

Town of Lyman
Select Board Regular Meeting Minutes
Monday, November 20th, 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. *Assessor – Presentation for Aerial Imagery*
Assessor discusses with the Board the benefits of using arial photography and how it would not only relate to the Assessing Department but other departments as well. The Assessor introduced John Ganon from Eagle View (who attended via Zoom). John Ganon gives a presentation for the Board. The Assessor suggests that the Board look everything over and she will check back in a couple of weeks to see if they made a decision.

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: Addresses some items said at the last Board meeting. He addresses an email from the town manager to himself and Rod Tetu, Chair of Planning Board regarding an executive session with the Board on this day. He requests that the meeting be held in public session.

Town Manager: Town Manager explains that because the planning board appointees of the Town they have the right to executive session however, they also have the right to a public session if they so choose.

Don Herson: Mentions that the CEO wrote a quarterly report for the Planning Board. He discusses items regarding the Planning Board and how they procedurally work.

Michelle Felicitti: States that the last election ran very smoothly, and she appreciated being given new materials to help assist her in her duties. She also mentions the Board workshop regarding the Town Clerk position and some information she had gathered in that regard.

- b. *Mail •YCCA Letter*

ITEM #3 **MINUTES**

- a. *Review / Approve meeting minutes 10/16/2023*
Amber Swett – Motions to approve the minutes.
Thomas Hatch – Seconds the motion.
Motion Passes: 3-0-2 (Victoria Gavel, Amber Swett, Thomas Hatch approve; Ralph Blackington, Jessica Picard abstain, they were not in attendance of the meeting.)
- b. *Review / Approve meeting minutes 11/6/2023*
Jessica Picard – Motions to approve the minutes.
Amber Swett – Seconds the motion.

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**Motion Passes: 4-0-1 (Victoria Gavel, Amber Swett, Jessica Picard, Ralph Blackington approve;
Thomas Hatch abstain, he was not in attendance of the meeting.)**

ITEM #4

SIGN WARRANTS

- a. Payroll Warrant #18 in the amount of \$27,122.04
Amber Swett – Motions to approve warrant
Thomas Hatch – Seconds the motion.
Motion Passes: 5-0-0
- b. Accounts Payable Warrant #19 (FY2024) in the amount of \$123,583.56
Thomas Hatch – Motion to approve warrant
Victoria Gavel – 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
Brad Morin explains that he and Tony Vigue are there to answer questions from the last meeting that the Board had in regard to the franchise draft. Liquidated Damages are explained by Brad Morin. The Franchise Fee is also explained in detail by Brad Morin. Tony Vigue gives an overview of LD 1967 that is expected to pass in January. He recommends the Board wait until after January to sign any franchise agreement and he recommends amending the Franchise Ordinance to be more clear on “Video Streaming Provider” throughout the document.
- b. MDOT Request approval for transporting materials, project on Rt 202 waiting on updates
Town Manager explains that she has reached out to DOT and they have opened the bids but haven’t selected a bidder yet.
- c. Discussion, holiday gathering event for Town Hall, Discussion from last meeting
Tabled gathering until after the New Year.

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. Road Commissioner –
- b. Fire Chief – Report’s that they are at full staff. There have been 823 call’s which is 81 higher than at this time last year.
 - 1) Medical Reimbursement Services is recommending an increase in the ambulance rates for 2023 and 2024
Jessica Picard – Motions to approve the fee structure as outlined in Appendix 1.
Victoria Gavel – Seconds the Motion.
Motion passes: 5-0-0
 - 2) Brock Road dry hydrant needs to be replaced. Requests \$1,700 to buy parts and hire a consultant.
Thomas Hatch – Motions to approve \$1,700 to replace the dry hydrant on Brock Rd.
Jessica Picard – Seconds the motion.
Motion passes: 5-0-0
 - 3) Chief explains the Capital equipment purchase plan that’s laid out is to go towards the radio system this year. The total of the radio system will be \$48,456. This is a 50% for Lyman and 50% for Dayton expense.
Jessica Picard – Motions to spend \$24,208 out of the GMFR Capital Equipment Budget

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Amber Swett: Seconds the motion.
Motion Passes: 5-0-0

- c. [CEO](#) –
- d. [Tax Clerk](#) – October Report
- e. [Treasurer](#) – Expense Report
- f. [Town Manager](#) – Responds to some questions that came up at the last meeting. She explains the Camera plan at the Kennebunk Pond Beach and the costs involved for ongoing maintenance is included in the IT contract to monitor for obsolete items.
- g. [Planning Board](#) – Quarterly Report – reviewed in Agenda Packet
- h. [Other](#) -
 - Bunganut Committee** - Michelle Felicitti reports on the Bunganut Committee. They will be meeting on December 11th. They will be meeting with David Maynes, who did Kennebunk, to discuss ideas and plans for Bunganut.
 - Comprehensive Plan Committee** - Michelle Felicitti reports on the Comprehensive Plan Committee. They are planning a meeting at the beginning of December to set a Zoom policy for the Committee.

ITEM #7

NEW BUSINESS

- a. [Transfer Station Closure for Holidays in December](#)

Town Manager asks the Board if they would like to close the Transfer Station on Christmas Eve and New Year's Eve 2023.

Jessica Picard – Motions to close the Transfer Station on Sunday, December 24th and Sunday, December 31st.

Thomas Hatch – Seconds the motion.

Motion passes: 5-0-0
- b. [Discussion regarding policy recruiting volunteers.](#)

Town Manager discusses with the Board that there are some conflicts with the Land Zoning Ordinance and the Charter regarding the recruitment of volunteers. She would like to offer a solution and have two planning board members sit with her while interviewing potential person's that are applying to being on the planning board. There is discussion, the board is in agreement, and the Vice chair and Chair of the planning board is in agreement.

OTHER

EXCECUTIVE SESSION

[1.M.R.S.A §405 \(A\) Discussion with Town Manager regarding personnel matters](#)

Meeting with the Board, Town Manager, Planning Board Chair and Planning Board Vice-Chair was requested to be held in open session by the Chair and Vice-Chair. There have been some concerns in regard to some of the actions of the Planning Board Vice Chair. There was a discussion that ensued covering several points of concerns. The Board also had concerns on different planning board rulings that seemed to be in conflict with each other and Land Zoning Ordinance. There was a discussion that ensued covering several points of concern.

[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](#)

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Thomas Hatch – Motions to go into Executive Session
Jessica Picard – Seconds Motion
Motion Passes – 5-0-0

Jessica Picard – Motions to come out of Executive Session
Amber Swett – Seconds Motion
Motion Passes: 5-0-0

ADJOURN

Jessica Picard – Motion to adjourn
Amber Swett – Seconds Motion
Motion Passes: 5-0-0




Rusty "Ralph" Blackington




Thomas Hatch



Amber Swett



Jessica Picard



Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 4 pages are the original minutes of the Select Board Meeting dated November 20th, 2023



Lindsay Gagne