

Town of Lyman
Select Board Meeting Minutes
Monday February 5th, 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) – Via Zoom, Jessica Picard, Amber Swett, Victoria Gavel

Selectboard members absent: None

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

a. *Historical Society Presents – How Lyman Got Its Name*

Steve Lord - made a presentation on how Lyman got its name and presented a framed display to the Board.

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 that he hopes everyone reviews the meeting from 1/2/24. Requests that if anyone has a question regarding his conduct to see him personally.

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*

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

b. *Review / Approve meeting minutes 1/18/2024*

Jessica Picard - Motions to approve the minutes. Amber Swett seconds.

Motion Passes: 4-1-0 (Jessica Picard, Ralph Blackington, Thomas Hatch, Amber Swett approve; Vicky Gavel abstains she was not present)

ITEM #4 **SIGN WARRANTS**

a. *Payroll Warrant #28 in the amount of \$32,337.96*

Vicky Gavel - Motions to approve warrant. Jessica Picard seconds. Motion passes: 5-0-0

b. *Payroll Warrant #29 in the amount of \$29,726.91*

Vicky Gavel - Motions to approve warrant. Amber Swett seconds. Motion passes: 5-0-0

c. *Accounts Payable Warrant #30 (FY2024) in the amount of \$655,296.29*

Vicky Gavel – Motions to approve warrant. Jessica Picard seconds. Motion passes: 5-0-0

ITEM #5 **UNFINISHED BUSINESS**

a. *Open Sealed Bids – Waste Hauling*

CIA Salvage

Submitted 1-31-2024

Shawn Girard

366 Sokokis Trail

Limerick, ME 04048

www.Ciasalvageinc.com

	Cost per haul	Estimated trips per year	Total cost per year
Year 1 (March 5 th , 2024 – March 4 th , 2025)	\$190	250	\$47,500.00
Year 2 (March 5 th , 2025 – March 4 th , 2026)	\$205	250	\$51,250.00
Year 3 (March 5 th , 2026 – March 4 th , 2027)	\$220	250	\$55,000.00

Rental fee per container \$50.00 _____

Fuel Surcharge proposal: Only if fuel price raises over \$5.75 per gallon charge will be \$12.00 per trip

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Breggia Sanitation
 Submitted 1-30-2024
 Gino Breggia
 14 Kismet Lane
 Falmouth, ME 04105
breggiasanitation@gmail.com

	Cost per haul	Estimated trips per year	Total cost per year
Year 1 (March 5 th , 2024 – March 4 th , 2025)	\$463.94	340	\$157,739.60
Year 2 (March 5 th , 2025 – March 4 th , 2026)	\$482.50	340	\$164,050.00
Year 3 (March 5 th , 2026 – March 4 th , 2027)	\$501.80	340	\$170,612.00

Rental fee per container \$115.00

Fuel Surcharge proposal: \$0.55 cents per mile in the event fuel prices rise 22% or more than current conditions. (At time of submission, fuel costs are \$4.10 p/g)

(note: based above, if fuel rises above 5.002/gallon the surcharge amount will be charged)

b. **Open Sealed Bids – Aerial Mapping Services**

Eagle View
 Submitted 2-2-2024
 John Gannon
 25 Methodist Hill Dr.
 Rochester, NY 14623
www.eagleview.com

Year 1 (2024 – 2025)	\$12,804
Year 2 (2025 – 2026)	\$12,804
Year 3 (2026 – 2027)	\$12,804
<u>Additional Fees/ Services</u>	
Change Finder	\$0.43/parcel
Sketch Inspect	\$1.30/parcel

TCB Drones, LLC
 Submitted 2-2-2024
 Stephanie Rivers
 3824 Cedar Springs Rd #746
 Dallas, TX 75219
tcbdrones.com

Year 1 (2024 – 2025)	\$97,916.40
Year 2 (2025 – 2026)	\$108,708.97
Year 3 (2026 – 2027)	\$119,676.40
<u>Additional Fees/ Services</u>	
Disaster Response Program (drone included)	\$775 / hours/person

c. **Franchise Agreement, Discuss next steps, Updates from Tony/Brad. Tabled from last meeting – Schedule Public Hearing for Ordinance Amendments**

Discussion regarding amendments recommended by Tony Vigue. Public hearing will need to provide thirty days' notice. A Public Hearing is scheduled for March 18, 2024 at 6:00pm at the Town Hall

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- d. [MDOT Request approval for transporting materials, project on Rt 202, Updates attached](#)
Discussion ensues regarding the attachment and what roads will be used. The Board agrees the use of local roads is very minimal and agrees to sign approval for MDOT in packet.
Jessica Picard – Motions to approve MDOT requests for transporting materials for the Route 202 project.
Amber Swett – Seconds the motion. Motion passes: 5-0-0
- e. [Cemetery Committee – Updates from Cemetery Committee](#)
Discussion confirming the committee is not requesting more funds but provided an updated list as to which cemeteries have been completed for tree work and which cemeteries have not yet been completed for tree work.
- f. [Discuss chain of communications](#)
Lindsay Gagne – Suggests a code of conduct for the board to help clarify how the board should be conducting themselves. Some examples include open meeting laws, communications with employees, filtering inquiries through the Town Manager, communications and FOAA laws, trainings for Select Board members, etc.
Victoria Gavel – States there is already a Charter, Code of Ethics, Comprehensive Plan and this would be mixing up too many things.
Jessica Picard – States it could be something more of an orientation tool for new board members to help them get caught up on how the board operates and functions.
Thomas Hatch – States it would be beneficial to draft something that clarifies how the board should conduct themselves professionally to help keep things in order.
Amber Swett – States the board should keep the conversation going.

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. [Road Commissioner –](#)
Tom Croteau – States he did a site walk with the Planning Board to look at a proposed private road. Everything looked very good. He's put some signs up at Kennebunk Pond to try to keep some of the foot traffic out of the Landscaping work area. The silt fencing is also very slippery under the snow, and he cautions those walking on it. He's opened the gate at Bunganut so folks can plow and utilize the parking space. He's replaced a few street signs and will be working on taking down a tree leaning over Frye's Bridge Road.
- b. [Fire Chief –](#)
Ralph Blackington – Commends GMFR and the Fire Chief for all the hard work they do and their expertise and professionalism in the field. He has recently had a personal experience with GMFR and was very grateful for their services.
- c. [CEO – Quarterly Report –](#) Report reviewed in Agenda Packet
- d. [Tax Collector – Monthly Report –](#) Report reviewed in Agenda Packet
- e. [Bunganut Park Committee –](#)
Michelle Felicitti – States the committee has been reaching out the YMCA for information they may have on the trail systems there. They noticed some trees fell down this Winter in the Pines area, although not in the water. They are planning a Spring Clean-up of the Pines and are hoping to get the small building in that area cleaned up and clear the small sapling trees around it. They have been looking into grants but it appears they need more thorough surveys of the wetlands and soil studies so they will be considering looking into fundraising events to help drive some funding to get them started. They are also looking into getting a shed donated to repair the damages to the ticket booth at the Park. She will be reaching out to some vendors soon.

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f. **Comprehensive Plan Committee – Updates from Committee**

Michelle Felicitti – The Committee is beginning to develop a survey that will go out to the public and collect feedback. They are also looking into ways to collect demographic information. She's been in touch with someone from the Agricultural Department that works with Towns Comprehensive Plans who is also willing to meet with the Committee at no cost to help guide them in the process.

g. **Treasurer – Expense Report – Reviewed in Agenda Packet**

h. **Town Manager – Progress Report**

Lindsay Gagne – States the cameras have been installed at Kennebunk Pond and are up and running. What's left will be the installation of the automatic gate and the remaining landscaping work which will pickup again in the Spring. As more committees are engaging in projects, we are looking into setting up group emails and some access to Microsoft SharePoint to help them provide more tools. During the budgeting process IT will be providing some information on potential upgrades to the meeting room because more committees are utilizing accessibility to record and stream meetings. The State has implemented a new Ongoing Absentee Ballot request as of February 1st which allows voters over 65 years of age or who self-identify with a disability to request absentee ballots to be issued to them automatically for all elections. Information will be updated on the Towns website soon.

i. **Planning Board – Quarterly Report – Reviewed in Agenda Packet**

j. **Other -**

Thomas Hatch – States the Board should consider looking at the fallen trees at Bunganut sooner than later so we can get a jump start on cleaning them up. There is some discussion that Victoria Gavel and Ralph Blackington will follow up.

ITEM #7

NEW BUSINESS

a. **Appoint Warden for March 5th, Election**

Jessica Picard – Motions to appoint Michelle Felicitti as Warden for the March 5th, 2024 Presidential Primary.

Thoams Hatch – Seconds the motion.

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

b. **Discuss Agenda format changes**

There is discussion of have department reports sent in to be added to the agenda packet rather than having standing place holders on the agenda. The board agrees to solicit for reports, at least quarterly if not more, and have written reports submitted for the Agenda Packet.

c. **Discuss Bunganut booth repairs**

Discussion regarding vandalism of the booth at Bunganut. Because the Town has a contract with the YMCA, the Town is required to maintain all maintenance and repairs of the buildings and facilities. The board will need to decide if they want to spend \$1000 on the deductible for the insurance claim and repair the damages or if they would rather replace the entire booth as has been discussed in the past due to the booths poor condition all together. If the Board chooses to replace the booth, they will need to also consider going to the Zoning Board of Appeals to apply for a variance because the booth does not meet current set back requirements of 75-feet from front boundary line. Moving the booth back 75-feet will disrupt the traffic flow of the parking lot. However, in the long-term plan while the Bunganut Park Committee is working to develop improvement goals for the park, the parking area can always be modified in the future where the booth could be placed in a more conforming area. For now, options may be limited. The board agrees to have the Bunganut Park Committee solicit for donations before they make a decision which route they will go.

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- d. **Review draft Personnel Policy**
There is some discussion of the draft policy. The Board agrees they will need more time to review. Some questions and notes have been added to the policy for the Board to consider. Such as paying out PTO, if the Board will choose to pay out vacation accruals, find a middle ground, or not pay out at all. Other notes are included in the draft.
- e. **Review/ Vote on Resignation submitted**
Jessica Picard – Motions to accept the resignation of the CEO.
Amber Swett – Seconds the motion.
Motion passes: 4-0-1 (Ralph Blackington, Thomas Hatch, Jessica Picard, Amber Swett in favor; Victoria Gavel opposed)
- f. **Review Committee Applicant – ORC (2 applicants)**
Amber Swett – Motions to go with the recommendation of the Town Manager.
Thomas Hatch – Seconds the motion
Motion passes: 5-0-0
The Board appoints Eric Green to the Ordinance Review Committee for a term ending June 30, 2025
- g. **Review Committee Applicant – ZBA (1 applicant)**
Amber Swett – Motions to go with the recommendation of the Town Manager.
Jessica Picard – Seconds the motion
Motion passes: 5-0-0
The Board appoints Stephen Walker to the Zoning Board of Appeals as an Alternate Member for a term ending June 30, 2025
- h. **Review Appointment of PB Member**
Jessica Picard – Motions to proceed with the Town Manager’s and Planning Board’s recommendation.
Victoria Gavel – Seconds the motion.
Motion passes: 5-0-0
The Board appoints Cecile Dupuis as a regular Planning Board Member for a term ending June 30, 2025. Cecile was previously an Alternate Planning Board member and now the alternate seat will become vacant.
- i. **Review/Approve Resolution to manage accounts policy**
Jessica Picard – Motions to approve the resolution to manage accounts policy.
Amber Swett – Seconds the motion. Motion passes: 5-0-0

OTHER

Lindsay Gagne – Asks the board if they’d like to schedule another Budget Workshop.

A workshop is scheduled for February 22, 2024 at 6:00pm at the Town Hall.

Lindsay Gagne – Asks the board if they’d like to include having a public hearing for the Aerial RFP to allow for public comment.

A public Hearing is scheduled February 20, 2024 at 6:00pm at the Town Hall.

EXCECUTIVE SESSION

ADJOURN

Amber Swett – Motions to adjourn. **Jessica Picard** seconds. **Motion passes: 5-0-0**

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Amber Swett

Rusty "Ralph" Blackington



Thomas Hatch



Jessica Picard



Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 6 pages are the original minutes of the Select Board Meeting dated February 5th, 2024



Lindsay Gagne