

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday, February 5<sup>th</sup>, 2024 – Lyman Town Hall**

Welcome to the February 5<sup>th</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. Historical Society Presents – How Lyman Got Its Name

**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 (2) •SMPDC Letter •Red Cross Letter •Insider Bulletin  
•York County Commissioners Letter •Maine Public Letter

**ITEM #3**      **MINUTES**

- a. Review / Approve meeting minutes 1/2/2024
- b. Review / Approve meeting minutes 1/18/2024

**ITEM #4**      **SIGN WARRANTS**

- a. Payroll Warrant #28 in the amount of **\$32,337.96**
- b. Payroll Warrant #29 in the amount of **\$29,726.91**
- c. Accounts Payable Warrant #30 (FY2024) in the amount of **\$655,296.29**

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

- a. Open Sealed Bids – Waste Hauling
- b. Open Sealed Bids – Aerial Mapping Services
- c. Franchise Agreement, Discuss next steps, Updates from Tony/Brad. Tabled from last meeting – Schedule Public Hearing for Ordinance Amendments
- d. MDOT Request approval for transporting materials, project on Rt 202, Updates attached
- e. Cemetery Committee – Updates from Cemetery Committee
- f. 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. Comprehensive Plan Committee – Updates from Committee
- g. Treasurer – Expense Report
- h. Town Manager – Progress Report
- i. Planning Board – Quarterly Report
- j. Other -

**ITEM #7**      **NEW BUSINESS**

- a. Appoint Warden for March 5<sup>th</sup>, Election
- b. Discuss Agenda format changes
- c. Discuss Bunganut booth repairs
- d. Review draft Personnel Policy
- e. Review/ Vote on Resignation submitted

- f. Review Committee Applicant – ORC (2 applicants)
- g. Review Committee Applicant – ZBA (1 applicant)
- h. Review Appointment of PB Member
- i. Review/Approve Resolution to manage accounts policy

**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
<b>TOTAL</b>	<b>214</b>	<b>202</b>	<b>416</b>	<b>100</b>	<b>14.93</b>	<b>26.13</b>

### 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
<b>TOTAL</b>	<b>43</b>	<b>152</b>	<b>195</b>	<b>100</b>	<b>12.83</b>	<b>18.05</b>

Dispatch Analysis

Printed: 02/02/2024

### 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>
ABANDONED MV	0	1	1	< 1	0	0
ANIMAL COMPLAINT	0	3	3	< 1	25.60	23.39
Administrative	38	1	39	9.7	3333333E-02	70.60
ATTENDED DEATH	0	1	1	< 1	17.68	56.05
ALARM, BURGLAR - 2 man call	0	7	7	1.7	13.79	4.59
Announcement	0	5	5	1.2	0	0
ASSAULT - past	1	0	1	< 1	0	3.52
ASSIST CITIZEN	0	6	6	1.5	18.49	19.79
Assist Other Agency - Other	0	5	5	1.2	14.23	23.19
Assist Other Agency - Police	0	5	5	1.2	24.06	0.91
Background Investigation	0	1	1	< 1	0.12	0.08
M/V COMPLAINT - DTE, OUI, ATV	0	12	12	3.0	13.89	12.22
BUILDING/AREA CHECK	5	0	5	1.2	0	0.09
CIVIL COMPLAINT	0	3	3	< 1	26.11	27.05
COMMUNITY POLICE CONTACT	1	0	1	< 1	0	7.92
COMPLAINT	1	0	1	< 1	0	4.13
CONCEALED WEAPON APPLICANT	1	0	1	< 1	0	1.42
DHHS CALL/REFERRAL	0	3	3	< 1	0.07	26.51
DISTURBANCE - 2 man call	0	5	5	1.2	10.89	24.90
DISABLED MV	0	1	1	< 1	0	2.35
DIRECTED PATROL	1	0	1	< 1	0	0.68
DRUG INCIDENTS	0	1	1	< 1	0	0
INTOXICATED/INCAPACITATED SUBJ	0	1	1	< 1	25.38	19.53
EMD IN PROGRESS	0	1	1	< 1	7.51	10.78
ESCORT/TRANSPORT	5	2	7	1.7	17.28	342.95
MUTUAL AID - EMS	0	2	2	< 1	12.37	40.24
VEHICLE CRASH - FIRE / EMS	0	3	3	< 1	3.23	33.18
FOLLOW-UP INVESTIGATION	3	8	11	2.7	0.03	20.28
9-1-1 HANG UP	0	4	4	< 1	27.73	1.79
HARASSMENT	0	1	1	< 1	0	0
INTEL	0	9	9	2.2	0	0
LARCENY /FORGERY/ FRAUD	0	1	1	< 1	3.98	20.68
MESSAGE DELIVERY	0	1	1	< 1	13.83	13.98
Mental Health Call	0	1	1	< 1	0	0
Mental Health Support	1	0	1	< 1	0	42.85
9-1-1 MISDIAL	0	4	4	< 1	0	0
MOTOR VEHICLE ACCIDENT-PI/HAZ	0	1	1	< 1	10.85	102.38
M/V ACCIDENT - PROPERTY DAMAGE	1	5	6	1.5	7.08	23.31
M\V SLIDE OFF	1	2	3	< 1	4.28	26.04
MOTOR VEHICLE STOP	29	0	29	7.2	0	14.67
NCIC Entries	0	1	1	< 1	0	0
ON-DUTY TRAINING	5	0	5	1.2	0	61.88
OPEN LINE	0	3	3	< 1	3.60	3.72
OTHER - NOT LISTED ALREADY	1	0	1	< 1	0	116.87
Paraphernalia/Sharps/Drugs	0	1	1	< 1	25.42	0.02
CRUISER INSPECTION	123	0	123	30.5	0	0.67
PAPER WORK	2	0	2	< 1	0	11.40
Prison Contraband	3	0	3	< 1	0	22.61
FOUND/LOST PROPERTY	1	2	3	< 1	0	15.97
PARKING VIOLATION	0	3	3	< 1	0	0
SERVE RESTRAINING ORDER	0	2	2	< 1	0.17	0.05
Phone/Mail/Computer Fraud	0	2	2	< 1	0.03	0.02
ON DUTY SCHOOL RESOURCE	3	0	3	< 1	0	19.68
SRT Call Out	0	1	1	< 1	20.22	174.16
SYSTEM TROUBLE	0	1	1	< 1	0	0
SERVE SUMMONS	1	0	1	< 1	0	23.87
SUSPICIOUS ACTIVITY	0	4	4	< 1	10.33	4.60
SEX OFFENDER REGISTER/VERIFICA	7	12	19	4.7	0.03	2.52
Trespassing	0	1	1	< 1	28.73	34.72
Truancy	1	0	1	< 1	0	9.33
VIOLATION OF PO	0	2	2	< 1	0	0

## Dispatch Analysis

Printed: 02/02/2024

SERVE WARRANT	8	10	18	4.5	4.69	21.52
WELFARE CHECK	0	3	3	< 1	20.52	11.54
Call Transfer to another PSAP	0	3	3	< 1	0	0
YSO Overtime page	0	3	3	< 1	0	0
<b>TOTAL</b>	<b>243</b>	<b>160</b>	<b>403</b>	<b>100</b>	<b>12.23</b>	<b>25.74</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	2.9	24.13	7.14
ALARM, BURGLAR - 2 man call	0	5	5	4.8	17.78	7.70
ASSIST CITIZEN	0	6	6	5.8	11.58	10.90
Assist Other Agency - Other	0	2	2	1.9	17.19	32.20
M/V COMPLAINT - DTE, OUI, ATV	0	8	8	7.7	0	0
BUILDING/AREA CHECK	2	0	2	1.9	0	1.04
COMMUNITY POLICE CONTACT	2	0	2	1.9	0	21.90
COMPLAINT	0	1	1	< 1	100.30	1.03
DHHS CALL/REFERRAL	0	1	1	< 1	0.07	90.40
DISTURBANCE - 2 man call	0	2	2	1.9	15.69	33.41
DISABLED MV	1	3	4	3.8	5.18	2.47
DOMESTIC DISTURBANCE - 2 man	0	4	4	3.8	7.76	13.78
MUTUAL AID - FIRE	0	1	1	< 1	14.71	25.38
VEHICLE CRASH - FIRE / EMS	0	3	3	2.9	9.20	62.42
FOLLOW-UP INVESTIGATION	0	5	5	4.8	14.43	2.15
9-1-1 HANG UP	0	3	3	2.9	11.30	6.43
HARASSMENT BY PHONE	0	1	1	< 1	0.13	8.65
INTEL	0	1	1	< 1	0	0
JUVENILE RUNAWAY	0	1	1	< 1	0	0
Mental Health Call	0	3	3	2.9	14.40	14.85
9-1-1 MISDIAL	0	2	2	1.9	0	0
MISSING PERSON - NOT RUNAWAY	0	1	1	< 1	0	0
M/V ACCIDENT - PROPERTY DAMAGE	0	8	8	7.7	15.68	28.54
M\V SLIDE OFF	1	3	4	3.8	18.23	17.98
MOTOR VEHICLE STOP	10	0	10	9.6	0	6.65
CRUISER INSPECTION	2	0	2	1.9	0	0.09
PAPER WORK	2	0	2	1.9	0	8.85
SERVE RESTRAINING ORDER	2	1	3	2.9	0	3.55
Phone/Mail/Computer Fraud	0	1	1	< 1	0	0
ON DUTY SCHOOL RESOURCE	4	0	4	3.8	0	24.35
SUSPICIOUS ACTIVITY	0	2	2	1.9	33.60	15.32
TRAFFIC CONTROL	1	0	1	< 1	0	3.67
VIN Verification	0	1	1	< 1	1.72	5.01
VIOLATION OF PO	0	1	1	< 1	13.38	127.47
WELFARE CHECK	0	2	2	1.9	20.78	56.58
Call Transfer to another PSAP	0	2	2	1.9	0	0
<b>TOTAL</b>	<b>27</b>	<b>77</b>	<b>104</b>	<b>100</b>	<b>16.58</b>	<b>19.44</b>



*Serving the Municipalities of Southern Maine for Over 50 years*

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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](mailto: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.



**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](mailto: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](http://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.



# York County Sheriff's Office

# THE INSIDER



October-December 2023 Volume 4

Bulletin created by Stacy Thistlewood

Message from:

## Sheriff William L. King Jr.

This past quarter experienced unusually mild weather. The snow held off and many in our patrol areas were able to continue their normal activities. The Sheriff's Office successfully completed a Department of Labor Inspection, and except for a few minor things, we fared very well.

Staffing continues to be a challenge in all areas of the Sheriff's Office. We experienced two resignations in Patrol, losing one to corporate security and the other to the military. We had a few resignations in Corrections, which is normal because it is an entry level position, and some find the work not suitable. We did have one long time Corrections Supervisor resign to fulfill his lifelong ambition of being a municipal police officer. The Civil Division is continually searching for suitable individuals to serve Civil Process Paperwork.

On a brighter note, we hired two outstanding deputies and a plethora of new corrections officers, all anxious to commence their new careers. The Sheriff's Office obtained three COPS Grants to hire three School Resource officers for area schools. We are in negotiations with MSAD 60 as well as two other school districts to hire for those positions – which presents the challenge of finding suitable deputies to fill those crucial positions.

We had a Patrol Inspection in which everybody got together to check equipment and to discuss things of mutual interest. In a rural patrol setting, deputies commence their patrols from their residence and there may not be a need to come to the station – an all-hands meeting provides management with an opportunity to catch up with our amazing staff.

### Some other activities include:

- A collaboration with McCoy Trucking and Excavation to host the second annual **"Trunk or Treat"** at the Alfred Courthouse.
- The Board of Visitors teamed up with the Jail Ministry from St. Theresa's to collect gifts for inmate's children.
- The **"Rock my Soul"** music ministry performed a Christmas Special for the residents of the Jail. It was a huge hit!

**Thank you for taking the time to read through this bulletin!**

## Employee Spotlight



Stacy Thistlewood is presently the York County Sheriff's Office Administrative Assistant and has been employed by our agency since May 2002. She was first hired in the civil department before moving to the patrol side in 2004. Stacy has a bachelor's degree in graphic communications from Franklin Pierce University with a minor in Fine Arts.

Stacy was instrumental in transitioning the Sheriff's Office from the Uniform Crime Reporting (UCR) system to the National Incident-Based Reporting System in 2020. She has numerous other roles at the Sheriff's Office which include submitting reports to the court for arraignments, by utilizing the Citrix computer system, she completes FOIA requests from the public, submits NIBRS reports to the FBI and archives all of the deputy's reports. She also completes the weekly bulletin for patrol, answers phone calls from the public, and assists community members that enter our facility. Stacy is also the architect and brains behind the quarterly bulletin, which has drawn rave reviews from our various stakeholders. Most importantly, Stacy is a huge resource for our investigators, as she has a capacity to recall critical events and those involved.

Stacy has been married to retired York County Sheriff Sergeant Steven Thistlewood for the past 28 years and they have two children that they are extremely proud of. Their son is a combat medic in the 82 Airborne Division in the U.S. Army and their daughter is an ICU nurse in New Hampshire. The Thistlewood's also just welcomed a new grandson to the family last February. Stacy generously shares her new puppy "Maggie" with the rest of us at YCSO!

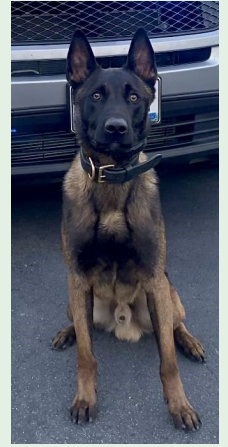
## New Massabesic Middle School Resource Officer Deputy Robert Pellerin



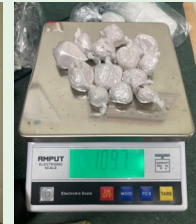
Deputy Pellerin grew up in Saco and graduated from Thornton Academy. He attended USM and began his law enforcement career with the Saco Police Department in 2001. In 2003 he was selected to be the School Resource Officer (SRO) at Thornton Academy. In 2005 he transferred to the Scarborough Police Department and was selected to be the SRO at the Middle School in 2009. Deputy Pellerin remained the SRO in Scarborough until his retirement in June of 2023. During his time in the schools, Deputy Pellerin was a DARE Officer and created a Law Enforcement Club aimed at middle school students interested in Law Enforcement.



## K-9 CORNER REBEL IN ACTION



On February 14, 2023, Deputy Cody Frazier of the York County Sheriff's Office stopped Bo Rodden on Rt. 202 in Lebanon for a traffic violation. During this traffic stop, Rodden was found to be in possession of fentanyl, methamphetamine, and suboxone. In conclusion, on November 30, Bo Rodden (33 years old from Berwick) pled guilty in the United States District Court in Portland to distributing and possessing with the intent to distribute methamphetamine and fentanyl. A federal U.S. District Court judge will sentence Rodden at a later time. Rodden faces up to 20 years in federal prison, a fine of up to one million dollars, and up to three years of supervised release.



## New Deputy Matthew Cummer



Deputy Matthew Cummer was hired in November and previously worked for the Milton, New Hampshire Police Department. After graduating high school, in 2014, he started his Law Enforcement career as a Corrections Officer at the York County Sheriff's Office. Matthew worked as a Dispatcher and a Police Officer at the Portsmouth Naval Shipyard and attended The Federal Law Enforcement Training Center in Artesia, New Mexico. Matthew has found his way back to the York County Sheriff's Office as a patrol deputy. Deputy Cummer lives in Berwick with his wife and two sons.



## Four Mile Track Results in Arrest



On Tuesday, October 10, 2023, at approx. 600 pm, Deputy Alexander Markellos attempted to stop a vehicle on the Jordan Springs Rd. in Alfred for a traffic violation. The vehicle failed to stop and drove recklessly through a graveyard and two lawns in a neighborhood. The driver was trying to elude capture after abandoning the vehicle. Deputy Cody Frazier and **K-9 Rebel** responded to the scene and conducted a track that lasted approximately four miles. The operator was located by K-9 Rebel and arrested.

The operator was identified as Patrick Dyer, (42 years old from Arundel). He was arrested on an outstanding warrant for Violation of Conditions of Release and Theft. He was also charged with Aggravated Criminal Mischief (Class C), and Violation of Conditions of Release. The Aggravated Criminal Mischief charge is the result of extensive damage to a homeowner's front yard. The Sheriff's Office will be requesting additional charges at Grand Jury.

# York County Deputies Inspection



Major Paul Mitchell, Major Kathryn Mone, Sheriff William King Jr, and Chief Deputy Jeremy Forbes



Chief Deputy Jeremy Forbes inspecting the trunk of K9 handler Deputy Cody Frazier



Sheriff King conversing with Deputy Travis Jones



Major Mitchell inspecting Deputy Duane Fay



Board of Visitors Janet Drew with Deputy Darren Cyr

**Purpose of the inspection.....**There are several reasons we decided to hold an inspection. The first is to ensure all of the deputy's issued equipment is in proper operating condition and fully functional. We also verified they have in their cruiser all the issued equipment that is needed to carry out their patrol duties. We then looked at things like their spike mats, firearms, gas masks, and other items (*Narcan, spit hoods, radars, etc...*). We also looked for items that might need to be replaced or repaired.

The inspection also gives the deputies a chance to **"spruce up"** their cruisers and make sure they are clean inside and out. During the inspection, the command staff looked at the cruisers to see if there were any issues that need to be addressed (*tires, windshields, rust, inspection sticker, etc.*)

For the inspection the deputies did not wear their normal patrol uniform but wore the more formal **"Class A"** uniform. This uniform is used for more formal events like funerals, parades, inspections, etc...

**This uniform when worn is a sense of pride for our agency.**

Another reason for the inspection is to build a sense of camaraderie among the deputies. Because of the nature of our work (rural patrol), we often do not get to see each other and have conversations with deputies on different shifts. This gives us a chance to connect with everyone at one time and have a meeting with the command staff. During this meeting, the Sheriff addressed the patrol division and talked about the future of our agency. The Sheriff then opened the floor to questions from the deputies.



# FBI National Academy Graduates



The York County Sheriff's Office is proud to have three members of the command staff who are graduates of the FBI National Academy. The FBI National Academy is a prestigious 10-week training academy in Quantico, Virginia that provides advanced leadership classes and fitness training to law enforcement executives. Less than 1% of law enforcement officers are chosen. Law enforcement professionals come from around the world to be part of this opportunity. At the completion of the 10-week academy, students must finish a 6.1-mile run through an obstacle course at FBI Headquarters that was designed and built by United States Marines. If you watched the movie Silence of the Lambs, you will remember Agent Clarice Starling running through this course at the beginning of the movie. Students who finish the course receive a yellow brick that is symbolic of their accomplishment. Sheriff King attended session #199 (1999), Chief Deputy Forbes attended session #286 (2023), and Major Mone was part of session #269 (2017).

## York County Sheriff's Office



# Assist Agency Lewiston Strong



During the weekend of October 28th, several York County Sheriff's deputies responded to Lewiston to assist in the search for Robert Card who tragically killed 18 people. Those deputies were Sgt. Kyle Kassa, Deputy Alex Markellos, Deputy Steven Broy, and Deputy Jeffrey Regan. On November 1st, first responders were honored for their service before the annual Battle of the Bridge game between Lewiston and Edward Little High Schools. Deputy Markellos attended the event representing the York County Sheriff's Office. Deputy Markellos is also a former officer with the Lewiston Police Department. We feel very fortunate to not only have deputies willing to assist other agencies during a time of need but to also have the support of so many people in our state.

**In picture left to right:** Officer Pat Jacques, Sgt. Corey Jacques, Chief David St. Pierre, Deputy Alex Markellos, Officer Craig Johnson, and Lt. Derek St. Laurent.



# Court Security



On April 13, 2023, the York County Sheriff's Office took over all security duties at the Alfred Courthouse when the York Judicial Center in Biddeford opened up.

Deputies Dennis Chagnon and John Willey are assigned to the courthouse to protect the judges, government employees, and visitors to probate, deeds, and the child advocacy center. Since April, Deputies Chagnon and Willey have screened a total of 7,757 individuals that have entered the courthouse.

During this same time period the deputies have seized 196 prohibited items that people have entered the building with.

Many of the employees at the courthouse have commented on how they appreciate Deputies Chagnon and Willey keeping them safe every day.





## MISSION STATEMENT



*The York County Sheriff's Office is committed to working in partnership with our community to improve quality of life, reduce crime, and provide a sense of safety and security for our community members and visitors to our county.*

### VISION STATEMENT

The York County Sheriff's Office envisions a county where all people feel safe, supported, and respected. We will accomplish this by providing exceptional police services in collaboration with our community members and other agencies whose mission is to provide service to our residents, their guests, and visitors. We will work toward fostering an engaged community that will readily report crimes or other public safety concerns.

### CORE VALUES



**Integrity-** We will always hold ourselves to the highest ethical and moral standards, while always holding ourselves accountable for our actions and decisions.

**Community Partnership-** We will dedicate ourselves to a mutual setting of priorities with our community and a shared commitment to community policing.

**Service-** We will provide the highest level of quality service in a courteous, efficient, and accessible manner.

**Dignity-** We pledge that we will treat all individuals with respect, dignity, and compassion.

**Constitution-** We will respect and protect the rights of all individuals while enforcing the laws enacted by the United States and state of Maine Constitutions. All citizens will be treated fairly and without favoritism.

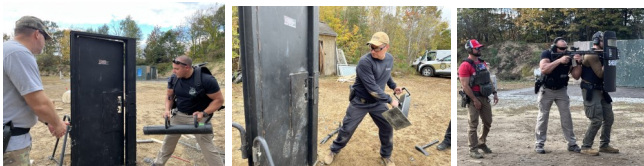
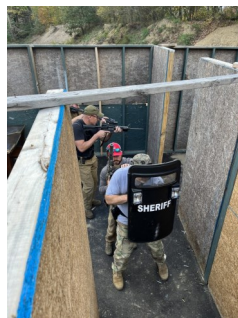
**Ourselves-** We recognize that our employees are the cornerstone of our agency's success. We value the unique contributions made by all of our employees towards our public safety mission.



## Fall Firearms Training

This was Fall Firearms Training, a 5-hour block offered annually.

This year was focused on practical applications of various tools available for patrol incidents, including breaching kits & rams, 12 gauge and 40mm less-lethal platforms, and ballistic shields. These tools were incorporated into live-fire drills. Deputies received instruction on close quarter battle (CQB) concepts during slow and deliberate building searches and active shooter responses.



## M.A.R.C Training

On 10-24-23 and 10-31-23, all York County Patrol and Civil Deputies attended a block of instruction on Methods of Arrest, Restraint, and Control (M.A.R.C.). This was a mandatory training requirement set by the Maine Criminal Justice Academy for 2023. All certified law enforcement officers in the State of Maine needed to complete this training.

This important training instructs officers on proper threat recognition, threat assessment, and making the appropriate choice involving the use of force options. York County Patrol Deputy Martin Harmon is a certified M.A.R.C. instructor and provided the training.





Message from the Jail Administrator

## Major Nathan Thayer



The York County Jail is happy to announce that we have officially changed medical vendors. Armor Health Care is the new vendor in place for Medical, Mental health, and MAT (Medication Assisted Treatment) needs. With the new vendor on board, many changes have been put in place to better serve the needs of the residents and security.

On two occasions we had two different volunteer religious bands join us and performed for our resident population. The two bands were "Rock my soul" and "Not by works". We are grateful for their time and their performance.

The holidays can be some of the most difficult times for residents, but even more so for the families they leave behind. This year we partnered with our Board of Visitors and STLCPM (Saint Teresa of Lisieux Catholic Prison Ministry) on a Christmas initiative. This initiative was meant for incarcerated parents, that were allowed contact with their children to be able to choose donated gifts. They would then wrap them and present the gifts to their children in person at the jail. This allowed the parents to give something to their children and spend time with them when they would not normally get to do so.

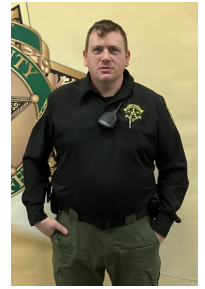
Our lobby receptionist Marion Bedard processes all mail coming into the facility. A few weeks ago, she spotted what she thought appeared to be a suspicious letter labeled as legal mail. This mail was searched and found to contain 1.7 grams of methamphetamine. Due to her keen observation skills, Marion prevented illegal drugs from entering our facility and potentially causing harm to someone.

On December 16, 2023, the York County jail started having all personal mail to the resident population go to a third-party vendor. The vendor then uploads the mail directly to the resident's personal tablet. All legal mail will still be handled in the same manner as before and mailed directly to the jail. It is our hope this will cut down on the amount of contraband being sent into the facility.



## Spotlight Corrections Officer

Major Thayer would like to recognize Officer Matthew Sanborn for his outstanding work. In December a new arrestee entered the York County Jail with 11 grams of cocaine. Officer Matthew Sanborn made the discovery, and the staff was able to take possession of the illegal substance preventing the resident population from being at risk of harm.



## Director of Professional Standards



On November 20, 2023, The York County Jail hired Captain Jason Brooks for the position of Director of Professional Standards. Captain Brooks comes to us after completing 20 years of service with the Sanford Police Department and reaching retirement. Welcome aboard Captain Brooks.

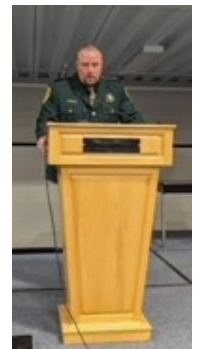
## Correction Officers Graduation

On November 9th, the York County Sheriff's office proudly graduated 8 corrections officers from the 79th BCTP Class at the Maine Criminal Justice Academy.

### **Congratulations** to:

James Fitzgerald, Andy Leary, Nicholas MacDonald, Jacob Melendez, Rene Melendez, Ryan Succi, David Temple, and Justyn Winn.

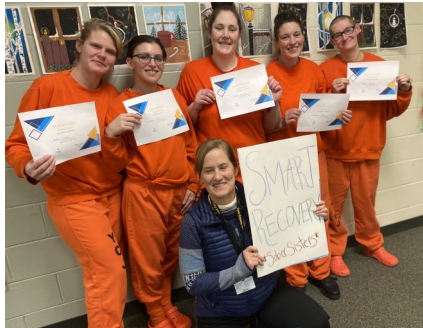
It was a great day for York County and not only did we graduate 8 new officers, our Jail Administrator, Nathan Thayer was the keynote speaker!



## Smart Recovery



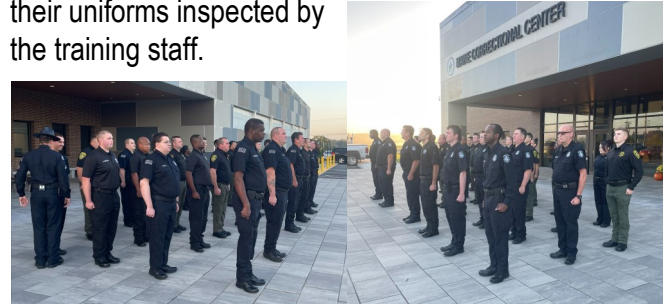
Here is our first completed SMART recovery course for female residents with substance use disorder. These five women successfully completed the course earning their certificates. Pictured from left to right are Brandi Richmond, Alexis Irving, Renee Roachville, Shawna Hynes, and Kaylee Townsend. You are seeing our **\*Sober Sisters\***



The instructor is Julie Egda from Portland Recovery.

## New Correction Officers

York County's newest correctional officers began their five-week academy at the Windham Correctional Center on October 2nd. Pictured here are the officers getting their uniforms inspected by the training staff.



## Pot Roast Dinner

The appealing smell permeates the hallways every Friday evening with pot roast simmering. What has become somewhat of a Friday night tradition, Corrections Officer Jason Gaudette cooks a roast beef dinner for the entire shift.



## VIPS Jail Tour

Last night we had the honor of meeting with the Kennebec Police VIPS. They learned a little about the jail and our programming, then they had a "behind the curtain" tour of the facility.



*Pictured is Major Nathan Thayer, Diana Miles York County Substance Use Counselor, VIPS JoAnn Keter, Irene Cluff, Lindsay Smith, Dan Morin, Nicci Hafer and Sheriff King.*

## Acton Fair Thank you

Mr. Richard Burke, one of the organizers of the Acton Fair, visited the Sheriff's Office and presented Major Kathryn Mone and Sheriff King with a plaque thanking us and the Sheriff's Office for supporting the Acton Fair! The photograph on the plaque was taken when Major Mone and I were passing out "Sheriff" stickers last August.



## Older Wiser Liberated Seniors Visited YCJail

October 18th, we had the honor of hosting the OWLS (Older, Wiser, Liberated Seniors) at the York County Jail. Captain Carl Ronco and Lieutenant Lori Marks discussed jail operations and the OWLS got a look at some of the programming we offer at the jail. It was a great group!



## Halloween Fun



The York County Sheriff's Office handles some serious business. We are serious people with serious jobs, until Halloween. Mindy Badger and Emily Enger came to work dressed as an "Old Rock Star" (Mindy) and Skyrim Mage (Emily.) Also wanting to get in on the Halloween act is Maggie, wearing her festive scarf.



## Visit from State Senator Ingwerson



State Senator Henry Ingwerson, from Senate District 32 stopped by the Sheriff's Office today on a "listening visit." He wanted to know more about the recent spate of "deed thefts" in York County and spoke with Registrar of Deeds Nancy Hammond and her deputy, Wendy Caiazzo.



He also conversed with Chief Deputy Jeremy Forbes, Major Kathryn Mone, Deputies Cummer and Gould about the application and challenges of the Yellow Flag law.



## Wells Christmas Parade



The York County Sheriff's Office had great representation at the Wells Christmas Parade this year, even in the rain! Corrections Officers Sharron Desrochers, Kayleigh Hamilton, and Emma Kehoe (aka Grinch) helped make this memorable parade. Also assisting was officer Desrocher's 15 year old son, Zander and Officer Hamilton's 15 year old daughter, Patty.

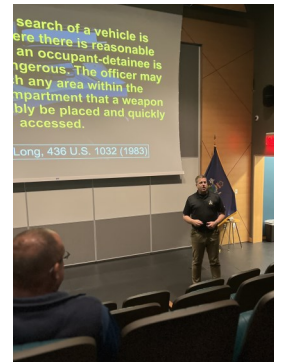
*FYI - the handcuffs were not really on the Grinch!*



## Constitutional Law Training

On October 20, 2023, the York County Sheriff's Office hosted a training session at York County Community College in Wells that was taught by Zach Miller. This training was attended by officers from Cumberland and York County area police departments.

Zach Miller is a well-respected police legal instructor who specializes in federal and state constitutional law. The class focused on updated Maine case law as well as federal statutes.



Search of a vehicle is safe there is reasonable an occupant-detainee is dangerous. The officer may h any area within the mpartment that a weapon hly be placed and quickly accessed.  
Long, 436 U.S. 1032 (1983)



Attending the training from the York County Sheriff's Office was Sgt. Morneau, Sgt. Sevigny, Deputy Carr, Deputy Markellos, and Deputy Chenard.

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## Grant Awarded Traffic Enforcement



On October 25, 2023, the York County Sheriff's Office was awarded \$39,090 in grant money to be used towards dedicated high-visibility traffic enforcement. This will allow deputies to work four-hour traffic details and focus on drivers who are speeding, operating while distracted, or operating under the influence of alcohol or drugs.

The York County Sheriff's Office will conduct these details in known high crash areas or roads that citizens make complaints about.

# Programming offered to Residents at the York County Jail October 1, 2023 - December 31, 2023

*Two graduated from the Recovery Coach Academy offered in November.*

## Tuesdays



ENSO Substance use agency facilitated weekly groups in October and November.

*Due to sickness and staffing issues, they were not present on site in December. (Returning in Feb)*

Weekly Bible Study Groups in each pod on Tuesday evenings.

12 weeks, three male pods and the female pod were offered these services.

One woman chose to go to the CRD program for one year treatment.



## Wednesdays

Two AA groups offered on a weekly basis totally 24 groups offered.

One is at 2:00 p.m. and the other is at 6:00 p.m. An average of four residents participated in each group.

## Thursdays

DV support groups offered twice per month to the women. Six groups were offered this quarter.

Smart Recovery Certificate program was offered. 16 women expressed interest in the program initially. Some just dropped out because the group was offered in the morning and others were released before the end of the program. Five women completed and graduated with certificates from this program.

NA meetings were offered by N. Butler - peer recovery support person.

1 to 3 and two pods were offered these meetings.

Toastmasters Adult Education course was offered to men at the facility who would like learn how to communicate better, seven men started the course and four will be completing the course in January.

Peer Recovery support worker, monthly - 6:00 to 8:00 = Jackie - for women's pod.

She was able to come into the facility three times and connected with five different women.

She focused on the women leaving the facility and soon and offers support when they are in the community.

## Fridays - Peer Support Worker and Advocate - Ryan Paige -

Topics that were offered: (Talks in two different pods each week.)

Eight substance use classes

Forty-eight bible study classes

Twenty-four AA groups

Six DV support groups

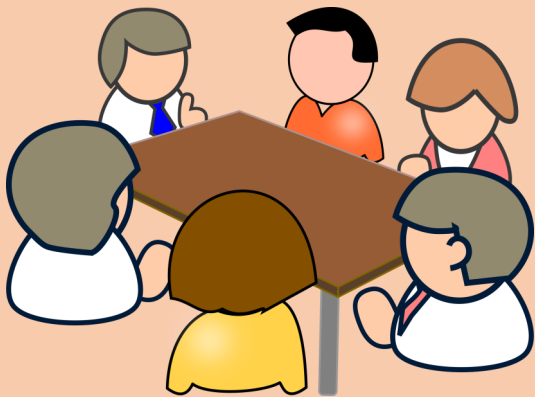
Eight Smart Recovery classes with five graduates

Eight NA groups

Four Toastmaster groups

Three Peer to Peer Recovery support (one on one support)

Twelve Peer Support Worker and Advocate groups



**\*Yoga classes and Art Classes were also offered to the residents. (Paid positions)**

**Parenting classes are starting Friday, Jan. 12, 2024**



*From the desk of:*

*Donna L. Ring  
York County Commissioner, District 4  
Alfred, Maine*

Dear Friends:

I am honored to serve as your York County Commissioner, and I will continue to work hard for you and all the citizens in my district. I welcome this opportunity to share a few of our recent accomplishments.

York County remains engaged in issues that affect every municipality and citizen in our district. Several are related to the opioid crisis and substance misuse as well as the recruitment and retention of our Public Safety workforce. These are real issues, and we should all be concerned about them.

I am happy to say York County is in the final design development and permitting phase of a regional recovery center. This will be a resource for all citizens of York County and will treat co-occurring disorders of substance misuse and mental health in a residential setting.

We are also in the permitting process for a regional first responder training facility. Open to all public safety agencies across York County, it will become the premiere training ground for our new and existing workforce county-wide. Most importantly, it will provide training locally on a consistent basis. It is impractical in 2024 to ask volunteer firefighters and other first responders – who have home and family responsibilities – to travel across Maine for required training. Various programs will be presented in conjunction with York County Community College.

Much more happened at York County government in 2023. Here are some highlights:

- York County Emergency Management Agency hosted 28 trainings and exercises and worked with county school districts on emergency safety plans, including an active shooter exercise that saw responses by 7 municipal fire and police agencies. The EMA drone team completed 21 flight missions assisting first responders – and after administering more than 100,000 COVID-19 vaccines, the EMA vaccine clinic was closed.
- Commissioners directed ARPA funding to establish a teen center in Biddeford, creation of a supportive housing and social services collective in Kittery and purchased a dredge for use by all coastal York County communities.
- A peer leadership program at York County Sheriff's Office, grant-funded by the National Alliance on Mental Health ensures our deputies (and families) are provided with mental health resources to be successful. Caring Unlimited funds a domestic violence investigator grant to ensure victims are provided with resources to obtain help for themselves and their families. Through a Stanton Foundation grant, the sheriff's office has developed a K-9 program that is often asked to assist neighboring agencies. As well, a York County deputy, funded by Maine Public Safety, works with the Maine Drug Enforcement Agency to hold responsible those who traffic drugs in our communities and to investigate drug overdose deaths.
- York County Registry of Probate has accepted a record number of passport applications while case filings, hearings and contested matters continue to increase.
- York County Registry of Deeds recorded more than 34,000 deeds, mortgages, liens, courts and plans in 2023.

May we all have a great, safe, and productive year,

Sincerely,

**Donna L. Ring, York County Commissioner, District 4**



January 26, 2024

Town of Lyman  
11 South Waterboro Road  
Lyman ME 04002

Dear Selectperson,

When Maine Public was established in 1961, the goal was to bring a new kind of broadcasting service to Maine — one that was as innovative as it was trustworthy, a service that would inform, inspire, and educate our communities. Now more than six decades later, Maine Public is still leading the charge to share Maine's stories in new and revitalized ways.

Last year with community support, Maine Public increased our reporting capacity to better cover important news stories by adding a Report For America reporter covering immigration and New Mainer communities and adding a new full-time climate reporter. Support from towns like yours helped us increase coverage of underrepresented areas of the state through several projects such as the Rural Reporting Project, highlighting the benefits, challenges, and opportunities of life in rural and western Maine. We shared the first State of the Tribes in more than 20 years live on Maine Public radio, television, and online as Wabanaki leaders addressed both chambers of the Legislature.

Every day, Maine Public connects the people of Maine and our region to each other and the world through the open exchange of information, ideas, and cultural content. This is essential work that we are proud to do. Currently, Maine Public has 14 radio signals emanating from towers across the state. Last year, we were awarded construction permits for seven new stations by the Federal Communications Commission. With donations from our community, we plan to expand Maine Public Radio to unserved areas in Millinocket, Greenville, and Bethel, and grow our existing Maine Public Classical network to Fort Kent, Mars Hill, Calais, and Greenville. Free and open access to accurate, balanced, and objective content is more important than ever, and Maine Public is committed to delivering it everywhere in Maine.

**You should have received a request letter from us last September asking the Town of Lyman to consider joining more than 100 municipalities to support this important resource with an appropriation of \$100.** If you are in the middle of budget review and are considering Maine Public's request, our sincere thanks. If not, please know that with your funding, Maine Public, with our trusted partners, NPR and PBS, will continue to be Maine's storyteller, amplifying the voices of Maine.

Our listeners and viewers appreciate the support your community provides. Thank you for your consideration.

Sincerely,

Marvis Zou  
Direct Marketing and Membership Fundraising Specialist  
mzou@mainepublic.org  
800-884-1717 x 3045

# ITEM #3: (a.) Minutes

Town of Lyman  
Select Board Meeting Minutes  
Monday January 2<sup>nd</sup>, 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 5<sup>th</sup>, 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 15<sup>th</sup>. 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 8<sup>th</sup>.

**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 18<sup>th</sup>, 2023.**

**Thomas Hatch** – **Seconds the motion,**

**Discussion, change the effective date to January 3<sup>rd</sup>, 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 3<sup>rd</sup>, 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 2<sup>nd</sup>, 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 4<sup>th</sup> meeting, again under the guise of public comment, there was a speech given about keeping with the spirit of the 6<sup>th</sup> 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 6<sup>th</sup> 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 5<sup>th</sup> and 14<sup>th</sup> 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 6<sup>th</sup> 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 4<sup>th</sup> meeting it was insinuated that no notice was given to prepare a response but at the November 20<sup>th</sup> 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 24<sup>th</sup> to all employees and board/committee members. A separate email was sent to the individual on September 6<sup>th</sup> also with the Code of Ethics, again, attached for review.

The behavior of this individual from August 24<sup>th</sup> when they received their first copy of the Code of Ethics, through September 6<sup>th</sup> when they received their second copy of the Code of Ethics and, I feel, right up until December 4<sup>th</sup> 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 20<sup>th</sup> 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 #3: (b.) Minutes

Town of Lyman  
Select Board Meeting Minutes  
Monday January 18<sup>th</sup>, 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

**Selectboard members absent:** Victoria Gavel

## ITEM #1

### SIGN WARRANTS

- a. Payroll Warrant #26 in the amount of \$29,014.81  
**Amber Swett – Motions to approve. Thomas Hatch seconds. Motion passes: 4-0-0**
- b. Accounts Payable Warrant #27 (FY2024) in the amount of \$60,675.46  
**Amber Swett – Motions to approve. Thomas Hatch seconds. Motion passes: 4-0-0**

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

\_\_\_\_\_  
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 1 page are the original minutes of the Select Board Meeting dated January 18<sup>th</sup>, 2024

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

# ITEM #4: (a.) Payroll

LYMAN  
12:13 PM

## Payroll Check Register

Pay Date: 01/24/2024

01/18/2024  
Page 1

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

1	5,209.71	0.00	5,209.71	01/24/24	79 SUSAN J BELLEROSE
2	1,915.52	0.00	1,915.52	01/24/24	029 BRENDA D CHARLAND
3	1,187.49	0.00	1,187.49	01/24/24	025 THOMAS M CROTEAU
4	2,461.97	0.00	2,461.97	01/24/24	028 LINDSAY GAGNE
5	1,875.46	0.00	1,875.46	01/24/24	016 LAURIE L GONSKA
6	265.96	0.00	265.96	01/24/24	117 PAUL HAKALA
7	259.30	0.00	259.30	01/24/24	007 THOMAS M HOLLAND
8	1,697.59	0.00	1,697.59	01/24/24	015 JEANETTE E LEMAY
9	802.29	0.00	802.29	01/24/24	036 JULIE LEMIEUX
10	1,285.30	0.00	1,285.30	01/24/24	041 RANDALL L MURRAY
11	475.81	0.00	475.81	01/24/24	19 BRIAN D. RACICOT
12	433.84	0.00	433.84	01/24/24	123 KYLE D RACICOT
13	330.84	0.00	330.84	01/24/24	002 DAVID W RILEY
14	146.80	0.00	146.80	01/24/24	020 DAVID H SANTORA
15	1,428.56	0.00	1,428.56	01/24/24	037 REBEKAH S THOMPSON
16	289.27	0.00	289.27	01/24/24	40 RAYMOND J VALLIERE
<b>Total</b>	<b>20,065.71</b>	<b>0.00</b>	<b>20,065.71</b>		

### Direct Deposit Checks

17	0.00	20,065.71	20,065.71	01/24/24	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>20,065.71</b>	<b>20,065.71</b>		

### Trust & Agency Checks

18	0.00	8,250.14	8,250.14	01/24/24	T & A 1 I.R.S.
19	0.00	902.86	902.86	01/24/24	T & A 3 ICMA
20	0.00	1,549.26	1,549.26	01/24/24	T & A 2 MAINE REVENUE SERVICES
21	0.00	1,569.99	1,569.99	01/24/24	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>12,272.25</b>	<b>12,272.25</b>		

### Summary

Checks:	Regular	0.00	16
	D / D	20,065.71	1
	Employee	20,065.71	
	T & A	12,272.25	4
	Voided		0
<b>Total</b>		<b>32,337.96</b>	<b>21</b>



WARRANT: 28

Check	D / D	Check	Employee	Gross Pay
1	5,209.71	0.00	79 SUSAN J BELLEROSE	8,039.82
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	2,461.97	0.00	028 LINDSAY GAGNE	3,494.23
5	1,875.46	0.00	016 LAURIE L GONSKA	2,913.46
6	265.96	0.00	117 PAUL HAKALA	288.00
7	259.30	0.00	007 THOMAS M HOLLAND	286.85
8	1,697.59	0.00	015 JEANETTE E LEMAY	2,405.15
9	802.29	0.00	036 JULIE LEMIEUX	1,086.75
10	1,285.30	0.00	041 RANDALL L MURRAY	1,960.80
11	475.81	0.00	19 BRIAN D. RACICOT	570.78
12	433.84	0.00	123 KYLE D RACICOT	513.19
13	330.84	0.00	002 DAVID W RILEY	358.24
14	146.80	0.00	020 DAVID H SANTORA	158.95
15	1,428.56	0.00	037 REBEKAH S THOMPSON	2,161.83
16	289.27	0.00	40 RAYMOND J VALLIERE	313.23
17	0.00	20,065.71	D / D 1 BIDDEFORD SAVINGS BANK	
18	0.00	8,250.14	T & A 1 I.R.S.	
19	0.00	902.86	T & A 3 ICMA	
20	0.00	1,549.26	T & A 2 MAINE REVENUE SERVICES	
21	0.00	1,569.99	T & A 9 MPERS	
<b>Total</b>	<b>20,065.71</b>	<b>32,337.96</b>		<b>29,082.94</b>

Put into A/P **12,511.65**  
 Taken out of A/P **(12,272.25)**  
**Total Payroll 32,577.36**

**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.) Payroll

LYMAN  
12:46 PM

**Payroll Warrant**  
Pay Date: 02/07/2024

02/01/2024  
Page 1

WARRANT: 29

Check	D / D	Check	Employee	Gross Pay
1	1,659.35	0.00	79 SUSAN J BELLEROSE	2,379.00
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	2,354.94	0.00	12 MARCEL DESROSIERS	3,263.62
5	2,461.97	0.00	028 LINDSAY GAGNE	3,494.23
6	1,875.46	0.00	016 LAURIE L GONSKA	2,913.46
7	274.28	0.00	117 PAUL HAKALA	297.00
8	259.30	0.00	007 THOMAS M HOLLAND	286.85
9	1,697.59	0.00	015 JEANETTE E LEMAY	2,405.15
10	693.54	0.00	036 JULIE LEMIEUX	924.00
11	1,285.30	0.00	041 RANDALL L MURRAY	1,960.80
12	358.67	0.00	19 BRIAN D. RACICOT	443.94
13	514.22	0.00	123 KYLE D RACICOT	621.00
14	330.84	0.00	002 DAVID W RILEY	358.24
15	146.80	0.00	020 DAVID H SANTORA	158.95
16	1,432.27	0.00	037 REBEKAH S THOMPSON	2,168.08
17	293.58	0.00	40 RAYMOND J VALLIERE	317.90
18	0.00	18,741.12	D / D 1 BIDDEFORD SAVINGS BANK	
19	0.00	6,968.57	T & A 1 I.R.S.	
20	0.00	1,162.79	T & A 3 ICMA	
21	0.00	1,283.36	T & A 2 MAINE REVENUE SERVICES	
22	0.00	1,571.07	T & A 9 MPERS	
<b>Total</b>	<b>18,741.12</b>	<b>29,726.91</b>		<b>26,523.88</b>

Put into A/P **11,225.19**  
 Taken out of A/P **(10,985.79)**  
**Total Payroll 29,966.31**

Count  
 Checks **22**

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 \_\_\_\_\_

**Payroll Check Register**  
Pay Date: 02/07/2024

Check	D / D	Check	Amount	Date	Employee
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**Employee Checks**

1	1,659.35	0.00	1,659.35	02/07/24	79 SUSAN J BELLEROSE
2	1,915.52	0.00	1,915.52	02/07/24	029 BRENDA D CHARLAND
3	1,187.49	0.00	1,187.49	02/07/24	025 THOMAS M CROTEAU
4	2,354.94	0.00	2,354.94	02/07/24	12 MARCEL DESROSTIERS
5	2,461.97	0.00	2,461.97	02/07/24	028 LINDSAY GAGNE
6	1,875.46	0.00	1,875.46	02/07/24	016 LAURIE L GONSKA
7	274.28	0.00	274.28	02/07/24	117 PAUL HAKALA
8	259.30	0.00	259.30	02/07/24	007 THOMAS M HOLLAND
9	1,697.59	0.00	1,697.59	02/07/24	015 JEANETTE E LEMAY
10	693.54	0.00	693.54	02/07/24	036 JULIE LEMIEUX
11	1,285.30	0.00	1,285.30	02/07/24	041 RANDALL L MURRAY
12	358.67	0.00	358.67	02/07/24	19 BRIAN D. RACICOT
13	514.22	0.00	514.22	02/07/24	123 KYLE D RACICOT
14	330.84	0.00	330.84	02/07/24	002 DAVID W RILEY
15	146.80	0.00	146.80	02/07/24	020 DAVID H SANTORA
16	1,432.27	0.00	1,432.27	02/07/24	037 REBEKAH S THOMPSON
17	293.58	0.00	293.58	02/07/24	40 RAYMOND J VALLIERE
<b>Total</b>	<b>18,741.12</b>	<b>0.00</b>	<b>18,741.12</b>		

**Direct Deposit Checks**

18	0.00	18,741.12	18,741.12	02/07/24	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>18,741.12</b>	<b>18,741.12</b>		

**Trust & Agency Checks**

19	0.00	6,968.57	6,968.57	02/07/24	T & A 1 I.R.S.
20	0.00	1,162.79	1,162.79	02/07/24	T & A 3 ICMA
21	0.00	1,283.36	1,283.36	02/07/24	T & A 2 MAINE REVENUE SERVICES
22	0.00	1,571.07	1,571.07	02/07/24	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>10,985.79</b>	<b>10,985.79</b>		

**Summary**

Checks:	Regular	0.00	17
	D / D	18,741.12	1
	Employee	18,741.12	
	T & A	10,985.79	4
	Voided		0
<b>Total</b>		<b>29,726.91</b>	<b>22</b>

# ITEM #4: (c.) AP Warrant

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## A / P Check Register

Bank: BIDDEFORD SAVINGS

02/01/2024  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	10366	5,619.92	01/18/24	30	0569 SECRETARY OF STATE
P	10367	4,237.39	01/22/24	30	0569 SECRETARY OF STATE
P	10368	10,253.22	01/29/24	30	0569 SECRETARY OF STATE
P	10369	1,709.00	02/01/24	30	0643 TREASURER, STATE OF MAINE
P	10370	8,739.23	02/01/24	30	0646 TREASURER OF STATE
R	10371	172.51	02/01/24	30	0218 AMAZON CAPITAL SERVICES
R	10372	2,050.00	02/01/24	30	0088 ATLANTIC RECYCLING EQUIPMENT LLC
R	10373	4,015.00	02/01/24	30	0022 BEAN DATA
R	10374	32.00	02/01/24	30	0994 CINTAS CORPORATION- # 758
R	10375	125.00	02/01/24	30	0211 CRIPPLE CREEK CORPORATION
R	10376	448.50	02/01/24	30	0111 CYN ENVIRONMENTAL SERVICES
R	10377	1,838.33	02/01/24	30	0133 DAVID W. RILEY
R	10378	421.41	02/01/24	30	0151 DAYTON SAND & GRAVEL, CO.,INC.
R	10379	40,500.00	02/01/24	30	0248 DAYTON SNOW FIGHTERS INC.
R	10380	3,500.00	02/01/24	30	0166 E.T.P ELECTRICIANS
R	10381	22,573.55	02/01/24	30	0024 EASTERN SALT COMPANY INC
R	10382	15,000.00	02/01/24	30	0025 GERARD EXCAVATION, INC.
R	10383	52,515.92	02/01/24	30	0233 GOODWINS MILLS FIRE & RESCUE
R	10384	641.71	02/01/24	30	1158 HALEY'S METAL SHOP
R	10385	84.69	02/01/24	30	0184 JEANETTE LEMAY
R	10386	555.00	02/01/24	30	0230 JESSICAS CLEANING SERVICE
R	10387	18.84	02/01/24	30	0322 KENNEBUNK LIGHT & POWER DISTRICT
R	10388	64.32	02/01/24	30	0131 LAURIE GONSKA
R	10389	1,489.50	02/01/24	30	0013 LYMAN SNOWMOBILE CLUB
R	10390	7,035.47	02/01/24	30	0376 M M E H T
R	10391	90.00	02/01/24	30	0379 MAINE TOWN & CITY CLERKS ASSOC
R	10392	104.67	02/01/24	30	0003 MAINE VETERINARY MEDICAL CENTER
R	10393	719.98	02/01/24	30	1111 MARCEL DESROSIER
R	10394	135.00	02/01/24	30	0036 NORTH COAST SERVICES
R	10395	8.61	02/01/24	30	0005 PETTY CASH
R	10396	42.25	02/01/24	30	0394 PLUMMERS HARDWARE
R	10397	215.84	02/01/24	30	0084 READYREFRESH BY NESTLE
R	10398	466,437.06	02/01/24	30	0419 RSU #57
R	10399	97.98	02/01/24	30	0224 SPECTRUM/TIME WARNER CABLE
R	10400	1,800.00	02/01/24	30	0277 TINKER TOM EXCAVATOR
R	10401	69.51	02/01/24	30	0985 WARRENS OFFICE SUPPLIES
R	10402	458.90	02/01/24	30	0116 WINTERWOOD FUEL
P	99999	462.00	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	22.00	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	14.40	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	168.68	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	20.55	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	24.98	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	190.08	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	45.00	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	19.99	02/01/24	30	0095 CARDMEMBER SERVICE
P	99999	13.99	02/01/24	30	0095 CARDMEMBER SERVICE

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**A / P Check Register**  
Bank: BIDDEFORD SAVINGS

02/01/2024  
Page 2

Type	Check	Amount	Date	Wrnt	Payee
P	99999	494.31	02/01/24	30	0095 CARDMEMBER SERVICE
<b>Total</b>		<b>655,296.29</b>			

<b>Count</b>	
Checks	48
Voids	0

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00218 AMAZON CAPITAL SERVICES</b>						
0399	10371	02	SURVEILLANCE EQUIPMENT	1N3-XL9M-9YXJ		
SURVEILLANCE EQUIPMENT	E 551-84-70-790				145.83	0.00
	FED - EQUIPMENT / OTHER EQUIP					
			<b>Invoice Total-</b>		<b>145.83</b>	
0399	10371	02	FLAG	1MM6-RRQ6-J1N1		
FLAG	E 161-21-90-999				26.68	0.00
	OTHER / MISC					
			<b>Invoice Total-</b>		<b>26.68</b>	
			<b>Vendor Total-</b>		<b>172.51</b>	
<b>00088 ATLANTIC RECYCLING EQUIPMENT LLC</b>						
0399	10372	02	PARTS AND MATERIALS	1370		
PARTS AND MATERIALS	E 191-31-70-790				550.00	0.00
	EQUIPMENT / OTHER EQUIP					
			<b>Invoice Total-</b>		<b>550.00</b>	
0399	10372	02	MOVE BIN	1085/ INV1373		
MOVE BIN	E 191-31-70-790				1,500.00	1,500.00
	EQUIPMENT / OTHER EQUIP					
			<b>Invoice Total-</b>		<b>1,500.00</b>	
			<b>Vendor Total-</b>		<b>2,050.00</b>	
<b>00022 BEAN DATA</b>						
0399	10373	02	FEBRUARY	BEANFEB2024		
FEBRUARY	E 110-11-32-310				2,290.00	2,290.00
	CTRCT SVS EQ / PROF SVS					
			<b>Invoice Total-</b>		<b>2,290.00</b>	
0399	10373	02	SERVICES	1583		
MONTHLY MANAGED SERVICES	E 110-11-32-310				525.00	0.00
	CTRCT SVS EQ / PROF SVS					
			<b>Invoice Total-</b>		<b>525.00</b>	
0399	10373	02	SERVICES	1592		
SERVICES	E 551-84-70-790				1,200.00	0.00
	FED - EQUIPMENT / OTHER EQUIP					
			<b>Invoice Total-</b>		<b>1,200.00</b>	
			<b>Vendor Total-</b>		<b>4,015.00</b>	
<b>00095 CARDMEMBER SERVICE</b>						
0399	99999	02	MICROSOFT	E0600QLBYX		
MICROSOFT	E 110-11-32-310				462.00	0.00
	CTRCT SVS EQ / PROF SVS					
			<b>Invoice Total-</b>		<b>462.00</b>	
0399	99999	02	MICROSOFT	E0600QJK04		
MICROSOFT	E 110-11-32-310				22.00	0.00
	CTRCT SVS EQ / PROF SVS					
			<b>Invoice Total-</b>		<b>22.00</b>	
0399	99999	02	MICROSOFT	E0600QJK03		
MICROSOFT	E 110-11-32-310				14.40	0.00
	CTRCT SVS EQ / PROF SVS					
			<b>Invoice Total-</b>		<b>14.40</b>	
0399	99999	02	THE HOME DEPOT	01/23/2024		

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
THE HOME DEPOT			E 150-31-60-610		168.68	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>168.68</b>	
0399	99999	02	VISTAPRINT	VP_ZKPLSGPG		
VISTAPRINT			E 110-11-60-610		20.55	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>20.55</b>	
0399	99999	02	BROWNING/WIRELESS	20240127-A70955		
BROWNING/WIRELESS			E 161-22-50-580		24.98	0.00
			UTILITIES / COMM			
			<b>Invoice Total-</b>		<b>24.98</b>	
0399	99999	02	VISTAPRINT-ELECTIONS	VP_VMSF78QR		
VISTAPRINT-ELECTIONS			E 115-13-60-610		190.08	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>190.08</b>	
0399	99999	02	MAILCHIMP	FEBRUARY		
MAILCHIMP			E 110-11-32-310		45.00	0.00
			CTRCT SVS EQ / PROF SVS			
			<b>Invoice Total-</b>		<b>45.00</b>	
0399	99999	02	STAMPS.COM	01/17/2024		
STAMPS.COM			E 110-11-60-650		19.99	0.00
			SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>19.99</b>	
0399	99999	02	YOUTUBE PREMIUM	01/29/2024		
YOUTUBE PREMIUM			E 110-11-32-310		13.99	0.00
			CTRCT SVS EQ / PROF SVS			
			<b>Invoice Total-</b>		<b>13.99</b>	
0399	99999	02	STAMPS.COM	02/01/2024		
STAMPS.COM			E 110-11-60-650		494.31	0.00
			SUPPLIES / POSTAGE			
			<b>Invoice Total-</b>		<b>494.31</b>	
			<b>Vendor Total-</b>		<b>1,475.98</b>	
<b>00994 CINTAS CORPORATION- # 758</b>						
0399	10374	02	13117643	4181020576		
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>						
0399	10375	02	MARCH	CRIPMAR2024		
MARCH			E 110-11-39-399		125.00	125.00
			CONT SVS OTH / OTHER			
			<b>Vendor Total-</b>		<b>125.00</b>	
<b>00111 CYN ENVIRONMENTAL SERVICES</b>						
0399	10376	02	LY3802	93686094		
LY3802			E 150-31-35-358		448.50	0.00
			CTRCT SVS WA / PROF SVS HWO			
			<b>Vendor Total-</b>		<b>448.50</b>	
<b>00133 DAVID W. RILEY</b>						
0399	10377	02	SERVICES	24		

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
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>	
0399	10377	02	SERVICES	26		
PLOWING P&R			E 143-21-31-360		225.00	0.00
			CTRCT SVS BL / PLOW & SAND			
KBP TRASH			E 145-23-35-331		125.00	0.00
			CTRCT SVS WA / PROF PORTA P			
<b>Invoice Total-</b>					<b>350.00</b>	
0399	10377	02	FUELING	25		
FUELING			E 150-31-35-310		40.00	0.00
			CTRCT SVS WA / PROF SVS			
<b>Invoice Total-</b>					<b>40.00</b>	
0399	10377	02	ROAD MAINTENANCE	27		
ROADS REPAIRS/MAINT			E 131-51-40-483		600.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
ROADS - SIGNS			E 148-51-60-670		40.00	0.00
			SUPPLIES / SIGNS			
<b>Invoice Total-</b>					<b>640.00</b>	
<b>Vendor Total-</b>					<b>1,838.33</b>	
<b>00151 DAYTON SAND &amp; GRAVEL, CO., INC.</b>						
0399	10378	02	FROST ROAD MAINTENANCE	261186		
FROST ROAD MAINTENANCE			E 131-51-40-483		95.16	0.00
			REPAIRS & MA / RDS/REPAIRS			
<b>Invoice Total-</b>					<b>95.16</b>	
0399	10378	02	52800	261387		
COLD PATCH			E 131-51-40-483		326.25	0.00
			REPAIRS & MA / RDS/REPAIRS			
<b>Invoice Total-</b>					<b>326.25</b>	
<b>Vendor Total-</b>					<b>421.41</b>	
<b>00248 DAYTON SNOW FIGHTERS INC.</b>						
0399	10379	02	FEBRUARY	DAYFEB2024		
FEBRUARY			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>00166 E.T.P ELECTRICIANS</b>						
0399	10380	02	PARTS AND LABOR	12/28/2023		
KENNEBUNK BEACH			E 551-84-70-790		3,500.00	0.00
			FED - EQUIPMENT / OTHER EQUIP			
<b>Vendor Total-</b>					<b>3,500.00</b>	
<b>00024 EASTERN SALT COMPANY INC</b>						
0399	10381	02	SALT LYMANM05	132633		
SALT LYMANM05			E 143-51-31-360		6,374.68	0.00
			CTRCT SVS BL / PLOW & SAND			
<b>Invoice Total-</b>					<b>6,374.68</b>	
0399	10381	02	SALT LYMANM05	134390		
SALT LYMANM05			E 143-51-31-360		9,117.74	0.00
			CTRCT SVS BL / PLOW & SAND			



**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>Invoice Total-</b>					<b>9,117.74</b>	
0399	10381	02	SALT LYMANM05	134514		
SALT LYMANM05	E 143-51-31-360				7,081.13	0.00
	CTRCT SVS BL / PLOW & SAND					
<b>Invoice Total-</b>					<b>7,081.13</b>	
<b>Vendor Total-</b>					<b>22,573.55</b>	
<b>00025 GERARD EXCAVATION, INC.</b>						
0399	10382	02	PARTS & LABOR	01/19/2024		
PARTS & LABOR	E 131-51-40-483				15,000.00	0.00
	REPAIRS & MA / RDS/REPAIRS					
<b>Vendor Total-</b>					<b>15,000.00</b>	
<b>00233 GOODWINS MILLS FIRE &amp; RESCUE</b>						
0399	10383	02	FEBRUARY	GMFRFEB24		
FEBRUARY	E 186-91-37-392				16,185.25	16,185.25
	CONT OUT / GMFR CONTRAC					
FEBRUARY	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>01158 HALEY'S METAL SHOP</b>						
0399	10384	02	PARTS AND SERVICE	W15659		
PARTS AND SERVICE	E 141-11-40-410				641.71	0.00
	REPAIRS & MA / BLDGS & GROU					
<b>Vendor Total-</b>					<b>641.71</b>	
<b>00184 JEANETTE LEMAY</b>						
0399	10385	02	MILEAGE	JANUARY		
MILEAGE	E 110-11-90-910				84.69	0.00
	OTHER / MILEAGE/TRAV					
<b>Vendor Total-</b>					<b>84.69</b>	
<b>00230 JESSICAS CLEANING SERVICE</b>						
0399	10386	02	CLEANING SERVICES	99,835		
TH CLEANING SERVICE	E 141-11-31-310				375.00	0.00
	CTRCT SVS BL / PROF SVS					
ADDLT VACUUM	E 141-11-31-310				180.00	0.00
	CTRCT SVS BL / PROF SVS					
<b>Vendor Total-</b>					<b>555.00</b>	
<b>00322 KENNEBUNK LIGHT &amp; POWER DISTRICT</b>						
0399	10387	02	2101002-01	01/05/2024		
2101002-01	E 147-51-50-560				18.84	0.00
	UTILITIES / ELECTRICITY					
<b>Vendor Total-</b>					<b>18.84</b>	
<b>00131 LAURIE GONSKA</b>						
0399	10388	02	MILEAGE	JANUARY		
MILEAGE	E 110-11-90-910				64.32	0.00
	OTHER / MILEAGE/TRAV					
<b>Vendor Total-</b>					<b>64.32</b>	
<b>00013 LYMAN SNOWMOBILE CLUB</b>						
0399	10389	02	SNOWMOBILE REFUND	2023		

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SNOWMOBILE REFUND			R 110-099		1,489.50	0.00
	MISC					
<b>Vendor Total-</b>					<b>1,489.50</b>	
<b>00376 M M E H T</b>						
0399	10390	02	MHT,31171	FEBRUARY		
INSURANCE-EMPLOYEE			G 1-205-00		478.74	0.00
			BENFTS-EMPLE			
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>7,035.47</b>	
<b>00379 MAINE TOWN &amp; CITY CLERKS ASSOC</b>						
0399	10391	02	CLASS REGISTRATION	1000456836		
CLASS REGISTRATION			E 102-11-20-280		60.00	0.00
			BENEFITS / TRAINING			
<b>Invoice Total-</b>					<b>60.00</b>	
0399	10391	02	11790-0	1000450849		
MEMBERSHIP DUES			E 102-11-20-290		30.00	0.00
			BENEFITS / MEMB & DUES			
<b>Invoice Total-</b>					<b>30.00</b>	
<b>Vendor Total-</b>					<b>90.00</b>	
<b>00003 MAINE VETERINARY MEDICAL CENTER</b>						
0399	10392	02	SERVICES	288602		
SERVICES			E 125-72-39-381		104.67	0.00
			CONT SVS OTH / ACO			
<b>Vendor Total-</b>					<b>104.67</b>	
<b>01111 MARCEL DESROSIERS</b>						
0399	10393	02	MILEAGE	JANUARY		
MILEAGE			E 110-11-90-911		719.98	0.00
			OTHER / MI/TRAV ELE			
<b>Vendor Total-</b>					<b>719.98</b>	
<b>00036 NORTH COAST SERVICES</b>						
0399	10394	02	RECYCLING SERVICES	45349		
RECYCLING SERVICES			E 150-31-35-350		135.00	0.00
			CTRCT SVS WA / PROF SVS TIP			
<b>Vendor Total-</b>					<b>135.00</b>	
<b>00005 PETTY CASH</b>						
0399	10395	02	POSTAGE	01/29/2024		
POSTAGE			E 110-11-60-650		8.61	0.00
			SUPPLIES / POSTAGE			
<b>Vendor Total-</b>					<b>8.61</b>	
<b>00394 PLUMMERS HARDWARE</b>						
0399	10396	02	SUPPLIES	8370/3		
SUPPLIES			E 141-22-40-410		29.90	0.00
			REPAIRS & MA / BLDGS & GROU			

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
SUPPLIES			E 148-23-60-670		7.17	0.00
			SUPPLIES / SIGNS			
			<b>Invoice Total-</b>		<b>37.07</b>	
0399	10396	02	SUPPLIES	8371/3		
SUPPLIES			E 141-22-40-410		5.18	0.00
			REPAIRS & MA / BLDGS & GROU			
			<b>Invoice Total-</b>		<b>5.18</b>	
			<b>Vendor Total-</b>		<b>42.25</b>	
<b>00084 READYREFRESH BY NESTLE</b>						
0399	10397	02	0427507058	24A0427507058		
H20 0427507058			E 110-11-60-610		215.84	0.00
			SUPPLIES / SUPPLIES			
			<b>Vendor Total-</b>		<b>215.84</b>	
<b>00419 RSU #57</b>						
0399	10398	02	FEBRUARY	SCHLFEB2024		
FEBRUARY			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>						
0399	10366	02	31170	01/04-01/11		
31170			G 1-250-00		5,619.92	0.00
			MTR VEHICLE			
			<b>Invoice Total-</b>		<b>5,619.92</b>	
0399	10367	02	31170	1/11-1/18		
31170			G 1-250-00		4,237.39	0.00
			MTR VEHICLE			
			<b>Invoice Total-</b>		<b>4,237.39</b>	
0399	10368	02	31170	01/18-01/26		
31170			G 1-250-00		10,253.22	0.00
			MTR VEHICLE			
			<b>Invoice Total-</b>		<b>10,253.22</b>	
			<b>Vendor Total-</b>		<b>20,110.53</b>	
<b>00224 SPECTRUM/TIME WARNER CABLE</b>						
0399	10399	02	202-579149701-001	0010726011224		
202-579149701-001			E 150-31-50-580		97.98	0.00
			UTILITIES / COMM			
			<b>Vendor Total-</b>		<b>97.98</b>	
<b>00277 TINKER TOM EXCAVATOR</b>						
0399	10400	02	ROAD MAINTENANCE	0024		
ROAD MAINTENANCE			E 131-51-40-483		1,800.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
			<b>Vendor Total-</b>		<b>1,800.00</b>	
<b>00646 TREASURER OF STATE</b>						
0399	10370	02	FISH & GAME LICENSES	JANUARY 2024		
0024			G 1-251-00		8,739.23	0.00
			INLAND FISH			
			<b>Vendor Total-</b>		<b>8,739.23</b>	
<b>00643 TREASURER, STATE OF MAINE</b>						

**A / P Warrant**

Warrant 30

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0399	10369	02	DOGS	JANUARY		
DOGS			G 1-256-00		1,709.00	0.00
		DOG LIC				
<b>Vendor Total-</b>					<b>1,709.00</b>	
<b>00985 WARRENS OFFICE SUPPLIES</b>						
0399	10401	02	TOWLYM	526260-00		
TOWLYM			E 110-11-60-610		69.51	0.00
		SUPPLIES / SUPPLIES				
<b>Vendor Total-</b>					<b>69.51</b>	
<b>00116 WINTERWOOD FUEL</b>						
0399	10402	02	DELIVERY AND SERVICE	1676		
DELIVERY AND SERVICE			E 750-86-90-999		458.90	0.00
		OTHER / MISC				
<b>Vendor Total-</b>					<b>458.90</b>	
<b>Prepaid Total-</b>					<b>32,034.74</b>	
<b>Current Total-</b>					<b>623,261.55</b>	
<b>EFT Total-</b>					<b>0.00</b>	
<b>Warrant Total-</b>					<b>655,296.29</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: (c.) Franchise Ordinance Amendment

## Cable Television Ordinance Town of Lyman

Adopted October 16<sup>th</sup>, 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**

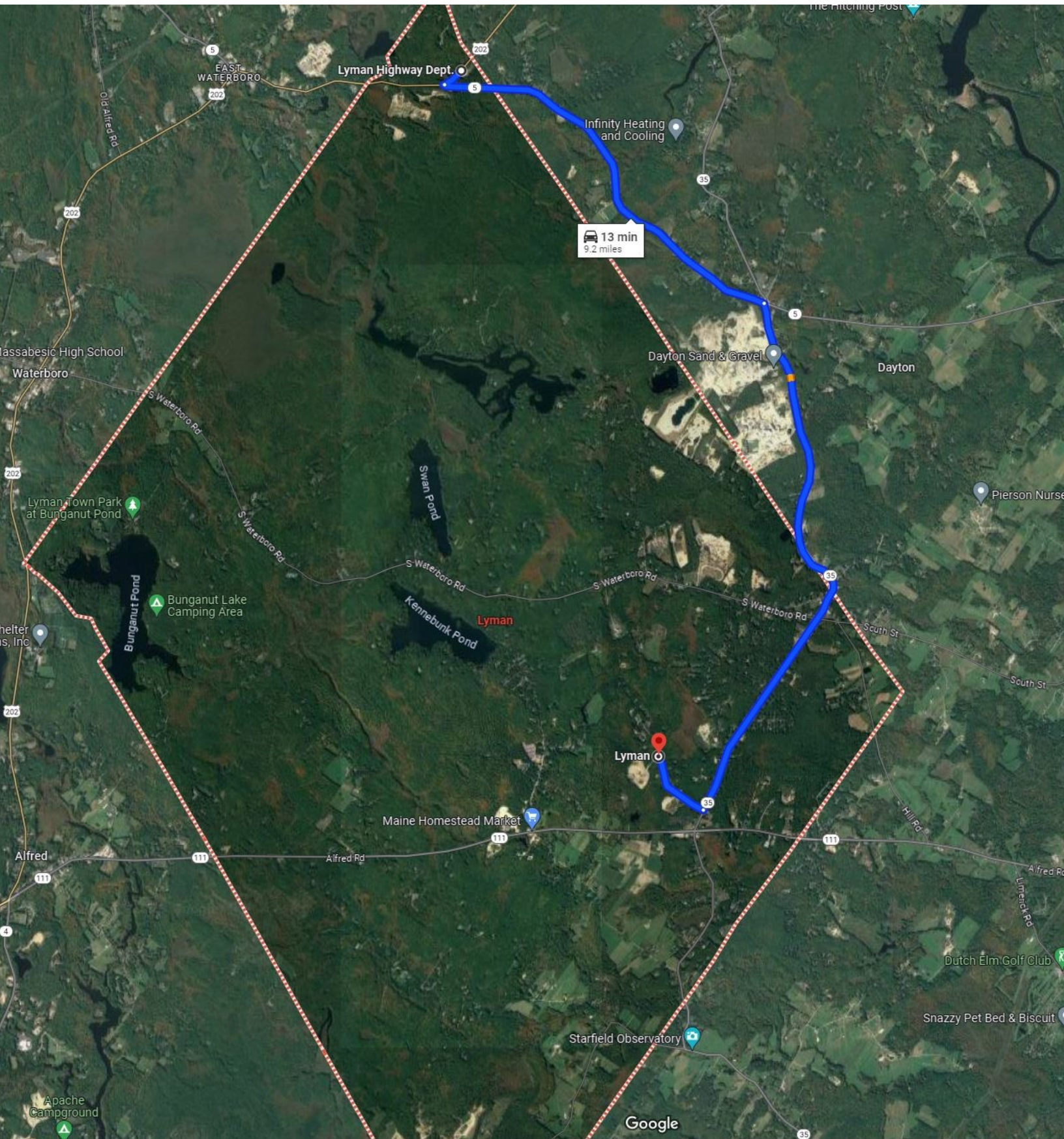
\_\_\_\_\_ **Jessica Picard**

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

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



# ITEM #5: (d.) MDOT Project



**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

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---

**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](http://www.acorn-engineering.com)  
[https://www.instagram.com/acorn\\_engineering/](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](http://www.rjgrondin.com)

---

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

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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](http://www.acorn-engineering.com)  
[https://www.instagram.com/acorn\\_engineering/](https://www.instagram.com/acorn_engineering/)  
<https://www.linkedin.com/company/acorn-civil-engineering/>

B. 207.775.2655  
C. 207.776.4266

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**From:** Coombs, Douglas <[Douglas.Coombs@maine.gov](mailto:Douglas.Coombs@maine.gov)>  
**Sent:** Monday, January 8, 2024 2:05 PM  
**To:** Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>; Hodgman, Ryan <[Ryan.Hodgman@maine.gov](mailto:Ryan.Hodgman@maine.gov)>; Jarrod Googins <[jgoogins@acorn-engineering.com](mailto:jgoogins@acorn-engineering.com)>  
**Cc:** Blair Jr, Terry <[Terry.BlairJr@maine.gov](mailto:Terry.BlairJr@maine.gov)>; Macdougall, George <[George.Macdougall@maine.gov](mailto: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](mailto:townmanager@lyman-me.gov)>  
**Sent:** Monday, January 8, 2024 1:16 PM  
**To:** Coombs, Douglas <[Douglas.Coombs@maine.gov](mailto: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](mailto:townmanager@lyman-me.gov)

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

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---

**From:** Coombs, Douglas <[Douglas.Coombs@maine.gov](mailto:Douglas.Coombs@maine.gov)>  
**Sent:** Wednesday, December 6, 2023 1:12 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)>; Hodgman, Ryan <[Ryan.Hodgman@maine.gov](mailto:Ryan.Hodgman@maine.gov)>; Jarrod Googins <[jgoogins@acorn-engineering.com](mailto: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 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

---

**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

---

**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

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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)

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# ITEM# 5: (e.) Cemetery Committee

**From:** [the2randalls@twc.com](mailto:the2randalls@twc.com)  
**To:** [Town Manager](#)  
**Subject:** RE: Cemetery Tree Removal  
**Date:** Monday, January 8, 2024 5:15:26 PM

---

Hey Lindsay,

Yes, we do have a list of targeted cemeteries for tree removal. I'll send it along to you, along with the progress, and if there are any funds we anticipate needing.

I was asked about Chadbourne Cemetery by Jeannette also. Yes, they are private, however they do not ask or yearly contributions for the maintenance. Roger Rollins JR manages it, cares for it, mows it, etc. We have always provided flags for the cemetery. Marie Nicol and Brad used to put the flags out, but this year and going forward we're able to do it.

At Chadbourne, the way it came to become important was r/t to a woman who called me and said her husband (in his 50's or 60's) died this past year. She goes to his plot very often and said there were large limbs coming down on the plot and headstone and she was exhausted trying to keep up with all the brush removal and called me. I assured her we would take care of it.

I contacted Roger and he said he's tried to take care of all the cemetery needs, but with all the rain, and wind, and then mowing he wondered if the town cemetery committee could help him with that. He was also very concerned about 5 maples that were clearly rotting and very likely could damage many other stones.

So I had Joe Goff come and meet me, and Roger, to discuss the issues and what needed to be taken care of. Once we had a list, it was submitted thru Jeannette and then to you. We know this doesn't mean the selectmen will pay the invoice, but it's not been an issue in the past.

So that's the story.

I'll get a list and the progress to you in the next few days.

Thanks for checking in.

Peace in 2024

Katrina

-----  
From: "Town Manager"  
To: "Katrina Randall"  
Cc: "Treasurer"  
Sent: Monday January 8 2024 2:40:57PM  
Subject: Cemetery Tree Removal

Hi Katrina,

The board discussed the tree removal for Chadborn Cemetery at their last meeting. They were concerned

about spending the funds for a private entity and for the future would want to avoid spending Town funds on projects for private cemeteries. To which, my apologies I hadn't realized this was a private cemetery.

They were also curious about the Tree cutting project. Could you please provide a brief report on the details of the project? Were there certain cemeteries assigned for this project? Have they all been completed?

Thank you for any information you can provide.

Best regards,

*Lindsay Gagne*

**Town Manager**

**FOAA officer**

11 So. Waterboro Rd Lyman, ME 04002

207-247-0642

207-499-7562

townmanager@lyman-me.gov

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

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## LYMAN CEMETERY COMMITTEE TREE REMOVAL LIST

- #50 Howitt Road Cemetery. Trees felled by BreakWood finished by Goff Tree. Completed.
- #89 Community Cemetery (OKR) Trees felled by BreakWood. Completed.
- #9 Lord-Libby (CWR) three sides bordered by trees. Completed.
- #82 Kimball Trees felled by BreakWood and finished by Goff Tree.
- #88 Gowen (Spencer Pit) one or two large trees overhanging the plot. Completed.
- #37 Sarah Andrews. Completed.
- #61 Dennett. Completed.
- #79 King Smith. Have Po. To be completed next.
- 
- #85 Orrin Drown on North Berwick Road (several large pines). To be quoted after completion of #79
- #81 John Taylor (NBR) to be quoted after completion of #79.
- 
- # 19 Grant/Jose (SWR) (five or six large trees near wires)
- #51 Butler Lot (Route 111 at the forestry garage, four very large trees)
- #70 Steve Marble's land on Walker Road (three large trees, need owner to clear a place).
- #85 Drown (Old Kennebunk Road past Currier) four or five tall pines.
- #77 Littlefield on Walker Road (at River Run Road) clear swath on right side nearest the plot.
- #48 Gordon on Peach Orchard Road (one or two trees) can be felled, cut up and left there.
- #85 Orrin Drown on North Berwick Road (several large pines).
- #36 Hill-Elwell on Hill Road (several trees including one large pine)
- 
- #4 Hamilton-Carll (Clarks Woods Road) several large trees. On hold for now.
- #58 Burbank Plot (Route 111 near the old diner) three or four large trees. On hold for now.
- # 55 Dennet-Waterhouse (Route 111) mailbox in blue barrel. On hold for now.
- #33 Valentine Hill on hold for accessibility.
- #34 Valentine Hill – Tibbets – low priority plot. No veteran.

# ITEM #6: (c.) CEO Quarterly Report



## LYMAN BUILDING DEPARTMENT

11 South Waterboro Road, Lyman, Maine 04002

Telephone: (207) 247-0647

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### **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.) Tax Collection 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.

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## 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

# ITEM #6: (f.) Comprehensive Plan Committee Report

**From:** [Michelle Felicitti](#)  
**To:** [Town Manager](#); [Peggy Macdonald](#); [Don Herson](#); [David Alves](#)  
**Subject:** Comp Comittee update  
**Date:** Friday, January 12, 2024 9:26:19 AM

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Hi Lindsay!,

We had our meeting last night.

So here is an update to give to the SB for committee reports, as well as if I am present I will get up and speak to this.

I feel it was a great start where I think our first meeting was overwhelming. We have decided to break the current charter up into sections and we each are assigned to one to create survey questions. At our next meeting we hope to have an initial survey to launch to the residents of Lyman as we start gathering data for the Comprehensive Plan update.

I was also able to reach out to a gentleman named Tom from the Municipal Planning assistance to help gather the other critical data that we will need. Lyman is now on their list of towns to get a data package this April. He is also willing to meet with the Comp Committee and go over the basics with us, which we plan on doing at a meeting in February.

Below is our next meeting, and we also wanted to know when do tax bills go out as we 'd like to get an insert from the Comp Committee in the upcoming tax bill :)

The duties of who is doing what are as follows:

SURVEY QUESTIONS PER SECTION

Housing and Land Use - Peg

Municipal Government and Services - Dave

Economy and Education - Michelle

Solid Waste and Fiscal Management - Don

\*Youth Survey - secondary

Insert to tax bill and when do tax bills go out??

Next meeting Jan 25th at 6.

That's it for now!

Thanks,

Michelle

*Michelle R. Felicitti, RPR*

(207) 432-3114

"We all deserve to be in environments that bring out the softness in us, not the survival in us."  
#liveyourbestlife

# Expense Summary Report

FUND: 1  
ALL Months

## ITEM #6: (g.) Expense Report

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES	366,855.00	100,755.00	587,620.00	380,106.02	0.00	307,513.98
<b>11 - TOWN HALL</b>	<b>337,913.00</b>	<b>100,755.00</b>	<b>438,668.00</b>	<b>262,938.03</b>	<b>0.00</b>	<b>175,729.97</b>
10 - SALARIES	337,913.00	100,755.00	438,668.00	262,938.03	0.00	175,729.97
101 - TOWN MGR	0.00	100,755.00	100,755.00	53,407.65	0.00	47,347.35
103 - TREASURER	62,534.00	0.00	62,534.00	38,482.40	0.00	24,051.60
105 - TAX COLLECT	55,751.00	0.00	55,751.00	38,730.12	0.00	17,020.88
106 - ADMIN CLERK	51,578.00	0.00	51,578.00	20,878.15	0.00	30,699.85
115 - ASSESSOR	75,750.00	0.00	75,750.00	46,615.36	0.00	29,134.64
141 - CEO	65,000.00	0.00	65,000.00	40,000.00	0.00	25,000.00
142 - CEO CLERK	27,300.00	0.00	27,300.00	15,639.75	0.00	11,660.25
143 - ELECTRICIAN	0.00	0.00	0.00	9,184.60	0.00	-9,184.60
<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>2,547.47</b>	<b>0.00</b>	<b>1,032.53</b>
10 - SALARIES	3,580.00	0.00	3,580.00	2,547.47	0.00	1,032.53
147 - PB	3,580.00	0.00	3,580.00	2,547.47	0.00	1,032.53
<b>18 - APPEALS BD</b>	<b>373.00</b>	<b>0.00</b>	<b>373.00</b>	<b>74.28</b>	<b>0.00</b>	<b>298.72</b>
10 - SALARIES	373.00	0.00	373.00	74.28	0.00	298.72
148 - APPEALS BOAR	373.00	0.00	373.00	74.28	0.00	298.72
<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>68,460.62</b>	<b>0.00</b>	<b>55,660.38</b>
10 - SALARIES	124,121.00	0.00	124,121.00	68,460.62	0.00	55,660.38
131 - TRF STATION	123,121.00	0.00	123,121.00	68,460.62	0.00	54,660.38
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>23,328.00</b>	<b>0.00</b>	<b>14,577.00</b>
10 - SALARIES	37,905.00	0.00	37,905.00	23,328.00	0.00	14,577.00
151 - RD COMM	37,905.00	0.00	37,905.00	23,328.00	0.00	14,577.00
<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>4,589.60</b>	<b>0.00</b>	<b>2,868.40</b>
10 - SALARIES	7,458.00	0.00	7,458.00	4,589.60	0.00	2,868.40

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	4,589.60	0.00	2,868.40
<b>99 - NOT SPECIFIC</b>	<b>53,343.00</b>	<b>0.00</b>	<b>53,343.00</b>	<b>11,854.34</b>	<b>0.00</b>	<b>41,488.66</b>
10 - SALARIES	33,970.00	0.00	33,970.00	11,854.34	0.00	22,115.66
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	1,391.84	0.00	6,108.16
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>266,317.00</b>	<b>0.00</b>	<b>266,317.00</b>	<b>122,754.86</b>	<b>75.00</b>	<b>143,517.14</b>
<b>11 - TOWN HALL</b>	<b>11,410.00</b>	<b>0.00</b>	<b>11,410.00</b>	<b>3,899.00</b>	<b>75.00</b>	<b>7,436.00</b>
20 - BENEFITS	11,410.00	0.00	11,410.00	3,899.00	75.00	7,436.00
280 - TRAINING	9,515.00	0.00	9,515.00	3,062.00	75.00	6,378.00
290 - MEMB & DUES	1,895.00	0.00	1,895.00	837.00	0.00	1,058.00
<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 - TRANSFER 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 SPECIFIC</b>	<b>254,317.00</b>	<b>0.00</b>	<b>254,317.00</b>	<b>118,855.86</b>	<b>0.00</b>	<b>135,461.14</b>
20 - BENEFITS	254,317.00	0.00	254,317.00	118,855.86	0.00	135,461.14
201 - FICA	51,199.00	0.00	51,199.00	29,982.24	0.00	21,216.76
210 - HEALTH	151,887.00	-250.00	151,637.00	65,285.71	0.00	86,351.29
211 - DENTAL	4,414.00	0.00	4,414.00	2,376.66	0.00	2,037.34
214 - LIFE NO MED	120.00	250.00	370.00	229.20	0.00	140.80
230 - 457B ER MATC	12,614.00	0.00	12,614.00	6,997.48	0.00	5,616.52
231 - MPERS ER	29,583.00	0.00	29,583.00	13,984.57	0.00	15,598.43
250 - PTO BUYOUT	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<b>107 - CITIZENS PT</b>	<b>60,217.00</b>	<b>0.00</b>	<b>60,217.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,217.00</b>
<b>13 - ELECTIONS</b>	<b>60,217.00</b>	<b>0.00</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>	136,115.00	0.00	136,115.00	81,747.94	10,345.00	44,022.06
<b>11 - TOWN HALL</b>	<b>132,615.00</b>	<b>0.00</b>	<b>132,615.00</b>	<b>81,410.19</b>	<b>10,345.00</b>	<b>40,859.81</b>
32 - CTRCT SVS EQ	64,008.00	0.00	64,008.00	48,637.44	9,160.00	6,210.56
310 - PROF SVS	64,008.00	0.00	64,008.00	48,637.44	9,160.00	6,210.56
39 - CONT SVS OTH	13,831.00	0.00	13,831.00	5,760.96	375.00	7,695.04
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	3,889.96	375.00	495.04
50 - UTILITIES	10,464.00	0.00	10,464.00	4,798.09	0.00	5,665.91
580 - COMM	10,464.00	0.00	10,464.00	4,798.09	0.00	5,665.91
60 - SUPPLIES	18,431.00	0.00	18,431.00	7,746.21	0.00	10,684.79
610 - SUPPLIES	10,211.00	0.00	10,211.00	4,533.84	0.00	5,677.16
650 - POSTAGE	8,220.00	0.00	8,220.00	3,212.37	0.00	5,007.63
80 - ADVER, PRINT	18,515.00	0.00	18,515.00	5,601.96	810.00	12,103.04
810 - ADVERTISE	4,500.00	0.00	4,500.00	527.81	675.00	3,297.19
830 - FORMS	8,910.00	0.00	8,910.00	2,176.34	135.00	6,598.66
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	8,865.53	0.00	-1,499.53
910 - MILEAGE/TRAV	7,366.00	0.00	7,366.00	3,772.63	0.00	3,593.37
911 - MI/TRAV ELE	0.00	0.00	0.00	5,092.90	0.00	-5,092.90
<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>105 - ELECTIONS</b>	<b>13,561.00</b>	<b>0.00</b>	<b>13,561.00</b>	<b>1,264.55</b>	<b>1,020.00</b>	<b>11,276.45</b>
<b>13 - ELECTIONS</b>	<b>13,561.00</b>	<b>0.00</b>	<b>13,561.00</b>	<b>1,264.55</b>	<b>1,020.00</b>	<b>11,276.45</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	244.55	0.00	2,583.45
610 - SUPPLIES	1,126.00	0.00	1,126.00	244.55	0.00	881.45
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 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	414.00
<b>117 - GEN ADMIN IN</b>					
43,978.00	0.00	43,978.00	26,778.00	0.00	17,200.00
<b>99 - NOT SPECIFIC</b>					
43,978.00	0.00	43,978.00	26,778.00	0.00	17,200.00
38 - CONT SVS INS	43,978.00	0.00	26,778.00	0.00	17,200.00
325 - INS PROP & C	20,068.00	0.00	15,679.00	0.00	4,389.00
326 - INS W.C.	18,790.00	0.00	10,709.00	0.00	8,081.00
327 - INS UNEMPLOY	5,000.00	0.00	310.00	0.00	4,690.00
328 - INS VOLUNTEE	120.00	0.00	80.00	0.00	40.00
<b>119 - CONTINGENCY</b>					
2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<b>11 - TOWN HALL</b>					
2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
90 - OTHER	2,500.00	0.00	0.00	0.00	2,500.00
999 - MISC	2,500.00	0.00	0.00	0.00	2,500.00
<b>125 - ACO</b>					
8,457.00	0.00	8,457.00	7,713.84	0.00	743.16
<b>72 - ACO</b>					
8,457.00	0.00	8,457.00	7,713.84	0.00	743.16
39 - CONT SVS OTH	6,957.00	0.00	7,206.77	0.00	-249.77
381 - ACO	6,957.00	0.00	7,206.77	0.00	-249.77
90 - OTHER	1,500.00	0.00	507.07	0.00	992.93
910 - MILEAGE/TRAV	1,500.00	0.00	507.07	0.00	992.93
<b>128 - HHS GA</b>					
1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>71 - GA</b>					
1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
39 - CONT SVS OTH	1,000.00	0.00	0.00	0.00	1,000.00
310 - PROF SVS	1,000.00	0.00	0.00	0.00	1,000.00
<b>129 - HHS SOCIAL S</b>					
1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
<b>75 - SOCIAL SERV</b>					
1,131.00	0.00	1,131.00	1,131.00	0.00	0.00
91 - OTHER SOC SV	1,131.00	0.00	1,131.00	0.00	0.00
999 - OTHER	1,131.00	0.00	1,131.00	0.00	0.00
<b>131 - ROADS</b>					
814,350.00	0.00	814,350.00	145,458.44	3,400.00	665,491.56
<b>51 - ROADS</b>					
814,350.00	0.00	814,350.00	145,458.44	3,400.00	665,491.56
33 - CONT PROF	1,000.00	0.00	0.00	0.00	1,000.00
310 - PROF SERV	1,000.00	0.00	0.00	0.00	1,000.00
40 - REPAIRS & MA	813,350.00	0.00	145,458.44	3,400.00	664,491.56



# 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	64,870.94	0.00	74,479.06
	<b>21,750.00</b>	<b>0.00</b>	<b>21,750.00</b>	<b>10,576.00</b>	<b>0.00</b>	<b>11,174.00</b>
<b>141 - B&amp;G CARE &amp; M</b>						
	<b>13,360.00</b>	<b>0.00</b>	<b>13,360.00</b>	<b>10,340.92</b>	<b>0.00</b>	<b>3,019.08</b>
<b>11 - TOWN HALL</b>						
31 - CTRCT SVS BL	9,660.00	0.00	9,660.00	6,902.70	0.00	2,757.30
310 - PROF SVS	9,660.00	0.00	9,660.00	6,902.70	0.00	2,757.30
40 - REPAIRS & MA	3,700.00	0.00	3,700.00	3,438.22	0.00	261.78
410 - BLDGS & GROU	3,700.00	0.00	3,700.00	3,438.22	0.00	261.78
<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>35.08</b>	<b>0.00</b>	<b>1,324.92</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	35.08	0.00	664.92
410 - BLDGS & GROU	700.00	0.00	700.00	35.08	0.00	664.92
<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>61,642.00</b>	<b>0.00</b>	<b>61,642.00</b>	<b>38,300.45</b>	<b>22,217.60</b>	<b>1,123.95</b>
<b>142 - B&amp;G MOWING</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>
<b>51 - ROADS</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>22,217.60</b>	<b>1,023.95</b>
31 - CTRCT SVS BL	50,142.00	0.00	50,142.00	26,900.45	22,217.60	1,023.95

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>142 - BIG MOWING COMFD</b>						
370 - MOWING	50,142.00	0.00	50,142.00	26,900.45	22,217.60	1,023.95
<b>143 - BIG PLOWING</b>						
11 - TOWN HALL	651,940.00	0.00	651,940.00	379,007.08	136,000.00	146,932.92
31 - CTRCT SVS BL	4,640.00	0.00	4,640.00	3,343.32	0.00	1,296.68
360 - PLOW & SAND	4,640.00	0.00	4,640.00	3,343.32	0.00	1,296.68
<b>22 - BUNGANUT</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>						
31 - CTRCT SVS BL	1,200.00	0.00	1,200.00	225.00	0.00	975.00
360 - PLOW & SAND	1,200.00	0.00	1,200.00	225.00	0.00	975.00
<b>31 - TRANSFER STA</b>						
31 - CTRCT SVS BL	3,000.00	0.00	3,000.00	3,000.00	0.00	0.00
360 - PLOW & SAND	3,000.00	0.00	3,000.00	3,000.00	0.00	0.00
<b>51 - ROADS</b>						
31 - CTRCT SVS BL	642,400.00	0.00	642,400.00	372,438.76	126,000.00	143,961.24
360 - PLOW & SAND	642,400.00	0.00	642,400.00	372,438.76	126,000.00	143,961.24
<b>145 - BIG WASTE SV</b>						
11 - TOWN HALL	16,715.00	0.00	16,715.00	8,702.05	0.00	8,012.95
31 - CTRCT SVS BL	1,820.00	0.00	1,820.00	270.00	0.00	1,550.00
330 - WASTE SVS	1,820.00	0.00	1,820.00	270.00	0.00	1,550.00
<b>21 - RECREATION</b>						
31 - CTRCT SVS BL	3,520.00	0.00	3,520.00	1,630.00	0.00	1,890.00
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	1,295.00	0.00	925.00
331 - PROF PORTA P	2,220.00	0.00	2,220.00	1,295.00	0.00	925.00
<b>22 - BUNGANUT</b>						
31 - CTRCT SVS BL	6,315.00	0.00	6,315.00	5,029.55	0.00	1,285.45
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>						
31 - CTRCT SVS BL	3,520.00	0.00	3,520.00	1,347.50	0.00	2,172.50
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	872.50	0.00	1,347.50
331 - PROF PORTA P	2,220.00	0.00	2,220.00	872.50	0.00	1,347.50
<b>51 - ROADS</b>	<b>1,540.00</b>	<b>0.00</b>	<b>1,540.00</b>	<b>425.00</b>	<b>0.00</b>	<b>1,115.00</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	170.00	0.00	170.00
331 - PROF PORTA P	340.00	0.00	340.00	170.00	0.00	170.00
<b>147 - B&amp;G ENERGY</b>	<b>36,984.00</b>	<b>0.00</b>	<b>36,984.00</b>	<b>9,655.91</b>	<b>0.00</b>	<b>27,328.09</b>
<b>11 - TOWN HALL</b>	<b>12,484.00</b>	<b>0.00</b>	<b>12,484.00</b>	<b>4,118.20</b>	<b>0.00</b>	<b>8,365.80</b>
50 - UTILITIES	12,484.00	0.00	12,484.00	4,118.20	0.00	8,365.80
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	3,452.34	0.00	5,047.66
<b>21 - RECREATION</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>184.31</b>	<b>0.00</b>	<b>315.69</b>
50 - UTILITIES	500.00	0.00	500.00	184.31	0.00	315.69
560 - ELECTRICITY	500.00	0.00	500.00	184.31	0.00	315.69
<b>22 - BUNGANUT</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>1,007.51</b>	<b>0.00</b>	<b>3,492.49</b>
50 - UTILITIES	4,500.00	0.00	4,500.00	1,007.51	0.00	3,492.49
560 - ELECTRICITY	4,500.00	0.00	4,500.00	1,007.51	0.00	3,492.49
<b>23 - KBP</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>307.91</b>	<b>0.00</b>	<b>1,692.09</b>
50 - UTILITIES	2,000.00	0.00	2,000.00	307.91	0.00	1,692.09
560 - ELECTRICITY	2,000.00	0.00	2,000.00	307.91	0.00	1,692.09
<b>31 - TRANSFER STA</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>1,866.88</b>	<b>0.00</b>	<b>7,133.12</b>
50 - UTILITIES	9,000.00	0.00	9,000.00	1,866.88	0.00	7,133.12
560 - ELECTRICITY	9,000.00	0.00	9,000.00	1,866.88	0.00	7,133.12
<b>51 - ROADS</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>2,171.10</b>	<b>0.00</b>	<b>6,328.90</b>
50 - UTILITIES	8,500.00	0.00	8,500.00	2,171.10	0.00	6,328.90
560 - ELECTRICITY	8,500.00	0.00	8,500.00	2,171.10	0.00	6,328.90
<b>148 - B&amp;G SIGNS</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>2,194.09</b>	<b>0.00</b>	<b>4,305.91</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 ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>23 - KENNEBUNK PD</b>	<b>0.00</b>	<b>100.00</b>	<b>72.02</b>	<b>0.00</b>	<b>27.98</b>
60 - SUPPLIES	0.00	100.00	72.02	0.00	27.98
670 - SIGNS	0.00	100.00	72.02	0.00	27.98
<b>31 - TRANSFER STA</b>	<b>500.00</b>	<b>500.00</b>	<b>124.11</b>	<b>0.00</b>	<b>375.89</b>
60 - SUPPLIES	500.00	500.00	124.11	0.00	375.89
670 - SIGNS	500.00	500.00	124.11	0.00	375.89
<b>51 - ROADS</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>2,097.96</b>	<b>0.00</b>	<b>2,902.04</b>
60 - SUPPLIES	5,000.00	5,000.00	2,097.96	0.00	2,902.04
670 - SIGNS	5,000.00	5,000.00	2,097.96	0.00	2,902.04
<b>150 - TRF STATION</b>	<b>335,340.00</b>	<b>335,340.00</b>	<b>114,726.49</b>	<b>450.00</b>	<b>220,163.51</b>
<b>31 - TRANSFER STA</b>	<b>335,340.00</b>	<b>335,340.00</b>	<b>114,726.49</b>	<b>450.00</b>	<b>220,163.51</b>
35 - CTRCT SVS WA	310,380.00	310,380.00	108,121.09	0.00	202,258.91
310 - PROF SVS	2,980.00	2,980.00	809.50	0.00	2,170.50
349 - PROF SVS CAN	2,400.00	2,400.00	1,200.00	0.00	1,200.00
350 - PROF SVS TIP	166,250.00	166,250.00	60,781.68	0.00	105,468.32
351 - PROF SVS TW	43,750.00	43,750.00	13,784.51	0.00	29,965.49
352 - PROF SVS REC	10,650.00	10,650.00	4,396.50	0.00	6,253.50
355 - PROF SVS HAU	33,125.00	33,125.00	11,875.00	0.00	21,250.00
356 - PROF SVS HW	27,125.00	27,125.00	7,875.00	0.00	19,250.00
357 - PROF SVS HR	11,100.00	11,100.00	3,325.00	0.00	7,775.00
358 - PROF SVS HWO	2,500.00	2,500.00	1,448.90	0.00	1,051.10
359 - PROF SVS MET	10,500.00	10,500.00	2,625.00	0.00	7,875.00
40 - REPAIRS & MA	13,330.00	13,330.00	4,112.28	450.00	8,767.72
450 - EQUIPMENT	13,330.00	13,330.00	4,112.28	450.00	8,767.72
50 - UTILITIES	6,880.00	6,880.00	981.61	0.00	5,898.39
570 - FUEL	2,880.00	2,880.00	0.00	0.00	2,880.00
580 - COMM	4,000.00	4,000.00	981.61	0.00	3,018.39
60 - SUPPLIES	3,750.00	3,750.00	1,511.51	0.00	2,238.49
610 - SUPPLIES	750.00	750.00	256.64	0.00	493.36
690 - PPG	3,000.00	3,000.00	1,254.87	0.00	1,745.13
90 - OTHER	1,000.00	1,000.00	0.00	0.00	1,000.00
920 - STATE FEES	500.00	500.00	0.00	0.00	500.00
930 - HEALTH & WEL	500.00	500.00	0.00	0.00	500.00
<b>151 - PARKS &amp; REC</b>	<b>8,360.00</b>	<b>8,360.00</b>	<b>3,599.94</b>	<b>641.71</b>	<b>4,118.35</b>
<b>21 - RECREATION</b>	<b>8,360.00</b>	<b>8,360.00</b>	<b>3,599.94</b>	<b>641.71</b>	<b>4,118.35</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	3,276.53	0.00	3,833.47
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	62.04	0.00	187.96
<b>22 - BUNGANUT</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>372.96</b>	<b>0.00</b>	<b>227.04</b>
50 - UTILITIES	600.00	0.00	600.00	372.96	0.00	227.04
580 - COMM	600.00	0.00	600.00	372.96	0.00	227.04
<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 SPECIFIC</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 SPECIFIC</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 - 50 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 SPECIFIC</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 SPECIFIC</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 CONTD</b>						
970 - TOWN RESERVE	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
<b>179 - RESERVES GME</b>						
91 - GMFR	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
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>						
11 - TOWN HALL	144,200.00	0.00	144,200.00	52,354.16	0.00	91,845.84
33 - CONT PROF	94,200.00	0.00	94,200.00	42,941.26	0.00	51,258.74
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	4,457.06	0.00	29,742.94
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>						
37 - CONT OUT	8,500.00	45,150.00	53,650.00	33,021.16	7,000.00	13,628.84
399 - CONT SVS OTH	8,500.00	45,150.00	53,650.00	33,021.16	7,000.00	13,628.84
<b>17 - PLANNING</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>						
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>						
95 - LIBRARY	141,270.00	0.00	141,270.00	141,270.00	0.00	0.00
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>						
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 GME</b>						
630 - 191.00	630,191.00	0.00	630,191.00	420,127.36	210,063.68	-0.04

# Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
<b>186 - OUIS GMFR CONTD</b>						
<b>91 - GMFR</b>	<b>630,191.00</b>	<b>0.00</b>	<b>630,191.00</b>	<b>420,127.36</b>	<b>210,063.68</b>	<b>-0.04</b>
37 - CONT OUT	630,191.00	0.00	630,191.00	420,127.36	210,063.68	-0.04
391 - GMFR PERSONN	435,968.00	0.00	435,968.00	290,645.36	145,322.68	-0.04
392 - GMFR CONTRAC	194,223.00	0.00	194,223.00	129,482.00	64,741.00	0.00
<b>191 - OTHER CIP</b>	<b>44,335.00</b>	<b>0.00</b>	<b>44,335.00</b>	<b>12,249.24</b>	<b>5,269.66</b>	<b>26,816.10</b>
<b>11 - TOWN HALL</b>	<b>30,535.00</b>	<b>0.00</b>	<b>30,535.00</b>	<b>5,534.36</b>	<b>4,719.66</b>	<b>20,280.98</b>
70 - EQUIPMENT	30,535.00	0.00	30,535.00	5,534.36	4,719.66	20,280.98
710 - COMP EQUIP	23,530.00	0.00	23,530.00	1,311.02	4,719.66	17,499.32
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>3,205.00</b>	<b>550.00</b>	<b>4,145.00</b>
70 - EQUIPMENT	7,900.00	0.00	7,900.00	3,205.00	550.00	4,145.00
790 - OTHER EQUIP	7,900.00	0.00	7,900.00	3,205.00	550.00	4,145.00
<b>195 - RSU # 57</b>	<b>5,597,245.00</b>	<b>0.00</b>	<b>5,597,245.00</b>	<b>3,731,496.48</b>	<b>1,865,748.18</b>	<b>0.34</b>
<b>92 - RSU # 57</b>	<b>5,597,245.00</b>	<b>0.00</b>	<b>5,597,245.00</b>	<b>3,731,496.48</b>	<b>1,865,748.18</b>	<b>0.34</b>
90 - OTHER	5,597,245.00	0.00	5,597,245.00	3,731,496.48	1,865,748.18	0.34
999 - MISC	5,597,245.00	0.00	5,597,245.00	3,731,496.48	1,865,748.18	0.34
<b>197 - 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>
<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>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>
<b>99 - NOT SPECIFIC</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

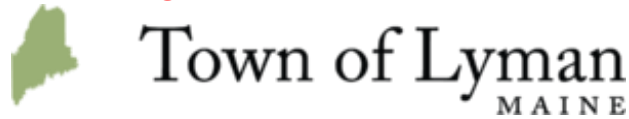
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
---------	-----------------	-------------------	------------	---------	----------------	--------------------

Final Totals CONT'D	10,214,827.00	223,733.44	10,438,560.44	6,362,973.18	2,252,230.83	1,823,356.43
Final Totals:						



## ITEM #6: (h.) Town Manager Report



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### Town Manager's Progress Report

February 5<sup>th</sup>, 2024

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

#### **Buildings and Grounds Updates**

Cameras have been installed at Kennebunk Pond and are now up and running. Remaining work to be done includes finishing up the beach area and installing the gate system which is anticipated to pick up again in the Spring. Sections of the beach area under construction have been marked off and posted with signage to help deter foot traffic.

With this Winter's recent storms there have been some downed trees at Bunganut Park and as the snow begins to clear we will begin to assess and evaluate any damages. For the remainder of the Season, the gate will be left open for access to the trails.

#### **Personnel policy**

A first-draft personnel policy has been developed and ready for review with the Select Board. The updated policy includes relevant procedures required by state and federal laws, specific sections as outlined by municipal charter, and other workplace guidance topics for employees. Although there is still more work to be done, we have a solid basis to start with and I'm looking forward to completing the revised policies. Along with a Personnel Policy, the Municipal Charter calls for much to be developed while transitioning into a new form of government, including Committee Project Statements, Code of Ethics, and a Town Organization Document. Many of these documents have been completed and progress continues.

## **IT**

While working with IT in developing email and Microsoft share point access for committees, we were able to start up two groups that will be implemented to start with. In this way a committee can direct all emails to a core group and will have access to a share point in Microsoft to create and save working documents for less the cost than individual email accounts. We are also looking into the potential of adding a projector to the meeting room to provide equipment for presentations and allow committees to work constructively on active projects. Committees and volunteers are expressing a strong aptitude for utilizing technology that is strengthening peer and public engagement. Providing our volunteers access to tools such as livestream recording, zoom participation, and other technology access has been a beneficial tool certainly worth improving on.

## **Committees**

The Comprehensive Plan Committee is diligently working on developing survey polls which will be a great starting point while gathering demographic data and community input. After consulting with a planner, the committee understands it would be far more advantageous and economical to focus efforts on the Comprehensive Plan before attempting any major renovations on zoning ordinances or maps. Having such input has helped determine goals for both the Comprehensive Plan Committee and Ordinance Review Committee.

The Ordinance Review Committee is working towards addressing a new flood plain ordinance to meet requirements of federal laws, addressing ADU's and changes in State laws, and reviewing contract zoning amendments. They continue to meet regularly to move things along in efforts to bring ordinance changes to the voters for November.

## **Elections**

Effective February 1, 2024, the State has begun implementation of the new Ongoing Absentee Voting which allows voters over the age of 65 or who self-identify as having a disability to apply for status as an ongoing absentee voter. Any voter who applies for this status will automatically receive an absentee ballot for all state and municipal elections. Updates will be added to the website under "Town Meetings and Elections" info and applications to apply for the status are available now at the Town Hall.

Absentee Ballots for the March 5<sup>th</sup>, 2024 Presidential Primary Election will be available starting February 5<sup>th</sup> until the close of business on February 29<sup>th</sup>.

# ITEM #6: (i.) Planning Board Quarterly Report



## LYMAN PLANNING BOARD Quarterly Report Second Quarter, Fiscal Year 2023/2024

### **Reviewed PB Mission Statement and Bylaws**

#### **Remote Participation Policy**

- Held a Public Hearing
- Reviewed the proposed policy
- Approved policy and forwarded the decision to the Select Board

**Dana Gagnon – 18 Stallion Ln – Map 11 Lot 013-2 –** applying to open a state vehicle inspection station in the existing garage.

- Held a Public Hearing
- Reviewed the sixteen standards
- Wrote and recorded the Notice of Decision

**Harper Residential Subdivision – Old Kennebunk Rd, Map 3 Lot 87-3 and portion for lot 87-2 –** Proposed nine lot subdivision

- Met with their engineer, Joe Marden, to discuss the town's discontinuation of a section of Old Kennebunk Road
- Mr. Marden also discussed coordinating with Alfred Fire & Rescue services

**Merry Morning – 382 Goodwins Mills Rd –** renewal of expired notice of Decision timeframe for completion of a Professional Office Building:

- Reviewed proposed uses of the ten-unit professional building;
- Consulted with the Town of Lyman attorney and received input from the attorney for Merry Morning regarding the wording in the Notice of Decision
- Consulted with the Town of Lyman Electrical Inspector regarding potential uses in the building and varying electrical usage
- Reviewed and revised Notice of Decision

**Rustic Dreams – Site Plan Review consideration**

- Reviewed property history from 1995 to present

**MX-207, 53 Bartletts Bridge Rd, Map 09, Lot 3-1 – Reviewing Original Conditional Use Permit:**

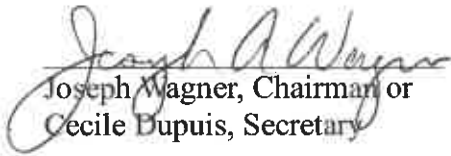
- Met with property owner to discuss current usage and Conditional Use requirements
- Held a Public Hearing
- Notice of Decision in process

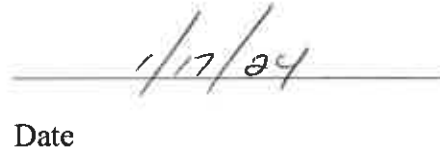
**Pamela Moody-Maxon & Shane Maxon – 36 Cottage St – Map 20 Lot 003 and 14 Verna Lane Map 06 Lot 041-A7B –** Earth moving activities without a permit.

- Reviewed history of the property
- Put property owners in contact with Senator King's office (they had sent an application to the Army Corps of Engineers and did not receive an approval to do the site work)

**Hissong Ready-Mix Aggregates – 98 Old Kennebunk Rd – Map 04 Lot 003** – Investigated complaints of noise reported to be coming from the property that is aggravating property owners in the area.

- CEO spoke with representative from Hissong and didn't think the noise was coming from there.
- Board members went out to the property to investigate where the noise was coming from.
- Investigation will continue until the origination of the noise is found as it interferes with abutters enjoying their own property.

  
Joseph Wagner, Chairman or  
Cecile Dupuis, Secretary

  
Date

## ITEM #7: (c.) Bunganut Booth Repairs

### Bunganut Booth Repairs

In the Fall the Booth at Bunganut Park was vandalized.

Insurance will cover the cost of repairs for \$4,393.59 with the Town paying a deductible of \$1,000. The cost of the deductible can come out of either account listed below:

**Capital improvement Reserve Balance = \$116,305**

**Contingency Balance = \$2,500**

Unless the Board would rather replace the booth entirely, insurance will not cover this expense. If the board chooses this route, funds would need to come from Capital Improvement.

**From:** [Treasurer](#)  
**To:** [Debra Marquis](#)  
**Cc:** [Town Manager](#)  
**Subject:** RE: 224P0378  
**Date:** Wednesday, January 17, 2024 8:28:26 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Thank you Deb.

***Jeanette Lemay – Treasurer***

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

---

**From:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>  
**Sent:** Wednesday, January 17, 2024 8:23 AM  
**To:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>  
**Subject:** RE: 224P0378

Good morning

The deductible is \$1,000.00

**Thank You**  
**Deb**

**Debra Marquis**  
**Senior Property & Casualty Claims Representative**  
**Risk Management Services**  
**Maine Municipal Association**  
[PO Box 9109](#)  
[60 Community Drive](#)  
[Augusta, ME 04332-9109](#)  
**1-800-590-5583 or 207-624-0146**  
**FAX 207-624-0112**  
[www.memun.org](http://www.memun.org) <<http://www.memun.org>>

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**From:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>  
**Sent:** Wednesday, January 17, 2024 8:18 AM  
**To:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>; Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>  
**Subject:** RE: 224P0378

Hi Deb,

How much is the deductible for this? Thanks.

**Jeanette Lemay – Treasurer**

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

---

**From:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>  
**Sent:** Tuesday, January 16, 2024 1:37 PM  
**To:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>; Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>  
**Subject:** RE: 224P0378

Good afternoon

I have reviewed the quote and repairs needed. We are able to pay \$4,393.59 which does not take into consideration your deductible for this repair. I will send you a copy of the estimate completed by Colonial Adjustment. Once repairs are completed please let me know.

**Thank You  
Deb**

**Debra Marquis**  
**Senior Property & Casualty Claims Representative**  
**Risk Management Services**  
**Maine Municipal Association**  
PO Box 9109  
60 Community Drive  
Augusta, ME 04332-9109  
**1-800-590-5583 or 207-624-0146**  
**FAX 207-624-0112**  
[www.memun.org](http://www.memun.org) <<http://www.memun.org>>

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**From:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>  
**Sent:** Tuesday, January 16, 2024 12:51 PM  
**To:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>; Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>  
**Subject:** RE: 224P0378

Hi Deb,

Could you give me an update on this? Thank you.

***Jeanette Lemay – Treasurer***

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

---

**From:** Treasurer

**Sent:** Tuesday, December 5, 2023 8:09 AM

**To:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>; Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>

**Subject:** RE: 224P0378

Hi Deb,

Attached is the quote for fixing the door and window on this property. Please let us know if you have any questions.

***Jeanette Lemay – Treasurer***

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

---

**From:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>

**Sent:** Monday, November 27, 2023 8:37 AM

**To:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>; Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>

**Subject:** RE: 224P0378

Good morning

Have you received an estimate of repair?

**Thank You**  
**Deb**

**Debra Marquis**  
**Senior Property & Casualty Claims Representative**  
**Risk Management Services**  
**Maine Municipal Association**  
PO Box 9109  
60 Community Drive  
Augusta, ME 04332-9109  
**1-800-590-5583 or 207-624-0146**  
**FAX 207-624-0112**  
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**From:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>  
**Sent:** Monday, November 27, 2023 8:08 AM  
**To:** Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>; Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>  
**Subject:** RE: 224P0378

Hi Deb,

There is also a side window that was smashed as well.

***Jeanette Lemay – Treasurer***

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

---

**From:** Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>  
**Sent:** Monday, November 27, 2023 5:49 AM  
**To:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>; Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>  
**Subject:** RE: 224P0378


Good morning,


These were the photos sent to me. The property damaged is the "Toll Booth (lake)" building. Damage was reported to me via phone call from a resident. Police were notified of the vandalism and went over and inspected the incident.

Best regards,

*Lindsay Gagne*  
**Town Manager / Town  
Clerk  
FOAA officer**

11 So. Waterboro Rd Lyman, ME 04002

 207-247-0642

 207-499-7562

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

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

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---

**From:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>  
**Sent:** Tuesday, November 21, 2023 2:16 PM  
**To:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>

**Cc:** Town Manager <[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)>

**Subject:** RE: 224P0378

Hi Debra,

I have attached the police report. I believe the Town Manager has photo's. I will reach out to her. Please let me know if you need anything else. Thank you!

***Jeanette Lemay – Treasurer***

Town of Lyman  
11 So. Waterboro Rd.  
Lyman, ME 04002  
(207) 247-0646

---

**From:** Debra Marquis <[dmarquis@memun.org](mailto:dmarquis@memun.org)>

**Sent:** Tuesday, November 21, 2023 2:01 PM

**To:** Treasurer <[treasurer@lyman-me.gov](mailto:treasurer@lyman-me.gov)>

**Subject:** 224P0378

Jeanette

I am handling the claim for the damage at Bunganut Park, could you please forward me the supporting documentation such as pictures, police report, statement, and any other information that you may have.

**Thank You**  
**Deb**

**Debra Marquis**  
**Senior Property & Casualty Claims Representative**  
**Risk Management Services**  
**Maine Municipal Association**  
PO Box 9109  
60 Community Drive  
Augusta, ME 04332-9109  
**1-800-590-5583 or 207-624-0146**  
**FAX 207-624-0112**  
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Bob Duling  
 74 Munnick Point Rd  
 ME 04002

# Estimate

Date	Estimate #
11/22/2023	2102

Name / Address
Town Of Lyman 11 South Waterboro Rd Lyman, Me04002

Project

Description	Qty	Rate	Total
One 32 inch by 6-8 9 light smoothstar door with new lockset.		1,300.00	1,300.00
vinyl sliding window with screen 2 ft by 4 ft,		900.00	900.00
new t 111 siding and trim nails and materials.		500.00	500.00
Labor to remove siding and replace window and replace siding and trim,Removal of door and install new door		1,560.00	1,560.00
. Any rot that is found will be brought to your attention and can be replaced at cost of \$65 hr and materials. disposal		150.00	150.00
		<b>Total</b>	\$4,410.00

# TOWN OF LYMAN



## Employee Personnel Policy Handbook



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# TOWN OF LYMAN

## Employee Personnel Policy Handbook

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## **SECTION 1: INTRODUCTION**

### **1.1: Introduction and Purpose**

Starting a new job is exciting, but at times can be overwhelming. This Personnel Policies and Procedures Handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of the Town of Lyman, the importance of your contribution cannot be overstated. Our goal is to provide residents with the finest and most efficient service possible. You are an integral part of this process.

This Employee Personnel Policy Handbook is a resource to help you understand our organizational needs and expectations. Our business make up is service and we will strive to ensure we continue to provide citizens of Lyman with excellent services in the most efficient and effective manner possible. For this reason, it is important all persons conducting business on behalf of the Town, whether of an employee, board, committee, or volunteer status are expected to adhere to all Town policies and procedures.

This handbook includes policies and procedures for employee hiring and advancement, fringe benefits, retirement, employee leave policies, discipline and grievance processes, performance management, and other related policies. The policies in this handbook apply to all employees. These policies and procedures are not intended to and do not constitute a binding employment contract with any individual or group of employees. These policies and procedures are developed to provide reasonable assurances that all rights and benefits of employees and applicants for employment are protected and respected.

The rules, regulations, policies, and procedures in this handbook constitute the Town's Personnel Policy Handbook and they have been adopted for information and guidance and for use by the Town of Lyman Select Board, Town Manager (or Designee), Supervisor/Department Head, and Employees of the Town. The Town Manger (or Designee) is responsible for the administration of the provisions of this handbook and has the authority to take appropriate action in dealing with cases of violations of it.

In implementing this handbook, the Supervisor/Department Head of the Elements of Town Government, with approval of the Town Manager (or Designee), are authorized to generate and implement departmental rules and regulations supplemental to the policies in this manual. Such rules and regulations bear the same authority as the policies in this handbook.

### **1.2: Mission Statement**

The Town of Lyman partners with our community members to deliver superior services in the most effectual manner possible. We respect members of the public, each other, and treat all with

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courtesy and dignity. We rely on teamwork to provide a seamless experience for all customers. We uphold high standards in our personal, professional, and organizational conduct. We continuously strive to meet the needs of our residents through available resources by being flexible and promoting the use of innovation. We accept responsibility for our personal and organizational decisions and actions. We openly communicate with the public and each other by sharing information.

#### Our Expectations of Excellent Services

- Listening to your customers and team members
- Timeliness
- Effective communications
- Taking ownership
- Creating a positive, helpful, friendly environment
- Teamwork
- Going above and beyond to help customer with their needs

### **1.3: Municipal Code of Ethics**

The Municipal Code of Ethics applies to all Town officials whether elected, appointed, volunteering, or an employee of the Town. It is the responsibility of all employees to review and become familiar with the ethics policy and abide by it. Refer to policy labelled “Municipal Code of Ethics”.

## **SECTION 2: EQUAL OPPORTUNITY EMPLOYMENT & INCLUSIVITY**

### **2.1: Equal Opportunity Employment**

The Town is committed to a policy of equal employment opportunity to all persons based on individual merit, competence, and need. As an Equal Opportunity Employer, the Town of Lyman shall employ, upgrade, and promote the best qualified candidates who fit the mission statement of the Town and who are available at the salary level established for the position, without discrimination as to race, religion, age, sex, physical or mental disability, sexual orientation (including gender identity and expression), national origin or ancestry, marital status, genetic information, protected veteran or military status, color, pregnancy, familial status, political affiliation, whistleblower activity, or any other status protected by law.

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This policy applies to all terms and conditions of employment including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, and training.

## **2.2: Americans With Disabilities Act**

The Town is committed to complying with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA), as amended, and RSA 354-A. It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Town aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Town.

The Town encourages individuals with disabilities to come forward and request reasonable accommodation. Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should notify their Supervisor/ Department Head and Town Manager (or designee) as outlined in 2.4 of this section. The Town will maintain all medical information in a confidential manner in accordance with the ADA.

## **2.3: Pregnancy Worker's Fairness Act**

The Town does not discriminate based on pregnancy or related conditions, including lactation and the need to express breast milk for a nursing child, unless the discrimination is based on a bona fide occupational qualification. The Town also does not discriminate based on sex, which can include pregnancy, childbirth, and the need for maternity leave, unless discrimination is based on a bona fide occupational qualification.

## **2.4: Process for Sections 2.2 and 2.3**

Employees who have mental or physical disabilities, or pregnancy related medical conditions which may impact their ability to perform the essential functions of their job, shall notify their Supervisor/Department Head and the Town Manager (or Designee) to request an accommodation. Once a request has been made, the employee, Supervisor/Department Head and Town Manager (or Designee) will begin the following steps:

- The employee, Supervisor/Department Head, and Town Manager (or Designee) meet to discuss potential accommodation.
- The employee, Supervisor/Department Head, and Town Manager (or Designee)

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review the essential functions of the job. It may be necessary to provide a job description or list of essential functions to the employee's medical provider to confirm the disability and the need for the accommodation.

- The employee, Supervisor/Department Head, and Town Manager (or Designee) will review options for potential accommodation and will work together to come up with ideas that are reasonable and that do not create an undue hardship for the employer (Town).
- In the event that a reasonable accommodation is determined, it will be documented and placed in the employee's medical file.
- The employee, Supervisor/Department Head, and Town Manager (or Designee) will continue to monitor the need for the accommodation to ensure there are not any issues or concerns by either party.
- If the employee rejects the proposed accommodation, the employee may appeal following the Town's grievance policy and procedure.

Any individual with a disability who believes he or she have been subject to discrimination based on disability may discuss the complaint with the Town Manager (or Designee). It is unlawful for the Town, its employees, contractors, or grantees to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

## **2.5: Religious Accommodations**

The Town of Lyman respects the religious beliefs and practices of all employees and will make, on request, accommodation for such observances when a reasonable accommodation is available that does not create undue hardship for the Town.

An employee whose religious beliefs or practices conflicts with their job, work schedule, or other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to their immediate Supervisor/Department Head and Town Manager (or Designee). The written request will include the type of religious conflict that exists and the employee's recommendation of accommodation.

The Supervisor/Department Head and Town Manager (Or Designee) will review the request and consider whether a conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on the Town.

The Supervisor/Department Head and Town Manager (or Designee) will meet with the employee and discuss the merits of the accommodation and conclusion of a decision. If the employee accepts the proposed religious accommodation, the Supervisor/ Department Head and Town Manager (or Designee) will implement the decision agreed upon. If the employee rejects the

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proposed accommodation, the employee may appeal following the Town's grievance policy and procedure.

## **2.6: Immigration Law Compliance**

The Town only employs United States citizens and Non United States citizens authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1968, it is against Town policy to discriminate in any aspect of employment of a person authorized to work in the United States based on the person's national origin, citizenship, or intent to become a U.S. citizen. In accordance with federal law, every prospective employee is required to provide to sign a verification attesting that he or she is legally employable in the United States. The Town retains copies of these documents submitted/signed by an employee. To the extent practical and appropriate, these documents will be kept confidential. However, on request, the Town is required to provide copies of these documents to the U.S Department of Labor and to the Immigration and Naturalization Service (INS).

Providing false documentation or making any false statement related to this verification shall be grounds for immediate discharge. And, if during the course of employment, the Town requests further information relating to an employee's authorization to work in the United States, the employee must furnish the information requested. Failure to cooperate in providing such information shall be grounds for discipline, up to and including termination.

## **SECTION 3: NON-DISCRIMINATION AND HARRASSMENT**

### **3.1: Non-Bullying Policy**

The purpose of this policy is to communicate to all employees, including elected officials, that the Town will not tolerate any instance of bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

The Town defines bullying as repeated inappropriate behavior, either verbal, physical, or otherwise, conducted by one or more persons against another or others at the place of work or in the course of employment. The Town will not tolerate bullying behavior. Employees have the right not to be bullied, harassed, or victimized and have the right to work in a safe environment free from hostility.

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Examples of bullying include the following types of behavior:

Physical Bullying: Pushing, shoving, hitting, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

Verbal Bullying: Making abusive or offensive remarks; persistent name calling that is hurtful, insulting, or humiliating; making defamatory statements, slandering, ridiculing, or maligning a person or the person's family; using the person as the butt of a joke.

Gesture Bullying: Non-verbal threatening body language or gestures; glances that convey threatening message.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Additionally, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Shouting or raising voice at an individual in public or in private.
- Making threats of harm or intimidation whether verbal, non-verbal, or in writing.
- Persistent singling out of an individual
- Spreading rumor and gossip regarding individuals.
- Making verbal remarks or obscene gestures.
- Public humiliation in any form.
- Constant criticism of matters unrelated or minimally related to the person's job performance or job description.
- Blocking, cornering, or crowding a person to cause intimidation.
- Personal insults and use of offensive slander.
- Ignoring or interrupting an individual in meetings
- Public reprimands
- Encouraging others to disregard a supervisor's or designee's instructions.

Bullying is **NOT**: Expressing differences of opinions; offering constructive feedback, guidance, or advice about work-related behavior; or reasonable action taken by an employer or supervisor relating to the management and direction of employees or place of employment (i.e. managing an employee's performance, taking reasonable disciplinary actions, assigning work).

### **3.2: Harassment and Sexual Harassment**

The Town of Lyman is committed to maintaining a work environment free from all forms of harassment and intimidation. Harassment is prohibited in connection with any employee activity including, but not limited to, relations with other employees, supervisors, prospective employees, clients, vendors, elected officials, appointees, or members of the public. Reports of harassment will be promptly investigated. Employees found in violation of this policy will be disciplined up to and including termination.

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The Town expects that all relationships among persons in the work environment will be professional and conduct themselves in a business-like manner. The Town strictly prohibits and does not tolerate any type of harassment, sexual, or otherwise in the form of unwelcomed or unwarranted verbal, physical, or visual conduct of its employees based on the protected characteristics of race, religion, age, sex, physical or mental disability, sexual orientation (including gender identity and expression), national origin, genetic pre-disposition, color, political affiliation, whistleblower activity, or any other status protected by law.

#### Definitions of Sexual Harassment

Sexual Harassment: Unwelcomed and inappropriate sexual remarks, gestures, visual displays, or physical advances in the workplace or other professional situation.

Quid Pro Quo: Harassment that occurs when submission or rejection of such conduct is used as the basis for employment decisions affecting an individual, such as promotions in exchange for sexual favors, or an unfavorable change of duties in response to rejected sexual advances.

Hostile Work Environment: Unwelcomed sexual conduct which creates an intimidating, hostile, or offensive work environment, or interferes with an individual's work performance. Conduct which is not sexual in nature may still create a sexually hostile work environment if it is based on the victim's gender. Such instances may include physical or verbal abuse based on gender, exclusion or isolation of the individual, or tampering with belongings.

#### Definitions of Harassment

Behavior which is offensive and intrusive creating an intimidating, hostile, degrading, or humiliating environment towards an individual because of their race, religion, age, sex, color, gender identity or expression, sexual orientation, national origin, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Sexual and other types of harassment may take many forms. Such forms may include, but are not limited to:

- Unwelcome sexual advances, gestures, comments, or contact.
- Offensive material including sexually explicit cartoons, pictures, drawings, videos, objects, or other communications including email, internet programs, blogs, or websites.
- Offensive or sexual jokes.
- Pinching, grabbing, sexual assault, or any physical contact of a sexual nature.
- Threats.
- Subjecting employees to ridicule, slurs, or derogatory actions.
- Basing employment decisions or practices on submission to such harassment
- Deliberate blocking of a person's path
- Non-verbal sexual behavior, such as staring or leering at a person's body.
- Use of derogatory stereotypes.
- Refusal to cooperate with employees in performing work-related tasks.



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Unwelcome harassment of any kind need not occur in the workplace to be unlawful if the harassment activity creates a hostile or offensive work environment, the activity may constitute actionable harassment regardless of where it occurs.

### **3.3: Unlawful Discrimination**

The Civil Rights Act of 1964 prevents discrimination in the workplace. Any discrimination based on a protected class is illegal with regard to race, religion, national, social, or ethnic origins, sex (including pregnancy). Age (over 40), physical, mental, or sensory disability. Sexual orientation, gender identity or expression, marital status, past or present military service, genetic information, familial status, whistleblower activity, and any other status protected by state and federal law. All such complaints will be addressed and if necessary, appropriate action will be taken.

Employees should report any discrimination immediately to their Supervisor/Department Head and Town Manager (or Designee) and are protected from retaliation in any form. All complaints of retaliation will be investigated promptly, and remedial action will be taken.

### **3.4: Workplace Threats and Violence**

It is vitally important to the Town to protect the safety and security of employees and the public who conduct business in municipal buildings/facilities. Any threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town property will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination, and if otherwise necessary, arrest and/or prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Town Property shall be requested to leave immediately, and if warranted removed by law enforcement. The Town will investigate reported incidents and initiate an appropriate response, which may include, but is not limited to, suspension and/or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Town policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

Employees are responsible for making a report regardless of the relationship between the individual who initiated the threat or threatening behavior. Even without an actual threat any behavior an employee has witnessed that they regard is job related or may be carried out on Town-owned property or is connected to Town employment should be reported. Employees shall file a report of the incident as soon they are reasonably able to and direct reports to the Town

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Manger (or Designee). Reports shall include specific details of an event to be investigated. The report shall include such information as:

- Name of the individual making the threat or engaging in violent acts
- Relationship to organization and/or recipient
- Name of other persons involved including witnesses and victims.
- A brief description of the event including antecedents leading up to the incident.
- Any specific threats or language and/or physical acts of the incident

The Town of Lyman recognizes the sensitivity of the information and will exercise all procedures in a confidential manner and respect the privacy of reporting employees and any victims involved.

### **3.5: Complaint Procedure**

The Town of Lyman respects employees' rights to a safe and professional work environment. An employee, whether being the recipient of bullying, harassment, sexual harassment, or discrimination, is witness to, or otherwise becomes aware of such misconduct that is prohibited by this policy is encouraged to file a report.

Internal complaints may be filed by contacting the Supervisor/Department Head and Town Manager (or Designee). It is the responsibility of the Town Manager (or Designee) to respond to complaints promptly, evaluate appropriate corrective action, and maintain confidentiality of all parties involved. Corrective action is required regardless of whether a complaint is made, or the conduct appears to be unwelcome. Even if the person providing information requests that no action be taken, the Town Manager (or Designee) must engage to actively prevent or stop inappropriate, unprofessional conduct in the workplace.

The Town will not tolerate discrimination, bullying, or harassment of any kind. Every effort will be made to resolve the complaint at the lowest level possible. If an investigation is warranted, it will be conducted promptly and with confidentiality, respecting the rights of the parties involved. All employees are required to cooperate fully in any investigation of alleged discrimination, bullying or harassment. Any report of alleged misconduct that is made in a knowingly false or frivolous manner is prohibited, will not be tolerated, and will be appropriately addressed should it occur, including possible disciplinary action.

If an employee believes they are being harassed or discriminated against, they have the right to file a complaint with the Human Rights Commission (MHRC) within six months of the unlawful act or unlawful discrimination. To file a charge or obtain more information on the procedure, contact the Commission at (207)-624-6290 or by mail at: Human Rights Commission 51 State Street Augusta, ME 04333-0051

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### **3.6: Whistle Blower’s Protection Policy and Anti-Retaliation**

The Town of Lyman encourages its employees to report illegal, unethical or violation of Town policies and procedures by municipal officers, or employees and protects Town employees who report improper government actions. Any employee who is aware of a violation of the law, or condition or practice that risks any person’s health and/or safety, is required to immediately report the circumstances to the Town Manager (or Designee). Employees must provide information about the issue and allow a reasonable time for it to be corrected. The employee will be requested to provide a detailed report in writing. The Town Manager (or Designee) will investigate the report promptly and act in a timely manner to take any necessary remedial action. Employees who report any violations are protected from retaliation from all other employees and supervisors. Violations of this policy may result in appropriate disciplinary action up to and including termination.

## **SECTION 4: RECRUITMENT AND EMPLOYMENT**

### **4.1: Recruitment Process**

It is the Town Manager’s (or Designee) duty to hire and appoint all employees of the Town pursuant to Section 4.3 of the Municipal Charter. The Town Manager’s office coordinates and oversees the recruitment, interview, and selection process. Within the limits of time in which a position is filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position but shall consist of an internal posting in Town departments, and may include external advertising, open competitive examination, contact with State and other employment offices, contact with special sources of information, or any combination. It shall be the duty of the Town Manager (or Designee) to seek out the most qualified employees for the Town based on relative knowledge, skills, abilities, overall performance and ability to aptly suit the Town’s Mission Statement. It is the Town Manager’s (or Designee) duty to keep the Board apprised of all vacancies and the status of filling those vacancies.

Municipal Officials may select deputies as authorized by State law, however, appointment of deputies must be approved by the Town Manager (Section 4.3 (c) of the Municipal Charter).

The recruitment process of the Town Manager is the responsibility of the Select Board as outlined in Article 4.1 of the Municipal Charter.

Employment Applications: All candidates are required to complete a Town of Lyman employment application regardless of whether supporting documentation is provided.

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Applications for employment shall be submitted on forms provided by the Town. Applications are only accepted for positions in which a posted vacancy exists.

Conditional Offer of Employment: The Town Manager's office (or Designee) coordinates all conditional offers of employment. Conditional offers of employment are approved by the Town Manager (or Designee) and provided to the candidate in writing. The conditional offer of employment outlines the specific and applicable requirements, based on the nature of the job, which must be met in order for the person to be hired. Examples of conditions of hire may include the applicant's ability to pass a criminal records check or any other lawful pre-employment screenings. The cost of any conditions of employment is the responsibility of the Town.

Offer of Employment: Upon satisfactory completion of all conditions of employment, a written offer of employment is extended. After the offer of employment is signed and returned, the Town Manager (or Designee) will coordinate the on-boarding process with the appropriate Supervisor/Department Head.

The Town is committed to providing an equitable and competitive compensation package that will attract and retain well-qualified employees.

#### **4.2: Nepotism and Workplace Romance**

The Town of Lyman wants to ensure that employment practices do not create conflicts of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion, advancement, and transfer.

The employment of relatives in an organization may present a perceived or actual conflict of interest such as favoritism, personal conflicts, and potential conflicts from outside the work environment that are carried into the workplace.

For the purpose of this policy, a relative is defined as someone with whom there has been or is a significant personal relations, including, but not limited to, a spouse, domestic partner, cohabiter (romantic partner/significant other), parent, child, sibling, sibling in-law, parent in-law, grandparent, aunt, uncle, niece, or nephew who is related by blood, marriage, adoption or some other relationship, as further defined below:

Blood Relative: Someone who is related to you by birth rather than marriage or another relationship.

Spouse: A legally married person

Domestic Partnership: Legal declaration per public law 2003, c.672. Two unmarried adults who are domiciled together under long-term arrangements that evidence a commitment to remain responsible indefinitely for each other's welfare.

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Cohabiter: To live together as if married, usually without legal sanction.

This policy applies to all current employees and candidates for employment.

To that end,

- Relatives of those currently employed by the Town may be hired only if they will not be working directly for or supervising a relative. Under circumstances where there may be a conflict with this provision the Town Manager (or Designee) shall review such special circumstances and may waive such provision on a temporary basis.
- Current employees may not be promoted, advanced, or transferred into a position where they will be working directly for or supervising a relative.
- For the purpose of this section, a direct Supervisor/Department Head is defined as overseeing the daily performance of the employee and has the authority to recommend or exercise discipline, promotion, and rewards.

#### Workplace Romance

To avoid actual or potential conflicts, sexual harassment, and other adverse impacts on the work environment that may result from romantic and/or physical relationships within the workplace, the Town prohibits Supervisor/Department Head employees from becoming romantically or physically involved with employees directly under their supervision. In the event a Supervisor/Department Head develops a personal relationship with a subordinate in the course of employment with the Town, those employees shall immediately report to the Town Manager (or designee) who will take further action as necessary and appropriate under the circumstances. Supervisor/Department Head employees who violate this policy may be subject to disciplinary action. In the event that coworkers, neither of whom are in a supervisory role with one another, develop a personal relationship in the course of employment with the Town, the employees shall immediately report to the Town Manager (or designee).

#### **4.3: Employee Classification**

The Fair Labor Standards Act requires the classification of all employees according to the overtime provisions of the law. For purposes of paying any compensation, all employees are either “Exempt” or “Non-Exempt” from overtime compensation. All determinations of wage classification status are made through the job evaluation process. The Town Manager (or designee) is responsible for classifying all employees.

Exempt Employees: Are generally executives, managers, professionals, Department Heads, administrative or outside of sales staff who are exempt from minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the US Department of Labor.

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Non-Exempt Employees: Are employees whose work is covered by the FLSA. They are *not* exempt from the law's requirement concerning minimum wage and overtime.

Employee Classification: It is the intent of the town to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time.

Employees of the following classifications are subject to all personnel policy rules and regulations, except where specifically excluded.

- A. **REGULAR FULL-TIME EMPLOYEE:** A regular full-time position is year-round in nature with no predetermined end date and scheduled to work no less than 32 hours per week on a continuing and indefinite basis. The employee is eligible to receive all employee benefits and rights as provided by this personnel policy.
- B. **REGULAR PART-TIME EMPLOYEE:** Regular part-time position is year-round in nature with no predetermined end date and scheduled to work at least 20 hours per week but less than 32 hours per week on a continuing and indefinite basis. An employee in this category may work more than 30 hours per week sporadically for a short duration under certain circumstances but may not work more than 130 hours in a 4-week period. Regular part-time employees who work 20 or more hours per week on a continual and indefinite basis are eligible to receive Earned Paid Leave (EPL), the Town's 457 (b) Retirement Plan per section 8.4, and paid holidays but only if the holiday falls on a day that the employee is regularly scheduled to work.
- C. **VARIABLE HOUR PART-TIME EMPLOYEE:** An employee in this category does not work a consistent schedule from week to week but is generally actively employed on a year-round basis. The employee usually works under 20 hours per week but may work over 20 hours per week sporadically and on occasion due to the nature of the work. Variable hour part-time employees are not eligible for Town benefits except those mandated by State or Federal law, nor do they accrue Paid Time Off (PTO), or received holiday pay. An example of variable hour part-time employees are: Planning Board members, Zoning Board of Appeals.
- D. **TEMPORARY SEASONAL EMPLOYEE:** An employee in this category works a standard work week or less on a regular basis but for a limited period of time, usually not to exceed six months. Temporary employees are paid for hours worked and receive no other benefits except those mandated by State or Federal law. Examples of temporary seasonal employees are: Summer laborers and Summer Camp Counselors.
- E. **PER DIEM EMPLOYEE:** An employee in this category works a variable and flexible schedule. Work hours vary from week to week depending on the department's needs and the availability of the employee. An employee of this type is not eligible for

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Town benefits except those mandated by State or Federal law. Examples of per diem employees are: Election/Ballot Clerks.

### Volunteers and Elected Officials

All volunteers and elected officials are expected to adhere to the Municipal Code of Ethics and the Town's Acceptable Use policy. While some appointees to boards, committees, and commissions may fall under an employee classification of this policy, all Board, Committee, and Commission members are expected to follow guidelines, procedures, and policies described in the Town's Boards and Committee Handbook in addition to all Town policies and procedures.

- A. **APPOINTEES TO BOARDS, COMMITTEES, AND COMMISSIONS:** People appointed to serve in positions on Boards, Committees, or Commissions where there is no compensation are not employees but volunteers providing service to the Lyman community. Recruitment of appointees to boards, committees, and commissions, whether classified as an employee or as a volunteer, is as outlined in the Recruitment and Appointment of Volunteers Policy and in accordance with Municipal Charter Section 5.1.2.
- B. **TOWN SELECT BOARD:** Members of the Town Select Board are officers of the municipal corporation and are not considered employees. Members of the Select Board are eligible for compensation as established by the Municipal Charter (Section 3.2).
- C. **ELECTED OFFICIALS:** All other Elected Official are not considered employees and are exempt from the personnel policy handbook and any benefits allotted herein. However, any elected official is strongly encouraged to adhere to anti-discrimination, harassment, non-bullying, workplace violence and other policies related to Town-owned assets, workplace conduct, and treatment of employees. The Town may take any necessary action against an elected official who violates any Town policy.

### **4.4: Job Descriptions**

The Town Manager (or Designee) maintains job descriptions for all positions. Job descriptions are utilized in all postings and advertisements for job openings.

Job descriptions will contain the following information:

- Position details Title, department, exempt or non-exempt status, classification.
- Supervision received and exercised.
- Essential duties and responsibilities.
- Peripheral or Special duties (if applicable)
- Education and experience qualifications
- Knowledge, skills, and abilities qualifications.

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- Physical requirements and work environment.

The Town Manager (Or Designee) will review job descriptions on a periodic basis and determine modifications. For employee positions that are under the supervision of a Supervisor/Department Head, the Town Manager (or Designee) may solicit recommendations from the Supervisor/Department Head. The Town Manager (or Designee) has final approval of all changes and revisions to job descriptions. The Select Board has final approval on all changes and revisions to the Town Manger's job description.

#### **4.5: New Employee Onboarding**

The Town Manager's office (or Designee) will oversee and coordinate with the employee to provide onboarding materials such as:

- Review of Employee Personnel Policies and Procedures, including all other policies outside of this policy handbook that are herein referenced under relevant sections.
- Review of employee's job description
- Review of Municipal Code of Ethics
- Review of the Town's Acceptable Use Policy
- Review of employee benefits and applications, tax withholding and I-9 forms
- Review of building access, security codes, and keys.
- Review of training programs available and applicable to the employee's position.
- Review of probationary period

#### **4.6: Probation**

All Regular Full-Time and Part-Time employees are considered probationary employees for the first six (6) months of employment unless otherwise provided for by law. During the probationary period, the Supervisor/Department Head or Town Manager (or Designee) shall conduct an evaluation at or before the completion of six months of employment. The purpose of the probationary period is for the Supervisor/Department Head or Town Manager (or Designee) to observe an employee's work habits, skills, attitudes, competency, and other pertinent characteristics for successful job performance. Any Regular Full-Time or Part-Time employee who receives a promotion or transfer may be required to serve another probationary period. The probationary period shall be considered an extension of the selection process.

During the probationary period, the Supervisor/Department Head may recommend to the Town Manager (or Designee) that an employee be removed if unable or unwilling to perform the duties of the position satisfactorily or whose work habits and dependability did not merit the continuance of services. Such removal will not be subject to review or appeal.



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At the time of hiring, transfer, or promotion, the employee shall be advised of the probationary period.

Performance Appraisal Process for Probationary Employees During the probationary period, employees may receive written evaluation(s) at two months, four months, and six months of their employment (or any combination thereof as necessary). The Town Manager (or Designee) will review the evaluations. If applicable the Supervisor/Department Head will give a recommendation to the Town Manager (or Designee) regarding continuance of employment. The Town Manager (or Designee) shall conduct reviews of Department Head employees.

#### **4.7: Promotion**

Town employees shall be given the opportunity for advancement. Employees shall be given first consideration in filling a vacancy when qualified employees express an interest in the vacancy. Upon approval by the Town Manager (or Designee), an existing employee may fill a vacant position without posting the position for external advertising. Employees may not be promoted to a new position without loss of seniority, pay, or job grade to a vacant position. The Town Manager (or Designee) may authorize reclassifications and/or job title changes when appropriate outside of the normal selection process.

Current employees may be given training opportunities to qualify for promotions. However, based on qualifications, experience, and abilities required for the position, the vacancy may be filled by an outside applicant. Such a decision shall be made only after careful review of the qualifications of all Town employees who apply for the position.

#### **4.8: Performance Evaluations**

The Supervisor/Department Head shall be responsible for the implementation of employee performance evaluations. The Town Manager (or Designee) shall evaluate the performance of Supervisor/Department Heads.

The annual evaluation period is January 1 through December 31. Regular full-time and part-time employees are evaluated on an annual basis. The performance evaluation shall include a goal setting process for the upcoming calendar year.

Supervisors/Department Heads and the Town Manager (or Designee) should provide frequent and periodic feedback to the employee on job performance. To assist employees in improving their job performance, various tools such as training and implementing performance improvement plans may be utilized.

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Written performance evaluations shall be completed at least annually around the same time through the months of December to January for full-time and part-time employees. Employee evaluations must be signed by the employee, Supervisor/Department Head, and Town Manager (or designee). An employee may attach a written statement within ten (10) calendar days after any evaluation given to be included in their personnel file.

All job-related employee performance evaluations are strictly confidential and shall only be between the Supervisor/Department Head, Town Manager (or Designee) and the employee. Unless in the event that disciplinary action and/or complaints are at the level of the Select Board and/or Fair Hearing Board, only then, will the Select Board and/or Fair Hearing Board have access to the employee's performance evaluations. Only individuals who have a job-related interest in reviewing an employee's performance evaluation shall have access to the document. (i.e. Supervisor/Department Head, Town Manger (or Designee)).

#### **4.9: Training**

Both the Town and its employees benefit from training opportunities reasonably related to the employee's current position. The outcome of training opportunities is to improve the quality of an employee's job performance, which in turn results in more efficient and effective operations. It shall be the responsibility of the Town Manager (or Designee) to provide Town employees with reasonable opportunities for in-service training and attendance at conferences.

Prior approval by the Supervisor/Department Head and Town Manager (or Designee) is required for the course/conference fee and any accommodation reasonably necessary. The approval is subject to available and approved funds in the budget, the relationship of the employee's position and training must be in the best interest of the Town. The Town Manger (or Designee) and Supervisor/Department Head shall authorize employee attendance at out-of-state conferences based on available funds and conditions determined by the Town Manager (or Designee).

#### **4.10: Compensation**

PAY DATES: Employees are paid bi-weekly, with the pay week from Thursday through Wednesday. Deductions are taken out each pay period, with insurance premiums deducted based on a two-pay month.

PAY RANGES: The Town Manager (or Designee) will prepare pay ranges for all employees in accordance with the approved budget. Each pay range will reflect knowledge, skills, abilities, and responsibilities and shall be related to compensation for comparable positions in other public and private employment. Individual rate changes or re-assignments must be approved by the Town Manager (or Designee) and signed by the employee. The Town Manager will advise the Board as needed and submit an updated list of pay rates/ranges to the Board as part of the annual budget process.

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OVERTIME: Any time actually worked in excess of forty (40) hours in one work week shall be compensated by overtime pay at a rate of time and one-half, with the exception of Exempt Employee's.

ANNUAL ADJUSTMENT: Any salary or wage adjustment based on the Cost of Living Adjustment (COLA) will commence on July 1 of each respective year in accordance with the approved municipal budget. The Town Manager (or Designee) may recommend a COLA adjustment to the Board, subject to voter approval, taking into consideration the Town's staffing patterns, the relevant labor market, the rate of inflation, and adjustments to compensation packages. Due to budget constraints, economic downturns, or other circumstances and events, the Town Manager (or Designee) may choose not to recommend a COLA adjustment, nor guarantee that levels will remain the same. COLA is not a guaranteed rate and may be changed from the Town Manager's (or Designee) recommendation through the Budget process.

PERFORMANCE BASED MERIT PROGRAM: The Town Manger (or Designee) may each year at his or her discretion establish a performance based merit program in order to recognize the positive performance of employees. The program will be dependent on available funding. Merit raises will be awarded as determined in writing by the Town Manager (or Designee). Merit raises will be based on an employee's annual performance evaluation. Annual performance evaluations shall begin December of each year, during the budget process.

*(Note: SB will need to determine if giving merit raises or not and how (ie: stipend, pay increase))*

#### **4.11: Personnel File**

The Town Manager's office (or Designee) is responsible for maintaining a centralized personnel file for all employees. Supervisors/Department Heads are required to provide the Town Manger's office (or Designee) personnel paperwork provided by an employee. Access to an employee's personnel file are limited to the employee, the Town Manager (or Designee), Legal Counsel, and other personnel determined to have a legitimate need to know.

Employees may review their personnel file by forwarding a written request to the Town Manger's office (or Designee). Personnel files may not be removed from Town Property and are reviewed by the employee in the presence of the Town Manager (or designee). Upon written request, employees shall receive one copy of their personnel file at the cost to the Town per annum (M.R.S.A 26:7 ss 631). If the employee wishes for an additional copy during the calendar year, it will be at the expense of the employee.

The Town Manger's office (or Designee) maintains all personnel files for terminated employees as specified by State and Federal retention laws. Any request for information made under the Maine Freedom of Access Act shall be forwarded to the Town Manager (or Designee).

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#### **4.12: Resignation**

Employees who are considering resignation from their position with the Town are encouraged to discuss the situation with the Town Manager (or Designee). An employee who chooses to resign is required to submit their resignation to the Town Manager (or Designee) in writing and provide at least ten (14) working days' notice. The Town Manager (or Designee) will meet with the employee to conduct an exit interview and discuss such matters as the final paycheck and benefits status.

Under certain circumstances and situations, the Town Manager (or Designee) has the authority to accept verbal resignations. Pay at separation procedure is as outlined in section 7.5 of this Personnel Policy Handbook

#### **4.13: Layoffs**

An employee may be laid off whenever is necessary because of a shortage of funds, lack of work, or other related reasons, which do not reflect discredit upon the employee. Layoff decisions shall be based on the needed skill set in each job classification. Seniority within the department may be considered as appropriate.

If the layoff is temporary in nature with the intention to re-employ an employee as soon as possible, coverage in Town sponsored benefits such as health, dental, and vision may continue for 90 days. However, retirement contributions ceases until such a time when the employee returns to regular full-time employment.

### **SECTION 5: DISCIPLINE AND DISPUTE RESOLUTION**

#### **5.1: Discipline**

The Town shall base disciplinary actions or measures on a “just cause” basis. Under normal circumstances, the Town endorses a policy of progressive discipline to provide employees with notice of deficiencies and an opportunity to improve. All discipline, including verbal warning, must be documented appropriately and specify reason(s) and actions necessary for improvement. Supervisors/Department Heads and the Town Manager (or Designee) should inform the employee promptly and specifically of such lapses of employee conduct. The Town expects employees to comply with its standards of conduct and performance and to correct any noncompliance with these standards.

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Types of Action Outlined below are the Town's progressive discipline procedures. The Town reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

1. Verbal warning
2. Written warning
3. Suspension
4. Termination

Verbal and Written Warnings: Identify each issue of discipline, as well as the appropriate corrective measures to be taken by the employee (including their time frame for completion) in order for the Town to consider each issue as resolved. Supervisors/Department Heads are responsible for communicating warnings after consultation with the Town Manager (or Designee).

Suspension of Employment: Is a period of paid or unpaid leave during which the employee is relieved of duty and will not be permitted at the job site or act in the capacity of their duties. This action is taken when performance, conduct, or safety incidents necessitate a review. When immediate action is necessary to ensure the safety of the employee or others, the Supervisor/Department Head shall immediately report to the Town Manager (or Designee). All suspensions are subject to approval from the Town Manager (or Designee).

Termination of employment: May be necessary in cases where corrective actions have failed to improve performance, obtain compliance with Town policies, and/or correct inappropriate conduct. Under no circumstances shall an employee be terminated without Town Manager (or Designee) approval. If immediate removal from the work site is necessary, the employee shall be suspended pending review.

This policy does not provide contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Town and its employees. Any time the Town determines it is necessary, such as in the case of a major breach of policy or violation of law, the Town reserves the right to immediately proceed to appropriate action, up to and including termination.

#### Paid Administrative Leave

When the situation warrants, the Town may consider paid administrative leave, which is a non-disciplinary action that allows the Town to remove the employee from the workplace for reasons other than disciplinary issues, such as when an investigation is conducted or when there is a safety concern in the workplace. Notice of paid administrative leave shall provide the cause, time frame, and conditions for reinstatement. As previously stated, paid administrative leave is not considered to be in and of itself discipline.

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## Documentation

If a disciplinary action is taken, a copy of the decision regarding the action shall be filed in the employee's personnel file and a copy given to the employee. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. The employee has the right to respond in writing and to have this response placed in the employee's personnel file but must do so within ten (10) calendar days of the date of the corrective action. Any disciplinary action that is removed must also have the employee's response removed at the same time. The employee may request that disciplinary action be removed from the personnel file:

- A. When all corrective action has been taken and a re-review of the disciplinary decision has shown significant improvement.
- B. The employee may request a re-review of the disciplinary decision after a period of five (5) years.
- C. Unless the disciplinary decision is termination, then the record(s) shall remain on file per State and Federal retentions laws.

## **5.2: Grievance Procedure**

Grievances are disputes, claims, or complaints of issues relating to the employer-employee relationship. The procedures outlined below allow Town employees to receive a fair and unbiased review of workplace concerns. As outlined below, every effort must be made to reconcile disputes at the lowest level possible before any complaint or grievance is brought to a higher level. The Town Manager's office (or Designee) maintains records of grievances confidentially and securely. In the event of employee termination, after such termination has been made final by the Select Board, no grievance procedure under this policy shall apply.

- A. Informal Discussion: The employees' concerns should first be discussed with the Supervisor/Department Head or Town Manager (or Designee). Many concerns can be resolved informally when an employee and Supervisor/Department Head meet to review and discuss options to address the issue.
- B. Written Complaint:
  - I. If a grievance is not resolved after an informal discussion with the employee's Supervisor/Department Head, the employee may submit a written complaint within five (5) work days of the incident to the Town Manager (or Designee) to include:
    - A concise explanation of the grievance and details of all previous efforts to resolve the issue.
    - Detailed information including evidence of the issue, related policies, etc.
    - The remedy or outcome desired.

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The Town Manager (or Designee) will have five (5) work days to respond to the employee in writing as to either the outcome or the next course of action.

II. If the grievance arises from an alleged act or omission on the part of the Town Manager, the employee may submit a written complaint within five (5) work days to the HR Liaison(s) of the Select Board to include:

- A concise explanation of the grievance and details of all previous efforts to resolve the issue.
- Detailed information including evidence of the issue, related policies, etc.
- A copy of the Town Manager's written response.
- Detailed information regarding the employee's dissatisfaction with the Town Manager's response

The HR Liaison(s) will evaluate the grievance and conduct a period of discovery to review any and all related details pertaining to the grievance and provide a written response within ten (10) work days of receipt of the appeal as to either the outcome or the next course of action.

C. Written Complaint to Select Board: In the event the employee is unsatisfied with the dispute resolution of the HR Liaison(s) the employee may file a written request, within fifteen (15) work days of receipt of appeal, to the Town Manager (or Designee) for a hearing with the Select Board. The Town Manager (or Designee) will promptly inform the Select Board. Upon receipt of the grievance, The Select Board will hold a hearing in executive session (unless otherwise agreed to, in writing, by all involved parties to waive their executive session rights) at their next regularly scheduled meeting that is no less than fifteen (15) work days and no more than twenty (20) work days to review the grievance and issue a decision. The decision of the Select Board shall be final. The written request must include details of the grievance as outlined below:

- A clear and concise statement of the facts giving rise to the grievance, including date, time and place of the alleged incident, if any, relating to the grievance, and characterizing each particular act or omission.
- A copy of any documents relating to the grievance (if any).
- A statement setting forth the remedy sought.

D. Fair Hearing Board: Before any complaint, grievance or concern is brought before the Fair Hearing Board, all other avenues, internal to Town Government, for addressing such matters must have been exhausted. The Fair Hearing Board shall moderate any pre-suspension or termination hearings of Town employees in accordance with Municipal Charter Section 5.2.1 (c) and to determine if due process was or was not applied to the grievances brought to the Fair Hearing Board, section 5.2.3.

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The employee may submit a written appeal to the Town Manager (or Designee) who will promptly inform the Fair Hearing Board and shall act as liaison to the Fair Hearing Board to provide necessary documents pertaining to the grievance. The Fair Hearing Board will uphold confidentiality for all parties involved and conduct an unbiased review of the case in accordance with Municipal Charter section 5.2.3. The Fair Hearing Board will render a decision, within 15 work days of receipt of the written appeal, if due process was or was not applied in the disciplinary action process along with any necessary redial actions to be taken (section 5.2.3 (1)(2) Municipal Charter).

## **SECTION 6: WORKPLACE GUIDELINES**

### **6.1 Employee Conduct and Public Relations**

In order for the Town, Officials, and Employees to maintain a positive relationship with the public they serve, we must abide by policies and procedures that will protect the public and fortify public trust and the trust we place in ourselves and our co-workers. All Town employees must avoid any conduct that might result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business. Employees must always act in the best interest of the Town.

Town employees shall cooperate with the public and uphold standards of efficiency, professionalism, and economy in their work. All departments shall promote teamwork and collaborate efforts in response to public inquiries, ensuring our taxpayers are entitled to the best services we can provide them. Conduct that interferes with the Town's operations, brings discredit on the Town, or is offensive to residents or fellow employees will not be tolerated.

Cooperation, responsiveness, and courtesy are fundamental elements of good service. In efforts to provide meaningful services to Town residents, employees are expected to:

- Give full and productive work to the best of their abilities and skills.
- Demonstrate a constructive, friendly, and positive attitude towards residents, co-workers, visitors, or any other affiliates with the Town.
- Be prompt and timely in responses to public inquiries.
- Respect and follow the policies, guidelines, and procedures of the Town.
- Comply with all Federal, State, and local laws and regulations.

While it's not possible to outline every potential violation, below is a non-exclusive list of types of conduct, which may give rise to discipline for any reason, even if not set forth in the following standards. Examples listed below are illustrative of prohibitive behavior and are not intended to be all-inclusive. Please direct questions about this section to the Town Manger (or designee).



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- Being at work while under influence of illegal drugs or alcohol.
  - Possession, distribution, sale, transfer, or use of illegal drugs or alcohol in the workplace while on duty or while operating Town owned vehicles and equipment.
  - Operating equipment or performing duties in an unsafe manner.
  - Fighting or provoking a fight on Town property.
  - Theft of any Town property, materials, equipment, supplies, or other items under ownership of or deemed an asset of the Town.
  - Indecent or immoral personal conduct, including the use of profanity or abusive language, displaying offensive pictures, screen savers, etc.
  - Threatening, coercing, intimidating or interfering in any way with the work or safety of other employees or residents
  - Displaying or holding pornography either by printed or electronic media
  - Falsification of timekeeping records
  - Excessive absenteeism or any absence without notice
  - Failure to give complete and accurate information on any forms of other Town documents where data is required or requested of the employee
  - Making false or malicious statements about the Town, or any of its employees or residents
  - Engaging in gambling or other illegal activities on Town property at any time
  - Disclosing confidential information about Town employees or residents
  - Criminal activity
  - Insubordination

## **6.2: Professional Appearance**

Employees are representatives of the Town and expected to have professional conduct and project a positive image. Professional attire is expected of all employees consistent with the work location and nature of work. Employees are asked to use good judgement and present themselves at all times in a manner that best represents the Town. Departments may elect to establish different standards based on job roles, safety, or OSHA requirements.

When determining whether or not attire is appropriate, employees should consider:

- What types of job duties are required in the performance of their roles.
- General location where performance of job duties is carried out.
- With whom an employee is interacting with when transacting Town business.
- Personal safety consideration.

Additionally, employees are expected to come to work in clothing that is neat, clean, in good repair and is free from slogans or symbols that may be offensive to co-workers, the general

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public and others with whom they do business. Employees must also exercise discretion with regard to safety when specific job functions present different standards in the work environment.

### **6.3: Attendance and Punctuality**

In order to provide effective services to Lyman citizens, it's important for employees to be regular and punctual in attendance. Employees are expected to report to their designated work location based on their regular work schedule. In the event an employee cannot report to work as scheduled, the employee shall notify their immediate supervisor within thirty (30) minutes of the time that employee was scheduled to work.

Tardiness, unexpected absences, or failure to report as required may result in disciplinary action. If an employee is absent for more than three (3) days due to illness or injury, they may be required to provide a medical statement from their doctor indicating the reason for the absence. Employees may also be required to produce a statement from their doctor assuring they are fit for duty to return from an absence. A physician's statement or fitness for duty certificate may be required where absence is continuous for a period of several working days and after surgery or accident, regardless of the length of absence. Failing to report an absence properly or excessive absences or lateness, even when reported may be grounds for disciplinary action up to and including termination.

### **6.4: Confidentiality**

During the course of their duties, employees of the Town are often privy to information about individuals, which is sensitive and will be kept confidential. Examples include, but are not limited to, labor relations, General Assistance, and personnel actions. Employees are expected to respect the confidential nature of such information. Violations may be grounds for disciplinary action up to and including termination.

### **6.5: Outside Employment**

Town employees may engage in outside employment; however, no employee may engage in outside employment which in any manner interferes with the performance of the duties of their position, or results in a conflict of interest. Employees must inform their Department Head/Supervisor and Town Manager of their outside employment.

### **6.6: Political Activities**

Except as otherwise provided by law, no person who is an employee of the Town shall be eligible to hold any elective office in the Town Government.

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While in the employment of the Town, an employee shall not:

- Engage in political activity while on duty;
- Use the influence of his or her employment capacity for or against any candidate for any County, State, Federal, or Town elective office (i.e: Select Board, Budget Committee, or School Board);
- Use Town facilities, equipment, materials, or supplies to communicate, organize, assist, or advocate for or against any candidate for any County, State, Federal, or Town elective office, or for or against a political cause, regardless of whether he or she is on or off duty.

For the purposes of this section, political activity means to advocate expressly for or against any candidate for any County, State, Federal, or Town elective office; to circulate nomination papers, petitions, or campaign literature for any County, State, Federal, or Town elective office; to advocate expressly for or against a political cause; and/or to knowingly give, solicit, accept, or receive a political contribution for any candidate for any County, State, Federal, or Town elective office or for a political cause.

This provision is not to be construed to prevent Town employees from carrying out the duties and responsibilities of an employee's position; from becoming, or continuing to be, members of any political organization; from attending political organization meetings from donating personal time, service, or resources to a political cause or candidate for any office; from expressing their views on political matters; or from voting with complete freedom in any election.

### **6.7: Conflict of Interest**

Town employees are expected to treat everyone they serve with complete impartiality and are prohibited from using their official position for personal gain. Employees will not have any material financial interests in any private or professional activity that will be in conflict with their job responsibilities and will not represent private interests that are in conflict with the Town's interest.

Employees shall treat all citizens and others doing business with the Town with courtesy and respect and will not grant any citizens any favor, benefit, or special privileges beyond what is provided to all citizens. Employees will place public interests above individual, group and special interests.

Employees shall keep confidential any information not available to citizens that becomes known to them by virtue of their position with the Town. Matters of personnel, including recruitment, selection, or promotion shall be handled on the basis of qualification, ability, and merit.

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Employees must disclose to the Town Manager (or Designee) the nature and extent of any financial or personal interest in any Town contract, agreement, purchase of goods or services, or projects. The Town Manager (or Designee) will review such disclosures of conflicts of interest and determine appropriate practices to maintain partiality.

### **6.8: Solicitation**

The Town of Lyman prohibits solicitation, distribution, and posting of materials on or at Town property by Town employees, except as may be permitted by this policy. The sole exception to this policy is charitable and community activities sponsored by the Town and Town-sponsored programs related to the Town's services.

Employees may not solicit other employees during work times, except in connection with Town approved or Town-sponsored events. Employees may not distribute literature of any kind during work times, or in any work areas, except in announcements in connection with Town-sponsored events. The posting of materials or electronic announcements are permitted with approval from the Town Manager (or Designee).

### **6.9: Town Equipment and Materials**

All Town-owned equipment, vehicles, tools, materials and supplies are the property of the Town of Lyman. The following shall govern the personal use by employees of Town-owned equipment (including computers, laptops, and cell phones) or supplies.

- I. Town equipment (including computers, laptops, and cell phones) or supplies will not be used by an employee in the conduct of private business activities, for compensation, or profit.
- II. Town equipment that is issued to an employee for purposes related to their job functions (i.e. laptop, cell phone, devices designated for out of office use) will not be used for an employee's personal use or the personal use of another.
- III. Town equipment, that is otherwise not issued for out of office use, will not be removed from Town premises for an employee's personal use or the personal use of another.
- IV. Employees are expected to follow the Town's Acceptable Use Policy.
- V. The Town's letterhead will not be used for personal correspondence or in personal business correspondence.
- VI. With approval of the Town Manager (or designee), an employee may use Town equipment such as computers, photocopy machines, or faxes occasionally for personal tasks, so long as these tasks are performed on the employees own time and cost of supplies will be reimbursed to the Town for any supplies consumed in their personal use of Town equipment. Employees are responsible for any damage to Town equipment occurring during personal use thereof.

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Additionally, employees may have access to heavy equipment, such as vehicles, loaders, tractors, or other types of machinery to perform essential functions of their job. Employees are expected to adhere to all workplace safety policies and procedures. Supervisors/Department Heads may employ stricter practices and determine who may operate Town-owned heavy equipment within their department.

Smoking and smokeless tobacco are not permitted in any Town-owned vehicles or heavy equipment.

All employees must use seat belts while in Town-owned vehicles or heavy equipment, either as an operator or a passenger. This policy also applies when an employee is using his or her own personal vehicle for Town business.

Any employee that is operating Town-owned vehicles or heavy equipment will not use any cellular device or any other type of electronic device that impairs or distracts the employee from the safe operation of vehicle equipment.

Employees in violation of any section of this policy may receive disciplinary action up to and including termination.

#### **6.10: Cell Phone Use**

The Town allows employees to bring personal cell phones to work, however, use of personal cell phones is expected to be kept at a minimum for calls and text messages. Urgent calls to/from family members or for emergency matters can be made/received and should be kept brief. While occasional phone calls are acceptable, frequent or lengthy personal calls and texts can be disruptive and non-productive and not in the best interest of the Town. For this reason, it is expected that employees make or receive personal phone calls and text messages during non-work time as much as practicable.

When sending text messages for Town business-related matters, employees are expected to use discretion and good judgement. As with email and other documents related to Town business, text messages made on Town-owned and personal cellular phones are subject to Maine's Freedom of Access Act (FOAA). Sending text messages of a confidential or inappropriate nature should be avoided.

Employees who willfully violate this policy are subject to progressive disciplinary action for disruptive, excessive use, or continuous non-compliance, to include having cellular phone privileges revoked during work hours.

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### **6.11: Workplace Safety**

The Town of Lyman strives to provide a safe work environment for all employees and the general public conducting business in Town facilities. All employees have a responsibility in keeping the workplace safe, healthy, and productive, and to provide safe and efficient services to the public. Supervisors/Department Heads are responsible for ensuring worksites and office areas are free from recognized job hazards and performance of job duties is done in a safe manner.

The Town's goal is to minimize hazards such as human injury, property loss, or fire. All employees must report all accidents or injuries immediately to their supervisor and/or Town Manager (or Designee). Employees shall exercise caution when operating machinery. Horseplay, practical jokes, or shortcuts that jeopardize the safety of others will not be tolerated and will result in disciplinary action up to and including termination.

Employees should report unsafe working conditions to their Supervisor/Department Head and Town Manager (or Designee).

Despite employees' best efforts in maintaining a safe work environment, workplace injuries may occur. In the event of a workplace injury, employees are required to follow procedures as outlined in section 8.6 of this Personnel Policy Handbook.

### **6.12: Social Media Policy**

All employees are expected to follow the Social Media Policy which has been established as a separate policy titled "Communications and Social Media Policy" as well as relevant social media sections of the "Acceptable Use Policy"

### **6.13: Technology – Acceptable Use Policy**

Technology resources, computer information systems, and networks are an integral part of the business of the Town. The Town provides technology resources to employees to support them in accomplishing their work-related tasks. Employees are expected to review the Town's Acceptable Use Policy upon employment and annually.

### **6.14: Purchasing Procedures, See Policy**

All employees are expected to follow policy and procedures as outlined in the "Town of Lyman Purchasing Procedures" which has been established as a separate policy.

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## **6.14: Inclement Weather and Emergency Closings**

Certain emergencies may require closure of municipal facilities in order to provide appropriate emergency response and/or maintain the safety of employees and the public. Those emergencies may include, but are not limited to, major medical crisis, public health or safety threats, fires, serious workplace injuries, vehicular and pedestrian accidents. The Town Manager (or Designee) shall have discretion to close the municipal facility for such emergencies. Employees will be paid for the remainder of their scheduled shift from the time of the official closing. In the event the emergency occurs before the Town office opens, employees will be notified of the closure as soon as is reasonable. While the Town will always make every effort to keep municipal facilities open to continue public services, if an employee feels their safety is at risk by remaining at work, the employee may use available accrued time off to remain at/return home.

During periods of inclement weather, the Town Manager (or Designee) may decide to close the Town Office. Employees will be paid for the remainder of their scheduled shift from the time of the official closing. In the event the Town office remains open during inclement weather an employee may use available accrued paid time off if they are unable to arrive at work.

## **6.15: Drug and Alcohol Policy**

The Town of Lyman strongly believes in a safe environment free from substance misuse for all employees and members of the public conducting business with the Town. Employees are expected to report for work and perform their duties in a manner that does not jeopardize the health, safety, and well-being of co-workers and the public.

No employee of the Town shall possess, dispense, distribute, store, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, intoxicating liquor, illegal drugs, intoxicants, controlled substances, or other useable substances during working hours, including rest breaks and meal breaks.

Employees shall not smoke, ingest, possess, distribute, or be under the influence of tetrahydrocannabinol (THC) or psychoactive cannabis products in the workplace, or at any time during which the employee is working, expected to work, and/or is on duty. The prohibitions of this paragraph apply to all cannabis usage, medicinal and recreational, whether or not lawful under Maine law.

As provided in the Drug-Free Workplace Act of 1988, employees are required to notify the Town Manager (or Designee) of a criminal or civil conviction for drug violation occurring in the workplace no later than five (5) calendar days after such conviction. The Town Manager (or Designee) will:

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- Take appropriate personnel action against such employee up to and including termination; and/or
  - Require the employee to satisfactorily participate in a substance use disorder treatment or rehabilitation program.

### **6.16: Smoking**

Smoking of tobacco products is prohibited in any buildings/facilities owned by the Town. Employees are allowed to use tobacco products during their break times but must be outside of a building, away from any public entrances or within a designated smoking area and should not interfere with any person conducting business with the Town. No litter associated with tobacco may be discarded on or in Town property.

## **SECTION 7: PAYROLL AND WORK SCHEDULES**

### **7.1: Payroll**

Payroll payments are made on a bi-weekly basis, outlined in 4.10 of this personnel handbook, to every employee for salary or wages earned. Pay days are on every other Wednesday, with direct deposit commencing on said day.

Direct Deposit: The Town requires employees to use direct deposit for payroll to the financial institute of their choice. The Town does not make payroll advances to its employees, nor does the Town make loans to employees.

Overcompensation - Pursuant to State Statute Title 26 §635: In the event of overcompensation, the Town will not withhold more than 5% of the net amount during subsequent pay periods without the employee's written permission, except under the circumstance of the employee voluntarily terminating employment, the Town will deduct the full amount of overcompensation from any wages due. The town may not exceed the amount of overcompensation paid to the employee in the three years preceding the date of discovery of overcompensation. The Town may deduct more than 5% of net pay if:

- The employee agrees in writing;
- The employee voluntarily quits, or
- The employee "knowingly accepts" the overcompensation



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For the purpose of this section, *net amount*, means the amount of money due an employee as compensation after any deductions or withholdings other than the Town's withholdings for the purpose of recovering any overcompensation.

Tax Withholding Forms: The Town follows IRS guidelines and rules for tax withholding forms (Federal W-4 and Maine Withholding). Employees may amend their tax withholding forms and it will be the employee's responsibility to determine and elect the appropriate tax withholding from wages. Tax withholding forms are available from the Treasurer.

### **7.2: Time Cards and Time Clock.**

The Town is required to keep records of hours worked by its non-exempt employees. Non-exempt employees will record their work hours by using a time clock system. In the event the time clock system is not in function, non-exempt employees will record their work hours in writing and report the record to the Treasurer (or Designee) for processing payroll.

### **7.3: Discretionary Time Off for Exempt Employees**

Fair Labor Standards Act (FLSA) Exempt employees are required to work outside the normal schedule of working or office hours and are compensated on the basis of accomplishing the tasks demanded of the position without regard for specific number of hours worked. Exempt employees are not eligible for overtime pay or compensatory time.

Exempt employees may take occasional discretionary time off without applying paid time off accruals for such time off taken when:

- A. It does not interfere with department operations, or the operations of other departments.
- B. With prior approval by the Supervisor/Department Head or Town Manager (or Designee)

### **7.4: Temporary Telecommuting (Remote) Policy**

Employees may on occasion need to conduct their work by Telecommuting/ Remote work methods, such as when an employee works any hours from a location other than Town facilities. Telework arrangements can provide a mutually beneficial option for both the Town and its employees. Employees are expected to be responsible in their conduct of remote work and ensure that work goals can be met.

The Town Manager (or Designee) will determine which positions are most suitable for temporary remote work options and shall make their determination based on the Town's needs and the positions' responsibilities. Not all jobs can be performed from off-site locations.

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Positions requiring face-to-face interaction with customers and office personnel may not be suitable for telecommuting.

At the discretion of the Town Manager (or Designee) the eligibility of telecommuting/ remote work options of an employee may be revoked. Notice of revocation shall be given as far in advance as possible but is not required. Reasons for revocation may include, but is not limited to, failure to follow applicable policies and procedures, changes in job responsibilities, limited or significantly decreased necessity, and any other reason as determined by the Town Manager (or Designee).

Employees must be able to carry out the same duties, assignments, and other work obligations when working remotely as they would when working on Town premises. Candidates for temporary telecommuting arrangements must demonstrate good time-management and organizational skills, be self-motivated and self-reliant. Employees are expected to demonstrate professional conduct when engaging in remote meetings, webinars, trainings, etc.

As a general rule, the Town will not be responsible for costs associated with the setup of an employee's remote workspace, such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote workspace. However, if the employee is in need of a reasonable accommodation in accordance with the American's with Disabilities Act (ADA), an employee shall follow the process as outlined in section 2.4 of this Personnel Policy Handbook.

Town Records: During remote work, employees shall be required to maintain all work product and records in a manner consistent with the Town's standard record keeping practices and in full compliance with the Maine Freedom of Access Act and Records Retention Rules established by the Maine State Archivist. Employees shall not delete or destroy any records that are otherwise required to be maintained by the Town per these laws and rules. It shall be the responsibility of the employee to ensure he or she can satisfy these record keeping requirements while working remotely.

Emergency Telecommuting/ Remote work: In the event of an emergency such as inclement weather, emergency closures or pandemic, the Town Manager (or Designee) may allow or require employees eligible for remote work to temporary work from home to ensure continuity in business and productivity. Employees are required to follow any and all guidelines provided by related policies and procedures.

Determining equipment needs for each employee will be on a case-by-case basis. Any employee with accessibility to perform remote work is expected to follow and adhere to the Town's Acceptable Use Policy. Employees are expected to use any assigned Town-owned equipment for Town business purposes only. Employees must keep equipment safe and avoid any misuse. Additionally, other sections including 6.9 of this Personnel Policy Handbook shall apply.

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Violations of this policy or any other related policies and procedures shall be grounds for disciplinary action up to and including termination.

### **7.5: Pay at Separation**

*(Note: Decide if we will pay out 100%, or set parameters, or pay none at all. See section 8.9 for PTO accruals, also added was a cap on the roll over amount for PTO which may help keep the accruals down for determining how much to pay out.) Outline below is with parameters set for pay out just as a middle ground sample between 0, Some, and 100%.*

Upon retirement or separation in good standing from the Town, an employee will receive a percentage of their accumulated Paid Time Off accruals (PTO) or Earned Paid Leave accruals (EPL), whichever applies, as separation pay in their final paycheck. “Good standing” shall mean fourteen (14) days notice to the Town in advance of the employees last actual day worked, in the case of proper resignation (section 4.12 of this Personnel Policy Handbook), valid retirement, or separation of the employee from the Town service for other than cause. The percentage amount is determined by the following:

- A. Upon retirement or separation in good standing, an employee who has completed one full year of employment, whether full-time or part-time, and up to ten (10) consecutive years from the date of hire, shall receive 35% of their accumulated PTO or EPL accruals in their final paycheck.
- B. Upon retirement or separation in good standing, after ten (10) years of continuous full-time or part-time employment, the employee shall receive 50% of their accumulated PTO or EPL accruals in their final paycheck.
- C. Upon retirement or separation in good standing, after twenty (20) years of continuous full-time or part-time employment, the employee shall receive 70% of their accumulated PTO or EPL accruals in their final paycheck.
- D. If an employee dies, 100% of their accumulated PTO or EPL accruals will be paid to the estate of the decedent unless otherwise directed by a probate court.

*(note: In other policies the above applies to accrued Sick Time and Vacation time is paid out 100% regardless of term of employment. Lyman does not separate vacation and combines all types of time off as PTO)*

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## **SECTION 8: BENEFITS**

### **8.1: Health and Life Insurance**

Health Insurance Benefits: The Town will provide a Maine Municipal Association (MMA) group insurance plan, which provides Maine Municipal Employees' Health Trust medical coverage. The Town's MMA Employees' Health Trust coverage and level of service shall be established by the Select Board during the budgeting process. Currently the Town offers a POS C with a 100% employer share for a Single Plan and will pay 70% of the difference of a single plan and that of a family two-person, or employee and child(ren) plan.

Regular Full-Time employees and their families are eligible to participate. An employee must apply for coverage during open enrollment. The Town does not automatically enroll employees under any coverage plans. Employees are responsible for applying for any changes in coverage during the open enrollment period. Coverage will begin the first month following the employees' hire date.

Insurance Opt-Out: Any Regular Full-Time employee who does not elect to receive health insurance benefits and can demonstrate they have eligible insurance coverage, shall be eligible to receive 50% of the equivalence to a single plan, biweekly through payroll.

Life Insurance Benefits: All Regular Full-Time employees of the Town are eligible for basic life insurance equal to one year of their annual salary as provided by State Statute and established by the Select Board. Upon the first month after the employee's hire date, coverage shall be automatically applied. If an employee does not participate in the Town's health insurance coverage, they will also receive the Town's life insurance benefits unless the employee refuses life insurance coverage in writing.

Supplemental Life Insurance Coverage: Above what the Town will cover for basic life insurance Regular Full-Time employees of the Town are eligible to opt in to supplemental Life Insurance coverage at the cost to the employee. Available Supplemental Life Insurance Coverage is as outlined below:

- Life Insurance equal to two (2) years of an employee's annual salary where the Town will cover the cost of one year and the employee will cover the cost of the additional second year.
- Life Insurance equal to three (3) years of an employee's annual salary where the Town will cover the cost of one year and the employee will cover the cost of the additional two years. The insurance company may request access to an employees' medical information for this option.

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- Dependent Life Insurance is offered to all employees at 100% cost to the employee.

For any employee that is not eligible to receive the above benefits, they shall have the option to opt into any benefit provided by the Town at 100% cost to the employee.

## **8.2: Dental and Vision Insurance**

The Town will provide 100% employer share of a single plan for dental insurance for Regular Full-Time employees. Any employee that is not eligible for the single plan for dental, the employee may opt in for this benefit at 100% cost to the employee. For additional supplemental or family dental plans, any employee may elect to opt in at 100% cost to the employee.

Vision insurance is provided to any employee at 100% cost to the employee.

## **8.3: Income Protection Plan (IPP)**

The Town offers Income Protection Plans to Regular Full-Time and Regular Part-Time employees to help cover the employee in the event of serious injury or illness where the employee must take an extended leave. Eligible employees can elect to opt in to one of three plan options;

- Income protection up to 40% of the employees weekly salary
- Income protection up to 55% of the employees weekly salary
- Income protection up to 70% of the employees weekly salary

## **8.4: Retirement**

All Regular Full-Time employees may elect to participate in Town sponsored retirement programs. The Town will only provide employer contributions to a single plan for each eligible employee. The Town currently offers eligible employees the option of a Maine Public employees Retirement System (MainePERS) plan or a Mission Square 457 (b) Retirement plan. All Regular Part-Time employees may participate in the 457 (b) Retirement plan and the Town will provide contributions as list out under section B, below:

- A. MainePERS: New employees must elect whether to participate in the MainePERS within two (2) weeks of their date of hire. Under federal law, an employee elected in MainePERS will not be able to leave the MainePERS plan for the duration of their employment with the Town. If an employe declines to join MainePERS, they will not be able to later elect to join MainePERS. The MainePERS plan is a Defined Benefit (DB) pension plan. Employees contribute a percentage of earnings to MainePERS. The Town will also contribute a set amount to MainePERS on behalf of employees. Participants in

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MainePERS and enrollees may also contribute to the Towns Mission Square 457 (b) plan, however the Town will only match contributions to MainePERS if an employee contributes to both MainePERS and Mission Square 457 (b)

- B. Mission Square 457 (b): Eligible employees may elect to participate in the Town's 457 (b) Retirement Plan at hire or any time during employment. If the employee selects this as their primary retirement plan, the Town will match employee contributions up to 6%. Employees may contribute additional amounts so long as it's in compliance with federal regulations, however the Town will not match anything above 6%.

Social Security: The Town provides Social Security and Medicare coverage in compliance with federal law to all employees.

### **8.5: Open Enrollment**

The open enrollment period will be once a year during a period established by the Maine Municipal Employee Health Trust. During the open enrollment period, employees are able to:

- Enroll in health, dental, and vision plans
- Add or remove dependents from health, dental, and vision plans
- Drop coverage in health, dental, and vision plans
- Employees who elect to drop coverage in the Town's health plan may be asked to provide verification of coverage from a parent, spouse, or domestic partner's insurance plan.

For questions about Open Enrollment dates and how to make changes, please contact the Department of Finance.

### **8.6: Workers' Compensation**

The Town participates in a federally mandated Worker's Compensation program. The following actions are required by employees:

- I. All injuries to personnel, no matter how minor, during the work schedule will be reported immediately to the Town Manager (or Designee), but in no event later than sixty (60) days after the date of injury. Maine law requires the Town to file a First Report of Injury with Workers' Compensation within seven (7) days of receiving notice of the injury.
- II. An employee suffering from an on-the-job injury will be sent to a medical facility, specified by the Town, for examination at the Town's expense.
- III. The employee will receive their normal pay for that day, and if eligible may be entitled to use Paid Time Off (PTO) for any regularly scheduled time missed between the incident and the date that workers' compensation benefits may begin.

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## 8.7: Unemployment

Federal and State law govern unemployment benefits. The Town provides such benefits as mandated under these laws.

## 8.8: Holidays

The Town of Lyman recognizes all holidays as currently recognized by the State of Maine.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Indigenous Peoples' Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth Day	Christmas Day
Independence Day	

If a regular holiday falls on a Sunday, the following Monday is considered a holiday; If on Saturday, the proceeding Friday is considered a holiday. For Christmas Day and/or New Year's Day; if said holiday falls on a Tuesday, Wednesday, Thursday or Friday, the work day prior will be a half day.

Paid holidays will be granted to all Regular Full-Time employees. Regular Part-Time employees whose normal work schedule falls on the holiday, will receive holiday pay equal to the hours the employee would normally work that day.

An employee on approved unpaid leave, such as unpaid extended sick leave or leave of absence, shall not be entitled to holiday pay.

## 8.9: Paid Time Off (PTO)

Regular Full-Time employees are eligible to earn Paid Time Off (PTO) accruals to cover any sick leave, personal days, or vacation time. The Town encourages employees to use their PTO accruals and take time off to enhance a positive work/life balance. Employees may use their PTO accruals at any time after their date of hire pending approval from a Supervisor/ Department Head or Town Manager (or Designee).

### Time Off Request Using PTO:

Requests for use of PTO accruals shall be submitted to the Supervisor/ Department Head or Town Manager (or Designee) in a timely manner. The Supervisor/Department Head shall approve time off requests for employees working within their department. The Town Manager

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(or Designee) shall approve time off requests for Supervisors/Department Heads. If the request is denied, the authorizer shall provide in writing the reason for denial.

Time Off Requests Without PTO:

Requests for time off shall be submitted as stated above. However, when the balance of PTO is insufficient to cover the requested length of time off, the authorizing Supervisor/Department Head shall have discretion to approve or deny the request. If the request is approved, the employee may use any remaining balance to cover any portion of the requested time off and in excess of the available PTO the remainder of requested time off shall be unpaid. If the request is denied, the authorizer shall provide in writing the reason for denial. In extenuating circumstances, such as bodily injuries unrelated to worker's comp, prevention of communicable illness among others in the workplace environment, and any other such circumstances, the Town Manager (or Designee) may approve or deny the use of future, unaccrued PTO hours for the employee on a short-term basis.

All Approved PTO requests will be submitted by the authorizing Supervisor/Department Head to the Finance Department for payroll purposes.

If a holiday falls within the employee's time off period, the employee shall not have that day charged against their accumulated PTO. "Holiday" shall be defined by section 8.8 of this Personnel Policy Handbook.

All Regular Full-Time employees eligible for PTO accruals will be able to roll over any unused PTO accruals or up to a maximum of 35% of their annual accruals, whichever is lesser. Rollover of PTO will be effective each year on July 1 and will be automatic.

Any eligible PTO payout will be as follows under section 7.5.

Exempt Employees: Accruals will be calculated bi-weekly at a prorated amount based on the Specific Eligibility Table under this section of the Personnel Policy Handbook.

Non-Exempt Employees: Accruals are prorated based on the number of their regular scheduled hours worked and will not exceed a regular schedule of forty (40) hours per week.

Specific Eligibility of PTO: This table is based on 37.5 hours worked per week. Years of service shall be continuous for employee eligibility.

Years of continuous service	Paid Time Off (PTO) hours
0 through 2 years	105
3 through 5 years	145
6 through 15 years	183
Over 15 years	245



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## 8.10: Employee Recognition Program

[More Discussion with Select Board](#)

## SECTION 9: EMPLOYEE LEAVE

### 9.1: Personal Days

Any Regular Full-Time or Regular Part-Time employee will receive time allocation equal to two (2) regular scheduled work days. Personal time does not accrue year to year and is not subject to pay out at separation.

Whenever possible, personal time must be requested and approved by the Supervisor/ Department Head or Town Manager (or Designee). Personal time will be applied for the regular scheduled hours of the day(s) being requested. The Town also recognizes employees' ability to use time consistent with Maine's Earned Paid Leave Law.

### 9.2: Earned Paid Leave

The Town of Lyman provides Earned Paid Leave (EPL) pursuant to State law Title 26 M.R.S.A sec. 1043(11).

All employees under section 4.3 of this Personnel Policy Handbook are eligible for EPL accruals. The Town provides a benefit greater than EPL to Regular Full-Time employees through its Paid Time Off (PTO) policies under section 8.9. To comply with Maine's Earned Paid Leave Law, eligible employees may utilize up to 40 hours of accrued benefit time during the calendar year for any type of time off as needed.

Accrual of Earned Paid Leave: All eligible employees, other than Regular Full-Time employees, are entitled to earn one hour of paid leave for every 40 hours worked, up to a maximum of 40 hours in one year of employment. Accruals begin at the start of employment. Any unused EPL will roll over into the next fiscal year of employment. However, the maximum amount of EPL available to the employee will not exceed 40 hours in one year. Rollover of EPL will be effective each year on July 1 and will be automatic.

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### Time Off Requests Using EPL:

Requests for use of EPL accruals shall be submitted to the Supervisor/ Department Head or Town Manager (or Designee) in a timely manner. If the request is denied, the authorizer shall provide in writing the reason for denial.

### Time Off Requests Without EPL:

Requests for time off shall be submitted as stated above. However, when the balance of EPL is insufficient to cover the requested length of time off, the authorizing Supervisor/Department Head shall have discretion to approve or deny the request. If the request is approved, the employee may use any remaining balance to cover any portion of the requested time off and in excess of the available EPL the remainder of requested time off shall be unpaid. If the request is denied, the authorizer shall provide in writing the reason for denial. In extenuating circumstances, such as bodily injuries unrelated to worker's comp, prevention of communicable illness among others in the workplace environment, and any other such circumstances, the Town Manager (or Designee) may approve or deny the use of future, unaccrued EPL hours for the employee on a short-term basis.

All approved EPL requests will be submitted by the authorizing Supervisor/Department Head to the Finance Department for payroll purposes.

Any eligible EPL payout will be as follows under section 7.5.

### **9.3: Extended Sick Leave**

A Regular Full-Time and Regular Part-Time employee may be granted extended sick leave for his or her own serious medical condition by the Town Manager (or Designee). Requests for extended sick leave will be evaluated on a case-by-case basis and will be considered under the following provisions:

- A. The employee provides the Town Manager (or Designee), no later than three (3) weeks prior to the conclusion of the employee's 12 weeks of Family Medical Leave, satisfactory medical certification from their personal physician that an extension is necessary, including duration of extension.
- B. Employees who have been notified that they do not qualify for leave under the Maine FMLA or FLMA and have requested extended sick leave will also be asked to provide medical certification from a health care provider that provides an estimate of the duration of incapacity.
- C. The employee will be required to utilize all available benefit leaves, including Paid Time Off, Earned Paid Leave, and Personal Days during all periods of extended sick leave.
- D. The employee will not accrue benefit time during any portion of unpaid sick extended sick leave, nor will the employee be eligible for holiday pay during extended sick leave.

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#### **9.4: Leave for Victims of Domestic Violence**

The Town will grant reasonable and necessary paid or unpaid leave from work for eligible Regular Full-Time and Regular Part-Time employees who are victims of domestic violence, stalking, or sexual assault as provided in State law Title 26 M.R.S.A sec. (Employment Leave for Victims of Violence).

The employee will be granted leave to prepare for and attend court proceedings, receive medical treatment, or attend to medical treatment for a victim who is the employee's daughter, son, parent, or spouse, or obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

The leave must be needed because the employee or the employee's child, parent, or spouse is a victim of violence, assault, or sexual assault under Title 17-A, Chapter 11, or stalking or any other act that would support an order for protection under Title 19-A, chapter 101. As soon as an employee becomes aware of the need of a leave of absence, they must make a written request for leave to the Town Manager (or Designee). The request must specify the length of leave and determine how much Paid Time Off (PTO) is being requested. Employees who have no such leave banked and accrued shall receive unpaid leave.

#### **9.5: Military Leave**

The Town complies with all State and Federal law, governing the rights of employees who are entitled to leave and other rights and obligations applying to their military service. All employees in the military service will be granted time off from work for annual training obligations or active service in the Military (as defined below). Employees engaged in active military service will be placed on military leave of absence status. Employees receiving orders for military training or service should notify their Supervisor/Department Head or Town Manager (or Designee) of the dates of their military service as far in advance as possible unless military necessity prevents such notice.

Military leave and rights to re-employment after such leave are available to employees under the terms and conditions of applicable Federal and State law, as may be amended from time to time.

##### Military Leave Without Loss of Pay:

Employees (including employees who hold acting capacity and project appointments) are allowed up to seventeen (17) workdays in each calendar year without loss of pay or benefits when engaged in any form of military duty. The employee must furnish the Supervisor/Department Head or Town Manager (or Designee) with an official statement signed by authority giving the employee's rank, pay, and allowance during the employee's seventeen

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(17) day period. The employer will pay the difference, if any, between the employee's regular pay and military leave pay up to seventeen (17) days per year.

#### Military Leave Without Pay:

When military service exceeds the 17 workdays authorized for military leave with pay, the employee must be placed on unpaid military leave. Employees may use, but are not required to use, accrued Paid Time Off (PTO), Earned Paid Leave (EPL), Personal Days, etc. when entering unpaid military service. Provisions for the optional use of Paid Time Off, Earned Paid Leave, Personal Days, etc. also to apply to employees who are called to active State duty by the Governor. Employees should determine which paid leave they wish to use and a fixed amount to use each pay period with Town Manager (or Designee) who will submit to the Department of Finance for payroll purposes prior to going out on leave.

#### Maintenance of Benefits:

An employee shall be entitled to maintain health insurance coverage on the same basis as if they had continued to work for the Town. To maintain uninterrupted coverage, the employee will be required to continue paying their share of insurance premium payments. If an employee is receiving concurrent PTO or EPL time, the premium will be deducted from the paycheck, as is normally the practice. The Town will bill for benefit premiums in the case that the employee is unpaid. Employees may opt for automatic ACH withdrawal to cover benefits costs. The payment shall be made by the 15<sup>th</sup> of each month. If the employee's payment is more than sixty (60) days overdue, the Town will no longer maintain the coverage.

#### Re-Employment:

The guiding principle of the USERRA and Maine law is that an employee performing military service is not to suffer any detriment in employment and should be treated as if he or she had not left employment. State employees who enter military service retain reemployment rights under both the *Uniformed Services Employment and Reemployment Rights Act of 1994* and Maine law. Exceptions are narrowly restricted to persons who hold temporary, non-recurrent employment. Although certain criteria are required for an employee to exercise his or her reemployment rights, denial of reemployment to a returning service member should be considered an extraordinary situation. Human resource professionals should be consulted if any adverse action is contemplated.

An employee who enters military service on a short-term basis would generally be returned to the position that he or she left. Employees who enter military service on a long-term basis would be returned to the position that he or she left or be returned to a position of like status and pay for which he or she is qualified. Agency human resource representatives should be consulted if denial of reemployment for any reason is contemplated.

Upon the completion of service (less than 31 days, including weekend drills) employees are also entitled to reasonable time for return travel, and an eight-hour period of rest, before returning to work. The allotted time to apply for reemployment increases incrementally, depending upon the

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length of service. Departmental human resource representatives should be consulted in unusual situations.

## **9.6: Family Medical Leave**

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. FMLA will run concurrently with all other leave and leave benefits, including but not limited to, Workers' Compensation, Maine FMLA and will run even while the employee is using their own accrued leave (such as Paid Time Off and Earned Paid Leave).

### Eligible Employees:

Only eligible employees are entitled to take FMLA leave. An *eligible employee* is one who:

- Works for a *covered employer* (The Town of Lyman)
- Has worked for the employer for at least 12 months.
- Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave; and

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, outlining the employer's intention to rehire the employee after the break in service.

### Leave Entitlement:

An eligible employee shall be entitled to twelve (12) workweeks of unpaid leave during a twelve (12) month period for one or more of the following reasons:

- the birth or placement of a child for adoption or foster care.
- to care for a spouse, child, or parent who has a serious health condition.
- for a serious health condition\* that causes the employee to be unable to perform the essential functions of their job; or
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active-duty status.
- a serious health condition, which shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

*A serious health condition* means an accident, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

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When both spouses are employed by the Town, they are each entitled to twelve (12) work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, child, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

The Town requires employees to "substitute" (run concurrently) accrued Paid Time Off (PTO) or Earned Paid Leave (EPL) to cover all the FMLA leave period. However, employees may maintain up to forty (40) hours of PTO time for future time off.

Notice:

Employees must provide notice as far in advance as possible or as soon as possible and practicable under the circumstances.

If the Town acquires knowledge that a leave may be for a FMLA-qualifying reason, the Town will provide the employee with notice concerning their eligibility for FMLA leave and their rights and responsibilities under the FMLA. The Town will also notify employees whether leave is designated as FMLA leave and the amount of leave that will be deducted from the employees' FMLA entitlement.

Certification:

In the event an employee is requesting a leave, or the employer has acquired information the employee is going to be on leave due to their own serious health condition or a covered family member's serious health condition, the Town may require certification in support of the leave from a health care provider.

FMLA is generally unpaid, however, an employee may substitute any paid leave available to the employee under the Town's policy (such as PTO or EPL). Employees should determine which paid leave they wish to use and a fixed amount to use each pay period with the Department of Finance for payroll purposes prior to going on leave.

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Maintenance of Benefits:

An employee shall be entitled to maintain group health insurance coverage on the same basis as if they had continued to work at the Town. To maintain uninterrupted coverage, the employee will be required to continue paying their share of insurance premium payments. If an employee is receiving concurrent PTO or EPL time, the premium will be deducted from the paycheck, as is normally the practice. The Town will bill for benefits premiums in the case that the employee is unpaid. Employees may opt for an automatic ACH withdrawal to cover benefits costs. The payment shall be made by the 15th of each month. If the employee's payment is more than sixty (60) days overdue, the Town will no longer maintain the coverage.

If the employee informs the Town that they does not intend to return to work at the end of the leave period, the Town's obligation to provide health benefits ends.

Vacation, sick, and holidays will not accrue beyond the twelve (12) week leave period, consistent with the Town's leave policies, unless the employee is utilizing available accrued vacation, sick, or personal time. However, the use of family or medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined. Seniority of position is not affected.

Job Restoration:

Upon return from FMLA leave, an employee shall be restored to their original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Employees accepting employment elsewhere while on FML may be disciplined, up to and including discharge.

**9.7: Maine Family Medical Leave**

If not eligible for FMLA, an employee may qualify for Maine Family Medical Leave (MFML). To be eligible under MFML, an employee is required to have worked for the Town for 12 consecutive months. Under the Maine Family Medical Leave Act, employees are (1) eligible for 10 work weeks of unpaid FML (2) during a two year period (3)for the employee's serious health condition, the birth or adoption of a child, including a domestic partner's child, the serious health condition of a child or grandchild, domestic partner's child and grandchild, domestic partner or spouse, sibling, or death of an employee's spouse, domestic partner, parent, sibling, or child who is a covered service member who dies while on active duty.

Request for MFML will be analyzed under both Main and Federal FMLA.

**9.8: Parental Leave**

Regular Full-Time or Regular Part-Time employees who have completed one full year of employment with the Town will be eligible for an additional twelve (12) weeks of paid leave

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upon the birth or adoption of their child and/or children to be used concurrently with Family Medical Leave if applicable. Such time shall be used in addition to the employee's current Paid Time Off (PTO) balance. Parental Leave expires twelve (12) weeks after the date of birth or placement.

Requests for paid parental leave shall be submitted to the Supervisor/Department Head or Town Manager (or Designee). Requests shall be made in a timely manner at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as possible). All Approved requests for Parental Leave will be submitted by the authorizing Supervisor/Department Head to the Finance Department for payroll purposes.

Employees will receive no more than twelve (12) weeks paid parental leave. Employees may elect to use PTO accruals in excess of the 12 weeks paid parental leave granted and with approval from the Supervisor/Department Head or Town Manager (or Designee)

### **9.9: Bereavement**

All Regular Full-Time and Regular Part-Time employees shall receive bereavement leave as provided by the town. In the event of the death of an employee's spouse, legally recognized partner, children, mother, father, or legal guardian, the employee shall be granted five (5) days' leave of absence, with full pay, to make household and service arrangements and attend death services. In the event of the death of an employee's sister, brother, stepparents, stepchildren, grandmother, grandfather, spouse's grandparents or grandchildren, father-in-law, mother-in-law, sister in-law, or brother in-law, the employee shall be granted up to three (3) days' leave for absence, with full pay, to make household adjustments and arrange for or attend the death services. For relatives other than mentioned above, such as aunt, uncle, niece, nephew or first cousin, the employee may use available personal time, Paid Tim Off (PTO), or Earned Paid Leave (EPL) for absences. The employee may be required to furnish their immediate supervisor with proof of death.

### **9.10: Jury Duty**

Regular Full-Time and Regular Part-Time employees who are called for jury duty should promptly notify their Supervisor/ Department Head or Town Manager (or Designee) to ensure appropriate arrangements are made. The employee will receive his or her regular paycheck and are required to forward payments received for their jury duty to the Department of Finance, with the exception of mileage reimbursement. This procedure will compensate employees for any difference in pay. Employees excused from jury duty must report back to work if it is during their normal working hours.



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### **9.11: Life Threatening Illness**

In the event an employee submits a physician's certification to the Town Manager (or Designee) that the employee has a life-threatening illness and is expected to result in premature death, the Town Manager (or Designee) may make an exception to the existing sick leave and PTO/EPL sections of this Personnel Policy Handbook and pay the employee's entire accrual record to the employee.

### **9.12: Absent Without Leave**

An employee absent from work for five (5) consecutive days without approved leave shall be absent without leave. The employee shall be considered terminated after written notice, by the Town Manager (or Designee), to the employee (or the employee's last known address).

## **SECTION 10: REIMBURSEMENT OF EXPENSES**

### **10.1: Mileage Compensation** *(Note: Repeal former, separate policy adopted 1/2/24)*

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 (or Designee). Compensation may be approved as a "reimbursement" under an 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 (or Designee) 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 (or Designee).

#### 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. Home to office 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". For the purpose of this policy, "normal

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place of business” shall mean the location 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 (or Designee). All travel logs shall be submitted to the Town Manager for approval on a monthly basis. At the discretion of the Town Manager (or Designee), travel logs may be submitted on a every other month or quarterly basis and such requests will be reviewed on a case-by-case basis.

## **10.2: Meals, Lodging and Other Expenses**

### Meals:

The Town will reimburse employees for meal expenses incurred in the event of long-term arrangements, such as the necessity for overnight lodging (i.e: attending training beyond the employee’s residency where travel to and from would create an unreasonable burden on the employee). The employee must furnish all detailed meal receipts for reimbursement (a summary of the total paid will not be accepted). The Town will reimburse up to \$40 per meal. The Town will not reimburse for the items:

- Sales Tax
- Alcoholic beverages, movies, admissions and personal incidental expenses that may be incurred while traveling for work-related purposes but are not otherwise related to or necessary for the performance of work.

The Town does not encourage employees to purchase any goods or services for the Town. However, under certain circumstances, such as emergencies or unusual events an employee may make appropriate purchases upon approval of the Town Manager (or Designee) and provided that other means of the Town’s Purchasing Procedure was not reasonable given the circumstances.

## **10.3: Parking Fees and Tolls**

Employees will be reimbursed for parking fees and tolls provided that the cost was incurred during travel for legitimate Town business. The employee shall document such fee(s) incurred with their travel logs and additionally shall furnish all appropriate receipts. The Town will not reimburse employees for parking tickets and/or motor vehicle violations or infractions.

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## **10.4: Reimbursement Procedure**

Employees shall submit any required official forms with attached receipts, if applicable, no later than thirty (30) days to the Town Manager (or Designee) for approval.

## **SECTION 11: MISCELLANEOUS**

### **11.1: Freedom of Access Act Policy**

All employees are expected to adhere to the Town's Freedom of Access Act Policy entitled "Town of Lyman, Maine Policy Governing Access to Public Records Under the Freedom of Access Act". Refer to this policy for procedural details.

Additionally, all Town records, whether classified as public or confidential, are the property of the Town of Lyman including but not limited to; final and/or draft form documents; emails either sent, received, junk, draft, or deleted; audio and/or video recordings; any data, text, and voicemail on Town cellular devices, historical records, and any other record required to be maintained in accordance to the Maine State Archives Local Government Record Retention Schedules. All Town records will be maintained in accordance with State and Federal law.

Training: Any employee required by State law Title 1 M.R.S sec. 412 shall complete the minimum requirements of training within 120 days of their oath of office. If the oath is annual, then the training must be completed annually.

No employee shall destroy and/or permanently remove any record of the Town either knowingly or unknowingly and any violation will be subject to disciplinary action up to and including termination. Any employee found in violation shall be responsible for the cost for recreation and/or replacement of said documents.

### **11.2: Severability**

If any provision of this Personnel Policy Handbook to any person or circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the Employee Personnel Policy Handbook which can be given effect without the invalid provision or application. For this purpose, the Employee Personnel Policy is severable.

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### 11.3: Amendments & Interpretation

The Town of Lyman reserves the right to unilaterally amend, delete, modify or change these polices without prior notice and at any time for any reason. The Town Manager (or Designee) and Town Select Board shall have exclusive and final authority to interpret these polices.

### 11.4: Definitions

**Appointed Official:** Anyone appointed to a board or committee to perform duties in the capacity of that board or committee.

**Employee:** An individual working for the Town on a permanent or temporary basis drawing wage or a stipend from the Town.

**Financial Interest:** A direct or indirect interest having monetary or pecuniary value, including, but not limited to, the ownership of shares of stock.

**Immediate Family:** Spouse, children, parents, siblings, including step, half, and in-law relations, a domestic partner of a Town official, or persons sharing the same household and intermingling financial assets with a Town official.

**Special Interest:** Any interest which will allow some form of personal gain, usually pecuniary in nature.

**Town Official:** Any elected, appointed, volunteer, or employee of the Town that in their capacity serve a role in the functions or business operations of the municipality or provide any such services related to municipal affairs.

**Volunteer:** Anyone conducting specific business and/or duties on behalf of the Town as delegated by the Town Manager or Select Board either on a temporary or permanent basis and does not receive wage or stipend from the Town.

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**This revised policy supersedes any and all other Personnel policies adopted and/or revised prior to \_\_\_\_\_ date**

Adopted: April 16, 1990

Revised: September 2, 1997

Revised: September 6, 1999

Revised: March 6, 2000

Revised: August 28, 2002

Revised: July 5, 2005

Amended: September 6, 2005

Amended: September 2, 2008

Amended: March 1, 2010

Amended: June 20, 2011

Amended: August 15, 2011

Amended: March 2, 2015

Amended: May 15, 2017

Amended: September 17, 2018

Amended: April 16, 2019

Revised: \_\_\_\_\_ Date

**Revision/Amendment adopted and signed by a majority of the Select Board on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:**

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

\_\_\_\_\_ Thomas Hatch – Vice Chair

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

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

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

A Majority of the Board of Selectpersons

Lyman, Maine

# ITEM #7: (i.) Resolution to manage accounts policy

## TOWN OF LYMAN

### CORPORATE RESOLUTION TO OPEN AND MANAGE INVESTMENT ACCOUNTS

**RESOLVED:** That the following named individuals shall have authority to establish, manage, or close, in the name of the Town of Lyman, one or more deposit accounts with any commercial banks, savings institutions or credit unions meeting requirements of the Town of Lyman's investment policy, upon such terms and conditions as may be agreed upon with said financial institution and following named persons:

Print Name: Jeanette Lemay

Signature: \_\_\_\_\_  
Title: Treasurer

Print Name: Lindsay Gagne

Signature: \_\_\_\_\_  
Title: Deputy Treasurer

Print Name: Rebekah Thompson

Signature: \_\_\_\_\_  
Title: Deputy Treasurer

Funds withdrawn from said accounts shall be payable to the Town of Lyman. Certification by the Clerk to this Organization as to the above signatures shall be binding upon the Town of Lyman. All authorizations shall remain in effect until the institution receives written notice of revocation at the office where this account is maintained.

I hereby certify that the foregoing or attached resolution is a full, true, and correct copy of the resolution adopted by the Select Board at a meeting of said Select Board held on **February 5<sup>th</sup>, 2024**, and that the signatures of the persons duly authorized to establish and dispose of funds of said organization in accordance with said resolution.

\_\_\_\_\_  
Susan Bellerose  
Town Clerk  
Town of Lyman, Maine

Dated: \_\_\_\_\_

Town Seal

This CORPORATE RESOLUTION TO OPEN AND MANAGE INVESTMENT ACCOUNTS was adopted at the February 5<sup>th</sup> 2024 Select Board’s meeting and may be referred to in the Select Board meeting minutes.

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Ralph “Rusty” Blackington, Chair

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Thomas Hatch, Vice Chair

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Jessica Picard

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Amber Swett

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Victoria Gavel

Signed by a majority of Select Board members  
Town of Lyman, Maine