

Town of Lyman
Select Board Meeting Minutes
Monday March 7th, 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), Amber Swett, Victoria Gavel

Selectboard members absent: Jessica Picard

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

ITEM #2 **HEARING OF DELEGATIONS / PUBLIC INPUT**

- a. *Public Input – Public in attendance will have up to 5 minutes to address the Board. Please use the podium to address the board and please be respectful of others*
Michelle Felicitti – States the Presidential Primary went very well and was well organized. The Town Manager and Town Clerk did a great job.
- b. *Mail* • *York County Sherrif Report* – Reviewed in Agenda Packet

ITEM #3 **MINUTES**

- a. *Review / Approve meeting minutes 2/20/2024*
Victoria Gavel – **Motions to approve. Amber Swett seconds. Motions passes: 3-0-1 (Thomas Hatch, Victoria Gavel, Amber Swett approve; Ralph Blackington abstains, he was not present at meeting)**

ITEM #4 **SIGN WARRANTS**

- a. *Payroll Warrant #33 in the amount of \$30,301.30*
Victoria Gavel – **Motions to approve. Thomas Hatch seconds. Motion passes: 4-0-0**
- b. *Accounts Payable Warrant #34 (FY2024) in the amount of \$592,775.73*
Amber Swett – **Motions to approve. Victoria Gavel seconds. Motion passes: 4-0-0**

ITEM #5 **UNFINISHED BUSINESS**

- a. *Franchise Agreement, Updates if any – Public Hearing scheduled March 18th, 2024*
Discussion Tony Vigue has confirmed he will be present at the Public Hearing to help with questions.
- b. *Discuss chain of communications/ Code of Conduct, Tabled for review*
Discussion clarifying the intent of some specific language in the code of conduct; “Board members shall not disrupt employees” is meant to deter members from using employees for their own interests or continuously disrupting the day-to-day functions of employees.
Thomas Hatch – **Motions to approve the Select Board Code of Conduct**
Amber Swett – **Seconds the motion. Motion passes: 4-0-0**
- c. *Discuss Bunganut Booth Repairs, updates if any, Tabled for more information*
Michelle Felicitti – States she solicited quotes from three different vendors. A third one came in today, she will forward to Town Manager. Third Vendor name is Laroche and they quoted an 8 by 8 shed at \$3,340.
Discussion on what the booth may need for electrical hook up. Michelle will reach out to the vendors for additional information including pricing for electrical, what materials will be used, size of windows, if windows can support an AC unit.
- d. *Review draft personnel policy – Workshop scheduled March 19th, 2024 at 6:00pm*
No new updates. Workshop scheduled for March 19th.

Town of Lyman
Select Board Meeting Minutes
Monday March 7th, 2024 – Lyman Town Hall

- e. [Approval for Field Use Request Form S.M.A.S.H – Tabled for recommendation of fee schedule](#)
Michelle Felicitti- States the Bunganut Park Committee discussed potential fee schedule for field use and make a recommendation to the Select Board of \$250 per organization for off-season and \$1,500 per organization for Season use. Off season was determined to run with school programming. While schools are in session, and the field is being used as part of a school program then this would be considered as off-season. Season would be primarily Summer and night use or activity outside of regular school programming.
Discussion the board agrees to begin the new fee schedule January 1, 2025. In the meantime, organizations may contribute donations if they want to.

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. [Treasurer – Expense Report](#) – Reviewed in Agenda Packet
b. [Fire Chief – GMFR Report](#) – Reviewed in Agenda Packet. Noted increase in incidents.

ITEM #7

NEW BUSINESS

- a. [Review/ Approve Fee schedule for Bunganut Park](#)
Lindsay Gagne – Gives an update on data collected from prior season in 2023. The YMCA made a lot of improvements. Some data may seem inconsistent, and this is because there was data being collected on how much traffic was entering the park, and how many passes were being sold. The YMCA added some different levels of fees last year that were unknown until mid-season also. Reviewing the Pines Rentals forms, there was some information that was not collected. Town Manager’s recommendation is to update the Park Management Rules to add language “YMCA will not deviate from the approved fee structure”, keep the fee structure simple and provide the YMCA forms for Pines and large group reservations.
Thomas Hatch – **Motions to approve the Bunganut Park Fee Schedule as written in the Park Management Rules.**
Amber Swett – **Seconds the motion**
Victoria Gavel – **Adds to change “car” to “vehicle”.**
Motion passes: 4-0-0
- b. [Review/Approve On A Plain Brewing Liquor License Extension Application](#)
Eric Dudevair – States to the Board they are requesting the extension because where they originally were going to place the patios did not work with the engineering requirements of the project. They made some modifications to rope off a section of a grassy area that will have picnic tables for outdoor seating. He provided plans to the board to demonstrate the location.
Amber Swett – **Motions to approve On A Plain Extension for License Privileges for an On-Premises Establishment.**
Thomas Hatch – **Seconds the motion. Motion passes: 4-0-0**
- c. [Planning Board Applicant \(1 Applicant\)](#)
Thomas Hatch – **Motions not to appoint the current applicant.**
Victoria Gavel – **Seconds the motion. Motion passes: 4-0-0**
- d. [Field Use Request Form Massabesic Little League](#)
Thomas Hatch – **Motions to approve the Field Use Request for Massabesic Little League.**
Amber Swett – **Seconds the motion.**
Victoria Gavel – **Discussion how will it be determined if the field is too muddy for use, to avoid any damage to the field.**
Ralph Blackington – **States he spoke with the Mowing Contractor and verified while they are preparing the field this Spring, they will keep the Town updated of any issues.**
Motion Passes: 4-0-0

Town of Lyman
Select Board Meeting Minutes
Monday March 7th, 2024 – Lyman Town Hall

EXCECUTIVE SESSION

1.M.R.S.A §405 (A) Discussion regarding personnel matters

Thomas Hatch – Motions to go into executive session per 1. M.R.S.A 405(A) Discussion regarding personnel matters

Amber Swett – Seconds the motion.

Motion passes: 4-0-0

Thomas Hatch – Motions to come out of executive session.

Victoria Gavel – Seconds the motion. Motion passes: 4-0-0

OTHER

ADJOURN

Thomas Hatch – Motions to adjourn. Amber Swett seconds. Motion passes: 4-0-0



Rusty "Ralph" Blackington



Thomas Hatch



Amber Swett

Jessica Picard



Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 3 pages are the original minutes of the Select Board Meeting dated March 7th, 2024



Lindsay Gagne

