

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday, January 2<sup>nd</sup>, 2024 – Lyman Town Hall**

Welcome to the January 2<sup>nd</sup>, 2024, Regular Meeting of The Lyman Select Board.  
This meeting is a public proceeding and is being recorded.

**PLEDGE OF ALLEGIANCE**

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

- a. Funky Bow Public Hearing – Re-Application for Special Amusement Permit

**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*
- b. Mail •Alfred/ Lyman Monthly Report York County Sheriff's •LHS Letter

**ITEM #3**      **MINUTES**

- a. Review / Approve meeting minutes 12/4/2023
- b. Review / Approve meeting minutes 12/21/2023

**ITEM #4**      **SIGN WARRANTS**

- a. Payroll Warrant #24 in the amount of \$25,661.13
- b. Accounts Payable Warrant #25 (FY2024) in the amount of \$611,335.39

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

- a. Franchise Agreement, Discuss next steps, Updates from Tony/Brad. Tabled from last meeting
- b. MDOT Request approval for transporting materials, project on Rt 202, waiting on updates
- c. Giving Committee – Project Statement
- d. Cemetery Committee – Chadborn Cemetery

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

- a. Road Commissioner –
- b. Fire Chief –
- c. CEO –
- d. Tax Collector – November Report
- e. Bunganut Park Committee –
- f. Treasurer – Expense Report
- g. Town Manager – Progress Report
- h. Other -

**ITEM #7**      **NEW BUSINESS**

- a. Discuss chain of communications
- b. Funky Bow – Review/Approve State Liquor License.
- c. Board/Committee Resignations – Planning Board, ORC, RSU#57
- d. Review/ Approve Mileage compensation policy.
- e. Appointment – Town Clerk

**OTHER**

**EXECUTIVE SESSION**

- 1.M.R.S.A §405 (A) Discussion with Town Manager regarding personnel matters

**ADJOURN**

# ITEM #1: (a.) Funky Bow, Re-Application

## TOWN OF LYMAN APPLICATION FOR SPECIAL AMUSEMENT PERMIT

1. Applicant's Name: Paul Corrigan  
Resident Address: 31 Ledge Wood Lane Home phone \_\_\_\_\_  
If less than 5 years list former addresses \_\_\_\_\_

2. Name of Business: Funky Bow Brewery Bus. Phone 207-423-9348  
Business Address: 21 Ledge Wood Ln Tax Map. \_\_\_\_\_ Lot \_\_\_\_\_

3. Nature of Business: Brewery - Rest - Taproom

4. Describe in detail the kind and nature of entertainment/ers proposed and hours/days of operation:  
outdoor space for 6 months (summer) inside the greenhouse for 6 months

5. Describe the location or rooms to be used under this permit:  
\_\_\_\_\_  
\_\_\_\_\_

6. Has the applicant ever had a license to conduct business herein described, either denied or revoked?  
YES \_\_\_ NO . If yes, describe circumstances \_\_\_\_\_

7. Has applicant including any partner or corporate officers ever been convicted of a felony?  
YES \_\_\_ NO . If yes, please describe the circumstances \_\_\_\_\_

8. Attached a copy of applicant's current liquor license. Expiration date of current liquor license: Brewery - 1/16/24  
*Rest - 1/21/24*

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments thereto and that all the information is true and complete. I authorize the Town of Lyman, through its designated officials, to enter the property (including buildings and accessory structures) that is the subject of this application, at reasonable hours, to determine the accuracy of any information provided herein and to determine the state of compliance with conditions of this permit. I am aware that there are significant penalties for submitting false information, including the possibility of fines, imprisonment and revocation of license.

FEE OF \$50.00 (plus advertising) MUST ACCOMPANY THIS APPLICATION.  
DATE: \_\_\_\_\_

(Place Corporate Seal)

Paul Corrigan  
Signature of Authorized Agent  
Funky Bow Brewery  
Name of Corporation  
(If Corporation, Authorized officer)

**APPLICATION MUST BE SIGNED BY A MAJORITY OF THE MUNICIPAL OFFICERS**  
Ralph Blackington, \_\_\_\_\_, Jessica Picard \_\_\_\_\_  
Thomas Hatch \_\_\_\_\_, DATE: 1/2/2024  
Town of Lyman, 11 South Waterboro Road, Lyman, ME 04002  
Amber Swett \_\_\_\_\_, Victoria Gavel \_\_\_\_\_



STATE OF MAINE  
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
 8 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0008



### License for the Sale of Liquor

License Number	Issue Date	Expiration Date
RES-2018-11402B	01/22/2023	01/21/2024

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. **License fee is non-refundable and the License is non-transferable unless approved by the Bureau.**

Legal Name of Licensee:                   FUNKY BOW BREWERY & BEER COMPANY LLC  
 Business Name of Licensee:           FUNKY BOW BREWERY & BEER COMPANY  
 Address of Licensee:                    21 LEDGEWOOD LANE  
   LYMAN, ME, 04002

CODE	License Type and Description	FEE
RESW	CLASS III - RESTAURANT - WINE ONLY	220.00
RESM	CLASS IV - RESTAURANT - MALT LIQUOR ONLY	220.00
FF	FILING FEE	10.00

Total Fees: \$ 450.00

*Timothy R. Poulin*

\_\_\_\_\_  
 Timothy R. Poulin, Deputy Director  
 Bureau of Alcoholic Beverages and Lottery Operations

FUNKY BOW BREWERY & BEER COMPANY  
 PO BOX 449  
 LYMAN, ME 04002



STATE OF MAINE  
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
 8 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0008



### License for the Sale of Liquor

License Number	Issue Date	Expiration Date
SMB-2013-38R	01/17/2023	01/16/2024

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. **License fee is non-refundable and the License is non-transferable unless approved by the Bureau.**

Legal Name of Licensee:                   FUNKY BOW BREWERY & BEER COMPANY, LLC  
 Business Name of Licensee:           FUNKY BOW BREWERY & BEER COMPANY  
 Address of Licensee:                    21 LEDGEWOOD LANE  
   LYMAN, ME, 04002

CODE	License Type and Description	FEE
SMB	SMALL MAINE BREWERY - LESS THAN 930,000 GALLONS	50.00
FF	FILING FEE	10.00

**Total Fees:** \$ 60.00

*Timothy R. Poulin*

\_\_\_\_\_  
 Timothy R. Poulin, Deputy Director  
 Bureau of Alcoholic Beverages and Lottery Operations

FUNKY BOW BREWERY & BEER COMPANY  
 PO BOX 449  
 LYMAN, ME 04002



STATE OF MAINE  
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
 8 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0008



**License for the Sale of Liquor**

License Number	Issue Date	Expiration Date
RES-2018-11402B	10/24/2021	01/21/2023

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. License fee is non-refundable and the License is non-transferable unless approved by the Bureau.

Legal Name of Licensee: FUNKY BOW BREWERY & BEER COMPANY LLC  
 Business Name of Licensee: FUNKY BOW BREWERY & BEER COMPANY  
 Address of Licensee: 21 LEDGEWOOD LANE  
 LYMAN, ME, 04002

CODE	License Type and Description	FEE
RESW	CLASS III - RESTAURANT - WINE ONLY	220.00
RESM	CLASS IV - RESTAURANT - MALT LIQUOR ONLY	220.00
FF	FILING FEE	10.00

**Total Fees:**

**\$ 450.00**

*Timothy R. Poulin*

Timothy R. Poulin, Deputy Director  
 Bureau of Alcoholic Beverages and Lottery Operations

FUNKY BOW BREWERY & BEER COMPANY  
 PO BOX 449  
 LYMAN, ME 04002



**STATE OF MAINE**  
**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**  
**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**

**Application for an On-Premises License**

*All Questions Must Be Answered Completely. Please print legibly.*

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section I: Licensee/Applicant(s) Information;  
 Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): <i>Funky Bow Brewery &amp; Beer Co.</i>	Business Name (D/B/A):
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <i>21 Ledgewood Ln. Lyman ME 04022</i>
Individual or Sole Proprietor Applicant Name(s): <i>PAUL Lyman</i>	Mailing address, if different: <i>31 Ledgewood Ln Lyman ME 04022</i>
Mailing address, if different from DBA address:	Email Address: <i>organicfarm@GWI.net</i>
Telephone #      Fax #: <i>N/A</i>	Business Telephone #      Fax #: <i>N/A</i>
Federal Tax Identification Number: <i>45-497280</i>	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit: <i>Res-2018-11402B</i>	Website address: <i>FunkyBowBeerCo.com</i>

1. New license or renewal of existing license?     New      Expected Start date: \_\_\_\_\_  
     Renewal      Expiration Date: *11/21/22*

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \_\_\_\_\_ Beer, Wine or Spirits: \_\_\_\_\_ Guest Rooms: \_\_\_\_\_

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
- Malt Liquor (beer)     Wine       Spirits

4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

21 Hedgewood Ln. Hymov ME 04002

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No
7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Paul Lorrain		
Abraham Lorrain		

Residence address on all the above for previous 5 years

Name: Paul Lorrain	Address: 31 Hedgewood Ln, Lyman me, 04002
Name: Abraham Lorrain	Address: 59 Newtown Rd, Bismarck me 114 Post Rd, Wells me
Name: _____	Address: _____
Name: _____	Address: _____



13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

\_\_\_\_\_

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

During the summer months we'll be outside under the Big Tent  
and during the colder months we'll be inside the Taproom

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: St Philip's Church

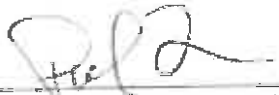
Distance: 1.5 miles

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 11/27/2022

  
Signature of Duly Authorized Person

Paul Lessor  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

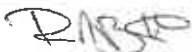



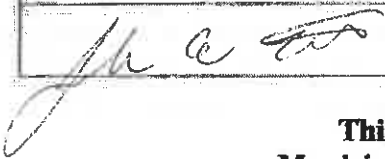
The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: 12-19-2022

Who is approving this application?  Municipal Officers of Town of Lyman

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title
	Rusty Blackington (Select Board Chair)
	Thomas Hatch (Select Board Vice Chair)
	David Alves (Select Board)
	Jessica Picard (Select Board)
	John Tibbetts (Select Board)

**This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

**A. Repealed**

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

**Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

**Section V: Fee Schedule**

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

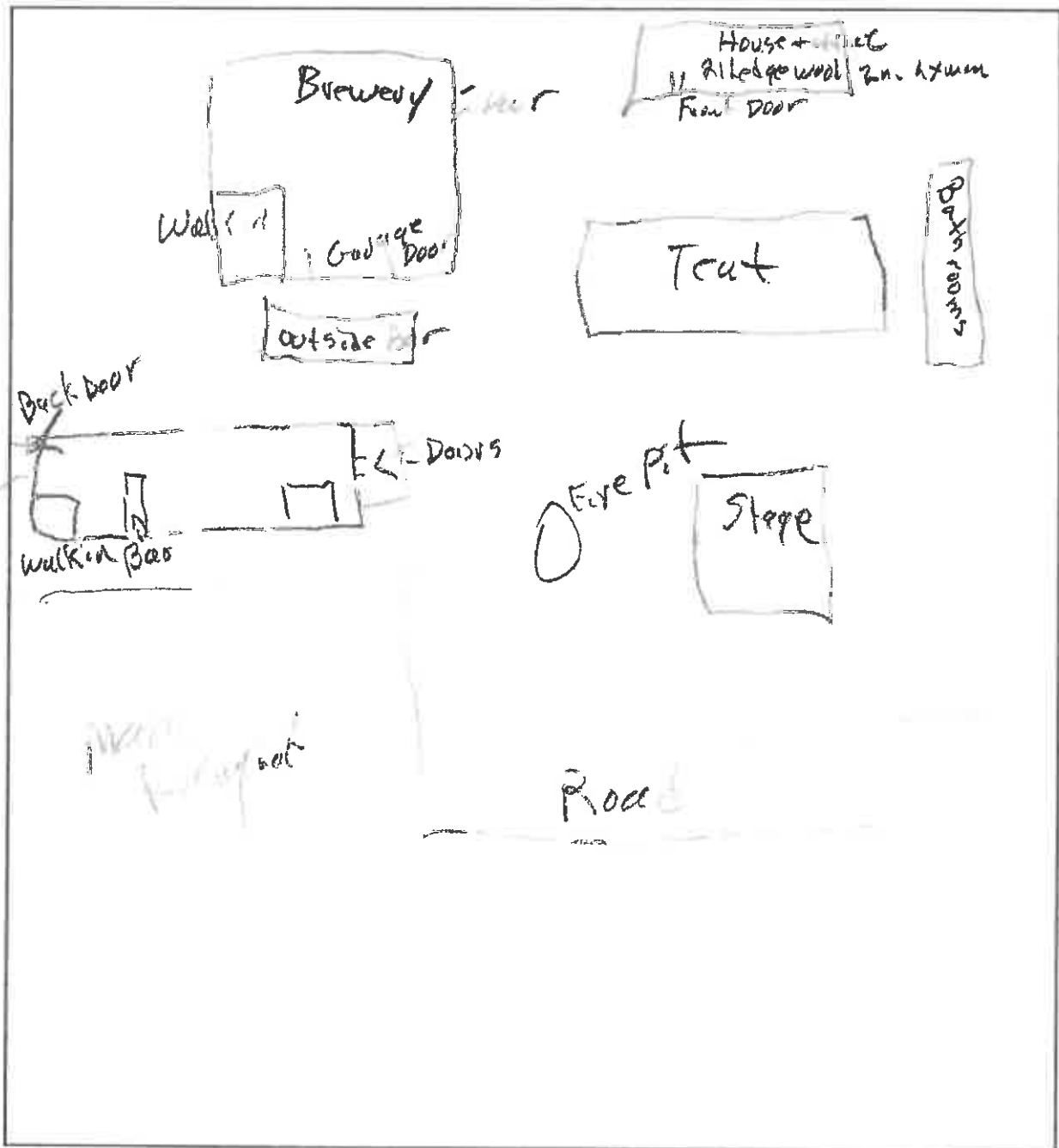
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

**Section VI Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Funky Bow Brewery and Beer Company
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Paul Lorrain	31 Ledgerwood Ln Lynn ME		owner	30%
Abraham Lorrain	59 Newtown Rd Biddford me (3 yrs) 114 Post Rd Wells, me 04090		owner	30%
Paul Christian	78 Shepherd Rd Medford ME 02155		owner	40%

**(Ownership in non-publicly traded companies must add up to 100%.)**





**STATE OF MAINE**  
**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**  
**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	

**Application for Brewer of Malt Liquors**  
 For Annual Malt Liquor Production under 30,000 barrels (930,000 gallons)

*All Questions Must Be Answered Completely. Please print legibly.*

**Section I: License Status and Information**

1. New license or renewal of existing license?       New     Renewal
2. If a renewal, please provide the following information; if a new license, skip to Section II:
  - a. Current license expiration date: 1/16/2023
  - b. Number of gallons produced during most recent licensure period: 10 Gals
  - c. Number of samples (servings) sold during most recent licensure period: 0  
 See 28-A MRS §1355-A, sub-§2, ¶F regarding paid samples.

**Section II: Licensee/Applicant(s) Information**

Legal Business Entity Applicant Name (corporation, LLC): <u>Funky Bow Brewery &amp; Beer Co. LLC</u>	Business Name (D/B/A):
Individual or Sole Proprietor Applicant Name(s): <u>Paul Lorrain</u>	Physical Location: <u>21 Ledge Wood Lyman ME, 04002</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: <u>organicfarm@GWI.net</u>
Telephone #                      Fax #: <u>N/A</u>	Business Telephone #                      Fax #: <u>N/A</u>
Federal Tax Identification Number: <u>45-4972804</u>	Maine Seller Certificate # or Sales Tax #:
Federal Basic Permit Number: <u>BR-ME-21001</u>	Website address: <u>www.funkybowbeercompany.com</u>

1. Is licensee/applicant(s) a business entity like a corporation or limited liability company?  
 Yes  No If Yes, complete Attachment 1 at the end of this application

2. Business records are located at the following address:

21 Hedgewood Lane Lymon ME 04002

3. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

4. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Paul Lorrain		
Abraham Lorrain		

Residence address on all of the above for previous 5 years

Name Paul Lorrain	Address: 31 Hedgewood Ln, Lymon ME 04002
Name Abraham Lorrain	Address: 59 Newtown Rd, Biddeford ME 04005
Name	Address: 114 Post Rd, Wells Maine 04090
Name	Address:

5. Is the licensee/applicant(s) citizens of the United States?  Yes  No

6. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

7. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in the entity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No  Not applicable – licensee/applicant(s) is a sole proprietor

8. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?  Yes  No

9. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

10. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

11. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

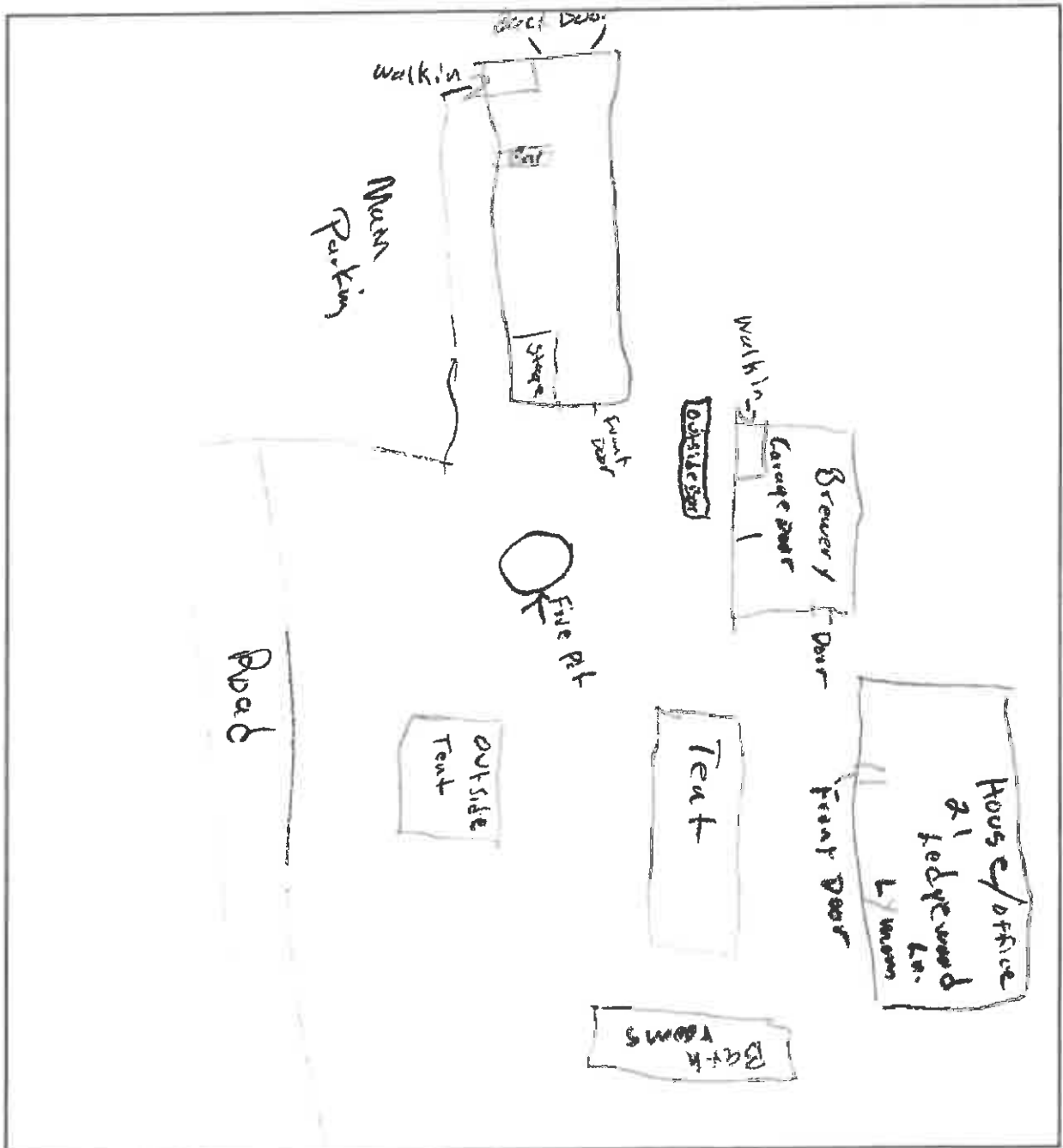
Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

### Section III Manufacturing Facility Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of malt liquor is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area of manufacturing, area of retail sales, area for on-premise consumption, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



#### **Section IV: Terms and Conditions of Licensure as a Brewer in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to a license to be a brewer as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
- All manufacturers of alcoholic beverages must be registered with the Alcohol and Tobacco Tax and Trade Bureau (TTB). If you have not already registered, please see [TTB.gov](http://www.ttb.gov/public_info/5170-2a.htm) for more information to register your business or see [https://www.ttb.gov/public\\_info/5170-2a.htm](https://www.ttb.gov/public_info/5170-2a.htm)
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- A wholesale licensee must not purchase alcoholic beverages from other than the primary source of supply within the United States. "Primary sources of supply" means the brewer, the bottler, the brand owner or the designated agent of any brewer or brand owner.
- The licensee/applicant(s) agrees to comply with 28-A MRS § 1363 which provides, in part, that a manufacturer shall not, either directly or indirectly, lend any money, credit or equivalent thereof to any wholesaler in equipping, filling out, maintaining or conducting, either in whole or in part, an establishment of business where malt liquor, wine or spirits are sold, with the exception of the usual and customary credit of malt liquor, wine or spirits sold and delivered.
- All manufacturers must register product with the Bureau prior to selling their product in this State.
  - If this application is a **renewal** of your license, you must renew all product using Alcoholic Beverage Industry Portal on our website. There are some exceptions to this registration requirement, for more information, see Chapter 105, Product and Label Registration of the Bureau's administrative rules.
  - For new applicants, the registration has 4 components – product registration that includes your TTB COLA, territory assignment, primary source designation and price posting. Once a manufacturer is ready to sell, you must contact the Bureau at [Liquor.Licensing@Maine.gov](mailto:Liquor.Licensing@Maine.gov) to have an account created to register your products. The Maine Alcoholic Beverage Industry Portal can be found by using this link.

**Section V: Signature; Fee; Delivery of application**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 11/26/2022

  
Signature of Duly Authorized Person

Paul Lorrain  
Printed Name Duly Authorized Person

  
Signature of Duly Authorized Person

Abraham Lorrain  
Printed Name of Duly Authorized Person

- A. Your completed application must be accompanied by the appropriate fees of **\$60.00** which includes a \$50.00 application fee and a \$10.00 filing fee. Optional fees include a \$75.00 Farmers' Market Participation fee and \$600.00 for an additional warehouse storage location that is renewable annually. If you opt to add either of these options, please adjust your payment to reflect the additional fees.
  - 1. Please make your check payable to the **Treasurer, State of Maine**
- B. Where to send your application:
  - 1. Mailing address:
    - Bureau of Alcoholic Beverages and Lottery Operations
    - Division of Liquor Licensing and Enforcement
    - 8 State House Station
    - Augusta, ME 04333-0008
  - 2. Courier/overnight address:
    - Bureau of Alcoholic Beverages and Lottery Operations
    - Division of Liquor Licensing and Enforcement
    - 10 Water Street
    - Hallowell, ME 04347
- C. For questions on this application, please contact the Bureau at (207) 624-7220 or by email at Liquor.Licensing@Maine.gov.

**Attachment 1  
Required Additional Information for a Brewer's Licensee/Applicant(s)  
Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section II of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Funky Bow Brewery & Beer Co.
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: 08/20/12 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Paul Leman	31 Hedgewood Ln Lyman me		owner	30%
Abraham Leitch	59 New Town Rd Bridgford me 03905			
	114 <del>St</del> St Well, me 04090		owner	30%
Paul Christolun	78 Shepherd Rd <del>Medford</del> Medford ME 02155		owner	40%

(Stock ownership in non-publicly traded companies must add up to 100%.)

## Farmers' Market Schedule

The following is Notification to the Bureau of date of the farmers' market that the licensee intends to taste and/or sell malt liquor that is produced in Maine by the licensee. The notification must be received by the Bureau 30 days prior to the first event for each farmers' market. This form needs to be completed for each farmers' market the licensee intends taste and/or sell its products. **Note:** This form does not need to be submitted with the application. For more information from Maine law on activities at farmers' market, see Sec. 6 of PL 2019, chapter 360.

<b>License #:</b>	<b>Name of the farmers' Market:</b>
<b>Name of Licensee:</b>	
<b>Email/Fax Number/Mailing Address to send Response by the Bureau:</b>	<b>Address of the farmers' market:</b>
<b>Signature of duly authorized person:</b>	<b>Date:</b>

Please check  all that apply for the given date of the farmers' market (attach additional pages if needed)

	DATE	RETAIL SALES ONLY	TASTING		DATE	RETAIL SALES ONLY	TASTING
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

**For Office Use Only:**

Date Filed: \_\_\_\_\_

Approved

Not Approved

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_



## Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>	<u>%</u>	<u>Avg. Arrive</u>	<u>Avg. Time @ Scene</u>
ANIMAL COMPLAINT	0	1	1	< 1	10.48	31.30
ALARM, BURGLAR - 2 man call	0	8	8	5.0	18.08	5.19
ASSIST CITIZEN	1	11	12	7.5	8.79	18.47
Assist Other Agency - Other	0	4	4	2.5	10.26	32.40
Assist Other Agency - Police	0	5	5	3.1	22.81	40.69
M/V COMPLAINT - DTE, OUI, ATV	0	11	11	6.9	14.19	20.70
BUILDING/AREA CHECK	1	1	2	1.3	0	0.10
CIVIL COMPLAINT	0	1	1	< 1	60.70	0.35
COMPLAINT	0	2	2	1.3	2.23	0.03
DETAIL	0	1	1	< 1	0.02	166.52
DHHS CALL/REFERRAL	0	1	1	< 1	0	0
DISTURBANCE - 2 man call	0	5	5	3.1	12.46	80.76
DOMESTIC DISTURBANCE - 2 man	0	8	8	5.0	13.31	36.09
DIRECTED PATROL	1	0	1	< 1	0	3.18
EMD IN PROGRESS	0	2	2	1.3	7.81	22.05
ESCORT/TRANSPORT	0	6	6	3.8	16.26	11.97
VEHICLE CRASH - HIGH MECHANISM	0	1	1	< 1	5.50	101.53
VEHICLE CRASH - FIRE / EMS	0	2	2	1.3	6.90	51.33
FOLLOW-UP INVESTIGATION	2	10	12	7.5	9.89	12.04
9-1-1 HANG UP	0	4	4	2.5	7.99	1.73
HARASSMENT	0	1	1	< 1	0	0
INTEL	0	1	1	< 1	0	0
LARCENY /FORGERY/ FRAUD	0	4	4	2.5	13.78	14.39
MESSAGE DELIVERY	0	1	1	< 1	0	0
Mental Health Call	0	1	1	< 1	25.41	41.92
9-1-1 MISDIAL	0	2	2	1.3	13.14	19.62
M/V ACCIDENT - PROPERTY DAMAGE	0	6	6	3.8	12.02	21.31
M\V SLIDE OFF	0	1	1	< 1	10.58	173.65
MOTOR VEHICLE STOP	9	0	9	5.6	0	7.72
NOISE COMPLAINT	0	1	1	< 1	0	0
OPEN LINE	0	2	2	1.3	8.92	10.22
CRUISER INSPECTION	1	0	1	< 1	0	0.08
PAPER WORK	3	1	4	2.5	0	6.37
PROWLER - 2 UNIT RESPONSE	0	1	1	< 1	8.73	20.62
PARKING VIOLATION	0	2	2	1.3	5.02	31.63
SERVE RESTRAINING ORDER	2	4	6	3.8	13.62	6.08
Road Hazard - NO PAGE	0	1	1	< 1	0	0
SERVE SUBPOENA	0	2	2	1.3	65.22	1.60
SUSPICIOUS ACTIVITY	1	6	7	4.4	18.92	20.16
TERRORIZING/THREATENING	0	4	4	2.5	18.05	18.34
VANDALISM	0	4	4	2.5	19.53	11.90
VIN Verification	0	5	5	3.1	14.97	12.55
WELFARE CHECK	0	4	4	2.5	7.12	18.35
Call Transfer to another PSAP	0	1	1	< 1	0	0
<b>TOTAL</b>	<b>21</b>	<b>139</b>	<b>160</b>	<b>100</b>	<b>14.47</b>	<b>22.25</b>

### Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>	<u>%</u>	<u>Avg. Arrive</u>	<u>Avg. Time @ Scene</u>
ANIMAL COMPLAINT	0	3	3	< 1	20.05	6.10
Administrative	51	0	51	14.7	0.50	82.91
ALARM, BURGLAR - 2 man call	0	5	5	1.4	5.35	6.35
Announcement	0	5	5	1.4	0	0
ASSAULT - past	0	1	1	< 1	25.21	35.84
ASSIST CITIZEN	0	8	8	2.3	31.21	26.47
Assist Other Agency - Other	2	4	6	1.7	31.05	13.85
Assist Other Agency - Police	1	3	4	1.1	52.08	28.08
M/V COMPLAINT - DTE, OUI, ATV	0	16	16	4.6	9.61	5.98
BURGLARY (B & E) PAST	0	1	1	< 1	13.43	18.75
BUILDING/AREA CHECK	1	0	1	< 1	0	0.08
CIVIL COMPLAINT	0	2	2	< 1	0	0
COMPLAINT	0	4	4	1.1	7.19	2.78
DISTURBANCE - 2 man call	0	3	3	< 1	6.51	37.41
DISABLED MV	1	2	3	< 1	7.80	18.73
DOMESTIC DISTURBANCE - 2 man	0	1	1	< 1	4.33	19.54
DIRECTED PATROL	1	0	1	< 1	0	0.90
Domestic Violence Follow-up	1	0	1	< 1	0	3.42
ESCORT/TRANSPORT	0	1	1	< 1	0	0
MUTUAL AID - EMS	0	1	1	< 1	7.32	0.05
VEHICLE CRASH - FIRE / EMS	0	2	2	< 1	14.58	73.03
FOLLOW-UP INVESTIGATION	5	7	12	3.4	3.43	39.63
9-1-1 HANG UP	0	4	4	1.1	5.53	8.36
INTEL	0	3	3	< 1	0	0
LARCENY /FORGERY/ FRAUD	0	2	2	< 1	29.47	13.45
Mental Health Call	0	8	8	2.3	16.10	35.33
9-1-1 MISDIAL	0	1	1	< 1	0	0
MISSING PERSON - NOT RUNAWAY	0	1	1	< 1	25.35	0.03
M/V ACCIDENT - PROPERTY DAMAGE	0	17	17	4.9	15.85	15.82
MOTOR VEHICLE STOP	25	0	25	7.2	0.51	15.96
NOISE COMPLAINT	0	1	1	< 1	6.47	2.33
NCIC Entries	0	1	1	< 1	0	0
ON-DUTY TRAINING	1	0	1	< 1	0	185.30
OPEN LINE	0	1	1	< 1	4.35	2.10
Paraphernalia/Sharps/Drugs	0	1	1	< 1	0	0
CRUISER INSPECTION	74	0	74	21.3	0	0.21
PAPER WORK	0	3	3	< 1	0.77	7.47
PROPERTY RELEASE	1	0	1	< 1	0	9.95
FOUND/LOST PROPERTY	1	2	3	< 1	0	2.50
PARKING VIOLATION	0	3	3	< 1	23.88	0.52
SERVE RESTRAINING ORDER	1	10	11	3.2	23.84	13.34
Road Hazard - NO PAGE	0	3	3	< 1	18.18	4.43
Phone/Mail/Computer Fraud	0	1	1	< 1	0	0
SEX OFFENSES	0	1	1	< 1	9.14	26.83
SOLICITING	0	1	1	< 1	0	0
ON DUTY SCHOOL RESOURCE	1	0	1	< 1	0	53.58
SERVE SUBPOENA	4	0	4	1.1	0	5.33
SUSPICIOUS ACTIVITY	1	3	4	1.1	31.24	23.74
SEX OFFENDER REGISTER/VERIFICA	5	11	16	4.6	0	15.77
TERRORIZING/THREATENING	0	3	3	< 1	11.04	9.14
VANDALISM	0	2	2	< 1	18.73	27.15
VIOLATION OF PO	0	2	2	< 1	0	0
SERVE WARRANT	1	11	12	3.4	8.30	17.29
WELFARE CHECK	0	3	3	< 1	5.09	97.79
WELFARE CHECK - CHILD	0	1	1	< 1	14.33	14.87
YSO Overtime page	0	1	1	< 1	0	0
<b>TOTAL</b>	<b>178</b>	<b>170</b>	<b>348</b>	<b>100</b>	<b>14.61</b>	<b>27.03</b>



December 27, 2023

Ms. Lindsay Gagne  
Town Manager  
11 South Waterboro Road  
Lyman, Me. 04002

Re: Lyman Historical Society – Request for Funds

Dear Ms. Gagne:

Over the past two years, the Select Board's recommendation to include the appropriation of \$5,000 in the Town's budget to be allocated to our organization and that the Town ultimately approved these allocations at the Annual Town meetings has been greatly appreciated. This money has proven to be a significant help in defraying some of our operating costs such as office supplies, insurance, storage fees and sponsored programs.

Our Society had a very productive 2023. We awarded our first scholarship to a Lyman student graduating from Massabesic High School, class of 2023. We celebrated our 5<sup>th</sup> anniversary as a nonprofit 501(c)3 organization with an open house. We had a number of lectures which included one on Cousens school and the other on the Murphy Family. A binder, which contains approximately 300 documents and photos relative to the Murphy Family can be found in the Community Library. We also had a number of successful fund raisers. We have started documenting biographies of the names on the Veterans' Memorial in Goodwins Mills. This will continue until all the names have been documented.

These, as well as the many other things we were involved with this year, are a testament to our fulfillment of our Society's "Mission", which was also amended this year to read:

"The purpose of the Lyman Historical Society shall be to collect, preserve and publish information that may be related to the early and late history of the town of Lyman and to foster an appreciation, interest and curiosity about the history of our community."

We are looking forward to continuing the momentum created this year into 2024 and hope to sponsor many more opportunities to connect with our community!

To aide us in achieving our goals, we would appreciate the Select Board's continued support by recommending the inclusion of an appropriation of \$5,000 in the Town's July 1st 2024 – June 31st 2025 budget. Please take a look at our regularly-updated website ([lymanhistoricalsociety.org](http://lymanhistoricalsociety.org)). We also have an active FB page.

We welcome the opportunity to answer any questions you may have. I may be contacted at (207) 247-3126.

Sincerely,

A handwritten signature in black ink that reads "Millett Day / ESL". The signature is written in a cursive style with a large initial "M" and "D".

Millett Day  
President, Lyman Historical Society

# ITEM #3: (a.) 12/4/23 Minutes

Town of Lyman  
Select Board Meeting Minutes  
Monday December 4<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), Thomas Hatch (Vice Chair), Jessica Picard, Amber Swett, Victoria Gavel

**Selectboard members absent:** None

## ITEM #1

### SPECIAL OFFERS/ PRESENTATIONS

#### a. [GA Director – Public Hearing General Assistance Ordinance Amendments](#)

**Priscilla Ouellette** – Presents in Public Hearing the GA maximums and proposed amendments for the General Assistance Ordinance. Ordinance Amendments are provided in the Agenda Packet. The state has increased maximums effective October 1, 2023. Once the Town adopts the amendments, they can start using the new maximums. She explains how she can calculate someone’s income and assets and determine what they may be eligible for. She explains heat funding and LIHEAP that helps individuals with heating assistance.

#### b. [Vote to enact amendments after public hearing.](#)

**Jessica Picard** – **Motions to adopt the general assistance ordinance amendments as presented.**

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

## 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** – States the board can consider cost sharing with the aerial mapping. He states there were allegations made at the last meeting that he did not receive proper due process. He discusses the charter and sections pertaining to development and implementation of personnel policies.

**Michelle Felicitti** – Asks the board if there are any updates on the land study because the \$60,000 that was voted to help the cemetery committee was voted to come out of sales derived from the land study. She suggests looking into selling some of the smaller parcels or land-locked ones. She mentions the Comprehensive Plan Committee is still looking into other future plans for the Town that may also tie into the land study.

#### b. [Mail](#)

## ITEM #3

### MINUTES

#### a. [Review / Approve meeting minutes 11/20/2023](#)

**Amber Swett** – **Motions to approve. Victoria Gavel seconds the motion. Motion passes: 5-0-0**

## ITEM #4

### SIGN WARRANTS

#### a. [Payroll Warrant #20 in the amount of \\$27,222.52](#)

**Victoria Gavel** – **Motions to approve. Jessica Picard seconds the motion. Motion passes: 5-0-0**

#### b. [Accounts Payable Warrant #21 \(FY2024\) in the amount of \\$654,520.58](#)

**Victoria Gavel** – **Motions to approve. Jessica Picard seconds the motion. Motion passes: 5-0-0**

## ITEM #5

### UNFINISHED BUSINESS

#### a. [Franchise Agreement, Discuss next steps, Updates from Tony/Brad. Tabled from last meeting](#)

No new updates. From last discussion, Tony mentioned waiting to see how new law changes pan out in January.

Town of Lyman  
Select Board Meeting Minutes  
Monday December 4<sup>th</sup>, 2023 – Lyman Town Hall

- b. [MDOT Request approval for transporting materials, project on Rt 202, waiting on updates](#)  
They have opened bids but have no information on who was awarded the bid yet. Lindsay Gagne has a contact that will email her directly when any updates come in.
- c. [Schedule budget workshops](#)  
Budget Workshops have been scheduled for:  
Tuesday **December 12<sup>th</sup>, 6pm** & Tuesday **December 19<sup>th</sup>, 6pm**  
Tuesday **January 9<sup>th</sup>, 6pm** & Tuesday **January 23<sup>rd</sup>, 6pm**

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. [Road Commissioner](#) – none
- b. [Fire Chief](#) – none
- c. [CEO](#) – none
- d. [Comprehensive Plan Committee – Budget Recommendations](#)  
**Michelle Felicitti** – States the Comprehensive Plan Committee had a joint meeting with the Ordinance Review Committee and Lee Jay Feldman from SMPDC came in to discuss ideas for municipalities addressing the LD2003 law changes and also brought up discussion regarding LD1976 which, if passed, would require significant changes and requirements to Municipal Comprehensive Growth Plans. She would recommend that the Select Board set aside in the budget a lapsing reserve to help fund consultant fees, such as SMPDC, that will help the committees with research and planning. She reached out to the Town Manager who got a baseline quote of about \$7,500 if the ORC were to completely revamp the LZO and possibly \$3,000 for the comprehensive Plan Committee on top of that. SMPDC could not give an exact quote as they charge about \$100 per hour for services, and it would depend on what the committee needed from SMPDC for services.
- e. [Bunganut Park Committee](#) –  
**Michelle Felicitti** – States the committee is having a meeting on December 11<sup>th</sup> where they will meet with David Maynes, the architect Engineer who worked with Kennebunk Pond Committee. This committee has been evaluating the scope of goals for the park and has agreed there will need to be a lot of research to determine how they can move forward with some of the projects in mind. A landscape architect engineer would help educate the group and identify specific DEP laws and other requirements they would need to consider for potential improvements to the park. She would recommend the Select Board also consider setting up a lapsing reserve for the committee to be able to access resources, such as engineering and planning, to help the committee with planning and goal development.
- f. [Assessor – Request for funds for Aerial Services, see memo](#)  
**Lindsay Gagne** – Explains the Assessor put out a memo to the board identifying where the money could come out of this fiscal year’s budget. She also provided the quoted cost for services per year for a three-year contract. The amount exceeds \$10,000 so the board would have to do an RFP and put this out to bid if they want to do that.  
**Thomas hatch** – States there was some concerns with privacy issues based off the presentation from last week.  
**Brenda Charland** – States this type of service would be very helpful to her department and the Assessor’s department. Currently Lyman has a lot of outdated maps, and she often has to combine other tools such as google and the 911 addresses to try to identify the location and boundaries of a property or figure out things like the wetlands topography, or identifying abutting property owners, etc.  
Discussion regarding putting the service out to bid and solicit RFPs. The board agrees to set a date of February 5<sup>th</sup>, 2024 to open the sealed bids for aerial mapping services.
- g. [Treasurer – Expense Report](#) – Reviewed in agenda packet.

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h. **Town Manager –**

**Lindsay Gagne** – States she has purchased the surveillance system for Kennebunk Pond and is currently waiting to coordinate with IT to install the services. There have been more issues of vandalism both at Kennebunk Pond and at Bunganut. She has put in insurance claims for the property damage, filed police reports and obtained quotes for the damages for the insurance claim. The York County Sheriff's Office suggested getting game cameras. Since then, she has purchased game cameras for both parks and placed signage indicating the area is now under surveillance.

**Ralph Blackington** – States the soccer league is willing to help pay for the expense for the gate repair at Bunganut.

i. **Other -**

**ITEM #7**

**NEW BUSINESS**

a. **Schedule Annual Town Meeting for June**

Town meeting has been scheduled for Thursday, June 13<sup>th</sup>, 2024

b. **Discussion – Town Report dedication, discussion from last year.**

Discussion to use Mailchimp and pole public input on who to dedicate Town Report to

c. **Discussion – Metal and refuse hauling needs to go out to bid**

**Lindsay Gagne** – States the contract expires March, 2024. She will be reviewing the contract to go over any updates that may be needed. In the agenda packet is a spreadsheet of the amount of tonnage the Town hauls and how much we generally spend on hauling each year. This contract will need to go out to bid.

Discussion regarding putting the service out to bid and solicit RFPs. The board agrees to set a date of February 5<sup>th</sup>, 2024 to open the sealed bids for waste hauling services.

d. **Discussion – Establishing a Giving Committee**

**Lindsay Gagne** – Suggests the board establish a Giving Committee to help with charitable types of events and programs that can be beneficial to the community year-round.

**Michelle Felicitti** – States she has received a lot of comments on social media regarding a giving tree and she would suggest a committee that can help identify where the needs of the Town are and orchestrate donations for other things, they might need, such as sunblock for their kids in the summer or food and meals, etc. There are other avenues in Town also, such as the Elementary School does a Christmas Wish List on Amazon that she shared information about, and GMFR does a Giving Tree where the Town also posted information about.

**Jessica Picard** – Suggests putting together a Project Statement for the committee and review at the next meeting.

**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

**Thomas Hatch** – Motions to go into executive session per 1.M.R.S.A §405 (A) Discussion with Town Manager regarding personnel matters and per 1 M.R.S.A §405 (C) Discussion regarding the condition, or acquisition of real property.

**Amber Swett** – Seconds the motion. Motion passes: 5-0-0

**Jessica Picard** – Motions to come out of executive session. Amber Swett Seconds. Motion passes: 5-0-0

**Victoria Gavel** – Motions to waive foreclosure of tax lien mortgage on real estate for tax assess against Lafreniere, Stephen M to Town of Lyman dated August 16<sup>th</sup>, 2022 and recorded in the York County Registry of Deeds Book 19094 Page 108

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

Victoria Gavel - Motions to instruct the town's legal Counsel to pursue possible actions that can be taken in this matter.

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

**ADJOURN**

Thomas Hach Motions to adjourn. Jessica Picard seconds. Motion passes: 5-0-0

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

\_\_\_\_\_  
Rusty “Ralph” Blackington

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

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

\_\_\_\_\_  
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 December 4<sup>th</sup>, 2023

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



# ITEM #3: (b.) 12/21/23 Minutes

Town of Lyman  
Select Board Meeting Minutes  
Monday December 21<sup>st</sup>, 2023 – Lyman Town Hall

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

**Selectboard members absent:** None

## ITEM #1      SIGN WARRANTS

a. **Payroll Warrant #22 in the amount of \$40,162.22**

**Vicky makes a motion to approve. Amber Seconds. Motion passes: 5-0-0**

**Discussion:** All will vote regardless of payments on warrant

b. **Accounts Payable Warrant #23 (FY2024) in the amount of \$137,509.80**

**Vicky makes a motion to approve. Amber Seconds.**

**Discussion:** Amber discuss Solid Waste and Recycling numbers. There is a discussion regarding the Chadbourne Cemetery. There is a discussion regarding the requirement to have a Sheriff for Elections, it is now required.

**Motion Passes: 5-0-0**

## ITEM # 2      OTHER

**Tom Hatch brings forth a question from the Fire Commission regarding spending \$2,029 for a Diesel Fume Removal System out of the GMFR Capital Reserve Budget as the current one is no longer operational.**

**Amber makes a motion to approve. Vicky Seconds. Motion passes: 5-0-0**

## ADJOURN

\_\_\_\_\_  
Rusty “Ralph” Blackington

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

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

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

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

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 1 page is the original minutes of the Select Board Meeting dated December 21<sup>st</sup>, 2023

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

# ITEM #4: (a.) Payroll Warrant

LYMAN  
11:15 AM

## Payroll Check Register

Pay Date: 12/27/2023

12/21/2023  
Page 1

Check	D / D	Check	Amount	Date	Employee
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### Employee Checks

1	1,527.53	0.00	1,527.53	12/27/23	79 SUSAN J BELLEROSE
2	1,867.71	0.00	1,867.71	12/27/23	029 BRENDA D CHARLAND
3	1,170.99	0.00	1,170.99	12/27/23	025 THOMAS M CROTEAU
4	2,325.67	0.00	2,325.67	12/27/23	028 LINDSAY GAGNE
5	1,846.27	0.00	1,846.27	12/27/23	016 LAURIE L GONSKA
6	315.84	0.00	315.84	12/27/23	117 PAUL HAKALA
7	256.42	0.00	256.42	12/27/23	007 THOMAS M HOLLAND
8	1,516.00	0.00	1,516.00	12/27/23	015 JEANETTE E LEMAY
9	794.28	0.00	794.28	12/27/23	036 JULIE LEMIEUX
10	1,274.56	0.00	1,274.56	12/27/23	041 RANDALL L MURRAY
11	427.00	0.00	427.00	12/27/23	19 BRIAN D. RACICOT
12	463.19	0.00	463.19	12/27/23	123 KYLE D RACICOT
13	336.00	0.00	336.00	12/27/23	002 DAVID W RILEY
14	293.58	0.00	293.58	12/27/23	020 DAVID H SANTORA
15	1,302.46	0.00	1,302.46	12/27/23	037 REBEKAH S THOMPSON
16	220.19	0.00	220.19	12/27/23	40 RAYMOND J VALLIERE
<b>Total</b>	<b>15,937.69</b>	<b>0.00</b>	<b>15,937.69</b>		

### Direct Deposit Checks

17	0.00	15,937.69	15,937.69	12/27/23	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>15,937.69</b>	<b>15,937.69</b>		

### Trust & Agency Checks

18	0.00	5,977.64	5,977.64	12/27/23	T & A 1 I.R.S.
19	0.00	1,132.61	1,132.61	12/27/23	T & A 3 ICMA
20	0.00	1,075.35	1,075.35	12/27/23	T & A 2 MAINE REVENUE SERVICES
21	0.00	1,537.84	1,537.84	12/27/23	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>9,723.44</b>	<b>9,723.44</b>		

### Summary

Checks:	Regular	0.00	16
	D / D	15,937.69	1
	Employee	15,937.69	
	T & A	9,723.44	4
	Voided		0
	<b>Total</b>	<b>25,661.13</b>	<b>21</b>

WARRANT: 24

Check	D / D	Check	Employee	Gross Pay
1	1,527.53	0.00	79 SUSAN J BELLEROSE	2,194.28
2	1,867.71	0.00	029 BRENDA D CHARLAND	2,775.14
3	1,170.99	0.00	025 THOMAS M CROTEAU	1,733.14
4	2,325.67	0.00	028 LINDSAY GAGNE	3,301.92
5	1,846.27	0.00	016 LAURIE L GONSKA	2,913.46
6	315.84	0.00	117 PAUL HAKALA	342.00
7	256.42	0.00	007 THOMAS M HOLLAND	286.85
8	1,516.00	0.00	015 JEANETTE E LEMAY	2,405.15
9	794.28	0.00	036 JULIE LEMIEUX	1,081.50
10	1,274.56	0.00	041 RANDALL L MURRAY	1,960.80
11	427.00	0.00	19 BRIAN D. RACICOT	517.93
12	463.19	0.00	123 KYLE D RACICOT	556.31
13	336.00	0.00	002 DAVID W RILEY	363.84
14	293.58	0.00	020 DAVID H SANTORA	317.90
15	1,302.46	0.00	037 REBEKAH S THOMPSON	1,962.64
16	220.19	0.00	40 RAYMOND J VALLIERE	238.43
17	0.00	15,937.69	D / D 1 BIDDEFORD SAVINGS BANK	
18	0.00	5,977.64	T & A 1 I.R.S.	
19	0.00	1,132.61	T & A 3 ICMA	
20	0.00	1,075.35	T & A 2 MAINE REVENUE SERVICES	
21	0.00	1,537.84	T & A 9 MPERS	
<b>Total</b>	<b>15,937.69</b>	<b>25,661.13</b>		<b>22,951.29</b>

Put into A/P **10,184.60**  
 Taken out of A/P **(9,723.44)**  
**Total Payroll 26,122.29**

**Count**  
 Checks 21

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWM OF LYMAN, BOARD OF SELECTMEN

RALPH BLACKINGTON \_\_\_\_\_  
 THOMAS HATCH \_\_\_\_\_  
 JESSICA PICARD \_\_\_\_\_  
 VICTORIA GAVEL \_\_\_\_\_  
 AMBER SWETT \_\_\_\_\_

# ITEM #4: (b.) AP Warrant

Lyman  
12:00 PM

## A / P Check Register

Bank: BIDDEFORD SAVINGS

12/28/2023  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	10302	7,486.20	12/19/23	25	0569 SECRETARY OF STATE
P	10303	4,489.24	12/28/23	25	0569 SECRETARY OF STATE
R	10304	362.37	01/03/24	25	0218 AMAZON CAPITAL SERVICES
R	10305	2,290.00	01/03/24	25	0022 BEAN DATA
R	10306	32.00	01/03/24	25	0994 CINTAS CORPORATION- # 758
R	10307	125.00	01/03/24	25	0211 CRIPPLE CREEK CORPORATION
R	10308	20.00	01/03/24	25	0101 CUNNINGHAM SECURITY SYSTEMS
R	10309	9,342.00	01/03/24	25	0287 CUSTOM CONCEPTS INC
R	10310	163.90	01/03/24	25	0111 CYN ENVIRONMENTAL SERVICES
R	10311	1,423.33	01/03/24	25	0133 DAVID W. RILEY
R	10312	40,500.00	01/03/24	25	0248 DAYTON SNOW FIGHTERS INC.
R	10313	52,515.92	01/03/24	25	0233 GOODWINS MILLS FIRE & RESCUE
R	10314	800.00	01/03/24	25	0230 JESSICAS CLEANING SERVICE
R	10315	20.20	01/03/24	25	0322 KENNEBUNK LIGHT & POWER DISTRICT
R	10316	40.00	01/03/24	25	0367 M A A O
R	10317	7,020.77	01/03/24	25	0376 M M E H T
R	10318	125.00	01/03/24	25	0003 MAINE VETERINARY MEDICAL CENTER
R	10319	538.41	01/03/24	25	1111 MARCEL DESROSIERS
R	10320	45.00	01/03/24	25	0427 MEGFOA
R	10321	75.00	01/03/24	25	0408 MLGHRA
R	10322	335.00	01/03/24	25	0047 NEST & SONS, INC.
R	10323	19.99	01/03/24	25	0084 READYREFRESH BY NESTLE
R	10324	38.00	01/03/24	25	0502 REGISTRY OF DEEDS
R	10325	466,437.06	01/03/24	25	0419 RSU #57
R	10326	665.86	01/03/24	25	0289 SUPERIOR PLUS
R	10327	600.00	01/03/24	25	0277 TINKER TOM EXCAVATOR
R	10328	15,336.98	01/03/24	25	0299 TWO SPRUCE
R	10329	125.99	01/03/24	25	0985 WARRENS OFFICE SUPPLIES
P	99999	38.76	01/03/24	25	0095 CARDMEMBER SERVICE
P	99999	323.41	01/03/24	25	0095 CARDMEMBER SERVICE
<b>Total</b>		<b>611,335.39</b>			

### Count

Checks	30
Voids	0

**A / P Warrant**

Warrant 25

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00218 AMAZON CAPITAL SERVICES</b>						
0356	10304	01	EQUIPMENT		1TJN55F39YFG	
EQUIPMENT			E 191-11-70-710		362.37	0.00
			EQUIPMENT / COMP EQUIP			
<b>Vendor Total-</b>					<b>362.37</b>	
<b>00022 BEAN DATA</b>						
0356	10305	01	JANUARY		1563	
JANUARY			E 110-11-32-310		2,290.00	2,290.00
			CTRCT SVS EQ / PROF SVS			
<b>Vendor Total-</b>					<b>2,290.00</b>	
<b>00095 CARDMEMBER SERVICE</b>						
0356	99999	01	VITAL DELIVERY SOLUTIONS		12/19/2023	
VITAL DELIVERY SOLUTIONS			E 125-72-39-381		38.76	0.00
			CONT SVS OTH / ACO			
<b>Invoice Total-</b>					<b>38.76</b>	
0356	99999	01	BUILDING MATERIALS		12/15/2023	
BUILDING MATERIALS			E 161-21-40-450		323.41	0.00
			REPAIRS & MA / EQUIPMENT			
<b>Invoice Total-</b>					<b>323.41</b>	
<b>Vendor Total-</b>					<b>362.17</b>	
<b>00994 CINTAS CORPORATION- # 758</b>						
0356	10306	01	13117643		4178329306	
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
<b>Vendor Total-</b>					<b>32.00</b>	
<b>00211 CRIPPLE CREEK CORPORATION</b>						
0356	10307	01	FEBRUARY		CRIPFEB2024	
FEBRUARY			E 110-11-39-399		125.00	125.00
			CONT SVS OTH / OTHER			
<b>Vendor Total-</b>					<b>125.00</b>	
<b>00101 CUNNINGHAM SECURITY SYSTEMS</b>						
0356	10308	01	63000320		147521	
SECURITY SYTEM			E 141-11-31-310		20.00	0.00
			CTRCT SVS BL / PROF SVS			
<b>Vendor Total-</b>					<b>20.00</b>	
<b>00287 CUSTOM CONCEPTS INC</b>						
0356	10309	01	SCHEMATIC DESIGN		2467	
SCHEMATIC DESIGN			E 181-11-37-399		9,342.00	0.00
			CONT OUT / CONT SVS OTH			
<b>Vendor Total-</b>					<b>9,342.00</b>	
<b>00111 CYN ENVIRONMENTAL SERVICES</b>						
0356	10310	01	LY3802		93337593	
LY3802			E 150-31-35-358		163.90	0.00
			CTRCT SVS WA / PROF SVS HWO			
<b>Vendor Total-</b>					<b>163.90</b>	
<b>00133 DAVID W. RILEY</b>						
0356	10311	01	SERVICES		19	

**A / P Warrant**

Warrant 25

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BLDG/GROUNDS MAINT			E 143-11-31-360		250.00	0.00
			CTRCT SVS BL / PLOW & SAND			
BUNGANUT TRASH REMOVAL			E 145-22-31-330		125.00	0.00
			CTRCT SVS BL / WASTE SVS			
<b>Invoice Total-</b>					<b>375.00</b>	
0356	10311	01	SERVICES	18		
PLOWING/SHOVEL TH			E 143-11-31-360		773.33	0.00
			CTRCT SVS BL / PLOW & SAND			
TOWN HALL TRASH			E 145-11-31-330		35.00	0.00
			CTRCT SVS BL / WASTE SVS			
<b>Invoice Total-</b>					<b>808.33</b>	
0356	10311	01	SERVICES	20		
ROADS REPAIRS/MAINT			E 131-51-40-483		240.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
<b>Invoice Total-</b>					<b>240.00</b>	
<b>Vendor Total-</b>					<b>1,423.33</b>	
<b>00248 DAYTON SNOW FIGHTERS INC.</b>						
0356	10312	01	JANUARY	DAYJAN2024		
JANUARY			E 143-51-31-360		40,500.00	40,500.00
			CTRCT SVS BL / PLOW & SAND			
<b>Vendor Total-</b>					<b>40,500.00</b>	
<b>00233 GOODWINS MILLS FIRE &amp; RESCUE</b>						
0356	10313	01	JANUARY	GMFRJAN24		
JANUARY			E 186-91-37-392		16,185.25	16,185.25
			CONT OUT / GMFR CONTRAC			
JANUARY			E 186-91-37-391		36,330.67	36,330.67
			CONT OUT / GMFR PERSONN			
<b>Vendor Total-</b>					<b>52,515.92</b>	
<b>00230 JESSICAS CLEANING SERVICE</b>						
0356	10314	01	CLEANING SERVICES	99738		
TH CLEANING SERVICE			E 141-11-31-310		500.00	0.00
			CTRCT SVS BL / PROF SVS			
ADDLT VACUUM			E 141-11-31-310		300.00	0.00
			CTRCT SVS BL / PROF SVS			
<b>Vendor Total-</b>					<b>800.00</b>	
<b>00322 KENNEBUNK LIGHT &amp; POWER DISTRICT</b>						
0356	10315	01	2101002-01	12/07/2023		
2101002-01			E 147-51-50-560		20.20	0.00
			UTILITIES / ELECTRICITY			
<b>Vendor Total-</b>					<b>20.20</b>	
<b>00367 M A A O</b>						
0356	10316	01	MEMBERSHIP FEES	1000452224		
MEMBERSHIP FEES			E 102-11-20-290		40.00	0.00
			BENEFITS / MEMB & DUES			
<b>Vendor Total-</b>					<b>40.00</b>	
<b>00376 M M E H T</b>						
0356	10317	01	MHT.31171	JANUARY		
INSURANCE-EMPLOYEE			G 1-205-00		464.04	0.00
			BENFTS-EMPLE			

**A / P Warrant**

Warrant 25

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
HEALTH			E 102-99-20-210		6,214.65	0.00
			BENEFITS / HEALTH			
DENTAL			E 102-99-20-211		306.53	0.00
			BENEFITS / DENTAL			
LIFE NO MED			E 102-99-20-214		35.55	0.00
			BENEFITS / LIFE NO MED			
<b>Vendor Total-</b>					<b>7,020.77</b>	
<b>00003 MAINE VETERINARY MEDICAL CENTER</b>						
0356	10318	01	SERVICES	12/16/2023		
SERVICES			E 125-72-39-381		125.00	0.00
			CONT SVS OTH / ACO			
<b>Vendor Total-</b>					<b>125.00</b>	
<b>01111 MARCEL DESROSIERS</b>						
0356	10319	01	MILEAGE	11/24-12/21		
MILEAGE			E 110-11-90-911		538.41	0.00
			OTHER / MI/TRAV ELE			
<b>Vendor Total-</b>					<b>538.41</b>	
<b>00427 MEGFOA</b>						
0356	10320	01	MEMBERSHIP	1000452046		
MEMBERSHIP			E 102-11-20-290		45.00	0.00
			BENEFITS / MEMB & DUES			
<b>Vendor Total-</b>					<b>45.00</b>	
<b>00408 MLGHRA</b>						
0356	10321	01	Fall Training Wkshp	1000449864		
Fall Training Wkshp			E 102-11-20-280		75.00	0.00
			BENEFITS / TRAINING			
<b>Vendor Total-</b>					<b>75.00</b>	
<b>00047 NEST &amp; SONS, INC.</b>						
0356	10322	01	SERVICES	59327		
SERVICES			E 725-86-90-999		335.00	0.00
			RESIDE / RESERVES - OTHER / MISC			
<b>Vendor Total-</b>					<b>335.00</b>	
<b>00084 READYREFRESH BY NESTLE</b>						
0356	10323	01	0427507058	23L0427507058		
H20 0427507058			E 110-11-60-610		19.99	0.00
			SUPPLIES / SUPPLIES			
<b>Vendor Total-</b>					<b>19.99</b>	
<b>00502 REGISTRY OF DEEDS</b>						
0356	10324	01	QUITCLAIM	502		
DISCHARGES			E 110-11-39-399		38.00	0.00
			CONT SVS OTH / OTHER			
<b>Vendor Total-</b>					<b>38.00</b>	
<b>00419 RSU #57</b>						
0356	10325	01	JANAURY	SCHLJAN2024		
JANAURY			E 195-92-90-999		466,437.06	466,437.06
			OTHER / MISC			
<b>Vendor Total-</b>					<b>466,437.06</b>	
<b>00569 SECRETARY OF STATE</b>						

**A / P Warrant**

Warrant 25

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
0356	10302	01	31170	12/07-12/14	
31170			G 1-250-00		7,486.20
			MTR VEHICLE		0.00
			<b>Invoice Total-</b>		<b>7,486.20</b>
0356	10303	01	31170	12/14-12/21	
31170			G 1-250-00		4,489.24
			MTR VEHICLE		0.00
			<b>Invoice Total-</b>		<b>4,489.24</b>
			<b>Vendor Total-</b>		<b>11,975.44</b>
<b>00289 SUPERIOR PLUS</b>					
0356	10326	01	9127610 - PROPANE	17448201	
9127610 - PROPANE			E 147-11-50-510		665.86
			UTILITIES / PROPANE		0.00
			<b>Vendor Total-</b>		<b>665.86</b>
<b>00277 TINKER TOM EXCAVATOR</b>					
0356	10327	01	BUNGANUT GATE REPAIR	0021	
BUNGANUT GATE REPAIR			E 191-22-90-999		600.00
			OTHER / MISC		0.00
			<b>Vendor Total-</b>		<b>600.00</b>
<b>00299 TWO SPRUCE</b>					
0356	10328	01	Culverts	2787	
Culverts			E 131-51-40-483		15,336.98
			REPAIRS & MA / RDS/REPAIRS		0.00
			<b>Vendor Total-</b>		<b>15,336.98</b>
<b>00985 WARRENS OFFICE SUPPLIES</b>					
0356	10329	01	TOWLYM	1433	
TOWLYM			E 110-11-60-610		125.99
			SUPPLIES / SUPPLIES		0.00
			<b>Vendor Total-</b>		<b>125.99</b>
			<b>Prepaid Total-</b>		<b>12,337.61</b>
			<b>Current Total-</b>		<b>598,997.78</b>
			<b>EFT Total-</b>		<b>0.00</b>
			<b>Warrant Total-</b>		<b>611,335.39</b>

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWM OF LYMAN, BOARD OF SELECTMEN  
 RALPH BLACKINGTON \_\_\_\_\_  
 THOMAS HATCH \_\_\_\_\_  
 JESSICA PICARD \_\_\_\_\_  
 VICTORIA GAVEL \_\_\_\_\_  
 AMBER SWETT \_\_\_\_\_



# ITEM #5: (b.) MDOT updates

**From:** [Coombs, Douglas](#)  
**To:** [Town Manager](#)  
**Cc:** [Macdougall, George](#); [Blair Jr, Terry](#); [Hodgman, Ryan](#); [Jarrod Googins](#)  
**Subject:** RE: Reconstruction project Route 202 Lyman  
**Date:** Wednesday, December 6, 2023 1:11:50 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Good morning,

The Route 202 project was awarded to R. J. Grondin & Sons, Gorham, Maine on December 5<sup>th</sup>, 2023.

The project Construction PM is Ryan Hodgman and project Resident is Jarrod Googins. Jarrod will be setting up a Pre-Construction meeting once R.J. Grondin & Sons has submitted a schedule and other pre-construction documents.

I have included both Jarrod and Ryan on this email so they can invite you to the Pre-Construction meeting so that your questions can be addressed.

Best,

Doug Coombs

Mr. Douglas C. Coombs, PLS  
Senior Project Manager – Highway Program  
Maine DOT – Project Development  
Phone: (207)215-4051

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**From:** Coombs, Douglas  
**Sent:** Thursday, November 16, 2023 4:05 PM  
**To:** Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>  
**Cc:** Macdougall, George <[George.Macdougall@maine.gov](mailto:George.Macdougall@maine.gov)>; Blair Jr, Terry <[Terry.BlairJr@maine.gov](mailto:Terry.BlairJr@maine.gov)>  
**Subject:** RE: Reconstruction project Route 202 Lyman

Good afternoon,

I will keep your email in my inbox and as soon as the project is awarded, I will get back to you as we discussed.

Best,

Doug

Mr. Douglas C. Coombs, PLS  
Senior Project Manager – Highway Program  
Maine DOT – Project Development  
Phone: (207)215-4051

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**From:** Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>  
**Sent:** Thursday, November 16, 2023 4:01 PM  
**To:** Coombs, Douglas <[Douglas.Coombs@maine.gov](mailto:Douglas.Coombs@maine.gov)>  
**Subject:** Reconstruction project Route 202 Lyman

**EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good afternoon,

When the information is available could you let me know who was officially awarded the bid for the reconstruction project on Route 202. If it's possible, could you verify if they will be using Lyman's local roads at all when sourcing materials. The Select Board was inquiring before they decided to approve use on the local roads in Lyman or if they want to request a bond from DOT.

Thank you so much.


Best regards,


*Lindsay Gagne*

**Town Manager / Town  
Clerk**

**FOAA officer**

11 So. Waterboro Rd Lyman, ME 04002

 207-247-0642

 207-499-7562

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

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

*Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return e-mail. Thank you for your cooperation.*

# ITEM #5: (c.) Giving Committee Project Statement

## Town of Lyman

### Committee Project Statement

### Giving Committee

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#### Enacting Provisions

The Giving Committee is established under the appointing authority of and accountable to the Town Manager and the Select Board. It shall function as stipulated in its purpose and in accordance with Municipal Charter and State statute.

#### Composition

Members shall be appointed and/or reappointed by the Select Board

The Committee shall be an Adhoc Committee established for a term of one year from the date of appointment of its first member. The Select Board reserves the right, under the Municipal Charter, to extend the disestablishment date for up to one additional year. The Select Board may also choose to establish the Committee as a Standing Committee by warrant article in accordance with Municipal Charter.

The committee shall consist of a minimum of three (3) members. Members can apply to be reappointed, if the Committee is established for an additional year as an Adhoc committee or as a standing committee.

The Committee shall elect from within its members a Chair and a Correspondence Secretary.

The General Assistance Director may serve as a liaison on the committee.

#### Purpose of the Committee

The Giving Committee works to review and evaluate charitable giving strategies for the community and will develop, plan, and implement humanitarian events annually and seasonally. By networking and building strong, local connections, the Committee will strive to identify positive and meaningful programs to help promote the welfare of citizens in need.

The committee shall endeavor self-sustaining and advocacy goals by implementing fund raising events, researching grant proposals, collaborating with local businesses, stewarding public engagement, and any other resourceful means that will ultimately fortify a strong culture of community networking.

To provide purposeful contributions, the committee shall conduct periodic analysis identifying demographic transitions and trends in the community. The Committee may at times collaborate with other committees, such as Comprehensive Growth, to help promote feedback in support of community development and enrichment.

The Select Board and/or Town Manager may call to action the Giving Committee to respond to delegated tasks, in so far as it is related to goals associated with charitable strategies.

# Town of Lyman

## Committee Project Statement

## Giving Committee

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### General Provisions

The Committee shall uphold the utmost responsibility of confidentiality of the public it serves when sensitive information may become known whether intentionally or unintentionally.

The Committee shall hold a meeting to fulfil its duties of electing a Chairperson and Correspondence Secretary.

The Committee shall hold all meetings open to the public and ensure adequate notification is published in accordance with state statute.

On matters pertaining to delegated tasks, special projects and/or review of strategic plans and policies the Committee shall provide to the Select Board their recommendations in writing, which will be subject to final approval of the Board.

All records created and/or obtained by the Committee are under ownership of the Town of Lyman and must be submitted to the Town for records retention.

The Committee shall uphold the requirements of Municipal Charter and applicable state statutes regarding municipal functions of government.

### Budget Line

Funding is pending Town appropriation for each fiscal year. Once an appropriation is approved, all requests for expenditures shall be in writing and is subject to the approval of Town Manager. In the interim of Town Manager, the Select Board will serve as the authorizing body.

Funding requests in excess of the authorizing power of the Town Manager/ Select Board will be subject to appropriation by Town Meeting.

## ITEM #5: (d.) Cemetery Committee

### Treasurer

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**From:** katrina randall  
**Sent:** Friday, December 22, 2023 9:15 AM  
**To:** Treasurer  
**Subject:** Re: Chadbourne

Excellent question. They are their own entity but we do help with flags, occasional mowing and weed wacking. Roger Rollins Jr is the only person who maintains it and sometimes with the storms, etc he's just not able to keep up with it.

A woman whose husband was recently buried there called me because she was having to clean up fallen branches around his stone, and there were 5 very serious trees due to crashing down breaking stones. Unlike Goodwins Mills, the only income is when people buy lots, no yearly "if you'd like to contribute \$20" kind of thing there".

Hope that helps explain

Katrina

**Katrina Randall,**

On Fri, Dec 22, 2023 at 8:28 AM Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)> wrote:

Hi Katrina,

A question came up last night about Joe and the Chadbourne Cemetery. Chadbourne is it's own entity and they want to know why we were cutting trees there. Thanks.

# ITEM #6: (d.) Tax Collector Report

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

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

Supplemental Taxes YTD:	\$ 231.61
Abatements Granted YTD:	\$ 5,050.32
Prior Year(s) Abatement(s) YTD:	\$ 58.50

Real Estate / Personal Property Tax Payments Collected \$95,101.71  
Includes Current, Delinquent, Prepayments, and Lien Payments for the month.

\*\*\*\*\*

## Monthly Excise Tax

Excise Tax Received	
Vehicles registered here at office:	\$ 79,225.83
Online Rapid Renewal Service	<u>17,840.88</u>
Total Vehicle Excise	\$ 97,066.71

Boat Excise	
Boats registered here at office:	\$ 0.00
Online Registration Service	<u>\$ 0.00</u>
Total Boat Excise	\$ 0.00

Total Excise	\$ 97,066.71
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Excise Tax Reimbursement	\$ 5,193.58
Excise Tax Collected by State	

Year-to-date excise collection	\$ 578,094.47
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Respectfully submitted: Susan J. Bellerose, Tax Collector

# ITEM #5: (f.) Expense Report

## Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES	586,865.00	100,755.00	687,620.00	301,213.30	0.00	386,406.70
<b>11 - TOWN HALL</b>	<b>337,913.00</b>	<b>100,755.00</b>	<b>438,668.00</b>	<b>203,306.38</b>	<b>0.00</b>	<b>235,361.62</b>
10 - SALARIES	337,913.00	100,755.00	438,668.00	203,306.38	0.00	235,361.62
101 - TOWN MGR	0.00	100,755.00	100,755.00	42,924.96	0.00	57,830.04
103 - TREASURER	62,534.00	0.00	62,534.00	31,266.95	0.00	31,267.05
105 - TAX COLLECT	55,751.00	0.00	55,751.00	26,167.04	0.00	29,583.96
106 - ADMIN CLERK	51,578.00	0.00	51,578.00	15,253.15	0.00	36,324.85
115 - ASSESSOR	75,750.00	0.00	75,750.00	37,874.98	0.00	37,875.02
141 - CEO	65,000.00	0.00	65,000.00	32,500.00	0.00	32,500.00
142 - CEO CLERK	27,300.00	0.00	27,300.00	12,584.25	0.00	14,715.75
143 - ELECTRICIAN	0.00	0.00	0.00	4,735.05	0.00	-4,735.05
<b>13 - ELECTIONS</b>	<b>14,818.00</b>	<b>0.00</b>	<b>14,818.00</b>	<b>2,636.68</b>	<b>0.00</b>	<b>12,181.32</b>
10 - SALARIES	14,818.00	0.00	14,818.00	2,636.68	0.00	12,181.32
182 - BALLOT CLERK	8,478.00	0.00	8,478.00	2,351.30	0.00	6,126.70
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>1,531.50</b>	<b>0.00</b>	<b>2,048.50</b>
10 - SALARIES	3,580.00	0.00	3,580.00	1,531.50	0.00	2,048.50
147 - PB	3,580.00	0.00	3,580.00	1,531.50	0.00	2,048.50
<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>1,980.00</b>	<b>0.00</b>	<b>1,980.00</b>
10 - SALARIES	3,960.00	0.00	3,960.00	1,980.00	0.00	1,980.00
127 - REC DIRECT	3,960.00	0.00	3,960.00	1,980.00	0.00	1,980.00
<b>31 - TRANSFER STA</b>	<b>124,121.00</b>	<b>0.00</b>	<b>124,121.00</b>	<b>55,574.38</b>	<b>0.00</b>	<b>68,546.62</b>
10 - SALARIES	124,121.00	0.00	124,121.00	55,574.38	0.00	68,546.62
131 - TRF STATION	123,121.00	0.00	123,121.00	55,574.38	0.00	67,546.62
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>18,954.00</b>	<b>0.00</b>	<b>18,951.00</b>
10 - SALARIES	37,905.00	0.00	37,905.00	18,954.00	0.00	18,951.00
151 - RD COMM	37,905.00	0.00	37,905.00	18,954.00	0.00	18,951.00
<b>71 - GA</b>	<b>3,394.00</b>	<b>0.00</b>	<b>3,394.00</b>	<b>1,697.00</b>	<b>0.00</b>	<b>1,697.00</b>
10 - SALARIES	3,394.00	0.00	3,394.00	1,697.00	0.00	1,697.00
171 - GA DIRECT	3,394.00	0.00	3,394.00	1,697.00	0.00	1,697.00
<b>72 - ACO</b>	<b>7,458.00</b>	<b>0.00</b>	<b>7,458.00</b>	<b>3,729.05</b>	<b>0.00</b>	<b>3,728.95</b>
10 - SALARIES	7,458.00	0.00	7,458.00	3,729.05	0.00	3,728.95

### 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	3,729.05	0.00	3,728.95
<b>99 - NOT SPECIFIE</b>	<b>53,343.00</b>	<b>0.00</b>	<b>53,343.00</b>	<b>11,804.31</b>	<b>0.00</b>	<b>41,538.69</b>
10 - SALARIES	33,970.00	0.00	33,970.00	11,804.31	0.00	22,165.69
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	1,341.81	0.00	6,158.19
199 - SELECT BOARD	26,015.00	0.00	26,015.00	10,462.50	0.00	15,552.50
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>101,904.97</b>	<b>30.00</b>	<b>164,412.03</b>
<b>11 - TOWN HALL</b>	<b>11,410.00</b>	<b>0.00</b>	<b>11,410.00</b>	<b>2,511.00</b>	<b>30.00</b>	<b>8,869.00</b>
20 - BENEFITS	11,410.00	0.00	11,410.00	2,511.00	30.00	8,869.00
280 - TRAINING	9,515.00	0.00	9,515.00	1,854.00	30.00	7,631.00
290 - MEMB & DUES	1,895.00	0.00	1,895.00	657.00	0.00	1,238.00
<b>13 - ELECTIONS</b>	<b>120.00</b>	<b>0.00</b>	<b>120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>120.00</b>
20 - BENEFITS	120.00	0.00	120.00	0.00	0.00	120.00
280 - TRAINING	120.00	0.00	120.00	0.00	0.00	120.00
<b>31 - TRANFER STAT</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
20 - BENEFITS	500.00	0.00	500.00	0.00	0.00	500.00
280 - TRAINING	500.00	0.00	500.00	0.00	0.00	500.00
<b>99 - NOT SPECIFIE</b>	<b>254,317.00</b>	<b>0.00</b>	<b>254,317.00</b>	<b>99,393.97</b>	<b>0.00</b>	<b>154,923.03</b>
20 - BENEFITS	254,317.00	0.00	254,317.00	99,393.97	0.00	154,923.03
201 - FICA	51,199.00	0.00	51,199.00	23,702.22	0.00	27,496.78
210 - HEALTH	151,887.00	-250.00	151,637.00	56,489.59	0.00	95,147.41
211 - DENTAL	4,414.00	0.00	4,414.00	2,070.13	0.00	2,343.87
214 - LIFE NO MED	120.00	250.00	370.00	193.65	0.00	176.35
230 - 457B ER MATC	12,614.00	0.00	12,614.00	5,755.06	0.00	6,858.94
231 - MPERS ER	29,583.00	0.00	29,583.00	11,183.32	0.00	18,399.68
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>60,217.00</b>	<b>60,217.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,217.00</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>107 - CITIZENS PT CONT'D</b>						
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>110 - GEN ADMIN</b>						
<b>11 - TOWN HALL</b>	<b>132,615.00</b>	<b>0.00</b>	<b>132,615.00</b>	<b>73,931.55</b>	<b>12,869.34</b>	<b>45,814.11</b>
32 - CTRCT SVS EQ	64,008.00	0.00	64,008.00	44,699.71	11,450.00	7,858.29
310 - PROF SVS	64,008.00	0.00	64,008.00	44,699.71	11,450.00	7,858.29
39 - CONT SVS OTH	13,831.00	0.00	13,831.00	5,507.96	500.00	7,823.04
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	3,636.96	500.00	623.04
50 - UTILITIES	10,464.00	0.00	10,464.00	4,071.98	0.00	6,392.02
580 - COMM	10,464.00	0.00	10,464.00	4,071.98	0.00	6,392.02
60 - SUPPLIES	18,431.00	0.00	18,431.00	6,045.83	0.00	12,385.17
610 - SUPPLIES	10,211.00	0.00	10,211.00	4,146.70	0.00	6,064.30
650 - POSTAGE	8,220.00	0.00	8,220.00	1,899.13	0.00	6,320.87
80 - ADVER, PRINT	18,515.00	0.00	18,515.00	4,903.62	919.34	12,692.04
810 - ADVERTISE	4,500.00	0.00	4,500.00	418.47	784.34	3,297.19
830 - FORMS	8,910.00	0.00	8,910.00	1,587.34	135.00	7,187.66
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	8,702.45	0.00	-1,336.45
910 - MILEAGE/TRAV	7,366.00	0.00	7,366.00	4,329.53	0.00	3,036.47
911 - MI/TRAV ELE	0.00	0.00	0.00	4,372.92	0.00	-4,372.92
<b>19 - COMMITTEES</b>	<b>3,500.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>337.75</b>	<b>0.00</b>	<b>3,162.25</b>
90 - OTHER	3,500.00	0.00	3,500.00	337.75	0.00	3,162.25
999 - MISC	3,500.00	0.00	3,500.00	337.75	0.00	3,162.25
<b>115 - ELECTIONS</b>						
<b>13 - ELECTIONS</b>	<b>13,561.00</b>	<b>0.00</b>	<b>13,561.00</b>	<b>1,074.47</b>	<b>1,020.00</b>	<b>11,466.53</b>
39 - CONT SVS OTH	9,339.00	0.00	9,339.00	1,020.00	1,020.00	7,299.00
399 - OTHER	9,339.00	0.00	9,339.00	1,020.00	1,020.00	7,299.00
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>						
<b>99 - NOT SPECIFIE</b>	<b>43,978.00</b>	<b>0.00</b>	<b>43,978.00</b>	<b>26,778.00</b>	<b>0.00</b>	<b>17,200.00</b>
38 - CONT SVS INS	43,978.00	0.00	43,978.00	26,778.00	0.00	17,200.00
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	10,709.00	0.00	8,081.00
327 - INS UNEMPLOY	5,000.00	0.00	5,000.00	310.00	0.00	4,690.00
328 - INS VOLUNTEE	120.00	0.00	120.00	80.00	0.00	40.00
<b>119 - CONTINGENCY</b>						
<b>11 - TOWN HALL</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>
90 - OTHER	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
999 - MISC	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<b>125 - ACO</b>						
<b>72 - ACO</b>	<b>8,457.00</b>	<b>0.00</b>	<b>8,457.00</b>	<b>7,041.83</b>	<b>0.00</b>	<b>1,415.17</b>
39 - CONT SVS OTH	6,957.00	0.00	6,957.00	6,703.10	0.00	253.90
381 - ACO	6,957.00	0.00	6,957.00	6,703.10	0.00	253.90
90 - OTHER	1,500.00	0.00	1,500.00	338.73	0.00	1,161.27
910 - MILEAGE/TRAV	1,500.00	0.00	1,500.00	338.73	0.00	1,161.27
<b>128 - HHS G/A</b>						
<b>71 - GA</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
39 - CONT SVS OTH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
310 - PROF SVS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>129 - HHS SOCIAL S</b>						
<b>75 - SOCIAL SERV</b>	<b>1,131.00</b>	<b>0.00</b>	<b>1,131.00</b>	<b>1,131.00</b>	<b>0.00</b>	<b>0.00</b>
91 - OTHER SOC SV	1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
999 - OTHER	1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
<b>131 - ROADS</b>						
<b>51 - ROADS</b>	<b>814,350.00</b>	<b>0.00</b>	<b>814,350.00</b>	<b>123,937.03</b>	<b>3,400.00</b>	<b>687,012.97</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	123,937.03	3,400.00	686,012.97

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>131 - ROADS CONT'D</b>						
481 - RDS/CONSTRUC	199,000.00	0.00	199,000.00	387.50	0.00	198,612.50
482 - RDS/RESURFA	475,000.00	0.00	475,000.00	80,200.00	3,400.00	391,400.00
483 - RDS/REPAIRS	139,350.00	0.00	139,350.00	43,349.53	0.00	96,000.47
<b>141 - B&amp;G CARE &amp; M</b>	<b>21,730.00</b>	<b>0.00</b>	<b>21,730.00</b>	<b>7,354.61</b>	<b>0.00</b>	<b>14,375.39</b>
<b>11 - TOWN HALL</b>	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>7,354.61</b>	<b>0.00</b>	<b>6,005.39</b>
31 - CTRCT SVS BL	9,660.00	0.00	9,660.00	5,758.10	0.00	3,901.90
310 - PROF SVS	9,660.00	0.00	9,660.00	5,758.10	0.00	3,901.90
40 - REPAIRS & MA	3,700.00	0.00	3,700.00	1,596.51	0.00	2,103.49
410 - BLDGS & GROU	3,700.00	0.00	3,700.00	1,596.51	0.00	2,103.49
<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>38,300.45</b>	<b>0.00</b>	<b>23,341.55</b>
<b>51 - ROADS</b>	<b>11,500.00</b>	<b>0.00</b>	<b>11,500.00</b>	<b>11,400.00</b>	<b>0.00</b>	<b>100.00</b>
31 - CTRCT SVS BL	11,500.00	0.00	11,500.00	11,400.00	0.00	100.00
370 - MOWING	11,500.00	0.00	11,500.00	11,400.00	0.00	100.00
<b>90 - MISC</b>	<b>50,142.00</b>	<b>0.00</b>	<b>50,142.00</b>	<b>26,900.45</b>	<b>0.00</b>	<b>23,241.55</b>
31 - CTRCT SVS BL	50,142.00	0.00	50,142.00	26,900.45	0.00	23,241.55

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>142 - B&amp;G MOWING CONT'D</b>						
370 - MOWING	50,142.00	0.00	50,142.00	26,900.45	0.00	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>304,513.94</b>	<b>166,500.00</b>	<b>180,926.06</b>
<b>11 - TOWN HALL</b>	<b>4,640.00</b>	<b>0.00</b>	<b>4,640.00</b>	<b>2,569.99</b>	<b>0.00</b>	<b>2,070.01</b>
31 - CTRCT SVS BL	4,640.00	0.00	4,640.00	2,569.99	0.00	2,070.01
360 - PLOW & SAND	4,640.00	0.00	4,640.00	2,569.99	0.00	2,070.01
<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>2,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
31 - CTRCT SVS BL	3,000.00	0.00	3,000.00	2,000.00	0.00	1,000.00
360 - PLOW & SAND	3,000.00	0.00	3,000.00	2,000.00	0.00	1,000.00
<b>51 - ROADS</b>	<b>642,400.00</b>	<b>0.00</b>	<b>642,400.00</b>	<b>299,943.95</b>	<b>166,500.00</b>	<b>175,956.05</b>
31 - CTRCT SVS BL	642,400.00	0.00	642,400.00	299,943.95	166,500.00	175,956.05
360 - PLOW & SAND	642,400.00	0.00	642,400.00	299,943.95	166,500.00	175,956.05
<b>145 - B&amp;G WASTE SV</b>	<b>16,715.00</b>	<b>0.00</b>	<b>16,715.00</b>	<b>8,187.05</b>	<b>0.00</b>	<b>8,527.95</b>
<b>11 - TOWN HALL</b>	<b>1,820.00</b>	<b>0.00</b>	<b>1,820.00</b>	<b>235.00</b>	<b>0.00</b>	<b>1,585.00</b>
31 - CTRCT SVS BL	1,820.00	0.00	1,820.00	235.00	0.00	1,585.00
330 - WASTE SVS	1,820.00	0.00	1,820.00	235.00	0.00	1,585.00
<b>21 - RECREATION</b>	<b>3,520.00</b>	<b>0.00</b>	<b>3,520.00</b>	<b>1,445.00</b>	<b>0.00</b>	<b>2,075.00</b>
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	335.00	0.00	965.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	335.00	0.00	965.00
35 - CTRCT SVS WA	2,220.00	0.00	2,220.00	1,110.00	0.00	1,110.00
331 - PROF PORTA P	2,220.00	0.00	2,220.00	1,110.00	0.00	1,110.00
<b>22 - BUNGANUT</b>	<b>6,315.00</b>	<b>0.00</b>	<b>6,315.00</b>	<b>5,029.55</b>	<b>0.00</b>	<b>1,285.45</b>
31 - CTRCT SVS BL	2,940.00	1,000.00	3,940.00	3,947.05	0.00	-7.05
330 - WASTE SVS	2,940.00	1,000.00	3,940.00	3,947.05	0.00	-7.05
35 - CTRCT SVS WA	3,375.00	-1,000.00	2,375.00	1,082.50	0.00	1,292.50
331 - PROF PORTA P	3,375.00	-1,000.00	2,375.00	1,082.50	0.00	1,292.50
<b>23 - KBP</b>	<b>3,520.00</b>	<b>0.00</b>	<b>3,520.00</b>	<b>1,137.50</b>	<b>0.00</b>	<b>2,382.50</b>
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	475.00	0.00	825.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	475.00	0.00	825.00

### 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	662.50	0.00	1,557.50
331 - PROF PORTA P	2,220.00	0.00	2,220.00	662.50	0.00	1,557.50
<b>51 - ROADS</b>	<b>1,540.00</b>	<b>0.00</b>	<b>1,540.00</b>	<b>340.00</b>	<b>0.00</b>	<b>1,200.00</b>
31 - CTRCT SVS BL	1,200.00	0.00	1,200.00	255.00	0.00	945.00
330 - WASTE SVS	1,200.00	0.00	1,200.00	255.00	0.00	945.00
35 - CTRCT SVS WA	340.00	0.00	340.00	85.00	0.00	255.00
331 - PROF PORTA P	340.00	0.00	340.00	85.00	0.00	255.00
<b>147 - B&amp;G ENERGY</b>	<b>36,984.00</b>	<b>0.00</b>	<b>36,984.00</b>	<b>7,945.55</b>	<b>0.00</b>	<b>29,038.45</b>
<b>11 - TOWN HALL</b>	<b>12,484.00</b>	<b>0.00</b>	<b>12,484.00</b>	<b>3,474.39</b>	<b>0.00</b>	<b>9,009.61</b>
50 - UTILITIES	12,484.00	0.00	12,484.00	3,474.39	0.00	9,009.61
510 - PROPANE	3,984.00	0.00	3,984.00	665.86	0.00	3,318.14
560 - ELECTRICITY	8,500.00	0.00	8,500.00	2,808.53	0.00	5,691.47
<b>21 - RECREATION</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>148.37</b>	<b>0.00</b>	<b>351.63</b>
50 - UTILITIES	500.00	0.00	500.00	148.37	0.00	351.63
560 - ELECTRICITY	500.00	0.00	500.00	148.37	0.00	351.63
<b>22 - BUNGANUT</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>911.97</b>	<b>0.00</b>	<b>3,588.03</b>
50 - UTILITIES	4,500.00	0.00	4,500.00	911.97	0.00	3,588.03
560 - ELECTRICITY	4,500.00	0.00	4,500.00	911.97	0.00	3,588.03
<b>23 - KBP</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>248.77</b>	<b>0.00</b>	<b>1,751.23</b>
50 - UTILITIES	2,000.00	0.00	2,000.00	248.77	0.00	1,751.23
560 - ELECTRICITY	2,000.00	0.00	2,000.00	248.77	0.00	1,751.23
<b>31 - TRANSFER STA</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>1,357.98</b>	<b>0.00</b>	<b>7,642.02</b>
50 - UTILITIES	9,000.00	0.00	9,000.00	1,357.98	0.00	7,642.02
560 - ELECTRICITY	9,000.00	0.00	9,000.00	1,357.98	0.00	7,642.02
<b>51 - ROADS</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>1,804.07</b>	<b>0.00</b>	<b>6,695.93</b>
50 - UTILITIES	8,500.00	0.00	8,500.00	1,804.07	0.00	6,695.93
560 - ELECTRICITY	8,500.00	0.00	8,500.00	1,804.07	0.00	6,695.93
<b>148 - B&amp;G SIGNS</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>2,047.60</b>	<b>0.00</b>	<b>4,452.40</b>
<b>21 - RECREATION</b>	<b>500.00</b>	<b>-100.00</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>
60 - SUPPLIES	500.00	-100.00	400.00	0.00	0.00	400.00
670 - SIGNS	500.00	-100.00	400.00	0.00	0.00	400.00
<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>148 - B&amp;G SIGNS CONT'D</b>						
<b>23 - KENNEBUNK PD</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>64.85</b>	<b>0.00</b>	<b>35.15</b>
60 - SUPPLIES	0.00	100.00	100.00	64.85	0.00	35.15
670 - SIGNS	0.00	100.00	100.00	64.85	0.00	35.15
<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>1,858.64</b>	<b>0.00</b>	<b>3,141.36</b>
60 - SUPPLIES	5,000.00	0.00	5,000.00	1,858.64	0.00	3,141.36
670 - SIGNS	5,000.00	0.00	5,000.00	1,858.64	0.00	3,141.36
<b>150 - TRF STATION</b>						
<b>31 - TRANSFER STA</b>	<b>335,340.00</b>	<b>0.00</b>	<b>335,340.00</b>	<b>106,589.86</b>	<b>450.00</b>	<b>228,300.14</b>
35 - CTRCT SVS WA	310,380.00	0.00	310,380.00	100,485.12	0.00	209,894.88
310 - PROF SVS	2,980.00	0.00	2,980.00	769.50	0.00	2,210.50
349 - PROF SVS CAN	2,400.00	0.00	2,400.00	1,000.00	0.00	1,400.00
350 - PROF SVS TIP	166,250.00	0.00	166,250.00	60,646.68	0.00	105,603.32
351 - PROF SVS TW	43,750.00	0.00	43,750.00	11,715.24	0.00	32,034.76
352 - PROF SVS REC	10,650.00	0.00	10,650.00	3,678.30	0.00	6,971.70
355 - PROF SVS HAU	33,125.00	0.00	33,125.00	9,950.00	0.00	23,175.00
356 - PROF SVS HW	27,125.00	0.00	27,125.00	6,825.00	0.00	20,300.00
357 - PROF SVS HR	11,100.00	0.00	11,100.00	2,800.00	0.00	8,300.00
358 - PROF SVS HWO	2,500.00	0.00	2,500.00	1,000.40	0.00	1,499.60
359 - PROF SVS MET	10,500.00	0.00	10,500.00	2,100.00	0.00	8,400.00
40 - REPAIRS & MA	13,330.00	0.00	13,330.00	3,928.08	450.00	8,951.92
450 - EQUIPMENT	13,330.00	0.00	13,330.00	3,928.08	450.00	8,951.92
50 - UTILITIES	6,880.00	0.00	6,880.00	833.83	0.00	6,046.17
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	833.83	0.00	3,166.17
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 FEE'S	500.00	0.00	500.00	0.00	0.00	500.00
930 - HEALTH & WEL	500.00	0.00	500.00	0.00	0.00	500.00
<b>161 - PARKS &amp; REC</b>						
<b>21 - RECREATION</b>	<b>8,960.00</b>	<b>0.00</b>	<b>8,960.00</b>	<b>3,885.88</b>	<b>641.71</b>	<b>4,432.41</b>

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>161 - PARKS &amp; REC CONT'D</b>						
40 - REPAIRS & MA	950.00	0.00	950.00	323.41	641.71	-15.12
450 - EQUIPMENT	950.00	0.00	950.00	323.41	641.71	-15.12
50 - UTILITIES	100.00	0.00	100.00	0.00	0.00	100.00
570 - FUEL	100.00	0.00	100.00	0.00	0.00	100.00
80 - ADVER, PRINT	200.00	0.00	200.00	0.00	0.00	200.00
810 - ADVERTISE	200.00	0.00	200.00	0.00	0.00	200.00
90 - OTHER	7,110.00	0.00	7,110.00	3,214.49	0.00	3,895.51
940 - REC PROGRAMS	6,860.00	0.00	6,860.00	3,214.49	0.00	3,645.51
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>347.98</b>	<b>0.00</b>	<b>252.02</b>
50 - UTILITIES	600.00	0.00	600.00	347.98	0.00	252.02
580 - COMM	600.00	0.00	600.00	347.98	0.00	252.02
<b>171 - RES EQUIP</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>
<b>99 - NOT SPECIFIE</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
<b>173 - RES BLDG</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>
<b>99 - NOT SPECIFIE</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
<b>174 - RES - SO WAT</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>
<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
<b>175 - RES CON SVC</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>
<b>99 - NOT SPECIFIE</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
<b>177 - RES MISC</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>
<b>99 - NOT SPECIFIE</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

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>177 - RES MISC CONT'D</b>						
970 - TOWN RESERVE	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
<b>179 - RESERVES GMF</b>	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
<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>	194,200.00	45,150.00	239,350.00	126,109.98	7,000.00	106,240.02
<b>11 - TOWN HALL</b>	<b>144,200.00</b>	<b>0.00</b>	<b>144,200.00</b>	<b>52,131.01</b>	<b>0.00</b>	<b>92,068.99</b>
33 - CONT PROF	94,200.00	0.00	94,200.00	42,718.11	0.00	51,481.89
310 - PROF SERV	54,500.00	0.00	54,500.00	32,984.20	0.00	21,515.80
320 - PROF SERV LE	34,200.00	0.00	34,200.00	4,233.91	0.00	29,966.09
323 - PROF SERV AU	5,500.00	0.00	5,500.00	5,500.00	0.00	0.00
37 - CONT OUT	50,000.00	0.00	50,000.00	9,412.90	0.00	40,587.10
399 - CONT SVS OTH	50,000.00	0.00	50,000.00	9,412.90	0.00	40,587.10
<b>15 - CEMETERIES</b>	<b>8,500.00</b>	<b>45,150.00</b>	<b>53,650.00</b>	<b>32,978.97</b>	<b>7,000.00</b>	<b>13,671.03</b>
37 - CONT OUT	8,500.00	45,150.00	53,650.00	32,978.97	7,000.00	13,671.03
399 - CONT SVS OTH	8,500.00	45,150.00	53,650.00	32,978.97	7,000.00	13,671.03
<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>	190,389.00	0.00	190,389.00	186,995.00	0.00	3,394.00
<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>	630,191.00	0.00	630,191.00	367,611.44	262,579.60	-0.04



### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>186 - OUTS GMFR CONT'D</b>						
<b>91 - GMFR</b>	<b>630,191.00</b>	<b>0.00</b>	<b>630,191.00</b>	<b>367,611.44</b>	<b>262,579.60</b>	<b>-0.04</b>
37 - CONT OUT	630,191.00	0.00	630,191.00	367,611.44	262,579.60	-0.04
391 - GMFR PERSONN	435,968.00	0.00	435,968.00	254,314.69	181,653.35	-0.04
392 - GMFR CONTRAC	194,223.00	0.00	194,223.00	113,296.75	80,926.25	0.00
<b>191 - OTHER CIP</b>						
<b>11 - TOWN HALL</b>	<b>30,535.00</b>	<b>0.00</b>	<b>30,535.00</b>	<b>4,849.46</b>	<b>4,719.66</b>	<b>20,965.88</b>
70 - EQUIPMENT	30,535.00	0.00	30,535.00	4,849.46	4,719.66	20,965.88
710 - COMP EQUIP	23,530.00	0.00	23,530.00	626.12	4,719.66	18,184.22
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	2,628.34	0.00	2,781.66
<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>2,909.88</b>	<b>0.00</b>	<b>2,090.12</b>
90 - OTHER	5,000.00	0.00	5,000.00	2,909.88	0.00	2,090.12
999 - MISC	5,000.00	0.00	5,000.00	2,909.88	0.00	2,090.12
<b>31 - TRANSFER STA</b>	<b>7,900.00</b>	<b>0.00</b>	<b>7,900.00</b>	<b>1,155.00</b>	<b>2,050.00</b>	<b>4,695.00</b>
70 - EQUIPMENT	7,900.00	0.00	7,900.00	1,155.00	2,050.00	4,695.00
790 - OTHER EQUIP	7,900.00	0.00	7,900.00	1,155.00	2,050.00	4,695.00
<b>195 - RSU # 57</b>						
<b>92 - RSU # 57</b>	<b>5,597,245.00</b>	<b>0.00</b>	<b>5,597,245.00</b>	<b>3,265,059.42</b>	<b>2,332,185.24</b>	<b>0.34</b>
90 - OTHER	5,597,245.00	0.00	5,597,245.00	3,265,059.42	2,332,185.24	0.34
999 - MISC	5,597,245.00	0.00	5,597,245.00	3,265,059.42	2,332,185.24	0.34
<b>197 - COUNTY</b>						
<b>97 - COUNTY</b>	<b>332,963.00</b>	<b>2,221.00</b>	<b>335,184.00</b>	<b>335,183.84</b>	<b>0.00</b>	<b>0.16</b>
90 - OTHER	332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
999 - MISC	332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
<b>199 - OVERLAY</b>						
<b>99 - NOT SPECIFIE</b>	<b>0.00</b>	<b>15,390.44</b>	<b>15,390.44</b>	<b>5,167.32</b>	<b>0.00</b>	<b>10,223.12</b>
90 - OTHER	0.00	15,390.44	15,390.44	5,167.32	0.00	10,223.12
999 - MISC	0.00	15,390.44	15,390.44	5,167.32	0.00	10,223.12

### Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
Final Totals CONT'D						
Final Totals	10,214,827.00	223,733.44	10,438,560.44	5,623,205.18	2,793,445.55	2,021,909.71

# ITEM #6: (g.) Town Manager's Report



Town of Lyman  
MAINE

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## Town Manager's Progress Report

January 2<sup>nd</sup>, 2024

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

### **Buildings and Grounds Updates**

Kennebunk Pond beach improvements are moving along on schedule. As work continues the pond will remain open for ice fishing throughout the Winter season, however the silt fence in place will need to remain for erosion control regulations and there will be notifications put out to help deter activity beyond the fenced area. There's been multiple acts of vandalism in Bunganut Park and Kennebunk Pond over the last few weeks. The gate at Bunganut Park has been repaired and reinstalled and temporary cameras have been placed until there is a more permanent solution. Given the recent activity and with the recommendations by the Kennebunk Pond Committee, a newly installed gate system and cameras for the parking area may prove to be very beneficial for that area. Surveillance cameras have been ordered and will soon be installed at Kennebunk Pond.

I am currently consulting with a Forester to look into Lyman's Forestry plan originally produced in 2006. The prior Forestry Management Project identified three parcels consisting of Bunganut Park, a parcel located on Map 2, Lot 40-A, and parcel located on Map 7, lot 82. This management plan provides some helpful insights into Bunganut Park, identifying several endangered plant species and a small trail system that was established. As the plan indicates, advertising competitive bids for logging would most likely help offer the best return for the Town. Currently there are forty-five parcels of Town-owned/tax acquired properties of which several may have potential for further timber harvesting. This would also be an ideal first step in moving forward on the Land Study.

After meeting with the Engineer for Town Hall Expansion, they have completed a preliminary plan to review potential ideas. There will certainly need to be careful consideration with this project, however under advisement, there are potential options available. While the stream presents an issue expanding behind the building, we also run into an issue with meeting side setback requirements expanding in other areas, and building upwards will likely be an

endeavoring task. Although none of which are completely non-optional, they do however cause for more technical planning.

## **Committees**

The Comprehensive Plan Committee is actively looking into updates to the growth plan. I've met with the chair to go over budget recommendations for consulting services and we've discussed potential goals for the committee to work towards polling public input and gathering demographic and statistical data. The Bunganut Park Committee has finished their public survey and provided a summary of the results. They met with a landscape architect to offer advisement towards possible next steps. It was recommended to survey specific target areas of the Park where improvements may be ideal and identify elevations and potential wetland areas. It's difficult understanding what appropriate modifications can be made with consideration of DEP regulations and environmental impacts and a survey may provide some better insights. Currently, I am soliciting quotes from professional surveyors and will continue to work with the committee in identifying some initial goals.

## **Elections**

This year's review of Elections Budget has shown savings of over \$3,500 and is anticipated to grow while we work to improve coordination of elections. While the state is also updating their CVR database, savings in revenue will help address needed updates for scanning devices that will be compatible with the updated database. This upcoming March Primary will be a semi-open Primary where voters unenrolled in a party may vote choose to vote in one party's primary. Applications for request for absentee ballots are now available through February 29<sup>th</sup> and information has ben updated on the Town's website.

## **IT**

Currently, I am working with our IT contractor to develop an effective system for committees and volunteers to have email access and shared hubs for doc storage. Individual email accounts will likely prove to be a costly approach. Other options include assigning groups that will also save the added benefit of doc storage is being looked into.

# ITEM #7: (b.) Funky Bow - Liquor License

STATE OF MAINE



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
  - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
  - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

**Important** – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station  
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
19 Union Street, Suite 301-B  
Augusta, ME 04330

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.





**STATE OF MAINE**  
**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES**  
**BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**

**Application for an On-Premises License**

*All Questions Must Be Answered Completely. Please print legibly.*

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:    Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I:    Licensee/Applicant(s) Information;  
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): <i>Funky Bow Brewery &amp; Beer Co.</i>	Business Name (D/B/A):
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <i>21 Hedgewood Ln, Lymington, ME 04002</i>
Individual or Sole Proprietor Applicant Name(s): <i>Paul Lorrain</i>	Mailing address, if different: <i>31 Hedgewood Ln, Lymington, ME 04002</i>
Mailing address, if different from DBA address:	Email Address: <i>organicfarm@6wi.net</i>
Telephone #                      Fax #:	Business Telephone #                      Fax #: <i>N/A</i> <i>207-423-9348</i>
Federal Tax Identification Number: <i>45-4972804</i>	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit: <i>Res. 2019-11402B</i>	Website address: <i>FunkyBowBeerCo.com</i>

1. New license or renewal of existing license?     New                      Expected Start date: \_\_\_\_\_  
 Renewal                      Expiration Date: \_\_\_\_\_

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:  
Food: 167,492                      Beer, Wine or Spirits: 223,600                      Guest Rooms: \_\_\_\_\_

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

- Malt Liquor (beer)     Wine                       Spirits

4. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV)       Class A Restaurant/Lounge (Class XI)       Class A Lounge (Class X)
- Hotel (Class I, II, III, IV)       Hotel – Food Optional (Class I-A)       Bed & Breakfast (Class V)
- Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV)       Auxiliary       Mobile Cart
- Tavern (Class IV)       Other: \_\_\_\_\_
- Qualified Caterer       Self-Sponsored Events (Qualified Caterers Only)

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

21 Hedgewood Ln Hyman me 04002

6. Is the licensee/applicant(s) citizens of the United States?       Yes       No

7. Is the licensee/applicant(s) a resident of the State of Maine?       Yes       No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes       No      If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes       No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Paul Lorrain		
Abraham Lorrain		

Residence address on all the above for previous 5 years	
Name	Address:
Paul Lorrain	31 Lebaewood Ln Lynn, me 04002
Abraham Lorrain	59 New Town Rd Biddeford me
	114 Post Rd, wells me
Name	Address:

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: 12/20/23

Who is approving this application?  Municipal Officers of Lyman

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title
	Ralph Blackington, Chair
	Thomas Hatch, Vice Chair
	Jessica Picard
	Amber Swett
	Victoria Gavel

**This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

\_\_\_\_\_

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

During the warmer months we'll be outside under the big tent  
During the colder months we're in the Taproom

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: St Philips Church

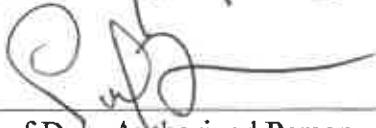
Distance: 1.5 miles

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 12/20/2023

  
Signature of Duly Authorized Person

Paul Lissam  
Printed Name Duly Authorized Person

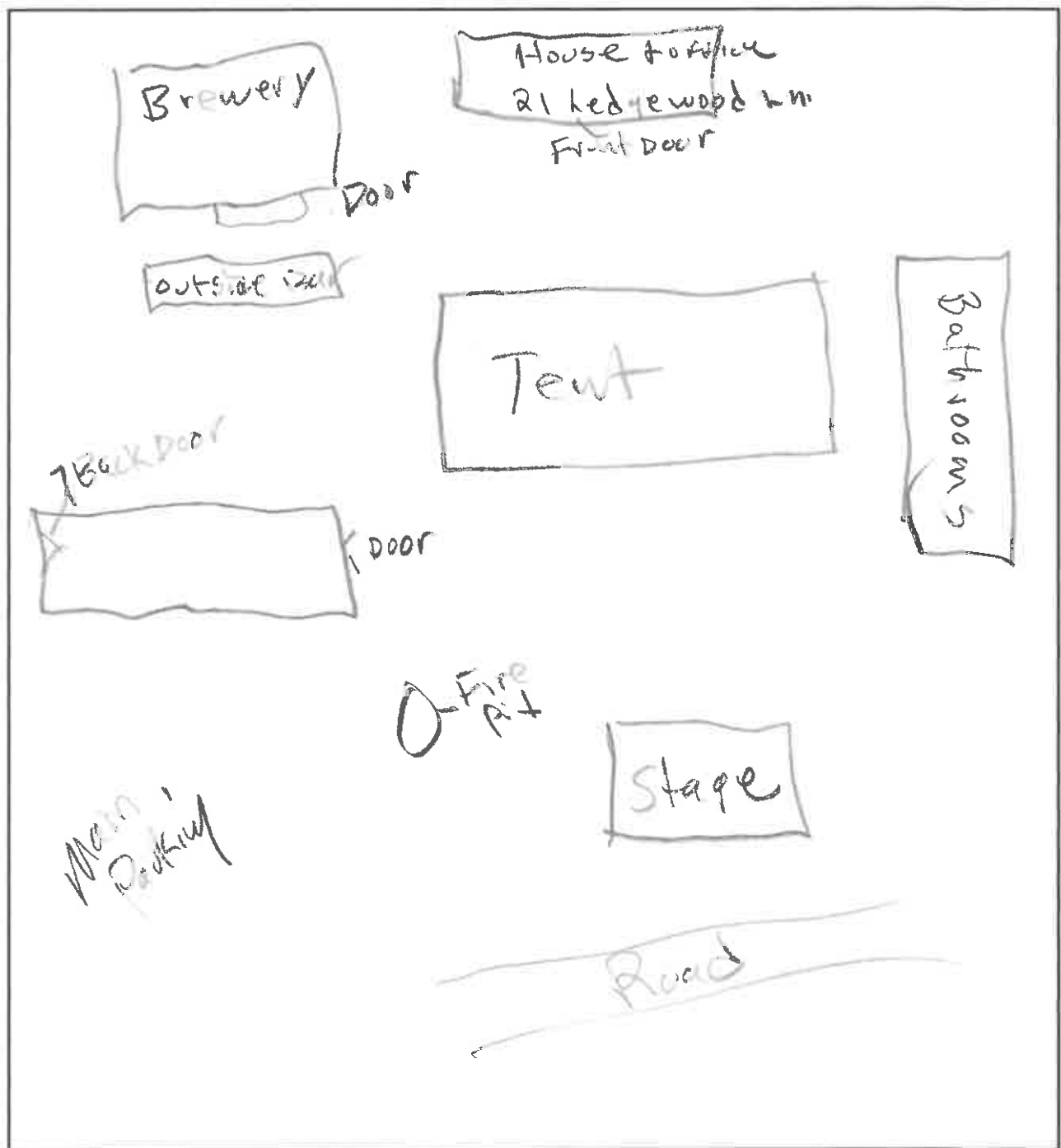
\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Punky Bow Brewery and Beer Co.
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Paul Harrison	31 Hedgewood Ln Lynn ME		owner	30%
Abraham Harrison	59 Newtown Rd 3 yrs Bibbford ME		owner	30%
	114 Post Rd Wells ME 04090			
Paul Chisholm	75 Shepherd Rd Medford ME 02155		owner	40%

(Ownership in non-publicly traded companies must add up to 100%.)



# TOWN OF LYMAN

## Mileage Compensation Policy

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**Adopted:**

**Amended:**

***PURPOSE:*** *To offer mileage compensation to employees for expenses incurred by traveling while using their personal vehicle for Town authorized business.*

**PROCEDURE:**

Employees required to drive personal vehicles for approved, legitimate municipal purposes shall be compensated by the Town at the amounts set by the IRS Per Diem daily rates (when government rates are available), the IRS mileage reimbursement rate, or another rate agreed to by the Town Manager. Compensation may be approved as a “reimbursement” under an Accountable Plan; or compensation may be approved as a fringe benefit under a Non-Accountable Plan. Elected Officials, Volunteers, and those appointed to Boards, Committees, or Commissions are excluded from mileage compensation benefits unless otherwise approved by the Town Manager for specific purposes, excluding regular meetings.

Employees will be paid by an approved appropriation in the departmental budget. The appropriation will be in the best interest of the Town. Travel will be accomplished at the least cost to the Town. Expenses incurred in excess of the approved appropriation will be subject to approval by the Town Manager.

**ACCOUNTABLE PLAN – MILEAGE REIMBURSEMENT:**

Eligible mileage reimbursement will be granted at the prevailing IRS rate per mile if using personal vehicles for approved business-related travel. Normal home to work travel is not compensable.

The Town shall reimburse employees for business travel at the lesser of (a.) mileage from home to destination (excluding normal place of business at which the employee works on a day-to-day basis), or (b.) mileage from normal place of business to destination.

Employees are responsible for documenting all travel logs on the official mileage reimbursement log approved by the Town Manager. All travel logs shall be submitted to the Town Manager for approval on a monthly basis.

**NON-ACCOUNTABLE PLAN – MILEAGE COMPENSATEMENT:**

Eligible employees may be granted an additional allowance if using personal vehicles for travel, such as, attending committee/board meetings as required by Charter, Ordinance, or at the discretion of Town Manager and if attendance is needed on a consistent basis, is required outside

# TOWN OF LYMAN

## Mileage Compensation Policy

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of normal office hours, and specific services required could not otherwise be completed by other means. Such amount shall be set by the Town Manager. If the employee is assigned new duties the employee shall submit in writing to the Town Manager requesting a change in their compensation. The compensation will be fairly thought out as a whole unit using a reasonable rate of average estimated trips on an annual basis and not meant to be individualistic in nature.

Approved allowances under the non-accountable plan are included in the employees' bi-weekly payroll as taxable income and are not considered reimbursements.

**Adopted:**

**Effective: Immediately**

\_\_\_\_\_ Ralph "Rusty" Blackington - Chair

\_\_\_\_\_ Thomas Hatch – Vice Chair

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

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

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

A Majority of the Board of Selectpersons

Lyman, Maine

# TOWN OF LYMAN

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**TOWN OF LYMAN**  
Mileage Compensation Policy

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**Adopted:**

**Effective: Immediately**

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

\_\_\_\_\_ Thomas Hatch – Vice Chair

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

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

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

A Majority of the Board of Selectpersons

Lyman, Maine

DRAFT 2 (ACCOUNTABLE PLAN ONLY)