

Town of Lyman
Select Board Regular Meeting Agenda
Monday, January 16th, 2024 – Lyman Town Hall

Welcome to the January 16th, 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**

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 •York County Sheriff's Monthly Report •SMPDC Letter •Red Cross Letter

ITEM #3 **MINUTES**

- a. Review / Approve meeting minutes 1/2/2023

ITEM #4 **SIGN WARRANTS**

- a. Payroll Warrant #26 in the amount of **\$29,014.81**
- b. Accounts Payable Warrant #27 (FY2024) in the amount of **\$60,675.46**

ITEM #5 **UNFINISHED BUSINESS**

- a. Franchise Agreement, Discuss next steps, Updates from Tony/Brad. Tabled from last meeting – Schedule Public Hearing for Ordinance Amendments
- b. MDOT Request approval for transporting materials, project on Rt 202, Updates attached
- c. Cemetery Committee – Chadborn Cemetery – Waiting on updates
- d. Discuss chain of communications

ITEM #6 **DEPARTMENT AND COMMITTEE REPORTS**

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

ITEM #7 **NEW BUSINESS**

- a. Discuss Agenda format changes

OTHER

EXCECUTIVE SESSION

ADJOURN

Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
ANIMAL COMPLAINT	1	7	8	1.9	14.77	23.29
Administrative	44	0	44	10.6	1.02	61.09
ALARM, BURGLAR - 2 man call	0	8	8	1.9	9.52	2.73
Announcement	0	5	5	1.2	0	0
ASSIST CITIZEN	0	10	10	2.4	24.48	1.72
Assist Other Agency - Other	0	3	3	< 1	27.12	53.27
Assist Other Agency - Police	5	3	8	1.9	8.59	13.67
M/V COMPLAINT - DTE, OUI, ATV	0	17	17	4.1	8.35	5.44
BURGLARY FROM A MOTOR VEHICLE	0	1	1	< 1	0	0
BUILDING/AREA CHECK	5	1	6	1.4	3.90	0.58
CIVIL COMPLAINT	0	3	3	< 1	0.17	1.62
COMMUNITY POLICE CONTACT	2	0	2	< 1	0	35.51
COMPLAINT	0	4	4	< 1	20.18	0.03
DETAIL	2	0	2	< 1	0	237.62
DHHS CALL/REFERRAL	0	2	2	< 1	4.57	0.10
DISTURBANCE - 2 man call	0	5	5	1.2	5.10	30.81
DISABLED MV	1	2	3	< 1	0	30.85
DOMESTIC DISTURBANCE - 2 man	0	4	4	< 1	8.56	28.68
DRUG INCIDENTS	2	0	2	< 1	0	68.63
EFD IN PROGRESS	0	1	1	< 1	5.58	64.23
MEDICAL ECHO LEVEL	0	1	1	< 1	7.05	5.25
ESCORT/TRANSPORT	1	2	3	< 1	0.03	436.91
MUTUAL AID - FIRE	0	2	2	< 1	10.30	13.14
VEHICLE CRASH - HIGH MECHANISM	0	1	1	< 1	12.42	36.03
VEHICLE CRASH - FIRE / EMS	0	3	3	< 1	21.17	20.76
FIELD INTERVIEW	1	0	1	< 1	0	16.58
FOLLOW-UP INVESTIGATION	5	8	13	3.1	20.46	34.41
9-1-1 HANG UP	0	4	4	< 1	0	0
HARASSMENT	0	1	1	< 1	0.03	19.55
INTEL	0	3	3	< 1	0.75	0.02
LARCENY /FORGERY/ FRAUD	1	4	5	1.2	37.36	18.40
Mental Health Call	0	3	3	< 1	16.98	6.97
9-1-1 MISDIAL	0	2	2	< 1	0	0
M/V ACCIDENT - PROPERTY DAMAGE	0	15	15	3.6	14.95	22.99
MOTOR VEHICLE STOP	14	1	15	3.6	8.25	30.76
NCIC Entries	0	1	1	< 1	0	0
ON-DUTY TRAINING	2	0	2	< 1	0	27.74
OTHER - NOT LISTED ALREADY	1	1	2	< 1	0	1.90
CRUISER INSPECTION	105	0	105	25.2	0	0.69
PAPER WORK	5	1	6	1.4	0	23.49
FOUND/LOST PROPERTY	0	5	5	1.2	33.87	12.03
PROWLER - 2 UNIT RESPONSE	0	1	1	< 1	17.82	24.11
SERVE RESTRAINING ORDER	5	10	15	3.6	18.32	17.41
Road Hazard - NO PAGE	0	4	4	< 1	0	0
ON DUTY SCHOOL RESOURCE	1	0	1	< 1	0	65.07
SUSPICIOUS ACTIVITY	1	9	10	2.4	8.87	21.49
SEX OFFENDER REGISTER/VERIFICA	5	7	12	2.9	0	32.26
TERRORIZING/THREATENING	1	3	4	< 1	8.37	34.81
TRAFFIC CONTROL	2	0	2	< 1	0	23.02
Trespassing	0	2	2	< 1	16.52	0.03
VANDALISM	1	2	3	< 1	5.90	11.91
Violation Condition of Release	1	0	1	< 1	0	11.27
VIOLATION OF PO	0	7	7	1.7	39.18	49.15
SERVE WARRANT	0	8	8	1.9	21.21	14.77
WELFARE CHECK	0	6	6	1.4	16.37	2.37
Call Transfer to another PSAP	0	4	4	< 1	0	0
YSO Overtime page	0	5	5	1.2	0	0
TOTAL	214	202	416	100	14.93	26.13

Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
ABANDONED MV	0	1	1	< 1	17.87	16.75
ANIMAL COMPLAINT	0	3	3	1.5	0	0
ALARM, BURGLAR - 2 man call	0	7	7	3.6	11.47	3.99
ASSAULT - past	0	2	2	1.0	29.55	170.67
ASSIST CITIZEN	0	8	8	4.1	9.63	0.52
Assist Other Agency - Other	0	2	2	1.0	19.35	1.97
Assist Other Agency - Police	1	9	10	5.1	12.15	11.90
M/V COMPLAINT - DTE, OUI, ATV	0	19	19	9.7	5.74	27.33
BUILDING/AREA CHECK	2	0	2	1.0	0	0.08
CIVIL COMPLAINT	0	1	1	< 1	0	0
COMMUNITY POLICE CONTACT	1	0	1	< 1	0	41.07
COMPLAINT	0	3	3	1.5	6.72	30.48
DISTURBANCE - 2 man call	0	5	5	2.6	12.97	47.65
DISABLED MV	2	4	6	3.1	0.27	10.60
DOMESTIC DISTURBANCE - 2 man	0	7	7	3.6	10.57	27.85
Illegal Dumping	0	2	2	1.0	0	0
Domestic Violence Follow-up	1	0	1	< 1	0	9.90
EMD IN PROGRESS	0	1	1	< 1	8.26	91.17
ESCORT/TRANSPORT	0	1	1	< 1	0	0
MUTUAL AID - FIRE	0	1	1	< 1	0	0
VEHICLE CRASH - FIRE / EMS	0	8	8	4.1	5.36	24.20
FOLLOW-UP INVESTIGATION	4	10	14	7.2	10.53	14.37
FIREWORKS COMPLAINT	0	1	1	< 1	0	0
9-1-1 HANG UP	0	2	2	1.0	15.00	8.16
HARASSMENT	0	1	1	< 1	41.55	14.18
INTEL	0	5	5	2.6	5.42	39.50
Mental Health Call	0	5	5	2.6	11.05	36.17
9-1-1 MISDIAL	0	2	2	1.0	26.62	7.32
M/V ACCIDENT - PROPERTY DAMAGE	1	14	15	7.7	21.77	14.29
M/V SLIDE OFF	0	2	2	1.0	34.17	2.65
MOTOR VEHICLE STOP	26	0	26	13.3	0	6.48
NOISE COMPLAINT	0	1	1	< 1	0.02	5.73
OPEN LINE	0	3	3	1.5	0	0
FOUND/LOST PROPERTY	0	1	1	< 1	0	0
REPOSSESSION INFO	0	1	1	< 1	0	0
SERVE RESTRAINING ORDER	2	1	3	1.5	7.98	4.25
Road Hazard - NO PAGE	0	4	4	2.1	0	0
Phone/Mail/Computer Fraud	0	1	1	< 1	0	0
SERVE SUMMONS	1	0	1	< 1	0	14.08
SUSPICIOUS ACTIVITY	0	6	6	3.1	17.68	16.53
VANDALISM	0	1	1	< 1	0.07	15.45
VIN Verification	0	2	2	1.0	17.63	18.48
SERVE WARRANT	2	0	2	1.0	0	24.96
WELFARE CHECK	0	4	4	2.1	14.15	24.56
Call Transfer to another PSAP	0	1	1	< 1	0	0
TOTAL	43	152	195	100	12.83	18.05

ITEM #2: (b.) Mail



Serving the Municipalities of Southern Maine for Over 50 years

December 27, 2023

Town of Lyman

Dear Lindsay;

With 2024 upon us, I am pleased to report that it was an exciting year of new projects, staff, and growth for the organization. This growth is driven by the demand for our services, as well as new opportunities for the region, and we always strive to provide highly professional and timely services at an affordable cost to our communities.

As you know, SMPDC is a non-partisan nonprofit (Council of Governments) founded in 1964 to provide technical expertise and lead regional planning and economic development for land use, smart growth, resource management, affordable housing, environmental sustainability, and transportation planning. In short, we cultivate and strengthen thriving, sustainable communities and local governments for our 39 member towns in York County and southern Oxford and Cumberland Counties.

Our nonprofit continues to provide affordable, valuable services to you such as planning assistance, cooperative purchasing, access to federal and state grant programs, and collaboration on issues of regional concern. Our technical assistance covers land use, transit and economic development - from providing traffic counts, road service management, grant writing services, to demographic and Census information. Most of our towns benefit from our cooperative purchasing program which offers savings on road salt, paving, and other town purchasing. Last year, your community saved \$22,154.00 from purchasing through SMPDC.

Regional planning has never been more important to meet your needs and those of our region. Because we're seeing increased demands from towns for assistance, our programs and services continue to grow as well. This year, we created three new positions to address needs for land use planning, business recovery programs, and new sustainability projects. It's this responsiveness to your needs that sets SMPDC apart, something that will continue to grow as we build on our regional and cooperative approach to all we do.

As a result of our growth to meet your needs, we are requesting a modest increase in dues of 3%. Please keep in mind that our dues are below the rates for other regional planning agencies across the state and are based on a method that accounts for both valuation and population of your community. These annual membership dues are for the upcoming fiscal year beginning July 2024. **Your dues amount for 2024-2025 will be \$1,928.00.** We are grateful for your continued support.

We have included a page entitled ***Benefits to All Communities*** that details the services provided by Southern Maine Planning and Development Commission.

As always, please feel free to reach out with any questions or concerns. I can be reached at pschumacher@smpdc.org or call our office at (207) 751-7065.

Best regards,

Paul Schumacher
Executive Director

SMPDC Member Services and Benefits

- A cooperative purchasing program for the region. SMPDC towns saved approximately \$608,916.00 through participation in the Copy Paper and Road Salt bids last year.
- Providing the needed match requirements for state, federal Economic Development Administration (EDA) and DOT programs. In effect, for every dollar of dues we can leverage an additional two dollars.
- Providing free workshops, newsletters, technical memorandum, census updates, legislative updates and other educational resources to all communities, as well as immediate technical assistance on municipal land use, transportation and economic development issues. We also have the ability to provide traffic counts upon request.
- Community Development Block Grant, EDA and other grant writing services to your community.
- Providing economic recovery and expansion funds to area businesses, including low cost loans and grants.
- Reduced hourly billing rate for any requested additional or larger community specific projects.
- The ability to work on county wide initiatives that may not be funded, developing regional climate change initiatives, new county transportation options, and developing regional grant proposals.
- Operating a Revolving Loan Fund Program which has provided over \$12 million dollars in environmental clean-up activities ultimately resulting in new housing, business development and stronger downtowns.
- Quarterly newsletter including updates on ongoing projects, funding opportunities and regional news relevant to towns and cities.

As a member municipality, our staff is also available *for contract* to your community at a reasonable hourly billing rate for additional or larger projects including, but not limited to:

- Interim land use planning expertise or substitute planner for development or subdivision review and ordinance development.
- Comprehensive Planning services such as data collection, survey development & implementation, and document preparation
- Greenhouse Gas inventories of community and/or municipal emissions
- Rural transportation planning and technical assistance such as 1) facilitating or aiding in grant writing and funding opportunities for trails, sidewalks, road work, or transit 2) providing assistance with safety audits, data collection, planning activities, or local project management and 3) coordinating between MaineDOT and municipalities
- GIS and mapping services for official zoning maps, planning purposes, and/or presentations.

SMPDC has also undertaken several standalone projects and studies which include parts of our region but have recommendations and resulting actions that will have broad regional benefits. These include, but are not limited to:

- The Regional Sustainability and Resilience Program produces resources and projects which can serve as model ordinances and methodologies for any community looking to create sustainable or climate resilience local policy.
- The Kittery and Portsmouth Naval Shipyard (PNS) Joint Land Use Study which aims to improve housing, transportation, and commuting issues throughout York County in collaboration with the PNS.
- Climate Action Cohort initiative that will result in resources for climate action planning any community can adopt and implement.
- The York County Broadband and Digital Equity Coalition brought together partners and service agencies to address internet access and create a Digital Equity Plan for the region, and work with the Maine Connectivity Authority to bring better broadband and increase access to the internet.
- The Economic Recovery Hub Program will bring technical assistance grants and financial assistance grants up to \$20,000 to region businesses who suffered losses from the pandemic, but were missed in original public grant rounds.

ITEM #2: (b.) Mail



American Red Cross
Northern New England Region

January 11, 2024

Town of Lyman
Attn: Select Board
11 So. Waterboro Rd
Lyman, ME 04002

Dear Members of the Select Board,

As we look ahead to the new year, we take a moment to reflect on our profound gratitude to the municipal partners who help us deliver our lifesaving mission in our community. With your support, we are able to ensure the health, safety, and preparedness of our friends and neighbors throughout Northern New England.

Last year, our staff and volunteer workforce provided an array of services throughout the Northern New England region:

- We made **700 homes safer** by installing **2,177** smoke detectors and educating **897** families about fire safety and prevention through our Home Fire Campaign.
- Trained **42,950 people** in first aid, CPR, and water safety skills. (training data for county level)
- We collected over **133,100 units of blood**. Hospitals throughout Northern New England depend on the American Red Cross for these collections.
- In our region, over **3,400** service members, veterans, and their families received supportive services through our Service to the Armed Forces department.

Your American Red Cross remains committed to providing relief and support. We do this with the help of our incredible volunteers and donors, including you, our friends in Lyman. *This year, we respectfully request a municipal appropriation of **\$1,000.00**.* These funds will directly benefit individuals and families right here in our region, who benefit from our unique services at no cost.

For more information about the work we've been doing in your area, please refer to the attached Service Delivery sheet for York County. If you have any questions, please call us at 1-800-464-6692 or supportnne@redcross.org.

Warmly,

A handwritten signature in cursive script that reads "Lauren Jordan".

Lauren Jordan
Development Coordinator

32 N Prospect St
Burlington, VT 05401

2 Maitland St
Concord, NH 03301

2401 Congress St
Portland, ME 04101

www.redcross.org/nne

American Red Cross of Northern New England



York County Service Delivery July 1, 2022 - June 30, 2023

Disaster Response

In the past year, the American Red Cross has responded to **46 disaster cases** in **York County**, providing assistance to **100 individuals**. Most commonly, these incidents were home fires. Red Cross workers were on the scene to provide food, clothing, lodging, emotional support, and more to families during their hours of greatest need. Our teams also provide Mass Care to first responders. Things like food, water, and warm drinks strengthen the brave people of your local Fire and Police Departments as they answer the call to keep your residents safe.

Town/City	Disaster Events	Individuals
Arundel	1	1
Berwick	3	9
Biddeford	8	18
Buxton	4	11
Eliot	2	4
Hollis Center	1	6
Kennebunk	4	5
Kittery	1	2
Lebanon	1	3
Limerick	1	1

Town/City	Disaster Events	Individuals
Lyman	1	4
North Berwick	1	4
North Waterboro	1	2
Ocean Park	1	1
Old Orchard Beach	4	4
Parsonsfield	1	2
Saco	2	4
Sanford	8	18
West Newfield	1	1

Home Fire Campaign

Last year, Red Cross staff and volunteers worked throughout York County to educate residents on fire, safety and preparedness. We made **18 homes safer** by helping families develop emergency evacuation plans.

Blood Drives

We collected **3,739** pints of lifesaving blood at **141** drives in York County.

Training Services

Last year, **1,247 York County residents** were taught a variety of important lifesaving skills such as First Aid, CPR, Babysitting Skills and Water Safety.



Service to the Armed Forces

We proudly assisted **122 of York County's Service Members, veterans, and their families** by providing emergency communications and other services, including counseling and financial assistance.

Volunteer Services

York County is home to **117 American Red Cross Volunteers**. We have volunteers from all walks of life, who are trained and empowered to respond to disasters in the middle of the night, to teach safety courses, to help at our many blood drives, and so much more. The American Red Cross is proud that 90% of its staff is made up of volunteers; they are truly the heart and soul of our organization.



ITEM #3: (a.) Minutes

Town of Lyman
Select Board Meeting Minutes
Monday January 2nd, 2024 – 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. Funky Bow Public Hearing – Re-Application for Special Amusement Permit

Ralph Blackington – Opens the public hearing and asks for public comment. There is no public comment. The public hearing closes at 6:03pm.

Thomas Hatch – **Motions to approve the Special Amusement Permit for Funky Bow.**

Jessica Picard – **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 if having a law enforcement officer present at Elections is a requirement of the State, the Town can seek to have the State reimburse the Town for costs. Asks that the Planning Board vacancy be filled by the process recommended by the Town Manager with the involvement of two planning board members. He is unclear about the mileage reimbursement policy, as to which employees are eligible for the reimbursement. With regard to appointment of Town Clerk, hopefully the person appointed to the position of town clerk will have had substantial experience in conducting elections such that direct supervision and oversight will not be necessary.

Lindsay Gagne – States to the comment of having law enforcement present at Elections, this is a requirement of RSU57 because the Town is using their building and they would prefer there are protective measures in place to monitor the use of the building. If at any time there are questions, residents are welcome to contact the Town Manager.

b. Mail •Alfred/ Lyman Monthly Report York County Sheriff’s •LHS Letter

ITEM #3 MINUTES

a. Review / Approve meeting minutes 12/4/2023

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

b. Review / Approve meeting minutes 12/21/2023

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

ITEM #4 SIGN WARRANTS

a. Payroll Warrant #24 in the amount of \$25,661.13

Victoria Gavel – **Motions to approve. Thomas Hatch seconds. Motion passes: 5-0-0**

b. Accounts Payable Warrant #25 (FY2024) in the amount of \$611,335.39

Thomas Hatch – **Motions to approve. Amber Swett seconds. 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

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- b. [MDOT Request approval for transporting materials, project on Rt 202, waiting on updates](#)
Lindsay Gagne – States there is preconstruction meeting scheduled January 5th, the board has been invited to attend.
Ralph Blackington – States he is interested and planning on attending.
- c. [Giving Committee – Project Statement](#)
Jessica Picard – Verifies this committee could be self-funded in some ways and donation based.
Victoria Gavel – States she has concerns about confidentiality.
Lindsay Gagne – States the committee would not be collecting personal information but would be working towards fundraising events. There is language in the project statement and code of ethics pertaining to responsibility of confidentiality. This could be an adhoc committee initially and later could be established as a standing committee.
Amber Swett – **Motions to accept the Giving Committee’s Project Statement.**
Thomas Hatch – **Seconds the motion.**
Motion passes: 4-0-1 (Thomas Hatch, Ralph Blackington, Jessica Picard, Amber Swett in favor. Victoria Gavel opposed).
- d. [Cemetery Committee – Chadborn Cemetery](#)
Amber Swett – States some concerns that town funds were used for a private entity.
Thomas Hatch – Suggests sending a memo to the committee.

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. [Road Commissioner](#) –
Thomas Croteau – States he has been cleaning up hanging trees in the roads and helped clean up the vandalism at Kennebunk Pond. The culvert at Fryes Bridge Road will need to be replaced. He plans on doing the repair on January 15th. Project should take a day and the road will need to be temporarily closed, but they will try to keep at least one lane open as much as they can.
- b. [Fire Chief](#) – none
- c. [CEO](#) –
Brenda Charland – States she has put together a report. She submits a report to the Board. She’s developed a good working relationship with the Electrical Inspector, the Assessor and Fire Chief. She’s been looking at the Fee Structure and comparing it with other Towns and would like to keep an eye towards user fees supporting the department and not derived from taxpayers as much as possible. She asks the board if they want her to look at configuring the fee schedule and see if they can bring it up a little more. The board has some discussion and agrees to review updating the fee schedule.
- d. [Tax Collector – November Report](#) – Reviewed in Agenda Packet
- e. [Bunganut Park Committee](#) –
Michelle Feliccitti – States the Committee met with a landscape architect to go over a suggestions for the committee to start looking into. It was recommended that the Town consider getting a topographical survey and wetland delineation, at least in the area where Improvements will be considered. This way a landscape architect will be able to use this information in developing a plan. They have collected quotes. One came in for the topographical survey for approximately \$3,500. Wetlands delineation would require a soil scientist, which will likely add more costs.
- f. [Treasurer – Expense Report](#) – Reviewed in Agenda Packet
- g. [Town Manager – Progress Report](#)
Lindsay Gagne – States as an update to the notes, there were power outages from the last storm that caused some issues. It was discovered that the server room and AC unit in the server room was not hooked up to the Panel for the generator. They can, however, run on battery but the room will get very hot. After talking with the Electrical Inspector, it was verified the Town will need to invest in a larger generator to meet the need of adding more items to the panel. An alternative would be to

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take some things off the panel to add the server room, but that may mean we'd have to close the Town Hall in events of power outage. Review of progress notes in agenda packet.

h. **Other -**

Thomas Hatch – States there was vandalism at Kennebunk Pond recently and he had chosen to close the gate for now where there is no ice fishing right now.

Amber Swett – States she was at an Eco Maine meeting, and they are going to be voting on going out for a bond for planning design, construction modification, repairs and improvements to their new MRF. They will be voting January 8th.

ITEM #7

NEW BUSINESS

a. **Discuss chain of communications**

Amber Swett – States she attended the Municipal Officers Webinar Training where they discussed boards having a chain of communication. One example that was provided was more of a code of conduct for the Town of Hallowell. She suggests the Board consider clarifying some chain of communication.

Lindsay Gagne – States it was brought to the board's attention by a former charter commission member that had stated to the board one of the reasons the commission considered a Town Manager plan was because at the time there were instances of elected officials going to employees directly. The idea of a Town Manager was to have a point person to help with directions and process. For example, there are no longer complaints addressed on the agenda, because issues can now be addressed with the Town Manager and brought to the board when appropriate. It would be a good idea to establish a clear process. The board could table the item but would be good to keep workshopping ideas.

b. **Funky Bow – Review/Approve State Liquor License.**

Amber Swett – **Motions to approve. Thomas Hatch seconds. Motion Passes: 5-0-0**

c. **Board/Committee Resignations – Planning Board, ORC, RSU#57**

Thomas Hatch – **Motions to accept resignation of Michael Rancourt from the ORC.**

Victoria Gavel – **Seconds the motion. Motion passes: 5-0-0**

Thomas Hatch – **Motions to accept the resignation of Rod Tetu from Planning Board.**

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

Thomas Hatch – **Motions to accept the resignation of Norm Dubois from RSU#57 School Board.**

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

Thomas Hatch – States all resignations were due to personal life changes.

Victoria Gavel – States she would like to get some thank you cards for the board to sign.

d. **Review/ Approve Mileage compensation policy.**

Victoria Gavel – **Motions to accept the Draft 2 “Accountable Plan” mileage policy.**

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

e. **Appointment – Town Clerk**

Jessica Picard – **Motions to rescind the appointment of Lindsay Gagne as Town Clerk and appoint Susan Bellerose as Town Clerk effective December 18th, 2023.**

Thomas Hatch – **Seconds the motion,**

Discussion, change the effective date to January 3rd, 2024

Jessica Picard – **Rescinds her motion above.**

Jessica Picard – **Motions to rescind the appointment of Lindsay Gagne as Town Clerk and appoint Susan Bellerose as Town Clerk effective January 3rd, 2024.**

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OTHER

Amber Swett – States she would like to address an issue and reads a prepared statement, see attached.

EXCECUTIVE SESSION

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

Thomas Hatch – Motions to go into executive session per **MRSA 405 (A) Discussion with Town Manager regarding personnel matters.**

Amber Swett – Seconds the motion.

Lindsay Gagne – States for discussion a reminder to the board that anything discussed in executive session is confidential and cannot be shared outside of executive session. Board members are elected officials and can be held both jointly and separately liable.

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

Jessica Picard – Motions to come out of executive session. **Thomas Hatch** seconds. **Motion passes: 5-0-0**

ADJOURN

Jessica Picard – Motions to adjourn. **Amber Swett** 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 8 pages are the original minutes of the Select Board Meeting dated January 2nd, 2024

Lindsay Gagne

It has become evident to me that we need to do better!!! By we, I mean the five of us sitting here behind this table. Out of the past 12 meetings we've had, there has been a member of our community, an appointed municipal officer, who, at 10 of those meetings has been using the guise of public comment to repeatedly bully and harass our town manager, and we have been sitting here in silence during the whole thing. Maybe the silence was in the hope that it would eventually end sooner rather than later, but it has become apparent to me and other members of our community that that is not the case. And I believe we need to do something about this. At our December 4th meeting, again under the guise of public comment, there was a speech given about keeping with the spirit of the 6th Amendment of the Constitution and with Article 1 Section 6 of the Maine State Constitution about due process for EVERYONE that COULD, in my opinion, be misconstrued as an untruth, misinformation, a falsehood or even a lie. And for those of you watching or listening and were like me and did not or do not know, the 6th Amendment of the Constitution sets forth the rights related to criminal prosecutions and Article 1 Section 6 of the Maine State Constitution is also dealing with Criminal Prosecution. It was suggested that a person so charged would be notified in advance of the nature of the allegations so that person could prepare responses to them instead of spontaneously replying on the fly and that that would also be in keeping with the central principle of the 5th and 14th Amendments of due process and also found in Section 6A of the Maine State Constitution, due process standards of fairness to which ALL are entitled. This just seemed odd to me on a couple of different levels, so I contacted our town manager and we spoke about the situation. What seemed odd to me was that this person attended 10 out of 12 of our previous selectboard meetings and, again under the guise of public comment, used that time to, in my opinion, bully, harass, and even undermine our town manager, but not once before any of those meetings did they reach out to our town manager to 1.) see if any of the questions or concerns they had could be addressed without having to wait until the next selectboard meeting and 2.) there was no keeping with the spirit of the 6th Amendment of the Constitution and with Article 1 Section 6 of the Maine State Constitution and the due process standards of fairness to which ALL are entitled. Our town manager has never been notified before any of these meetings to prepare any kind of a response leaving them to spontaneously reply on the fly. Our town manager provided me with email correspondence dated November 14,

a Tuesday and six days before our Monday meeting, that was sent to this individual, inviting them to an executive session at the next selectboard meeting and gave a couple of bullet points of items to be reviewed. The email was ended with "if you have any questions, you can call me at 247-0642." There were no responses to that email received by our town manager. Our town manager reached out again two days later, making this individual aware of some of the issues to be discussed along with detailed questions that were put together if they were going to be attending the next meeting. There was an attachment to that email that contained three pages of issues to be discussed and a list of questions to be asked. The Town Manager also stated "As for the other topic, there is some concern with ethical standards, and I hope we can address a resolution. This email was ended with "if you have any questions, please don't hesitate to contact me." There was a reply to this email, from this individual, saying "thank you for the information." Now anyone watching at home COULD assume that what was said in public comment by this individual was the whole truth and not a version of their own truth and not reach out themselves to our town manager for clarification. It was strange to me also, that at the December 4th meeting it was insinuated that no notice was given to prepare a response but at the November 20th meeting during public comment the individual came with a prepared statement and discussed each of the points and topics that were going to be discussed in the executive session later in the meeting. At 1:06:53 of the meeting it was acknowledged that detailed questions were provided.

Please know that I do not throw around the words bully and harass lightly. I looked up many different definitions of the word bully and will share a few with you. 1.) Oxford languages - a person who habitually seeks to harm or intimidate those whom they perceive as vulnerable. 2.) Merriam-Webster - a blustering, browbeating person especially: one who is habitually cruel, insulting or threatening to others who are weaker, smaller or in some way vulnerable; to treat someone in a cruel, insulting, threatening or aggressive fashion; to cause someone to do something by means of force or coercion; to use language or behavior that is cruel, insulting, threatening or aggressive; 3.) Dictionary.com – a blustering, mean or predatory person who, from a perceived position of relative power, intimidates, abuses, harasses or coerces people, especially those

considered unlikely to defend themselves; 4.) ACAS (Advisory, Conciliation and Arbitration Service – an HR Company) – offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient, and as to the word harass: 1.) Oxford languages – subject to aggressive pressure or intimidation; make repeated small-scale attacks. 2.) Merriam-Webster – exhaust, fatigue; to annoy persistently; to create an unpleasant or hostile situation for especially by uninvited and unwelcome verbal or physical conduct; 3.) Dictionary.com – to disturb or bother persistently; torment, as with troubles or cares; pester; to intimidate or coerce, as with persistent demands or threats. 4.) ACAS – unwanted conduct that violates people’s dignity or creates an intimidating hostile, degrading, humiliating or offensive environment. For context, if you are an eight-year-old child attending Lyman Elementary School and you laugh at another child and hurt their feelings, it will go into your permanent school record that you are bully. If our school is taking this as seriously as necessary, shouldn’t we be doing the same?

On August 2, the selectboard was emailed a draft Code of Ethics Policy to be reviewed for our upcoming meeting. At the August 7 selectboard meeting, it was tabled to the next meeting. At our August 21 meeting, the Code of Ethics Policy was voted on and approved. The Code of Ethics was then sent out on August 24th to all employees and board/committee members. A separate email was sent to the individual on September 6th also with the Code of Ethics, again, attached for review.

The behavior of this individual from August 24th when they received their first copy of the Code of Ethics, through September 6th when they received their second copy of the Code of Ethics and, I feel, right up until December 4th meeting has continuously, and again, in my opinion, broken several of Section 3: Responsibility of proper conduct and commitment to ethics, standards, such as: A: - Every town official needs to apply effort in maintaining ethical standards. B: - Town officials shall treat each other with mutual respect and strive for a collaborative, team environment that enhances fairness, impartiality, and is responsive to the needs of the people they serve and each other in the performance of their duties. C: - Town officials will support the town to increase its citizens, public and vendor satisfaction by providing quality services. F: - All

town officials will maintain a standard of conduct that will inspire public confidence and fortify the integrity of the towns' government.

At our November 20th meeting our Town Manager brought it to our attention questioning whether this individual's behavior is borderline harassment? So, I take it that our town manager is feeling harassed by this continued behavior and clearly unsupported by us.

So, I ask my fellow board members, what can we do to stop this behavior?

Do we require all public comments to be submitted for approval before a meeting? Does our chair or another member of the board call point of order whenever a public comment is discussing a municipal official? Is there an HR way to address this? I am open to help and suggestions and look forward to seeing how we can all work together to end this toxic situation for all of our town employees and community members.

ITEM #4: (a.) Payroll

LYMAN
9:22 AM

Payroll Check Register

Pay Date: 01/10/2024

01/04/2024
Page 1

Check	D / D	Check	Amount	Date	Employee
Employee Checks					
1	1,548.98	0.00	1,548.98	01/10/24	79 SUSAN J BELLEROSE
2	1,915.52	0.00	1,915.52	01/10/24	029 BRENDA D CHARLAND
3	1,187.49	0.00	1,187.49	01/10/24	025 THOMAS M CROTEAU
4	130.68	0.00	130.68	01/10/24	100 KELLY J DEMERS
5	946.93	0.00	946.93	01/10/24	12 MARCEL DESROSNIERS
6	107.81	0.00	107.81	01/10/24	043 CECILE M DUPUIS
7	22.86	0.00	22.86	01/10/24	048 BRUCE A FEARON
8	2,461.97	0.00	2,461.97	01/10/24	028 LINDSAY GAGNE
9	1,875.46	0.00	1,875.46	01/10/24	016 LAURIE L GONSKA
10	336.61	0.00	336.61	01/10/24	117 PAUL HAKALA
11	179.68	0.00	179.68	01/10/24	74 DONALD M HERNON
12	259.30	0.00	259.30	01/10/24	007 THOMAS M HOLLAND
13	1,697.59	0.00	1,697.59	01/10/24	015 JEANETTE E LEMAY
14	774.22	0.00	774.22	01/10/24	036 JULIE LEMIEUX
15	1,285.30	0.00	1,285.30	01/10/24	041 RANDALL L MURRAY
16	666.16	0.00	666.16	01/10/24	19 BRIAN D. RACICOT
17	410.92	0.00	410.92	01/10/24	123 KYLE D RACICOT
18	330.84	0.00	330.84	01/10/24	002 DAVID W RILEY
19	289.27	0.00	289.27	01/10/24	020 DAVID H SANTORA
20	153.54	0.00	153.54	01/10/24	010 WILLIAM P SINGLE
21	22.86	0.00	22.86	01/10/24	33 BETRAM J SOBANIK
22	22.86	0.00	22.86	01/10/24	059 KELLY J STEVENS
23	59.47	0.00	59.47	01/10/24	81 RODERICK TETU
24	1,424.82	0.00	1,424.82	01/10/24	037 REBEKAH S THOMPSON
25	284.95	0.00	284.95	01/10/24	40 RAYMOND J VALLIERE
26	153.54	0.00	153.54	01/10/24	173 KEVIN A VEILLEUX
27	153.54	0.00	153.54	01/10/24	46 JOSEPH A WAGNER
Total	18,703.17	0.00	18,703.17		
Direct Deposit Checks					
28	0.00	18,703.17	18,703.17	01/10/24	D / D 1 BIDDEFORD SAVINGS BANK
Total	0.00	18,703.17	18,703.17		
Trust & Agency Checks					
29	0.00	6,453.22	6,453.22	01/10/24	T & A 1 I.R.S.
30	0.00	1,158.96	1,158.96	01/10/24	T & A 3 ICMA
31	0.00	1,130.54	1,130.54	01/10/24	T & A 2 MAINE REVENUE SERVICES
32	0.00	1,568.92	1,568.92	01/10/24	T & A 9 MPERS
Total	0.00	10,311.64	10,311.64		

Payroll Check Register
Pay Date: 01/10/2024

Check	D / D	Check	Amount	Date	Employee
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Summary

Checks:	Regular		0.00		27
	D / D		18,703.17		1
	Employee		18,703.17		
	T & A		10,311.64		4
	Voided				0
	Total		29,014.81		32

WARRANT: 26

Check	D / D	Check	Employee	Gross Pay
1	1,548.98	0.00	79 SUSAN J BELLEROSE	2,194.29
2	1,915.52	0.00	029 BRENDA D CHARLAND	2,786.83
3	1,187.49	0.00	025 THOMAS M CROTEAU	1,744.83
4	130.68	0.00	100 KELLY J DEMERS	141.50
5	946.93	0.00	12 MARCEL DESROSIERS	1,185.93
6	107.81	0.00	043 CECILE M DUPUIS	116.74
7	22.86	0.00	048 BRUCE A FEARON	24.76
8	2,461.97	0.00	028 LINDSAY GAGNE	3,494.23
9	1,875.46	0.00	016 LAURIE L GONSKA	2,913.46
10	336.61	0.00	117 PAUL HAKALA	364.50
11	179.68	0.00	74 DONALD M HERNON	194.56
12	259.30	0.00	007 THOMAS M HOLLAND	286.85
13	1,697.59	0.00	015 JEANETTE E LEMAY	2,405.15
14	774.22	0.00	036 JULIE LEMIEUX	1,044.75
15	1,285.30	0.00	041 RANDALL L MURRAY	1,960.80
16	666.16	0.00	19 BRIAN D. RACICOT	776.90
17	410.92	0.00	123 KYLE D RACICOT	483.00
18	330.84	0.00	002 DAVID W RILEY	358.24
19	289.27	0.00	020 DAVID H SANTORA	313.23
20	153.54	0.00	010 WILLIAM P SINGLE	166.26
21	22.86	0.00	33 BETRAM J SOBANIK	24.76
22	22.86	0.00	059 KELLY J STEVENS	24.76
23	59.47	0.00	81 RODERICK TETU	64.39
24	1,424.82	0.00	037 REBEKAH S THOMPSON	2,155.58
25	284.95	0.00	40 RAYMOND J VALLIERE	308.55
26	153.54	0.00	173 KEVIN A VEILLEUX	166.26
27	153.54	0.00	46 JOSEPH A WAGNER	166.26
28	0.00	18,703.17	D / D 1 BIDDEFORD SAVINGS BANK	
29	0.00	6,453.22	T & A 1 I.R.S.	
30	0.00	1,158.96	T & A 3 ICMA	
31	0.00	1,130.54	T & A 2 MAINE REVENUE SERVICES	
32	0.00	1,568.92	T & A 9 MPERS	

WARRANT: 26

Check	D / D	Check	Employee	Gross Pay
Total	18,703.17	29,014.81		25,867.37

Put into A/P	10,551.04
Taken out of A/P	(10,311.64)
Total Payroll	29,254.21

Count	
Checks	32

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

01/11/2024
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	9999	1,691.52	01/16/24	27	0091 CENTRAL MAINE POWER, INC.
P	10330	781.00	01/02/24	27	0643 TREASURER, STATE OF MAINE
P	10331	2,512.56	01/02/24	27	0647 TREASURER, STATE OF MAINE
P	10332	120.00	01/02/24	27	0989 TREASURER, STATE OF MAINE
P	10333	14,730.58	01/03/24	27	0569 SECRETARY OF STATE
P	10334	10,384.40	01/08/24	27	0569 SECRETARY OF STATE
R	10335	930.18	01/16/24	27	0218 AMAZON CAPITAL SERVICES
R	10336	315.00	01/16/24	27	1046 BOURQUE & CLEGG LLC
R	10337	205.60	01/16/24	27	0170 BRENDA CHARLAND
R	10338	549.35	01/16/24	27	0328 BUDGET DOCUMENT TECHNOLOGY
R	10339	4,225.00	01/16/24	27	0335 C.I.A. SALVAGE INC
R	10340	589.00	01/16/24	27	0307 CERTIFIED MAIL DONE FAST, INC
R	10341	32.00	01/16/24	27	0994 CINTAS CORPORATION- # 758
R	10342	525.60	01/16/24	27	0101 CUNNINGHAM SECURITY SYSTEMS
R	10343	9,421.26	01/16/24	27	0024 EASTERN SALT COMPANY INC
R	10344	2,787.47	01/16/24	27	0500 ECOMAINE
R	10345	761.08	01/16/24	27	0056 EDISON PRESS
R	10346	150.00	01/16/24	27	0306 FUNKY BOW BREWERY
R	10347	49.80	01/16/24	27	0147 GONETSPEED
R	10348	516.56	01/16/24	27	0072 GWI
R	10349	1,200.00	01/16/24	27	1158 HALEY'S METAL SHOP
R	10350	82.79	01/16/24	27	0184 JEANETTE LEMAY
R	10351	258.70	01/16/24	27	0131 LAURIE GONSKA
R	10352	35.00	01/16/24	27	0028 M A C A
R	10353	109.34	01/16/24	27	0622 MAINETODAY MEDIA
R	10354	42.19	01/16/24	27	0015 MCNEIL, DAN
R	10355	355.00	01/16/24	27	0256 POTTYS-R-US
R	10356	58.00	01/16/24	27	0502 REGISTRY OF DEEDS
R	10357	70.00	01/16/24	27	0502 REGISTRY OF DEEDS
R	10358	399.00	01/16/24	27	0308 SOUTHERN MAINE VETERINARY CARE
R	10359	168.34	01/16/24	27	0062 THOMAS HOLLAND
R	10360	1,000.00	01/16/24	27	0281 TIBBETTS FARMS LLC
R	10361	3,700.00	01/16/24	27	0277 TINKER TOM EXCAVATOR
R	10362	209.55	01/16/24	27	0148 VERIZON WIRELESS
R	10363	125.55	01/16/24	27	0985 WARRENS OFFICE SUPPLIES
R	10364	199.32	01/16/24	27	0675 WHITE SIGN, INC.
R	10365	318.90	01/16/24	27	0116 WINTERWOOD FUEL
P	88889	184.20	01/16/24	27	0140 WEX BANK
P	99999	50.00	01/16/24	27	0095 CARDMEMBER SERVICE
P	99999	491.41	01/16/24	27	0095 CARDMEMBER SERVICE
P	99999	38.97	01/16/24	27	0095 CARDMEMBER SERVICE
P	99999	25.30	01/16/24	27	0095 CARDMEMBER SERVICE
P	99999	259.95	01/16/24	27	0095 CARDMEMBER SERVICE
P	99999	15.99	01/16/24	27	0095 CARDMEMBER SERVICE

A / P Check Register
Bank: BIDDEFORD SAVINGS

Type	Check	Amount	Date	Wrnt	Payee
Total		60,675.46			

Count	
Checks	44
VOIDS	0

A / P Warrant

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00218 AMAZON CAPITAL SERVICES						
0374	10335	01	COMPUTER EQUIPMENT		173M-FMQW-1J6W	
COMPUTER EQUIPMENT			E 191-11-70-710		684.90	0.00
			EQUIPMENT / COMP EQUIP			
			Invoice Total-		684.90	
0374	10335	01	SUPPLIES		116W-QXC3-FVVR	
SUPPLIES			E 110-11-60-610		55.94	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		55.94	
0374	10335	01	COMPUTER EQUIPMENT		1MGL-CQY4-FCTF	
COMPUTER EQUIPMENT			E 551-84-70-790		153.98	0.00
			FED - EQUIPMENT / OTHER EQUIP			
			Invoice Total-		153.98	
0374	10335	01	SIGN		16VK-HGVL-1R93	
SIGN			E 161-21-90-999		35.36	0.00
			OTHER / MISC			
			Invoice Total-		35.36	
			Vendor Total-		930.18	
01046 BOURQUE & CLEGG LLC						
0374	10336	01	SERVICES		45406/45486	
SERVICES			E 181-11-33-320		315.00	0.00
			CONT PROF / PROF SERV LE			
			Vendor Total-		315.00	
00170 BRENDA CHARLAND						
0374	10337	01	MILEAGE		DECEMBER	
MILEAGE			E 110-11-90-910		205.60	0.00
			OTHER / MILEAGE/TRAV			
			Vendor Total-		205.60	
00328 BUDGET DOCUMENT TECHNOLOGY						
0374	10338	01	LT06		IN517063	
LT06			E 110-11-32-310		549.35	0.00
			CTRCT SVS EQ / PROF SVS			
			Vendor Total-		549.35	
00335 C.I.A. SALVAGE INC						
0374	10339	01	HAULING		4134	
MSW HAULING			E 150-31-35-355		1,925.00	0.00
			CTRCT SVS WA / PROF SVS HAU			
WOOD/BULKY HAULING			E 150-31-35-356		1,050.00	0.00
			CTRCT SVS WA / PROF SVS HW			
RECYCLE HAULING			E 150-31-35-357		525.00	0.00
			CTRCT SVS WA / PROF SVS HR			
CAN RENTAL			E 150-31-35-349		200.00	0.00
			CTRCT SVS WA / PROF SVS CAN			
METAL HAULING			E 150-31-35-359		525.00	0.00
			CTRCT SVS WA / PROF SVS MET			
			Vendor Total-		4,225.00	
00095 CARDMEMBER SERVICE						
0374	99999	01	SECRETARY OF STATE NOTARY		ME-88986-71514	
SECRETARY OF STATE NOTARY			E 102-11-20-290		50.00	0.00
			BENEFITS / MEMB & DUES			

A / P Warrant

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	50.00	
0374	99999	01	Stamps.com	01/03/2024		
Stamps.com			E 110-11-60-650		491.41	0.00
			SUPPLIES / POSTAGE			
				Invoice Total-	491.41	
0374	99999	01	STAMPS.COM	12/29/2023		
STAMPS.COM			E 110-11-60-650		38.97	0.00
			SUPPLIES / POSTAGE			
				Invoice Total-	38.97	
0374	99999	01	VISTAPRINT	VP_SV2NXZZC		
VISTAPRINT			E 110-11-60-610		25.30	0.00
			SUPPLIES / SUPPLIES			
				Invoice Total-	25.30	
0374	99999	01	STAMPS.COM	01/04/2024		
STAMPS.COM			E 110-11-60-650		259.95	0.00
			SUPPLIES / POSTAGE			
				Invoice Total-	259.95	
0374	99999	01	ZOOM	INV235625940		
ZOOM			E 110-11-32-310		15.99	0.00
			CTRCT SVS EQ / PROF SVS			
				Invoice Total-	15.99	
				Vendor Total-	881.62	
00091 CENTRAL MAINE POWER, INC.						
0374	9999	01	SERVICES	401000028286		
3501-2118-408			E 147-22-50-560		30.91	0.00
			UTILITIES / ELECTRICITY			
3501-1893-878			E 147-22-50-560		32.72	0.00
			UTILITIES / ELECTRICITY			
3501-2918-062			E 147-22-50-560		31.91	0.00
			UTILITIES / ELECTRICITY			
3501-6854-669			E 147-31-50-560		508.90	0.00
			UTILITIES / ELECTRICITY			
3501-2614-331			E 147-51-50-560		348.19	0.00
			UTILITIES / ELECTRICITY			
3501-6858-561			E 147-21-50-560		35.94	0.00
			UTILITIES / ELECTRICITY			
3501-2989-030			E 147-11-50-560		643.81	0.00
			UTILITIES / ELECTRICITY			
3001-3752-495			E 147-23-50-560		59.14	0.00
			UTILITIES / ELECTRICITY			
				Vendor Total-	1,691.52	
00307 CERTIFIED MAIL DONE FAST, INC						
0374	10340	01	POSTAGE SUPPLIES	6290		
POSTAGE SUPPLIES			E 110-11-80-830		589.00	0.00
			ADVER, PRINT / FORMS			
				Vendor Total-	589.00	
00994 CINTAS CORPORATION- # 758						
0374	10341	01	13117643	4179628535		
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
				Vendor Total-	32.00	

A / P Warrant

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00101 CUNNINGHAM SECURITY SYSTEMS						
0374	10342	01	63000320		734792	
SECURITY SYTEM			E 141-11-31-310		525.60	0.00
			CTRCT SVS BL / PROF SVS			
			Vendor Total-		525.60	
00024 EASTERN SALT COMPANY INC						
0374	10343	01	SALT LYMANM05		132052	
SALT LYMANM05			E 143-51-31-360		9,421.26	0.00
			CTRCT SVS BL / PLOW & SAND			
			Vendor Total-		9,421.26	
00500 ECOMAINE						
0374	10344	01	BULLYMAN01		12/31/2023	
BULLYMAN01 OBW-WOOD			E 150-31-35-351		2,069.27	0.00
			CTRCT SVS WA / PROF SVS TW			
			Invoice Total-		2,069.27	
0374	10344	01	LYMAN RECYCLE		12/31/2023	
RECYCLE			E 150-31-35-352		718.20	0.00
			CTRCT SVS WA / PROF SVS REC			
			Invoice Total-		718.20	
			Vendor Total-		2,787.47	
00056 EDISON PRESS						
0374	10345	01	TRANSFER STATION PASSES		2024-2025	
T.S. STICKERS			E 11-01-180-830		761.08	0.00
			ADVER, PRINT / FORMS			
			Vendor Total-		761.08	
00306 FUNKY BOW BREWERY						
0374	10346	01	ADVERTISING		12/15/2023	
ADVERTISING			R 110-042		150.00	0.00
			AMUSE PERM			
			Vendor Total-		150.00	
00147 GONETSPEED						
0374	10347	01	13668 PHONE		JANUARY	
13668 PHONE			E 150-31-50-580		49.80	0.00
			UTILITIES / COMM			
			Vendor Total-		49.80	
00072 GWI						
0374	10348	01	INTERNET SERVICES		6421738	
205773			E 110-11-50-580		516.56	0.00
			UTILITIES / COMM			
			Vendor Total-		516.56	
01158 HALEY'S METAL SHOP						
0374	10349	01	MAINTENANCE CONTRACT		C001450	
ANNUAL MAINT CONTRACT			E 141-11-40-410		1,200.00	0.00
			REPAIRS & MA / BLDGS & GROU			
			Vendor Total-		1,200.00	
00184 JEANETTE LEMAY						
0374	10350	01	MILEAGE		DECEMBER	

A / P Warrant

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
MILEAGE			E 110-11-90-910		82.79	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					82.79	
00131 LAURIE GONSKA						
0374	10351	01	MILEAGE	DECEMBER		
MILEAGE			E 110-11-90-910		258.70	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					258.70	
00028 M A C A						
0374	10352	01	HIGGINS MEMBERSHIP	1000452624		
HIGGINS MEMBERSHIP			E 102-11-20-290		35.00	0.00
			BENEFITS / MEMB & DUES			
Vendor Total-					35.00	
00622 MAINETODAY MEDIA						
0374	10353	01	AD PB	1416		
AD PB			E 110-11-80-810		109.34	109.34
			ADVER, PRINT / ADVERTISE			
Vendor Total-					109.34	
00015 MCNEIL, DAN						
0374	10354	01	EQUIPMENT	112-3336999-924		
EQUIPMENT			E 181-15-37-399		42.19	0.00
			CONT OUT / CONT SVS OTH			
Vendor Total-					42.19	
00256 POTTYS-R-US						
0374	10355	01	PORTA-POTS	27894		
SALT SHED			E 145-51-35-331		85.00	0.00
			CTRCT SVS WA / PROF PORTA P			
Invoice Total-					85.00	
0374	10355	01	PORTA-POTS	27934		
CHADBOURNE FIELD			E 145-21-35-331		185.00	0.00
			CTRCT SVS WA / PROF PORTA P			
Invoice Total-					185.00	
0374	10355	01	PORTA-POTS	27925		
KENNEBUNK POND			E 145-23-35-331		85.00	0.00
			CTRCT SVS WA / PROF PORTA P			
Invoice Total-					85.00	
Vendor Total-					355.00	
00502 REGISTRY OF DEEDS						
0374	10356	01	NOTICE OF DECISIONS	01/09/2024		
NOTICE OF DECISION			E 110-11-39-399		58.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					58.00	
0374	10357	01	TRANSFERS	DECEMBER		
DISCHARGES			E 110-11-39-399		13.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					13.00	
0374	10357	01	DISCHARGES	12/29-01/08		
DISCHARGES			E 110-11-39-399		57.00	0.00
			CONT SVS OTH / OTHER			

A / P Warrant

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					57.00	
Vendor Total-					128.00	
00569 SECRETARY OF STATE						
0374	10333	01	31170	12/21-12/29		
31170			G 1-250-00		14,730.58	0.00
			MTR VEHICLE			
Invoice Total-					14,730.58	
0374	10334	01	31170	12/29-01/04		
31170			G 1-250-00		10,384.40	0.00
			MTR VEHICLE			
Invoice Total-					10,384.40	
Vendor Total-					25,114.98	
00308 SOUTHERN MAINE VETERINARY CARE						
0374	10358	01	SERVICES	197133		
SERVICES			E 125-72-39-381		399.00	0.00
			CONT SVS OTH / ACO			
Vendor Total-					399.00	
00062 THOMAS HOLLAND						
0374	10359	01	MILEAGE	DECEMBER		
MILEAGE			E 125-72-90-910		56.99	0.00
			OTHER / MILEAGE/TRAV			
Invoice Total-					56.99	
0374	10359	01	MILEAGE	10/28-12/16		
MILEAGE			E 125-72-90-910		111.35	0.00
			OTHER / MILEAGE/TRAV			
Invoice Total-					111.35	
Vendor Total-					168.34	
00281 TIBBETTS FARMS LLC						
0374	10360	01	PLOWING	5067		
PLOWING			E 143-31-31-360		1,000.00	0.00
			CTRCT SVS BL / PLOW & SAND			
Vendor Total-					1,000.00	
00277 TINKER TOM EXCAVATOR						
0374	10361	01	MAINTANENCE	0022		
MAINTANENCE			E 131-51-40-483		3,700.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
Vendor Total-					3,700.00	
00643 TREASURER, STATE OF MAINE						
0374	10330	01	DOG LICENSES	JANUARY		
DOGS			G 1-256-00		781.00	0.00
			DOG LIC			
Vendor Total-					781.00	
00647 TREASURER, STATE OF MAINE						
0374	10331	01	FISH & GAME LICENSES	DEC2023		
FISH & GAME LICENSES			G 1-251-00		2,512.56	0.00
			INLAND FISH			
Vendor Total-					2,512.56	

A / P Warrant

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00989 TREASURER, STATE OF MAINE						
0374	10332	01	VITALS QUARTERLY		01/02/2024	
VITALS QUARTERLY			R 110-022		120.00	0.00
			CLERK FEES			
			Vendor Total-		120.00	
00148 VERIZON WIRELESS						
0374	10362	01	6423575065-00001		9953406787	
642357065-00001			E 110-11-50-580		209.55	0.00
			UTILITIES / COMM			
			Vendor Total-		209.55	
00985 WARRENS OFFICE SUPPLIES						
0374	10363	01	TOWLYM		525519-00	
TOWLYM			E 110-11-60-610		120.99	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		120.99	
0374	10363	01	TOWLYM		203565-00	
TOWLYM			E 110-11-60-610		4.56	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		4.56	
			Vendor Total-		125.55	
00140 WEX BANK						
0374	88889	01	0496-00-621844-0		94230898	
0496-00-621844-0			E 150-31-40-450		184.20	0.00
			REPAIRS & MA / EQUIPMENT			
			Vendor Total-		184.20	
00675 WHITE SIGN, INC.						
0374	10364	01	PARTS		129717	
WLYM153570			E 148-51-60-670		199.32	0.00
			SUPPLIES / SIGNS			
			Vendor Total-		199.32	
00116 WINTERWOOD FUEL						
0374	10365	01	HEATING OIL		008972	
HEATING OIL			E 750-86-90-999		318.90	0.00
			OTHER / MISC			
			Vendor Total-		318.90	

A / P Warrant

Warrant 27

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
				Prepaid Total-	31,285.88
				Current Total-	29,389.58
				EFT Total-	0.00
				Warrant Total-	60,675.46

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

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

ITEM #5: (a.) Franchise

Cable Television Ordinance Town of Lyman

Adopted October 16th, 2023

Amended:

The Town of Lyman, acting through its municipal officers pursuant to 30-A M.R.S.A. §3008(2), hereby enacts the following Cable Television Ordinance:

Section 1 – PURPOSE

The purpose for the ordinance is to provide for Town regulation and use of the cable television system including its construction, operation and maintenance in, along, upon, across, over and under the streets, alleys, public ways and public places now laid out or dedicated, and all extensions thereof and additions thereof in the Town of Lyman, including poles, wires, cables, underground conduits, manholes, conductors and fixtures necessary for the maintenance and operation in the Town of Lyman, of the cable television systems and to provide conditions accompanying the grant of franchise; and providing for the Town regulation of cable television operation.

Section 2 – DEFINITIONS

“Cable Television System” shall have the same meaning as defined in 30-A M.R.S.A. §3008 as the same may be amended.

“Cable Television Company” shall mean any Video Service Provider, person, firm, or corporation owning, controlling, operating, managing, or leasing a cable television system within the Town of Lyman, sometimes hereinafter referred to as “the company.”

“Town” shall mean the Town of Lyman, organized and existing under the laws of the State of Maine and the area within its territorial limits.

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

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

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

Section 3 – FRANCHISE REQUIRED

No person, firm or corporation shall install, maintain or operate within the Town or any of its public ways or other public areas any equipment or facilities for the operation of a cable television system unless a franchise authorizing the use of said public ways or areas has first been obtained pursuant to the provision of this Ordinance and unless said franchise is in full force and effect.

Section 4 – FRANCHISE CONTRACT

The municipal officers of the Town may contract on such terms, conditions and fees as they deem in the best interests of the Town and its residents with one or more Cable Television Companies for the operation of a cable television system within the Town, including the granting of a non-exclusive franchise for the operation thereof for a period not to exceed fifteen (15) years.

Applicants for a franchise or franchise renewal shall pay a non-refundable filing fee of \$500 to the Town to defray the cost of public notice and advertising expenses relating to such application. The applicants may also be assessed the cost of attorney fees incurred by the Town of Lyman in connection with the cable franchise application and agreement. The application shall be filed with the Town Clerk and shall contain such information as the Town may require including, but not limited to, a general description of the applicant's proposed operation, a schedule of proposed charges, a statement detailing its previous two fiscal years, an estimated ten year financial projection of its proposed system, its annual Town franchise fee as required by the Town, and the basis for same, and a statement detailing the prior operational experience of the applicant in both the cable television and microwave service including that of its officers, management and staff to be associated with the proposed operations.

Any franchise contract may be revoked by the municipal officers for good and sufficient cause as provided in the franchise contract, after due notice to the company and a public hearing thereon, with the right to appeal to the Superior Court under Rule 80B of the Maine Rules of Civil Procedure.

Section 5 – PUBLIC HEARING

Before issuance of a request for proposals, or during the franchise contract renewal process, the Town shall hold a public hearing with at least seven (7) days advance notice for the purpose of determining any special local needs or interest regarding cable television.

Applications for a franchise to operate a CATV system in the Town and related documents are public records to be filed with and maintained by the Town pursuant to the State Freedom of Access Law, 1 M.R.S.A. § 401 et seq., as amended from time to time.

Before authorizing the issuance of any such franchise contract, including an assignment or a renewal of a franchise contract, the municipal officers shall review the applicant's character, financial and technical qualifications and the adequacy and feasibility of its qualifications to operate a cable television system within the Town, and shall conduct a public hearing thereon with at least seven (7) days advertised notice prior to said public hearing.

Section 6 – PERFORMANCE BOND AND INSURANCE COVERAGE

The Cable Television Company shall provide sufficient insurance to indemnify and hold harmless the Town of Lyman, its agents and its employees from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the work, maintenance of the system and damages caused by components or portions thereof, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused in whole or in part by any negligent or willful act or omission of the Cable Television Company and anyone directly or indirectly employed by it or anyone for whose acts any of them may be liable. Upon the execution of any such franchise contract, the cable television company shall file a surety company performance bond in an amount to be determined by the Board of Selectmen conditioned upon the faithful performance of said contract and full compliance with any laws, ordinances, or regulations governing said franchise. Said performance bond shall remain in effect until the Cable Television Company has completed any construction or reconstruction of the system as set forth in the franchise contract.

The Cable Television Company shall also, upon execution of any such franchise contract, provide evidence of insurance coverage as the Municipal Officers may require.

Section 7 – COMPLIANCE WITH ALL LAWS

Cable Television Companies shall at all times comply with all applicable federal, State and local laws, statutes, rules, regulations, ordinances, codes and orders. All applicable requirements of public and consumer protection laws affecting the provision of cable television

services, including without limitation 30-A M.R.S.A. §3008 and§3010, as the same may be amended, are incorporated by reference.

Section 8 -- SEVERABILITY

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

This ordinance with amendments is effective upon its adoption by the Selectboard, Town of Lyman.

Approved this _____ day of _____, 2024.

Town of Lyman by its Selectboard

_____ **Ralph Blackington**

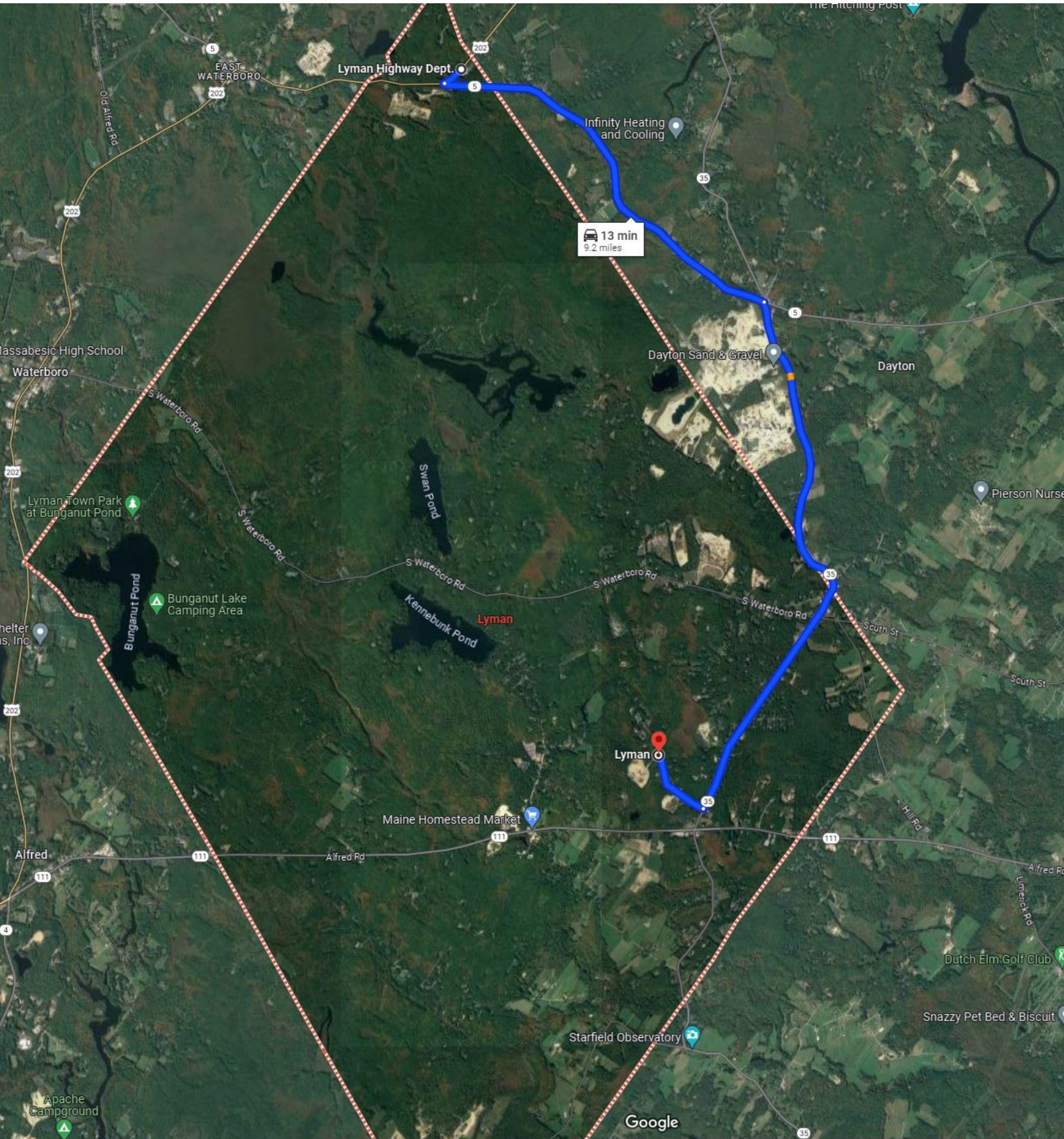
_____ **Thomas Hatch**

_____ **Jessica Picard**

_____ **Amber Swett**

_____ **Victoria Gavel**

ITEM #5: (b.) MDOT updates



From: [Town Manager](#)
To: [Ralph Blackington](#); [Thomas Hatch](#); [Jessica Picard](#); [Amber Swett](#); [Victoria Gavel](#)
Subject: Fwd: [EXT] FW: Reconstruction project Route 202 Lyman
Date: Wednesday, January 10, 2024 9:21:15 AM
Attachments: [image008.png](#)
[image009.png](#)
[image003.png](#)
[image004.png](#)
[image012.png](#)
[image015.png](#)

Good morning,

This is the route they will be using for the 202 project.

Best regards,

Lindsay Gagne

Town Manager
FOAA Officer

Town of Lyman
11 South Waterboro Rd
Lyman, ME 04002

207-247-0462

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.

From: Jarrod Googins <jgoogins@acorn-engineering.com>
Sent: Wednesday, January 10, 2024 9:16:20 AM
To: Town Manager <townmanager@lyman-me.gov>; Coombs, Douglas <douglas.coombs@maine.gov>
Cc: Blair Jr, Terry <Terry.BlairJr@maine.gov>; Macdougall, George <George.Macdougall@maine.gov>
Subject: FW: [EXT] FW: Reconstruction project Route 202 Lyman

Grondin sent the below message and map image in regards to running overweight vehicles and the possible use of local roads.

Thanks

Jarrod Googins, E.I.
Resident Engineer

Acorn Engineering, Inc
PO Box 3372
Portland, Maine 04104
www.acorn-engineering.com
https://www.instagram.com/acorn_engineering/
<https://www.linkedin.com/company/acorn-civil-engineering/>

B. 207.775.2655
C. 207.776.4266

From: Ray Allard <r.allard@rjgrondin.com>
Sent: Tuesday, January 9, 2024 6:18 AM
To: Jarrod Googins <jgoogins@acorn-engineering.com>; Weston Bergeron <w.bergeron@rjgrondin.com>
Cc: Hodgman, Ryan <Ryan.Hodgman@maine.gov>
Subject: RE: [EXT] FW: Reconstruction project Route 202 Lyman

Jarrod,

We do not intend to run any overweight equipment or trucks for the project. Other than Davis Road which we already have an agreement to access our pit we will only be traveling on state aid roads in Lyman. We will update if the plan changes.

Thanks,

Ray Allard
General Superintendent



R. J. Grondin & Sons
11 Bartlett Road, Gorham, ME 04038
Office: (207) 854-1147 ext. 235
Cell: (207) 749-5765
www.rjgrondin.com

From: Jarrod Googins <jgoogins@acorn-engineering.com>
Sent: Monday, January 8, 2024 4:43 PM
To: Ray Allard <r.allard@rjgrondin.com>; Weston Bergeron <w.bergeron@rjgrondin.com>
Cc: Hodgman, Ryan <Ryan.Hodgman@maine.gov>
Subject: [EXT] FW: Reconstruction project Route 202 Lyman

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Ray and Weston,

See the below email chain, but the Lyman Select board wants to be kept informed on what local roads might be used for overhaul limits depending on your material sources and if you will need to request a bond.

Thanks

Jarrod Googins, E.I.
Resident Engineer

Acorn Engineering, Inc
PO Box 3372
Portland, Maine 04104
www.acorn-engineering.com
https://www.instagram.com/acorn_engineering/
<https://www.linkedin.com/company/acorn-civil-engineering/>

B. 207.775.2655
C. 207.776.4266

From: Coombs, Douglas <Douglas.Coombs@maine.gov>
Sent: Monday, January 8, 2024 2:05 PM
To: Town Manager <townmanager@lyman-me.gov>; Hodgman, Ryan <Ryan.Hodgman@maine.gov>; Jarrod Googins <jgoogins@acorn-engineering.com>
Cc: Blair Jr, Terry <Terry.BlairJr@maine.gov>; Macdougall, George <George.Macdougall@maine.gov>
Subject: RE: Reconstruction project Route 202 Lyman

Hi Jarrod and Ryan,

Please see the email below. I believe R. J. Grondin and Sons will not be having any loads over legal road limits for this project. Would you please confirm and follow up Lyman Town Manager. Thank you.

Doug

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

From: Town Manager <townmanager@lyman-me.gov>
Sent: Monday, January 8, 2024 1:16 PM
To: Coombs, Douglas <Douglas.Coombs@maine.gov>
Subject: RE: Reconstruction project Route 202 Lyman

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Good afternoon,

Are there any updates where the contractor may be sourcing material from. The Lyman Select Board was looking for a general idea if local roads would be used and if they may need to consider requesting a bond.


Thank you for any information you can provide.


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

 lyman-me.gov

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From: Coombs, Douglas <Douglas.Coombs@maine.gov>
Sent: Wednesday, December 6, 2023 1:12 PM
To: Town Manager <townmanager@lyman-me.gov>
Cc: Macdougall, George <George.Macdougall@maine.gov>; Blair Jr, Terry <Terry.BlairJr@maine.gov>; Hodgman, Ryan <Ryan.Hodgman@maine.gov>; Jarrod Googins <jgoogins@acorn-engineering.com>
Subject: RE: Reconstruction project Route 202 Lyman

Good morning,

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

From: Coombs, Douglas
Sent: Thursday, November 16, 2023 4:05 PM
To: Town Manager <townmanager@lyman-me.gov>
Cc: Macdougall, George <George.Macdougall@maine.gov>; Blair Jr, Terry <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

From: Town Manager <townmanager@lyman-me.gov>

Sent: Thursday, November 16, 2023 4:01 PM

To: Coombs, Douglas <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

 lyman-me.gov

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ITEM #6: (c.) CEO Report



LYMAN BUILDING DEPARTMENT

11 South Waterboro Road, Lyman, Maine 04002

Telephone: (207) 247-0647

Email: ceo@lyman-me.gov

Building Department Quarterly Report, Fiscal Year 23/24

	<u>First Quarter</u>	<u>Second Quarter</u>
Revisions / Renewals.....	2	0
New Residences	7	9
Mobile Homes	1	2
Additional Dwelling Units.....	4	2
Garages / Accessory Buildings	20	9
Additions	7	3
Renovations	10	15
Tree Removals.....	9	6
Decks / Porches	5	6
Solar Arrays	6	4
Septic Systems	19	12
Plumbing	15	14
Electrical	72	56
TOTAL PERMITS WRITTEN.....	178	137
TOTAL INSPECTIONS CONDUCTED	156	160
INSPECTION MILEAGE	1165.80	1075.68

ITEM #6: (d.) Excise Report

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

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

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

Real Estate / Personal Property Tax Payments Collected \$69,265.07
Includes Current, Delinquent, Prepayments, and Lien Payments for the month.

Monthly Excise Tax

Excise Tax Received	
Vehicles registered here at office:	\$ 78,227.95
Online Rapid Renewal Service	<u>13,495.98</u>
Total Vehicle Excise	\$ 91,723.93

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

Total Excise \$ 9,1723.93

Excise Tax Reimbursement \$ 5,193.58
Excise Tax Collected by State

Year-to-date excise collection \$ 669,818.40

Respectfully submitted: Susan J. Bellerose, Tax Collector