

Town of Lyman  
Select Board Meeting Minutes  
Monday November 6<sup>th</sup>, 2023 – Lyman Town Hall

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

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

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

a. [RSU #57 Presentation on Adult Education Programs](#)

**Adam Goude** – States RSU 57 provides different types of adult education to the community that include high school equivalency education and other quality of life classes such as wreath making and workforce training programs which they partner with local businesses. Information on their programs can be found at <https://massabesic.maineadulted.org/>

b. [Lyman Historical Society Presents: History of John Burbank](#)

**Steve Lord** – In light of Veterans Day they have a presentation to the board regarding John Burbank, a Revolutionary War Veteran. The Historical Society has posted on their Web Page information of their presentation. John Burbank signed on to the crew of The Dalton then was later imprisoned as a prisoner of war in the Old Mill Prison in Plymouth England where he remained for two years until a prisoner exchange was arranged by Benjamin Franklyn. He later signs on as Master Sergeant of Arms on the Bonhomme Richard under Captain John Paul Jones. After his service John Burbank moved to Lyman and lived to be over 90 years old. The Cemetery Committee has made arrangements to repair the Burbank Headstone that was damaged and will be raising donations for the other headstones that were damaged.

**Millet Day** – The Historical Society has made a donation on behalf of society for the restoration of those stones.

**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 and please be respectful of others*

**Joe Wagner** – Thanks Don Hernon for his service in the Naval Academy. States the Town Clerk Position is responsible for vital records, business licenses, hunting & fishing Licenses, ATV, boat, and snowmobile registrations, and coordinating elections and training of election clerks. Other services include administration of oaths and preparation of state reports. The intent of the article language at Town Meeting was not to exclude other duties such as working at the counter.

**Susan Briggs** – States what’s in the packet tonight was a study that addresses payments taken at the counter and does not include elections or other duties. The Town Clerk position should be a full-time position. She asks if the Town Manager is performing these duties at the counter for this year.

**Carol Baker Roux** – States the board was elected in good faith by the voters of Lyman and asks that the board hire a full-time Town Clerk.

b. [Mail](#) • [Lifeflight](#) • [MBH letter](#) • [SMVMCA Letter](#) • [York County Sherrif October Report](#)

Reviewed in Agenda Packet.

**ITEM #3**      **MINUTES**

a. [Review / Approve meeting minutes 10/16/2023](#)

Discussion to table to the next meeting as there are not enough board members present from the last meeting to vote on approving the minutes.

Town of Lyman  
Select Board Meeting Minutes  
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**ITEM #4**

**SIGN WARRANTS**

a. **Payroll Warrant #16 in the amount of \$27,785.22**

**Amber Swett – Motions to approve. Jessica Picard seconds.**

**Victoria Gavel – Asks why there are two totals at the bottom.**

**Jeanette Lemay – States the Town pays Maine Municipal Employee Health Trust out of the AP Warrant then for employees who have additional coverage over an above what the Town pays for; this is then deducted from their payroll, explaining the difference between the two numbers in the Payroll Warrant.**

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

b. **Accounts Payable Warrant #17 (FY2024) in the amount of \$890,590.45**

**Victoria Gavel – States one of the checks is made out to her cousin who did a land survey and wanted to disclose this to the board if any of them were in disagreement to her voting on the warrant. There is discussion among the board and no disagreement on the matter.**

**Amber Swett – Motions to approve. Jessica Picard seconds the motion.**

**Amber Swett – States on page 3, there was a payment for Kennebunk Pond Gate for \$100.00 and thought they were all set with the gate for now. She asks why there was payment for snow plowing in the warrant. Also on page four, she asks for clarification on Jessica’s Cleaning service for additional vacuuming.**

**Jeanette Lemay – States the \$100 should be in the Trash line for trash removal at the park and she will make the change in the warrant. The Plowing contract is paid in installments and that was the first installment that went out. The additional vacuuming is for the winter months when there is an excess of sand and salt that gets tracked in. Since the key situation was straightened out, they have stopped doing the extra vacuuming year round and now have gone back to just the winter clean up.**

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

**ITEM #5**

**UNFINISHED BUSINESS**

a. **Review Planning Board Bylaws**

**Victoria Gavel – Motions to accept the draft bylaws as written.**

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

b. **Franchise Agreement, Discuss next steps**

There is discussion to further review the agreement and verify if “Video Service Provider” is defined in the agreement and if there is a section covering liquidated damages. The board agrees to table the item for further review.

c. **Discussion regarding Town Clerk Position**

**Jessica Picard – Suggests doing a workshop with the board to review the information and talk it through as a board.**

A workshop has been scheduled for Friday November 17, 2023 at 6:00pm.

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

a. **Road Commissioner – none**

b. **Fire Chief – none**

c. **CEO – none**

d. **Tax Clerk – none**

e. **Treasurer – Expense Report – Reviewed in Agenda Packet**

f. **Town Manager – Progress Report – Reviewed in Meeting**

Town of Lyman  
Select Board Meeting Minutes  
Monday November 6<sup>th</sup>, 2023 – Lyman Town Hall

**Victoria Gavel** – States the Transfer Station is looking very good but noticed there needs to be some sheet steel installed by one of the compactors.

**Jeanette Lemay** – States there was some work being done after Victoria Gavel’s visit at the Transfer Station and will check with the Town Manger for clarification.

g. **Other** -

**Karen Kane** – Kennebunk Pond Committee. States a summary of the project has been updated on the Town’s Website. The committee has made a recommendation to have cameras installed, one by the gate and one in the parking area. There will be monthly costs incurred from internet and IT services and the set up for the cameras is approximately \$4,000. If the board is in agreement, then the committee would move forward and get more information from Bean Data.

**Victoria Gavel** – Asks if this was part of cutting back some of the other funds for ARPA.

**Karen Kane** – States the gate project was cut back. The cameras were always a recommendation to monitor the area for vandalism. With the costs brought down on the gate system, the committee figures all costs included will come in under what was originally anticipated.

**Jessica Picard** – States she would want to ensure there are plans for ongoing costs on the maintenance of the cameras and additional devices.

**Karen Kane** – States she will work with the committee on getting a final quote for the cameras.

**Michelle Felicitti** – Bunganut Park Committee. The committee will be working on putting together some history of Bunganut and reviewing the survey results. They are also looking into, with the Town Manager, the Elder Friendly program through AARP and other grants for trail systems. The committee will be looking into five-year and ten-year plans for improvements to the park and potential for community events that will help clean up the park and bring in revenue with fundraising.

**ITEM #7**

**NEW BUSINESS**

a. **Appoint Warden for November 7<sup>th</sup> State Election**

**Amber Swett**- Makes a motion to Appoint Michelle Felicitti as Warden for November 7<sup>th</sup> Election.

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

b. **MDOT Request approval for transporting materials, project on Rt 202**

Discussion to table the item until after the State opens bids for contractors.

**Jessica Picard** – Motion to table the item till next meeting

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

c. **Discussion, holiday gathering event for Town Hall**

**Victoria Gavel** – States there was good community interaction at the GMFR event and thought it would be fun to have a similar event at the Town Hall to meet the board and departments.

**Ralph Blackington** – Suggests doing it on a Wednesday night when the Town Hall is open late.

d. **Request for waiver of Hold Harmless Agreement for volunteer work – Victoria Gavel**

**Jeanette Lemay** – States Victoria Gavel has volunteered to remove the old grills from Bunganut Park if the Board waives all the insurance requirements. There is also a phone line that needs to be installed that needs trenching before the line can be dropped in.

**Jessica Picard** – Asks if there can be a formal form that is signed off on to waive insurance requirements not specific to Vicky but for use for other volunteers in the future.

**Jeanete Lemay** - Explains the board can do that but also board members fall under workers comp.

Town of Lyman  
Select Board Meeting Minutes  
Monday November 6<sup>th</sup>, 2023 – Lyman Town Hall

**Jessica Picard – Motions to waive the Hold Harmless agreement for Victoria Gavel to perform the volunteer work.**

**Amber Swett – Seconds the motion. Motion passes: 3-0-1 (Ralph Blackington, Amber Swett, Jessica Picard approve; Victoria Gavel abstains.)**

e. [Schedule Budget Workshops](#)

Budget Workshops are scheduled for December 12<sup>th</sup> and December 19<sup>th</sup> at 6:00pm


**OTHER**

**Amber Swett** – Suggests to the board to add to the next workshop on November 17<sup>th</sup> to talk about getting information out to the community highlighting positive updates.

**EXECUTIVE SESSION**

**ADJOURN**

Jessica Picard – Motions to adjourn. Amber Swett seconds. Motions passes: 4-0-0



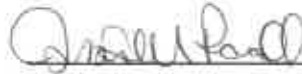
Rusty "Ralph" Blackington



Thomas Hatch



Amber Swett



Jessica Picard



Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 4 pages are the original minutes of the Select Board Meeting dated November 6<sup>th</sup>, 2023



Lindsay Gagne