

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday October 16<sup>th</sup>, 2023 – Lyman Town Hall**

Welcome to the October 16<sup>th</sup>, 2023, Regular Meeting of The Lyman Board of Selectmen.  
This meeting is a public proceeding and is being recorded.

**PLEDGE OF ALLEGIANCE**

**ITEM #1**            **SPECIAL OFFERS/ PRESENTATIONS**

**ITEM #2**            **HEARING OF DELEGATIONS / PUBLIC INPUT**

- a. Public Input – *Public in attendance will have up to 5 minutes to address the Board. Please use the podium to address the board.*
- b. Mail • *York County Commissioners Letter*

**ITEM #3**            **MINUTES**

- a. Review / Approve meeting minutes 10/2/2023

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

- a. Payroll Warrant #15 in the amount of **\$27,699.23**
- b. Accounts Payable Warrant #14 (FY2024) in the amount of **\$45,778.25**

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

- a. Review Planning Board Bylaws
- b. Review Franchise Ordinance, revision discussion from Public Hearing.

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

- a. Road Commissioner –
- b. Fire Chief –
- c. CEO –
- d. Tax Clerk – Monthly Reports July - September
- e. Treasurer – Expense Report
- f. Town Manager –
- g. Other -

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

- a. Discussion regarding Town Clerk Position
- b. Approval for electrical work at Transfer Station
- c. Cemetery Committee, request for fundraising event

**OTHER**

**EXCECUTIVE SESSION**

- 1.M.R.S.A §405 (A) Discussion with Town Manager regarding personnel matters
- 1 M.R.S.A §405 (C) Discussion regarding the condition, or acquisition of real property

**ADJOURN**

Town of Lyman  
Select Board Regular Meeting Minutes  
Monday October 2<sup>nd</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:** Thomas Hatch (Vice Chair), Jessica Picard, Amber Swett, Victoria Gavel  
**Selectboard members absent:** Rusty “Ralph” Blackington (Chair)

**ITEM #1**

**SPECIAL OFFERS/ PRESENTATIONS**

a. **Select Board Public Hearing regarding the Franchise Ordinance**

**Thomas Hatch** – Opens the public hearing at 6:00pm.

**Tony Vigue** – States he has been working as a consultant for the Town on the franchise agreement. The board has decided on a basic ordinance that mirrors state statutes. The ordinance doesn't cover penalties and he would recommend ensuring the agreement reflects compensation and responsibilities with regard to penalties and damages. He also recommends adding in language to the ordinance defining “video service provider”, as some cable companies are moving towards offering streaming services and the term “cable operator” may no longer apply. This will help add more protection for the Town. Some companies that offer solely internet services may not need a franchise agreement, however if they offer both internet services and a channel selection streaming service, then they would need to have a franchise agreement with the Town that matches the terms of any other provider already in a current franchise agreement. The franchise fee is a way for the town to put a rental fee on the public right of way for utility facilities using that right of way for their cables. The cable company is initially charged this fee; however, they are allowed to pass it through to their customers. The Town has authority to use the collected franchise fee however they want. Most municipalities choose to enhance their own communication services.

**Carol Baker Roux** – Asks how the board will handle the franchise agreement if the cable company is not performing up to what they agreed to. Will there be a performance expectation? For example, her services often come in pixelated and are buffering frequently. This often requires a reboot and in some cases a service provider to come out and fix the issue. Although, even afterwards, the problem will still persist. She also mentions an email from Shelly Winchenbach explaining the franchise fee is imposed by the municipality and the cable company will not collect a fee if the Town does not charge it. She asks the board to consider not imposing a fee as this will impact subscribers.

**Tony Vigue** – States if the cable company does not respond to address a service complaint, the customer can call the attorney general's office and there is a form that you fill out on the website. Most issues related to performance standards can be handled in the franchise agreement, under liquidated damages. He states cable companies will charge subscribers what the market will bear.

**Sue Briggs** – Asks if there is an auditing process for collecting a franchise fee.

**Tony Vigue** – States the cable company can hold the collected franchise fee and collect interest on it making profit from the interest, however, the Town can impose that they pay the franchise fee quarterly and they would not be able to collect as much interest on it.

There is no further public comment.

**Thomas Hatch** – Closes the Public hearing at 6:30pm

**ITEM #2**

**HEARING OF DELEGATIONS / PUBLIC INPUT**

a. **Public Input – Public in attendance will have up to 5 minutes to address the Board. Please use the podium to address the board.**

**Joe Wagner** – States the Planning Board would be agreeable to a joint workshop to review the bylaws with the Select Board.

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**Karen Kane** – States she is on the Bunganut Park Committee, and they did a walkabout this last Saturday. Some things that were noted were the woodchips by the beach area are difficult to walk on and she would suggest the chips get removed and the beach area restored to what it was.

**Michelle Feliccitti** – States Some of the buildings at the park are not locked and they did find needles in the booth. The playground had glass debris in some areas. Also, some trees may need to come down and could be a hazard.

**Sue Briggs** – States she had asked the board in the last meeting about how many ballots were cast at the September election and hasn't received an answer from the board.

**Lindsay Gagne** – States the information is in the office and residents are welcome to call or visit the office during regular hours and speak with the Town Manager.

- b. [Mail](#) • [Alfred/Lyman Monthly Report](#) • [York County Sherriff's Report](#)

**ITEM #3**

**MINUTES**

- a. [Review / Approve meeting minutes 9/18/2023](#)

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

**Amber Swett** – Seconds the motion.

**Victoria Gavel** – Asks to correct item 5 to change Thomas Swett to Thomas Hatch

**Motion passes: 4-0-0**

**ITEM #4**

**SIGN WARRANTS**

- a. [Payroll Warrant #13 in the amount of \\$26,356.84](#)

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

- b. [Accounts Payable Warrant #12 \(FY2024\) in the amount of \\$629,346.30](#)

**Victoria Gavel** – Motions to approve. **Jessica Picard** seconds.

**Amber Swett** – Asks a question regarding a report for the state. It looked like the report may have been pulled twice in the same day and wanted to clarify if it was intended that way or if it was an error.

**Victoria Gavel** – Rescinds her motion.

**Jessica Picard** – Motions to approve the warrant in the amount of \$620,080.34

**Amber Swett** – Seconds the motion.

**Jessica Picard** – Clarifies this removes check number 1062.

**Motion passes: 4-0-0**

**ITEM #5**

**UNFINISHED BUSINESS**

- a. [Review updated bids for concession stand at the Ball Field.](#)

**Victoria Gavel** – Motions to award the bid to BD Carpentry for \$4,030 out of Capital Improvement to remove and replace the existing stairs on the concession stand at the Ball field

**Jessica Picard** – Seconds the motion. **Motion passes: 4-0-0**

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. [Kennebunk Pond Beach Committee – Updates](#)

**Karren Kane** – Provided the board with a packet of the companies they received quotes from. The committee is recommending the simple barrier gate for a total of \$9,828.96. This gate will lock the entrance at a designated time with the ability to change the time seasonally. Where this came in less than the other option, the committee will be looking into installing cameras with the remaining balance of the ARPA funds. The gate company explained they wouldn't recommend a service

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agreement for the gate because it is very simple, and they'd be willing to demonstrate the features. The gate will still allow vehicles to get out of the park after closing.

**Amber Swett** – States some of the other quotes include a heater kit required for temps below zero, but the simple gate system doesn't reflect a heater kit in the quote.

**Karren Kane** – States she will look into that.

b. **Road Commissioner** –

**Tom Croteau** – States everything is striped, and work is ready to be done on Day Road. They have been doing some cleanup work on Shore Road removing trees that had fallen. He is currently looking at the budget for next year to determine a work plan for any roads that need to be assessed. They repaired a large hole on Howitt Road. He will be working on doing ditching for Deering Ridge, removing the safety bumps on John Street, and putting in culverts on Grasshopper Lane. He's also looking into pricing for next year's road sweeping.

c. **Fire Chief** –

**Matt Duross** – States the hiring process is underway for a full-time employee. GMFR is selling the old firetruck, the 2002 Freightliner, they are accepting sealed bids until next week. Also, October 12<sup>th</sup> GMFR is doing an Open House for the public.

d. **CEO** –

**Brenda Charland** – Provides the board with a quarterly report. She issued 178 permits and did 156 inspections through the quarter.

e. **Tax Clerk** – none

f. **Treasurer – Expense Report** – reviewed in agenda packet.

g. **Town Manager – Progress Report**

**Lindsay Gagne** – States the work is under way at the Transfer Station for the reconstruction and repairs. Notices have gone out to the public. Kennebunk Pond should be starting soon. Both deputies were able to attend Title 21-A Elections training. This will help cross-train employees. At the last municipal election there were a lot of scattered write-ins for the 2-year and 3-year budget committee terms. Both write in candidates came in at a landslide victory. If anyone has any specific questions or anything they want to go over, they are always welcome to contact me.

h. **Other** -

**Michelle Felicitti** – States they had a good walkabout at Bunganut Park with the Bunganut park Committee. They noted one of the bridges got reinforced with some blocks placed underneath it. There was some trash in the area that they cleaned up. Some of the old BBQs were pulled out and thrown to the side in the woods with the cement still attached to the base. The platform in the pines for the Porta Potties are rotted out. The play area had debris in it and the plastic slide has a large rip in it that could pose a hazard. A set of stairs were left in the water that probably should be pulled out before winter. These were some concerns they noted that should be addressed before the park opens again next year. The committee is working on some grants for a few different projects and also looking into the Day of Giving. Parks and Recs would recommend cutting some trees by the small pond and use that as the skating rink. The pump house has electricity to string up lights, it's also a larger area for skating, there's a gate for locking it, and there's no flowing water that would leave it flat for skating.

**ITEM #7**

**NEW BUSINESS**

a. **Discussion regarding festival event**

**Thomas Hatch** – States residents had brought forward concerns about a local event and a former elected official approaching them regarding actions of current employees. Employees deserved not to be defamed or slandered or victimized by any former or current municipal officials; employees have the right to due process and residents deserve to enjoy public events without being

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approached about political activities by former officials. The workplace should be a safe place for employees to work and they are being respected.

b. [Application for Forestry and Conservation Committee – 1 applicant](#)

**Jessica Picard – Motions to appoint Emily Bauer to the Forestry and Conservation Committee**

**Victoria Gavel – Seconds the motion. Motion passes: 4-0-0**

c. [Pole Permit – Nason Property Management](#)

**Jessica Picard – States she will abstain from voting because of family relations.**

**Amber Swett – Motions to approve the pole permit for private power services**

**Victoria Gavel – Seconds the motion. Motion passes: 3-0-1 (Thomas Hatch, Amber Swett, Victoria Gavel in favor; Jessica Picard abstains).**

d. [Appoint designee for permit locations.](#)

**Lindsay Gagne – States the board can appoint a designee to approve these permits. Typically, the Town receives maybe two per year. This way, the designee can approve the permits and streamline the services.**

**Jessica Picard – Motions to appoint the CEO as the designee for approving pole permits**

**Amber Swett – Seconds the motion. Motion passes: 4-0-0**

#### EXECUTIVE SESSION

[1.M.R.S.A §405 \(H\) Consultation with CEO on pending enforcement matter](#)

**Jessica Picard – Motions to go into executive session per 1 MRSA §405 (H) Consultation with the CEO on pending enforcement matter.**

**Amber Swett – Seconds the motion. Motion passes: 4-0-0**

**Jessica Picard – Motions to come out of executive session.**

**Victoria Gavel – Seconds the motion. Motion passes: 4-0-0**

#### OTHER

**Lindsay Gagne – States earlier tonight, the Kennebunk Pond Committee was seeking board approval for the quote they recommended for the gate system. Karen Kane contacted the gate company this evening and emailed their response to Amber's question regarding the heating system. The gate company responded that the gate has a built-in heating system and there would be no extra cost.**

**Jessica Picard – Motions to approve the quote for the simple gate system from CTR in the amount of \$9,828.96**

**Amber Swett - Seconds. Motion passes: 4-0-0**

**Victoria Gavel – Asks about the land study if that will be coming back to the agenda.**

**Lindsay Gagne – States she will reach out to the liaison.**

**Michelle Felicitti – States the Comprehensive Plan Committee will be meeting soon and the liaison for the land study wanted to go over the comprehensive plan before determining which parcels of land might be worth reserving for the Town.**

#### ADJOURN

**Jessica Picard – Motions to adjourn. Amber Swett seconds the motion. Motion passes: 4-0-0.**

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Amber Swett

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Rusty "Ralph" Blackington

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Jessica Picard

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Thomas Hatch

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Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 5 pages are the original minutes of the Select Board Meeting dated October 2<sup>nd</sup>, 2023

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Lindsay Gagne

WARRANT: 15

Check	D / D	Check	Employee	Gross Pay
1	1,544.60	0.00	79 SUSAN J BELLEROSE	2,215.74
2	142.47	0.00	032 DANA A CARTER	154.28
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	184.79	0.00	100 KELLY J DEMERS	200.10
6	207.10	0.00	043 CECILE M DUPUIS	224.25
7	2,327.15	0.00	028 LINDSAY GAGNE	3,301.92
8	1,856.44	0.00	016 LAURIE L GONSKA	2,913.46
9	261.81	0.00	117 PAUL HAKALA	283.50
10	242.14	0.00	74 DONALD M HERNON	262.20
11	256.42	0.00	007 THOMAS M HOLLAND	286.85
12	19.12	0.00	18 BARBARA E HULL	20.70
13	1,520.94	0.00	015 JEANETTE E LEMAY	2,405.15
14	787.46	0.00	036 JULIE LEMIEUX	1,071.00
15	1,274.56	0.00	041 RANDALL L MURRAY	1,960.80
16	417.24	0.00	19 BRIAN D. RACICOT	507.36
17	616.74	0.00	123 KYLE D RACICOT	763.31
18	563.45	0.00	002 DAVID W RILEY	610.13
19	112.25	0.00	020 DAVID H SANTORA	121.55
20	15.93	0.00	34 IRENE C SINGLE	17.25
21	162.49	0.00	010 WILLIAM P SINGLE	175.95
22	184.51	0.00	81 RODERICK TETU	199.80
23	1,395.68	0.00	037 REBEKAH S THOMPSON	2,118.89
24	293.58	0.00	40 RAYMOND J VALLIERE	317.90
25	216.65	0.00	46 JOSEPH A WAGNER	234.60
26	0.00	17,670.59	D / D 1 BIDDEFORD SAVINGS BANK	
27	0.00	6,217.40	T & A 1 I.R.S.	
28	0.00	1,145.99	T & A 3 ICMA	
29	0.00	1,100.62	T & A 2 MAINE REVENUE SERVICES	
30	0.00	1,564.63	T & A 9 MPERS	

WARRANT: 15

Check	D / D	Check	Employee	Gross Pay
<b>Total</b>	<b>17,670.59</b>	<b>27,699.23</b>		<b>24,874.97</b>

<b>Put into A/P</b>	<b>10,489.80</b>
<b>Taken out of A/P</b>	<b>(10,028.64)</b>
<b>Total Payroll</b>	<b>28,160.39</b>

<b>Count</b>	
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 \_\_\_\_\_



**Payroll Check Register**  
Pay Date: 10/18/2023

Check	D / D	Check	Amount	Date	Employee
<b>Employee Checks</b>					
1	1,544.60	0.00	1,544.60	10/18/23	79 SUSAN J BELLEROSE
2	142.47	0.00	142.47	10/18/23	032 DANA A CARTER
3	1,896.08	0.00	1,896.08	10/18/23	029 BRENDA D CHARLAND
4	1,170.99	0.00	1,170.99	10/18/23	025 THOMAS M CROTEAU
5	184.79	0.00	184.79	10/18/23	100 KELLY J DEMERS
6	207.10	0.00	207.10	10/18/23	043 CECILE M DUPUIS
7	2,327.15	0.00	2,327.15	10/18/23	028 LINDSAY GAGNE
8	1,856.44	0.00	1,856.44	10/18/23	016 LAURIE L GONSKA
9	261.81	0.00	261.81	10/18/23	117 PAUL HAKALA
10	242.14	0.00	242.14	10/18/23	74 DONALD M HERNON
11	256.42	0.00	256.42	10/18/23	007 THOMAS M HOLLAND
12	19.12	0.00	19.12	10/18/23	18 BARBARA E HULL
13	1,520.94	0.00	1,520.94	10/18/23	015 JEANETTE E LEMAY
14	787.46	0.00	787.46	10/18/23	036 JULIE LEMIEUX
15	1,274.56	0.00	1,274.56	10/18/23	041 RANDALL L MURRAY
16	417.24	0.00	417.24	10/18/23	19 BRIAN D. RACICOT
17	616.74	0.00	616.74	10/18/23	123 KYLE D RACICOT
18	563.45	0.00	563.45	10/18/23	002 DAVID W RILEY
19	112.25	0.00	112.25	10/18/23	020 DAVID H SANTORA
20	15.93	0.00	15.93	10/18/23	34 IRENE C SINGLE
21	162.49	0.00	162.49	10/18/23	010 WILLIAM P SINGLE
22	184.51	0.00	184.51	10/18/23	81 RODERICK TETU
23	1,395.68	0.00	1,395.68	10/18/23	037 REBEKAH S THOMPSON
24	293.58	0.00	293.58	10/18/23	40 RAYMOND J VALLIERE
25	216.65	0.00	216.65	10/18/23	46 JOSEPH A WAGNER
<b>Total</b>	<b>17,670.59</b>	<b>0.00</b>	<b>17,670.59</b>		
<b>Direct Deposit Checks</b>					
26	0.00	17,670.59	17,670.59	10/18/23	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>17,670.59</b>	<b>17,670.59</b>		
<b>Trust &amp; Agency Checks</b>					
27	0.00	6,217.40	6,217.40	10/18/23	T & A 1 I.R.S.
28	0.00	1,145.99	1,145.99	10/18/23	T & A 3 ICMA
29	0.00	1,100.62	1,100.62	10/18/23	T & A 2 MAINE REVENUE SERVICES
30	0.00	1,564.63	1,564.63	10/18/23	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>10,028.64</b>	<b>10,028.64</b>		

**Payroll Check Register**  
Pay Date: 10/18/2023

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

Checks:	Regular	0.00	25
	D / D	17,670.59	1
	Employee	17,670.59	
	T & A	10,028.64	4
	Voided		0
	<b>Total</b>	<b>27,699.23</b>	<b>30</b>

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

Type	Check	Amount	Date	Wrnt	Payee
P	9999	1,549.84	10/16/23	14	0091 CENTRAL MAINE POWER, INC.
P	10085	2,289.35	10/03/23	14	0647 TREASURER, STATE OF MAINE
P	10086	6.00	10/03/23	14	0643 TREASURER, STATE OF MAINE
P	10087	8,199.20	10/03/23	14	0569 SECRETARY OF STATE
P	10088	139.20	10/05/23	14	0989 TREASURER, STATE OF MAINE
P	10089	6,941.25	10/06/23	14	0569 SECRETARY OF STATE
R	10090	690.26	10/16/23	14	0218 AMAZON CAPITAL SERVICES
R	10091	4,400.00	10/16/23	14	0335 C.I.A. SALVAGE INC
R	10092	45.00	10/16/23	14	0095 CARDMEMBER SERVICE
R	10093	91.85	10/16/23	14	0294 CUMBERLAND COUNTY SHERIFF DEPT
R	10094	690.00	10/16/23	14	0133 DAVID W. RILEY
R	10095	44.88	10/16/23	14	0151 DAYTON SAND & GRAVEL, CO.,INC.
R	10096	149.80	10/16/23	14	0090 DOWNEAST FLOWERS
R	10097	15,385.54	10/16/23	14	0500 ECOMAINE
R	10098	90.21	10/16/23	14	0142 F M ABBOTT
R	10099	49.36	10/16/23	14	0147 GONETSPEED
R	10100	525.53	10/16/23	14	0072 GWI
R	10101	240.00	10/16/23	14	0199 IAAO
R	10102	300.00	10/16/23	14	0311 KCB LANDSCAPING
R	10103	137.24	10/16/23	14	0131 LAURIE GONSKA
R	10104	200.00	10/16/23	14	0379 MAINE TOWN & CITY CLERKS ASSOC
R	10105	463.22	10/16/23	14	0244 PEOPLE'S CHOICE CREDIT UNION
R	10106	728.22	10/16/23	14	0828 POIRIER GUIDE LINES
R	10107	270.00	10/16/23	14	0256 POTTYS-R-US
R	10108	71.00	10/16/23	14	0502 REGISTRY OF DEEDS
R	10109	28.00	10/16/23	14	0502 REGISTRY OF DEEDS
R	10110	170.00	10/16/23	14	0812 RICHARD HULL, III
R	10111	40.00	10/16/23	14	0185 STATE OF MAINE CHAPTER OF IAAO
R	10112	99.55	10/16/23	14	0985 WARRENS OFFICE SUPPLIES
R	10113	124.11	10/16/23	14	0675 WHITE SIGN, INC.
P	88889	106.54	10/16/23	14	0140 WEX BANK
P	99999	19.99	10/16/23	14	0095 CARDMEMBER SERVICE
P	99999	15.99	10/16/23	14	0095 CARDMEMBER SERVICE
P	99999	209.00	10/16/23	14	0095 CARDMEMBER SERVICE
P	99999	263.75	10/16/23	14	0095 CARDMEMBER SERVICE
P	99999	15.99	10/16/23	14	0095 CARDMEMBER SERVICE
P	99999	988.38	10/16/23	14	0095 CARDMEMBER SERVICE

**Total 45,778.25**

**Count**

Checks	37
Voids	0

**A / P Warrant**

Warrant 14

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00218 AMAZON CAPITAL SERVICES</b>						
0196	10090	10	SUPPLIES		1KW4-Q1C9-HYD4	
SUPPLIES			E 110-11-60-610		24.22	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>24.22</b>	
0196	10090	10	CAMERA FOR ASSESSING		16HQ-6N99-JKRW	
CAMERA FOR ASSESSING			E 110-11-60-610		163.94	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>163.94</b>	
0196	10090	10	SUPPLIES		1LYF-F366-KDYT	
SUPPLIES			E 110-11-60-610		93.40	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>93.40</b>	
0196	10090	10	PROTECTIVE GEAR TRF		1DDY-T9NR-DHQV	
PROTECTIVE GEAR TRF			E 150-31-60-690		266.49	0.00
			SUPPLIES / PPG			
			<b>Invoice Total-</b>		<b>266.49</b>	
0196	10090	10	DRY ERASE BOARD		1NWQ-CXPV-N34R	
DRY ERASE BOARD			E 191-11-70-790		79.49	0.00
			EQUIPMENT / OTHER EQUIP			
			<b>Invoice Total-</b>		<b>79.49</b>	
0196	10090	10	RECREATION		1LXK-36MQ-FYL9	
RECREATION			E 161-21-90-940		62.72	0.00
			OTHER / REC PROGRAMS			
			<b>Invoice Total-</b>		<b>62.72</b>	
			<b>Vendor Total-</b>		<b>690.26</b>	
<b>00335 C.I.A. SALVAGE INC</b>						
0196	10091	10	HAULING		4098	
MSW HAULING			E 150-31-35-355		1,750.00	0.00
			CTRCT SVS WA / PROF SVS HAU			
WOOD/BULKY HAULING			E 150-31-35-356		1,750.00	0.00
			CTRCT SVS WA / PROF SVS HW			
RECYCLE HAULING			E 150-31-35-357		350.00	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		350.00	0.00
			CTRCT SVS WA / PROF SVS MET			
			<b>Vendor Total-</b>		<b>4,400.00</b>	
<b>00095 CARDMEMBER SERVICE</b>						
0196	10092	10	MAIL CHIMP			
MAIL CHIMP			E 110-11-32-310		45.00	0.00
			CTRCT SVS EQ / PROF SVS			
			<b>Invoice Total-</b>		<b>45.00</b>	
0196	99999	10	STAMPS		09/18/23	
STAMPS			E 110-11-60-650		19.99	0.00
			SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>19.99</b>	
0196	99999	10	ZOOM		09/11/23	
ZOOM			E 110-11-32-310		15.99	0.00
			CTRCT SVS EQ / PROF SVS			

**A / P Warrant**

Warrant 14

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				<b>Invoice Total-</b>	<b>15.99</b>	
0196	99999	10	HOTEL GONSKA TRAIN		176778	
HOTEL GONSKA TRAIN			E 102-11-20-280		209.00	0.00
			BENEFITS / TRAINING			
				<b>Invoice Total-</b>	<b>209.00</b>	
0196	99999	10	KEY FOBS		US493566	
KEY FOBS			E 191-11-70-710		263.75	0.00
			EQUIPMENT / COMP EQUIP			
				<b>Invoice Total-</b>	<b>263.75</b>	
0196	99999	10	ZOOM		222609337	
ZOOM			E 110-11-32-310		15.99	0.00
			CTRCT SVS EQ / PROF SVS			
				<b>Invoice Total-</b>	<b>15.99</b>	
0196	99999	10	TRF PERSONAL PROTECT GEAR		39529	
TRF PERSONAL PROTECT GEAR			E 150-31-60-690		988.38	0.00
			SUPPLIES / PPG			
				<b>Invoice Total-</b>	<b>988.38</b>	
				<b>Vendor Total-</b>	<b>1,558.10</b>	
<b>00091 CENTRAL MAINE POWER, INC.</b>						
0196	9999	10	ELECTRICITY		401000027475	
3501-2118-408			E 147-22-50-560		101.59	0.00
			UTILITIES / ELECTRICITY			
3501-1893-878			E 147-22-50-560		50.44	0.00
			UTILITIES / ELECTRICITY			
3501-2918-062			E 147-22-50-560		55.68	0.00
			UTILITIES / ELECTRICITY			
3501-6854-669			E 147-31-50-560		258.03	0.00
			UTILITIES / ELECTRICITY			
3501-2614-331			E 147-51-50-560		337.07	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		663.54	0.00
			UTILITIES / ELECTRICITY			
3001-3752-495			E 147-23-50-560		52.38	0.00
			UTILITIES / ELECTRICITY			
				<b>Vendor Total-</b>	<b>1,549.84</b>	
<b>00294 CUMBERLAND COUNTY SHERIFF DEPT</b>						
0196	10093	10	SERVICE FEE		CODES	
SERVICE FEE			E 181-11-33-320		91.85	0.00
			CONT PROF / PROF SERV LE			
				<b>Vendor Total-</b>	<b>91.85</b>	
<b>00133 DAVID W. RILEY</b>						
0196	10094	10	SERVICES		4	
P&R REPAIRS/MAINT			E 145-22-31-330		540.00	0.00
			CTRCT SVS BL / WASTE SVS			
				<b>Invoice Total-</b>	<b>540.00</b>	
0196	10094	10	SERVICES		3	
HAUL METAL			E 150-31-35-355		150.00	0.00
			CTRCT SVS WA / PROF SVS HAU			
				<b>Invoice Total-</b>	<b>150.00</b>	

**A / P Warrant**

Warrant 14

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				<b>Vendor Total-</b>	<b>690.00</b>	
<b>00151 DAYTON SAND &amp; GRAVEL, CO., INC.</b>						
0196	10095	10	52800	258052		
52800			E 131-51-40-483		44.88	0.00
			REPAIRS & MA / RDS/REPAIRS			
				<b>Vendor Total-</b>	<b>44.88</b>	
<b>00090 DOWNEAST FLOWERS</b>						
0196	10096	10	ARRANGEMENT	046208		
ARRANGEMENT			E 110-11-60-610		149.80	0.00
			SUPPLIES / SUPPLIES			
				<b>Vendor Total-</b>	<b>149.80</b>	
<b>00500 ECOMAINE</b>						
0196	10097	10	TIPPING	SEPT		
BULLYMAN01 OBW-WOOD			E 150-31-35-351		3,152.03	0.00
			CTRCT SVS WA / PROF SVS TW			
				<b>Invoice Total-</b>	<b>3,152.03</b>	
0196	10097	10	TIPPING	SEPT		
RECYCLE			E 150-31-35-352		556.65	0.00
			CTRCT SVS WA / PROF SVS REC			
				<b>Invoice Total-</b>	<b>556.65</b>	
0196	10097	10	TIPPING	SEPT		
LYMAN01 MSW			E 150-31-35-350		11,676.86	0.00
			CTRCT SVS WA / PROF SVS TIP			
				<b>Invoice Total-</b>	<b>11,676.86</b>	
				<b>Vendor Total-</b>	<b>15,385.54</b>	
<b>00142 F M ABBOTT</b>						
0196	10098	10	CHAINS AW SHARPENING	77818		
CHAINS AW SHARPENING			E 181-15-37-399		90.21	0.00
			CONT OUT / CONT SVS OTH			
				<b>Vendor Total-</b>	<b>90.21</b>	
<b>00147 GONETSPEED</b>						
0196	10099	10	13668 PHONE	110523		
13668 PHONE			E 150-31-50-580		49.36	0.00
			UTILITIES / COMM			
				<b>Vendor Total-</b>	<b>49.36</b>	
<b>00072 GWI</b>						
0196	10100	10	PHONES	6394638		
205773			E 110-11-50-580		495.93	0.00
			UTILITIES / COMM			
205773			E 161-22-50-580		29.60	0.00
			UTILITIES / COMM			
				<b>Vendor Total-</b>	<b>525.53</b>	
<b>00199 IAAO</b>						
0196	10101	10	GONSKA MEMBERSHIP	2024		
GONSKA MEMBERSHIP			E 102-11-20-290		240.00	0.00
			BENEFITS / MEMB & DUES			
				<b>Vendor Total-</b>	<b>240.00</b>	
<b>00311 KCB LANDSCAPING</b>						

**A / P Warrant**

Warrant 14

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0196	10102	10	POISON IVY MITIGATION	082923		
POISON IVY MITIGATION			E 191-21-70-790		300.00	0.00
			EQUIPMENT / OTHER EQUIP			
			<b>Vendor Total-</b>		<b>300.00</b>	
<b>00131 LAURIE GONSKA</b>						
0196	10103	10	MILEAGE REIMB	9/7-9/27		
MILEAGE REIMB			E 110-11-90-910		137.24	0.00
			OTHER / MILEAGE/TRAV			
			<b>Vendor Total-</b>		<b>137.24</b>	
<b>00379 MAINE TOWN &amp; CITY CLERKS ASSOC</b>						
0196	10104	10	BELLEROSE 21A	1000446276		
BELLEROSE 21A			E 102-11-20-280		200.00	60.00
			BENEFITS / TRAINING			
			<b>Vendor Total-</b>		<b>200.00</b>	
<b>00244 PEOPLE'S CHOICE CREDIT UNION</b>						
0196	10105	10	DUPLICATE TAX PAY	3016		
DUPLICATE TAX PAY			G 1-120-00		463.22	0.00
			R/E OVERPAYS			
			<b>Vendor Total-</b>		<b>463.22</b>	
<b>00828 POIRIER GUIDE LINES</b>						
0196	10106	10	STRIPING	23039		
STRIPING			E 131-51-40-483		728.22	0.00
			REPAIRS & MA / RDS/REPAIRS			
			<b>Vendor Total-</b>		<b>728.22</b>	
<b>00256 POTTYS-R-US</b>						
0196	10107	10	PORTA-POTS	26756		
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>	
0196	10107	10	PORTA-POTS	26823		
KENNEBUNK POND			E 145-23-35-331		85.00	0.00
			CTRCT SVS WA / PROF PORTA P			
			<b>Invoice Total-</b>		<b>85.00</b>	
			<b>Vendor Total-</b>		<b>270.00</b>	
<b>00502 REGISTRY OF DEEDS</b>						
0196	10108	10	NOTICE OF DECISIONS 3	101023		
NOTICE OF DECISIONS 3			E 110-11-39-399		71.00	0.00
			CONT SVS OTH / OTHER			
			<b>Invoice Total-</b>		<b>71.00</b>	
0196	10109	10	SEPT RANSFERS	23262656		
SEPT RANSFERS			E 110-11-39-399		28.00	0.00
			CONT SVS OTH / OTHER			
			<b>Invoice Total-</b>		<b>28.00</b>	
			<b>Vendor Total-</b>		<b>99.00</b>	
<b>00812 RICHARD HULL, III</b>						
0196	10110	10	MODERATOR	100323		
MODERATOR			E 101-13-10-183		170.00	0.00
			SALARIES / TM MODERATOR			

**A / P Warrant**

Warrant 14

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
			<b>Vendor Total-</b>	<b>170.00</b>	
<b>00569 SECRETARY OF STATE</b>					
0196	10087	10	31170	09/22-09/28	
31170	G 1-250-00		8,199.20		0.00
			MTR VEHICLE		
			<b>Invoice Total-</b>	<b>8,199.20</b>	
0196	10089	10	31170	09/28-10/05	
31170	G 1-250-00		6,941.25		0.00
			MTR VEHICLE		
			<b>Invoice Total-</b>	<b>6,941.25</b>	
			<b>Vendor Total-</b>	<b>15,140.45</b>	
<b>00185 STATE OF MAINE CHAPTER OF IAAO</b>					
0196	10111	10	IAAO ANNUAL MEETING GONSK	110223	
TRAINING	E 102-31-20-280		40.00		0.00
			BENEFITS / TRAINING		
			<b>Vendor Total-</b>	<b>40.00</b>	
<b>00643 TREASURER, STATE OF MAINE</b>					
0196	10086	10	DOGS	SEPT 23	
DOGS	G 1-256-00		6.00		0.00
			DOG LIC		
			<b>Vendor Total-</b>	<b>6.00</b>	
<b>00647 TREASURER, STATE OF MAINE</b>					
0196	10085	10	FISH	SEPT 23	
FISH	G 1-251-00		2,289.35		0.00
			INLAND FISH		
			<b>Vendor Total-</b>	<b>2,289.35</b>	
<b>00989 TREASURER, STATE OF MAINE</b>					
0196	10088	10	VITALS	Q1	
VITALS	G 1-248-00		139.20		0.00
			VITAL FEES		
			<b>Vendor Total-</b>	<b>139.20</b>	
<b>00985 WARRENS OFFICE SUPPLIES</b>					
0196	10112	10	TOWLYM	522862-00	
TOWLYM	E 110-11-60-610		99.55		0.00
			SUPPLIES / SUPPLIES		
			<b>Vendor Total-</b>	<b>99.55</b>	
<b>00140 WEX BANK</b>					
0196	88889	10	0496-00-621844-0	92315626	
0496-00-621844-0	E 150-31-40-450		106.54		0.00
			REPAIRS & MA / EQUIPMENT		
			<b>Vendor Total-</b>	<b>106.54</b>	
<b>00675 WHITE SIGN, INC.</b>					
0196	10113	10	TRANSFER STATION	128549	
WLYM153570	E 148-31-60-670		124.11		0.00
			SUPPLIES / SIGNS		
			<b>Vendor Total-</b>	<b>124.11</b>	





**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

**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 6<sup>th</sup> 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 ~~Municipal Officers~~ Town Manager with the concurrence of the Select Board, after a recommendation from The Board in accordance with LZO 8.2.3 and the Town of Lyman Municipal Charter.
- 2.2 Appointees must be registered voters, and residents of Lyman. ~~18 years of age or over and a legal resident of the State of Maine.~~
- 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 of Selectmen.
- 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, and 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.

**Town of Lyman, Maine**  
**Planning Board Bylaws – August 2023**

- 3.4 The Secretary is responsible for all minutes and records of The Board, notices of meetings and hearings, and correspondence of The Board.
- 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 1<sup>st</sup> and 3<sup>rd</sup> 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 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 LZOs

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**.

**Town of Lyman, Maine**  
**Planning Board Bylaws – August 2023**

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.

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. **Requirements include:**

- ~~1. The Board must hold a public hearing within 45 days of Board determination that the application is complete.~~
- ~~2. The Board must notify CEO, Select Board and ZBA at least 20 days in advance of the public hearing.~~
- ~~3. The Board must notify abutting property owners (see LZO's) by certified mail at least 10 days in advance.~~
- ~~4. The Board must publish notice in a "newspaper of general circulation" at least 10 days in advance; e.g., Reporter and Portland Press Herald~~
- ~~5. The Board must publish notice in Town Hall and on all official Town digital media platforms at least 10 days in advance.~~

~~Refer to LZO's for additional requirements for Board Contract Zones Public Hearings and LZO Amendment Public Hearings.~~

~~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.

**Town of Lyman, Maine**  
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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.

**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. Table of Consanguinity~~
1. Sample of Planning Board Meeting Opening Remarks
2. Sample of 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 ~~recorded for~~ live streamed and recorded to 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 ~~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. Please notify the Chairman if you are having difficulty seeing or hearing the presentation.

This meeting is being recorded and televised on 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:**

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

**Attachment 4**

(Note: Refer to pdf file for Table of Consanguinity)

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## 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 Zoom or other 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 when any PB member or applicant participates 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.

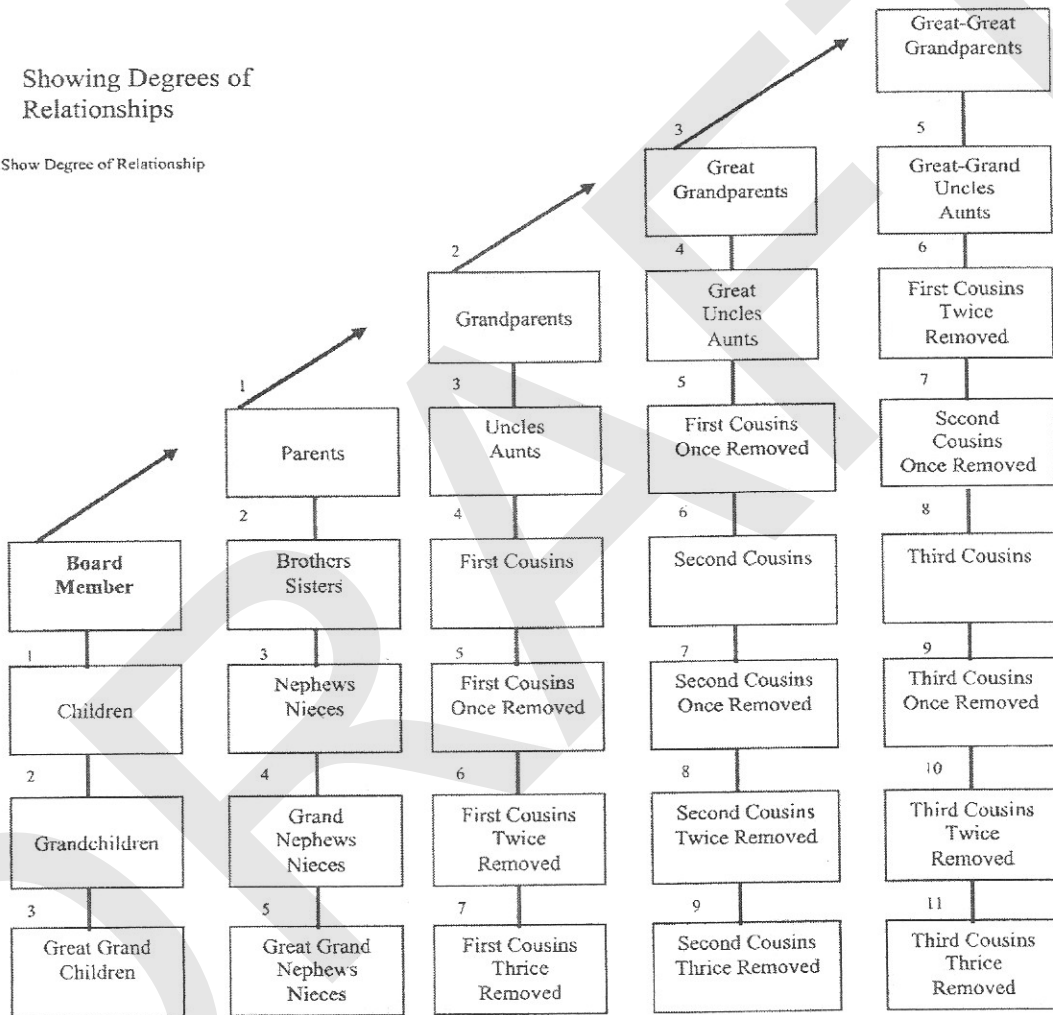
The PB will make all documents and materials to be considered by the PB available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the PB.

**Attachment 4**

**Table of Consanguinity**

Showing Degrees of Relationships

Figures Show Degree of Relationship



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

## **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.

"Video service provider" means any person that directly or through one or more affiliates sells in the State access to video, audio or computer-generated or computer-augmented entertainment and directly or through one or more affiliates owns or operates facilities located in whole or in part in a municipality's public rights-of-way that are used to provide those services, irrespective of the technology used to deliver such services. "Video service provider" includes, but is not limited to, a cable system operator and a common carrier that operates a cable television system. "Video service provider" does not include:

(1) A commercial mobile service provider, as defined in 47 United States Code, Section 332(d); or

(2) A provider of an Internet access service, as defined in 47 United States Code, Section 231(e)(4), with respect to the provision of the Internet service by the provider.

### **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**

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

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

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

DRAFT

Report to Selectmen  
 Month of September 2023  
 2023-2024 Tax Year

Real Estate Tax Commitment -	\$7,871,329.42
Personal Property Tax Commitment –	\$ 39,116.55
Total Tax Commitment:	\$7,910,445.97

Supplemental Taxes YTD:	\$ 231.61
Abatements Granted YTD:	\$ 4,931.55
Prior Year(s) Abatement(s) YTD:	\$ 58.50

Real Estate / Personal Property Tax Payments Collected \$2,883,687.67  
 Includes Current, Delinquent, Prepayments, and Lien Payments for the month.

\*\*\*\*\*

Monthly Excise Tax

<b>Excise Tax Received</b>	
Vehicles registered here at office:	\$ 93,904.47
Online Rapid Renewal Service	<u>20,256.13</u>
Total Vehicle Excise	\$114,160.60
<b>Boat Excise</b>	
Boats registered here at office:	\$ 26.80
Online Registration Service	<u>6.00</u>
Total Boat Excise	\$ 32.80
Total Excise	\$ 114,193.40
Excise Tax Reimbursement	\$
Excise Tax Collected by State	
Year-to-date excise collection	\$ 358,581.13

Respectfully submitted: Susan J. Bellerose, Tax Collector

Report to Selectmen  
 Month of August 2023  
 2023-2024 Tax Year

Real Estate Tax Commitment -	\$7,871,329.42
Personal Property Tax Commitment –	\$ 39,116.55
Total Tax Commitment:	\$7,910,445.97

Supplemental Taxes YTD:	\$
Abatements Granted YTD:	\$ 1,493.97
Prior Year(s) Abatement(s) YTD:	\$ 58.50

Real Estate / Personal Property Tax Payments Collected \$ 91,216.45  
 Includes Current, Delinquent, Prepayments, and Lien Payments for the month.

\*\*\*\*\*

Monthly Excise Tax

Excise Tax Received	
Vehicles registered here at office:	\$106,466.55
Online Rapid Renewal Service	<u>22,262.38</u>
Total Vehicle Excise	\$128,728.93
Boat Excise	
Boats registered here at office:	\$ 191.00
Online Registration Service	<u>37.20</u>
Total Boat Excise	\$ 228.20
Total Excise	\$ 128,957.13
Excise Tax Reimbursement	\$
Excise Tax Collected by State	
Year-to-date excise collection	\$ 244,387.73

Respectfully submitted: Susan J. Bellerose, Tax Collector

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

Real Estate Tax Commitment -	\$
Personal Property Tax Commitment -	\$
Total Tax Commitment:	\$

Supplemental Taxes YTD:	\$
Abatements Granted YTD:	\$
Prior Year(s) Abatement(s) YTD:	\$

Real Estate / Personal Property Tax Payments Collected    \$55,609.66  
 Includes Current, Delinquent, Prepayments, and Lien Payments for the month.

\*\*\*\*\*

Monthly Excise Tax

Excise Tax Received	
Vehicles registered here at office:	\$ 89,010.04
Online Rapid Renewal Service	<u>25,380.56</u>
Total Vehicle Excise	\$114,390.60

Boat Excise	
Boats registered here at office:	\$ 758.00
Online Registration Service	<u>\$ 282.00</u>
Total Boat Excise	\$ 1,040.00

Total Excise	\$ 115,430.60
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Excise Tax Reimbursement	\$
Excise Tax Collected by State	\$

Year-to-date excise collection	\$ 115,430.60
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Respectfully submitted: Susan J. Bellerose, Tax Collector

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>101 - SALARIES</b>	<b>586,955.00</b>	<b>100,755.00</b>	<b>687,710.00</b>	<b>177,662.63</b>	<b>0.00</b>	<b>510,047.37</b>
<b>11 - TOWN HALL</b>	<b>337,913.00</b>	<b>100,755.00</b>	<b>438,668.00</b>	<b>119,626.29</b>	<b>0.00</b>	<b>319,041.71</b>
10 - SALARIES	337,913.00	100,755.00	438,668.00	119,626.29	0.00	319,041.71
101 - TOWN MGR	0.00	100,755.00	100,755.00	26,415.36	0.00	74,339.64
103 - TREASURER	62,534.00	0.00	62,534.00	19,241.20	0.00	43,292.80
105 - TAX COLLECT	55,751.00	0.00	55,751.00	15,653.06	0.00	40,097.94
106 - ADMIN CLERK	51,578.00	0.00	51,578.00	6,059.40	0.00	45,518.60
115 - ASSESSOR	75,750.00	0.00	75,750.00	23,307.68	0.00	52,442.32
141 - CEO	65,000.00	0.00	65,000.00	20,000.00	0.00	45,000.00
142 - CEO CLERK	27,300.00	0.00	27,300.00	7,266.00	0.00	20,034.00
143 - ELECTRICIAN	0.00	0.00	0.00	1,683.59	0.00	-1,683.59
<b>13 - ELECTIONS</b>	<b>14,818.00</b>	<b>0.00</b>	<b>14,818.00</b>	<b>937.38</b>	<b>0.00</b>	<b>13,880.62</b>
10 - SALARIES	14,818.00	0.00	14,818.00	937.38	0.00	13,880.62
182 - BALLOT CLERK	8,478.00	0.00	8,478.00	652.00	0.00	7,826.00
183 - TM MODERATOR	340.00	0.00	340.00	170.00	0.00	170.00
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>1,296.90</b>	<b>0.00</b>	<b>2,283.10</b>
10 - SALARIES	3,580.00	0.00	3,580.00	1,296.90	0.00	2,283.10
147 - PB	3,580.00	0.00	3,580.00	1,296.90	0.00	2,283.10
<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>990.00</b>	<b>0.00</b>	<b>2,970.00</b>
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
<b>31 - TRANSFER STA</b>	<b>124,121.00</b>	<b>0.00</b>	<b>124,121.00</b>	<b>33,568.34</b>	<b>0.00</b>	<b>90,552.66</b>
10 - SALARIES	124,121.00	0.00	124,121.00	33,568.34	0.00	90,552.66
131 - TRF STATION	123,121.00	0.00	123,121.00	33,568.34	0.00	89,552.66
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>11,664.00</b>	<b>0.00</b>	<b>26,241.00</b>
10 - SALARIES	37,905.00	0.00	37,905.00	11,664.00	0.00	26,241.00
151 - RD COMM	37,905.00	0.00	37,905.00	11,664.00	0.00	26,241.00
<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>2,294.80</b>	<b>0.00</b>	<b>5,163.20</b>
10 - SALARIES	7,458.00	0.00	7,458.00	2,294.80	0.00	5,163.20

### 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	2,294.80	0.00	5,163.20
<b>99 - NOT SPECIFIC</b>	<b>53,343.00</b>	<b>0.00</b>	<b>53,343.00</b>	<b>2,304.32</b>	<b>0.00</b>	<b>51,038.68</b>
10 - SALARIES	33,970.00	0.00	33,970.00	2,304.32	0.00	31,665.68
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	1,031.82	0.00	6,468.18
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
<b>102 - BENEFITS</b>	<b>266,347.00</b>	<b>0.00</b>	<b>266,347.00</b>	<b>56,766.85</b>	<b>75.00</b>	<b>209,580.15</b>
<b>11 - TOWN HALL</b>	<b>11,410.00</b>	<b>0.00</b>	<b>11,410.00</b>	<b>1,722.00</b>	<b>0.00</b>	<b>9,688.00</b>
20 - BENEFITS	11,410.00	0.00	11,410.00	1,722.00	0.00	9,688.00
280 - TRAINING	9,515.00	0.00	9,515.00	1,405.00	0.00	8,110.00
290 - MEMB & DUES	1,895.00	0.00	1,895.00	317.00	0.00	1,578.00
<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 - TRANSFER STAT</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>200.00</b>	<b>75.00</b>	<b>225.00</b>
20 - BENEFITS	500.00	0.00	500.00	200.00	75.00	225.00
280 - TRAINING	500.00	0.00	500.00	200.00	75.00	225.00
<b>99 - NOT SPECIFIC</b>	<b>254,317.00</b>	<b>0.00</b>	<b>254,317.00</b>	<b>56,844.85</b>	<b>0.00</b>	<b>197,472.15</b>
20 - BENEFITS	254,317.00	0.00	254,317.00	56,844.85	0.00	197,472.15
201 - FICA	51,199.00	0.00	51,199.00	13,462.45	0.00	37,736.55
210 - HEALTH	151,887.00	0.00	151,887.00	32,150.22	0.00	119,736.78
211 - DENTAL	4,414.00	0.00	4,414.00	1,150.52	0.00	3,263.48
214 - LIFE NO MED	120.00	0.00	120.00	72.30	0.00	47.70
230 - 457B ER MATC	12,614.00	0.00	12,614.00	3,485.23	0.00	9,128.77
231 - MPERS ER	29,583.00	0.00	29,583.00	6,524.13	0.00	23,058.87
250 - PTO BUYOUT	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<b>107 - CITIZENS PT</b>	<b>0.00</b>	<b>66,217.00</b>	<b>66,217.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,217.00</b>
<b>13 - ELECTIONS</b>	<b>0.00</b>	<b>60,217.00</b>	<b>60,217.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,217.00</b>
10 - SALARIES	0.00	26,832.00	26,832.00	0.00	0.00	26,832.00
181 - TOWN CLERK	0.00	26,832.00	26,832.00	0.00	0.00	26,832.00
20 - BENEFITS	0.00	33,385.00	33,385.00	0.00	0.00	33,385.00
201 - FICA	0.00	2,052.65	2,052.65	0.00	0.00	2,052.65
210 - HEALTH	0.00	28,097.39	28,097.39	0.00	0.00	28,097.39

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>11 - TOWN HALL</b>	<b>132,615.00</b>	<b>0.00</b>	<b>132,615.00</b>	<b>53,906.58</b>	<b>20,217.27</b>	<b>58,491.15</b>
32 - CTRCT SVS EQ	64,008.00	0.00	64,008.00	35,327.80	18,320.00	10,360.20
310 - PROF SVS	64,008.00	0.00	64,008.00	35,327.80	18,320.00	10,360.20
39 - CONT SVS OTH	13,831.00	0.00	13,831.00	4,748.46	875.00	8,207.54
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	2,877.46	875.00	1,007.54
50 - UTILITIES	10,464.00	0.00	10,464.00	2,578.37	0.00	7,885.63
580 - COMM	10,464.00	0.00	10,464.00	2,578.37	0.00	7,885.63
60 - SUPPLIES	18,431.00	0.00	18,431.00	4,343.68	0.00	14,087.32
610 - SUPPLIES	10,211.00	0.00	10,211.00	2,961.53	0.00	7,249.47
650 - POSTAGE	8,220.00	0.00	8,220.00	1,382.15	0.00	6,837.85
80 - ADVER, PRINT	18,515.00	0.00	18,515.00	3,190.31	1,022.27	14,302.42
810 - ADVERTISE	4,500.00	0.00	4,500.00	292.50	415.40	3,792.10
830 - FORMS	8,910.00	0.00	8,910.00	0.00	606.87	8,303.13
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	3,717.96	0.00	3,648.04
910 - MILEAGE/TRAV	7,366.00	0.00	7,366.00	3,717.96	0.00	3,648.04
<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>13 - ELECTIONS</b>	<b>13,561.00</b>	<b>0.00</b>	<b>13,561.00</b>	<b>54.47</b>	<b>1,020.00</b>	<b>12,486.53</b>
39 - CONT SVS OTH	9,339.00	0.00	9,339.00	0.00	1,020.00	8,319.00
399 - OTHER	9,339.00	0.00	9,339.00	0.00	1,020.00	8,319.00
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



# Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>115 - ELECTIONS, CONT'D</b>						
910 - MILEAGE/TRAV	414.00	0.00	414.00	0.00	0.00	414.00
<b>117 - GEN ADMIN IN</b>	43,978.00	0.00	43,978.00	21,856.00	0.00	22,122.00
<b>99 - NOT SPECIFIC</b>	<b>43,978.00</b>	<b>0.00</b>	<b>43,978.00</b>	<b>21,856.00</b>	<b>0.00</b>	<b>22,122.00</b>
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
<b>119 - CONTINGENCY</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>
<b>11 - TOWN HALL</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>
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>6,457.00</b>	<b>0.00</b>	<b>6,457.00</b>	<b>6,697.29</b>	<b>0.00</b>	<b>1,759.71</b>
<b>72 - ACO</b>	<b>8,457.00</b>	<b>0.00</b>	<b>8,457.00</b>	<b>6,697.29</b>	<b>0.00</b>	<b>1,759.71</b>
39 - CONT SVS OTH	6,957.00	0.00	6,957.00	6,539.34	0.00	417.66
381 - ACO	6,957.00	0.00	6,957.00	6,539.34	0.00	417.66
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
<b>128 - HHS G/A</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>
<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>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>
<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>814,350.00</b>	<b>0.00</b>	<b>814,350.00</b>	<b>12,531.48</b>	<b>3,650.00</b>	<b>798,168.52</b>
<b>51 - ROADS</b>	<b>814,350.00</b>	<b>0.00</b>	<b>814,350.00</b>	<b>12,531.48</b>	<b>3,650.00</b>	<b>798,168.52</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	12,531.48	3,650.00	797,168.52

**Expense Summary Report**

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>131 - ROADS, CONFD</b>						
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	12,531.48	250.00	126,568.52
<b>141 - B&amp;G CARE &amp; M</b>	<b>21,700.00</b>	<b>0.00</b>	<b>21,700.00</b>	<b>2,867.50</b>	<b>0.00</b>	<b>18,832.50</b>
<b>11 - TOWN HALL</b>	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>2,867.50</b>	<b>0.00</b>	<b>10,492.50</b>
31 - CTRCT SVS BL	9,660.00	0.00	9,660.00	2,792.00	0.00	6,868.00
310 - PROF SVS	9,660.00	0.00	9,660.00	2,792.00	0.00	6,868.00
40 - REPAIRS & MA	3,700.00	0.00	3,700.00	75.50	0.00	3,624.50
410 - BLDGS & GROU	3,700.00	0.00	3,700.00	75.50	0.00	3,624.50
<b>21 - RECREATION</b>	<b>2,800.00</b>	<b>0.00</b>	<b>2,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>
31 - CTRCT SVS BL	950.00	0.00	950.00	0.00	0.00	950.00
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>32,923.36</b>	<b>5,380.09</b>	<b>23,338.55</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>21,520.36</b>	<b>5,380.09</b>	<b>23,241.55</b>
31 - CTRCT SVS BL	50,142.00	0.00	50,142.00	21,520.36	5,380.09	23,241.55

# Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
147 - B&G MOWING COMTD						
370 - MOWING	50,142.00	0.00	50,142.00	21,520.36	5,380.09	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>162,000.00</b>	<b>288,000.00</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
<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>162,000.00</b>	<b>288,000.00</b>	<b>192,400.00</b>
31 - CTRCT SVS BL	642,400.00	0.00	642,400.00	162,000.00	288,000.00	192,400.00
360 - PLOW & SAND	642,400.00	0.00	642,400.00	162,000.00	288,000.00	192,400.00
<b>145 - B&amp;G WASTE SV</b>	<b>16,715.00</b>	<b>0.00</b>	<b>16,715.00</b>	<b>5,105.00</b>	<b>0.00</b>	<b>11,610.00</b>
<b>11 - TOWN HALL</b>	<b>1,820.00</b>	<b>0.00</b>	<b>1,820.00</b>	<b>130.00</b>	<b>0.00</b>	<b>1,690.00</b>
31 - CTRCT SVS BL	1,820.00	0.00	1,820.00	130.00	0.00	1,690.00
330 - WASTE SVS	1,820.00	0.00	1,820.00	130.00	0.00	1,690.00
<b>21 - RECREATION</b>	<b>3,520.00</b>	<b>0.00</b>	<b>3,520.00</b>	<b>730.00</b>	<b>0.00</b>	<b>2,790.00</b>
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	175.00	0.00	1,125.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	175.00	0.00	1,125.00
35 - CTRCT SVS WA	2,220.00	0.00	2,220.00	555.00	0.00	1,665.00
331 - PROF PORTA P	2,220.00	0.00	2,220.00	555.00	0.00	1,665.00
<b>22 - BUNGANUT</b>	<b>6,315.00</b>	<b>0.00</b>	<b>6,315.00</b>	<b>3,372.50</b>	<b>0.00</b>	<b>2,942.50</b>
31 - CTRCT SVS BL	2,940.00	0.00	2,940.00	2,290.00	0.00	650.00
330 - WASTE SVS	2,940.00	0.00	2,940.00	2,290.00	0.00	650.00
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
<b>23 - KBP</b>	<b>3,520.00</b>	<b>0.00</b>	<b>3,520.00</b>	<b>742.50</b>	<b>0.00</b>	<b>2,777.50</b>
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	375.00	0.00	925.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	375.00	0.00	925.00

# Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>145 - B&amp;G WASTE SV CONT'D</b>						
35 - CTRCT SVS WA	2,220.00	0.00	2,220.00	367.50	0.00	1,852.50
331 - PROF PORTA P	2,220.00	0.00	2,220.00	367.50	0.00	1,852.50
<b>51 - ROADS</b>	<b>1,540.00</b>	<b>0.00</b>	<b>1,540.00</b>	<b>130.00</b>	<b>0.00</b>	<b>1,410.00</b>
31 - CTRCT SVS BL	1,200.00	0.00	1,200.00	130.00	0.00	1,070.00
330 - WASTE SVS	1,200.00	0.00	1,200.00	130.00	0.00	1,070.00
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>35,984.00</b>	<b>0.00</b>	<b>35,984.00</b>	<b>4,517.52</b>	<b>0.00</b>	<b>31,466.48</b>
<b>11 - TOWN HALL</b>	<b>12,484.00</b>	<b>0.00</b>	<b>12,484.00</b>	<b>1,918.57</b>	<b>0.00</b>	<b>10,565.43</b>
50 - UTILITIES	12,484.00	0.00	12,484.00	1,918.57	0.00	10,565.43
510 - PROPANE	3,984.00	0.00	3,984.00	0.00	0.00	3,984.00
560 - ELECTRICITY	8,500.00	0.00	8,500.00	1,918.57	0.00	6,581.43
<b>21 - RECREATION</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>86.55</b>	<b>0.00</b>	<b>413.45</b>
50 - UTILITIES	500.00	0.00	500.00	86.55	0.00	413.45
560 - ELECTRICITY	500.00	0.00	500.00	86.55	0.00	413.45
<b>22 - BUNGANUT</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>649.21</b>	<b>0.00</b>	<b>3,850.79</b>
50 - UTILITIES	4,500.00	0.00	4,500.00	649.21	0.00	3,850.79
560 - ELECTRICITY	4,500.00	0.00	4,500.00	649.21	0.00	3,850.79
<b>23 - KBP</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>141.84</b>	<b>0.00</b>	<b>1,858.16</b>
50 - UTILITIES	2,000.00	0.00	2,000.00	141.84	0.00	1,858.16
560 - ELECTRICITY	2,000.00	0.00	2,000.00	141.84	0.00	1,858.16
<b>31 - TRANSFER STA</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>770.65</b>	<b>0.00</b>	<b>8,229.35</b>
50 - UTILITIES	9,000.00	0.00	9,000.00	770.65	0.00	8,229.35
560 - ELECTRICITY	9,000.00	0.00	9,000.00	770.65	0.00	8,229.35
<b>51 - ROADS</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>1,050.70</b>	<b>0.00</b>	<b>7,449.30</b>
50 - UTILITIES	8,500.00	0.00	8,500.00	1,050.70	0.00	7,449.30
560 - ELECTRICITY	8,500.00	0.00	8,500.00	1,050.70	0.00	7,449.30
<b>148 - B&amp;G SIGNS</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>1,502.47</b>	<b>0.00</b>	<b>4,997.53</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

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>31 - TRANSFER STA</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>124.11</b>	<b>0.00</b>	<b>375.89</b>
60 - SUPPLIES	500.00	0.00	500.00	124.11	0.00	375.89
670 - SIGNS	500.00	0.00	500.00	124.11	0.00	375.89
<b>51 - ROADS</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>1,438.36</b>	<b>0.00</b>	<b>3,561.64</b>
60 - SUPPLIES	5,000.00	0.00	5,000.00	1,438.36	0.00	3,561.64
670 - SIGNS	5,000.00	0.00	5,000.00	1,438.36	0.00	3,561.64
<b>150 - TRF STATION</b>	<b>335,340.00</b>	<b>0.00</b>	<b>335,340.00</b>	<b>64,541.00</b>	<b>450.00</b>	<b>270,349.00</b>
<b>31 - TRANSFER STA</b>	<b>335,340.00</b>	<b>0.00</b>	<b>335,340.00</b>	<b>64,541.00</b>	<b>450.00</b>	<b>270,349.00</b>
35 - CTRCT SVS WA	310,380.00	0.00	310,380.00	62,462.47	0.00	247,917.53
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	600.00	0.00	1,800.00
350 - PROF SVS TIP	166,250.00	0.00	166,250.00	37,873.87	0.00	128,376.13
351 - PROF SVS TW	43,750.00	0.00	43,750.00	8,066.95	0.00	35,683.05
352 - PROF SVS REC	10,650.00	0.00	10,650.00	2,158.65	0.00	8,491.35
355 - PROF SVS HAU	33,125.00	0.00	33,125.00	5,925.00	0.00	27,200.00
356 - PROF SVS HW	27,125.00	0.00	27,125.00	4,200.00	0.00	22,925.00
357 - PROF SVS HR	11,100.00	0.00	11,100.00	1,575.00	0.00	9,525.00
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	1,050.00	0.00	9,450.00
40 - REPAIRS & MA	13,330.00	0.00	13,330.00	294.34	450.00	12,585.66
450 - EQUIPMENT	13,330.00	0.00	13,330.00	294.34	450.00	12,585.66
50 - UTILITIES	6,880.00	0.00	6,880.00	441.36	0.00	6,438.64
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	441.36	0.00	3,558.64
60 - SUPPLIES	3,750.00	0.00	3,750.00	1,342.83	0.00	2,407.17
610 - SUPPLIES	750.00	0.00	750.00	87.96	0.00	662.04
690 - PPG	3,000.00	0.00	3,000.00	1,254.87	0.00	1,745.13
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
<b>161 - PARKS &amp; REC</b>	<b>8,360.00</b>	<b>0.00</b>	<b>8,360.00</b>	<b>2,892.63</b>	<b>0.00</b>	<b>6,467.37</b>
<b>21 - RECREATION</b>	<b>8,360.00</b>	<b>0.00</b>	<b>8,360.00</b>	<b>2,892.63</b>	<b>0.00</b>	<b>6,467.37</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

Expense Summary Report

FUND: 1  
ALL MONTHS

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
161 - PARKS & REC CONCD						
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	2,599.23	0.00	4,510.77
940 - REC PROGRAMS	6,860.00	0.00	6,860.00	2,599.23	0.00	4,260.77
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>293.40</b>	<b>0.00</b>	<b>306.60</b>
50 - UTILITIES	600.00	0.00	600.00	293.40	0.00	306.60
580 - COMM	600.00	0.00	600.00	293.40	0.00	306.60

171 - RES EQUIP	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
<b>99 - NOT SPECIFIC</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>
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	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
<b>99 - NOT SPECIFIC</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>
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	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
<b>99 - NOT SPEC</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>
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	18,674.00	0.00	18,674.00	18,674.00	0.00	0.00
<b>99 - NOT SPECIFIC</b>	<b>18,674.00</b>	<b>0.00</b>	<b>18,674.00</b>	<b>18,674.00</b>	<b>0.00</b>	<b>0.00</b>
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	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
<b>99 - NOT SPECIFIC</b>	<b>32,715.00</b>	<b>0.00</b>	<b>32,715.00</b>	<b>32,715.00</b>	<b>0.00</b>	<b>0.00</b>
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 GNF	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
<b>99 - NOT SPECIFIC</b>	<b>90,000.00</b>	<b>0.00</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>0.00</b>	<b>0.00</b>
95 - RESERVES	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
970 - TOWN RESERVE	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00

# Expense Summary Report

FUND: 1

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>91 - GMFR</b>	<b>90,000.00</b>	<b>0.00</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>181 - OUTS GEN AD</b>	<b>194,700.00</b>	<b>45,150.00</b>	<b>239,850.00</b>	<b>43,775.97</b>	<b>15,106.00</b>	<b>139,474.03</b>
<b>11 - TOWN HALL</b>	<b>144,200.00</b>	<b>0.00</b>	<b>144,200.00</b>	<b>30,046.85</b>	<b>5,500.00</b>	<b>108,653.15</b>
33 - CONT PROF	94,200.00	0.00	94,200.00	30,046.85	5,500.00	58,653.15
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	1,246.85	0.00	32,953.15
323 - PROF SERV AU	5,500.00	0.00	5,500.00	0.00	5,500.00	0.00
37 - CONT OUT	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
399 - CONT SVS OTH	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
<b>15 - CEMETERIES</b>	<b>8,500.00</b>	<b>45,150.00</b>	<b>53,650.00</b>	<b>12,729.12</b>	<b>10,600.00</b>	<b>30,320.88</b>
37 - CONT OUT	8,500.00	45,150.00	53,650.00	12,729.12	10,600.00	30,320.88
399 - CONT SVS OTH	8,500.00	45,150.00	53,650.00	12,729.12	10,600.00	30,320.88
<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>41,000.00</b>	<b>0.00</b>	<b>0.00</b>
37 - CONT OUT	41,000.00	0.00	41,000.00	41,000.00	0.00	0.00
399 - CONT SVS OTH	41,000.00	0.00	41,000.00	41,000.00	0.00	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>210,063.68</b>	<b>420,127.36</b>	<b>-0.04</b>
<b>91 - GMFR</b>	<b>630,191.00</b>	<b>0.00</b>	<b>630,191.00</b>	<b>210,063.68</b>	<b>420,127.36</b>	<b>-0.04</b>
37 - CONT OUT	630,191.00	0.00	630,191.00	210,063.68	420,127.36	-0.04
391 - GMFR PERSONN	435,968.00	0.00	435,968.00	145,322.68	290,645.36	-0.04

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
186 - OUIS GMR COND D	194,223.00	0.00	194,223.00	64,741.00	129,482.00	0.00
392 - GMR CONTRAC	194,223.00	0.00	194,223.00	64,741.00	129,482.00	0.00
191 - OTHER CP	44,335.00	0.00	44,335.00	7,591.55	2,593.00	34,150.45
<b>11 - TOWN HALL</b>	<b>30,535.00</b>	<b>0.00</b>	<b>30,535.00</b>	<b>4,336.86</b>	<b>1,093.00</b>	<b>25,105.14</b>
70 - EQUIPMENT	30,535.00	0.00	30,535.00	4,336.86	1,093.00	25,105.14
710 - COMP EQUIP	23,530.00	0.00	23,530.00	263.75	1,093.00	22,173.25
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	2,478.11	0.00	2,931.89
<b>21 - RECREATION</b>	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	<b>600.00</b>	<b>0.00</b>	<b>300.00</b>
70 - EQUIPMENT	900.00	0.00	900.00	600.00	0.00	300.00
790 - OTHER EQUIP	900.00	0.00	900.00	600.00	0.00	300.00
<b>22 - BUNGANUT</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>1,969.69</b>	<b>0.00</b>	<b>3,030.31</b>
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
<b>31 - TRANSFER STA</b>	<b>7,900.00</b>	<b>0.00</b>	<b>7,900.00</b>	<b>685.00</b>	<b>1,500.00</b>	<b>5,715.00</b>
70 - EQUIPMENT	7,900.00	0.00	7,900.00	685.00	1,500.00	5,715.00
790 - OTHER EQUIP	7,900.00	0.00	7,900.00	685.00	1,500.00	5,715.00
195 - RSU # 57	5,597,245.00	0.00	5,597,245.00	1,865,748.24	3,731,496.42	0.34
<b>92 - RSU # 57</b>	<b>5,597,245.00</b>	<b>0.00</b>	<b>5,597,245.00</b>	<b>1,865,748.24</b>	<b>3,731,496.42</b>	<b>0.34</b>
90 - OTHER	5,597,245.00	0.00	5,597,245.00	1,865,748.24	3,731,496.42	0.34
999 - MISC	5,597,245.00	0.00	5,597,245.00	1,865,748.24	3,731,496.42	0.34
197 - COUNTY	332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
<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
199 - OVERLAY	0.00	15,390.44	15,390.44	3,667.95	0.00	11,722.49
<b>99 - NOT SPECIFIC</b>	<b>0.00</b>	<b>15,390.44</b>	<b>15,390.44</b>	<b>3,667.95</b>	<b>0.00</b>	<b>11,722.49</b>
90 - OTHER	0.00	15,390.44	15,390.44	3,667.95	0.00	11,722.49
999 - MISC	0.00	15,390.44	15,390.44	3,667.95	0.00	11,722.49
<b>Final Totals</b>	<b>10,214,821.00</b>	<b>223,713.44</b>	<b>10,438,534.44</b>	<b>3,508,547.41</b>	<b>4,489,109.14</b>	<b>2,440,903.89</b>



### Expense Summary Report

DEPARTMENT(S): 107

ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
107 - CITIZENS PT	0.00	60,217.00	60,217.00	0.00	0.00	60,217.00
<b>13 - ELECTIONS</b>	<b>0.00</b>	<b>60,217.00</b>	<b>60,217.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,217.00</b>
10 - SALARIES	0.00	26,832.00	26,832.00	0.00	0.00	26,832.00
181 - TOWN CLERK	0.00	26,832.00	26,832.00	0.00	0.00	26,832.00
20 - BENEFITS	0.00	33,385.00	33,385.00	0.00	0.00	33,385.00
201 - FICA	0.00	2,052.65	2,052.65	0.00	0.00	2,052.65
210 - HEALTH	0.00	28,097.39	28,097.39	0.00	0.00	28,097.39
211 - DENTAL	0.00	551.76	551.76	0.00	0.00	551.76
231 - MPERS ER	0.00	2,683.20	2,683.20	0.00	0.00	2,683.20
<b>Final Totals</b>	<b>0.00</b>	<b>60,217.00</b>	<b>60,217.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,217.00</b>

Electrical Services Quote  
Ground wire at Transfer Station  
\$5,000

FY2023

Contingency Fund  
\$2,500

FY2023 Reserve Accounts

Capital Improvement Reserve  
\$120,932

Transfer Station Revenue Reserve  
\$59,786.48

Town of Lyman  
11 South Waterboro Rd.  
Lyman, ME 04002  
Tel. 207-499-7562 Fax 207-499-7563

October 12, 2023

To the Town of Lyman Selectboard:

We are writing to you because one of our ancient cemeteries was badly damaged on Sept 2, 2023. In the middle of the night, a pick-up truck drove directly into the cemetery. It's unknown if there is any insurance from the owner of the truck to cover expenses of repair of this cemetery. The Lyman Cemetery Committee would like to set up is seeking donations from anyone able to help with the repair of the cemetery, and most importantly 2 of the headstones. The Veteran in this cemetery is : **John Burbank served with John Paul Jones in the Rev. war.** He died 3 Oct 1843 aged 91yrs 6 mos His wife Anna died 3 Oct 1843 aged 84 yrs 6 mos

The Maine Veterans will replace his broken stone, but they are not able to cover the cost of the wives of both John Burbank, nor Taylor.. We have gotten a quote of \$2600 per stone (we need two) which does include the engraving. A dependent of one of the veterans is offering \$500 to help with the cost.

The Lyman Cemetery Committee requests to set up an expendable fund raiser for this particular purpose named:

**Lyman Cemetery Committee Headstone Replacement Fund**

***To create an Expendable Fund for the purpose of replacing and repairing headstones at a Cemetery located on Route 111 that sustained damage as the result of a crash on September 2, 2023. Any funds collected over and above the purchasing and installation costs will used for any additional landscaping and some sort of fencing to alert and protect both drivers and the headstones.***

To be overseen by the Lyman Cemetery Committee. Thank you!

Accepted and Approved on October 16, 2023.

\_\_\_\_\_  
Rusty "Ralph" Blackington – Chair

\_\_\_\_\_  
Tom Hatch – Vice Chair

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

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

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