods for Scheduled Employees and Call Force Employees:** The regular pay period for scheduled employees is fourteen (14) days. Beginning on a Thursday and ending on a Wednesday. Unless otherwise determined by the Fire Commission.

~~(b) **Pay Periods for Call Force Employees:** The regular pay period for on-call employees is monthly beginning on the first day of the month and ending on the last day of the month. Unless otherwise approved by the Fire Commission.~~

### 5.2 Wages

Rates of pay for employees of the Fire Department shall be set by the Fire Commission, which may consider the recommendations of the Fire Chief. Hourly, weekly, and annual wages shall be based on position level attained and years of service and shall be set forth in writing.

### 5.3 Overtime

**A. Exempt Employees:** Employees, who by the nature of their work, meet the “executive, administrative or professional” exemption requirements of the Federal Fair Labor Standards Act (FSLA) are classified as exempt employees. Exempt employees will not receive overtime pay and are expected to work the number of hours required to perform the job.

**B. Non-Exempt Employees:** Any time worked by a non-exempt employee, who is an “employee in fire protection activities” for the purposes of the Fair Labor Standards Act, that is in the excess of fifty-three (53) hours in a workweek shall be compensated at an overtime pay rate of time and one-half (1 ½). This provision applies to non-exempt employees whether full-time or part-time, or per diem. It does not apply to on-call employees. For the purpose of computing overtime within any given week, only those hours spent on the job will be used to calculate overtime pay. Paid Time Off, bereavement leave, military/jury leave and all other leave will not be counted toward calculating overtime pay.

**C. Prior Authorization:** Prior approval of the Fire Chief is necessary to authorize employee overtime.

Overtime shall be considered necessary only in critical situations where additional effort is needed to complete a task within a certain amount of time. Temporary adjustments (i.e. same workweek) in working hours or realignment of duties within the department shall be considered as alternatives to the use of overtime.

### 5.4 Time Recording

For purposes of public accountability, all employees, exempt or non-exempt, must record actual hours of work as well as paid or unpaid leave on their timesheets. Falsification of time records is a breach of Town policy and may result in dismissal. All employees are expected to arrive on time and work all hours specified for their particular job.

### 5.5 Attendance

Employees shall be at their respective place of work at the appointed starting time and remain until the end of the scheduled workday. In the event of necessary absence due to illness or any other

cause, it is the responsibility of the employees to see that the Fire Chief or Duty Officer is advised of the reason for absence prior to the start of the workday. If an absence continues beyond one workday, the employee is responsible for reporting in each day. (Refer to the Medical Leave section for information on extended sick leave reporting requirements).

Similarly, if an employee is going to be unavoidably detained for some reason, he/she must inform the Fire Chief or Duty Officer when he/she expects to arrive.

Repeated lateness, unexcused absences, absences without authorization or failure to return to duty for the next scheduled shift may be cause for corrective discipline, up to and including termination.

Any employee who misses two consecutive work days without notice to the Fire Chief or designee, or for the Fire Chief, the Fire Commission Chair, may be considered to have voluntarily quit their job.

An employee who has used all of his or her PTO, FMLA and/or Short Term Disability benefits, and is still unable to return to work, may be terminated from employment.

All employees will submit a completed timesheet and/or time card to the Fire Chief on a weekly basis in order to maintain the employee's personnel file as well as for payroll purposes. After the Fire Chief checks and approves the hours worked and paid time off taken, he/she will initial the timesheet if hours noted are accurate, speak to the employee regarding any discrepancies, and resolve the same. The Fire Chief will submit all timesheets, including his/her own, to the Town Treasurer, who will review the timesheets. The Treasurer will then prepare the Fire Department payroll and submit it for inclusion in the Municipal Officers' warrant.

Late timesheets will not be accepted and compensation will only be issued at the next warrant.

#### **5.6 Snow Days/Extreme or Emergency Conditions**

All employees of the Fire Department are considered essential employees and, as such, when they are scheduled or otherwise obligated to work they are required to report to work despite emergency conditions or closure of other Town offices. All employees will notify the Fire Chief or his/her designee as soon as possible if they are unable to report to work because of emergency or extreme conditions.

### **ARTICLE VI: EMPLOYMENT POLICIES AND PROCEDURES**

#### **6.1 Training**

It is the policy of the Fire Department to provide educational training opportunities for its employees at a reasonable expense. This policy shall cover job related seminars and training sessions.

By definition 'job related' is intended to cover training which is designed to improve the quality of an individual's performance at his/her job or similar position which might reasonably be promoted into, and which will provide more efficient and/or economic service to the Towns and their citizens.

Employees of the Fire Department may be required to attend trainings as determined and approved by the Fire Chief and in accordance with the Fire Department policies and procedures.

The employee is to make the request in writing and receive the Fire Chief's prior approval for all training classes and seminars.

## **6.2 Licenses and Certification**

Employees are required to hold and maintain a valid Maine driver's license and any other licenses and certifications that may be required to lawfully and competently perform the functions of the job as determined by the Fire Chief. Failure to do so may result in re-assignment to an alternative position or job loss. Employees who lose their license or fail re-certification as necessary must immediately inform the Fire Chief of their new status.

## **6.3 Physical Examinations/Tests**

- a. Employees designated as interior qualified firefighters, hazardous materials operations level, emergency medical technicians, or others designated by training and classification to work in an environment that is immediately dangerous to life or health (IDLH) shall be required to submit to a comprehensive, job related physical examination by a professional licensed health care provider (PLHCP) selected by the Fire Department. Such examination must satisfy the requirements of Maine Bureau of Labor Standards, 29 CFR 1910.134(e) (7). The results of such examination must demonstrate that the employee is fit for duty.
- b. Fire Department employees who are employed full-time by another municipal fire department may be exempt from this provision, provided the individual is hired as an interior qualified firefighter, hazardous materials operations level (or higher), emergency medical technician, or other job designated by training and classification to work in an environment that is immediately dangerous to life or health (IDLH). The physical examination must meet or exceed the requirements of 29 CFR 1910.134(e) (7). The results of such examination must demonstrate that the employee is fit for duty. The employee must provide documentation of the results of such examination to the Fire Chief.
- c. Employees not trained or classified to operate in an IDLH environment, in jobs such as: emergency vehicle operator, fire-police, scene support, exterior firefighter, are required to report results of a physical examination by a PLHCP, every 3-years following date of hire. The results of such examination must demonstrate that the employee is fit for duty. The employee may have the examination performed by a physician of their choice at the employee's expense. The employee may elect to have the examination performed at the Fire Department's expense provided the examination is completed by a physician selected by the Fire Department.
- d. All employees shall be required to pass an annual physical agility examination as set forth in the Fire Department policies and procedures and the Inter-local Agreement. Such examination shall be composed of tasks and events directly related to the employee's job assignment, classification and training.

#### **6.4 Whistleblower Protection**

The Fire Department strives to conduct its business with integrity and in strict compliance with applicable Federal, State and Local laws and regulations. Accordingly, employees/volunteers are encouraged to bring to the attention of the Municipal Officers any actions of municipal officials or employees/volunteers that they believe may be improper or unsafe. The Fire Department will not retaliate against any person who makes a report in good faith to the Municipal Officers.

### **ARTICLE VII: EMPLOYEE / VOLUNTEER CONDUCT**

Taxpayers are entitled to the best service that the Fire Department can give them. Cooperation and teamwork by all employees/volunteers are essential to efficiency.

#### **7.1 Employee Conduct**

All employees are expected and required to treat the public with promptness, patience, courtesy and respect. Employees are expected to conduct themselves at all times in a manner that will bring no discredit to the Fire Department or to the Towns.

#### **7.2 Gratuities**

A Fire Department employee/volunteer is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or any other thing of monetary value from:

- a. any person who has or is seeking to obtain business with the Town; or
- b. any person within or outside Town employment whose interests may be affected by the employee's/volunteer's performance or non-performance of his/her official duties.

Acceptance of nominal gifts in keeping with special occasions, such as marriage, retirement or illness or food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials (e.g., pens, notepads, calendars), is permitted.

#### **7.3 Confidentiality Policy**

During the course of their duties, employees of the Fire Department have access to confidential information pertaining to persons or property in the Town. Employees are prohibited from disclosing or discussing any confidential or privileged information with anyone except as is required in the course of employment. Examples include, but are not limited to, labor relations or personnel actions.

Employees are expected to respect the confidential nature of such information and are charged with the responsibility of releasing only the information that is required under the "Right to Know" laws.

#### **7.4 Alcohol & Drug Use and Abuse**

The Fire Department is committed to providing a drug-free, healthful and safe work environment. The term 'drug(s)' also includes alcohol, and prescription drugs when they are taken other than how they are prescribed. This policy applies during an employee's/volunteer's assigned work hours, while on the Town premises and while conducting business-related activities off Town premises.

Employees are required to report to work drug and alcohol free and free from the smell of alcohol. Job performance must be executed in a safe manner. The possession, sale, or use of alcohol or illegal drugs on the employer's premises is strictly prohibited. Those who violate this policy are subject to corrective discipline up to and including termination of employment.

Employees seeking assistance for their substance abuse issues will be reasonably supported so counseling appointments can be attended. Employees are accountable for their work performance whether they choose to participate in a substance abuse treatment program or not. Participation in a treatment program is voluntary and at the discretion of the employee.

Employees who seek medical treatment may use their Paid Time Off to attend a treatment program and may also be eligible for the Family and Medical Leave Act or disability leave.

Employees must notify the Fire Chief and/or Fire Commission, as applicable, as soon as possible but no later than five (5) days after any conviction for a drug/alcohol related offense.

Pursuant to Public law 100-690 Title V, Subtitle D, the Town has established the following policy: The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Fire Department's workplace, or on any Town property.

As a condition of employment with the Fire Department, all employees will abide by the terms of the policy and notify the employer of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Fire Department, within thirty (30) days of receiving notice, with respect to any employee who is so convicted, will take one of the following actions:

- a. Require appropriate personnel action against such an employee up to and including termination of employment; and/or
- b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

#### **7.5 Driving Policy**

Any employee, volunteer, official or other person who drives private vehicles on Town business, must have a valid driver's license and a satisfactory driving record. Any person hired for a position, which involves driving for Fire Department business, shall have his/her license checked annually for active status.

#### **7.6 Loss of License or Certification**

If it is a requirement for an employee in a specific position to possess a valid driver's license and/or class of driver's license or certification, then it shall be a condition of employment for the employee to maintain such license and/or certification during his/her term of employment. Failure to do so may result in reassignment to an alternative position or job loss. Employees who lose their license or fail to re-certify, as necessary, must immediately inform the Fire Chief of their new status.



## **7.7 Smoking**

In accordance with the provisions of the Workplace Smoking Act of 1985, the Fire Department has adopted a smoking policy. The Fire Department supports a smoke free work environment. Smoking is not permitted inside ANY Fire Department -owned buildings.

## **7.8 Dress Code**

Fire Department employees shall wear appropriate dress during work related hours.

## **7.9 Harassment**

It is the policy of the Fire Department that all employees have the right to work in an environment free of harassment and intimidation. Harassment in the workplace based on sex, race, color, national origin, religion, age, marital status, ancestry, creed, political affiliation, veteran status, sexual preference, or physical or mental disability also constitutes illegal employment discrimination. The Fire Department does not, and will not, tolerate such harassment and it is considered grounds for discipline up to and including termination.

Examples of harassment related to sex, race, color, national origin, religion, age, marital status, ancestry, creed, political affiliation, veteran status, sexual preference, or physical or mental disability include the following, which may be a series of incidents or a single occurrence based on any of the foregoing categories:

- Unwelcome advances, gestures, comments or contact;
- Threats;
- Offensive jokes;
- Subjecting employees to ridicule, slurs or derogatory action;
- Basing employment decisions or practices on submission to such harassment;
- Refusal to work with employees in work assignments;
- Inequitable disciplinary actions and work assignments

All complaints of harassment will be promptly and carefully investigated, and all employees are assured that they will be free from any and all reprisals or retaliation from filing such complaints. Any employee who has a complaint of harassment at work by anyone, including supervisors, co-workers, or visitors, should immediately bring the problem to the attention of the Fire Chief or Fire Commission, as applicable.

If the complaint involves supervisory personnel, or if the employee is uncomfortable with reporting the matter to his/her supervisor, the complaint should be brought to the attention of a Fire Commissioner or a Municipal Officer.

The investigation of an allegation of harassment will include interviews with all relevant persons. Employees are assured that the identity of the complainant and the person accused of harassment will be kept confidential to the extent possible.

After the investigation is completed, the findings will be reviewed with the complainant. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action, up to and including termination, will be taken to stop the harassment and prevent its recurrence. If the validity of the complaint cannot be determined, immediate and appropriate action

will be taken to assure that all parties are reacquainted with this harassment policy and to avoid harassment in the future.

**7.10 Workplace Safety and Injury Reporting**

When an employee of the Fire Department suffers an injury or accident in the course of employment, regardless of how insignificant the injury may appear, a report of the accident must be made immediately to the Fire Chief or his/her designee. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

**7.11 Fire Department Property**

Employees may not, directly or indirectly, use or allow the use of Fire Department property of any kind for other than official activities. All Fire Department property issued to the employee/volunteer shall be maintained in good repair and returned to the Fire Department upon request. Failure to return Fire Department property may result in legal action against the employee/volunteer.

Employees/volunteers may not use the telephone facilities for personal calls when the placing of such calls would interfere with the employee's/volunteer's duties, would incur additional financial liability for the Fire Department or would interfere with the use of the facility for official business. Any such use should be urgent, infrequent and of short duration. Similarly, use of private cell phones shall be kept to a minimum while on duty.

**7.12 Solicitation**

No employee shall engage in any business other than regular duties of the Fire Department during working time, including such activities as selling to fellow employees, lending of money for profit, etc. With the exception of Fire Department-approved activities, no solicitation of any kind is permitted on Fire Department premises during working time. Working time includes the working time of both the employee, and the employee to whom such activity is directed.

**7.13 Political Activity**

No Fire Department employee shall participate in any political activity, including lobbying, during working hours that would be in conflict, incompatible or create an interference with the performance of his or her official functions and duties for the Fire Department. During the course of their employment, employees shall refrain from using their influence publicly in any way for or against any candidate seeking elective office in the Town government. Fire Department employees shall not work at the polls in support of any political purpose pertaining to the Town government, circulate petitions or campaign literature for elective Town officials, or be in any way involved with soliciting or receiving subscriptions, contributions or political service from any person for any political purpose pertaining to Town government; provided, however, this rule is not to be construed to prevent Fire Department employees from becoming, or continuing to be, members of any political organization, from attending political meetings, from expressing their views on political matters, or from voting with complete freedom in any municipal, state or national election.

**7.14 Internet Policy**

Electronic mail, Internet and telecommunication access are made available to Fire Department employees to communicate with each other, other governmental entities, companies and individuals for the benefit of the Fire Department. The system is Fire Department property and

intended for Fire Department business. The system is NOT to be used for employee personal gain or to support or to advocate for non-Fire Department related business or purposes. All use of the Internet must be in compliance with all applicable laws and policies (federal, state and local, in addition to Fire Department policies). Internet access via Fire Department resources, therefore must NOT be used for illegal purposes.

Agency Rights Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510) notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators and the Municipal Officers have access to ALL mail and user requests, and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to appropriate authorities. Each individual user is responsible for complying with this and all other relevant policies when using the Fire Department's resources for accessing the Internet. Use of these same resources in violation of this policy or of applicable department policies is grounds for disciplinary action. The use of the Internet for personal enjoyment, such as game playing is also prohibited. This behavior is also grounds for disciplinary action.

## **ARTICLE VIII: EMPLOYEE DISCIPLINE AND GRIEVANCE PROCEDURES**

### **8.1 Employee / Volunteer Discipline:**

Disciplinary action up to and including dismissal may be initiated for reasons that include, but are not limited to, the following:

- Absenteeism and/or tardiness;
- Insubordination;
- Unacceptable job performance;
- Use of alcohol and/or non-prescriptive drugs during the work day or in any way which impairs the performance of the position;
- Willful destruction of public and/or private property;
- Falsification of documents, concerning the employee's application to the Fire Department, payroll or other departmental operations;
- Harassing behavior including obscene language directed at employees, volunteers or the public;
- Failure to comply with safety regulations and requirements;
- Dishonesty of any kind or theft of Fire Department, public or private property;
- Acceptance of money or gift by an employee/volunteer for any consideration afforded to the public in general;
- Any other action or conduct materially affecting or impairing the efficiency of Fire Department services or that brings the Fire Department in public dispute or embarrassment

The disciplinary process may include, but is not limited to the following procedures:

- a. **Verbal Warning:** The Fire Chief, or, in the case of the Fire Chief as employee, the Fire Commission, may verbally warn an employee/volunteer to improve specific performance

issues or to rectify specific conduct. The date, time and nature of the warning shall be noted in the employee's personnel file. When possible, warnings should be given within two (2) days of the knowledge of the offense. The Fire Commission reserves the right to move to a written warning, suspension or termination depending on the seriousness of the situation.

- b. **Written Reprimand:** The Fire Chief, or, in the case of the Fire Chief as employee, the Fire Commission, may give a written reprimand to an employee/volunteer for a repeated offense, or for an offense serious enough to require more than a verbal warning.

A reprimand will include the nature of the offense, date and time of the offense, possibility of future disciplinary action and steps for correction of the action. A copy of the reprimand signed by the Fire Chief or Fire Commission and the employee/volunteer will be placed in the employee/volunteer personnel file. If the employee/volunteer refuses to sign the reprimand, this fact should be noted and witnessed on the reprimand. The Town reserves the right to move to suspension or termination depending on the seriousness of the situation.

- c. **Suspension:** The Fire Chief may recommend to the Fire Commission, or, in the case of the Fire Chief as employee, the Fire Commission may recommend to the Municipal Officers of the Towns, that an employee/volunteer be suspended with or without pay for a recurring offense or an offense that merits suspension, and the Fire Commission or Municipal Officers, as applicable, may suspend such an employee. Suspensions will be consistent with FLSA requirements. The Fire Commission reserves the right to move to termination depending on the seriousness of the situation.

Based on his/her professional judgment, the Fire Chief has the authority to suspend any employee/volunteer immediately for reasons stated in Section 8.1 Employee/Volunteer Discipline, with such suspension to be effective until either upheld or rescinded at the next Fire Commission meeting.

The initial disciplinary/removal authority shall notify the employee of the reasons for the suspension and effective date thereof in writing and have a meeting with the employee about the charges. The employee/volunteer shall have an opportunity to respond to the charges 1) at the meeting between the employee/volunteer and the initial disciplinary/removal authority held to discuss the reasons for the suspension recommendation and at 2) the meeting at which the final disciplinary/removal authority (i.e., the Fire Commission or Municipal Officers, as applicable) takes action on the recommendation. The employee may invoke grievance procedure set forth in 8.2 during this process.

The employee/volunteer will have the opportunity to respond to the charges prior to serving the suspension unless the employee's/volunteer's actions are a threat to self or others and require immediate suspension from service.

Employees/volunteers will receive confirmation of their suspension period and the necessary corrective steps. The length of suspension is based on the seriousness of the offense and what the disciplining authority may determine is warranted. Employees/volunteers will be warned of the potential for more serious disciplinary action or dismissal in the event of further offenses. A copy of the letter of suspension will be included in the employee's/volunteer's

personnel file. Suspension with or without pay may occur for an indefinite period pending complete investigation of the incident or offense.

- d. Dismissal:** The dismissal of any Fire Department employee/volunteer shall be governed by the Interlocal Agreement.

The Interlocal Agreement provides for the following dismissal procedures:

- 1) Fire Chief. The Fire Commission shall recommend the removal, for cause, of the Fire Chief to the Municipal Officers of the Towns of Lyman and Dayton, which bodies may take action to terminate the Fire Chief's employment.
- 2) Firefighters and Emergency-Rescue Personnel. The Fire Chief may recommend the removal of any firefighter or emergency-rescue employee to the Fire Commission, which body may take action to terminate any such employment for cause.
- 3) Employees who are not Firefighters or Emergency-Rescue Personnel. The Fire Chief may discharge employees who are not firefighters or emergency-rescue personnel.

The initial disciplinary/removal authority shall notify the employee/volunteer of the reasons for the dismissal and effective date thereof in writing and have a meeting with the employee about the charges. The employee/volunteer shall have an opportunity to respond to the charges 1) at the meeting between the employee/volunteer and the initial disciplinary/removal authority held to discuss the reasons for the dismissal recommendation and 2) at the meeting at which the final disciplinary/removal authority (i.e., the Fire Chief, Fire Commission or Municipal Officers, as applicable) takes action on the recommendation. The employee may invoke grievance procedure set forth in 8.2 during this process.

- e. Volunteers.** Given the nature of volunteer status, the Fire Commission or Fire Chief, as applicable, reserves the right to alter the procedures contained in this policy when dealing with volunteers.

## **8.2 Grievance Procedure**

The term "grievance" means any dispute between an employee and management concerning the effect, interpretation, application or claim of breach or violation of the Fire Department's Fire-Rescue Personnel Policy.

Excluded from consideration of grievance are those matters pertaining to: hiring, promotion of personnel, and compensation adjustments, except that employees working on a year-round basis as provided in Sections 3.1 and 3.2 above, may appeal performance evaluations.

Grievances for suspensions and dismissals may be combined with the process of the final suspension or removal authority taking action on the recommendation of the initial authority as provided above. For example, if the Fire Chief recommends that a firefighter be removed, the employee can grieve that recommendation to the Fire Commission, which shall consider the grievance when it makes the final decision on the recommendation of the Fire Chief.

Steps in the grievance procedure shall be as follows:

- a. An attempt should be made for an oral agreement between the individual and the initial disciplinary/removal authority.
- b. If an oral agreement is not reached, the aggrieved may, within five (5) working days, file a written complaint with the initial disciplinary/removal authority. That authority is required to make a determination of the merits of the complaint and give a written reply within ten (10) working days.
- c. If the individual is dissatisfied with the written decision of the initial disciplinary/removal authority, the aggrieved may, within three (3) working days, make a formal written appeal to either the Fire Commission or, in the case of the Fire Chief as employee, the Municipal Officers. Upon receipt of the written appeal, the Fire Commission or the Municipal Officers, as applicable, in the case of discipline that is not a suspension or dismissal shall return a formal written decision within ten (10) working days. In the case of suspensions or removals, the Fire Commission or the Municipal Officers, as applicable, shall hold a meeting with the employee (unless the employee declines), after which such body(ies) shall return a formal written decision within three (3) working days of such meeting. In all cases the decision of the Municipal Officers (in the case of the Fire Chief) and the Fire Commission (in the case of all other employees) shall be final and binding.

### **8.3 Notice of Resignation**

An employee may resign from Fire Department service in "good standing." "Good standing" shall mean the submittal of a written notice 14 calendar days in advance of the last day of actual work. Failure of a resigning employee to comply with this rule may be cause for denying future employment with the Fire Department. The Fire Chief or Fire Commission, as applicable, may permit a shorter period of notice if extenuating circumstances exist. The resignation should be accompanied by a statement by the Fire Commission or Fire Chief, as applicable, as to the resigning employee's service performance and pertinent information concerning the cause of resignation. The effective date of the employee's termination with the Fire Department is considered to be the last day actually worked.

Upon separation from service in "good standing," the Fire Department shall pay all wages owed as well as earned and/or pro-rated paid time off due to the employee in accordance with the Paid Time Off Section of the Personnel Policy, if any, on the next regular pay day.

## **ARTICLE IX: EARNED BENEFITS**

### **9.1 Holidays**

- a) Holiday pay is earned from the first day of employment for full-time employees.
- b) As used herein, the term "holiday" shall refer to weekdays that are officially observed holidays for state employees, as set forth by the Maine Department of Administrative and Financial Services, Bureau of Human Resources, as follows:

- New Year's Day
- Martin Luther King Jr. Day
- Washington's Birthday (President's Day)
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- ~~Columbus Day~~ **Indigenous Peoples Day**
- Veterans' Day
- Thanksgiving Day
- Christmas Day

- c) Each full-time employee will earn 8-hours of holiday pay at their regular hourly wage, for each observed holiday. Each holiday will be paid-out in the pay-period the holiday is observed.
- d) Employees who are on-duty at the Fire Station filling a scheduled shift are entitled to key holiday incentive pay for each hour worked. Key holiday incentive pay will be paid at an hourly rate as determined by the Fire Commission. The key holiday incentive is only paid for hours worked on the following holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day.

## 9.2 Paid Time Off (PTO) and periods of Leave Without Pay (LWOP)

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments and other activities of the employee's choice. The goal is to reduce unscheduled absences and the need for supervisory oversight.

PTO is accrued by the full-time Fire Department employees, effective July 1, 2018, and replaces all existing vacation, sick time, and personal business days that have been allotted under prior policies. The vacation and sick time accrued in the past will carry over, in excess of the PTO policy, per the guidelines at the time.

### A. Guidelines for PTO Use

Each full time employee will accrue PTO based on a bi-weekly pay period and their length of service as defined below.

- PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued.
- PTO taken will be subtracted from the employee's accrued time bank.
- Temporary employees, part-time, per diem and call force employees are NOT eligible to accrue PTO.
- Accrual of PTO is contingent on the employee's hours worked and/or use of accrued PTO, or combination of hours worked and PTO, for a given bi-weekly pay period.

- PTO is NOT earned in pay periods during which unpaid leave, short or long term disability leave or workers' compensation leave are taken. However, PTO will continue to accrue during periods of family medical leave, jury duty or military leave lasting less than 30 days.

## **B. Process to Use PTO**

Employees may use time from their PTO bank in 15-minute increments. PTO will be used in two categories;

- 1) **Scheduled PTO (SPTO):** SPTO shall be granted to employees at times agreeable to the Fire Chief. Requests for SPTO must be submitted to the Fire Chief or designee, or for the Fire Chief, the Fire Commission Chair, in writing at least seven days in advance.
- 2) **Unscheduled PTO (UPTO):** Used for legitimate, unexpected illness or emergencies. Except for extreme instances, UPTO must be approved by the Fire Chief or designee, or for the Fire Chief, the Fire Commission Chair, in advance. A minimum of 2-hours' notice is desired to use UPTO. However, employees are expected to give as much notice as possible when unscheduled absence from work is anticipated. Employees who miss more than three consecutive scheduled shifts may be required to present a doctor's release to the Fire Chief or designee, or for the Fire Chief, the Fire Commission Chair, that permits them to return to work.

## **C. Specific Eligibility, Accumulation, and Usage Rules for Paid Time Off (PTO)**

- 1) PTO will begin to accrue at the employee's date of hire. However, an employee must complete the probationary period prior to using any accrued PTO, except as specifically authorized by the Fire Chief or designee, or for the Fire Chief, the Fire Commission Chair.
- 2) PTO hours will be earned based on an employee's years of service as outlined below:
  - Date of Hire through 2nd year: Accrue 7.15 hours of PTO each pay period. For 26 pay periods per year, the employee will accumulate 186 hours.
  - 3rd through 5th year: Accrue 8.77 hours of PTO each pay period. For 26 pay periods per year, the employee will accumulate 228 hours.
  - 6th through 9th year: Accrue 10.38 hours of PTO each pay period. For 26 pay periods per year, the employee will accumulate 270 hours.
  - 10th year and greater: Accrue 12 hours of PTO each pay period. For 26 pay periods per year, the employee will accumulate 312 hours.
- 3) Employees may accumulate a up to 480 hours in their PTO bank. PTO hours accrued over 480, must be used within the anniversary year. An employee's anniversary year is the 12-month period beginning on the employee's date of hire as a full-time employee. A maximum of 42 PTO hours may be cashed out during an anniversary year, if the employee is in danger of going over the 480 hour cap. Cash out must be requested during the last month of the anniversary year and will be paid on a case-by-case basis.
- 4) Employees are encouraged to maintain a minimum of 48 hours in their PTO bank, to ensure adequate PTO in the event an emergency or for unforeseen personal circumstances.
- 5) Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time accrued when the current anniversary year ends. PTO use is



subject to supervisory approval and is to be used at a time agreeable to the Fire Chief, or for the Fire Chief, the Fire Commission Chair. If extenuating circumstances prevented the employee from taking scheduled PTO, this PTO may be carried over and taken in the first half of the next anniversary year with the approval of the Fire Chief, or for the Fire Chief, the Fire Commission Chair.

- 6) Employees are paid for the PTO they have accrued at employment end, in accordance with the prorated schedule:
  - a. Less than 5 years of fulltime employment with the GMFR: 50%
  - b. 6th year to 15th year of fulltime employment with the GMFR: 75%
  - c. Over 16 years of fulltime employment with the GMFR: 100%

**D. Excessive Use of UPTO:**

- 1) Four or more incidents of UPTO in a 12-month period may result in progressive disciplinary action up to and including employment termination. UPTO use, due to illnesses of four hours or more, which results in consecutive shifts absent from work, is considered one absence incident in relationship to potential disciplinary action.
- 2) Progressive disciplinary action relative to incidents of excessive UPTO usage is administered on a rolling 12 month calendar as follows:
  - a. First and Second incident: No disciplinary action - Documented verbal warning.
  - b. Third incident: No disciplinary action – Preventive Action Counseling.
  - c. Fourth and Fifth incidents: Written warning/Corrective Action Counseling; Fire Commission advised.
  - d. Sixth incident: Referred to Fire Commission for employment termination.

In the event an employee receives a second or third written warning in a rolling 24 month time period, employment may be terminated.

**E. Leave Without Pay (LWOP)**

- 1) Full-time Employees:

No employee will be allowed to use PTO hours in excess of accrued PTO hours. A negative balance in an employee's PTO bank is not authorized. However, it is understood that unforeseen circumstances may arise where an employee will exhaust all accrued PTO hours and have a legitimate requirement for leave. In these situations the Fire Chief, or for the Fire Chief, the Fire Commission Chair, may authorize Leave Without Pay (LWOP).

LWOP will only be authorized when:

- a. All PTO hours have been exhausted.
- b. No other leave policy applies to the situation in question.
- c. LWOP must be for an unforeseen emergency or another matter of an urgent nature, specific need or hardship.
- d. The period of leave will be determined by the Fire Chief, or in the case of the Fire Chief, the Fire Commission Chair.

During LWOP period all pay and other benefits will cease. Employees on LWOP may purchase health insurance from the Fire Department at their own expense. Arrangements for payment must be made with the Treasurer prior to approval of LWOP.

During LWOP periods full-time employees are not to participate in department activities, unless such participation is directly related to maintenance of medical licensure, and only then with the express written consent of the Fire Chief, or in the case of the Fire Chief, the Fire Commission Chair.

2) Call force, Part-time, Per Diem Employees:

Situations may arise when non-benefits eligible employees may require a period of leave. The Fire Chief is authorized to grant LWOP to call force, part-time or per diem employees on a case-by-case basis. The leave period will be determined by the Fire Chief.

LWOP for these employees will only be authorized when:

- a. No other leave policy applies to the situation in question.
- b. LWOP is for an unforeseen emergency or another matter of an urgent nature, a specific need or hardship.
- c. Such leave is required by the employee's primary employer.
- d. Such leave is for personal educational requirements.

During LWOP period all pay and any other benefits will cease.

During LWOP periods employees are not to participate in department activities, unless such participation is directly related to maintenance of medical licensure, and only then with the express written consent of the Fire Chief.

### 9.3 EARNED PAID LEAVE (EPL)

Effective January 1, 2021, Maine enacted a new Paid Time Off law (26 MRS § 637).

Earned paid leave (EPL) shall accrue for all covered Town employees, as defined by the Employment Security Act, 26 MRS § 1043(11), at a rate of one (1) hour earned for every forty hours worked during one year of employment. Under the law, employees are eligible to receive paid time off if they are a non-seasonal, part time, per diem, or temporary employee who has been employed for at least 120 calendar days. **All probationary full-time employees will be covered by EPL for the first 6 months of employment only, after which they will follow the Personnel Policy.**

**Covered Employees:** Employees making more than \$1,000 per year are entitled to one (1) hour of time off for every 40 hours worked up to a maximum of 40 hours per year. Employees who have "time-off" benefits for sick leave or vacation time which are greater than those provided in this Section 9.3 are unaffected and not covered by the EPL.

**EPL Accrual:** No more than 40 hours of earned paid leave will be accrued during any one-year period of Town employment. The one-year "EPL eligibility period" shall be defined as follows:

- Existing Town employees hired prior to 01/01/2021: Accrual of EPL for existing employees will begin on 01/01/2021; such existing employees shall thereafter accrue and use EPL on a calendar year basis (January 1<sup>st</sup> through December 31<sup>st</sup> annually).

- Employees hired after 01/01/2021; Employees hired on or after 01/01/2021 will accrue EPL on a rolling one (1) year basis, commencing on their date of hire' such employees shall thereafter accrue and use EPL on an anniversary year basis.

Existing employees who have been employed more than 120 days as of 01/01/2021 may begin using EPL as of 01/01/2021. All other employees, including employees hired on or after 01/01/2021, may not use EPL until after 120 days of Town employment.

**EPL Limit:** The accrual limit is a maximum of 40 hours of accrued time.

**Termination:** EPL does not have a cash value and will not be paid out at termination of employment. Any employee who returns to work for the Town within a one year of the last day of previous employment will have any unused balance reinstated.

**Minimum PTO Increments:** The smallest increment of EPL an employee can take is one (1) hour.

**Notice:**

EPL can be used for any purpose. If EPL is for a scheduled purpose, the Town requires a two-week prior written notice of the intention to take time off and must have the request approved for scheduling purposes. Emergency circumstances or illness may make advanced notice impossible.

All EPL used will be paid at the employee's regular rate of pay as established in the week immediately prior to taking the earned leave.

**9.4 Retirement Plan Match Description**

After the first six (6) months of employment, all fulltime employees are eligible to enter into a retirement match program. ~~As of July 1, 2019, the Towns will match up to 4% of the employee's salary. This match will be increased by 1% each year until the match reaches 6% on July 1, 2021.~~ Open enrollment for the 457(b) program is 6-months from date of hire or January and July of any year. ~~There is no match provided by the employer.~~

**9.5 Maine State Retirement**

MPERS is the retirement offer by the town. Only Full-time employees are eligible for this retirement benefit.

**ARTICLE X: INSURANCES**

**10.1 Medical Insurance**

Medical insurance is available to full-time (40 hours per week) year round employees' eligible for this coverage.

The Fire Department pays for 100% of the annual premium cost for employees. The Fire Department does not pay any additional amount towards family, spouse or dependent coverage. Family, spouse or dependent coverage is available through the Fire Department's medical insurance provider; however, all costs associated with this additional coverage will be the responsibility of the employee. If selected, these expenses will be deducted pre-tax from the

employee's payroll. Employees should contact the Fire Department Treasurer for additional information regarding available Medical Insurance Coverage and associated costs.

**10.2 Dental Insurance**

Dental insurance is available to full-time (40 hours per week) year round employees' eligible for this coverage.

The Fire Department pays for 100% of the annual premium cost for employees. The Town does not pay any additional amount towards family, spouse or dependent coverage. Family, spouse or dependent coverage is available through the Fire Department's dental insurance provider; however, all costs associated with this additional coverage will be the responsibility of the employee. If selected, these expenses will be deducted pre-tax from the employee's payroll. Employees should contact the Fire Department Treasurer for additional information regarding available Dental Insurance Coverage and associated costs.

**10.3 Income Protection**

An income protection plan is available for full time employees. The amount of income protection insurance available is 40%, 55% and 70% of employee's salary. Cost of this coverage is at the expense of the employee.

**10.4 Medical Insurance Alternative**

If an eligible employee at the beginning of each calendar year covered elects not to participate in the Fire Department's provided medical insurance coverage and provides documented proof that he/she is otherwise covered, the Fire Department will reimburse the employee one-half (1/2) of the cost saved as a result of the election of reduced coverage or no coverage. The cash payments under this provision are taxable income and shall be paid to the employee as an addition to his/her regular paycheck.

**10.5 Vision Plan**

A Vision Plan is available to full-time employees. The entire cost of the plan is paid by the employee. Plan details are available from the Fire Department Treasurer.

**10.6 Life Insurance**

Life insurance for full-time employees is paid by the Fire Department at the level equal to one times the employee's annual salary. Any additional life insurance will be paid by the employee.

**ARTICLE XI: OTHER BENEFITS**

Unless otherwise mandated by law, these benefits are available to full-time employees only.

**11.1 Worker's Compensation**

The Town of ~~Lynn~~ **Dayton** provides Worker's Compensation Insurance coverage for all employees. When an on-the-job accident occurs, the affected employee is to report it immediately to the Fire Chief or to his/her designee. The Fire Chief or his/her designee shall notify the Municipal Officers' Office immediately of the injury so that any necessary accident and injury reports may be

completed. Such reports are necessary to comply with laws and initiate Worker's Compensation benefits. The Fire Department will require documentation from the employee's doctor **or the designated Occupational Health Provider SMHC Workwell** in order to return from an on the job injury.

#### **11.2 Social Security**

The Fire Department participates jointly with employees in Social Security payments. Benefits provided include a retirement feature, survivor's benefits payment if death occurs before retirement, disability insurance and Medicare coverage.

#### **11.3 Unemployment Compensation**

The Fire Department provides unemployment compensation benefits to employees in accordance with State and Federal law.

#### **11.4 Bereavement Leave**

Any full-time employee may be excused from work for:

- a. Up to five (5) days/shifts because of the death of his/her spouse or children with up to 72 hours of paid leave and/or
- b. Up to three (3) days/shifts because of a death in his/her immediate family with up to 24 hours of paid leave.

The employee shall be paid his/her regular rate of pay for the scheduled work hours missed. It is intended that his/her time off be used for the purpose of handling necessary arrangements and attendance of the funeral. One (1) workday may be granted without pay to employees at the discretion of the Fire Chief, or in the case of the Fire Chief, the Fire Commission Chair for attendance at funerals of persons not covered above.

Immediate family includes: parents, brothers, sisters, mothers-in-law, fathers-in-law, sisters-in-law, brothers-in-law, grandparents, grandchildren, step-parents or other relatives living in the same household with the employee.

#### **11.5 Jury Duty**

Any full-time employee will be granted special leave, as required, for jury duty or performance of other civic duty requiring appearance in court or before another public body. The employee shall be paid the difference (if any) in compensation between the amount received from the rendering of such service and his or her regular rate of pay, if the service occurs during a workday.

Time paid for Jury Service shall not be counted as time worked for purposes of overtime computation. These provisions shall apply only to employees who have completed their probation period and who give notice of such absence.

#### **11.6 Reimbursement of Expenses**

Employees shall be reimbursed for reasonable and authorized expenses incurred while carrying out Fire Department business.

## 11.7 Family Medical Leave

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specific family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Any employee who has been employed by the Fire Department for 12 months (this does not need to be consecutive) and who has worked at least 1,250 hours during the year preceding the start of the leave is entitled to a family medical leave of up to twelve (12) weeks per year for:

- the birth and care of a newborn child of the employee;
- placement of a child into the employee's family by adoption or by a foster care arrangement;
- care of the employee's spouse, child or parent who has a serious health condition;
- inability of the employee to perform the essential functions of the employee's position due to a serious health condition; or
- qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Eligible employees are entitled to twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next-of-kin (military caregiver leave).

Employees who have worked for twelve (12) months but less than 1,250 hours during the past year and are not eligible for federal family medical leave, may be eligible for a ten-week family medical leave pursuant to the Maine Family and Medical Leave Act.

The twelve (12)-month period during which the twelve weeks of family medical leave may be taken is measured forward from the date an employee's first family medical leave begins, and the next 12-month period would begin the first time family medical leave is taken after completion of any previous 12-month period.

- a. To be eligible for a family medical leave, the employee must give at least 30 days' notice of the intended date upon which family medical leave will commence and terminate, unless the employee is prevented from giving notice because of a medical emergency. The employee requesting family medical leave must do so on a preprinted form available in the Municipal Officers' Office.
- b. The Fire Department may require certification from a physician to verify the amount of leave requested by the employee.
- c. Family medical leave is without pay. If the employee is enrolled in group medical insurance prior to utilizing unpaid leave, the Fire Department will pay for the employer's share of the medical insurance premium for the period of the unpaid family medical leave; said period not to exceed twelve (12) weeks. The employee's share of medical insurance, life insurance, income protection and retirement benefits will continue during the period of unpaid leave at the cost of the employee.
- d. The employee may use accrued Paid Time Off in accordance with the policies concerning such leave, to cover absences related to family medical leave; however, the total amount of family medical leave may not exceed twelve (12) weeks.
- e. Paid Time Off does not accrue during an unpaid leave period.

- f. Upon the end of the family medical leave, an employee will be restored to the position occupied by the employee immediately prior to the commencement of the leave or to an equivalent position with the same employee benefits and pay as existed immediately prior to the commencement of the leave, except in the event of conditions unrelated to the employee's taking of a family medical leave which prevent the restoration to the same or equivalent position.
- g. An employee must return to work from the family medical leave no later than the first working day following the expiration of the leave. If the employee has not returned at the expiration of the leave, his/her termination date will be the last day she/he was entitled to group coverage.
- h. An employee may take leave on an intermittent basis or by working a reduced schedule with prior written approval by the Fire Chief, or, in the case of the Fire Chief, the Fire Commission Chair.

#### **11.8 Military Leave:**

Employees who are members of the uniformed services, including: the Armed Forces (Army, Navy, Air Force, Marines, Coast Guard); the Army or Air National Guard; Army, Navy, Air Force, Marine, or Coast Guard Reserve; or commissioned corps of the Public Health Service, shall have all rights and reemployment rights afforded to them under the Uniformed Services Employment and Reemployment Rights Act (USERRA), and all state laws. Employees should contact the Municipal Officers' Clerk for more details of the rights afforded under this policy and applicable laws. A request for military leave under this section must be accompanied by military orders or formal letter from the employee's military commander.

**IN WITNESS WHEREOF**, the Towns have by their duly authorized municipal officers caused this Personnel Policy to be executed this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

For the Town of Lyman

For the Town of Dayton

By: \_\_\_\_\_  
Ralph Blackington, Chair Select Board

By: \_\_\_\_\_  
Scott Littlefield, Chair Select Board

\_\_\_\_\_  
Thomas Hatch, Vice Chair, Select Board

\_\_\_\_\_  
Jarod Harriman, Select Board Member

\_\_\_\_\_  
Jessica Picard, Select Board Member

\_\_\_\_\_  
Christopher Belanger, Select Board Member

\_\_\_\_\_  
Victoria Gavel, Select Board Member

\_\_\_\_\_  
Amber Swett, Select Board Member



## RECORD OF AMENDMENTS TO THE GOODWINS MILLS FIRE-RESCUE PERSONNEL POLICY

### **Fire Department Personnel Policy Established**

The Selectmen of the Towns of Lyman and Dayton established this Personnel Policy on November 30, 2011 for the Joint Municipal Fire-Rescue Department (Fire Department) pursuant to the Interlocal Agreement between the Towns of Lyman and Dayton for Joint Operation and Management of Fire and Emergency Rescue Services.

### **First Amendment** - adopted on May 8, 2012:

- 1) Article III-EMPLOYMENT CLASSIFICATIONS, last sentence of introductory paragraph -Added the word "in" to correct an editorial error.
- 2) Sections 3.1 Full-Time Employment and 3.2 Part-Time Employment - Changed "52 hours per week" to "40 hours per week".
- 3) Section 8.1 Employee/Volunteer Discipline, c.) Suspension - Added new second paragraph to allow the Fire Chief the authority to immediately suspend an employee/volunteer for reasons stated in Section 8.1 based on his/her professional judgment.
- 4) Sections 10.1 Medical Insurance and 10.2 Dental Insurance – Revised these sections to more clearly state that insurance is available to full time (40 hours per week) year round employees, does not cover family, spouse or dependents at Town expense, and is deducted pre-tax from the employee's payroll.

### **Second Amendment** - adopted on June 5, 2012:

Section 6.3 Physical Fitness - Amended to bring the Personnel Policy into conformance with the OSHA 29 CFR 1910.134, Respiratory Protection Standards, as amended by the Maine bureau of Labor Standards for Maine Public Sector, and also reduce the annual cost of the physical examinations.

### **Third Amendment** - adopted on July 1, 2013:

- 1) Changed "Joint Fire-Rescue Department" to "Fire Department" throughout document for simplicity.
- 2) Section 3.4 On-Call Employment – Replaced existing section with a revised section to include, in addition to firefighting and emergency services, other Fire Department activities such as meetings, training, details, etc. Also states that the Fire Department personnel policies apply to on call employees.
- 3) Section 6.3 Physical Fitness - Deleted the word "annually" in the first sentence to correct an editorial error.
- 4) Section 9.1 Holidays – Added a paragraph stating that Fire Station on-duty employees are entitled to key holiday incentive pay for each hour worked, at an hourly rate determined by the Fire Commission.

### **Fourth Amendment** - adopted on January 29, 2014:

Added new Section 10.4 Medical Insurance Alternative.

### **Fifth Amendment** - adopted on February 22, 2014 to Section 9.2 Vacation:

- 1) Allow GMFR employees to have their vacation based on employment anniversary date rather than fiscal year.
- 2) States that Fire Commission approves the Fire Chief's vacation.

**Sixth Amendment** – adopted July 31, 2015 2018:

- 1) Revised Section 6.3 Physical Examinations/Tests to allow employees who work full time for another Fire Department to submit the medical release from that Department; also allows physical examinations to be completed by personal physicians based on job descriptions.
- 2) Added Section 9.2 Paid Time Off and periods of Leave Without Pay, in place of Sections 9.2 Vacation, and 9.3 Sick Leave/Personal Days. Renumbered Section 9.4 Retirement Plan as Section 9.3.
- 3) Revised Section 9.3 Retirement Plan to increase the Fire Department retirement plan match from 2.5% to 3 % of gross wages; added Sections 10.5, Vision Plan and 10.6, Life Insurance; all to be in agreement with Town of Lyman Municipal Employees Personnel Policy.
- 4) Added explanatory material to Section 11.7 Family Medical Leave.
- 5) Editorial Changes:
  - a. Revised Section 1.1 Preamble to incorporate Personnel Policy lead-in paragraph.
  - b. Changed “Boards of Selectmen” to “Municipal Officers”; changed “Town” to “Fire Department” where appropriate; added and deleted wording for clarity; throughout document.

**Seventh Amendment** – adopted January 7, 2019:

- 1) ~~Revised Section 2.8 Probation Period changing the probation period from six months to 12 months for all full-time employees newly hired or rehired and 24 months for all part-time, per diem or call force employees hired or rehired. It also defined rehiring. REPEALED~~
- 2) Revised Section 9.3 Retirement Plan. Changing the wording from completing the probationary period to complete six (6) months of employment.

**Eighth Amendment** – adopted ??

**Ninth Amendment** – adopted June 17, 2019

Revised Section 9.3 Retirement Plan

- 1) Changed “Fire Department” to Town
- 2) Match percentage from 3% to 4%, match increasing 1% each year until reaching 6% on 7/1/2021
- 3) Added reference to 457(b) program

**Tenth Amendment** – July 23, 2023

Section 1.1

- 1). Change Lyman to Dayton

Section 2.11

- 1). Change Lyman to Dayton

Section 5.1

- 1). Removed B. and added call force to biweekly pay

Section 9.1

- 1). Change Columbus Day to Indigenous Peoples Day

Added section 9.5

- 1) Added Maine State Retirement and removed town match for ICMA

Section 11.1

- 1). Changed Lyman to Day

Section 11.4

- 1) Define bereavement hours of pay
- Section 9.3
- 1) Addition of EPL

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