

Town of Lyman
Select Board Regular Meeting Agenda
Monday September 18th, 2023 – Lyman Town Hall

Welcome to the September 18th, 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

ITEM #3 **MINUTES**

- a. Review / Approve meeting minutes 9/5/2023

ITEM #4 **SIGN WARRANTS**

- a. Payroll Warrant #11 in the amount of **\$29,095.28**
- b. Accounts Payable Warrant #10 (FY2024) in the amount of **\$59,633.16**

ITEM #5 **UNFINISHED BUSINESS**

- a. Review / Approved contract for Snow Plowing at the Town Hall

ITEM #6 **DEPARTMENT AND COMMITTEE REPORTS**

- a. Local Health Officer - Updates
- b. Road Commissioner –
- c. Fire Chief – Request for approval of funds for survey of property on Barker Pond Rd
- d. CEO –
- e. Tax Clerk –
- f. Treasurer – Expense Report 9-14-2023
- g. Town Manager –
- h. Other -

ITEM #7 **NEW BUSINESS**

- a. Review / Approve Planning Board Bylaws and Mission Statement
- b. MMA Membership committees and boards
- c. Review / Approve Warrant for Special Town Meeting October 3, 2023
- d. Appoint Warden for Special Town Meeting October 3, 2023

OTHER

EXECUTIVE SESSION

ADJOURN

ITEM #3: (a.) Minutes

Town of Lyman
Select Board Meeting Minutes
Monday September 5th, 2023 – Lyman Town Hall

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

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

Selectboard members absent: none

ITEM #1 SPECIAL OFFERS/ PRESENTATIONS

a. *Select Board Public Hearing regarding Initiated Referenda*

Public Hearing is opened at 6:00pm.

Joe Wagner – States at the Town Meeting article 32 was voted in favor of salaries and funding of the previous fiscal year. After the Town Manager and Town Clerk positions were consolidated a petition to call for a Special Town Meeting was circulated and received a sufficient number of signatures to raise funding for additional salary positions. He refers to Title 38 and Title 21-A describing duties of Town Manager and Town Clerk. The article question addresses the restoration of Select Board Clerk and Town Clerk positions. He refers to other Towns having a combined Town Clerk and Town Manager position and that they will have several deputies, while other Towns have separate clerks and managers. The article is appropriating salaries from surplus and will not create an increase in taxes, however going into the next fiscal year may require an adjustment to the mill rate.

Carol Baker-Roux – States she would expect the Town Clerk and Select Board clerk not to be paid equally due to their responsibilities and also the board should consider adjusting the benefits so employees are paying into benefits, and this would help with cost savings.

There is no further comment. The Public hearing closes at 6:15pm

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.*

Priscilla Ouelette – States the Kennebunk Pond Committee was established as an ADHOC committee to address the safety concerns at the Beach. Because they are an ADHOC committee they are not required to conduct their meetings in public, however, recently they have considered having their meetings open and posted for public attendance. The Committee has elected Karen Kane as Chair, Linda Carscadden elected as secretary. On September 1st, there was an onsite meeting with the architect and GT Scapes to review the upcoming project. They determined it will take approximately 25 days to complete the project. The tentative start date will be around October, November. Work will begin on the Beach side followed by the Parking side. Notices will be posted to apprise the public of park closures. Plantings of vegetation will be done in the Spring, weather permitting. The committee is working on gathering information regarding the gate system and will make recommendations. GT Scapes has agreed to complete the trenching requirements for the gate when the gate is ready to be installed. The committee is considering other gate options that may include basic design features allowing the gate to open and close automatically rather than use access cards, but with options to modify should the Town decide to enhance the functions of the gate.

Joe Wagner – Thanks GMFR and the Road Commissioner for taking care of a downed tree in the road. He states the State website has not been updated with a listing of Town Clerks and Registrars. He mentions at the last meeting two select board members were appointed as Ballot Clerks. He contacted the State Attorney Generals Office and found there is no statutory prohibition. He also

Town of Lyman
Select Board Meeting Minutes
Monday September 5th, 2023 – Lyman Town Hall

contacted Maine municipal Association as a Town Municipal Official and asked for an explanation regarding why that type of appointment may not be allowed and was informed the manual refers to common law not statutory law.

Priscilla Ouellette – States there have been concerns with trash debris and buildup at a property in town. She encourages the Board to observe the property. The trash build up is increasing and creating an issue with rats and safety hazards with needles left on the ground.

Sue Briggs – States there have been boulders removed from Kennebunk Pond Beach and placed on the end of Pines Road which is within the easement of the DOT zone. She's not sure who put them there, if it may have been one of the associations in that area. The rocks are causing a blockage for turnarounds by the boat ramp area.

- b. [Mail](#) • [Thank you Letter from Lifeflight](#) • [DAR letter](#)
Reviewed in Agenda Packet

ITEM #3

MINUTES

- a. [Review / Approve meeting minutes 8/21/2023](#)

Voctoria Gavel – Motions to approve. Thomas Hatch seconds the motion. Motion passes: 5-0-0

ITEM #4

SIGN WARRANTS

- a. [Payroll Warrant #8 in the amount of \\$23,924.18](#)

Amber Swett motions to accept. Thomas Hatch seconds. Motion passes: 5-0-0

- b. [Accounts Payable Warrant #60 \(FY2023\) in the amount of \\$139,357.00](#)

Victoria Gavel – Motions to accept. Jessica Picard seconds.

Thomas Hatch – Asks to look into tree cutting on Walker Road and some work done on Grasshopper Lane if this can be clarified.

Motion passes: 5-0-0

- c. [Accounts Payable Warrant #9 \(FY2024\) in the amount of \\$618,031.74](#)

Amber Swett – Motions to accept. Victoria Gavel seconds. Motion passes: 5-0-0

ITEM #5

UNFINISHED BUSINESS

- a. [Discuss updates - Kennebunk Pond Committee regarding automated gate system](#)

Victoria Gavel – States she asked for this to be on the agenda because after discussion from the last meeting she had questions about the gate functions and what the committee was recommending and she was wondering why there couldn't be a gate that just goes up and down, however, Priscilla clarified a lot these questions with her update form the committee. In the meantime, if safety is an issue, she lives down the street and would offer to open and close the gate if it's helpful.

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. [Road Commissioner](#) – none
- b. [Fire Chief](#) –

Matt Duross – Reports in August GMFR responded to 74 incidents, a 50% increase from last year. As of Sunday, there have been about 600 calls, an increase from last year's calls of 547. There were 17 multi-incidents. In August 30% of all EMS transports were to the Maine Medical Center. GMFR has now hosted two community CPR classes with a third one scheduled. He is looking into getting a survey on the right-of-way on Barkers Pond Road to determine if it is Town Owned and if they will be able to place a dry hydrant there. They will need about \$3,000 to conduct the survey that would come out of the dry hydrant account.

- c. [CEO](#) –

Town of Lyman
Select Board Meeting Minutes
Monday September 5th, 2023 – Lyman Town Hall

Brenda Charland – States for clarification she had requested to be appointed as Land Use Director because she may need to work with someone to establish setbacks or what’s in the land use or researching information for the Planning Board. She’s required to be certified for Maine 80k and formally authorized by the jurisdiction she represents.

- d. Tax Clerk – None
- e. Assessor – 2023-2024 Commitment Summary & Historic Tax Information
- f. Treasurer – Expense Report
- g. Town Manager – Progress Report

Lindsay Gagne – States the Town Hall Expansion is currently being reviewed by the Engineer. She is working with them in collecting information and determining if DEP needs to be involved with the wetlands area behind the building. If this area is not able to be expanded on, the engineer will look into other options in adjusting the plans. There are a few elections coming up and the website has been updated to add a Town Meeting and Elections page to help streamline information sources for all the different events coming. The new Admin Clerk has started, and things are going very well so far.

- h. Other -

ITEM #7

NEW BUSINESS

- a. Discussion Shore Rd & discontinuing agreement to pay annually 250.00 for road maintenance, see notes

Lindsay Gagne – Explains in 2019 the board had decided to pay the shore Road association \$250 annually to repair damages from the plowing of the hammerhead on that road. The Town has an easement with one of the property owners who is not part of the road association but has granted the easement to allow the plow truck to plow and turn around in the hammerhead section. Over the last two years, the road commissioner has gone out and repaired damages at the homeowner’s request. The Road Association has agreed to discontinue the \$250 payments and the Town will take care of repairing damages in the hammerhead.

Thomas Hatch – Motions to discontinue the \$250 payment to the Shore Road Association.

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

- b. Update contract for plowing of Town Hall

Amber Swett – States the Town Hall Plowing and sanding was budgeted for \$4,640 but the contract is for \$4,700. She would want the budget line to add up to the contract so there is less confusion.

Jessica Picard – Suggests tabling the item and getting some clarification.

- c. Update contract for plowing of Transfer Station

Jessica Picard – Motions to approve the Plowing/Salting of the Transfer Station to Tibbetts Farm LLC for \$3,000. **Amber Swett** – Seconds the motion. Motion passes: 5-0-0.

- d. Review contract proposal for plowing at Bunganut Park

Lindsay Gagne – States Parks and Recs had asked if the Lake Side could be plowed to allow them to do more snowshoeing events this winter. The board had budgeted \$700 for this year to do that. Tibbetts Farm LLC would plow a small section of the parking area for this price and if the board determined they wanted more spaces plowed they would be willing to talk about that.

Thomas Hatch – Motions to accept the contract with Tibbetts Farm LLC for \$700 to do the plowing of the lakeside at Bunganut Park.

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

- e. Discuss / vote recommendations for warrant article 2 (Warrant for 10/3/23 town meeting)

Jessica Picard – Motions that the Select Board recommendation for this warrant article be \$0

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

Town of Lyman
Select Board Meeting Minutes
Monday September 5th, 2023 – Lyman Town Hall

f. [Review / Approve order for special town meeting 10/3/23](#)

Jessica Picard – Motions to approve the order for Special Town Meeting to be held on October 3, 2023. Amber Swett – Seconds the motion. Motion passes: 5-0-0

g. [Discuss YMCA contract for FY2025, renewal is up in October 2024](#)

Lindsay Gagne – States the contract term is good until October 2024, but if the board wants to renew or modify the contract, they may want to start doing some workshops to figure out what the budget will be going forward.

Michelle Feliccitti – States the Bunganut Committee had their first meeting. They are looking into different kinds of grants and day of caring and have done a survey to collect some feedback from the community.

A workshop is scheduled for Thursday September 28th, 2023 at 6:00pm at the Town Hall.

h. [Review / Approve Town Manager Contract](#)

Thomas Hatch – Motions to go into executive session per MRSA 405 (A) for discussion on personnel matters.

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

Jessica Picard – Motions to come out of executive Session.

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

Jessica Picard – Motions to approve the contract for Town Manager

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

OTHER

EXECUTIVE SESSION

[1.M.R.S.A §405 \(A\) for discussion regarding Personnel Matters](#)

See Item 7 (h)

ADJOURN

Jessica Picard – Motions to adjourn. Amber Swett seconds the motion. Motion passes: 5-0-0

Rusty “Ralph” Blackington

Amber Swett

Thomas Hatch

Jessica Picard

Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 4 pages are the original minutes of the Select Board Meeting dated September 5th, 2023

Lindsay Gagne

ITEM #4: (a.) Payroll Warrant

LYMAN
10:41 AM

Payroll Check Register

Pay Date: 09/20/2023

09/14/2023
Page 1

Check	D / D	Check	Amount	Date	Employee
Employee Checks					
1	2,029.04	0.00	2,029.04	09/20/23	79 SUSAN J BELLEROSE
2	73.40	0.00	73.40	09/20/23	032 DANA A CARTER
3	1,896.08	0.00	1,896.08	09/20/23	029 BRENDA D CHARLAND
4	1,170.99	0.00	1,170.99	09/20/23	025 THOMAS M CROTEAU
5	44.61	0.00	44.61	09/20/23	050 MICHELLE R FELICCITTI
6	2,327.15	0.00	2,327.15	09/20/23	028 LINDSAY GAGNE
7	1,856.44	0.00	1,856.44	09/20/23	016 LAURIE L GONSKA
8	137.14	0.00	137.14	09/20/23	117 PAUL HAKALA
9	864.26	0.00	864.26	09/20/23	03 HOLLY L HART
10	123.01	0.00	123.01	09/20/23	069 LORNA J HENLEY
11	256.42	0.00	256.42	09/20/23	007 THOMAS M HOLLAND
12	82.84	0.00	82.84	09/20/23	18 BARBARA E HULL
13	1,520.94	0.00	1,520.94	09/20/23	015 JEANETTE E LEMAY
14	759.55	0.00	759.55	09/20/23	036 JULIE LEMIEUX
15	82.84	0.00	82.84	09/20/23	067 MARGARET C MACDONALD
16	1,404.00	0.00	1,404.00	09/20/23	041 RANDALL L MURRAY
17	427.00	0.00	427.00	09/20/23	19 BRIAN D. RACICOT
18	408.54	0.00	408.54	09/20/23	123 KYLE D RACICOT
19	79.65	0.00	79.65	09/20/23	054 FAITH H RICHARD
20	454.90	0.00	454.90	09/20/23	002 DAVID W RILEY
21	103.61	0.00	103.61	09/20/23	020 DAVID H SANTORA
22	89.21	0.00	89.21	09/20/23	34 IRENE C SINGLE
23	1,175.15	0.00	1,175.15	09/20/23	053 AMBER M SWETT
24	1,090.79	0.00	1,090.79	09/20/23	037 REBEKAH S THOMPSON
25	293.58	0.00	293.58	09/20/23	40 RAYMOND J VALLIERE
Total	18,751.14	0.00	18,751.14		
Direct Deposit Checks					
26	0.00	18,751.14	18,751.14	09/20/23	D / D 1 BIDDEFORD SAVINGS BANK
Total	0.00	18,751.14	18,751.14		
Trust & Agency Checks					
27	0.00	6,559.42	6,559.42	09/20/23	T & A 1 I.R.S.
28	0.00	1,197.35	1,197.35	09/20/23	T & A 3 ICMA
29	0.00	1,109.55	1,109.55	09/20/23	T & A 2 MAINE REVENUE SERVICES
30	0.00	1,477.82	1,477.82	09/20/23	T & A 9 MPERS
Total	0.00	10,344.14	10,344.14		

Payroll Check Register
Pay Date: 09/20/2023

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

Summary

Checks:	Regular	0.00	25
	D / D	18,751.14	1
	Employee	18,751.14	
	T & A	10,344.14	4
	Voided		0
	Total	29,095.28	30

WARRANT: 11

Check	D / D	Check	Employee	Gross Pay
1	2,029.04	0.00	79 SUSAN J BELLEROSE	3,037.21
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	1,170.99	0.00	025 THOMAS M CROTEAU	1,733.14
5	44.61	0.00	050 MICHELLE R FELICCITTI	48.30
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	137.14	0.00	117 PAUL HAKALA	148.50
9	864.26	0.00	03 HOLLY L HART	990.00
10	123.01	0.00	069 LORNA J HENLEY	133.20
11	256.42	0.00	007 THOMAS M HOLLAND	286.85
12	82.84	0.00	18 BARBARA E HULL	89.70
13	1,520.94	0.00	015 JEANETTE E LEMAY	2,405.15
14	759.55	0.00	036 JULIE LEMIEUX	1,029.00
15	82.84	0.00	067 MARGARET C MACDONALD	89.70
16	1,404.00	0.00	041 RANDALL L MURRAY	1,960.80
17	427.00	0.00	19 BRIAN D. RACICOT	517.93
18	408.54	0.00	123 KYLE D RACICOT	483.00
19	79.65	0.00	054 FAITH H RICHARD	86.25
20	454.90	0.00	002 DAVID W RILEY	492.58
21	103.61	0.00	020 DAVID H SANTORA	112.20
22	89.21	0.00	34 IRENE C SINGLE	96.60
23	1,175.15	0.00	053 AMBER M SWETT	1,272.50
24	1,090.79	0.00	037 REBEKAH S THOMPSON	1,612.64
25	293.58	0.00	40 RAYMOND J VALLIERE	317.90
26	0.00	18,751.14	D / D 1 BIDDEFORD SAVINGS BANK	
27	0.00	6,559.42	T & A 1 I.R.S.	
28	0.00	1,197.35	T & A 3 ICMA	
29	0.00	1,109.55	T & A 2 MAINE REVENUE SERVICES	
30	0.00	1,477.82	T & A 9 MPERS	

WARRANT: 11

Check	D / D	Check	Employee	Gross Pay
Total	18,751.14	29,095.28		26,013.15

Put into A/P	10,397.92
Taken out of A/P	(10,344.14)
Total Payroll	29,149.06

<u>Count</u>	
Checks	30

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.)

Lyman
9:01 AM

A / P Check Register

Bank: BIDDEFORD SAVINGS

09/14/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	9999	1,496.42	09/20/23	10	0091 CENTRAL MAINE POWER, INC.
P	10035	12,925.19	09/05/23	10	0569 SECRETARY OF STATE
P	10036	19.00	09/08/23	10	0643 TREASURER, STATE OF MAINE
P	10037	4,410.09	09/08/23	10	0647 TREASURER, STATE OF MAINE
P	10038	13,986.51	09/12/23	10	0569 SECRETARY OF STATE
R	10039	81.45	09/20/23	10	0218 AMAZON CAPITAL SERVICES
R	10040	4,925.00	09/20/23	10	0335 C.I.A. SALVAGE INC
R	10041	64.00	09/20/23	10	0994 CINTAS CORPORATION- # 758
R	10042	40.00	09/20/23	10	0101 CUNNINGHAM SECURITY SYSTEMS
R	10043	390.00	09/20/23	10	0133 DAVID W. RILEY
R	10044	111.90	09/20/23	10	0090 DOWNEAST FLOWERS
R	10045	17,566.31	09/20/23	10	0500 ECOMAINE
R	10046	49.20	09/20/23	10	0147 GONETSPEED
R	10047	525.85	09/20/23	10	0072 GWI
R	10048	214.97	09/20/23	10	0184 JEANETTE LEMAY
R	10049	20.20	09/20/23	10	0322 KENNEBUNK LIGHT & POWER DISTRICT
R	10050	31.44	09/20/23	10	0131 LAURIE GONSKA
R	10051	475.00	09/20/23	10	0288 MAINE REVENUE SERVICES
R	10052	335.00	09/20/23	10	0047 NEST & SONS, INC.
R	10053	20.00	09/20/23	10	0502 REGISTRY OF DEEDS
R	10054	114.00	09/20/23	10	0502 REGISTRY OF DEEDS
R	10055	76.00	09/20/23	10	0502 REGISTRY OF DEEDS
R	10056	97.98	09/20/23	10	0224 SPECTRUM/TIME WARNER CABLE
R	10057	157.95	09/20/23	10	0062 THOMAS HOLLAND
R	10058	204.47	09/20/23	10	0148 VERIZON WIRELESS
R	10059	158.86	09/20/23	10	0985 WARRENS OFFICE SUPPLIES
R	10060	52.84	09/20/23	10	0675 WHITE SIGN, INC.
P	99999	19.99	09/20/23	10	0095 CARDMEMBER SERVICE
P	99999	579.54	09/20/23	10	0095 CARDMEMBER SERVICE
P	99999	22.00	09/20/23	10	0095 CARDMEMBER SERVICE
P	99999	462.00	09/20/23	10	0095 CARDMEMBER SERVICE

Total **59,633.16**

Count

Checks	31
Voids	0

Warrant 10

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00218 AMAZON CAPITAL SERVICES						
0145	10039	09	MAINE FLAG		13WY-NJKT-79X9	
MAINE FLAG			E 191-11-70-790		26.98	0.00
			EQUIPMENT / OTHER EQUIP			
			Invoice Total-		26.98	
0145	10039	09	VOTING STICKERS		16KL-GGTR-9CWF	
VOTING STICKERS			E 115-13-60-610		54.47	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		54.47	
			Vendor Total-		81.45	
00335 C.I.A. SALVAGE INC						
0145	10040	09	HAULING		4082	
MSW HAULING			E 150-31-35-355		2,275.00	0.00
			CTRCT SVS WA / PROF SVS HAU			
WOOD/BULKY HAULING			E 150-31-35-356		1,400.00	0.00
			CTRCT SVS WA / PROF SVS HW			
RECYCLE HAULING			E 150-31-35-357		525.00	0.00
			CTRCT SVS WA / PROF SVS HR			
CAN RENTAL			E 150-31-35-349		200.00	0.00
			CTRCT SVS WA / PROF SVS CAN			
METAL HAULING			E 150-31-35-359		525.00	0.00
			CTRCT SVS WA / PROF SVS MET			
			Vendor Total-		4,925.00	
00095 CARDMEMBER SERVICE						
0145	99999	09	STAMPS		081723	
STAMPS			E 110-11-60-650		19.99	0.00
			SUPPLIES / POSTAGE			
			Invoice Total-		19.99	
0145	99999	09	CAMERA'S FOR VAULT		323792	
CAMERA'S FOR VAULT			E 191-11-70-790		579.54	0.00
			EQUIPMENT / OTHER EQUIP			
			Invoice Total-		579.54	
0145	99999	09	MICROSOFT		E06000Z8M0	
MICROSOFT			E 110-11-32-310		22.00	0.00
			CTRCT SVS EQ / PROF SVS			
			Invoice Total-		22.00	
0145	99999	09	MICROSOFT		E06000ZJYM	
MICROSOFT			E 110-11-32-310		462.00	0.00
			CTRCT SVS EQ / PROF SVS			
			Invoice Total-		462.00	
			Vendor Total-		1,083.53	
00091 CENTRAL MAINE POWER, INC.						
0145	9999	09	ELECTRICITY		091523	
3501-2118-408			E 147-22-50-560		74.60	0.00
			UTILITIES / ELECTRICITY			
3501-1893-878			E 147-22-50-560		78.03	0.00
			UTILITIES / ELECTRICITY			
3501-2918-062			E 147-22-50-560		36.55	0.00
			UTILITIES / ELECTRICITY			
3501-6854-669			E 147-31-50-560		260.45	0.00
			UTILITIES / ELECTRICITY			

A / P Warrant

Warrant 10

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
3501-2614-331			E 147-51-50-560		326.71	0.00
			UTILITIES / ELECTRICITY			
3501-6858-561			E 147-21-50-560		31.11	0.00
			UTILITIES / ELECTRICITY			
3501-2989-030			E 147-11-50-560		641.59	0.00
			UTILITIES / ELECTRICITY			
3001-3752-495			E 147-21-50-560		47.38	0.00
			UTILITIES / ELECTRICITY			
Vendor Total-					1,496.42	
00994 CINTAS CORPORATION- # 758						
0145	10041	09	13117643		4166833932	
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					32.00	
0145	10041	09	13117643		4164036478	
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					32.00	
Vendor Total-					64.00	
00101 CUNNINGHAM SECURITY SYSTEMS						
0145	10042	09	63000320		142879	
SECURITY SYTEM			E 141-11-31-310		20.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					20.00	
0145	10042	09	63000320		142586	
SECURITY SYTEM			E 141-11-31-310		20.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					20.00	
Vendor Total-					40.00	
00133 DAVID W. RILEY						
0145	10043	09	SERVICES		3	
ROADS REPAIRS/MAINT			E 131-51-40-483		200.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
ROADS - SIGNS			E 148-51-60-670		60.00	0.00
			SUPPLIES / SIGNS			
ROADSIDE TRASH PICKUP			E 145-51-31-330		50.00	0.00
			CTRCT SVS BL / WASTE SVS			
Invoice Total-					310.00	
0145	10043	09	SERVICES		2	
MOVING			E 141-11-31-310		80.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					80.00	
Vendor Total-					390.00	
00090 DOWNEAST FLOWERS						
0145	10044	09	ARRANGEMENT		185570	
ARRANGEMENT			E 110-11-60-610		111.90	0.00
			SUPPLIES / SUPPLIES			
Vendor Total-					111.90	
00500 ECOMAINE						
0145	10045	09	RECYCLE		083123	

A / P Warrant

Warrant 10

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
RECYCLE			E 150-31-35-352		758.25	0.00
			CTRCT SVS WA / PROF SVS REC			
			Invoice Total-		758.25	
0145	10045	09	BULKY	083123		
BULLYMAN01 OBW-WOOD			E 150-31-35-351		2,640.90	0.00
			CTRCT SVS WA / PROF SVS TW			
			Invoice Total-		2,640.90	
0145	10045	09	TIPPING	083123		
LYMAN01 MSW			E 150-31-35-350		14,167.16	0.00
			CTRCT SVS WA / PROF SVS TIP			
			Invoice Total-		14,167.16	
			Vendor Total-		17,566.31	
00147 GONETSPEED						
0145	10046	09	13668 PHONE	100523		
13668 PHONE			E 150-31-50-580		49.20	0.00
			UTILITIES / COMM			
			Vendor Total-		49.20	
00072 GWI						
0145	10047	09	SEPTEMBER	6385675		
205773			E 110-11-50-580		496.25	0.00
			UTILITIES / COMM			
205773			E 161-22-50-580		29.60	0.00
			UTILITIES / COMM			
			Vendor Total-		525.85	
00184 JEANETTE LEMAY						
0145	10048	09	MILEAGE	7/5-9/13		
MILEAGE			E 110-11-90-910		214.97	0.00
			OTHER / MILEAGE/TRAV			
			Vendor Total-		214.97	
00322 KENNEBUNK LIGHT & POWER DISTRICT						
0145	10049	09	2101002-01	090623		
2101002-01			E 147-51-50-560		20.20	0.00
			UTILITIES / ELECTRICITY			
			Vendor Total-		20.20	
00131 LAURIE GONSKA						
0145	10050	09	MILEAGE	AUG 2023		
MILEAGE			E 110-11-90-910		31.44	0.00
			OTHER / MILEAGE/TRAV			
			Vendor Total-		31.44	
00288 MAINE REVENUE SERVICES						
0145	10051	09	GONSKA COURSE 600	112723		
GONSKA COURSE 600			E 102-11-20-280		475.00	0.00
			BENEFITS / TRAINING			
			Vendor Total-		475.00	
00047 NEST & SONS, INC.						
0145	10052	09	PUMP SEPTIC	57870		
PUMP SEPTIC			E 191-31-70-790		335.00	420.00
			EQUIPMENT / OTHER EQUIP			

A / P Warrant

Warrant 10

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					335.00	
00502 REGISTRY OF DEEDS						
0145	10053	09	TRANSFERS	AUG		*** SEPARATE ***
TRANSFERS			E 110-11-39-399		20.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					20.00	
0145	10054	09	6 DISCHARGES			*** SEPARATE ***
DISCHARGES			E 110-11-39-399		114.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					114.00	
0145	10055	09	NOTICE OF DEC BROOKVIEW E	083123		
NOTICE OF DEC BROOK			E 110-11-39-399		31.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					31.00	
0145	10055	09	RECORD OF DECISION ROY	090623		
RECORD OF DECISION ROY			E 110-11-39-399		45.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					45.00	
Vendor Total-					210.00	
00569 SECRETARY OF STATE						
0145	10035	09	31170	8/24-8/31		
31170			G 1-250-00		12,925.19	0.00
			MTR VEHICLE			
Invoice Total-					12,925.19	
0145	10038	09	31170	08/31-9/7		
31170			G 1-250-00		13,986.51	0.00
			MTR VEHICLE			
Invoice Total-					13,986.51	
Vendor Total-					26,911.70	
00224 SPECTRUM/TIME WARNER CABLE						
0145	10056	09	202-579149701-001	0010726091223		
202-579149701-001			E 150-31-50-580		97.98	0.00
			UTILITIES / COMM			
Vendor Total-					97.98	
00062 THOMAS HOLLAND						
0145	10057	09	MILEAGE	07/06-07/31		
MILEAGE			E 125-72-90-910		74.76	0.00
			OTHER / MILEAGE/TRAV			
Invoice Total-					74.76	
0145	10057	09	MILEAGE	08/07-09/09		
MILEAGE			E 125-72-90-910		83.19	0.00
			OTHER / MILEAGE/TRAV			
Invoice Total-					83.19	
Vendor Total-					157.95	
00643 TREASURER, STATE OF MAINE						
0145	10036	09	DOGS	AUG		
DOGS			G 1-256-00		19.00	0.00
			DOG LIC			

A / P Warrant

Warrant 10

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					19.00	
00647 TREASURER, STATE OF MAINE						
0145	10037	09	FISH	AUG		
FISH			G 1-251-00		4,410.09	0.00
			INLAND FISH			
Vendor Total-					4,410.09	
00148 VERIZON WIRELESS						
0145	10058	09	6423575065-00001	9943630743		
642357065-00001			E 110-11-50-580		204.47	0.00
			UTILITIES / COMM			
Vendor Total-					204.47	
00985 WARRENS OFFICE SUPPLIES						
0145	10059	09	TOWLYM	521910-00		
TOWLYM			E 110-11-60-610		103.80	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					103.80	
0145	10059	09	TOWLYM	521910-01		
TOWLYM			E 110-11-60-610		55.06	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					55.06	
Vendor Total-					158.86	
00675 WHITE SIGN, INC.						
0145	10060	09	GRAVES RD	128356		
WLYM153570			E 148-51-60-670		52.84	0.00
			SUPPLIES / SIGNS			
Vendor Total-					52.84	
Prepaid Total-					33,920.74	
Current Total-					25,712.42	
EFT Total-					0.00	
Warrant Total-					59,633.16	

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: (a.) Snow Plowing Contract for Town Hall

SERVICE AGREEMENT

PLOWING / SALTING / PARKING LOT & WALKWAY'S OF LYMAN TOWN HALL

THIS AGREEMENT is made this 18th day of September, 2023 by and between the **INHABITANTS OF THE TOWN OF LYMAN**, a municipal corporation existing under the laws of the State of Maine and located in the County of York, State of Maine (hereinafter "**TOWN**") and **David Riley** (hereinafter "**Contractor**").

WITNESSETH

WHEREAS, after due consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

I. SCOPE OF SERVICES

Except as otherwise stated in the Agreement, **CONTRACTOR** shall furnish the materials, supplies, equipment, vehicle, facilities, and labor required to provide those services pursuant to paragraph VII, except as otherwise modified by this agreement.

The **CONTRACTOR** shall be responsible for the professional quality, timely completion, and the coordination of all services furnished by the **CONTRACTOR** under this Agreement. The **CONTRACTOR** shall, without additional compensation, correct or revise any errors or deficiencies in his services. Deficiencies are defined as willful or negligent acts that distort or falsify or otherwise fail to comply to the terms of agreement or meet the state of the art of the products and services developed and provided hereunder, or willful or negligent non assignment of personnel or assignment of unqualified personnel to perform duties hereunder.

Neither Town's review, approval, or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance of this Agreement, and the **CONTRACTOR** shall remain liable in accordance with applicable law for all damages to Town caused by the **CONTRACTOR'S** willful or negligent performance of any of the services furnished under this Agreement.

II. TERM: AGREEMENT SUBJECT TO ANNUAL APPROPRIATION: EXTENSION OF TERM

The term of this agreement shall be for three (3) years for a period commencing November 1st and be completed on or by April 30th the following year, each year of this contract, unless sooner terminated as provided herein. The Town holds the option to renew contract beyond the three (3) years upon mutual agreement between the parties. The Town holds the option to NOT renew for any reason. Each year of this agreement is subject to the appropriation by the annual Town Meeting. If the Town Meeting fails to authorize such funding during any year of this Agreement, the Agreement shall terminate and become null and void at the end of the last year for which funding has been authorized. The Town holds the option to NOT renew the contract on poor performance.

Required services to be performed shall be completed strictly according to the schedule set forth in paragraph VII. **CONTRACTOR'S** failure to adequately maintain snow removal per this Agreement shall be cause for termination of this contract pursuant to Paragraph XII.

III. INDEMNIFICATION

CONTRACTOR shall defend, indemnify and hold harmless the **TOWN**, its officers, employees and agents from and against all claims, damages, losses and expenses (including attorney's fees and costs) arising out of or resulting from the performance (or nonperformance) of the work required under this Agreement and is caused in whole or in part by an intentional or negligent act or omission of **CONTRACTOR**, or anyone directly or indirectly employed by it, or anyone for whose acts it may be liable, regardless of whether such claim, damage, loss or expense is caused in part by a party indemnified under this paragraph. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity if that would otherwise exist as to a party or person described in this paragraph.

IV. INSURANCE

CONTRACTOR shall provide the following insurances

Public Liability Insurance (or Commercial General Liability) in the amount of not less than One Million Dollars (\$1,000,000), combined single limit, to protect the **CONTRACTOR** and the **TOWN** from claims and damages that may arise from operations under this Agreement, whether such operations be by **CONTRACTOR** or by anyone directly or indirectly employed by it. In the event of any amendment to the Maine Torts Claims Act, 14 M.R.S.A §8101-8118, that increases the limitation of liability of the **TOWN** under such Act, **CONTRACTOR** shall increase its amount of coverage so that it is not less than the limitation of the liability of the **TOWN** established under the Act.

Automobile Liability Insurance in the amount of not less than One Million Dollars (\$1,000,000) combined single limit, to protect the **CONTRACTOR** and the **TOWN** from claims and damages that may arise from operations under this Agreement, whether such operations be by **CONTRACTOR** or by anyone directly or indirectly employed by it. In the event of any amendment to the Maine Torts Claims Act, 14 M.R.S.A §8101-8118, that increases the limitation of liability of the **TOWN** under such Act, **CONTRACTOR** shall increase its amount of coverage so that it is not less than the limitation of the liability of the **TOWN** established under the Act

Worker's Compensation Insurance in amounts required by Maine law and Employer's Liability Insurance, as necessary, as required by Maine law. If in the event the Contractor is not required to carry workers compensation according to Maine law, then the Contractor must provide the Town with an approved independent contractors status from the State of Maine.

In addition, the contractor must complete and submit a document entitled "Town of Lyman, Hold Harmless Agreement" as per Town Policy and submit a W9 form, if not already on record.

Deductible Amount: The deductible amount in any insurance policy required under this section shall not exceed Twenty-Five Thousand Dollars (\$25,000) without the prior written consent of the **TOWN**.

All such insurance policies shall name the **TOWN** and its officers, agents, and employees as additional insureds, except that purpose of Workers' Compensation Insurance, **CONTRACTOR** instead may provide a written waiver of subrogation rights against the **TOWN**, as permitted by Maine law. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Maine, shall be in form satisfactory to the **TOWN** and shall contain a provision prohibiting cancellation except upon at least thirty (30) days' prior written notice to the **TOWN** and shall contain a complete waiver by the insurer of subrogation against the **TOWN**. All such insurance policies will be primary in the event of a loss arising from **CONTRACTOR'S** performance and shall provide that where there is more than one insured, the policy will operate, except for the limitations of liability, as if there were a separate policy covering each insured. **CONTRACTOR** shall not commence work under the Agreement until it has obtained all insurance coverages required under this subparagraph and any insurance policies have been approved by the **TOWN**.

All such insurance policies shall have a retroactive date which is earlier of the date of the Agreement between the parties or **CONTRACTOR'S** commencement of services hereunder.

V. VEHICLES

All vehicles utilized by the **CONTRACTOR** in the performance of services under this Agreement shall be licensed in the State of Maine and shall be operated by drivers with the required State of Maine driver's licenses. Each vehicle shall comply with all applicable state, local and federal regulations. Vehicles and other equipment shall be kept in good repair.

VI. PERMITS AND LICENSES

CONTRACTOR shall be responsible for the cost, acquisition and maintenance of any permits or licenses necessary for the performance of work under this Agreement.

VII. SERVICES AND EQUIPMENT PROVIDED BY CONTRACTOR

CONTRACTOR will furnish all vehicles, materials, personnel, tools, and equipment, except as otherwise specified herein, and do everything necessary and proper to satisfactorily perform the Services required by this Agreement including staking out the grass areas at Town Hall prior to snow plowing.

CONTRACTOR shall conduct work so as to interfere as little as possible with Town Hall business. Initial snow removal to commence at 3" and every 3" thereafter and will be completed 30 minutes before start of business and continue through business hours. After business hours and weekends, snow may accumulate to 6" and will be removed 30 minutes before start of business. Final clean-up will be done after each snow storm. Snow banks will be pushed back as necessary. Salting will be to bare lot. **CONTRACTOR** shall complete shoveling and salting of walkways and all entrances at time of plowing.

VIII. CONTRACT PRICE

The **OWNER** shall pay the **CONTRACTOR** for the performance of services under this Agreement the sum of **\$4,640** (the "Contract Price"). **OWNER** will provide the **CONTRACTOR** salt for salting the Town Hall only by **CONTRACTOR**

IX. PAYMENT

CONTRACTOR shall submit for **OWNER's** Approval, an invoice for Services performed. The **OWNER** shall pay the **CONTRACTOR** such approved amount in equal payments on the first accounts payable warrant beginning November through final payment in April. Final payment in April will be withheld until any damage to the grass and gardens areas have been repaired by **CONTRACTOR**, and repair is acceptable by the Town of Lyman Select Board at the Town Hall. Payments due and unpaid under this Agreement shall bear interest from the date payment is due at the maximum rate permitted under Maine law at the time of the delinquency for unpaid municipal taxes.

X. ASSIGNMENT

Neither party to the contract shall assign the Agreement without the written consent of the other. **CONTRACTOR** shall not assign any monies due or to become due to it hereunder without the previous written consent of the **TOWN**.

XI. DISPUTES

Except as otherwise agreed by the parties in writing, all disputes, claims, counterclaims, and other matters in question between **CONTRACTOR** and **TOWN** arising out of or relating to the Agreement shall be decided by a Maine court of competent jurisdiction. This Agreement is made and shall be construed under the laws of the State of Maine. Except as otherwise expressly agreed by the parties exclusive venue for any such civil action shall be in York County, Maine

XII. TERMINATION

Either party may terminate this contract without cause upon ninety (90) days prior written notice to the other party. In the event of such termination, **TOWN** shall pay **CONTRACTOR** for all work satisfactorily performed prior to the actual termination. Furthermore, if the **CONTRACTOR** fails to perform according to the terms of this contract at the time and in the manner specified, **TOWN** shall have all legal and equitable remedies including termination for cause effective immediately upon written notice to **CONTRACTOR**. The **CONTRACTOR** will be paid for all work which is satisfactorily done by that time and **TOWN** shall have no obligation or liability to **CONTRACTOR** for any remaining balance or compensation under the contract.

XIII. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

CONTRACTOR shall be responsible for compliance with all applicable local, state, and federal laws and regulations, and any applicable amendments thereto.

XIV. ENTIRE AGREEMENT: AMENDMENTS

This Agreement and its Exhibits represent and contain the entire agreement between the parties. Any amendments to this Agreement shall be in writing and shall be signed by each part hereto.

XV. NON-WAIVER

Failure of a party to this Agreement to enforce a provision of this Agreement shall not constitute a waiver of the right to enforce any subsequent breach of that provision or any other provision of the Agreement.

XVI. NOTICES

Any notices required under the terms of this Agreement shall be sent via United States mail, postage pre-paid, first class, return receipt requested, to the following:

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

CONTRACTOR: David Riley
DBA D&C Rubbish Removal
P.O. Box 456
Alfred, ME 04002

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF LYMAN has caused this agreement to be signed and sealed by its Select Board hereunto duly authorized, and **DAVID RILEY** has caused this Agreement to be signed and sealed by **DAVID RILEY** hereunto duly authorized, the day and date first above written.

Ralph Blackington, Chair

Victoria Gavel

Thomas Hatch, Vice Chair

Amber Swett

Jessica Picard

Date

David Riley

Witness

Owner _____
Position _____

Date

ITEM #6: (c.) GMFR

GMFR

Request for approval to spend not more than \$3,000 for a survey of Right-of-Way on Barkers Pond Road to determine if they can place Dry Hydrant there.

Funds to come out of the Dry Hydrant Account

Current Funds Available: \$20,615.99

Note: Dry Hydrant is expected to cost \$15,000 out of the account.

Expense Summary Report

FUND: 1

ALL Months

ITEM #6: (e.) Expense Report

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES	687,620.00	0.00	687,620.00	125,605.10	0.00	562,014.90
11 - TOWN HALL	438,668.00	0.00	438,668.00	87,253.22	0.00	351,414.78
10 - SALARIES	438,668.00	0.00	438,668.00	87,253.22	0.00	351,414.78
101 - TOWN MGR	100,755.00	0.00	100,755.00	19,811.52	0.00	80,943.48
103 - TREASURER	62,534.00	0.00	62,534.00	14,430.90	0.00	48,103.10
105 - TAX COLLECT	55,751.00	0.00	55,751.00	11,364.55	0.00	44,386.45
106 - ADMIN CLERK	51,578.00	0.00	51,578.00	3,087.50	0.00	48,490.50
115 - ASSESSOR	75,750.00	0.00	75,750.00	17,480.76	0.00	58,269.24
141 - CEO	65,000.00	0.00	65,000.00	15,000.00	0.00	50,000.00
142 - CEO CLERK	27,300.00	0.00	27,300.00	5,139.75	0.00	22,160.25
143 - ELECTRICIAN	0.00	0.00	0.00	938.24	0.00	-938.24
13 - ELECTIONS	14,818.00	0.00	14,818.00	659.13	0.00	14,158.87
10 - SALARIES	14,818.00	0.00	14,818.00	659.13	0.00	14,158.87
182 - BALLOT CLERK	8,478.00	0.00	8,478.00	543.75	0.00	7,934.25
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
17 - PLANNING	3,580.00	0.00	3,580.00	0.00	0.00	3,580.00
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
18 - APPEALS BD	373.00	0.00	373.00	0.00	0.00	373.00
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
21 - RECREATION	3,960.00	0.00	3,960.00	990.00	0.00	2,970.00
10 - SALARIES	3,960.00	0.00	3,960.00	990.00	0.00	2,970.00
127 - REC DIRECT	3,960.00	0.00	3,960.00	990.00	0.00	2,970.00
31 - TRANSFER STA	124,121.00	0.00	124,121.00	24,242.82	0.00	99,878.18
10 - SALARIES	124,121.00	0.00	124,121.00	24,242.82	0.00	99,878.18
131 - TRF STATION	123,121.00	0.00	123,121.00	24,242.82	0.00	98,878.18
132 - ECO ME REP	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
51 - ROADS	37,905.00	0.00	37,905.00	8,748.00	0.00	29,157.00
10 - SALARIES	37,905.00	0.00	37,905.00	8,748.00	0.00	29,157.00
151 - RD COMM	37,905.00	0.00	37,905.00	8,748.00	0.00	29,157.00
71 - GA	3,394.00	0.00	3,394.00	0.00	0.00	3,394.00
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
72 - ACO	7,458.00	0.00	7,458.00	1,721.10	0.00	5,736.90
10 - SALARIES	7,458.00	0.00	7,458.00	1,721.10	0.00	5,736.90

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES CONT'D						
175 - ACO	7,458.00	0.00	7,458.00	1,721.10	0.00	5,736.90
99 - NOT SPECIFIC	53,343.00	0.00	53,343.00	1,990.83	0.00	51,352.17
10 - SALARIES	33,970.00	0.00	33,970.00	1,990.83	0.00	31,979.17
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	718.33	0.00	6,781.67
199 - SELECT BOARD	26,015.00	0.00	26,015.00	1,272.50	0.00	24,742.50
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
102 - BENEFITS	266,347.00	0.00	266,347.00	42,619.11	135.00	223,592.89
11 - TOWN HALL	11,410.00	0.00	11,410.00	1,037.00	60.00	10,313.00
20 - BENEFITS	11,410.00	0.00	11,410.00	1,037.00	60.00	10,313.00
280 - TRAINING	9,515.00	0.00	9,515.00	960.00	60.00	8,495.00
290 - MEMB & DUES	1,895.00	0.00	1,895.00	77.00	0.00	1,818.00
13 - ELECTIONS	120.00	0.00	120.00	0.00	0.00	120.00
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
31 - TRAFER STAT	500.00	0.00	500.00	160.00	75.00	265.00
20 - BENEFITS	500.00	0.00	500.00	160.00	75.00	265.00
280 - TRAINING	500.00	0.00	500.00	160.00	75.00	265.00
99 - NOT SPECIFIC	254,317.00	0.00	254,317.00	41,422.11	0.00	212,894.89
20 - BENEFITS	254,317.00	0.00	254,317.00	41,422.11	0.00	212,894.89
201 - FICA	51,199.00	0.00	51,199.00	9,749.69	0.00	41,449.31
210 - HEALTH	151,887.00	0.00	151,887.00	23,500.57	0.00	128,386.43
211 - DENTAL	4,414.00	0.00	4,414.00	843.99	0.00	3,570.01
214 - LIFE NO MED	120.00	0.00	120.00	51.45	0.00	68.55
230 - 457B ER MATC	12,614.00	0.00	12,614.00	2,624.88	0.00	9,989.12
231 - MPERS ER	29,583.00	0.00	29,583.00	4,651.53	0.00	24,931.47
250 - PTO BUYOUT	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
110 - GEN ADMIN	136,115.00	0.00	136,115.00	48,015.80	22,030.00	66,069.20
11 - TOWN HALL	132,615.00	0.00	132,615.00	48,015.80	22,030.00	62,569.20
32 - CTRCT SVS EQ	64,008.00	0.00	64,008.00	32,901.42	20,610.00	10,496.58
310 - PROF SVS	64,008.00	0.00	64,008.00	32,901.42	20,610.00	10,496.58
39 - CONT SVS OTH	13,831.00	0.00	13,831.00	4,467.46	1,000.00	8,363.54
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	2,596.46	1,000.00	1,163.54

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
110 - GEN ADMIN CONT'D						
50 - UTILITIES	10,464.00	0.00	10,464.00	2,082.44	0.00	8,381.56
580 - COMM	10,464.00	0.00	10,464.00	2,082.44	0.00	8,381.56
60 - SUPPLIES	18,431.00	0.00	18,431.00	2,599.10	0.00	15,831.90
610 - SUPPLIES	10,211.00	0.00	10,211.00	1,735.23	0.00	8,475.77
650 - POSTAGE	8,220.00	0.00	8,220.00	863.87	0.00	7,356.13
80 - ADVER, PRINT	18,515.00	0.00	18,515.00	3,190.31	420.00	14,904.69
810 - ADVERTISE	4,500.00	0.00	4,500.00	292.50	285.00	3,922.50
830 - FORMS	8,910.00	0.00	8,910.00	0.00	135.00	8,775.00
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	2,897.81	0.00	207.19
90 - OTHER	7,366.00	0.00	7,366.00	2,775.07	0.00	4,590.93
910 - MILEAGE/TRAV	7,366.00	0.00	7,366.00	2,775.07	0.00	4,590.93
19 - COMMITTEES	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
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
115 - ELECTIONS	13,561.00	0.00	13,561.00	54.47	0.00	13,506.53
13 - ELECTIONS	13,561.00	0.00	13,561.00	54.47	0.00	13,506.53
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	54.47	0.00	2,773.53
610 - SUPPLIES	1,126.00	0.00	1,126.00	54.47	0.00	1,071.53
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
117 - GEN ADMIN IN	43,978.00	0.00	43,978.00	21,856.00	0.00	22,122.00
99 - NOT SPECIFIC	43,978.00	0.00	43,978.00	21,856.00	0.00	22,122.00
38 - CONT SVS INS	43,978.00	0.00	43,978.00	21,856.00	0.00	22,122.00
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	155.00	0.00	4,845.00
328 - INS VOLUNTEE	120.00	0.00	120.00	80.00	0.00	40.00
119 - CONTINGENCY	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00

Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
119 - CONTINGENCY CONT'D						
11 - TOWN HALL	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
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
125 - ACO						
	8,457.00	0.00	8,457.00	1,792.79	0.00	6,664.21
72 - ACO	8,457.00	0.00	8,457.00	1,792.79	0.00	6,664.21
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	157.95	0.00	1,342.05
910 - MILEAGE/TRAV	1,500.00	0.00	1,500.00	157.95	0.00	1,342.05
128 - HHS G/A						
	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
71 - GA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
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
129 - HHS SOCIAL S						
	1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
75 - SOCIAL SERV	1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
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
131 - ROADS						
	814,350.00	0.00	814,350.00	11,758.38	3,650.00	798,941.62
51 - ROADS	814,350.00	0.00	814,350.00	11,758.38	3,650.00	798,941.62
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	11,758.38	3,650.00	797,941.62
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	11,758.38	250.00	127,341.62
141 - B&G CARE & M						
	21,730.00	0.00	21,730.00	2,160.00	0.00	19,570.00
11 - TOWN HALL	13,360.00	0.00	13,360.00	2,160.00	0.00	11,200.00
31 - CTRCT SVS BL	9,660.00	0.00	9,660.00	2,160.00	0.00	7,500.00
310 - PROF SVS	9,660.00	0.00	9,660.00	2,160.00	0.00	7,500.00
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
21 - RECREATION	2,800.00	0.00	2,800.00	0.00	0.00	2,800.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
141 - B&G CARE & M CONT'D						
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
22 - BUNGANUT	1,360.00	0.00	1,360.00	0.00	0.00	1,360.00
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
23 - KBP	440.00	0.00	440.00	0.00	0.00	440.00
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
31 - TRANSFER STA	3,770.00	0.00	3,770.00	0.00	0.00	3,770.00
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
142 - B&G MOWING	61,642.00	0.00	61,642.00	27,540.27	10,760.18	23,341.55
51 - ROADS	11,500.00	0.00	11,500.00	11,400.00	0.00	100.00
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
90 - MISC	50,142.00	0.00	50,142.00	16,140.27	10,760.18	23,241.55
31 - CTRCT SVS BL	50,142.00	0.00	50,142.00	16,140.27	10,760.18	23,241.55
370 - MOWING	50,142.00	0.00	50,142.00	16,140.27	10,760.18	23,241.55
143 - B&G PLOWING	651,940.00	0.00	651,940.00	121,500.00	328,500.00	201,940.00
11 - TOWN HALL	4,640.00	0.00	4,640.00	0.00	0.00	4,640.00
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
22 - BUNGANUT	700.00	0.00	700.00	0.00	0.00	700.00
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
23 - KBP	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
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
143 - B&G PLOWING CONT'D						
31 - TRANSFER STA	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
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
51 - ROADS	642,400.00	0.00	642,400.00	121,500.00	328,500.00	192,400.00
31 - CTRCT SVS BL	642,400.00	0.00	642,400.00	121,500.00	328,500.00	192,400.00
360 - PLOW & SAND	642,400.00	0.00	642,400.00	121,500.00	328,500.00	192,400.00
145 - B&G WASTE SV						
11 - TOWN HALL	1,820.00	0.00	1,820.00	95.00	0.00	1,725.00
31 - CTRCT SVS BL	1,820.00	0.00	1,820.00	95.00	0.00	1,725.00
330 - WASTE SVS	1,820.00	0.00	1,820.00	95.00	0.00	1,725.00
21 - RECREATION	3,520.00	0.00	3,520.00	1,090.00	0.00	2,430.00
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	550.00	0.00	750.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	550.00	0.00	750.00
35 - CTRCT SVS WA	2,220.00	0.00	2,220.00	540.00	0.00	1,680.00
331 - PROF PORTA P	2,220.00	0.00	2,220.00	540.00	0.00	1,680.00
22 - BUNGANUT	6,315.00	0.00	6,315.00	2,672.50	0.00	3,642.50
31 - CTRCT SVS BL	2,940.00	0.00	2,940.00	1,590.00	0.00	1,350.00
330 - WASTE SVS	2,940.00	0.00	2,940.00	1,590.00	0.00	1,350.00
35 - CTRCT SVS WA	3,375.00	0.00	3,375.00	1,082.50	0.00	2,292.50
331 - PROF PORTA P	3,375.00	0.00	3,375.00	1,082.50	0.00	2,292.50
23 - KBP	3,520.00	0.00	3,520.00	0.00	0.00	3,520.00
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
51 - ROADS	1,540.00	0.00	1,540.00	90.00	0.00	1,450.00
31 - CTRCT SVS BL	1,200.00	0.00	1,200.00	90.00	0.00	1,110.00
330 - WASTE SVS	1,200.00	0.00	1,200.00	90.00	0.00	1,110.00
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
147 - B&G ENERGY						
11 - TOWN HALL	12,484.00	0.00	12,484.00	1,255.03	0.00	11,228.97
50 - UTILITIES	12,484.00	0.00	12,484.00	1,255.03	0.00	11,228.97
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
147 - B&G ENERGY CONT'D						
560 - ELECTRICITY	8,500.00	0.00	8,500.00	1,255.03	0.00	7,244.97
21 - RECREATION	500.00	0.00	500.00	144.90	0.00	355.10
50 - UTILITIES	500.00	0.00	500.00	144.90	0.00	355.10
560 - ELECTRICITY	500.00	0.00	500.00	144.90	0.00	355.10
22 - BUNGANUT	4,500.00	0.00	4,500.00	441.50	0.00	4,058.50
50 - UTILITIES	4,500.00	0.00	4,500.00	441.50	0.00	4,058.50
560 - ELECTRICITY	4,500.00	0.00	4,500.00	441.50	0.00	4,058.50
23 - KBP	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
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
31 - TRANSFER STA	9,000.00	0.00	9,000.00	512.62	0.00	8,487.38
50 - UTILITIES	9,000.00	0.00	9,000.00	512.62	0.00	8,487.38
560 - ELECTRICITY	9,000.00	0.00	9,000.00	512.62	0.00	8,487.38
51 - ROADS	8,500.00	0.00	8,500.00	713.63	0.00	7,786.37
50 - UTILITIES	8,500.00	0.00	8,500.00	713.63	0.00	7,786.37
560 - ELECTRICITY	8,500.00	0.00	8,500.00	713.63	0.00	7,786.37
148 - B&G SIGNS	6,500.00	0.00	6,500.00	1,178.36	0.00	5,321.64
21 - RECREATION	500.00	0.00	500.00	0.00	0.00	500.00
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
22 - BUNGANUT	500.00	0.00	500.00	0.00	0.00	500.00
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
31 - TRANSFER STA	500.00	0.00	500.00	0.00	0.00	500.00
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
51 - ROADS	5,000.00	0.00	5,000.00	1,178.36	0.00	3,821.64
60 - SUPPLIES	5,000.00	0.00	5,000.00	1,178.36	0.00	3,821.64
670 - SIGNS	5,000.00	0.00	5,000.00	1,178.36	0.00	3,821.64
150 - TRF STATION	335,340.00	0.00	335,340.00	43,154.69	450.00	291,735.31
31 - TRANSFER STA	335,340.00	0.00	335,340.00	43,154.69	450.00	291,735.31
35 - CTRCT SVS WA	310,380.00	0.00	310,380.00	42,526.93	0.00	267,853.07
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	400.00	0.00	2,000.00

Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
150 - TRF STATION CONT'D						
350 - PROF SVS TIP	166,250.00	0.00	166,250.00	26,197.01	0.00	140,052.99
351 - PROF SVS TW	43,750.00	0.00	43,750.00	4,914.92	0.00	38,835.08
352 - PROF SVS REC	10,650.00	0.00	10,650.00	1,602.00	0.00	9,048.00
355 - PROF SVS HAU	33,125.00	0.00	33,125.00	4,025.00	0.00	29,100.00
356 - PROF SVS HW	27,125.00	0.00	27,125.00	2,450.00	0.00	24,675.00
357 - PROF SVS HR	11,100.00	0.00	11,100.00	1,225.00	0.00	9,875.00
358 - PROF SVS HWO	2,500.00	0.00	2,500.00	448.50	0.00	2,051.50
359 - PROF SVS MET	10,500.00	0.00	10,500.00	700.00	0.00	9,800.00
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	392.00	0.00	6,488.00
570 - FUEL	2,880.00	0.00	2,880.00	0.00	0.00	2,880.00
580 - COMM	4,000.00	0.00	4,000.00	392.00	0.00	3,608.00
60 - SUPPLIES	3,750.00	0.00	3,750.00	87.96	0.00	3,662.04
610 - SUPPLIES	750.00	0.00	750.00	87.96	0.00	662.04
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 FEES	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
161 - PARKS & REC	8,960.00	0.00	8,960.00	2,800.31	0.00	6,159.69
21 - RECREATION	8,360.00	0.00	8,360.00	2,536.51	0.00	5,823.49
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	2,536.51	0.00	4,573.49
940 - REC PROGRAMS	6,860.00	0.00	6,860.00	2,536.51	0.00	4,323.49
999 - MISC	250.00	0.00	250.00	0.00	0.00	250.00
22 - BUNGANUT	600.00	0.00	600.00	263.80	0.00	336.20
50 - UTILITIES	600.00	0.00	600.00	263.80	0.00	336.20
580 - COMM	600.00	0.00	600.00	263.80	0.00	336.20
171 - RES EQUIP	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
99 - NOT SPECIFIC	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00

Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
171 - RES EQUIP CONT'D						
95 - RESERVES	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
970 - TOWN RESERVE	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
173 - RES BLDG						
99 - NOT SPECIFIC	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
95 - RESERVES	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
970 - TOWN RESERVE	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
174 - RES - SO WAT						
99 - NOT SPEC	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
95 - RESERVES	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
970 - TOWN RESERVE	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
175 - RES CON SVC						
99 - NOT SPECIFIC	18,674.00	0.00	18,674.00	18,674.00	0.00	0.00
95 - RESERVES	18,674.00	0.00	18,674.00	18,674.00	0.00	0.00
970 - TOWN RESERVE	18,674.00	0.00	18,674.00	18,674.00	0.00	0.00
177 - RES MISC						
99 - NOT SPECIFIC	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
95 - RESERVES	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
970 - TOWN RESERVE	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
179 - RESERVES GMF						
91 - GMFR	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
95 - RESERVES	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
978 - GMFR RESERVE	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
181 - OUTS GEN AD						
11 - TOWN HALL	194,200.00	45,150.00	239,350.00	79,493.91	9,600.00	150,256.09
33 - CONT PROF	144,200.00	0.00	144,200.00	29,955.00	5,500.00	108,745.00
310 - PROF SERV	94,200.00	0.00	94,200.00	29,955.00	5,500.00	58,745.00
320 - PROF SERV LE	54,500.00	0.00	54,500.00	28,800.00	0.00	25,700.00
323 - PROF SERV AU	34,200.00	0.00	34,200.00	1,155.00	0.00	33,045.00
37 - CONT OUT	5,500.00	0.00	5,500.00	0.00	5,500.00	0.00
399 - CONT SVS OTH	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
	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
181 - OUTS GEN AD CONT'D						
15 - CEMETERIES	8,500.00	45,150.00	53,650.00	12,638.91	0.00	41,011.09
37 - CONT OUT	8,500.00	45,150.00	53,650.00	12,638.91	0.00	41,011.09
399 - CONT SVS OTH	8,500.00	45,150.00	53,650.00	12,638.91	0.00	41,011.09
17 - PLANNING	500.00	0.00	500.00	0.00	0.00	500.00
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
22 - BUNGANUT	41,000.00	0.00	41,000.00	36,900.00	4,100.00	0.00
37 - CONT OUT	41,000.00	0.00	41,000.00	36,900.00	4,100.00	0.00
399 - CONT SVS OTH	41,000.00	0.00	41,000.00	36,900.00	4,100.00	0.00
185 - OUTSOURCE OT	190,389.00	0.00	190,389.00	186,995.00	0.00	3,394.00
95 - LIBRARY	141,270.00	0.00	141,270.00	141,270.00	0.00	0.00
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
99 - NOT SPEC	49,119.00	0.00	49,119.00	45,725.00	0.00	3,394.00
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
186 - OUTS GMFR	630,191.00	0.00	630,191.00	157,547.76	472,643.28	-0.04
91 - GMFR	630,191.00	0.00	630,191.00	157,547.76	472,643.28	-0.04
37 - CONT OUT	630,191.00	0.00	630,191.00	157,547.76	472,643.28	-0.04
391 - GMFR PERSONN	435,968.00	0.00	435,968.00	108,992.01	326,976.03	-0.04
392 - GMFR CONTRAC	194,223.00	0.00	194,223.00	48,555.75	145,667.25	0.00
191 - OTHER CIP	44,335.00	0.00	44,335.00	6,498.31	0.00	37,836.69
11 - TOWN HALL	30,535.00	0.00	30,535.00	3,543.62	0.00	26,991.38
70 - EQUIPMENT	30,535.00	0.00	30,535.00	3,543.62	0.00	26,991.38
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	1,595.00	0.00	0.00
790 - OTHER EQUIP	5,410.00	0.00	5,410.00	1,948.62	0.00	3,461.38
21 - RECREATION	900.00	0.00	900.00	300.00	0.00	600.00
70 - EQUIPMENT	900.00	0.00	900.00	300.00	0.00	600.00
790 - OTHER EQUIP	900.00	0.00	900.00	300.00	0.00	600.00
22 - BUNGANUT	5,000.00	0.00	5,000.00	1,969.69	0.00	3,030.31

Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
191 - OTHER CIP CONT'D						
90 - OTHER	5,000.00	0.00	5,000.00	1,969.69	0.00	3,030.31
999 - MISC	5,000.00	0.00	5,000.00	1,969.69	0.00	3,030.31
31 - TRANSFER STA	7,900.00	0.00	7,900.00	685.00	0.00	7,215.00
70 - EQUIPMENT	7,900.00	0.00	7,900.00	685.00	0.00	7,215.00
790 - OTHER EQUIP	7,900.00	0.00	7,900.00	685.00	0.00	7,215.00
195 - RSU # 57	5,597,245.00	0.00	5,597,245.00	1,399,311.18	4,197,933.48	0.34
92 - RSU # 57	5,597,245.00	0.00	5,597,245.00	1,399,311.18	4,197,933.48	0.34
90 - OTHER	5,597,245.00	0.00	5,597,245.00	1,399,311.18	4,197,933.48	0.34
999 - MISC	5,597,245.00	0.00	5,597,245.00	1,399,311.18	4,197,933.48	0.34
197 - COUNTY	332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
97 - COUNTY	332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
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
199 - OVERLAY	0.00	15,390.44	15,390.44	1,607.84	0.00	13,782.60
99 - NOT SPECIFIC	0.00	15,390.44	15,390.44	1,607.84	0.00	13,782.60
90 - OTHER	0.00	15,390.44	15,390.44	1,607.84	0.00	13,782.60
999 - MISC	0.00	15,390.44	15,390.44	1,607.84	0.00	13,782.60
Final Totals	10,315,582.00	62,761.44	10,378,343.44	2,836,208.30	5,045,701.94	2,496,433.20

ITEM #7: (a.) Planning Board Bylaws/Mission Statement

August 17, 2023

From: Lyman Planning Board

To: Lyman Select Board/Lyman Town Manager

Subject: Review of Planning Board Mission Statement and By-Laws

The Town of Lyman Charter, Section 5.1.2, states that Boards shall:

- a. Develop Mission Statements to be approved by the Select Board
- b. Adopt By-Laws, subject to approval by the Select Board

The Planning Board, at its August 2023 meetings:

- a. Reviewed the existing Mission Statement and modified the Mission Statement as shown in the attachment.
- b. Reviewed the existing By-Laws, last revised February 16, 2022 and revised the By-Laws as shown in the attachment.

Attached for your review are copies of the Planning Board Mission Statement and By-Laws. Please provide any comments or questions in writing.

Also, please place the revised Planning Board Mission Statement and By-Laws on the Town website under Planning Board with approval dates.

Sincerely,



Rod Tetu, Chair

Attachments:

1. Approved Planning Board Mission Statement dated August 2, 2023
2. Approved Planning Board By-Laws dated August 16, 2023

Copy to:
CEO

Town of Lyman, Maine
Planning Board Bylaws – August 2023

Article 1 - General Provisions

- 1.1 The Planning Board (hereafter referred to as The Board) will conduct its business in accordance with Maine Revised Statutes Title 30A and 38; Town of Lyman Zoning Ordinance and Shoreland Zoning Ordinance (hereafter referred to as the LZOs); Town of Lyman Street Acceptance, Design and Construction Standards Ordinance; Planning Board Land Development and Subdivision Standards; the Town of Lyman Municipal Charter; and Roberts Rules of Order.
- 1.2 The Board members are expected to review State and Local regulations to become knowledgeable with the regulations, and with Board Policies and Procedures.
- 1.3 Conflict of Interest. The Board members are required to consider applications and make decisions impartially. Any conflict of interest must be avoided. It is expected that a Board member will recuse him/herself from consideration of an applicant's project if the Board member is aware of a conflict of interest.

Types of conflict of interest may include:

- a. Financial interest in a project.
 - b. Blood/Marital relationship to the applicant within the 6th degree (see Attachment 4, Table of Consanguinity from the Maine Municipal Association Planning Board Manual).
 - c. Board member bias as described in Section 1.4.
- 1.4 Bias. Bias may be indicated by a Board member's behavior or statements such that the Board member is perceived to be unable to make an impartial decision. Also, bias may be indicated by a personal or business relationship between the Board member and the applicant such that the Board member may be perceived as being unable to impartially judge the merits of the applicant's project.

The Board member subject to the bias allegations may choose to recuse him/herself from the discussion of the applicant's project, and an alternate member may be designated by the Chair to be a full member for the consideration of the project.

Burden of Proof/Board Procedure. The burden of proving bias is on the applicant. Any allegations of bias exhibited by a Board member must be accompanied by specific written examples of the alleged bias. The Board member shall be given adequate time, but no less than 24 hours, to review the bias allegations and an opportunity to respond to the allegations. The Board may vote to suspend action on the applicant's project until the alleged bias is adjudicated.

The Board should review allegations of bias in Executive Session as described in Section 10. After reviewing the bias allegations and the Board member's response, the Board (without the Board member accused of bias) shall vote on the issue in open session.

Town of Lyman, Maine
Planning Board Bylaws – August 2023

- 1.5 Board member discussions/email or other correspondence. To avoid violations of the Freedom of Access Act (FOAA) and the constitutional right to due process, Board members should NOT have discussions with other Board members regarding an application or other substantive Board business outside an advertised Board meeting. Delivery of substantive information between meetings by email may be permissible as long as it is a one-way communication and no discussion of the information occurs outside the meeting by email or otherwise.

Article 2 - Membership

- 2.1 Appointments to The Board are to be made by the Town Manager with the concurrence of the Select Board, after a recommendation from The Board in accordance with LZO 8.2.3.
- 2.2 Appointees must be registered voters, and residents of Lyman.
- 2.3 The Board will consist of five full members and two alternate members.
- 2.4 The term of each member is three years, unless otherwise specified by the Select Board.
- 2.5 When there is a permanent vacancy on The Board, the Chair shall request a motion to move the senior alternate to fill the vacancy and The Board shall vote on the same.
- 2.6 Any member of The Board may be removed for just cause in accordance with Title 30A M.R.S.A., Section 2601, the Town of Lyman Municipal Charter and LZO 8.2.5. The term just cause shall include failure to attend three consecutive Board meetings without approval of the Chair.

Article 3 - Officers and their Duties

- 3.1 The officers of The Board shall consist of the Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair are to be full members.
- 3.2 The Chair presides at all meetings and hearings of The Board. The Chair has the authority to appoint all committees and to call all work sessions and to preside over executive sessions.
- 3.3 The Vice-Chair acts for the Chair in the Chair's absence.
- 3.4 The Secretary is responsible for all minutes and records of The Board, notices of meetings and hearings, and correspondence of The Board.

Town of Lyman, Maine
Planning Board Bylaws – August 2023

- 3.5 The election of officers shall take place in July of each year or as soon as possible thereafter.
- 3.6 Nominations of officers shall be made from full voting members of The Board. The candidates receiving a majority vote are elected. The term of office is one year or until the successor takes office.
- 3.7 Vacancies of officers will be filled using normal election procedures.

Article 4 - Alternate Members

- 4.1 Alternate Board members are expected to attend all meetings and workshops and may participate in all proceedings but may not vote on a project that is before the Board unless the Chair has designated an alternate to fill a full member’s seat for that project. Alternate members may sign plans and use permits on a project when they have been designated by the Chair to fill the seat of a full member.

Article 5 - Planning Board Clerk

- 5.1 The Clerk provides administrative support to The Board, and, under the supervision of the Secretary, is responsible for all minutes and records of The Board, notices of meetings and hearings, and correspondence of The Board. The Clerk must keep records of all resolutions, votes, transactions, correspondence, findings and conclusions of The Board. All records are public information and may be inspected during normal business hours of the Clerk, with proper notice.
- 5.2 The Clerk shall maintain approved copies of the Board By-Laws, Mission Statement, and reports to the Board of Selectmen.

Article 6 - Powers and Duties of the Board

- 6.1 The Board shall perform such duties and exercise such powers as are provided in Municipal Ordinances and Planning Board Regulations and the laws of the State of Maine.
- 6.2 The Board may obtain goods and services it finds necessary to properly perform its function within the limits of appropriations made for that purpose.

Article 7 - Meetings

- 7.1 Regular meetings are to be held on the 1st and 3rd Wednesday of each month at a time specified by The Board. Meetings are held at the Town Office or another suitable meeting place. Special meetings may be called by the Chair, or upon request of a majority of The Board, or as requested by the Board of Selectmen, provided that notice thereof is given to

Town of Lyman, Maine
Planning Board Bylaws – August 2023

each Board member at least 24 hours in advance and that no business may be conducted other than as specified in said notice.

Refer to Attachment 3 for notification requirements.

All meetings of The Board shall be held in accordance with the Maine Freedom of Access Act, Maine Revised Statute Title 1, Chapter 13, Public Records and Proceedings and the requirements of the LZO's

Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law. Notice of meetings shall be posted at the Lyman Town Hall, and on the Town's all official Town digital media platforms, at least one working day before the scheduled meeting.

Refer to Attachment 1 for sample Planning Board Meeting Opening Remarks.

- 7.2 All meetings are open to the public with exception of an Executive Session. Normally, with the exception of a public hearing, the public is barred from addressing The Board or applicant during a meeting, unless The Board by a majority vote permits the public to speak.
- 7.3 A Board meeting cannot take place without a quorum present. A quorum will consist of three members without any of the three having a conflict of interest with any of the projects before the Board. The Board may conduct regular business but will not be able to hear anything having to do with the project with the conflict, unless another member arrives that has no conflict of interest.
- 7.4 In the event a quorum is not present for a Board meeting, workshop or site walk, the Board shall reschedule with proper notice by the Clerk.
- 7.5 All comments addressed to The Board must be made through the Chair.
- 7.6 A majority vote of The Board is required to pass any motion. The Chair is a full voting member.
- 7.7 When a motion results in a tie vote the **Motion Fails**.
- 7.8 All project decisions made by The Board are based on the project meeting all Local, State and Federal Laws, Rules and Regulations.

Article 8 - Agendas

- 8.1 All agendas are set by The Board or the Chair.

Town of Lyman, Maine
Planning Board Bylaws – August 2023

- 8.2 Normal meeting agendas are to be posted in accordance with State statute. Special meetings and workshops will be noticed and posted as per section 7.1 of this by-law.
- 8.3 New applications, when deemed complete and in accordance with the regulations by the Code Enforcement Officer and The Board, may be placed on the next available agenda as determined by The Board, subject to Board meeting and public hearing requirements.

Article 9 – Public Hearings

- 9.1 Public hearings of The Board shall be called as required by the LZO's or on such other occasions, as a majority of The Board may deem appropriate. Notice of all such hearings shall be given as required by law and the LZO's, and shall include the date, time and place of the hearing and a general description of the subject matter.

Refer to Attachment 3 for notification requirements.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary material but shall exclude irrelevant, immaterial or unduly repetitious material. Every party shall have the right to present its material in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard.

Refer to Attachment 2 for sample Planning Board Public Hearing Opening Remarks.

Article 10 - Executive Sessions

- 10.1 Upon a majority vote of the Board members present, the Board may call an executive session to discuss a personnel issue with a Board member or to discuss pending or potential litigation with the Town Attorney. Within the executive session the Chair is responsible to ensure that only the matter at hand is discussed and that no official action be taken. No votes shall be taken in executive session.

Article 11 - Amendments

- 11.1 The By-Laws may be amended by a majority vote of The Board at a regularly scheduled meeting.

Town of Lyman, Maine
Planning Board Bylaws – August 2023

Article 12 - Severability

12.1 The invalidity of any section or provision of these By-Laws does not invalidate any other section or provision of these By-Laws.

Attachments:

1. Sample Planning Board Meeting Opening Remarks
2. Sample Planning Board Public Hearing Opening Remarks
3. Notification Requirements for Board Meetings, Site Walks, Public Hearings, and minimum time for Site Walks and Public Hearings
4. Table of Consanguinity
5. Remote Participation Policy

ADOPTED BY VOTE OF THE PLANNING BOARD AT A REGULAR MEETING ON:

August 16, 2023

Rod Tetu Chair

Attachment 1

PLANNING BOARD MEETING OPENING REMARKS

Welcome to the (date) meeting of the Lyman Planning Board. This meeting will come to order. This is a public proceeding and unless the Board specifically votes to go into executive session, you have the right to hear everything that is being said and to look at all the exhibits that are offered. If the Board votes to go into executive session, the reason for the same shall be stated. Please notify the Chairman if you are having difficulty seeing or hearing. This meeting is being livestreamed and recorded for YouTube.

In each instance, the burden is upon the applicant to demonstrate compliance with the provisions of the applicable ordinance or ordinances.

After the Board votes on the merits of each project it will prepare a written opinion which will be forwarded within seven (7) days.

The Board works from a prepared agenda and will be considering this meeting's items in the following order:

ROLL CALL

- Determine if PB quorum is present. Designate alternate as voting member if necessary.

REGULAR MEETING NEW BUSINESS

- List applicants
- List other meeting topics

MINUTES

- Review and approve minutes

OLD BUSINESS/MAIL/OPEN ISSUES

- List applicants/status
- Discuss mail
- Discuss any other open issues

Attachment 2

**PLANNING BOARD
PUBLIC HEARING OPENING REMARKS**

Welcome to the (Date) Planning Board Public Hearing

This hearing will come to order.

The Lyman Planning Board is holding this Public Hearing to review the applications of:

This is a public proceeding and you have the right to hear everything that is being said and to look at all the exhibits that are offered. Please notify the Chairman if you are having difficulty seeing or hearing the presentation.

This meeting is being livestreamed and recorded to YouTube.

All persons speaking will be asked to first state their name and address or affiliation. All questions and comments will be directed to and through the Chairman. It is required that you sign the sign in sheet to document your attendance at this hearing.

Thank you in advance for your cooperation.

Attachment 3

Planning Board Notification and Minimum Time Requirements

1. PB Meetings and Site Walks – Publish notice **one week** in advance on Town Web/BB/Sign.
2. PB Public Hearings on SPR and Preliminary Subdivision Application – Notify CEO, SB, and ZBA **20 days** in advance; Using list provided by applicant, notify abutters **20 days** in advance by certified mail; Publish notice **two weeks** in advance on Town Web/BB/Sign/Library; Publish notice **once** in newspaper **14 days** in advance.
3. PB Public Hearings on Contract Zoning SPR - Notify CEO, SB, and ZBA **20 days** in advance; Using list provided by applicant, notify abutters **20 days** in advance by certified mail; Publish notice **two weeks** in advance on Town Web/BB/Sign/Library; Publish notice **twice** in newspaper, first notice at least **14 days** in advance, second notice at least **7 days** in advance.
4. PB Public Hearing on LZO Amendments - Notify CEO, SB, and ZBA **20 days** in advance; Using list provided by applicant, notify abutters **20 days** in advance by certified mail; Publish notice **two weeks** in advance on Town Web/BB/Sign/Library; Publish notice **twice** in newspaper, first notice at least **14 days** in advance, second notice at least **7 days** in advance. **NOTE** - refer to **Lyman Charter Section 3.15.4** for additional requirements to place LZO Amendments on Town ballot.
5. **Minimum Time** between PB vote that **SPR application is complete** or **acceptance of Subdivision Preliminary Plan** and **Site Walk/Public Hearing**:
 - a. Site Walk – **10 days** to allow publishing notice on Town Web/BB/sign
 - b. Public Hearing – **four weeks** to allow required notification of CEO, SB and ZBA

Abbreviations/notes:

BB – Bulletin Board in Town Hall	PB – Planning Board
CEO – Code Enforcement Officer	SB – Select Board
Days – calendar days	Sign – Illuminated sign in front of Town Hall
Library – Community Library; 10 John Street	SPR – Site Plan Review per LZO Article 8
LZO – Town of Lyman Zoning Ordinance	Web – Town of Lyman Website; lyman-me.gov
Newspaper – a newspaper of general circulation	ZBA – Zoning Board of Appeals; refer to LZO Article 9

Attachment 4

Attachment 5

Town of Lyman Planning Board
Remote Participation Policy

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Town of Lyman Planning Board (PB) adopts the following policy to govern the participation, via remote methods, of PB members and the public in the public proceedings or meetings of the PB.

PB Members are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the PB to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. All PB meetings will be accessible by a remote platform when possible. A member who is unable to attend a meeting in person will notify the PB chair or presiding officer as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

Applicants appearing before the PB may be allowed to participate via remote methods at the discretion of the PB Chair or designee.

The public will be provided a meaningful opportunity to attend via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the PB members and the public will also be provided. The PB chairperson may instruct the moderator to force mute members of the public who are disruptive to the proceedings. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire PB to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The PB will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the PB to meet using remote methods of attendance.

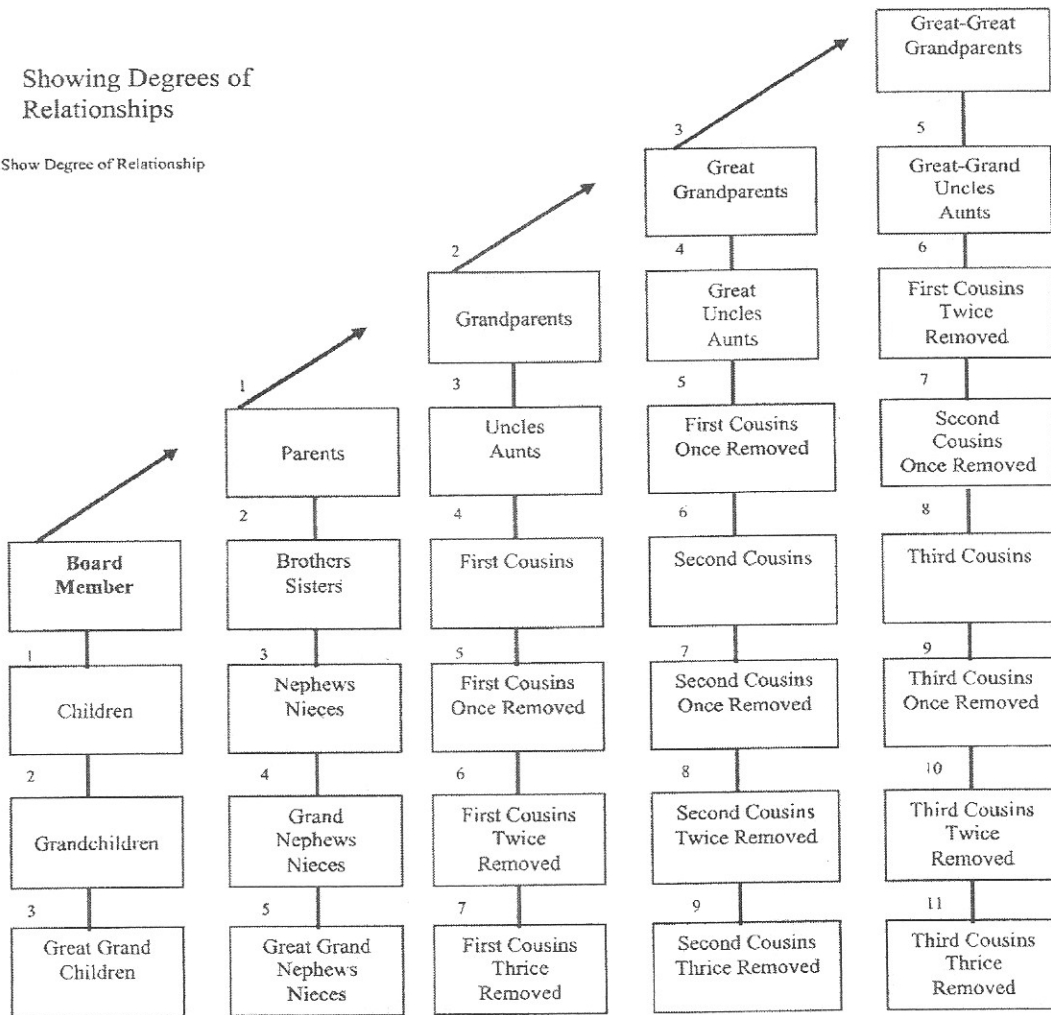
The PB *will* make all documents and materials to be considered by the PB available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the PB.

Attachment 4

Table of Consanguinity

Showing Degrees of Relationships

Figures Show Degree of Relationship



Each Number equals one "degree" of blood or marital relationship.

LYMAN PLANNING BOARD
MISSION STATEMENT 2023

The Lyman Planning Board is entrusted with the task of promoting the health, safety and general welfare of the residents of the Town of Lyman. The Board seeks to preserve the rural character of the Town, respect the Town's historical legacy, acknowledge the recreational opportunities afforded in Town, and protect the values of property within the Town. To do so, the Board encourages the most appropriate use of land throughout the Town and promotes rational and environmentally sound economic development.

The Board aims to balance the conservation of the beauty of our shared natural resources with residential development and commercial enterprise. The Board applies the directives of the Comprehensive Plan and the Town Zoning and Shore Land Zoning Ordinances as guidance for its decision-making on behalf of the Town of Lyman,

The Board operates in the service of property owners of the Town of Lyman, demonstrating respect for all those who appear before it and adhering to the principles of impartiality, integrity and professionalism.

Adopted by vote of the Planning Board at a regular meeting on:
August 2, 2023

Rod Tetu Chair

ITEM #7: (d.) Warrant

TOWN OF LYMAN SPECIAL TOWN MEETING WARRANT

TO KATRINA RANDALL, RESIDENT IN THE TOWN OF LYMAN, COUNTY OF YORK, AND THE STATE OF MAINE.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Lyman, qualified to vote in Town affairs, to meet at the **Lyman Town Hall on Tuesday October 3, 2023 at 7:00 PM** and then there to act on articles numbered 1 through 2 as set out below. The election of Moderator will take place at 6:50 P.M.

ARTICLE 1: To choose a Moderator by written ballot to preside at said meeting.

ARTICLE 2: To see if the Town will vote to appropriate from surplus the sum of **\$134,746** for the **salaries and benefits** of the separate and distinct administrative positions of the Town Clerk and the Select Board Clerk.

Current Fiscal Years Budget	Selectmen's recommendation	Budget Committees recommendation
\$0.00	\$0.00	\$134,746.00

Selectmen's vote: 4-1-0

Budget Committee's Vote: 5-1-0

Given under our hand at Lyman, Maine this 18th day of September, A.D., 2023.

Ralph "Rusty" Blackington, Chair

Thomas Hatch, Vice Chair

Jessica Picard

Victoria Gavel

Amber Swett