

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 Feliccitti** – 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 Feliccitti** – 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.](#)

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

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**

**EXECUTIVE 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

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

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

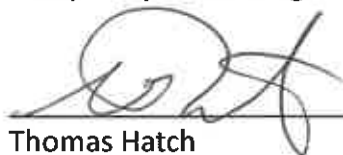
Victoria Gavel - Motions to instruct the town's legal Counsel to pursue possible actions that can be taken in this matter.

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

**ADJOURN**


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

  
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Rusty "Ralph" Blackington

  
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Thomas Hatch

  
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Amber Swett

  
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Jessica Picard

  
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Victoria Gavel

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

  
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Lindsay Gagne