

Town of Lyman
Select Board Regular Meeting Agenda
Monday, May 6th, 2024 – Lyman Town Hall

Welcome to the May 6th, 2024, Regular Meeting of The Lyman Select Board.
This meeting is a public proceeding and is being recorded.

PUBLIC HEARING

To present information regarding the Annual Town Meeting Warrant

REGULAR SELECT BOARD MEETING

PLEDGE OF ALLEGIANCE

EXCECUTIVE SESSION

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

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

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

- a. Public Input – *Public in attendance will have up to 5 minutes to address the Board. Please use the podium to address the board and please be respectful of others*
- b. Mail •York County Sheriff's March Report •York County Sheriff's Bulletin

ITEM #3 **MINUTES**

- a. Review / Approve 4-16-24 meeting minutes

ITEM #4 **SIGN WARRANTS**

- a. Payroll Warrant #41 in the amount of **\$28,094.15**
- b. Accounts Payable Warrant #42 (FY2024) in the amount of **\$772,906.61**

ITEM #5 **UNFINISHED BUSINESS**

- a. Franchise Agreement, Updates if any

ITEM #6 **DEPARTMENT AND COMMITTEE REPORTS**

- a. Fire Chief – All Hands
- b. Treasurer – Expense Report
- c. Town Managers Report

ITEM #7 **NEW BUSINESS**

- a. Snowmobile & ATV club – discussion regarding tenancy at will for ATV club on Map2, Lot 35
- b. Re-Appointment for Bunganut Park Committee Member
- c. Committee Application – Bunganut Park Committee
- d. Appointment Code Enforcement Officer, Building Inspector & Plumbing Inspector, 911 Addressing Agent
- e. Appointment Administrative Clerk
- f. Review/ Approve warrant for Annual Town Meeting
- g. Review/ Approve Pole Permit
- h. Field Use Request Form for Chadbourne Field – Massabesic Little League
- i. Discussion from 4-22-24 Workshop, updating agenda format, board bylaws, etc.

OTHER

ADJOURN

Public Hearing - Re: Annual Town Meeting

Town of Lyman

Select Board

Notice of Public Hearing

11 South Waterboro Rd

Lyman, ME 04002

Tel. 207-247-0642

townmanager@lyman-me.gov

The Select Board will hold a public hearing on **May 6th, 2024 at 6:00pm** located at the Lyman Town Hall for the purpose of presenting information and allowing public comment regarding the draft warrant for Annual Town Meeting

Copies of the Draft Warrant and Budget Summaries are available at the Town Hall or on our Website

The Select Board's regular meeting will follow after the public hearing.

TOWN OF LYMAN

ANNUAL TOWN MEETING WARRANT

TO MARGARET MACDONALD, RESIDENT IN THE TOWN OF LYMAN, COUNTY OF YORK, AND THE STATE OF MAINE.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Lyman, qualified to vote in Town affairs, to meet at the **Lyman Town Hall on Tuesday, June 11th, A.D., 2024, at 8:00 AM**, then and there to act on Articles numbered 1 through 2. The election of Moderator will take place at 7:50 am.

ARTICLE 1: To choose a Moderator to preside at said meeting.

ARTICLE 2: To choose, by secret ballot:

- Two (2) Selectmen / Overseer of the Poor 3 Year term:
- Two (2) Budget Committee Members 3 Year term:
- One (1) RSU #57 School Board Director 3 Year term:
- One (1) RSU #57 School Board Director 1 Year term:

The Select Board hereby gives notice that the Registrar of Voters will be in session at the Lyman Town Hall the day of said meeting, June 11th, 2024, from 8:00 a.m. until the closing of the polls for the purpose of correcting the list of voters. The Polls will open at 8:00 a.m. and close at 8:00 p.m.

After the closing of the polls, the meeting will be recessed until 6:30 p.m., June 13th, 2024 at the Lyman Elementary School in said Town, at which time the remainder of the warrant will be acted upon.

General Note: As per the Town of Lyman Charter, section 2.2.2 – Warrant Articles

“.....Articles concerning appropriations shall contain the statement of fact in additions to other information contained in three (3) columns

- a. One showing the appropriation for the current fiscal year
- b. One showing the appropriation proposed by the budget committee
- c. One showing the appropriation recommended by the Board.....”

ARTICLE 3: To see if the Town will vote to authorize the Select Board to transfer available funds such as, State Funds and Excise Tax in the amount of \$900,000; Surplus in the amount of \$900,000, and any other funds which might be used to reduce the tax commitment.

Select Board’s Vote: 4-0-0

Budget Committee Vote: No Vote

ARTICLE 4 : To see if the Town will vote to appropriate from Surplus the sum of **\$7,500** to be deposited into a non-lapsing reserve account to be known as **Compactor Reserve**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 0	\$ 7,500	\$ 7,500

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 5: To see if the Town will vote to appropriate from Surplus the sum of **\$10,000** to be deposited into the existing non-lapsing reserve account known as **Town Hall Reserve**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 10,000	\$ 10,000	\$ 10,000

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 6: To see if the Town will vote to appropriate from Surplus the sum of **\$22,000** to be deposited into the existing non-lapsing reserve account known as **Revaluation Reserve**

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 18,674	\$ 22,000	\$ 22,000

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 7: To see if the Town will vote to appropriate from Surplus the sum of **\$37,500** to be deposited into a non-lapsing reserve account known as **Property Equalization Project**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 0	\$ 37,500	\$ 37,500

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 8: To see what sum the Town will vote to raise and appropriate from Taxes to be deposited into the existing non-lapsing reserve account known as **Capital Improvement**

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 15,000	\$ 15,000	\$ 0

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 9: To see if the Town will vote to appropriate from Surplus the sum of **\$5,000** to be deposited into the existing non-lapsing reserve account known as **Resident Disaster Relief**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 5,000	\$ 5,000	\$ 5,000

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 10: To see if the Town will vote to appropriate from Surplus the sum of **\$4,000** to be deposited into the existing non-lapsing reserve account known as **Fire Hydrants**

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 4,000	\$ 4,000	\$ 4,000

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 11: To see if the Town will vote to appropriate from Surplus the sum of **\$7,715** to be deposited into the existing non-lapsing reserve account known as **Employee Benefit Reserve**

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 7,715	\$ 7,715	\$ 7,715

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 12: To see if the Town will vote to appropriate from Surplus the sum of **\$1,000** to be deposited into the existing non-lapsing reserve account known as **Charter Commission Reserve**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 1,000	\$ 1,000	\$ 1,000

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 13: To see if the Town will vote to appropriate from Surplus the sum of **\$20,000** to be deposited into a non-lapsing reserve account known as **Bunganut Park**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 0	\$ 20,000	\$ 20,000

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 14: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$60,000** to be deposited into the existing non-lapsing reserve account known as **GMFR Vehicle Reserve Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 50,000	\$ 60,000	\$ 60,000

Select Board Vote: 4-0-0

Budget Committee Vote: 5-0-0

ARTICLE 15: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$16,000** to be deposited into the existing non-lapsing reserve account known as **GMFR Facility, System & Equipment Reserve Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 16,000	\$ 16,000	\$ 16,000

Select Board Vote: 4-0-0

Budget Committee Vote: 5-0-0

ARTICLE 16: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$14,000** to be deposited into the existing non-lapsing reserve account known as **GMFR Building Reserve**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 14,000	\$ 14,000	\$ 14,000

Select Board Vote: 4-0-0

Budget Committee Vote: 5-0-0

ARTICLE 17: To see if the Town will vote to appropriate from Surplus the sum of **\$785,285** and to vote to appropriate from Excise the sum of **\$60,952** and to vote to raise and appropriate from Taxes the sum of **\$126,127** for a total of **\$972,364** for **Salaries & Benefits**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$953,967	\$972,364	\$ 972,364

Select Board Vote: 4-0-0

Budget Committee Vote: 5-0-0

ARTICLE 18: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$162,935** for the **General Administration Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 136,115	\$ 162,935	\$ 162,935

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 19: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$15,517** for the **Elections Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 13,561	\$ 15,517	\$ 15,517

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 20: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$38,543** for the **General Administration – Insurance Services Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 43,978	\$ 38,543	\$ 38,543

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 21: To see if the Town will vote to raise and appropriate from Surplus the sum of **\$2,500** for the **Contingency Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$2,500	\$ 2,500	\$2,500

Select Board Vote: 3-1-0

Budget Committee Vote: 6-0-0

ARTICLE 22: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$9,328** for the **Animal Welfare Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 8,457	\$ 9,328	\$ 9,328

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 23: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$2,632** for **Health and Human Services**

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 2,131	\$ 2,632	\$ 2,632

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

Note: Includes General Assistance and a donation to Lifeflight.

ARTICLE 24: To see if the Town will vote to appropriate from Excise the sum of **\$839,048** for the **Roads Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 814,350	\$ 839,048	\$ 839,048

Select Board Vote: 4-0-0

Budget Committee Vote: 5-1-0

ARTICLE 25: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$814,105** for the **Buildings & Grounds Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 795,511	\$ 814,105	\$ 814,105

Select Board Vote: 4-0-0

Budget Committee Vote: 5-0-0

Note: Includes care & maintenance, mowing, plowing, waste services, energy, and signage.

ARTICLE 26: To see if the Town will vote to appropriate from FY 25 Revenue the sum of **\$30,000** and to raise and appropriate from Taxes the sum of **\$315,375** for a total of **\$345,375** for the **Transfer Station Account**

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 335,340	\$ 345,375	\$ 345,375

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 27: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$10,310** for the **Parks and Recreation Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 8,960	\$ 10,310	\$ 10,310

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

ARTICLE 28: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$130,650** for the **Outsourced General Administration Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 194,200	\$ 130,650	\$ 130,650

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

Note: Includes professional services, legal services, audit services, cemetery, plannings board professional services, Springvale/Sanford YMCA, & mapping services. Town Hall Expansion Next Phase has been moved to Capital Improvement.

ARTICLE 29: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$207,541** for the **Outsourced Other Account**.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 190,389	\$ 207,541	\$ 207,541

Select Board Vote: 3-0-1

Budget Committee Vote: 5-0-0

Note: Includes Library, Lyman Historical Society, and PSAP's fees.

ARTICLE 30: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$652,630** for the Town of Lyman's share of Goodwin Mills Fire Rescue Department and said sum to be paid to the Treasurer of the Goodwin Mills Fire Rescue pursuant to the Interlocal Agreement between the Town of Lyman and the Town of Dayton. Any unused amounts will be carried forward. To be effective, the Town of Dayton must also vote to appropriate its share of such costs.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 630,191	\$ 652,630	\$ 652,630

Select Board Vote: 4-0-0

Budget Committee Vote: 5-0-0

	Select Board	Budget Committee
Lyman Operating Costs (71.49%)	\$200,271	\$200,271
Lyman Personnel Costs (71.49%)	\$452,359	\$452,359

Note: Includes ambulance revenue and FY 23 surplus in the amount of \$250,000 and applied to total balance of \$1,166,874 (of which Lyman's portion is 71.18% or \$652,630).

ARTICLE 31: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$54,065** for the Town of Lyman’s share of Goodwin Mills Fire Rescue Department and said sum to be paid to the Treasurer of the Goodwin Mills Fire Rescue pursuant to the Interlocal Agreement between the Town of Lyman and the Town of Dayton. Any unused amounts will be carried forward. To be effective, the Town of Dayton must also vote to appropriate its share of such costs.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$ 0	\$ 54,065	\$ 54,065

Select Board Vote: 4-0-0

Budget Committee Vote: 5-0-0

	Select Board	Budget Committee
Lyman Operating Costs (71.18%)	\$	\$
Lyman Personnel Costs (71.18%)	\$54,065	\$54,065

Note: This article would fund an additional 60 hours per week per diem for needed coverage.

ARTICLE 32: To see if the Town will vote to raise and appropriate from Taxes the sum of **\$95,861** for Capital Improvement Purchases.

Current Year Appropriation	Select Board Recommendation	Budget Committee Recommendation
\$44,335	\$95,861	\$95,861

Select Board Vote: 4-0-0

Budget Committee Vote: 6-0-0

Note: Town Hall Expansion Next Phase was reclassified from Outsourced Other.

ARTICLE 33: To see if the Town will vote to deposit the balance of funds available on June 30, 2024 that were earmarked for Assessing Services into a non-lapsing reserve account known as **Property Equalization Project**.

Note: FY24 appropriation is \$20,000 to which \$0.00 has been spent as of April, 30, 2024

ARTICLE 34: To see if the Town will vote to close the non-lapsing reserve account known as **So. Waterboro Rd.** and to use those funds to offset the FY 2025 taxes.

ARTICLE 35: To see if the Town will vote to authorize funding at last year’s (2023/2024) level for all departments/warrants whose new appropriation is not approved by this year’s warrant vote, until such time that any new funding is authorized before the next tax commitment.

ARTICLE 36: To see if the Town will vote to take from the State of Maine Snowmobile Registration Fee Fund a sum of \$6.62 per registered snowmobile; said monies to be turned over to the Lyman Snowmobile Club for the purpose of maintaining their snowmobile trails to be open for use by the public. These funds will be released after the Town is reimbursed for the 2022-2023 registration, as determined by the State of Maine.

ARTICLE 37: To see if the Town will vote to authorize the Tax Collector to accept any prepayments of taxes not yet due or assessed. Any taxes paid above the amount finally assessed shall be repaid without interest upon request.

ARTICLE 38: To see if the Town will vote to set the interest rate to be paid by the Town on abated taxes at 3% for the fiscal year.

ARTICLE 39: To see if the Town will vote to appropriate \$55,000 from overlay to pay tax abatements and applicable interest granted during the 2025 year. Explanation: Even though 36 M.R.S.A §710 authorizes assessors to raise overlay, the municipal officers have no authority to spend the amount of overlay without an appropriation vote.

ARTICLE 40: To see if the Town will vote to set a date for taxes to become due and payable and to fix interest rate of 8% for interest charged on taxes unpaid after this or 30 days after the bills are mailed out, whichever is later.

Note:

Tax Collector Recommendation of 8% (a 1% increase from FY24)

based on increase in state Maximum (current state max is 8.50%, as of FY23 and FY24)

Tax Collector Recommendation to set dates on October 1st, 2024, and April 1st, 2025

ARTICLE 41: To see if the Town will vote to authorize the Select Board to waive foreclosure of a tax lien mortgage and pursuant to state statute if (1) the taxpayer agrees in writing to pay outstanding balance within one (1) year; and (2) no such waiver has been granted by the Town Select Board within the past three (3) years.

ARTICLE 42: To see if the Town will vote to authorize the Select Board to waive foreclosure of a tax lien mortgage pursuant to State statute on such terms as may be determined by the Select Board to be in the Town's best interest.

ARTICLE 43: To see if the Town will authorize the Select Board to sell any tax-acquired property and/or Town-owned property the Select Board deems no longer purposeful for municipal use and to issue a quit claim deed for the same. Sales to be by sealed bid, public auction or contract with a real estate broker, if to other than the owner of record at the time of foreclosure, and no Select Board member during the term of his or her office may acquire from the Town any interest in real estate acquired by the Town on account of nonpayment of taxes unless the owner of record at the time of foreclosure was the Select Board member or the son, daughter, spouse, or parent of the Select Board member. Except that the Municipal Officers shall use the special sale process required by 36 M.R.S §943-C for qualifying homestead property if they choose to sell to anyone other than the former owner(s).

ARTICLE 44: To see if the Town will vote to authorize the Selectmen to accept and expend State and Federal Grant funds received during the fiscal year.

ARTICLE 45: To see if the Town will vote to move **\$3,750.00** from the sale of the 2001 Freightliner (Engine 84) fire truck currently in the GMFR Special Liability Account know as Sale of Fire Truck to the existing non-lapsing reserve Account know as the GMFR Vehicle Reserve Account.

Select Board Vote: Budget Committee Vote: No Vote

Given under our hand at Lyman, Maine this _____ day of _____, A.D., 2024.

Ralph "Rusty" Blackington; Chair

Thomas Hatch; Vice Chair

Jessica Picard

Victoria Gavel

Amber Swett

**Summary
Budget
Comparison**
ACCOUNT

FY 2024 APPROVED BUDGET and FY 2025 PROPOSED BUDGET COMPARISON

ACCOUNT	2023/2024 BUDGET	PROPOSED 2024/2025 BUDGET	BUDGET COMMITTEE
SALARIES			
Town Manager	100,755	98,757	98,757
Finance & HR Officer	0	76,772	76,772
Treasurer	62,534	0	0
Town Clerk/Tax Collector	55,751	64,165	64,165
Admin Clerk	51,578	52,381	52,381
Admin Clerk (NEW)		28,821	28,821
Assessor	75,750	78,623	78,623
Code Enforcement Officer	65,000	69,576	69,576
Code Enforcement Assistant	27,300	30,865	30,865
Ballot Clerks	8,478	9,429	9,429
Town Meeting Moderator	340	350	350
Registrar	6,000	0	0
Planning Board	3,580	5,100	5,100
Appeals Board	373	392	392
Recreation Director	3,960	4,087	4,087
Transfer Station	123,121	131,419	131,419
Eco Maine Rep	1,000	0	0
Road Commissioner	37,905	42,667	42,667
GA Director	3,394	3,503	3,503
Animal Control Officer	7,458	7,697	7,697
Health Officer	455	1,500	1,500
Extra Time Pay	7,500	2,500	2,500
Select Board	26,015	23,515	23,515
Additional Amt Voted at Town Meeting	19,373	0	0
BENEFITS			
FICA	51,199	56,122	56,122
Health	151,887	116,085	116,085
Dental	4,414	4,414	4,414
Life No Med	120	370	370
457 B Employer Match	12,614	17,217	17,217
MPERS Employer Match	29,583	33,997	33,997
PTO Buyout	4,500	0	0
Training	9,515	8,945	8,945
Memberships & Dues	1,895	1,755	1,755
Elections Training	120	300	300
Buildings & Codes Training	0	500	500
Buildings & Codes Memberships	0	40	40
Training Trans Station	500	500	500
TOTAL SALARIES & BENEFITS	953,967	972,364	972,364
GENERAL ADMIN			

FY 2024 APPROVED BUDGET and FY 2025 PROPOSED BUDGET COMPARISON

Contract Svcs Equip - Professional Svcs	64,008	75,459	75,459
Contract Svcs Other - Memberships & Dues	7,200	7,500	7,500
Contract Svcs Other - Other	4,160	4,160	4,160
Utilities - Communications	10,464	10,470	10,470
Supplies - Supplies	9,611	11,000	11,000
Supplies - Postage	7,220	6,998	6,998
Adver, Print, Forms - Advertising	2,460	2,500	2,500
Adver, Print, Forms - Forms	8,910	8,780	8,780
Adver, Print, Forms - Town Report	2,000	2,000	2,000
Adver, Print, Forms - Tax Bills	3,105	3,600	3,600
Other - Mileage/Travel	5,366	8,700	8,700
Other - Employee Recognition	0	1,000	1,000
Bldgs & Codes Memberships & Dues	1,871	1,928	1,928
Bldgs & Codes Contract Svcs Other	600	600	600
Bldgs & Codes Supplies	600	200	200
Bldgs & Codes Postage	1,000	1,000	1,000
Bldgs & Codes Advertising	2,040	2,040	2,040
Bldgs & Codes Mileage/Travel	2,000	3,000	3,000
Bldgs & Codes Misc (ordinance review)	0	7,500	7,500
Committees Expense	3,500	4,500	4,500
GENERAL ADMIN TOTAL	136,115	162,935	162,935
ELECTIONS			
Contract Svcs Other - Other	9,339	10,662	10,662
Supplies - Supplies	1,126	500	500
Supplies - Postage	1,702	2,000	2,000
Supplies - Signs	0	200	200
Adver, Print, Forms - Advertising	980	1,200	1,200
Other - Mileage/Travel	414	955	955
ELECTIONS TOTAL	13,561	15,517	15,517
GEN ADMIN INSURANCE NON EMPLOYEE			
Contract Svcs Insurance - Insurance Prop & Cas	20,068	20,383	20,383
Contract Svcs Insurance - Insurance Workers Comp	18,790	16,511	16,511
Contract Svcs Insurance - Unemployment	5,000	1,500	1,500
Contract Svcs Insurance - Volunteer	120	150	150
GEN ADMIN INS (non employee) TOTAL	43,978	38,544	38,544
CONTINGENCY			
Contract Svcs Other - Contingency	2,500	2,500	2,500
CONTINGENCY TOTAL	2,500	2,500	2,500
ANIMAL WELFARE			
Contract Svcs Other - Animal Welfare	6,957	7,628	7,628
Other - Mileage/Travel	1,500	1,700	1,700
ANIMAL WELFARE TOTAL	8,457	9,328	9,328
HEALTH & HUMAN SERVICES			

FY 2024 APPROVED BUDGET and FY 2025 PROPOSED BUDGET COMPARISON

General Assistance			
Contract Svcs Other - Professional Svcs	1,000	1,500	1,500
Social Services			
Social Services - Misc	1,131	1,132	1,132
HEALTH & HUMAN SVC TOTAL	2,131	2,632	2,632
ROADS			
Repairs & Maint - Contracted Services	1,000	1,000	1,000
Repairs & Maint - Roads/Construction	199,000	344,000	344,000
Repairs & Maint - Roads/Resurfacing	475,000	323,548	323,548
Repairs & Maint - Roads/Repairs & Maint	139,350	170,500	170,500
ROADS TOTAL	814,350	839,048	839,048
BLDGS & GROUNDS CARE & MAINT			
Town Hall			
Contract Svcs Bldgs & Grounds - Professional Svcs	9,660	10,722	10,722
Repairs & Maint - Buildings & Grounds	3,700	4,550	4,550
Recreation			
Contract Svcs Bldgs & Grounds - Professional Svcs	950	1,300	1,300
Repairs & Maint - Buildings & Grounds	1,850	2,300	2,300
Bunganut			
Contract Svcs Bldgs & Grounds - Professional Svcs	660	660	660
Repairs & Maint - Buildings & Grounds	700	1,000	1,000
Kennebunk Pond			
Contract Svcs Bldgs & Grounds - Professional Svcs	440	190	190
Transfer Station			
Contract Svcs Bldgs & Grounds - Professional Svcs	2,620	3,132	3,132
Repairs & Maint - Buildings & Grounds	1,150	1,150	1,150
BLDGS & GROUNDS MOWING			
Roads			
Contract Svcs Bldgs & Grounds - Mowing	11,500	11,500	11,500
Town, Rec, Bunganut			
Contract Svcs Bldgs & Grounds - Mowing	50,142	51,102	51,102
BLDGS & GROUNDS PLOWING			
Town Hall			
Contract Svcs Bldgs & Grounds - Plowing & Sanding	4,640	4,640	4,640
Bunganut			
Contract Svcs Bldgs & Grounds - Plowing & Sanding	700	700	700
Kennebunk Pond			
Contract Svcs Bldgs & Grounds - Plowing & Sanding	1,200	1,200	1,200
Transfer Station			
Contract Svcs Bldgs & Grounds - Plowing & Sanding	3,000	9,000	9,000
Roads			
Contract Svcs Bldgs & Grounds - Plowing & Sanding	642,400	657,000	657,000
BLDGS & GROUNDS WASTE SERVICES			
Town Hall			

FY 2024 APPROVED BUDGET and FY 2025 PROPOSED BUDGET COMPARISON

Contract Svcs Waste - Waste Services	1,820	1,820	1,820
Recreation			
Contract Svcs Bldgs & Grounds - Waste	2,600	1,710	1,710
Contract Svcs Waste - Porta Potties	4,440	2,460	2,460
Bunganut			
Contract Svcs Bldgs & Grounds - Waste	2,940	2,380	2,380
Contract Svcs Waste - Porta Potties	3,375	4,295	4,295
Kennebunk Pond			
Contract Svcs Bldgs & Grounds - Waste	0	1,560	1,560
Contract Svcs Waste - Porta Potties	0	2,460	2,460
Roads			
Contract Svcs Bldgs & Grounds - Waste	1,200	1,200	1,200
Contract Svcs Waste - Porta Potties	340	340	340
BLDGS & GROUNDS ENERGY			
Town Hall			
Utilities - Propane	3,984	3,984	3,984
Utilities - Electricity	8,500	6,500	6,500
Recreation			
Utilities - Electricity	500	750	750
Bunganut			
Utilities - Electricity	4,500	2,500	2,500
Kennebunk Pond			
Utilities - Electricity	2,000	2,000	2,000
Transfer Station			
Utilities - Electricity	9,000	4,500	4,500
Roads			
Utilities - Electricity	8,500	6,500	6,500
BLDGS & GROUNDS SIGNAGE			
Recreation			
Supplies - Signs	500	500	500
Bunganut			
Supplies - Signs	500	500	500
Kennebunk Pond			
Supplies - Signs	0	500	500
Transfer Station			
Supplies - Signs	500	500	500
Roads			
Supplies - Signs	5,000	7,000	7,000
BLDGS & GROUNDS TOTAL	795,511	814,105	814,105
TRANSFER STATION			
Contract Svcs Waste - Prof Svcs	2,980	5,280	5,280
Contract Svcs Waste - Prof Svcs Can Rental	2,400	2,400	2,400
Contract Svcs Waste - Tipping	166,250	185,525	185,525
Contract Svcs Waste - Tipping Wood	43,750	43,875	43,875

FY 2024 APPROVED BUDGET and FY 2025 PROPOSED BUDGET COMPARISON

Contract Svcs Waste - Tipping Recycle	10,650	16,960	16,960
Contract Svcs Waste - Hauling	33,125	30,525	30,525
Contract Svcs Waste - Hauling Wood	27,125	17,550	17,550
Contract Svcs Waste - Hauling Recycle	11,100	8,775	8,775
Contract Svcs Waste - Hauling Metal	10,500	8,775	8,775
Contract Svcs Waste - Hauling Waste Oil	2,500	2,750	2,750
Repairs & Maint - Equipment	13,330	11,830	11,830
Utilities - Fuel	2,880	2,880	2,880
Utilities - Communications	4,000	3,000	3,000
Supplies - Supplies	750	200	200
Supplies - Personal Protective Gear	3,000	4,000	4,000
Other - State Fee's	500	550	550
Other - Health & Wellness	500	500	500
TRANSFER STATION TOTAL	335,340	345,375	345,375
PARKS & REC			
Recreation			
Repairs & Maint - Equipment Repairs	950	1,000	1,000
Utilities - Fuel	100		
Advert, Print, Forms - Advertising	200		
Other - Rec Programs	6,860	6,860	6,860
Other - Misc	250	250	250
Bunganut			
Utilities - Communications	600	600	600
Kennebunk Pond			
Utilities - Communications	0	1,600	1,600
PARKS & REC TOTAL	8,960	10,310	10,310
RESERVES			
Computer	10,000	0	0
Transfer Station Compactor Reserve	0	7,500	7,500
Town Hall	10,000	10,000	10,000
Revaluation	18,674	22,000	22,000
So. Waterboro Rd	50,000	0	0
Property Equalization Project	0	37,500	37,500
Capital Improve	15,000	15,000	0
Resident Disaster Relief	5,000	5,000	5,000
Bunganut Park	0	20,000	20,000
Fire Hydrants	4,000	4,000	4,000
Benefits	7,715	7,715	7,715
Charter Commission	1,000	1,000	1,000
GMFR Vehicle	60,000	60,000	60,000
GMFR Facility	16,000	16,000	16,000
GMFR Building	14,000	14,000	14,000
RESERVES TOTAL	211,389	219,715	204,715
OUTSOURCED GEN ADMIN			

FY 2024 APPROVED BUDGET and FY 2025 PROPOSED BUDGET COMPARISON

Town Hall			
Contract Svcs Prof - Professional Svcs	54,500	40,250	40,250
Contract Svcs Prof - Legal Svcs	17,000	17,000	17,000
Contract Svcs Prof - Audit Svcs	5,500	6,000	6,000
Contract Svcs Prof - Town Hall Phase 2	50,000	Moved to CIP	Moved to CIP
Cemeteries			
Contract Svcs Outsourced - Other	8,500	4,200	4,200
Planning			
Contract Svcs Prof - Professional Svcs	500	5,000	5,000
Contract Svcs Prof - Legal Svcs	17,200	17,200	17,200
Bunganut			
Contract Svcs Outsourced - Other	41,000	41,000	41,000
Outsourced Gen Admin Total	194,200	130,650	130,650
Outsourced - Other			
Library	141,270	157,291	157,291
Historical Society	5,000	5,000	5,000
PSAP Fee's	44,119	45,250	45,250
OUTSOURCED OTHER TOTAL	190,389	207,541	207,541
OUTSOURCED GMFR			
Contract Svcs Outsourced - GMFR Personnel	435,968	452,359	452,359
Contract Svcs Outsourced - GMFR Contract	194,223	200,271	200,271
OUTSOURCED GMFR TOTAL	630,191	652,630	652,630
OUTSOURCED GMFR ADDL REQUESTED HRS			
Contract Svcs Outsourced - GMFR Personnel	0	54,065	54,065
OUTSOURCED GMFR ADDL REQUESTED HRS	0	54,065	54,065
CIP			
Contract Svcs Prof - Town Hall Phase 2	FROM OUTSOURCED GEN ADMIN	50,000	50,000
Equipment - Computer Equipment	23,530	11,801	11,801
Equipment - Office Equipment	1,595	360	360
Equipment - Other Town Hall	5,410	1,000	1,000
Equipment - Other Recreation	900	3,100	3,100
Equipment - Other Bunganut	5,000	3,600	3,600
Equipment - Other Transfer Station	7,900	26,000	26,000
OTHER CIP TOTAL	44,335	95,861	95,861

TOTAL 4,385,374 4,573,120 4,558,120

Budget Detail

TOWN OF LYMAN BUDGET FOR FY 2025

AS OF: April 1, 2024

Dept: 101 - SALARIES

11 - Town Hall

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	Increase (Decrease)	Percent	2025 Budget Comm	Budg Comm Vote
10 - 101 Salaries - Town Manager	N/A	0	0	0	0	0	100,755	98,757	98,757					
Exempt - 1							98,757							
10 - 102 Salaries - Select Board Clerk	10-01-05	45,667	34,475	47,771	35,078	45,326	0	0	0					
None							0							
10 - 103 Salaries - Treasurer HR & Finance Officer	10-01-01	50,879	54,849	59,556	62,440	62,534	62,534	76,772	76,772					
Exempt - 1 Change in duties							76,772							
10 - 105 Salaries - Town Clerk/Tax Collector	10-01-02	48,651	49,604	49,382	49,641	52,023	55,751	64,165	64,165					
Exempt - 1							64,165							
10 - 106 Salaries - Admin Clerk	10-01-07	20,000	7,751	30,979	29,467	37,010	51,578	81,202	81,202					
Non - exempt - 1 @ 1950 Hrs							52,381							
Non - exempt - 1 @ 1300 Hrs							28,821							
10 - 107 Salaries - Deputy TC/TC	10-01-03	6,625	6,336	6,720	2,960	7,095	1,911	0	0					
None														
10 - 115 Salaries - Assessor	10-01-04	43,298	9,082	71,418	58,993	71,712	75,750	78,623	78,623					
Exempt - 1							78,623							
13 - Elections														
10 - 181 Salaries - Town Clerk	10-01-10	48,651	48,578	49,381	49,381	56,850	0	0	0					
None														
10 - 182 Salaries - Ballot Clerks	10-01-16	6,000	5,650	4,504	3,422	6,529	8,478	9,429	9,429					
process absentee day before election, town, meeting training (include minimum increase) @ Minimum Wage							9,429							
10 - 183 Salaries - Town Meeting Moderator	10-01-21	319	319	324	324	340	340	350	350					
Exempt - 1							350							
10 - 184 Salaries - Registrar	10-01-22	3,200	3,200	3,248	3,248	3,410	6,000	0	0					
None							0							
17 - Buildings and Codes														
10 - 141 Salaries - Buildings and Codes Officer		68,760	69,996	69,788	80,086	63,330	65,000	69,576	69,576					
Exempt - 1 (MOVED FROM 10)							69,576							
10 - 142 Salaries - Buildings and Codes Assistant		0	0	27,300	9,764	27,300	27,300	30,865	30,865					

TOWN OF LYMAN
BUDGET FOR FY 2025

2025
Budget Comm

Percent

Increase
(Decrease)

Board Vote

2025
Board

2025
Requested

2024
Budget

2023
Actual

2023
Budget

2022
Actual

2022
Budget

2021
Actual

2021
Budget

Prior Acct Number

10 - 146	10-01-11	5,094	5,469	5,170	1,511	0	0	0	0	0	0	30,865	0	0
Salaries - Planning Board Clerk														
10 - 147	10-01-12	1,656	3,210	3,057	2,275	3,316	5,399	3,580	5,100	5,100	5,100	5,100	5,100	5,100
Salaries - Planning Board														
18 - Appeals Board	10-01-13	388	61	400	24	450	84	373	392	392	392	392	392	392
Salaries - Appeals Board														
21 - Recreation	10-01-23	3,715	3,715	3,771	3,771	3,960	3,960	3,960	4,087	4,087	4,087	4,087	4,087	4,087
Salaries - Recreation Director														
31 - Transfer Station	10-01-19	49,639	51,727	75,153	62,260	91,745	90,636	123,121	131,419	131,419	131,419	131,419	131,419	131,419
Salaries - Transfer Station														
10 - 132	10-01-24	936	0	950	0	998	0	1,000	0	0	0	0	0	0
Salaries - Eco Maine Rep														
51 - Roads	10-01-08	0	0	36,100	36,100	37,905	37,908	37,905	42,667	42,667	42,667	42,667	42,667	42,667
Salaries - Road Commissioner														
71 - GA	10-01-06	3,184	3,184	3,232	3,232	3,394	3,394	3,394	3,503	3,503	3,503	3,503	3,503	3,503
Salaries - GA Director														
72 - ACO	10-36-02	6,998	6,998	7,103	7,103	7,458	7,458	7,458	7,697	7,697	7,697	7,697	7,697	7,697
Salaries - Animal Control Officer														
99 - Not Sp	10-01-17	425	425	431	431	452	264	455	1,500	1,500	1,500	1,500	1,500	1,500
Salaries - Health Officer														
10 - 191	10-01-59	4,700	1,205	4,700	1,107	4,700	908	7,500	2,500	2,500	2,500	2,500	2,500	2,500
Salaries - Extra Time Pay														
10 - 199	10-01-54	24,410	24,940	24,778	24,778	26,015	26,015	26,015	23,515	23,515	23,515	23,515	23,515	23,515
Salaries - Select Board														

TOWN OF LYMAN
BUDGET FOR FY 2025

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	Increase (Decrease)	Percent	2025 Budget Comm	Budg Comm Vote
Chair @ (currently \$5,655)														
Selectman @ (currently \$5,090)														
Selectman @ (currently \$5,090)														
Selectman @ (currently \$5,090)														
Selectman @ (currently \$5,090)														

ADDITIONAL VOTED AT TOWN MEETING

Dept: 101 - SALARIES	TOTAL	585,216	527,398	650,096	594,932	687,620	732,119	732,119	732,119	44,499	6.84%	(see benefits)
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Dept: 102 - BENEFITS	99 - Not Specified	20 - 201	99 - Not Specified	20 - 210	20 - 211	20 - 214	20 - 230	20 - 231	20 - 250	11 - Town Hall	20 - 280
Benefits - FICA	10-01-90	35,126	29,408	44,089	40,405	49,766	47,389	51,199	56,122	56,122	56,122
7.65 % of total salaries									56,122		
Benefits - Health	10-05-03	135,000	99,891	149,500	133,730	193,795	149,623	151,887	116,085	116,085	116,085
Calendar Year amounts. First six months we know the cost the last six months are cost plus 10%.									116,085		
Benefits - Dental	10-05-01	3,500	2,558	3,750	3,590	5,518	4,642	4,414	4,414	4,414	4,414
Calendar Year amounts. First six months we know the cost the last six months are cost plus 10%.									4,414		
Benefits - Life no Med	N/A	0	0	0	0	0	107	120	370	370	370
Personnel Policy states Life Insurance up to 1X salary. For those that take the Health it is part of the package. This is for those who don't									370		
Benefits - 457 B Employer Match	10-01-63	12,000	4,589	15,028	10,606	18,120	12,362	12,614	17,217	17,217	17,217
The Personnel Policy allows for a 6% match.									17,217		
Benefits - MPERS Employer Match	10-01-64	0	6,244	24,043	16,072	26,958	17,929	29,583	33,997	33,997	33,997
Match per agreement with MPERS									33,997		
Benefits - PTO Buyout	10-01-62	4,500	0	4,500	0	4,500	0	4,500	0	0	0
									0		
Benefits - Training	10-10-11	2,340	555	2,000	1,365	4,070	2,743	9,015	8,945	8,945	8,945
MMA annual conference (Tax Collector Request \$120, Admin Clerk \$120)									240		
Tax Collector Classes (4) @ \$55									220		
Admin Assist Classes (4) @ \$55									220		
Treasurer Classes (4) @ \$55									240		
Clerk Classes - (4) @ \$55									220		
MITCOA Annual Networking Day									60		
MMA Training Board of Selectmen (25 Classes, 5 each, 5 Select members) @ \$55									1,375		
MMA Training Zoning Board of Appeals (4 Classes)									240		
Assessing Training/Classes									4,000		
Assessing Property Tax School									200		
Code Enforcement Training (and assistant) MOVED TO 17									600		
Other (i.e. Committees) 10 classes									1,000		
Town Manager classes/meetings									80		
ACO MACA Training									80		
GA Requested									250		

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Budget Comm
Percent
Increase (Decrease)
Board Vote

2025 Board

2025 Requested

2024 Budget

2023 Actual

2023 Budget

2022 Actual

2022 Budget

2021 Actual

2021 Budget

Prior Acct Number

2024 budget

MVA annual conference (Tax Collector Request \$120, Admin Clerk \$120, Town Clerk \$120)	360
Tax Collector Classes (4) @ \$55 and 1 vital records class	280
Admin Asses Classes (4) @ \$55 and 1 vital records class	280
Treasurer Classes (4) @ \$55	220
Elections Conference - (1 2 days) 2 nights stay (MOVED TO 10-2-13-20-280)	120
Clerk Classes - (2) @ \$60	120
MTCCA Annual Networking Day	60
MVA Training Board of Selectmen (25 Classes, 5 each, 5 select members) @ \$55	1,375
MVA Training Zoning Board of Appeals (4 Classes)	220
Assessing Training/Classes	4,000
Assessing Property Tax School	250
Code Enforcement Training (and assistant)	500
Other (i.e. Committee's) 10 classes	500
SelectBoard Clerk 4 classes @ \$55	220
Town Manager classes/meetings	1,000
ACO	80

20 - 290 Benefits - Memberships & Dues 10-10-12 400 362 370 785 645 700 1,855

1,755

1,755

MTCCA - Maine Town & City Clerks Assoc. \$30 (Bellerose, Thompson, Gagne)	90
MBOJA - Maine Building Officials and Inspectors 1 @ \$40 (Charland) MOVED TO 17	50
MBAO - Maine International Association of Assessing Officers 1 @ \$50	50
MMAO - Maine Association of Assessing Officers 1 @ \$50	70
MIGHRA - Maine Local Government Human Resources Association 2 @ \$35 (Lemay & Gagne)	45
MGFOA - Maine Government Finance Officers Association 1 @ \$45 (Lemay)	120
MMTCA - Maine Municipal Tax Collectors and Treasurers Association \$30 (Bellerose, Gagne, Lemay, Thompson)	45
YCTCCA - York County Town and City Clerks Association 1 @ \$15 (Bellerose, Gagne, Thompson)	235
IADO - Internal Association of Assessing Officers 1 @ \$235 (Gonska)	0
MFTA - Maine Better Transportation Assoc 1 @ \$75 (Nikel)	15
CMMAO - Central Maine Association of Assessing Officers	1,000
Town Manager	35
MACA - Holland	
Was Previously under Gen Admin Operating separated from Town Dues	

2024 budget

MTCCA - Maine Town & City Clerks Assoc. \$30 (Bellerose, Weiss, Hutchins, Gagne, Harrison)	150
MBOJA - Maine Building Officials and Inspectors 1 @ \$40 (Charland)	40
MBAO - Maine International Association of Assessing Officers 1 @ \$50	50
MMAO - Maine Association of Assessing Officers 1 @ \$50	50
MIGHRA - Maine Local Government Human Resources Association 2 @ \$30 (Lemay & Gagne)	60
MGFOA - Maine Government Finance Officers Association 1 @ \$45 (Lemay)	45
MMTCA - Maine Municipal Tax Collectors and Treasurers Association \$30 (Bellerose, Weiss, Lemay, Hutchins)	120
YCTCCA - York County Town and City Clerks Association 1 @ \$15 (Weiss)	15
IADO - Internal Association of Assessing Officers 1 @ \$235 (Gonska)	235
MFTA - Maine Better Transportation Assoc 1 @ \$75 (Nikel)	75
CMMAO - Central Maine Association of Assessing Officers	20
Town Manager	1,000
MACA - Higgins	35
Was Previously under Gen Admin Operating separated from Town Dues	

13 - Elections Training
20 - 280 Benefits - Training NEW

300

300

120

Elections Conference (2 people)	300

17 - Buildings and Codes
20 - 280 Benefits - Training

500

500

500

Code Enforcement Training (and assistant) MOVED FROM 10

500

TOWN OF LYMAN
BUDGET FOR FY 2025

20 - 290 Benefits - Memberships & Dues

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	Percent	Increase (Decrease)	Budget Comm	Budget Comm	Budget Comm	Budget Comm	
NEW	0	0	0	0	0	0	40	40	40								
MBOJA - Maine Building Officials and Inspectors. 1 @ \$40 (Charland) MOVED FROM 10																	
31 - Transfer Station																	
20 - 280 Benefits - Training	50-25-34	0	0	500	0	500	500	500	500								
								500	500								

Dept: 102 - BENEFITS TOTAL 243,780 206,554 303,871 235,494 266,347 240,245 240,245 972,364 Vicky - Tom 4-0-0 (26,102) -8.59% 972,364 Dave - Ken 5-0-0

Dept: 110 - GENERAL ADMIN

11 - Town Hall

32 - 310 Contract Svcs Equip - Professional Svcs

75,459 75,459

10-10-02	25,500	36,937	49,500	28,425												
10-10-04	650	786	1,865	910												
10-35-32	0	0	0	34,090												
10-35-31	0	0	0	656												
Total	26,150	37,723	51,365	64,081	65,956	54,471	64,008									

Trio (EST)	23,601
TBD : Monthly Services 22 Laptops/Desktops, 2 servers, 10 network devices, monitoring, updates, antivirus	33,360
TBD: Remote access	450
TBD : Web Hosting	750
TBD: Server Cloud Backup Service (Trio & NAS Servers)	2,600
Gov.Gov (domain name)	550
Virtual Meeting Software	300
Office 365 (23 Licenses) \$493 @ 6 months \$525 @ 6 months	6,108
Adobe Pro (2 licenses) EST	750
Mail Chimp package (\$65 per month)	780
You Tube Premium	350
Moving items between TH and storage	600
COPIER	
BW Base contract	1,863
BW Cost per Copy	200
Color Base Contract	882
Color Cost per Copy - Annual	270
PRINTER	
Base contract	900
Cost per Copy - Annual	70
KYOCERA (moved from 10-10-24)	
Base contract @ 15,000 copies	680
Cost per Copy (contractual with Kyocera) @ .02500 @ 20,000	395

2024 budget

Trio (EST)	21,900
TBD : Monthly Services 23 Laptops/Desktops, 2 servers, 6 network devices, monitoring, updates, antivirus	25,000
TBD: Remote access	350
TBD : Web Hosting	700
TBD: Server Cloud Backup Service (Trio & NAS Servers)	2,600
Gov.Gov (domain name)	550
Virtual Meeting Software	300
Office 365 (23 Licenses) \$493 @ 6 months \$525 @ 6 months	6,108
Adobe Pro (2 Licenses) EST	720
Mail Chimp package (\$60 per month)	720
You Tube Premium	300
COPIER	
BW Base contract	1,863
BW Cost per Copy	200
Color Base Contract	882
Color Cost per Copy - Annual	270
PRINTER	
Base contract	900
Cost per Copy - Annual	70
KYOCERA (moved from 10-10-24)	
Base contract @ 15,000 copies	575
Cost per Copy (contractual with Kyocera) @ .02500 @ 20,000	500

39 - 315 Contract Svcs Other - Memberships & Dues

7,500 7,500

10-10-12	8,234	7,413	8,264	7,656	8,517	8,141	7,200									
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TOWN OF LYMAN
BUDGET FOR FY 2025

Prior Acct Number 2021 Budget 2021 Actual 2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Requested 2025 Board Board Vote Increase (Decrease) Percent Budget Comm Budget Comm Vote

Southern Maine Planning														
Maine Municipal Association														

2024 budget

Southern Maine Planning														
Maine Municipal Association														

39 - 399 Contract Svcs Other - Other 10-10-22 6,000 3,661 6,000 2,664 6,642 4,000 4,160 4,160 0% 0% 0%

Liens, Lien Release. (@\$19 per) (Tax Clerk Request) 70 @ \$38														
Planning Board Findings (CEO Requested) MOVE TO 17														
Storage Unit Rent (125 per month)														

2024 budget

Liens, Lien Release. (@\$19 per) (Tax Clerk Request) 70 @ \$38														
Planning Board Findings (CEO Requested)														
Storage Unit Rent														

50 - 580 Utilities - Communications 10-10-25 6,500 6,429 10,600 7,349 7,750 7,603 10,464 10,470 0% 0% 0%

GWI Office Phones & Internet w/ 200 mb internet (\$650 per estimated current \$608 7%) plus added a fax line														
Verizon: 5 Cell phones (\$200 plus 7%) plus gig increase														

2024 budget

GWI Office Phones & Internet w/ 200 mb internet (\$650 per estimated current \$608 7%) plus added a fax line														
Verizon: 4 Cell phones (1 new transfer station) +2 mobile devices with connection (\$153 plus new \$40 plus 7%) plus gig increase														

60 - 610 Supplies - Supplies 10-10-01 4,000 3,933 5,000 6,013 9,383 9,803 9,611 11,000 0% 0% 0%

et. al. like below														
Printer Cartridges														
Receipt Paper Rolls														
Calculator Paper Rolls														
Paper														
Pens														
Pencils														
Folders														
Highlighters														
Envelopes														
Toilet Paper														
Paper Towels														
Hand Soap														
Cleanser														
Code Books MOVE TO 17														
H2O														
Assessing Requested (books reference materials etc.)														
Town Clerk/Tax Clerk Requested														
Codes Requested MOVE TO 17														

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Budget Comm
Percent
Increase (Decrease)
Board Vote
2025 Board

2025 Requested
2024 Budget
2023 Actual
2022 Budget
2022 Actual
2021 Budget
2021 Actual

Prior Acct Number
10-10-15

Codes Request	2023 Budget	2023 Actual	2022 Budget	2022 Actual	2021 Budget	2021 Actual
Tax Clerk Request	2,040	0	0	0	0	0
Town Clerk Requested (absentee), nomination 12 ads x \$70) MOVED TO ELECTIONS	0	0	0	0	0	0
Town Clerk Requested Unlicensed Dogs	0	0	0	0	0	0

80 - 830 Adver, Print, Forms - Forms

8,780

8,910

5,467

9,700

3,895

4,000

3,022

5,000

10-10-15

Purchase Orders	700
Checks	0
1099's, W2's	180
Misc	1,500
Book Binding for Vital Statistics	5,500
Dog License postcards	100
Misc. Electrical application forms & Building permit placards MOVE TO 17	
Transfer Station Stickers	800

2024 budget

Purchase Orders	0
Checks	600
1099's, W2's	365
Misc	1,500
Book Binding for Vital Statistics	5,460
Dog License postcards	85
Misc. Electrical application forms & Building permit placards	200
Transfer Station Stickers	900

80 - 850 Adver, Print, Forms - Town Report

2,000

2,000

3,209

6,000

4,380

5,500

5,087

5,000

10-10-09

Town Report (approx 250)	2,000
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80 - 860 Adver, Print, Forms - Tax Bills

3,600

3,105

2,455

3,100

2,356

3,030

889

1,300

10-10-28

Tax Bills	900
Tax Bill Insert	0
Tax Bill Postage (FY 24 was \$1,610)	1,800
Postage for 2nd Installment Reminders	700
Printing of 2nd Installment	200

2024 budget

Tax Bills	550
Tax Bill Insert	475
Tax Bill Postage	1,400
Postage for 2nd Installment Reminders	480
Printing of 2nd Installment	200

90 - 910 Other - Mileage/Travel

8,700

5,366

7,154

4,888

3,095

3,000

2,416

4,200

10-10-23

At Federal Rate (1/1/24 .67)	
CEO MOVE TO 17	
Town Manager	700
Tax Clerk requested (based on 8 classes in Augusta including Admin Clerk)	875
Treasurer	1,600
Assessing requested - post covid - in person classes, workshops, meetings, etc increasing (includes lodging for property school)	3,700
Town Clerk Requested (classes in Augusta, Waterville, Bangor, Postng & Post office 1155 X 625) plus tolls	825
Town Clerk Requested Meal reimbursement 3 @ \$35	100
MTCA Annual Networking Day lodging	150
Registrar Posting	0
Health Officer	600
GA	150

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Board
2025 Requested
Percent
Increase (Decrease)
Budget Comm
Board Vote
Budge Comm Vote

2024 budget	Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote
At Federal Rate CEO						2,000					
Tax Clerk requested (based on 8 classes in Augusta including Adm Clerk)						850					
Treasurer						1,560					
Assessing requested - post covid - in person classes, workshops, meetings, etc increasing (includes lodging for property school)						1,850					
Town Clerk Requested (classes in Augusta, Waterville, Bangor, Post office 1155 X .625) plus tolls						791					
Town Clerk Requested Meal reimbursement 3 @ \$35						105					
MTECA Annual Networking Day lodging						120					
Registrar Posting						25					
Health Officer						65					
90 - 915 Other - Employee Recognition	NEW	0	0	0	0	0	0	0	1,000	1,000	
Per Town Charter 4.3.1 (f)											
17 - Buildings and Codes											
39 - 315 Contract Svcs Other - Memberships & Dues	NEW	0	0	0	0	0	0	1,871	1,928	1,928	
Southern Maine Planning (added \$5,000 to outsourced for Southern Maine Planning for ORC & Comp Plan)											
39 - 399 Contract Svcs Other - Other	NEW	0	0	0	0	0	0	600	600	600	
Planning Board Findings (CEO Requested)											
60 - 610 Supplies - Supplies	NEW	0	0	0	0	0	0	600	200	200	
Code Books											
Codes Requested											
60 - 650 Supplies - Postage	NEW	0	0	0	0	0	0	1,000	1,000	1,000	
Planning Board Notices (Code Requested) special postage											
80 - 810 Adver, Print, Forms - Advertising	NEW	0	0	0	0	0	0	2,040	2,040	2,040	
Codes Request											
90 - 910 Other - Mileage/Travel	NEW	0	0	0	0	0	0	2,000	3,000	3,000	
At Federal Rate (11/1/24 .67)											
CEO											
90 - 999 Misc - Misc									7,500	7,500	
Ordinance Review (increase for need) Moved from 19)											
19 - Committees											
90 - 999 Misc - Misc								3,500	4,500	4,500	
Items needed for several committees (i.e. advertising, other services etc)											
Ordinance Review (increase for need) Moved to 17)											
I/T Committee											
Buildings and Grounds											
Conservation											
Comprehensive Plan (increase for need)											
ETC as per Town Charter											

TOWN OF LYMAN
BUDGET FOR FY 2025

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Budget	2025 Requested	2025 Board	Board Vote	Percent	Increase (Decrease)	Budget Comm	Budget Comm	Budg Comm Vote
Dept: 110 - GENERAL ADMIN TOTAL																
			107,959	110,940	135,436	113,794	136,115	162,935	162,935	162,935	162,935	19.80%	26,820	162,935	162,935	6-0-0
Dept: 115 - ELECTIONS																
13 - Elections																
39 - 399	Contract Svcs Other - Other	10-10-07	7,750	8,391	7,825	3,779	12,147	5,563	9,339	10,662	10,662					

Memory Sticks, programming and rental																
Accessible Voting / Electronic Ballot	4	Elections														
Lease additional machine																
Dymo Labels (MOVED TO 110-13-60-610)																
Signs (MOVED TO 110-13-60-670)																
Ballots 3 elections 9,000 ballots 2500 X 3 election	1500	X 1 election														
Changing Venues Dave Riley bring voting equipment back and forth	4	elections \$400														
Meals (MOVED TO 110-13-60-610)																
U-Haul \$150 X 4 elections																
email address for electronic ballots for 4 elections.																
Parking Attendants: 2 people 12 hours (possible with presidential)																
Sheriffs for elections held at school (nov & June)																

2024 budget																
Memory Sticks, programming and rental																
Accessible Voting / Electronic Ballot	4	Elections														
Lease additional machine																
Dymo Labels (MOVED TO 110-13-60-610)																
Signs (MOVED TO 110-13-60-670)																
Ballots 3 elections 9,000 ballots 2500 X 3 election	1500	X 1 election														
Changing Venues Dave Riley bring voting equipment back and forth	4	elections \$400														
Meals (MOVED TO 110-13-60-610)																
U-Haul \$150 X 4 elections																
email address for electronic ballots for 4 elections.																
Parking Attendants: 2 people 12 hours																

60 - 610	Supplies - Supplies	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Misc. Supplies for elections															
60 - 650	Supplies Postage	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Absentee Ballots															
	Memory Sticks (elections)															
	Ballots from Printer															
60 - 670	Supplies Signs	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Signs															
80 - 810	Adver, Print, Forms - Advertising	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Town Clerk Requested (absentees, nomination)															
90 - 910	Other - Mileage/Travel	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Elections Conference 2 night hotel (2 people)															
	Elections Conference Meals 4x \$35															
	Elections Conference (166 miles)															

60 - 610	Supplies - Supplies	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Misc. Supplies for elections															
60 - 650	Supplies Postage	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Absentee Ballots															
	Memory Sticks (elections)															
	Ballots from Printer															
60 - 670	Supplies Signs	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Signs															
80 - 810	Adver, Print, Forms - Advertising	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Town Clerk Requested (absentees, nomination)															
90 - 910	Other - Mileage/Travel	NEW	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Elections Conference 2 night hotel (2 people)															
	Elections Conference Meals 4x \$35															
	Elections Conference (166 miles)															

Dept: 115 - ELECTIONS TOTAL																
			7,825	3,779	12,147	5,563	13,561	15,517	15,517	15,517	15,517	16.10%	1,956	15,517	15,517	Amber-Vicky 4-0-0
Dept: 117 - GENERAL ADMIN INSURANCE SERVICES (non employee)																
99 - Not Specified	Contract Svcs Insurance - Insurance Prop & Cas	10-65-02	15,500	15,131	16,585	15,451	18,244	14,931	20,068	20,383	20,383					
38 - 325																

TOWN OF LYMAN
BUDGET FOR FY 2025

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	Increase (Decrease)	Percent	2025 Budget Comm	Budg Comm Vote
Shelter: \$1.46 per capita @ 4525 Clinic						6,607 350								
90 - 910 Other - Mileage/Travel	2,000	956	2,000	361	2,000	1,051	1,500	1,700	1,700	9,328 Vicky-Tom 4-0-0	871	9.73%	9,328 Karen - Dave 6-0-0	6-0-0
At Federal Rate							1,700	1,700						
Dept: 125 - ANIMAL WELFARE TOTAL	8,389	6,524	8,957	7,590	8,457	9,328	9,328	9,328	9,328	9,328 Vicky-Tom 4-0-0	871	9.73%	9,328 Karen - Dave 6-0-0	6-0-0
71 - GA														
39 - 310 Contract Svcs Other - Professional Svcs	2,500	570	2,500	328	1,000	308	1,000	1,000	1,000	1,500 Vicky-Tom 4-0-0	1,500		Dave - Ken 6-0-0	6-0-0
60 - 610 Supplies - Supplies								1,000						
GA Requested (ream of paper, ink, stamps)							150	150	150					
90 - 910 Other - Mileage/Travel								350	350					
Classes							350	350	350					
Dept: 129 - HEALTH & HUMAN SVC SOCIAL SERVICES														
75 - Social Services														
91 - 999 Social Services - Misc	0	0	1,086	1,086	1,086	1,086	1,131	1,132	1,132	1,132 Amber-Vicky 4-0-0	1,132		Dave - Ken 6-0-0	6-0-0
LifeFlight							1,132	1,132	1,132					
2024 budget														
LifeFlight							1,131							
Dept: 128 & 129 - HEALTH & HUMAN SVC TOTAL	3,586	1,414	2,086	1,394	2,131	1,394	2,632	2,632	2,632	2,632	501	24.02%		
51 - Roads														
37 - 310 Repairs & Maint - Sign Installation	0	0	0	0	0	0	1,000	1,000	1,000					
NEW														
Sign Installation							1,000	1,000	1,000					
40 - 481 Repairs & Maint - Roads/Construction	307,096	302,546	251,000	138,480	160,500	161,152	195,000	344,000	344,000					
Pools Rd 1700'								84,000						
Poor Farm Rd 6200'								260,000						
2024 budget														
Grasshopper Ln							67,000							
Williams Rd reclaim							75,000							
Day Rd reclaim 450'							12,000							
Deer Hill reclaim 3600'							46,000							
40 - 482 Repairs & Maint - Roads/Resurfacing	200,000	198,841	316,500	229,234	391,000	357,832	475,000	323,548	323,548					
40-15-02														
Williams Rd 4000'							80,000							
Walker Rd 2000'							82,000							

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Requested 2025 Board Increase (Decrease) Percent Budget Comm

Board Vote

Budg Comm Vote

2025 Board

2024 Budget

2023 Actual

2023 Budget

2022 Actual

2022 Budget

2021 Budget

2021 Actual

Prior Acct Number

Fry's Bridge	60,000										
Deer Hill	40,000										
New Rd. 1000'	20,000										
Church St. 1956	41,548										

2024 budget

Grasshopper Ln											
John St											70,000
Day Rd											75,000
West Rd											90,000
Williams Rd											95,000
Deer Hill											96,000
											45,000

40 - 483 Repairs & Maint - Roads/Repairs & Maint

40-15-03	100,000	97,527	168,100	117,800	183,850	188,948	139,350	170,500	170,500
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Striping Crosswalks (includes transfer station, town hall & library)											
Striping											4,500
Sweeping											23,000
Cold Patch											15,000
Culverts & Ditching											4,000
Brush Cutting/Tree Trimming											27,000
Tree Removal											15,000
General Maintenance											40,000
											42,000

2024 budget

Shore Rd. Assoc											
Striping Crosswalks (includes transfer station, town hall & library)											250
Striping											4,200
Sweeping											21,000
Cold Patch											13,000
Culverts & Ditching											4,000
Brush Cutting											25,000
Tree Removal											10,000
General Maintenance											20,000
											41,900

50 - 580 Utilities - Communications

N/A	0	0	0	0	250	0	0	0	0
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Dept: 131 - ROADS TOTAL

839,048	839,048	839,048	814,350	707,932	735,600	485,514	735,600	814,350	839,048	839,048	839,048
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Dept: 141 - BLDGS & GROUNDS CARE & MAINT

24,698	24,698	24,698	24,698	24,698	24,698	24,698	24,698	24,698	24,698	24,698	24,698
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11 - Town Hall

31 - 310 Contract Svcs Bldgs & Grounds - Professional Svcs

10-10-06	5,000	4,977	7,650	6,212							
10-10-21	800	832	792	832							
10-10-27	995	492	550	523							
Total	6,795	6,301	8,992	10,710	10,693	9,660					

Security System											942
Rugs : Winter vacuuming addtl 1 X per week \$60 @ Dec - Apr (21 weeks)											1,260
Cleaning Services General (\$125 @ 52)											6,500
Deep Clean 1x a year											700
Rugs (2 x a year) @ \$350											700
Fire Extinguishers Inspection											120
Windows service 2x a year											500

2024 budget

Security System : Annual contract \$492 parts, service etc extra											600
Rugs : Twice a month at \$35.00											840
Cleaning Services General (\$475 @ 12)											5,700
Deep Clean 2x a year											1,200
Rugs (2 x a year)											700
Additional items above (see @ 47.50/mo from work)											n

TOWN OF LYMAN
BUDGET FOR FY 2025

Board Vote 2025 Requested 2025 Board Increase (Decrease) Percent Budget Comm 2025 Budget Comm Board Vote

Board Vote

2025 Board

2025 Requested

2024 Budget

2023 Actual

2023 Budget

2022 Actual

2022 Budget

2021 Actual

2021 Budget

Prior Acct Number

40 - 410

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Increase (Decrease)	Percent	Budget Comm	2025 Budget Comm	Board Vote
Fire Extinguishers Inspection						120								
Windows service 2x a year						500								
Misc Repairs (moved to 40-410)														
Repairs & Maint - Buildings & Grounds														
10-10-16	850	30	1,200	1,660										
10-60-02	8,000	4,411	8,000	7,214										
Total	8,850	4,441	9,200	7,214	9,425	6,929	3,700	4,550	4,550					

Haley's for HVAC (FY 24 \$1,200)														
Rod's Electric (Generator)														
Pest Services														
Fire Extinguishers replacements or recharge														
Misc. Repairs (broken toilet etc)														
Striping the Parking Lot														

2024 budget

Haley's for HVAC (FY 23 \$1,200)	1,500													
Rod's Electric (Generator)	200													
Pest Services	350													
Fire Extinguishers replacements or recharge	150													
Misc. Repairs (broken toilet etc)	1,500													
Striping the Parking Lot	850													

2024 budget

Haley's for HVAC (FY 23 \$1,200)	1,500													
Rod's Electric (Generator)	200													
Pest Services	350													
Fire Extinguishers replacements or recharge	150													
Misc. Repairs (broken toilet etc)	1,500													

2024 budget

Pest Control (adding playground)	600													
Misc. Repairs	700													

2024 budget

Pest Control (adding playground)	600													
Loading and Unloading of Gate (\$10 per day)	0													
Bacteria Analysis (2X) @ \$30	90													
Misc Repairs	700													

2024 budget

Bark Mulch (adding boat gym)	1,000													
Paint	100													
Misc. Items	200													
Sod and Soil	1,000													

2024 budget

Bark Mulch	550													
Paint	100													
Misc. Items	200													
Sod and Soil	1,000													

2024 budget

Pest Control	600													
Bacteria Analysis (2X) @ \$30	60													

2024 budget

Pest Control	600													
Bacteria Analysis (2X) @ \$30	60													

2024 budget

Repairs & Maint - Buildings & Grounds	0													
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21 - Recreation

31 - 310

Contract Svcs Bldgs & Grounds - Professional Svcs

80-30-06

0

1,500

580

4,250

794

1,300

1,300

950

600

700

40 - 410

Repairs & Maint - Buildings & Grounds

80-32-17

2,500

2,670

2,500

2,605

3,950

3,838

2,300

2,300

1,850

1,000

100

200

1,000

22 - Bunganut

31 - 310

Contract Svcs Bldgs & Grounds - Professional Svcs

80-30-13

600

479

550

600

2,670

660

660

660

600

60

40 - 410

Repairs & Maint - Buildings & Grounds

80-30-13

600

479

550

600

2,670

660

660

660

600

60

TOWN OF LYMAN
BUDGET FOR FY 2025

Increase (Decrease) Percent Budget Comm Board Vote

2025 Budget Comm

Board Vote

2025 Board

2025 Requested

2024 Budget

2023 Actual

2023 Budget

2022 Actual

2022 Budget

2021 Actual

2021 Budget

Prior Acct Number

23 - Kennebunk Pond

31 - 310 Contract Svcs Bldgs & Grounds - Professional Svcs

80-30-06	0	0	0	0	0	0	0	0	0	440	1,000	190	190	
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Misc. Repairs (including paint new picnic tables)											1,000	190	190	
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Bacteria Analysis (3X) @ \$30

											90			
--	--	--	--	--	--	--	--	--	--	--	----	--	--	--

Misc. Repairs

											100			
--	--	--	--	--	--	--	--	--	--	--	-----	--	--	--

Bacteria Analysis (3X) @ \$30											90			
Misc. Repairs											350			

31 - Transfer Station

31 - 310 Contract Svcs Bldgs & Grounds - Professional Svcs

N/A	0	0	0	0	1,500	0	0	0	0	2,620	3,132	3,132	3,132	
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Pest Control											3,000			
Fire Extinguishers Inspection											132			

2024 budget

Pest Control											2,500			
Fire Extinguishers Inspection											120			

40 - 410

Repairs & Maint - Buildings & Grounds

50-25-08	1,000	1,460	1,690	500	316	1,150	1,150	1,150	1,150	1,150	1,000	150	1,150	
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Misc. Repairs											1,000	150	1,150	
Fire Extinguishers replacements or recharge														

2024 budget

Misc. Repairs											1,000	150	1,150	
Fire Extinguishers replacements or recharge														

Dept: 142 - BLDGS & GROUNDS MOWING

11 - Town Hall

31 - 370 Contract Svcs Bldgs & Grounds - Mowing

10-60-01	4,500	4,292	4,292	5,850	0	0	0	0	0	0	0	0	0	
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Moved TO 142-90-31-370														
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21 - Recreation

31 - 370 Contract Svcs Bldgs & Grounds - Mowing

N/A	5,376	4,863	4,863	6,989	0	0	0	0	0	0	0	0	0	
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Moved TO 142-90-31-370														
Chaubourne Field - Clean up Fall														
Chaubourne Field - Clean up Spring														
Chaubourne Field - Fertilize Playground 3X (1x with grub control)														
Chaubourne Field - Soil Test														
Chaubourne Field - Mow Playground 12 times														
Chaubourne Field - Mow field & parking area 12x														
Chaubourne Field - aerate playground area														

22 - Bunganut

31 - 370 Contract Svcs Bldgs & Grounds - Mowing

85-85-85	20,500	21,689	22,683	27,220	19,457	0	0	0	0	0	0	0	0	
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Moved TO 142-90-31-370														
Turning off water in Fall and turning on in Spring Bunganut (moved from 80-30-06)														
Bunganut Ballfield - Mowing Inside 36 mowings														
Bunganut Ballfield - Mow banking & lot 26 times														
Bunganut Ballfield - Mowing Outside fence to roadway														
Bunganut Ballfield - Mowing Outside Spectator Lawn														
Bunganut Ballfield - Fertilizer 5x (one time with grub control)														

TOWN OF LYMAN
BUDGET FOR FY 2025

2025
Requested

2025
Board

2024
Budget

2023
Actual

2023
Budget

2022
Actual

2022
Budget

2021
Actual

2021
Budget

Prior Acct Number

2025
Budget Comm

Percent

Increase
(Decrease)

Board Vote

Budg Comm Vote

51 - Roads
31 - 370

Contract Svcs Bldgs & Grounds - Mowing
40-15-03

11,500 11,500 11,500 11,500 11,500

90 - Undefined
31 - 370

Road Side Mowing - was previously listed under roads

11,500

Contract Svcs Bldgs & Grounds - Mowing

51,102 51,102 51,102 51,102 51,102

Year 2 of 5 (5 months)

27,773

Year 2 of 5 (4 months est COIA 4%)
(contract is on calendar yr with colia increase)

23,329

Town Hall

Charbournne Field

Bunganut Park

Dept: 143 - BLDGS & GROUNDS PLOWING

11 - Town Hall
31 - 360

Contract Svcs Bldgs & Grounds - Plowing & Sanding
10-60-01

4,640 4,640 4,640 4,745 4,640

Plowing & Sanding parking lot (all merged together)

4,640

Sanding and shoveling walkways (FY 22 \$520, \$735 FY21, \$665 FY20, \$630 FY19) 16 Storms

2024 budget

Plowing & Sanding parking lot

4,000

Sanding and shoveling walkways (FY 22 \$520, \$735 FY21, \$665 FY20, \$630 FY19) 16 Storms

640

21 - Recreation
31 - 360

Contract Svcs Bldgs & Grounds - Plowing & Sanding
80-32-16

0 0 0 0 0

Moved to 23-31-360

2024 budget

Kennebunk Pond \$75.00 (16 storms)

1,200

22 - Bunganut
31 - 360

Contract Svcs Bldgs & Grounds - Plowing & Sanding
N/A

700 700 700 0 700

Snowshoeing & Sledding

700

2024 budget

Snowshoeing & Sledding

700

23 - Kennebunk Pond
31 - 360

Contract Svcs Bldgs & Grounds - Plowing & Sanding
80-32-16

1,200 1,200 1,200 700 1,200

TOWN OF LYMAN
BUDGET FOR FY 2025

Increase (Decrease)
Percent
Board Vote
2025
Budget Comm

Board Vote

2025
Board

2025
Requested

2024
Budget

2023
Actual

2023
Budget

2022
Actual

2022
Budget

2021
Actual

2021
Budget

Prior Acct Number

Kennebunk Pond \$75.00 (16 storms)
Kennebunk Pond \$75.00 (16 storms) 1,200

31 - Transfer Station

31 - 360 Contract Svcs Bldgs & Grounds - Plowing & Sanding

50-25-39 3,000 3,140 3,500 2,625 3,000 9,000 9,000

Pass through to the top & selling
Plowing estimated
(total combination to plow around \$9,000)

3,000
6,000

51 - Roads

31 - 360 Contract Svcs Bldgs & Grounds - Plowing & Sanding

40-15-04 466,700 469,572 526,260 480,997 642,400 657,000 657,000

Contractual (yr 2 of 5) plus sanding (Dayton Snow Fighters)
Mixing of sand & salt (Dayton Snow Fighters) 4000 yds @ 10.00
SALT (1500 ton) \$100 (FY 2022 was \$58 FY 2023 \$78)
Fuel Surcharge (if exceeds \$6.00 per gallon)

463,500
40,000
150,000
3,500

2024 budget

Contractual (yr 1 of 5) plus sanding (Dayton Snow Fighters)
Mixing of sand & salt (Dayton Snow Fighters) 4000 yds @ 9.85
SALT (1500 ton) \$100 (FY 2022 was \$58 FY 2023 \$78)
Fuel Surcharge (if exceeds \$6.00 per gallon)

450,000
39,400
150,000
3,000

Dept: 145 - BLDGS & GROUNDS WASTE SERVICES

11 - Town Hall

31 - 330 Contract Svcs Waste - Waste Services

10-10-06 0 0 1,300 775 1,300 730 1,820

Trash Removal from Town Hall 52 weeks (\$35)

1,820

2024 budget

Trash Removal from Town Hall 52 weeks (\$35)

1,820

21 - Recreation

31 - 330 Contract Svcs Bldgs & Grounds - Waste

80-32-02 3,000 1,875 3,000 2,760 2,600 1,350 2,600

Chadbourne year round (\$30) (moved KBP to 23)
Ice Rink Trash (\$30 @ 5 months)

1,560
150

2024 budget

Trash Removal Kennebunk Pond & Chadbourne year round (\$25)

2,600

35 - 331

80-32-03 Contract Svcs Waste - Porta Potties

3,100 1,680 3,200 2,575 4,200 2,960 4,440

Chadbourne Field 1 R (\$85) 12 months 1 H (\$120) 12 months (moved KBP to 23)

2,460

2024 budget

Chadbourne Field 1 R (\$85) 12 months 1 H (\$100) 12 months
Kennebunk Pond 1 R (\$85) 12 months 1 H (\$100) 12 months

2,220
2,220

22 - Bunganut

31 - 330 Contract Svcs Bldgs & Grounds - Waste

80-30-04 1,000 925 1,200 1,735 2,940 1,215 2,940

Trash removal Pond (7 months - 28 weeks @ \$70) or Dumpsters
Trash removal Field (7 months - 28 weeks @ \$40)

1,260
1,120

2024 budget

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Budget Comm
Increase (Decrease)
Percent
Board Vote

2025 Board

2025 Requested

2024 Budget

2023 Actual

2023 Budget

2022 Actual

2022 Budget

2021 Actual

2021 Budget

Prior Acct Number

80-30-05

1,800

1,245

35 - 331

Contract Svcs Waste - Porta Potties

2,500

975

2,100

3,050

3,375

4,295

4,295

Bunganut Ball Field 1 R (\$85) 7 months 1 H (\$120) 7 months

1,435

1,820

1,435

Bunganut Town Park 7 (\$85) R 4 months

2,380

1,700

2,380

Bunganut Town Park 1 H (\$120) 4 months

480

400

480

2024 budget

Bunganut Ball Field 1 R (\$85) 7 months

595

595

Bunganut Town Park 5 (\$85) R 4 months

1,700

1,700

Bunganut Town Park 2 (\$85) R 4 months

680

680

Bunganut Town Park 1 H (\$100) 4 months

400

400

23 - Kennebunk Pond

Contract Svcs Bldgs & Grounds - Waste

1,560

1,560

1,560

1,560

1,560

1,560

1,560

35 - 331

Trash Removal Kennebunk Pond year round (\$30)

1,560

1,560

1,560

1,560

1,560

1,560

1,560

31 - 330

Trash Removal Kennebunk Pond 8 Chebournes year round (\$25)

2,460

2,460

2,460

2,460

2,460

2,460

2,460

51 - Roads

Contract Svcs Bldgs & Grounds - Waste

1,200

1,200

1,200

1,200

1,200

1,200

1,200

35 - 331

Road Side pick up of trash

700

887

1,000

205

1,200

1,200

1,200

35 - 331

Contract Svcs Waste - Porta Potties

0

0

300

375

340

340

340

2024 budget

Porta Potties at Salt Shed 1 R (\$85) 4 months

340

340

340

340

340

340

340

Dept: 147 - BLDGS & GROUNDS ENERGY

11 - Town Hall

Utilities - Propane

4,000

2,274

3,984

2,404

3,984

3,984

3,984

50 - 510

Propane (est. 1,600 gals @ 2.49) current pricing is \$1,799

4,000

2,274

3,984

2,404

3,984

3,984

3,984

2024 budget

Propane (est. 1,600 gals @ 2.49) current pricing is \$1,799

3,984

3,984

3,984

3,984

3,984

3,984

3,984

50 - 560

Utilities - Electricity

4,000

4,255

8,000

5,346

8,500

6,500

6,500

Standard prior \$35.47 as of 1/1/23 \$52.16

4,000

4,255

8,000

5,346

8,500

6,500

6,500

2024 budget

KW prior \$.064494 as of 1/1/23 \$.126400

3,500

4,255

8,000

5,346

8,500

6,500

6,500

2024 budget

Standard prior \$35.47 as of 1/1/23 \$52.16

4,000

4,255

8,000

5,346

8,500

6,500

6,500

2024 budget

KW prior \$.064494 as of 1/1/23 \$.126400

3,500

4,255

8,000

5,346

8,500

6,500

6,500

21 - Recreation

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Budget Comm
Increase (Decrease)
Percent
Board Vote

2025 Requested
2025 Board

2024 Budget

2023 Actual

2023 Budget

2022 Actual

2022 Budget

2021 Actual

2021 Budget

Prior Acct Number
80-32-20

50 - 560

Utilities - Electricity

Concession Stand (using more than have in the past)	
Standard prior \$35.47 as of 1/1/23 \$52.16	750
KW prior \$.064494 as of 1/1/23 \$.126400	
Moved KBP to 23	

2024 budget

Concession Stand (using more than have in the past)	
Standard prior \$35.47 as of 1/1/23 \$52.16	2,500
Kennebunk Pond Lighting (new)	
Standard prior \$35.47 as of 1/1/23 \$52.16	
KW prior \$.064494 as of 1/1/23 \$.126400	

22 - Bunganut

50 - 560

Utilities - Electricity

Electricity	80-30-16	450	475	550	565
Concession Stand	80-30-20	350	200	375	
Ballfield	80-30-26	650	742	800	553
Total		1,450	1,417	1,725	

2,500

4,500

1,814

4,000

493

325

200

300

80-32-20

50 - 560

Utilities - Electricity

Standard prior \$35.47 as of 1/1/23 \$52.16	
KW prior \$.064494 as of 1/1/23 \$.126400	2,500

2024 budget

Standard prior \$35.47 as of 1/1/23 \$52.16	
KW prior \$.064494 as of 1/1/23 \$.126400	4,500

23 - Kennebunk Pond

50 - 560

Utilities - Electricity

Kennebunk Pond Lighting (new)	
Standard prior \$35.47 as of 1/1/23 \$52.16	2,000
KW prior \$.064494 as of 1/1/23 \$.126400	

2,000

2,000

4,203

6,700

4,343

3,000

3,133

3,000

50-25-13

50 - 560

Utilities - Electricity

Standard prior \$35.47 as of 1/1/23 \$52.16	
KW prior \$.064494 as of 1/1/23 \$.126400	4,500

2024 budget

Standard prior \$35.47 as of 1/1/23 \$52.16	
KW prior \$.064494 as of 1/1/23 \$.126400	9,000
Added Security & Lighting	

31 - Transfer Station

50 - 560

Utilities - Electricity

Standard prior \$35.47 as of 1/1/23 \$52.16	
KW prior \$.064494 as of 1/1/23 \$.126400	4,500

4,500

4,500

4,203

14,500

5,338

7,000

5,834

6,500

40-15-08

50 - 560

Utilities - Electricity

Standard and unit costs \$350 per month	
KW prior \$.064494 as of 1/1/23 \$.126400	6,500
KW for st. lights less than TH or Trfs	

2024 budget

Standard and unit costs \$350 per month	
KW prior \$.064494 as of 1/1/23 \$.126400	6,500
KW for st. lights less than TH or Trfs	

51 - Roads

50 - 560

Utilities - Electricity

Standard prior \$35.47 as of 1/1/23 \$52.16	
KW prior \$.064494 as of 1/1/23 \$.126400	6,500

6,500

6,500

4,347

8,500

8,500

8,500

8,500

8,500

8,500

8,500

Utilities - Electricity

TOWN OF LYMAN
BUDGET FOR FY 2025

Dept: 148 - BLDGS & GROUNDS SIGNAGE

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	Increase (Decrease)	Percent	2025 Budget Comm	Budg Comm Vote					
21 - Recreation 60 - 670 Supplies - Signs 80-32-12	200	67	200	409	500	0	500	500	500										
22 - Bunganut 60 - 670 Supplies - Signs N/A	0	0	0	500	1,000	500	500	500	500										
23 - Kennebunk Pond 60 - 670 Supplies - Signs N/A	0	0	0	0	0	0	0	500	500										
31 - Transfer Station 60 - 670 Supplies - Signs N/A	0	0	0	500	15	500	500	500	500										
51 - Roads 60 - 670 Supplies - Signs 40-15-05	3,000	2,401	3,500	3,703	4,000	2,659	5,000	7,000	7,000										
Signs							5,000												
Barriers							2,000												
Dept: 141-148 - BLDGS & GROUNDS											814,105	814,105	814,105	814,105	814,105	2.74%	18,594	814,105 Ken - Bill	5-0-0

Dept: 150 - TRANSFER STATION

31 - Transfer Station 35 - 310 Contract Svcs Waste - Prof Svcs Refrigerants 50-25-11	1,500	1,878	2,500	1,923	2,700	2,287	2,980	5,280	5,280										
Refrigerants (FY 2022 \$1922.50)							3,000												
Fuel Hauling - Gas for Backhoe (\$40. 12 trips)							480												
Wire bundled and brought to Berwick (moved from 35-359)							1,800												
2024 budget																			
Refrigerants (FY 2022 \$1922.50)							2,500												
Fuel Hauling - Gas for Backhoe (\$40. 12 trips)							480												
35 - 349 Contract Svcs Waste - Prof Svcs Can Rental Can Rental 50-25-10	600	3,250	2,400	1,400	2,400	2,200	2,400	2,400	2,400										
Can Rental: \$50.00 per container currently have 4							2,400												
2024 budget																			
Can Rental: \$50.00 per container currently have 4							2,400												
35 - 350 Contract Svcs Waste - Tipping Tipping 50-25-03	100,000	89,884	164,616	125,788	172,197	123,868	166,250	185,525	185,525										
Tipping: 1900 Tons @ \$97.50 (from 87.50)							185,525												
2024 budget																			
Tipping: 1900 Tons @ \$97.50 (from 79.50) was figuring 2166 ton but it has leveled off							166,250												
35 - 351 Contract Svcs Waste - Tipping Wood Wood Tipping 50-25-23	20,000	26,029	38,000	23,495	39,750	22,954	43,750	43,875	43,875										

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Budget Comm
Percent
Increase (Decrease)
Board Vote

2025 Board

2025 Requested

2024 Budget

2023 Actual

2023 Budget

2022 Actual

2022 Budget

2021 Actual

2021 Budget

Prior Acct Number

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Increase (Decrease)	Percent	Budget Comm	Board Vote
2024 budget													
35 - 352						43,750							
Tipping: 450 Tons @ \$97.50 (from 87.50)													
Tipping: 500 Tons @ \$87.50 (from 79.50)													
Contract Svcs Waste - Tipping Recycle			7,350	6,385	7,350	6,755	10,650	16,960	16,960				
Recycle Tipping	50-25-41	0	2,935										
Recycle: 230 Tons @ \$65 (from \$45)													
North Coast Svc TV's Monitors etc (added \$100 per trip for fuel surcharge & \$70 per hour after first 1/2 hour) 1 X a month. Did \$1200 plus \$210 for addtl plus \$50 monthly for items													
2024 budget													
35 - 355						9,450							
Recycle: 210 Tons @ \$45 (from \$35)													
North Coast Svc TV's Monitors etc (added \$100 per trip for fuel surcharge & \$70 per hour after first 1/2 hour) 1 X a month													
Contract Svcs Waste - Hauling			23,800	26,505	23,800	23,887	33,125	30,525	30,525				
Hauling	50-25-02	21,000	25,005										
95 @ \$190.00 per Container													
55 @ \$205.00 per Container (new year starts 3/4/25)													
Fuel Surcharge (100 trips at \$12)													
18,050													
11,275													
1,200													
2024 budget													
35 - 356						16,625							
95 @ \$175.00 per Container													
35 @ \$300.00 per Container (estimated contract ends 3/4/24)													
Contract Svcs Waste - Hauling Wood			31,500	18,725	31,500	14,175	27,125	17,550	17,550				
Bulky Hauling	50-25-25	17,500	30,100										
60 @ \$190.00 per Container													
30 @ \$205.00 per Container (new year starts 3/4/25)													
11,400													
6,150													
2024 budget													
35 - 357						16,625							
95 @ \$175.00 per Container													
55 @ \$300.00 per Container (estimated contract ends 3/4/24)													
Contract Svcs Waste - Hauling Recycle			15,225	5,775	8,225	6,825	11,100	8,775	8,775				
Recycle Hauling	50-25-30	7,000	10,500										
30 @ \$190.00 per Container													
15 @ \$205.00 per Container (new year starts 3/4/25)													
5,700													
3,075													
2024 budget													
35 - 359						6,300							
36 @ \$175.00 per Container													
16 @ \$300.00 per Container (estimated contract ends 3/4/24)													
Contract Svcs Waste - Hauling Metal			7,175	5,600			10,500	8,775	8,775				
NEW													
30 @ \$190.00 per Container													
15 @ \$205.00 per Container (new year starts 3/4/25)													
5,700													
3,075													
2024 budget													
35 - 358						5,250							
30 @ \$175.00 per Container													
15 @ \$300.00 per Container (estimated contract ends 3/4/24)													
Other Misc Hauling (i.e. Berwick Iron & Metals) 5 trips													
750													
Contract Svcs Waste - Hauling Waste Oil			2,000	2,308	2,300	1,567	2,500	2,750	2,750				
Waste Oil Hauling	50-25-05	1,000	2,050										

TOWN OF LYMAN
BUDGET FOR FY 2025

Prior Acct Number 2021 Budget 2021 Actual 2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Requested 2025 Board Increase (Decrease) Percent Budget Comm Board Vote Budg Comm Vote

Bark Liner															
Ice Park Parts						650	300								

50 - 570	Utilities - FUEL															
	NEW	0	0	0	0	0	0	100	0	0						
Snowblower donated for use for the skating season																

80 - 810	Advert, Print, Forms - Advertising															
	80-32-23	700	0	500	0	500	0	200	0	0						

90 - 940	Other - Rec Programs															
	80-32-18	4,000	1,381	4,000	3,089	6,860	2,285	6,860	6,860	6,860						

	Snow Shoeing/Hike															
	Snowman Making															
	St. Patrick's Day Activity to go															
	Learn to plant seedlings															
	Easter Egg Hunt (or take home)															
	Memorial Day Parade															
	Memorial Day Weekend Hike															
	Fairy House Building															
	Kit flying and making															
	Virtual 5K															
	Paddle Boarding															
	Less Fee's paid by users															
	STEM Program															
	Less Fee's paid by users															
	Summer Hiking															
	Fall Tea Party															
	Pumpkin Decorating															
	Thanksgiving Craft															
	Visit with Santa, craft, tree lighting															
	Pottery & Arts															
	Ice Skating															
	Concert in the Park															
	Other programs															
	TOTAL															

	Snow Shoeing/Hike															
	Snowman Making															
	St. Patrick's Day Activity to go															
	Learn to plant seedlings															
	Easter Egg Hunt (or take home)															
	Memorial Day Parade															
	Memorial Day Weekend Hike															
	Fairy House Building															
	Kit flying and making															
	Virtual 5K															
	Paddle Boarding															
	Less Fee's paid by users															
	STEM Program															
	Less Fee's paid by users															
	Summer Hiking															
	Fall Tea Party															
	Pumpkin Decorating															
	Thanksgiving Craft															
	Visit with Santa, craft, tree lighting															
	Pottery & Arts															
	Ice Skating															
	Concert in the Park															
	Other programs															
	TOTAL															

90 - 999	Other - Misc															
	80-32-04	100	303	1,825	1,102	250	37	250	250	250						
Misc. Items needed (i.e. snowshovels)																

AS OF: April 1, 2024

TOWN OF LYMAN
BUDGET FOR FY 2025

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	Increase (Decrease)	Percent	2025 Budget Comm	Budget Comm Vote
22 - Bunganut 37 - 399 Cont Svs Other						349	0	0	0					
50 - 580 Utilities - Communications	850	673	1,275	451	4,800	355	600	600	600					
23 - Kennebunk Pond 50 - 580 Utilities - Communications								1,600	1,600					
NEW 50 - 580 Utilities - Communications	0	0	0	0	0	0	0	1,600	1,600					
Internet								1,600	1,600					
Dept: 161 - PARKS & REC TOTAL														
Dept: 171 - RESERVES EQUIPMENT														
99 - Not Specified 95 - 970 Reserves - Town Reserves			15,000	15,000	10,000	10,000	10,000	0	0					0 BC Recommends
Computer	10-90-01	5,000	5,000											
Current Balance 1/17/24 \$20,660														
NEW 99 - Not Specified 95 - 970 Reserves - Transfer Station Compactor Reserve			10,000	10,000	10,000	10,000	10,000	7,500	7,500					7,500 Dave - Karen 6-0-0
Compactors are about \$20,000 each ZERO as projected rev move for FY23 is \$43K Budget committee recommends a cap out of \$35,000														
Dept: 173 - RESERVES BUILDING														
99 - Not Specified 95 - 970 Reserves - Town Reserves			10,000	10,000	10,000	10,000	10,000	10,000	10,000					10,000 Karen - Ken 6-0-0
Town Hall	10-90-03	5,000	5,000											
Current Balance 1/17/24 \$33,410														
Dept: 175 - RESERVES CONTRACT SERVICES														
99 - Not Specified 95 - 970 Reserves - Town Reserves			21,668	21,668	18,688	18,688	18,674	22,000	22,000					22,000 Dave - Ken 6-0-0
Revaluation	10-90-11	5,000	5,000											
Estimated at \$200,000: Year 5 of 10 Current Balance 1/17/24 \$88,788														
Dept: - RESERVES SO WATERBORO RD														
99 - Not Specified 95 - 970 Reserves - Town Reserves			50,000	50,000										0 BC Recommends And to close out Reserve Acct
0 Close & offset 25 taxes														
Current Balance 1/17/24 \$101,123														
Dept: 177 - RESERVES MISC														
99 - Not Specified 95 - 970 Reserves - Town Reserves			15,000	15,000	15,000	15,000	15,000	90,215	90,215					
Capital Improve	10-90-02	15,000	15,000											
Resident Disaster Relief	10-90-21	0	5,000	5,000	5,000	5,000	5,000							
Kennebunk Pond	10-90-25	0	10,000	10,000	10,000	10,000	0							

TOWN OF LYMAN
BUDGET FOR FY 2025

Prior Acct Number 2021 Budget 2021 Actual 2022 Budget 2022 Actual 2023 Budget 2023 Actual 2024 Budget 2025 Requested 2025 Board Board Vote Increase (Decrease) Percent Budget Comm Budg Comm Vote

Bunganut Park	NEW	0	0	0	0	0	0	0	0	0	0	0						
Fire Hydrants	10-90-14	0	0	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000						
Benefits		0	0	4,000	7,715	7,715	7,715	7,715	7,715	7,715	7,715	7,715						
Charter Commission		0	0	4,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000						
Total		15,000	15,000	34,000	42,715	42,715	42,715	42,715	42,715	42,715	42,715	42,715						

Property Equalization Project (2yrs at same)	
Capital Improvement	Current Bal 1/17/24 \$116,305
Resident Disaster Relief	Current Bal 1/17/24 \$12,151
Kennebunk Pond	Current Bal 1/17/24 \$18,24
Bunganut Park	Current Bal 1/17/24 \$ NEW
Fire Hydrants	Current Bal 1/17/24 \$16,906
Benefits Reserve	Current Bal 1/17/24 \$15,541
Health	
Dental	
Mpers	
5 Year	
CHARTER COMMISSION -	Current Bal 1/17/24 \$2,014

37,500	Amber-Vicky	4-0-0	37,500	Karen - Bill	6-0-0
15,000	Amber-Vicky	4-0-0	15,000	BC Recommends	
5,000	Amber-Tom	4-0-0	5,000	Dave - Bill	6-0-0
0			0		
20,000	Tom-Vicky	4-0-0	20,000	Dave - Karen	6-0-0
4,000	Vicky-Amber	4-0-0	4,000	Dave - Ken	6-0-0
7,715	Tom-Rusty	4-0-0	7,715	Dave - Ken	6-0-0
1,000	Tom-Amber	4-0-0	1,000	Ken - Bill	6-0-0

Dept: 179 - RESERVES GMFR

91 - GMFR

Reserves - GMFR Reserves

Vehicle	10-90-10	40,000	40,000	50,000	60,000
Facility	10-90-12	0	0	16,000	16,000
Building	10-90-13	0	0	14,000	14,000
Total		40,000	40,000	80,000	90,000

90,000

90,000

Dept: 171 THRU 179 - RESERVES TOTAL

11 - Town Hall

Contract Svcs Prof - Professional Svcs

Tax Maps	10-14-04	4,000	3,750	4,000	3,800
Assessing	10-35-35	0	16,738	70,000	14,896
CEO	10-35-37	0	0	1,442	1,442
Total		4,000	20,488	74,000	54,500

40,250

40,250

Additional I/T Services		29,000			
James Thomas GIS Solutions		5,000			
Tony Vigue - assisting with franchise agreement with Spectrum		250			
Assessing Services - Statistical Market Updates/ Tax Equalization		0			
Forestry Services for Town owned land		6,000			

60,000	Vicky-Amber	4-0-0	60,000	Dave-Bill	5-0-0
16,000	Vicky-Amber	4-0-0	16,000	Dave-Ken	5-0-0
14,000	Amber-Vicky	4-0-0	14,000	Dave-Bill	5-0-0

8,326

5.16%

204,715

219,715

219,715

269,715

161,403

161,403

170,668

160,668

211,389

161,403

161,403

170,668

160,668

2024 budget

TBD - Additional I/T Services		29,000
James Thomas GIS Solutions		4,900
Tony Vigue - assisting with franchise agreement with Spectrum		1,000
Murphy Appraisal Assessing services		20,000

40,250

40,250

29,000

5,000

250

0

6,000

0

0

0

0

0

0

0

0

0

Contract Svcs Prof - Legal Svcs

10-35-14	15,000	16,671	10,000	21,348	9,225
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17,000

17,000

17,000

32,700

32,700

10,000

16,671

15,000

16,671

10,000

21,348

9,225

17,000

15,000	
2,000	

Town Business	
Legal Services Assessing	
Legal Services FOAA and Land Use (moved to 17)	
Legal Services for ZBA hearings (moved to 17)	
Legal Services Planning Board (moved to 17)	
Legal Services Ordinance Review Committee (moved to 17)	

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Budget Comm
Increase (Decrease)
Percent
Board Vote

2025 Requested
2025 Board

2024 Budget
2023 Actual
2023 Budget

2022 Actual
2022 Budget

2021 Actual
2021 Budget

Prior Acct Number
2025 Board Vote

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Increase (Decrease)	Percent	Board Vote	Budget Comm
2024 budget														
33 - 323	Town Business					15,000								
	Legal Services Assessing					2,000								
	Legal Services FOIA and Land Use					10,000								
	Legal Services for ZBA Hearings					700								
	Legal Services Planning Board					5,000								
	Legal Services Ordinance Review Committee					1,500								
33 - 323	Contract Svcs Prof - Audit Svcs	5,500	5,500	5,500	5,500	5,500	5,500	5,500	6,000	6,000	500	9.1%		
	Contractual through FY 2028 Year 1 of 5								6,000					
90 - 981	Other HR Job Study			5,000	5,000	0	13,000	0	0	0				
90 - 982	Other TH Feasibility			10,000	370	0	4,750	0	0	0				
15 - Cemeteries														
37 - 399	Contract Svcs Outsourced - Other	7,200	7,200	9,500	9,500	11,500	68,789	8,500	4,200	4,200				
	Flags								4,200					
	RW Flags													
	Chain													
	Posts for chain installation													
	Tool maintenance													
	Safety (bug spray, gloves, etc)													
	Epoxy for headstone repair													
	D2 for headstone cleaning													
	Pea Gravel for RW Marker placement													
2024 budget														
	General Expenses: Flags, Equipment Maint, chairs etc.					3,500								
	20 Revolutionary War Veteran Markers					5,000								
17 - Planning														
33 - 310	Contract Svcs Prof - Professional Svcs	0	0	500	0	500	0	500	5,000	5,000	4,500	900%		
	Southern Maine Planning for ORC & Comprehensive Plan													
33 - 320	Contract Svcs Prof - Legal Svcs	0	0	0	0	0	0	17,200	17,200	17,200	17,200	100%		
	Legal Services Land Use													
	Legal Services for ZBA hearings													
	Legal Services Planning Board													
	Legal Services Ordinance Review Committee													
22 - Bunganut														
37 - 399	Contract Svcs Outsourced - Other	37,000	36,000	37,000	37,000	41,000	41,000	41,000	41,000	41,000	4,000	9.8%		
	Contractual Agreement with Sanford / Springvale Y (year 3 of 3)													
	Jul 24				12,300									
	Aug 24				12,300									
	Sep 24				12,300									
	Oct 24				4,100									

TOWN OF LYMAN
BUDGET FOR FY 2025

37 - 399 Contract Svcs Outsourced - Other
Prior Acct Number 45-10-35
2021 Budget 115,273
2021 Actual 115,273
2022 Budget 120,942
2022 Actual 120,942
2023 Budget 128,678
2023 Actual 128,678
2024 Budget 141,270
2025 Requested 157,291
2025 Board 157,291
Board Vote
Percent
Budget Comm
Budget Comm
Increase (Decrease)
Budget Comm Vote

PROGRAMMING ACCOUNTS:	
Books, CD's etc	
Magazines	
Programs for Children, Students & Adults	
Subscriptions (E-Books/Card Catalog/IL/etc.)	
TOTAL PROGRAMMING ACCOUNTS:	15,950
OPERATIONAL ACCOUNTS:	
Contracted Cleaning Services	
Janitorial Supplies	
Library Materials & Supplies	
Building Maintenance & Repairs	
Equipment Maintenance, Upkeep & Repairs	
Telephone	
Electricity	
HVAC/Propane	
Yard Care/Lawn/Snow Removal & Sanding	
Rubbish & Book Removal	
Postage & Mailing Expenses	
Promotional/Advertising Printing Costs	
Computer Equipment/Hardware	
Computer Software/Updates	
Accountant/Legal/Tax Filing/etc. Costs	
Librarian Professional Assoc. Dues	
Insurances for Building/Liability/D&O/Other	
Miscellaneous Expenses	
TOTAL OPERATIONAL EXPENSES:	26,040
SALARIES/BENEFITS ACCOUNTS:	
Salaries/Hourly Wages for All Employees	
Fed & State Taxes	
MMA Health Insurance	
Workers' Comp. Insurance	
MMA Annual Dues	
TOTAL SALARIES/BENEFITS ACCOUNTS:	113,301
CAPITAL IMPROVEMENT ACCOUNT:	
	2,000

PROGRAMMING ACCOUNTS:	
Books, CD's etc.	
Magazines	
Programs for Children, Students & Adults	
Subscriptions (E-Books/Card Catalog/IL/etc.)	
TOTAL PROGRAMMING ACCOUNTS:	14,270
OPERATIONAL ACCOUNTS:	
Contracted Cleaning Services	
Janitorial Supplies	
Library Materials & Supplies	
Building Maintenance & Repairs	
Equipment Maintenance, Upkeep & Repairs	
Telephone	
Electricity	
HVAC/Propane	
Yard Care/Lawn/Snow Removal & Sanding	
Rubbish & Book Removal	
Postage & Mailing Expenses	
Promotional/Advertising Printing Costs	
Computer Equipment/Hardware	
Computer Software/Updates	
Accountant/Legal/Tax Filing/etc. Costs	
Librarian Professional Assoc. Dues	
Insurances for Building/Liability/D&O/Other	
Miscellaneous Expenses	
TOTAL OPERATIONAL EXPENSES:	426,310
SALARIES/BENEFITS ACCOUNTS:	
Salaries/Hourly Wages for All Employees	
Fed & State Taxes	
MMA Health Insurance	

2024 budget

PROGRAMMING ACCOUNTS:	
Books, CD's etc.	
Magazines	
Programs for Children, Students & Adults	
Subscriptions (E-Books/Card Catalog/IL/etc.)	
TOTAL PROGRAMMING ACCOUNTS:	\$14,750
OPERATIONAL ACCOUNTS:	
Contracted Cleaning Services	
Janitorial Supplies	
Library Materials & Supplies	
Building Maintenance & Repairs	
Equipment Maintenance, Upkeep & Repairs	
Telephone	
Electricity	
HVAC/Propane	
Yard Care/Lawn/Snow Removal & Sanding	
Rubbish & Book Removal	
Postage & Mailing Expenses	
Promotional/Advertising Printing Costs	
Computer Equipment/Hardware	
Computer Software/Updates	
Accountant/Legal/Tax Filing/etc. Costs	
Librarian Professional Assoc. Dues	
Insurances for Building/Liability/D&O/Other	
Miscellaneous Expenses	
TOTAL OPERATIONAL EXPENSES:	
SALARIES/BENEFITS ACCOUNTS:	
Salaries/Hourly Wages for All Employees	
Fed & State Taxes	
MMA Health Insurance	

**TOWN OF LYMAN
BUDGET FOR FY 2025**

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	Increase (Decrease)	Percent	2025 Budget Comm	Budg Comm Vote																																																												
99 - Not Specified <table border="1"> <tr> <td>Workers Comp - Insurance</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>EMMA Annual Dues</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>TOTAL SALARIES/BENEFITS ACCOUNTS:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$93,210</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>CAPITAL IMPROVEMENT ACCOUNT:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$4,000</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															Workers Comp - Insurance															EMMA Annual Dues															TOTAL SALARIES/BENEFITS ACCOUNTS:									\$93,210						CAPITAL IMPROVEMENT ACCOUNT:								\$4,000						
Workers Comp - Insurance																																																																										
EMMA Annual Dues																																																																										
TOTAL SALARIES/BENEFITS ACCOUNTS:									\$93,210																																																																	
CAPITAL IMPROVEMENT ACCOUNT:								\$4,000																																																																		
90 - 999 Contract Svcs Outsourced - Other N/A 0 0 0 5,000 5,000 5,000 5,000 5,000 5,000 Lyman Historical Society 5,000 45,250 45,250 PSAP 10-35-20 35,838 35,838 38,010 39,594 44,119 45,250 PSAP: Contractual (\$10.00 per capita EST) @ 4525 45,250																																																																										
99 - Not Specified 37 - 399 Contract Svcs Outsourced - Other PSAP 10-35-20 35,838 35,838 38,010 39,594 44,119 45,250 PSAP: Contractual (\$10.00 per capita EST) @ 4525 45,250 2024 8.75 (budget 9.75) 2023 8.75 2022 8.40 2021 7.92 2020 7.20 2019 6.96 2018 6.72																																																																										
Dept: 185 - OUTSOURCED OTHER 158,952 158,952 173,272 173,272 173,272 190,389 207,541 207,541 207,541 207,541 207,541 Ken-Dave 9.90% 207,541 5-0-0 Dept: 186 - OUTSOURCED GMFR																																																																										
91 - GMFR 37 - 391 Contract Svcs Outsourced - GMFR Personnel 35-35-03 316,153 316,153 372,705 384,804 384,804 435,968 452,359 452,359 452,359 200,271 200,271 37 - 392 Contract Svcs Outsourced - GMFR Contract 35-35-02 160,579 160,579 162,542 162,542 177,246 177,246 194,223 200,271 200,271 200,271 652,630 Vicky-Amber 4-0-0 54,065 54,065 54,065 54,065 54,065 54,065 54,065 54,065 54,065 54,065 54,065 Vicky-Amber 4-0-0 54,065 Bill-Ken 5-0-0 ADDITIONAL HOURS (SEPARATE VOTE) For additional 60 hours part time per diem TO cover emergency calls during the daytime hrs when everyone is at work, & increase in calls TO help with administrative work TO help with recruitment as other towns have 3 people on duty and we only have 2																																																																										
Dept: 186 - OUTSOURCED GMFR 535,247 535,247 562,050 562,050 562,050 630,191 706,695 706,695 706,695 706,695 706,695 76,504 13.61% 706,695																																																																										
Dept: 191 - OTHER CIP 11 - Town Hall 33 - 310 Contract Svcs Prof - Professional Svcs HR Job Study 0 0 5,000 0 50,000 50,000 Town Hall Feasibility 0 0 10,000 370 Air Quality and Filtration Study 0 0 0 Total 0 0 15,000 Town Hall Next Phase 50,000 50,000 50,000 70 - 710 Equipment - Computer Equipment 10-10-08 0 0 33,674 47,910 3,975 3,719 23,530 11,801 11,801 800 800 Change RE Online to HOPP																																																																										

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Board Requested 2025 Board 2025 Budget Comm Increase (Decrease) Percent Board Vote Budg Comm Vote

3,800
851
3,700
1,850
800

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
AED for Town Hall							
AED for Transfer Station (new battery, new pads, new ready kit)							
Meeting Room:							
AVV Equip for Boards & Committee use							
Ceiling Mount, wiring & installation							
HDMI Splitter							

2024 budget

On-line Payment processing						2,300	
Mapping GIS program							
Setup						3,000	
Hosting						3,000	
Email address through the website (\$7 per person per month)							
15 Paid staff no email address: recommending 20						1,680	
37 Unpaid staff no email address:							
Assessor Laptop Replacement						1,550	
Selectboard Clerk Laptop Replacement						1,550	
TRIO Server Replacement (purchased 9/2018. Dell support will expire on the machine Oct 2023)						4,250	
Selectmen Laptop Replacement						1,550	
Selectmen Laptop Replacement						1,550	
Selectmen Laptop Replacement						1,550	
CEO Laptop Replacement						1,550	
Incidentals (broken computer etc) emergencies						0	

70 - 730

360

360

1,595

9,738

12,275

18,892

9,100

1,480

1,500

10-10-24

Equipment - Office Equipment

18,892

9,738

12,275

18,892

9,100

1,480

1,500

Impact Printer for front office

360

2024 budget

Replace two Kyocera printers in the front office (they are currently 7 years old and parts are becoming scarce)

1,595

70 - 790

1,000

1,000

5,410

4,800

3,720

0

0

0

0

N/A

Equipment - Other

3,720

4,800

3,720

0

0

0

0

Meeting Room (i.e. State flag, framing, paint etc)

500
500

1,000

1,000

5,410

4,800

3,720

0

0

0

0

N/A

Equipment - Other

3,720

4,800

3,720

0

0

0

0

2024 budget

Meeting Room (i.e. State flag, framing, paint etc)
[Initial camera's in the vault (i.e. stolen balloons from 2010/2011)]
Map Rack(s) (2)

3,000
1,960
450

21 - Recreation

3,100

3,100

900

0

0

7,818

8,000

3,332

6,000

80-32-15

Equipment - Other

7,818

8,000

3,332

6,000

80-32-15

3,100

3,100

Poison Ivy mitigation Chadbourne

600
2,500

3,100

3,100

900

0

0

7,818

8,000

3,332

6,000

80-32-15

Equipment - Other

7,818

8,000

3,332

6,000

80-32-15

3,100

3,100

TOWN OF LYMAN
BUDGET FOR FY 2025

2025 Budget Comm
Percent
Increase (Decrease)
Board Vote
2025 Board
2025 Requested
Board Vote
2025 Board
2024 Budget
2023 Actual
2023 Budget
2022 Actual
2022 Budget
2021 Actual
2021 Budget
Prior Acct Number

Budg Comm Vote

2024 budget

Prior Acct Number	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Requested	2025 Board	Board Vote	2025 Board	2025 Requested	2025 Board	2024 Budget	2023 Actual	2023 Budget	2022 Actual	2022 Budget	2021 Actual	2021 Budget	
22 - Bunganuit																					
70 - 710																					
Equipment - Computer Equipment	0	0	0	0	0	0	0	600	600	600	600	600	600	0	0	0	0	0	0	0	0
N/A																					
Trail Cams								600													
70 - 790																					
Equipment - Other	1,000	0	23,900	4,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80-30-15																					
90 - 999																					
Other - Other	1,000	0	23,900	4,400	0	0	5,000	3,000	3,000	3,000	3,000	3,000	3,000	0	0	0	0	0	0	0	0
80-30-15																					
Trees maintenance								3,000													
31 - Transfer Station																					
70 - 710																					
Equipment - Computer Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A																					
70 - 790																					
Equipment - Other	0	0	0	0	300	331	7,900	26,000	26,000	26,000	26,000	26,000	26,000	0	0	0	0	0	0	0	0
N/A																					
Tires for the Backhoe																					
Sand Blast and Paint Backhoe & Rims								3,000													
2024 budget								23,000													
Camera (no one knows where it is) the septic, pump septic, & add riser								1,900													
Slab under Recycle Compactor to be replaced								6,000													
Tools								400													
51 - Roads																					
70 - 710																					
Equipment - Computer Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A																					
70 - 790																					
Equipment - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A																					
Dept: 191 - OTHER CIP																					
			128,574	83,789	20,270	18,588	94,335	95,861	95,861	95,861	95,861	95,861	95,861	95,861	1,526	7.53%	95,861	Ken - Sue	6-0-0		

ITEM #2: (b.) Mail

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>
Administrative	48	0	48	12.6	0.13	58.16
ALARM, BURGLAR - 2 man call	0	5	5	1.3	7.44	6.47
Announcement	0	4	4	1.0	0	0
ASSAULT - past	1	0	1	< 1	0	43.42
ASSIST CITIZEN	1	15	16	4.2	17.23	17.58
Assist Other Agency - Other	0	3	3	< 1	0	30.83
Assist Other Agency - Police	1	3	4	1.0	0.07	67.98
Background Investigation	1	0	1	< 1	0	16.18
M/V COMPLAINT - DTE, OUI, ATV	1	12	13	3.4	13.54	9.84
BOLO FOR SUBJECT	0	1	1	< 1	7.11	28.28
BURGLARY FROM A MOTOR VEHICLE	0	1	1	< 1	0	0
CIVIL COMPLAINT	0	4	4	1.0	31.74	25.97
COMPLAINT	1	2	3	< 1	0	8.35
PROB/BAIL CONDITIONS CHECK	1	0	1	< 1	0.05	13.81
DHHS CALL/REFERRAL	0	1	1	< 1	0	0
DISTURBANCE - 2 man call	1	0	1	< 1	0	9.93
DISABLED MV	2	2	4	1.0	13.90	1.98
DOMESTIC DISTURBANCE - 2 man	0	2	2	< 1	14.28	72.07
DIRECTED PATROL	4	0	4	1.0	0.10	4.09
EMD IN PROGRESS	0	1	1	< 1	0	0
ESCORT/TRANSPORT	5	1	6	1.6	25.77	270.16
MUTUAL AID - FIRE	1	0	1	< 1	0	100.92
FOOT PATROL	1	0	1	< 1	0	6.30
FOLLOW-UP INVESTIGATION	7	4	11	2.9	15.40	16.11
9-1-1 HANG UP	0	2	2	< 1	50.58	5.82
HARASSMENT	0	1	1	< 1	16.95	0.05
INTEL	1	4	5	1.3	0	2.30
LARCENY /FORGERY/ FRAUD	0	3	3	< 1	6.38	44.10
MESSAGE DELIVERY	0	1	1	< 1	8.70	8.77
Mental Health Call	0	3	3	< 1	12.41	29.27
Mental Health Support	3	0	3	< 1	0	102.04
9-1-1 MISDIAL	0	1	1	< 1	0	0
M/V ACCIDENT - PROPERTY DAMAGE	0	7	7	1.8	19.43	20.98
MOTOR VEHICLE STOP	36	2	38	9.9	1.50	13.41
ON-DUTY TRAINING	6	0	6	1.6	0	57.74
OPEN LINE	0	2	2	< 1	13.28	5.34
OTHER - NOT LISTED ALREADY	0	1	1	< 1	0	0
CRUISER INSPECTION	112	2	114	29.8	0	1.32
Pedestrian Check	0	1	1	< 1	0	7.65
PAPER WORK	0	2	2	< 1	7.25	12.55
PROPERTY RELEASE	1	0	1	< 1	0	6.58
Prison Contraband	2	0	2	< 1	0	3.06
SERVE RESTRAINING ORDER	1	6	7	1.8	36.18	34.22
Road Hazard - NO PAGE	0	3	3	< 1	0.10	35.68
STOLEN VEH	0	1	1	< 1	0	0
SERVE SUMMONS	3	0	3	< 1	0	49.88
SUSPICIOUS ACTIVITY	2	5	7	1.8	8.85	5.68
SEX OFFENDER REGISTER/VERIFICA	1	4	5	1.3	1.88	1.08
Teletype	0	1	1	< 1	0	0
Trespassing	0	1	1	< 1	18.27	29.18
Truancy	1	0	1	< 1	0	24.72
Unattended Death	0	1	1	< 1	16.13	108.88
VANDALISM	0	1	1	< 1	34.98	0.05
VIN Verification	1	1	2	< 1	0	12.16
SERVE WARRANT	3	9	12	3.1	32.30	18.15
WELFARE CHECK	1	1	2	< 1	15.65	44.43
WELFARE CHECK - CHILD	0	2	2	< 1	10.93	20.13
Call Transfer to another PSAP	0	1	1	< 1	0	0
YSO Overtime page	0	2	2	< 1	0	0
TOTAL	250	132	382	100	15.48	24.87

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	1	1	< 1	0	0
ALARM, BURGLAR - 2 man call	0	4	4	3.3	23.03	6.58
ASSIST CITIZEN	0	7	7	5.7	0	1.22
Assist Other Agency - Other	1	2	3	2.5	10.94	15.30
Assist Other Agency - Police	0	4	4	3.3	16.29	23.24
M/V COMPLAINT - DTE, OUI, ATV	0	14	14	11.5	3.80	7.42
BUILDING/AREA CHECK	6	0	6	4.9	0	1.90
CIVIL COMPLAINT	0	1	1	< 1	0	0
COMPLAINT	0	2	2	1.6	15.58	88.27
DISTURBANCE - 2 man call	0	2	2	1.6	12.83	47.32
DISABLED MV	2	0	2	1.6	0	1.12
DOMESTIC DISTURBANCE - 2 man	0	2	2	1.6	10.67	10.68
ESCORT/TRANSPORT	0	1	1	< 1	14.78	60.73
VEHICLE CRASH - FIRE / EMS	0	5	5	4.1	17.08	46.54
FIELD INTERVIEW	1	0	1	< 1	0	54.53
FOOT PATROL	1	0	1	< 1	0	10.03
FOLLOW-UP INVESTIGATION	0	4	4	3.3	27.32	0.05
9-1-1 HANG UP	0	3	3	2.5	23.80	14.97
HARASSMENT	0	1	1	< 1	0	0
HARASSMENT BY PHONE	0	2	2	1.6	30.57	3.45
INTEL	0	1	1	< 1	0	0
LARCENY /FORGERY/ FRAUD	0	1	1	< 1	9.22	0.58
MESSAGE DELIVERY	0	1	1	< 1	12.52	3.28
Mental Health Call	0	1	1	< 1	13.88	19.28
9-1-1 MISDIAL	0	4	4	3.3	4.48	0.04
MOTOR VEHICLE ACCIDENT-PI/HAZ	0	1	1	< 1	0	0
M/V ACCIDENT - PROPERTY DAMAGE	1	5	6	4.9	13.75	19.05
M\V SLIDE OFF	1	0	1	< 1	0	36.12
MOTOR VEHICLE STOP	7	0	7	5.7	0	6.05
OPEN LINE	0	1	1	< 1	0	0
Paraphernalia/Sharps/Drugs	0	2	2	1.6	23.12	9.00
CRUISER INSPECTION	2	0	2	1.6	0	0.20
SERVE RESTRAINING ORDER	3	2	5	4.1	38.23	4.82
Road Hazard - NO PAGE	0	2	2	1.6	0	0
ON DUTY SCHOOL RESOURCE	1	0	1	< 1	0	57.50
SERVE SUMMONS	0	1	1	< 1	0.10	80.07
SUSPICIOUS ACTIVITY	0	4	4	3.3	9.26	14.26
TERRORIZING/THREATENING	0	4	4	3.3	13.73	7.85
VANDALISM	0	1	1	< 1	0	0
VIN Verification	0	3	3	2.5	9.73	13.08
VIOLATION OF PO	0	1	1	< 1	0	0
WELFARE CHECK	0	5	5	4.1	9.81	43.28
WELFARE CHECK - CHILD	0	1	1	< 1	61.03	15.07
TOTAL	26	96	122	100	14.28	17.10

York County Sheriff's Office

THE INSIDER



Jan - March 2024 Volume 5

Bulletin created by Stacy Thistlewood

Message from:

Sheriff William L. King Jr.

The first quarter of 2024 entailed several high-profile drug busts, significant home repair fraud and thefts. The Special Response Team (SRT) was activated several times this quarter and the inmate population continues to rise. Our Civil Division, while experiencing an uptick in Civil Processing, continues to assist in transporting inmates to the hospital and medical appointments, which provides much needed relief to our overburdened corrections staff.

While our schedules were full we found time to say "goodbye" to a popular 25-year employee, Detective Corey Sweatt. Detective Sweatt retired and plans to work for a family member in the service industry.

Also, three members of our staff were recognized by the Maine Sheriffs' Association for excellence – Chief Deputy Jeremy Forbes and Jail Administrator Nathan Thayer received a distinction of "Managers of the Year" while Deputy Alex Markellos and Kittery Police Officer Ryan Sanford received the Presidential Award of Valor for heroics during an SRT response in which a child was removed from danger.

We continue to tackle the staffing crisis in the jail and graduated 14 new officers in the February class! Lt. Mike Perry is working closely with York County Human Resources to continue this steady flow of officer candidates.

For the first time I can recall, patrol has four vacancies due to some unexpected resignations and transfers. The Patrol Command Staff are always on the lookout for great candidates to join our ranks!

Vacancies:

PATROL = 4

CORRECTIONS = 24

CIVIL PROCESSING = 0

Management Activities

January 11th – Sheriff King, Chief Deputy Forbes, and Deputy Robert Pellerin met with the School Board of MSAD 6 to discuss the role of a school resource officer

January 17th – Sheriff King did a presentation for the Older Wiser Liberated Senior group (OWLS)

January 18th – Sheriff King and Chief Deputy Forbes attended a legislative breakfast in Augusta sponsored by the Maine Sheriff's Association

January 25th – Sheriff King attended the Southern Maine Agency on Aging

February 12th – Sheriff King was interviewed by Channel 13 on land thefts

February 13th – Sheriff King presented a scam class to Mas-sachusetts Adult Ed students

February 15th – Command Staff attended a District 1 Police Chiefs meeting

March 4th – Sheriff King read to preschoolers at Blue Prints Learning Center in Lebanon

March 13th – Sheriff King met with the new CEO of Maine Health, Kathryn Cope

March 19 – Sheriff King and Major Mone attended a community forum in Lebanon

EMPLOYMENT



Deputy Spotlight

Detective Thomas Searway attended college at Jacksonville State University in Alabama and graduated with a Bachelor of Science degree in Geography and Communications. He worked in his field of study after college and for a large corporation designing and implementing roof systems for Johns Manville. Det. Searway is a veteran who served in the United States Air Force and was deployed after 911. He started his career in Law Enforcement in 2006 after the company he was working for moved. Det. Searway attended The Basic Law Enforcement Training Program in 2006.



Detective Searway worked as a patrol officer in the city of Saco from 2006-2010. He attended the National Association of School Resource Officer training as well as Maine Civil Rights training while in Saco. He served as the School Resource Officer at Thornton Academy during his time with the Saco PD.

Detective Searway worked as a York County patrol deputy from 2010-2022. He was selected to be the Town of Limington contract deputy. During his time as a patrol deputy with YCSO Deputy Searway received training in all aspects of the job such as crime scene investigations, conflict resolution, Crisis Intervention Training (CIT NAMI), Ontario Domestic Assault Risk Assessment (ODARA). Specialized training in the areas of Strangulation investigations and Stalking investigations were also relevant to his training.

Detective Searway is currently working in the Criminal Investigations Division as the Domestic Violence Investigator since 2022. He has received additional training in ODARA and has attended training with Caring Unlimited and the District Attorney's Office. He recently took on the role of educating an intern from Emmanuel College. The student job shadowed in the areas of victim advocacy, substance abuse and Law Enforcement reform with him. He also attended a conference on Crimes Against Women in Dallas, Texas May 2023 where lots of valuable training was provided.

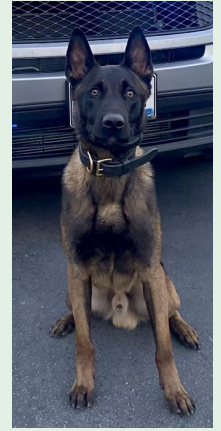
Detective Searway has received numerous accommodations and awards such as an award from the National Alliance on Mental Illness for the de-escalation of a Schizophrenic subject in the town of Limerick. Det. Searway has numerous lifesaving awards as well as being recognized as Deputy and Detective of the quarter during his career.

There are plans for Detective Searway to create a training video, as part of the mandatory training program for Law Enforcement on Domestic Violence in Maine.

K-9 CORNER

Old Orchard Beach Drug Bust

On February 16th Deputy Frazier and K-9 Rebel assisted the Old Orchard Beach Police Department with a traffic stop on Union Ave. K-9 Rebel provided an exterior positive indication of narcotics inside the vehicle allowing the officers to search the car. Officers then located approximately 50 grams of fentanyl in the vehicle and an assortment of drug paraphernalia associated with drug trafficking. The two subjects that were arrested and transported to the York County Jail were James Tracy, 36, of South Portland and Shane Martel, 35, of Old Orchard Beach.



Shane M. Martel



James J. Tracy JR

Eluding Suspects

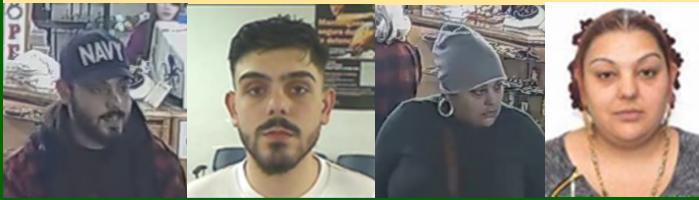
On February 28, 2024, Deputy Cody Frazier attempted to stop a vehicle on the Jordan Springs Rd. in Alfred for not displaying a registration plate. This same vehicle had failed to stop for the State Police earlier in the day. The vehicle fled from Deputy Frazier, however, a pursuit was not initiated. A short time later, deputies observed the vehicle in the area of Main St. in Waterboro and attempted to stop it, but it fled again from deputies. The vehicle turned onto the Ossipee Hill Rd. and two passengers fled from the vehicle as it was still moving. The vehicle then crashed into a garage of a residence. Both suspects were apprehended nearby and placed into custody by deputies. They were identified as Garrett Littlefield, 32 yrs. old from Alfred and Shantel Rodriguez, 31 yrs. old from Sanford. Both individuals had multiple warrants out for their arrest, including a warrant for Class A kidnapping (Rodriguez). Littlefield and Rodriguez



both were found to be in possession of suspected narcotics. Littlefield is being charged with Eluding (Class C), Aggravated Criminal Mischief (Class C), VCR X 20 (Class E), and Unlawful Possession of Meth (Class C). Rodriguez is being charged with Violations of Condition of Release and Refusing to Submit to Arrest / Detention Physical Force. Both are being held without bail at the York County Jail. They will make their initial court appearance in March.

Arundel Antiques Theft

On December 10, 2023, the York County Sheriff's Office responded to an antique business in the town of Arundel for the report of a theft. The business reported over \$9,000 of jewelry had been stolen. During the course of the investigation persons of interest were identified as Pardelian Muntean (21-year-old male) and Liana Moldovan (34-year-old female). As a result of the investigation, warrants for the arrest of the two have been obtained charging Theft by Unauthorized Taking, Class C felony (bail to be set). It has also been determined that the two are part of a criminal organization committing retail thefts throughout the country. They both have warrants out of New York, Arizona, Texas, New Hampshire, and multiple jurisdictions in Maine. Detectives are working with federal authorities to locate the fugitives and return them to Maine to answer their charges.



Home Repair Fraud

The York County Sheriff's Office received a complaint of Home Repair Fraud from a homeowner in Lebanon. Specifically, several months ago, a homeowner contracted with Billy Jack Adams, 46 years old, from Sanford and Patrick Dorney, 44 years old, from Lebanon to do some tree work. Adams and Dorney accepted a \$3000 deposit, then failed to complete the work. YCSO Deputies spoke with Adams and Dorney when the homeowner first filed a complaint and they agreed to complete the work as originally promised. Unfortunately, the work was not completed.



The homeowner called the sheriff's office seeking a resolution. It had been several months since the duo promised to do the work. Consequently, Deputy Justin Titcomb decided to summon the two for home repair fraud. Titcomb did not have to travel very far to summons the two individuals, both were located at the York County Jail. Adams (in orange) is awaiting trial for Criminal Attempt and has a \$2,000 bail while Dorney (in gray) is awaiting trial for a drug charge with a \$250 bail and is on a probation hold.

Alfred Drug Bust

The York County Sheriff's Office in conjunction with the Maine Drug Enforcement Agency has been conducting an ongoing investigation into drug trafficking and stolen property from a home at 282 Jordan Springs Road in Alfred, Maine. On January 12th two search warrants were conducted at the home, which resulted in the seizure of fentanyl, methamphetamine, oxycodone, and firearms. As a result of the search and the subsequent investigation agents were able to establish probable cause for the arrest of the homeowners, Robert Court (44 yrs. old from Alfred) and Jennifer Chick (40 years old from Alfred).

On February 13, 2024, agents and deputies responded to the address to serve the arrest warrants and upon doing so encountered more evidence of drug trafficking. A third search warrant was obtained for the residence and agents and deputies located fentanyl, cocaine, cocaine base, and psilocybin mushrooms, as well as additional firearms. The following items were located during the three search warrants:

125.7 grams of fentanyl	54 grams of psilocybin mushrooms
16 grams of cocaine	5 grams of cocaine base
2 grams of methamphetamine	42 doses of diverted oxycodone
5 firearms	\$875.00 in suspected drug proceeds

Arrested were: Jennifer Chick 3 counts of Aggravated Trafficking of Scheduled Drugs, Class A
Robert Court 3 counts of Aggravated Trafficking of Schedule Drugs Class A

Both subjects are being held at the York County Jail, bail was set at \$60,000.00. The estimated street value of the drugs is \$35,250.00.



MSA Awards

Maine Sheriff's Association 2024



On March 21st Deputy Cody Frazier proudly represented the York County Sheriff's Office at the Maine Sheriff's Office Association Awards Banquet presenting the colors as a member of our Honor Guard unit. Deputy Alex Markellos and Detective Ryan Sanford (Kittery PD) received the prestigious Presidential Medal of Valor award for their actions at a Special Response Team call in Saco. Major Nathan Thayer received the 2022 Maine Sheriff's Office Manager of the Year Award while Chief

Deputy Jeremy Forbes received the 2023 Maine Sheriff's Office Manager of the Year Award. Also attending the banquet was Sheriff King, Sgt. Morneau, Deputy Chenard, and Deputy Gould.



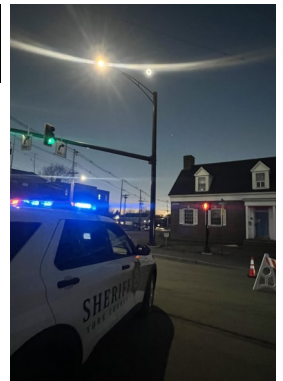
Assist Agency

Houlton Police Department

Eclipse



On April 8, 2024, York County Sheriff's Deputies provided public safety support to the Houlton Police Department so residents and tourists could safely view the solar eclipse in one of the last areas of the country to experience this once-in-a-lifetime event. Sgt. Morneau, Sgt. Chauvette, and Deputies Travis Jones and Justin Titcomb spent the last few days in Aroostook County making sure the event was safely enjoyed by everyone. The deputies made it a point to express how well they were treated by everyone in the community.



SCAM ALERT! Sheriff's Deputies just took a report of a scam. An intended victim just received a call masked with the caller ID of a legitimate and well respected bank in the area. The scammer had the intended victim's credit card number and asked for the person's PIN number. Please do not ever give any information over the telephone. If you receive a suspicious call, alert the authorities immediately.



Chili Cook-off



On Friday, we had our annual Chili Cook off! Channel 6 News Anchor Samantha York was our celebrity judge and she was great! The winners of this year's chili cook off were (drum roll....)

3rd Place - Tammy Wells



2nd Place
Lt. Mike Perry

1st place
Officer Heath Bryant



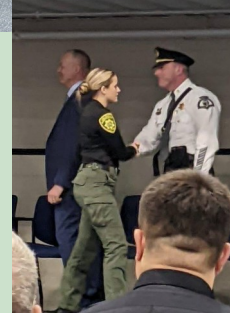


York County Jail Corrections Graduation



The 80th Basic Corrections Training Class graduated on February 23rd with 14 graduates from the York County Sheriff's Office. The graduates were in alphabetical order:

- | | |
|--------------------|-----------------|
| Sharron Desrochers | Andrew Dumond |
| Kayleigh Hamilton | Mariah Jacobsen |
| Emma Kehoe | John Lumbala |
| Shelley Melendez | Joao Moniz |
| Pedro Mussumba | Olivia Noury |
| Joshua Rand | Dennis Ring |
| Mauricio Roque | Gloria Suama |



Graduating 14 new officers will assist the York County Jail with its staffing challenges. Lt. Michael Perry related that he has 7 candidates ready for the next academy!



Former CO becomes a Westbrook Police Officer



Congratulations to former corrections officer Sgt Carlos Gonzales for following his dream to become a police officer. He was recently hired and sworn in as one of the newest members of the Westbrook Police Department.



Swearing in as Westbrook Police Officer



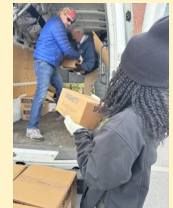
Gonzales with the Westbrook Mayor, Mike Foley.



Gonzales and me and the Westbrook Police Chief, Sean Lally.

Food Pantry and Job Fair

Officers Esmeralda Laporte and Ernesto Beia assisted the Sanford Backpack Program with unloading 18 pallets of food and other necessary items donated by The Church of Jesus Christ of Latter-day Saints for redistribution to school food pantries throughout the Sanford School Community.



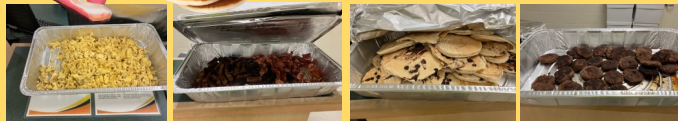
They also attended the Career Center Job Fair at the Sanford Community Adult Education building. Officer Beia was particularly helpful as a Portuguese language translator due to the many Portuguese job seekers.



Kind Gesture by Corrections Employees



Two officers made dinner for the on duty staff as a kind gesture. The menu included scrambled eggs, bacon, sausage, and pancakes chocolate chip or regular.



Rebel at Winterfest

On February 10th, Deputy Frazier and K-9 Rebel (in cruiser) participated in the 2024 Winterfest Event in Biddeford. During the event, Deputy Frazier was able to answer questions about the York County Sheriff's Office K-9 program to community members.



ITEM #3: (a). Minutes

Town of Lyman
Select Board Meeting Minutes
April 16th, 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: Jessica Picard, Amber Swett, Victoria Gavel

Selectboard members absent: Rusty “Ralph” Blackington (Chair), Thomas Hatch (Vice Chair)

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*
No public comment.
- b. *Mail •York County Sherrif*

ITEM #3 MINUTES

- a. *Review / Approve meeting minutes 4/1/2024*
Amber Swett – Motions to approve. Victoria Gavel seconds. Motion passes: 3-0-0

ITEM #4 SIGN WARRANTS

- a. *Payroll Warrant #39 in the amount of \$29,399.00*
Victoria Gavel – Motions to approve. Amber Swett seconds. Motion passes: 3-0-0
- b. *Accounts Payable Warrant #40 (FY2024) in the amount of \$51,381.77*
Victoria Gavel – Motions to approve. Amber Swett seconds. Motion passes: 3-0-0
Discussion, Amber Swett states Municipal Solid Waste expenses were \$9,380.89 and recycling expenses were \$475.65.

ITEM #5 UNFINISHED BUSINESS

- a. *Franchise Agreement, Updates if any*
No new updates
- b. *Discuss Bunganut Booth Repairs, updates if any, Review Quote for Electrical work and gravel*
Lindsay Gagne – States the quote for the shed was sent to the insurance company and the Town was reimbursed for the cost less the \$1,000 deductible. There will need to be an electrical hookup after the new shed is installed. In the agenda packet, there is a quote for \$850 for all the electrical work needed. After the shed is removed, we may need to level out the area and put gravel down for the new shed. To move forward with the electrical quote, the board will need to approve funds from Capital improvement Reserves.
Victoria Gavel – States she is willing to get gravel if it’s needed and will volunteer her time to help with demoing the old shed. She has coordinated with the Road Commissioner who has agreed to volunteer his time and use his excavator. She will haul the debris to the old recycling place on Jagger Mill Road and will submit receipts for the cost for tonnage of debris.
Amber Swett – Motions to approve the quote from ETP Electricians for the amount of \$850.00 to come out of Capital Improvement Reserves.
Victoria Gavel – Seconds the motion. Motion passes: 3-0-0
- c. *Review/ Approve final draft personnel policy*
There is some discussion regarding language on page 6 under section 3.1, gesture bullying, if the phrase “glances that convey threatening message” could be removed. Consensus was that this

Town of Lyman
Select Board Meeting Minutes
April 16th, 2024 – Lyman Town Hall

language could be perceived in a variety of different ways, and it would be better to leave the general phrase as “Non-verbal threatening body language or gestures.”

Victoria Gavel – Motions to approve the Town of Lyman Personnel Policy Handbook as written with the exception of the changes discussed that under section 3.1 to remove “glances that convey a threatening message” on page 6 from the gesture bullying segment.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

d. [Review/ Approve Propane rate quotes](#)

Victoria Gavel – Motions to approve the propane rate quote from Champagne at \$1.90 per gallon through June 30th, 2025.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

e. [Salt Shed repairs, review quotes and options](#)

Lindsay Gagne – States after earlier discussions of the electrical panel corroding at the salt shed, we got a few different quote options for the panel. One quote is for replacing the panel inside the building with a like panel leaving it where it is. The other quote is replacing the panel but moving its location to outside the building. There is a third quote to add lighting inside the salt shed along the sides of the building rather than above up on the ceiling, because the ceiling height is so high that if the lights needed to be switched out it would require a lift to access them. Putting the lights on the side will make them more accessible if repairs or replacement are needed.

There is discussion if having lights on the sides rather than the ceiling, would this cause any issue with being in the way of the loader. Lindsay will check with the Road Commissioner if that could be an issue. Discussion regarding the panel, the concern with keeping the panel inside the salt shed is it will likely corrode again in a matter of time. The board agrees there is likely more longevity with the panel being moved outside the building and locks should be added on the panel.

Victoria Gavel – Motions to approve the ETP Electricians proposal to relocate the existing panel with breakers to the outside of the salt shed for the sum of \$2,100.00 to come out of Capital Improvement Reserves.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

Victoria Gavel – Motions to approve the ETP Electricians proposal of \$3,500.00 to change out the lights inside the salt shed, adding two on each side of the door in front and one on the center of the back wall.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. [Fire Chief – All Hands](#) – Report reviewed in agenda packet.
- b. [Treasurer – Expense Report](#) – Report reviewed in agenda packet.
- c. [Tax Collector – Excise Report March, 2024](#) – Report reviewed in agenda packet
- d. [Eco Maine Rep – Recycling info and training](#)

Amber Swett – States she had reached out to Eco Maine and coordinated a meeting with the Transfer Station attendants to discuss updates to recycling and waste, including items that can or can't be recycled. There is an ECO ME app that can be downloaded on your phone where you can input any type of item and the app will tell you if it can be recycled. The app is called recylopedia.

ITEM #7

NEW BUSINESS

- a. [Re-Appointment for Bunganut Park Committee Members](#)

Lindsay Gagne – States the committee is an ad hoc committee and per the charter were appointed for one year, however they can be re-appointed for one additional year.

Amber Swett – States she will abstain from the re-appointment for Michelle Felicitti.

Town of Lyman
Select Board Meeting Minutes
April 16th, 2024 – Lyman Town Hall

Discussion, because there are only three board members present, with Amber's abstention, they would have to delay Michelle's re-appointment until the next meeting but will continue with the other committee members.

Victoria Gavel – Motions to appoint Holly Hart to the Bunganut Park Ad Hoc Committee for a term ending April 18th, 2025.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

Victoria Gavel – Motions to appoint Holly Wooldridge to the Bunganut Park Ad Hoc Committee for a term ending April 18th, 2025.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

Victoria Gavel – Motions to appoint Kevin Veilleux to the Bunganut Park Ad Hoc Committee for a term ending April 18th, 2025.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

Victoria Gavel – Motions to appoint Karen Kane to the Bunganut Park Ad Hoc Committee for a term ending April 18th, 2025.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

Victoria Gavel – Motions to appoint Liz Mitchell to the Bunganut Park Ad Hoc Committee for a term ending April 18th, 2025.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

b. [Committee Application – Cemetery Committee](#)

Amber Swett – Motions to appoint Patricia Ricker to the Cemetery Committee.

Victoria Gavel – Seconds the motion. Motion passes: 3-0-0

c. [Appointment Interim Code Enforcement Officer, Building Inspector & Plumbing Inspector](#)

Lindsay Gagne – States there is another CEO that is willing to help with permits and inspections in the interim until we have a full-time CEO. Updates to the interviewing process; there were many applicants for the position of Administrative Clerk; interviews have been conducted and currently we're reviewing the selection process. To avoid short staffing the front counter, we've been working with the temp CEO's until internal hire for the CEO Department can transition over.

Victoria Gavel – Motions to appoint James Allaire as the interim building inspector effective April 16th, 2024.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

Victoria Gavel – Motions to appoint James Allaire as the interim plumbing inspector effective April 16th, 2024.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

Victoria Gavel – Motions to appoint James Allaire as the interim code enforcement officer effective April 16th, 2024.

Amber Swett – Seconds the motion. Motion passes: 3-0-0

d. [Review/ Approve Pole Permit](#)

Amber Swett – Motions to approve the pole permit for the intersection of Shaker Hill Road and Brock Road.

Victoria Gavel – Seconds the motion. Motion passes: 3-0-0

e. [Schedule Public Hearing for Town Meeting Warrant](#)

Lindsay Gagne – States the warrant is being drafted. During the budget workshops we had discussed doing a minor amendment to the charter to remove the Board of Assessment Review and default appeals to the County, however in reaching out to Town Council, it was recommended this item would likely need to be voted on by secret ballot and we could do that for the November Election. Unless the board has any other non-budget items to add to the warrant, there should be a public hearing scheduled, which the draft will be ready before then.

Town of Lyman
Select Board Meeting Minutes
April 16th, 2024 – Lyman Town Hall

Discussion regarding scheduling a public hearing. The board will hold a public hearing on May 6th at 6:00pm located at the Town Hall before their regular meeting session.

Discussion regarding putting to the voters in November a referendum question asking if they do or do not favor services providing aerial imagery for the assessor. This would not be appropriating funds, but rather getting voters to vote on whether or not they would want such services available to the Town.

f. [Review/Sign RSU #57 notice of June election.](#)

Victoria Gavel – Motion to accept the warrant and notice of election calling Regional School Unit Number 57 Budget Validation Referendum and notice of election on Tuesday June 11th 2024

Amber Swett – Seconds the motion. Motion Passes: 3-0-0

EXECUTIVE SESSION

None

OTHER

Victoria Gavel – States while doing the shed removal at Bunganut, she will get the broken grills out of the park as well and haul them at the same time. She asks about candidate's Nite and how to submit questions to the candidates and asks about getting the moderator for Town meeting.

Lindsay Gagne – States questions can be submitted to the Town Manager email or office and then they are passed to the moderator for Candidates Nite. The moderator for Town Meeting is voted on at Town Meeting. Typically, we reach out to those who we generally work with and ask if they are available, but if they are not, then we would look for another moderator.

Michelle Felicetti – States the Bunganut Park Committee has cancelled their clean up day in May because of the damages from the last storm. The trees that fell down at the park are very large and the damage will need to be cleaned up before they schedule a community event.

Lindsay Gagne – Provides an update with the storm damages and FEMA funding. After doing the assessment we are aware of the debris and trees that are down. The FEMA funding is not a guarantee, as we have not received confirmation that we qualify. In the event we don't qualify we would still continue to get the clean up done, but the reason the debris has been left is so we can take pictures and videos as part of our FEMA report.

ADJOURN

Amber Swett – Motions to adjourn. Victoria Gavel seconds. Motion passes: 3-0-0

Town of Lyman
Select Board Meeting Minutes
April 16th, 2024 – Lyman Town Hall

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 5 pages are the original minutes of the Select Board Meeting date April 16th, 2024

Lindsay Gagne

ITEM #4: (a.) Payroll

Check	D / D	Check	Amount	Date	Employee
Employee Checks					
1	1,659.35	0.00	1,659.35	05/01/24	79 SUSAN J BELLEROSE
2	1,187.49	0.00	1,187.49	05/01/24	025 THOMAS M CROTEAU
3	1,577.11	0.00	1,577.11	05/01/24	12 MARCEL DESROSIERS
4	2,461.97	0.00	2,461.97	05/01/24	028 LINDSAY GAGNE
5	1,875.46	0.00	1,875.46	05/01/24	016 LAURIE L GONSKA
6	290.77	0.00	290.77	05/01/24	117 PAUL HAKALA
7	259.30	0.00	259.30	05/01/24	007 THOMAS M HOLLAND
8	2,019.69	0.00	2,019.69	05/01/24	015 JEANETTE E LEMAY
9	735.63	0.00	735.63	05/01/24	036 JULIE LEMIEUX
10	1,285.30	0.00	1,285.30	05/01/24	041 RANDALL L MURRAY
11	475.81	0.00	475.81	05/01/24	19 BRIAN D. RACICOT
12	520.65	0.00	520.65	05/01/24	123 KYLE D RACICOT
13	418.72	0.00	418.72	05/01/24	002 DAVID W RILEY
14	986.32	0.00	986.32	05/01/24	024 JAMES ROBERTS
15	220.19	0.00	220.19	05/01/24	020 DAVID H SANTORA
16	1,628.76	0.00	1,628.76	05/01/24	037 REBEKAH S THOMPSON
17	276.31	0.00	276.31	05/01/24	40 RAYMOND J VALLIERE
Total	17,878.83	0.00	17,878.83		

Direct Deposit Checks					
18	0.00	17,878.83	17,878.83	05/01/24	D / D 1 BIDDEFORD SAVINGS BANK
Total	0.00	17,878.83	17,878.83		

Trust & Agency Checks					
19	0.00	6,181.69	6,181.69	05/01/24	T & A 1 I.R.S.
20	0.00	1,199.25	1,199.25	05/01/24	T & A 3 ICMA
21	0.00	1,126.06	1,126.06	05/01/24	T & A 2 MAINE REVENUE SERVICES
22	0.00	1,708.32	1,708.32	05/01/24	T & A 9 MPERS
Total	0.00	10,215.32	10,215.32		

Summary			
Checks:	Regular	0.00	17
	D / D	17,878.83	1
	Employee	17,878.83	
	T & A	10,215.32	4
	Voided		0
Total		28,094.15	22

WARRANT: 41

Check	D / D	Check	Employee	Gross Pay
1	1,659.35	0.00	79 SUSAN J BELLEROSE	2,379.00
2	1,187.49	0.00	025 THOMAS M CROTEAU	1,744.83
3	1,577.11	0.00	12 MARCEL DESROSIERS	2,038.69
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	290.77	0.00	117 PAUL HAKALA	369.00
7	259.30	0.00	007 THOMAS M HOLLAND	286.85
8	2,019.69	0.00	015 JEANETTE E LEMAY	2,875.81
9	735.63	0.00	036 JULIE LEMIEUX	987.00
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	520.65	0.00	123 KYLE D RACICOT	629.63
13	418.72	0.00	002 DAVID W RILEY	453.40
14	986.32	0.00	024 JAMES ROBERTS	1,181.25
15	220.19	0.00	020 DAVID H SANTORA	238.43
16	1,628.76	0.00	037 REBEKAH S THOMPSON	2,497.83
17	276.31	0.00	40 RAYMOND J VALLIERE	299.20
18	0.00	17,878.83	D / D 1 BIDDEFORD SAVINGS BANK	
19	0.00	6,181.69	T & A 1 I.R.S.	
20	0.00	1,199.25	T & A 3 ICMA	
21	0.00	1,126.06	T & A 2 MAINE REVENUE SERVICES	
22	0.00	1,708.32	T & A 9 MPERS	
Total	17,878.83	28,094.15		24,920.19

Put into A/P **10,447.05**
 Taken out of A/P **(10,215.32)**
Total Payroll 28,325.88

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 _____

ITEM #4: (b.) AP Warrant

Lyman
10:59 AM

A / P Check Register

Bank: BIDDEFORD SAVINGS

05/02/2024
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	10299	32,702.25	04/16/24	42	0569 SECRETARY OF STATE
P	10300	19,578.18	04/22/24	42	0569 SECRETARY OF STATE
P	10301	16,044.03	04/26/24	42	0569 SECRETARY OF STATE
R	10550	134.24	05/07/24	42	0218 AMAZON CAPITAL SERVICES
R	10551	41.90	05/07/24	42	0318 AUDIT SERVICES
R	10552	2,450.00	05/07/24	42	0022 BEAN DATA
R	10553	581.03	05/07/24	42	0328 BUDGET DOCUMENT TECHNOLOGY
R	10554	64.00	05/07/24	42	0994 CINTAS CORPORATION- # 758
R	10555	125.00	05/07/24	42	0211 CRIPPLE CREEK CORPORATION
R	10556	1,080.00	05/07/24	42	0133 DAVID W. RILEY
R	10557	45.12	05/07/24	42	0151 DAYTON SAND & GRAVEL, CO.,INC.
R	10558	59,193.00	05/07/24	42	0248 DAYTON SNOW FIGHTERS INC.
R	10559	500.00	05/07/24	42	0320 EATON PEABODY
R	10560	3,185.00	05/07/24	42	0319 EVERETT QUATTRONE EXCAVATION INC
R	10561	52,515.92	05/07/24	42	0233 GOODWINS MILLS FIRE & RESCUE
R	10562	516.50	05/07/24	42	0072 GWI
R	10563	22,374.74	05/07/24	42	0650 HARRIS COMPUTER
R	10564	128.17	05/07/24	42	0316 JAMES ROBERTS
R	10565	105.86	05/07/24	42	0184 JEANETTE LEMAY
R	10566	1,700.00	05/07/24	42	0230 JESSICAS CLEANING SERVICE
R	10567	5,400.00	05/07/24	42	0265 JOSEPH GOFF
R	10568	5,554.40	05/07/24	42	0311 KCB LANDSCAPING
R	10569	18.79	05/07/24	42	0322 KENNEBUNK LIGHT & POWER DISTRICT
R	10570	240.25	05/07/24	42	0303 LINDSAY GAGNE
R	10571	75.00	05/07/24	42	0028 M A C A
R	10572	55.00	05/07/24	42	0368 M B O I A
R	10573	6,984.91	05/07/24	42	0376 M M E H T
R	10574	15.00	05/07/24	42	0415 M M T C T A
R	10575	95.00	05/07/24	42	0414 MAINE MUNICIPAL ASSOCIATION
R	10576	120.00	05/07/24	42	0379 MAINE TOWN & CITY CLERKS ASSOC
R	10577	542.43	05/07/24	42	1111 MARCEL DESROSIERS
R	10578	251.90	05/07/24	42	0394 PLUMMERS HARDWARE
R	10579	19.99	05/07/24	42	0084 READYREFRESH BY NESTLE
R	10580	75.00	05/07/24	42	0502 REGISTRY OF DEEDS
R	10581	19.00	05/07/24	42	0502 REGISTRY OF DEEDS
R	10582	128.99	05/07/24	42	0011 ROD'S ELECTRIC INC
R	10583	466,437.06	05/07/24	42	0419 RSU #57
R	10584	168.60	05/07/24	42	0048 SHEILA MCNEIL
R	10585	68,600.00	05/07/24	42	0277 TINKER TOM EXCAVATOR
R	10586	945.00	05/07/24	42	0475 TREASURER, STATE OF MAINE
R	10587	135.00	05/07/24	42	0475 TREASURER, STATE OF MAINE
R	10588	379.00	05/07/24	42	0372 TREASURER, STATE OF ME (DEP)
R	10589	149.49	05/07/24	42	0148 VERIZON WIRELESS
R	10590	253.11	05/07/24	42	0321 VICKY GAVEL
R	10591	22.42	05/07/24	42	0985 WARRENS OFFICE SUPPLIES
R	10592	720.00	05/07/24	42	0021 WATERBORO REPORTER
R	10593	865.00	05/07/24	42	0042 ZEBRA STRIPING, INC.

A / P Check Register
Bank: BIDDEFORD SAVINGS

Type	Check	Amount	Date	Wrnt	Payee
P	88889	106.11	05/07/24	42	0140 WEX BANK
P	99999	22.00	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	14.40	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	462.00	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	245.00	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	51.50	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	495.85	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	49.56	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	99.93	05/07/24	42	0095 CARDMEMBER SERVICE
P	99999	24.98	05/07/24	42	0095 CARDMEMBER SERVICE
Total		772,906.61			

Count	
Checks	57
Voids	0

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00218 AMAZON CAPITAL SERVICES						
0513	10550	05	SUPPLIES	19Q3-HPQV-FCWR		
SUPPLIES	E 110-11-60-610				70.91	0.00
	SUPPLIES / SUPPLIES					
			Invoice Total-		70.91	
0513	10550	05	SUPPLIES	16QQ-KJ39-MDN6		
SUPPLIES	E 110-11-60-610				63.33	0.00
	SUPPLIES / SUPPLIES					
			Invoice Total-		63.33	
			Vendor Total-		134.24	
00318 AUDIT SERVICES						
0513	10551	05	MUNICIPAL STAMP	31170-003		
MUNICIPAL STAMP	E 110-11-60-610				41.90	0.00
	SUPPLIES / SUPPLIES					
			Vendor Total-		41.90	
00022 BEAN DATA						
0513	10552	05	MAY	1646		
MAY	E 110-11-32-310				2,450.00	2,290.00
	CTRCT SVS EQ / PROF SVS					
			Vendor Total-		2,450.00	
00328 BUDGET DOCUMENT TECHNOLOGY						
0513	10553	05	LT06	528190		
LT06	E 110-11-32-310				581.03	0.00
	CTRCT SVS EQ / PROF SVS					
			Vendor Total-		581.03	
00095 CARDMEMBER SERVICE						
0513	99999	05	MICROSOFT	E0600R01DP		
MICROSOFT	E 110-11-32-310				22.00	0.00
	CTRCT SVS EQ / PROF SVS					
			Invoice Total-		22.00	
0513	99999	05	MICROSOFT	E0600R01DO		
MICROSOFT	E 110-11-32-310				14.40	0.00
	CTRCT SVS EQ / PROF SVS					
			Invoice Total-		14.40	
0513	99999	05	MICROSOFT	E0600R09JW		
MICROSOFT	E 110-11-32-310				462.00	0.00
	CTRCT SVS EQ / PROF SVS					
			Invoice Total-		462.00	
0513	99999	05	TRAINING	247554241052610		
TRAINING	E 102-11-20-280				245.00	0.00
	BENEFITS / TRAINING.					
			Invoice Total-		245.00	
0513	99999	05	MAILCHIMP	MC17985405		
MAILCHIMP	E 110-11-32-310				51.50	0.00
	CTRCT SVS EQ / PROF SVS					
			Invoice Total-		51.50	
0513	99999	05	STAMPS	042224		
STAMPS	E 110-11-60-650				495.85	0.00
	SUPPLIES / POSTAGE					

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					495.85	
0513	99999	05	BUSINESS CARDS	VP-33PVSW7S		
BUSINESS CARDS			E 110-11-60-610		49.56	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					49.56	
0513	99999	05	YOU TUBE, ZOOM, STAMPS	0424		
YOU TUBE			E 110-11-32-310		13.99	0.00
			CTRCT SVS EQ / PROF SVS			
ZOOM			E 110-11-32-310		15.99	0.00
			CTRCT SVS EQ / PROF SVS			
STAMPS			E 110-11-60-650		19.99	0.00
			SUPPLIES / POSTAGE			
BROWNING			E 110-11-32-310		49.96	0.00
			CTRCT SVS EQ / PROF SVS			
Invoice Total-					99.93	
0513	99999	05	STREAMING FEE	042724		
STREAMING FEE			E 110-11-32-310		24.98	0.00
			CTRCT SVS EQ / PROF SVS			
Invoice Total-					24.98	
Vendor Total-					1,465.22	
00994 CINTAS CORPORATION- # 758						
0513	10554	05	13117643	4189716524		
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					32.00	
0513	10554	05	13117643	4191153122		
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					32.00	
Vendor Total-					64.00	
00211 CRIPPLE CREEK CORPORATION						
0513	10555	05	JUNE	CRIPJUN2024		
JUNE			E 110-11-39-399		125.00	125.00
			CONT SVS OTH / OTHER			
Vendor Total-					125.00	
00133 DAVID W. RILEY						
0513	10556	05	COLD PATCH SPRING STORM	53		
ROADS REPAIRS/MAINT			E 131-51-40-483		560.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
Invoice Total-					560.00	
0513	10556	05	SERVICES	56		
TOWN HALL TRASH			E 145-11-31-330		35.00	0.00
			CTRCT SVS BL / WASTE SVS			
Invoice Total-					35.00	
0513	10556	05	SERVICES	55		
P&R TRASH REMOVAL			E 145-21-31-330		125.00	0.00
			CTRCT SVS BL / WASTE SVS			
KBP TRASH			E 145-23-35-331		125.00	0.00
			CTRCT SVS WA / PROF PORTA P			
Invoice Total-					250.00	

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0513	10556	05	SERVICES	54		
ROADS REPAIRS/MAINT			E 131-51-40-483		210.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
ROADS - SIGNS			E 148-51-60-670		25.00	0.00
			SUPPLIES / SIGNS			
			Invoice Total-		235.00	
			Vendor Total-		1,080.00	
00151 DAYTON SAND & GRAVEL, CO., INC.						
0513	10557	05	52800	262601		
52800			E 131-51-40-483		45.12	0.00
			REPAIRS & MA / RDS/REPAIRS			
			Vendor Total-		45.12	
00248 DAYTON SNOW FIGHTERS INC.						
0513	10558	05	MAY	DAYMAY2024		
MAY			E 143-51-31-360		45,000.00	45,000.00
			CTRCT SVS BL / PLOW & SAND			
			Invoice Total-		45,000.00	
0513	10558	05	PLOWING CONTRACT FY 2024	1100		
PLOWING CONTRACT FY 2024			E 143-51-31-360		14,193.00	0.00
			CTRCT SVS BL / PLOW & SAND			
			Invoice Total-		14,193.00	
			Vendor Total-		59,193.00	
00320 EATON PEABODY						
0513	10559	05	TRAINING	637659		
TRAINING			E 102-11-20-280		500.00	0.00
			BENEFITS / TRAINING			
			Vendor Total-		500.00	
00319 EVERETT QUATTRONE EXCAVATION INC						
0513	10560	05	CLEAN UP FROM SPRING STOR	3056		
CLEAN UP FROM SPRING STOR			E 131-51-40-483		2,385.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
			Invoice Total-		2,385.00	
0513	10560	05	STORM CLEANUP	3055		
STORM CLEANUP			E 131-51-40-483		800.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
			Invoice Total-		800.00	
			Vendor Total-		3,185.00	
00233 GOODWINS MILLS FIRE & RESCUE						
0513	10561	05	MAY	GMFRMAY24		
MAY			E 186-91-37-392		16,185.25	16,185.25
			CONT OUT / GMFR CONTRAC			
MAY			E 186-91-37-391		36,330.67	36,330.67
			CONT OUT / GMFR PERSONN			
			Vendor Total-		52,515.92	
00072 GWI						
0513	10562	05	PHONES	6457342		
205773			E 110-11-50-580		495.90	0.00
			UTILITIES / COMM			

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
205773			E 161-22-50-580		20.60	0.00
			UTILITIES / COMM			
			Vendor Total-		516.50	
00650 HARRIS COMPUTER						
0513	10563	05	TRIO ANNUAL	TRIMN0002321		
LYM500 TRIO ANNUAL			G 1-129-00		22,374.74	0.00
			PREPAID EXP			
			Vendor Total-		22,374.74	
00316 JAMES ROBERTS						
0513	10564	05	MILEAGE	04/11-04/23		
MILEAGE			E 110-11-90-910		128.17	0.00
			OTHER / MILEAGE/TRAV			
			Vendor Total-		128.17	
00184 JEANETTE LEMAY						
0513	10565	05	MILEAGE	APR		
MILEAGE			E 110-11-90-910		105.86	0.00
			OTHER / MILEAGE/TRAV			
			Vendor Total-		105.86	
00230 JESSICAS CLEANING SERVICE						
0513	10566	05	CLEANING SERVICES	DEEPCLEAN		
TH CLEANING SERVICE			E 141-11-31-310		850.00	0.00
			CTRCT SVS BL / PROF SVS			
			Invoice Total-		850.00	
0513	10566	05	CLEANING SERVICES	MAY		
TH CLEANING SERVICE			E 141-11-31-310		500.00	0.00
			CTRCT SVS BL / PROF SVS			
			Invoice Total-		500.00	
0513	10566	05	RUG CLEANING SERVICES	99.1096		
RUG CLEANING SERVICES			E 141-11-31-310		350.00	0.00
			CTRCT SVS BL / PROF SVS			
			Invoice Total-		350.00	
			Vendor Total-		1,700.00	
00265 JOSEPH GOFF						
0513	10567	05	GRANT CEMETERY	1135		
GRANT CEMETERY			E 181-15-37-399		5,400.00	5,400.00
			CONT OUT / CONT SVS OTH			
			Vendor Total-		5,400.00	
00311 KCB LANDSCAPING						
0513	10568	05	MOWING MAY 24	KCBMAY24		
MOWING MAY 24			E 142-90-31-370		5,554.40	5,554.40
			CTRCT SVS BL / MOWING			
			Vendor Total-		5,554.40	
00322 KENNEBUNK LIGHT & POWER DISTRICT						
0513	10569	05	2101002-01	040424		
2101002-01			E 147-51-50-560		18.79	0.00
			UTILITIES / ELECTRICITY			
			Vendor Total-		18.79	
00303 LINDSAY GAGNE						

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0513	10570	05	MILEAGE REIMBURSEMENT	12/5-4/10		
MILEAGE REIM			E 110-11-90-910		240.25	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					240.25	
00028 M A C A						
0513	10571	05	HIGGINS	1000459731		
HIGGINS			E 102-11-20-280		75.00	0.00
			BENEFITS / TRAINING			
Vendor Total-					75.00	
00368 M B O I A						
0513	10572	05	MEMBERSHIP	23/24		
MEMBERSHIP			E 102-11-20-290		45.00	0.00
			BENEFITS / MEMB & DUES			
Invoice Total-					45.00	
0513	10572	05	MEMBERSHIP	1000459500		
MEMBERSHIP			E 102-17-20-290		10.00	0.00
			BENEFITS / MEMB & DUES			
Invoice Total-					10.00	
Vendor Total-					55.00	
00376 M M E H T						
0513	10573	05	MHT.31171	MAY		
INSURANCE-EMPLOYEE			G 1-205-00		479.02	0.00
			BENFTS-EMPLE			
HEALTH			E 102-99-20-210		6,214.65	0.00
			BENEFITS / HEALTH			
DENTAL			E 102-99-20-211		262.74	0.00
			BENEFITS / DENTAL			
LIFE NO MED			E 102-99-20-214		28.50	0.00
			BENEFITS / LIFE NO MED			
Vendor Total-					6,984.91	
00415 M M T C T A						
0513	10574	05	11790-0	1000459211		
TRAINING			E 102-11-20-280		15.00	0.00
			BENEFITS / TRAINING			
Vendor Total-					15.00	
00414 MAINE MUNICIPAL ASSOCIATION						
0513	10575	05	31170	1000470241		
33170			E 102-11-20-280		95.00	0.00
			BENEFITS / TRAINING			
Vendor Total-					95.00	
00379 MAINE TOWN & CITY CLERKS ASSOC						
0513	10576	05	11790-0	1000457976		
11790-0			E 102-31-20-280		60.00	0.00
			BENEFITS / TRAINING			
Invoice Total-					60.00	
0513	10576	05	11790-0	1000457976		
TRAINING			E 102-31-20-280		60.00	0.00
			BENEFITS / TRAINING			
Invoice Total-					60.00	

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					120.00	
01111 MARCEL DESROSIERS						
0513	10577	05	MILEAGE	3/28-4/26		
MILEAGE			E 110-11-90-911		542.43	0.00
			OTHER / MI/TRAV ELE			
Vendor Total-					542.43	
00394 PLUMMERS HARDWARE						
0513	10578	05	EQUIPMENT	8889/3		
EQUIPMENT			E 150-31-60-610		159.94	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					159.94	
0513	10578	05	SAFETY EQUIP	8891/3		
SAFETY EQUIP			E 150-31-60-690		91.96	0.00
			SUPPLIES / PPG			
Invoice Total-					91.96	
Vendor Total-					251.90	
00084 READYREFRESH BY NESTLE						
0513	10579	05	0427507058	3125159		
H20 0427507058			E 110-11-60-610		19.99	0.00
			SUPPLIES / SUPPLIES			
Vendor Total-					19.99	
00502 REGISTRY OF DEEDS						
0513	10580	05	NOD'S PB	042224		
NOD'S PB			E 110-11-39-399		75.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					75.00	
0513	10581	05	DISCHARGES	050224		
DISCHARGES			E 110-11-39-399		19.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					19.00	
Vendor Total-					94.00	
00011 ROD'S ELECTRIC INC						
0513	10582	05	SERVICE GENERATOR	38464		
SERVICE GENERATOR			E 141-11-40-410		128.99	0.00
			REPAIRS & MA / BLDGS & GROU			
Vendor Total-					128.99	
00419 RSU #57						
0513	10583	05	MAY	SCHLMAY2024		
MAY			E 195-92-90-999		466,437.06	466,437.06
			OTHER / MISC			
Vendor Total-					466,437.06	
00569 SECRETARY OF STATE						
0513	10299	05	31170	4/3-4/11		
31170			G 1-250-00		32,702.25	0.00
			MTR VEHICLE			
Invoice Total-					32,702.25	
0513	10300	05	31170	04/11-04/18		

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
31170			G 1-250-00		19,578.18	0.00
			MTR VEHICLE			
			Invoice Total-		19,578.18	
0513	10301	05	31170	4/18-4/25		
31170			G 1-250-00		16,044.03	0.00
			MTR VEHICLE			
			Invoice Total-		16,044.03	
			Vendor Total-		68,324.46	
00048 SHEILA MCNEIL						
0513	10584	05	MINERAL PAINT	5213		
MINERAL PAINT			E 181-15-37-399		45.95	0.00
			CONT OUT / CONT SVS OTH			
			Invoice Total-		45.95	
0513	10584	05	MISC ITEMS	746273		
MISC ITEMS			E 181-15-37-399		44.27	0.00
			CONT OUT / CONT SVS OTH			
			Invoice Total-		44.27	
0513	10584	05	MAINE OXY	2572652		
MAINE OXY			E 181-15-37-399		78.38	0.00
			CONT OUT / CONT SVS OTH			
			Invoice Total-		78.38	
			Vendor Total-		168.60	
00277 TINKER TOM EXCAVATOR						
0513	10585	05	REMOVE DEBRIS FROM STORM	27		
REMOVE DEBRIS FROM STORM			E 131-51-40-483		37,000.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
			Invoice Total-		37,000.00	
0513	10585	05	REMOVE DEBRIS FROM STORM	28		
REMOVE DEBRIS FROM STORM			E 131-51-40-483		31,600.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
			Invoice Total-		31,600.00	
			Vendor Total-		68,600.00	
00475 TREASURER, STATE OF MAINE						
0513	10586	05	PLUMBING 6075-6094			*** SEPARATE ***
PLUMBING 6075-6094			G 1-220-00		945.00	0.00
			ST PLUMB FEE			
			Invoice Total-		945.00	
0513	10587	05	DEP 6075-6094			*** SEPARATE ***
DEP 6075-6094			G 1-220-00		135.00	0.00
			ST PLUMB FEE			
			Invoice Total-		135.00	
			Vendor Total-		1,080.00	
00372 TREASURER, STATE OF ME (DEP)						
0513	10588	05	TRANSFER STATION	DEP0402241SWF9		
TRANSFER STATION			E 150-31-90-920		379.00	0.00
			OTHER / STATE FEE'S			
			Vendor Total-		379.00	
00148 VERIZON WIRELESS						
0513	10589	05	6423575065-00001	9960831307		

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
642357065-00001			E 110-11-50-580		149.49	0.00
			UTILITIES / COMM			
			Vendor Total-		149.49	
00321 VICKY GAVEL						
0513	10590	05	REIMBURSEMENT			
REIMBURSEMENT			E 703-86-90-999		253.11	0.00
			CAP IM / RESERVES - OTHER / MISC			
			Vendor Total-		253.11	
00985 WARRENS OFFICE SUPPLIES						
0513	10591	05	TOWLYM	529192-00		
TOWLYM			E 110-11-60-610		22.42	0.00
			SUPPLIES / SUPPLIES			
			Vendor Total-		22.42	
00021 WATERBORO REPORTER						
0513	10592	05	AD	1412		
AD			E 110-11-80-830		45.00	45.00
			ADVER, PRINT / FORMS			
			Invoice Total-		45.00	
0513	10592	05	AD	1337		
AD			E 110-11-80-830		90.00	90.00
			ADVER, PRINT / FORMS			
			Invoice Total-		90.00	
0513	10592	05	AD SPECIAL TOWN	1340		
AD SPECIAL TOWN			E 110-11-80-810		225.00	225.00
			ADVER, PRINT / ADVERTISE			
			Invoice Total-		225.00	
0513	10592	05	AD PUBL HEAR	1341		
AD PUBL HEAR			E 110-11-80-810		60.00	60.00
			ADVER, PRINT / ADVERTISE			
			Invoice Total-		60.00	
0513	10592	05	ADVERTISING	SEPT 3		
ADVERTISING			E 110-11-80-810		150.00	0.00
			ADVER, PRINT / ADVERTISE			
			Invoice Total-		150.00	
0513	10592	05	AD	1421		
AD			E 110-11-80-810		60.00	60.00
			ADVER, PRINT / ADVERTISE			
			Invoice Total-		60.00	
0513	10592	05	AD 12/20	1427		
AD 12/20			E 110-11-80-810		90.00	90.00
			ADVER, PRINT / ADVERTISE			
			Invoice Total-		90.00	
			Vendor Total-		720.00	
00140 WEX BANK						
0513	88889	05	0496-00-621844-0	96143699		
0496-00-621844-0			E 150-31-40-450		106.11	0.00
			REPAIRS & MA / EQUIPMENT			
			Vendor Total-		106.11	
00042 ZEBRA STRIPING, INC.						

A / P Warrant

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0513	10593	05	STRIPING		31114	
STRIPING			E 131-51-40-483		865.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
			Vendor Total-		865.00	
			Prepaid Total-		69,895.79	
			Current Total-		703,010.82	
			EFT Total-		0.00	
			Warrant Total-		772,906.61	

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 _____



Weekly “All Hands”

EMERGENCY INCIDENTS

WEEKLY INCIDENT STATS: 04/22/2024 - 04/28/2024

Aircraft Incident		
Alarms (Fire / CO)		1
Appliance / Chimney Fire		
Brush / Woods Fire	3	
Gas Leaks / Hazmat		
Lines / Trees Down		
Medical Emergencies	9	
Mutual Aid (EMS)	1	14
Mutual Aid (FIRE)		388
Odor/Smoke Investigation		290

MONTHLY TOTALS

	<u>2023</u>	<u>2024</u>
JAN:	86	92
FEB:	68	78
MAR:	69	128
APR:	70	-
MAY:	77	-
JUN:	72	-
JUL:	74	-
AUG:	74	-
SEP:	106	-
OCT:	62	-
NOV:	98	-
DECR:	130	-

Total Incidents (2023): **986**
 Total Incidents (2022): **897**
 Total Incidents (2021): **857**

March 2024/2023

Incidents to Date 298/223	Trainings 1/12
Emergency Incidents 127/69	Certification 2/1
Multi Incidents 65/7	Work Orders 37/150
Desk Box/All hands 2/2 Cardiac arrest/Brush fire	Career staff 5/3
Mutual Aid Given 16/9	Call-force 48
Mutual Aid Received 15/5	Total Responders 34/30 Those who responded to at least one incident
No Manpower 5/2 Crews working 3rd Alarm Brushfire.	

of interest:				
<ul style="list-style-type: none"> 3/1 - Lyman Cardiac Arrest, 8 GM Responders, Alfred M/A 3/12 - Dayton EMS incident involving chainsaw. Transport to MMC and FD to extinguish permitted burn. 3/21 - 3 Alarm grass/woods fire. 8.3 acres burned, three structures threatened. Caused by limb on energized line using excessive power, resulting in fuse melting, falling to the ground and catching tall grass on fire. 3/21 - 12 incidents, several were wind related. 5 incidents reported while all GM crews tied up at fire. 3/23 - Tree falls on car during ice storm. Tree broke windshield resulting in traumatic injury transport to MMC. 3/23-3/24 55 incidents, most of which were storm related. 3/25 - Arundel Motor Vehicle Crash Engine 83, Ambulance 85 Respond. Extrication and Transport to Maine Med. 1 New hire, already has A-EMT license. 				
Incidents by Town	Lyman 71/46 Dayton 41/12			
Hospitals Transported to				
SMHC-Bidd 22	SMHC-San. 1	MMC 6	Mercy 0	York 1



Weekly “All Hands”

PRIDE & OWNERSHIP

RESOURCES

- [Recognition Form](#) to recognize outstanding performance in our department.
- [Fire Responder Assistance Program](#)
- [Code Green Campaign](#)
- [EAP](#)
- <https://codegreencampaign.org/>
- [Electric/Hybrid Vehicle quick reference](#)
- [EV guide](#)

Thank you to everyone who attended the annual banquet and to our six members at the NFA.



Expense Summary Report

FUND: 1
ALL Months

ITEM #6: (b.) Expense Report

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES	599,885.00	100,759.00	687,530.00	525,371.17	0.00	162,482.83
11 - TOWN HALL	337,913.00	107,034.00	444,947.00	366,298.19	0.00	78,648.81
10 - SALARIES	337,913.00	107,034.00	444,947.00	366,298.19	0.00	78,648.81
101 - TOWN MGR	0.00	91,855.00	91,855.00	74,373.03	0.00	17,481.97
103 - HR & FINANCE	62,534.00	6,030.00	68,564.00	54,184.09	0.00	14,379.91
105 - TOWN CLERK/T	55,751.00	9,149.00	64,900.00	53,004.12	0.00	11,895.88
106 - ADMIN CLERK	51,578.00	0.00	51,578.00	28,121.90	0.00	23,456.10
115 - ASSESSOR	75,750.00	0.00	75,750.00	64,096.12	0.00	11,653.88
141 - CEO	65,000.00	0.00	65,000.00	55,796.41	0.00	9,203.59
142 - CEO CLERK	27,300.00	0.00	27,300.00	21,672.00	0.00	5,628.00
143 - ELECTRICIAN	0.00	0.00	0.00	15,050.52	0.00	-15,050.52
13 - ELECTIONS	14,818.00	-5,800.00	9,018.00	3,807.97	0.00	5,210.03
10 - SALARIES	14,818.00	-5,800.00	9,018.00	3,807.97	0.00	5,210.03
182 - BALLOT CLERK	8,478.00	0.00	8,478.00	3,522.59	0.00	4,955.41
183 - TM MODERATOR	340.00	0.00	340.00	170.00	0.00	170.00
184 - REGISTRAR	6,000.00	-5,800.00	200.00	115.38	0.00	84.62
17 - PLANNING	3,580.00	0.00	3,580.00	3,718.39	0.00	-138.39
10 - SALARIES	3,580.00	0.00	3,580.00	3,718.39	0.00	-138.39
147 - PB	3,580.00	0.00	3,580.00	3,718.39	0.00	-138.39
18 - APPEALS BD	373.00	0.00	373.00	74.28	0.00	298.72
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
21 - RECREATION	3,960.00	0.00	3,960.00	3,834.26	0.00	125.74
10 - SALARIES	3,960.00	0.00	3,960.00	3,834.26	0.00	125.74
127 - REC DIRECT	3,960.00	0.00	3,960.00	3,834.26	0.00	125.74
31 - TRANSFER STA	124,121.00	0.00	124,121.00	94,181.04	0.00	29,939.96
10 - SALARIES	124,121.00	0.00	124,121.00	94,181.04	0.00	29,939.96
131 - TRF STATION	123,121.00	0.00	123,121.00	94,181.04	0.00	28,939.96
132 - ECO ME REP	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
51 - ROADS	37,905.00	0.00	37,905.00	32,076.00	0.00	5,829.00
10 - SALARIES	37,905.00	0.00	37,905.00	32,076.00	0.00	5,829.00
151 - RD COMM	37,905.00	0.00	37,905.00	32,076.00	0.00	5,829.00
71 - GA	3,394.00	0.00	3,394.00	1,697.00	0.00	1,697.00
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
72 - ACO	7,458.00	0.00	7,458.00	6,310.70	0.00	1,147.30
10 - SALARIES	7,458.00	0.00	7,458.00	6,310.70	0.00	1,147.30

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES CONT'D					
175 - ACO	7,458.00	0.00	6,310.70	0.00	1,147.30
99 - NOT SPECIFIC	53,343.00	-479.00	13,139.34	0.00	39,724.66
10 - SALARIES	33,970.00	-479.00	13,139.34	0.00	20,351.66
179 - HEALTH OFFIC	455.00	0.00	0.00	0.00	455.00
191 - EXTRA TIME	7,500.00	-479.00	1,404.34	0.00	5,616.66
199 - SELECT BOARD	26,015.00	0.00	11,735.00	0.00	14,280.00
90 - OTHER	19,373.00	0.00	0.00	0.00	19,373.00
997 - VOTED MORE	19,373.00	0.00	0.00	0.00	19,373.00
102 - BENEFITS	265,347.00	0.00	168,320.96	0.00	98,026.04
11 - TOWN HALL	11,410.00	0.00	5,543.00	0.00	5,867.00
20 - BENEFITS	11,410.00	0.00	5,543.00	0.00	5,867.00
280 - TRAINING	9,515.00	0.00	4,512.00	0.00	5,003.00
290 - MEMB & DUES	1,895.00	0.00	1,031.00	0.00	864.00
13 - ELECTIONS	120.00	0.00	0.00	0.00	120.00
20 - BENEFITS	120.00	0.00	0.00	0.00	120.00
280 - TRAINING	120.00	0.00	0.00	0.00	120.00
17 - BUILDINGS CO	0.00	0.00	10.00	0.00	-10.00
20 - BENEFITS	0.00	0.00	10.00	0.00	-10.00
290 - MEMB & DUES	0.00	0.00	10.00	0.00	-10.00
31 - TRANSFER STAT	500.00	0.00	170.00	0.00	330.00
20 - BENEFITS	500.00	0.00	170.00	0.00	330.00
280 - TRAINING	500.00	0.00	170.00	0.00	330.00
99 - NOT SPECIFIC	254,317.00	0.00	162,597.96	0.00	91,719.04
20 - BENEFITS	254,317.00	0.00	162,597.96	0.00	91,719.04
201 - FICA	51,199.00	0.00	41,440.99	0.00	9,758.01
210 - HEALTH	151,887.00	-250.00	88,002.64	0.00	63,634.36
211 - DENTAL	4,414.00	0.00	3,208.67	0.00	1,205.33
214 - LIFE NO MED	120.00	250.00	319.05	0.00	50.95
230 - 457B ER MATC	12,614.00	0.00	9,785.22	0.00	2,828.78
231 - MPERS ER	29,583.00	0.00	19,841.39	0.00	9,741.61
250 - PTO BUYOUT	4,500.00	0.00	0.00	0.00	4,500.00
107 - CITIZENS PT	0.00	60,217.00	0.00	0.00	60,217.00
13 - ELECTIONS	0.00	60,217.00	0.00	0.00	60,217.00
10 - SALARIES	0.00	26,832.00	0.00	0.00	26,832.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
107 - CITIZENS PT CONT'D					
181 - TOWN CLERK	0.00	26,832.00	0.00	0.00	26,832.00
20 - BENEFITS	0.00	33,385.00	0.00	0.00	33,385.00
201 - FICA	0.00	2,052.65	0.00	0.00	2,052.65
210 - HEALTH	0.00	28,097.39	0.00	0.00	28,097.39
211 - DENTAL	0.00	551.76	0.00	0.00	551.76
231 - MPERS ER	0.00	2,683.20	0.00	0.00	2,683.20
110 - GEN ADMIN	136,115.00	136,115.00	109,376.86	2,522.50	74,215.64
11 - TOWN HALL	132,615.00	132,615.00	108,597.85	2,522.50	21,494.65
32 - CTRCT SVS EQ	64,008.00	64,008.00	58,356.06	2,290.00	3,361.94
310 - PROF SVS	64,008.00	64,008.00	58,356.06	2,290.00	3,361.94
39 - CONT SVS OTH	13,831.00	13,831.00	13,200.46	0.00	630.54
315 - MEMB & DUES	9,071.00	9,071.00	8,477.00	0.00	594.00
399 - OTHER	4,760.00	4,760.00	4,723.46	0.00	36.54
50 - UTILITIES	10,464.00	10,464.00	7,302.55	0.00	3,161.45
580 - COMM	10,464.00	10,464.00	7,302.55	0.00	3,161.45
60 - SUPPLIES	18,431.00	18,431.00	10,978.53	0.00	7,452.47
610 - SUPPLIES	10,211.00	10,211.00	6,243.86	0.00	3,967.14
650 - POSTAGE	8,220.00	8,220.00	4,734.67	0.00	3,485.33
80 - ADVER, PRINT	18,515.00	18,515.00	6,832.68	232.50	11,449.82
810 - ADVERTISE	4,500.00	4,500.00	1,412.09	232.50	2,855.41
830 - FORMS	8,910.00	8,910.00	2,408.36	0.00	6,501.64
850 - TOWN REPORT	2,000.00	2,000.00	0.00	0.00	2,000.00
860 - TAX BILLS	3,105.00	3,105.00	3,012.23	0.00	92.77
90 - OTHER	7,366.00	7,366.00	11,927.57	0.00	-4,561.57
910 - MILEAGE/TRAV	7,366.00	7,366.00	5,082.35	0.00	2,283.65
911 - MI/TRAV ELE	0.00	0.00	6,845.22	0.00	-6,845.22
19 - COMMITTEES	3,500.00	3,500.00	779.01	0.00	2,720.99
90 - OTHER	3,500.00	3,500.00	779.01	0.00	2,720.99
999 - MISC	3,500.00	3,500.00	779.01	0.00	2,720.99
115 - ELECTIONS	13,561.00	13,561.00	1,764.55	0.00	11,796.45
13 - ELECTIONS	13,561.00	13,561.00	1,764.55	0.00	11,796.45
39 - CONT SVS OTH	9,339.00	9,339.00	1,520.00	0.00	7,819.00
399 - OTHER	9,339.00	9,339.00	1,520.00	0.00	7,819.00
60 - SUPPLIES	2,828.00	2,828.00	244.55	0.00	2,583.45
610 - SUPPLIES	1,126.00	1,126.00	244.55	0.00	881.45

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
115 - ELECTIONS CONTD					
650 - POSTAGE	1,702.00	1,702.00	0.00	0.00	1,702.00
80 - ADVER, PRINT	980.00	980.00	0.00	0.00	980.00
810 - ADVERTISE	980.00	980.00	0.00	0.00	980.00
90 - OTHER	414.00	414.00	0.00	0.00	414.00
910 - MILEAGE/TRAV	414.00	414.00	0.00	0.00	414.00
117 - GEN ADMIN IN	43,978.00	43,978.00	27,133.00	0.00	16,845.00
99 - NOT SPECIFIC	43,978.00	43,978.00	27,133.00	0.00	16,845.00
38 - COMT SVS INS	43,978.00	43,978.00	27,133.00	0.00	16,845.00
325 - INS PROP & C	20,068.00	20,068.00	15,679.00	0.00	4,389.00
326 - INS W.C.	18,790.00	18,790.00	10,709.00	0.00	8,081.00
327 - INS UNEMPLOY	5,000.00	5,000.00	665.00	0.00	4,335.00
328 - INS VOLUNTEE	120.00	120.00	80.00	0.00	40.00
119 - CONTINGENCY	2,500.00	2,500.00	0.00	0.00	2,500.00
11 - TOWN HALL	2,500.00	2,500.00	0.00	0.00	2,500.00
90 - OTHER	2,500.00	2,500.00	0.00	0.00	2,500.00
999 - MISC	2,500.00	2,500.00	0.00	0.00	2,500.00
125 - ACO	8,457.00	8,457.00	7,786.87	0.00	670.13
72 - ACO	8,457.00	8,457.00	7,786.87	0.00	670.13
39 - COMT SVS OTH	6,957.00	6,957.00	7,206.77	0.00	-249.77
381 - ACO	6,957.00	6,957.00	7,206.77	0.00	-249.77
90 - OTHER	1,500.00	1,500.00	580.10	0.00	919.90
910 - MILEAGE/TRAV	1,500.00	1,500.00	580.10	0.00	919.90
128 - HHS C/A	1,000.00	1,000.00	0.00	0.00	1,000.00
71 - GA	1,000.00	1,000.00	0.00	0.00	1,000.00
39 - COMT SVS OTH	1,000.00	1,000.00	0.00	0.00	1,000.00
310 - PROF SVS	1,000.00	1,000.00	0.00	0.00	1,000.00
129 - HHS SOCIAL S	1,131.00	1,131.00	1,131.00	0.00	0.00
75 - SOCIAL SERV	1,131.00	1,131.00	1,131.00	0.00	0.00
91 - OTHER SOC SV	1,131.00	1,131.00	1,131.00	0.00	0.00
999 - OTHER	1,131.00	1,131.00	1,131.00	0.00	0.00
131 - ROADS	814,350.00	814,350.00	222,752.72	0.00	591,597.28

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
131 - ROADS CONT'D					
51 - ROADS	814,350.00	814,350.00	222,752.72	0.00	591,597.28
33 - CONT PROF	1,000.00	1,000.00	0.00	0.00	1,000.00
310 - PROF SERV	1,000.00	1,000.00	0.00	0.00	1,000.00
40 - REPAIRS & MA	813,350.00	813,350.00	222,752.72	0.00	590,597.28
481 - RDS/CONSTRUC	199,000.00	199,000.00	387.50	0.00	198,612.50
482 - RDS/RESURFA	475,000.00	475,000.00	80,200.00	0.00	394,800.00
483 - RDS/REPAIRS	139,350.00	139,350.00	142,165.22	0.00	-2,815.22
141 - B&C CARE & M	21,730.00	21,730.00	14,887.39	0.00	7,042.61
11 - TOWN HALL	13,360.00	13,360.00	14,102.31	0.00	-742.31
31 - CTRCT SVS BL	9,660.00	9,660.00	10,426.70	0.00	-766.70
310 - PROF SVS	9,660.00	9,660.00	10,426.70	0.00	-766.70
40 - REPAIRS & MA	3,700.00	3,700.00	3,675.61	0.00	24.39
410 - BLDGS & GROU	3,700.00	3,700.00	3,675.61	0.00	24.39
21 - RECREATION	2,800.00	2,800.00	550.00	0.00	2,250.00
31 - CTRCT SVS BL	950.00	950.00	250.00	0.00	700.00
310 - PROF SVS	950.00	950.00	250.00	0.00	700.00
40 - REPAIRS & MA	1,850.00	1,850.00	300.00	0.00	1,550.00
410 - BLDGS & GROU	1,850.00	1,850.00	300.00	0.00	1,550.00
22 - BUNGANUT	1,360.00	1,360.00	35.08	0.00	1,324.92
31 - CTRCT SVS BL	660.00	660.00	0.00	0.00	660.00
310 - PROF SVS	660.00	660.00	0.00	0.00	660.00
40 - REPAIRS & MA	700.00	700.00	35.08	0.00	664.92
410 - BLDGS & GROU	700.00	700.00	35.08	0.00	664.92
23 - KBP	440.00	440.00	0.00	0.00	440.00
31 - CTRCT SVS BL	440.00	440.00	0.00	0.00	440.00
310 - PROF SVS	440.00	440.00	0.00	0.00	440.00
31 - TRANSFER STA	3,770.00	3,770.00	0.00	0.00	3,770.00
31 - CTRCT SVS BL	2,620.00	2,620.00	0.00	0.00	2,620.00
310 - PROF SVS	2,620.00	2,620.00	0.00	0.00	2,620.00
40 - REPAIRS & MA	1,150.00	1,150.00	0.00	0.00	1,150.00
410 - BLDGS & GROU	1,150.00	1,150.00	0.00	0.00	1,150.00
142 - B&C MOWING	61,642.00	61,642.00	54,983.65	5,554.40	1,123.95
51 - ROADS	11,500.00	11,500.00	11,400.00	0.00	100.00
31 - CTRCT SVS BL	11,500.00	11,500.00	11,400.00	0.00	100.00

Expense Summary Report

FUND: 1
ALL Months

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

142 - B&G MOWING CONT'D

370 - MOWING	11,500.00	0.00	11,500.00	11,400.00	0.00	100.00
90 - MISC	50,142.00	0.00	50,142.00	43,563.65	5,554.40	1,023.95
31 - CTRCT SVS BL	50,142.00	0.00	50,142.00	43,563.65	5,554.40	1,023.95
370 - MOWING	50,142.00	0.00	50,142.00	43,563.65	5,554.40	1,023.95

143 - B&G PLOWING

	651,940.00	0.00	651,940.00	578,170.81	0.00	73,769.19
11 - TOWN HALL	4,640.00	0.00	4,640.00	4,639.98	0.00	0.02
31 - CTRCT SVS BL	4,640.00	0.00	4,640.00	4,639.98	0.00	0.02
360 - PLOW & SAND	4,640.00	0.00	4,640.00	4,639.98	0.00	0.02

22 - BUNGANUT

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

23 - KBP

31 - CTRCT SVS BL	1,200.00	0.00	1,200.00	300.00	0.00	900.00
360 - PLOW & SAND	1,200.00	0.00	1,200.00	300.00	0.00	900.00

31 - TRANSFER STA

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

51 - ROADS

31 - CTRCT SVS BL	642,400.00	0.00	642,400.00	570,230.83	0.00	72,169.17
360 - PLOW & SAND	642,400.00	0.00	642,400.00	570,230.83	0.00	72,169.17

145 - B&G WASTE SV

	16,715.00	0.00	16,715.00	10,557.05	0.00	6,157.95
11 - TOWN HALL	1,820.00	0.00	1,820.00	625.00	0.00	1,195.00
31 - CTRCT SVS BL	1,820.00	0.00	1,820.00	625.00	0.00	1,195.00
330 - WASTE SVS	1,820.00	0.00	1,820.00	625.00	0.00	1,195.00

21 - RECREATION

31 - CTRCT SVS BL	1,300.00	0.00	1,300.00	535.00	0.00	765.00
330 - WASTE SVS	1,300.00	0.00	1,300.00	535.00	0.00	765.00
35 - CTRCT SVS WA	2,220.00	0.00	2,220.00	1,960.00	0.00	260.00
331 - PROF PORTA P	2,220.00	0.00	2,220.00	1,960.00	0.00	260.00

22 - BUNGANUT

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	2,940.00	1,000.00	3,940.00	3,947.05	0.00	-7.05
331 - PROF PORTA P	3,375.00	-1,000.00	2,375.00	1,082.50	0.00	1,292.50
	3,375.00	-1,000.00	2,375.00	1,082.50	0.00	1,292.50

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
145 - BKG WASTE SV CONTD					
23 - KBP	3,520.00	3,520.00	1,727.50	0.00	1,792.50
31 - CTRCT SVS BL	1,300.00	1,300.00	475.00	0.00	825.00
330 - WASTE SVS	1,300.00	1,300.00	475.00	0.00	825.00
35 - CTRCT SVS WA	2,220.00	2,220.00	1,252.50	0.00	967.50
331 - PROF PORTA P	2,220.00	2,220.00	1,252.50	0.00	967.50
51 - ROADS	1,540.00	1,540.00	680.00	0.00	860.00
31 - CTRCT SVS BL	1,200.00	1,200.00	255.00	0.00	945.00
330 - WASTE SVS	1,200.00	1,200.00	255.00	0.00	945.00
35 - CTRCT SVS WA	340.00	340.00	425.00	0.00	-85.00
331 - PROF PORTA P	340.00	340.00	425.00	0.00	-85.00
147 - BKG ENERGY	36,584.00	36,584.00	14,566.43	0.00	22,017.57
11 - TOWN HALL	12,484.00	12,484.00	6,437.41	0.00	6,046.59
50 - UTILITIES	12,484.00	12,484.00	6,437.41	0.00	6,046.59
510 - PROPANE	3,984.00	3,984.00	1,321.92	0.00	2,662.08
560 - ELECTRICITY	8,500.00	8,500.00	5,115.49	0.00	3,384.51
21 - RECREATION	500.00	500.00	314.10	0.00	185.90
50 - UTILITIES	500.00	500.00	314.10	0.00	185.90
560 - ELECTRICITY	500.00	500.00	314.10	0.00	185.90
22 - BUNGANUT	4,500.00	4,500.00	1,036.61	0.00	3,463.39
50 - UTILITIES	4,500.00	4,500.00	1,036.61	0.00	3,463.39
560 - ELECTRICITY	4,500.00	4,500.00	1,036.61	0.00	3,463.39
23 - KBP	2,000.00	2,000.00	486.70	0.00	1,513.30
50 - UTILITIES	2,000.00	2,000.00	486.70	0.00	1,513.30
560 - ELECTRICITY	2,000.00	2,000.00	486.70	0.00	1,513.30
31 - TRANSFER STA	9,000.00	9,000.00	3,441.43	0.00	5,558.57
50 - UTILITIES	9,000.00	9,000.00	3,441.43	0.00	5,558.57
560 - ELECTRICITY	9,000.00	9,000.00	3,441.43	0.00	5,558.57
51 - ROADS	8,500.00	8,500.00	3,250.18	0.00	5,249.82
50 - UTILITIES	8,500.00	8,500.00	3,250.18	0.00	5,249.82
560 - ELECTRICITY	8,500.00	8,500.00	3,250.18	0.00	5,249.82
148 - BKG SIGNS	6,500.00	6,500.00	2,574.09	0.00	3,925.91
21 - RECREATION	500.00	500.00	0.00	0.00	400.00
60 - SUPPLIES	500.00	500.00	0.00	0.00	400.00
670 - SIGNS	500.00	500.00	0.00	0.00	400.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
148 - BKG SIGNS CONT'D					
22 - BUNGANUT	500.00	500.00	0.00	0.00	500.00
60 - SUPPLIES	500.00	500.00	0.00	0.00	500.00
670 - SIGNS	500.00	500.00	0.00	0.00	500.00
23 - KENNEBUNK PD	0.00	100.00	72.02	0.00	27.98
60 - SUPPLIES	0.00	100.00	72.02	0.00	27.98
670 - SIGNS	0.00	100.00	72.02	0.00	27.98
31 - TRANSFER STA	500.00	500.00	124.11	0.00	375.89
60 - SUPPLIES	500.00	500.00	124.11	0.00	375.89
670 - SIGNS	500.00	500.00	124.11	0.00	375.89
51 - ROADS	5,000.00	5,000.00	2,327.96	0.00	2,672.04
60 - SUPPLIES	5,000.00	5,000.00	2,327.96	0.00	2,672.04
670 - SIGNS	5,000.00	5,000.00	2,327.96	0.00	2,672.04
150 - TRF STATION	335,340.00	335,340.00	177,473.19	0.00	157,866.81
31 - TRANSFER STA	335,340.00	335,340.00	177,473.19	0.00	157,866.81
35 - CTRCT SVS WA	310,380.00	310,380.00	165,998.08	0.00	144,381.92
310 - PROF SVS	2,980.00	2,980.00	889.50	0.00	2,090.50
349 - PROF SVS CAN	2,400.00	2,400.00	1,800.00	0.00	600.00
350 - PROF SVS TIP	166,250.00	166,250.00	103,139.12	0.00	63,110.88
351 - PROF SVS TW	43,750.00	43,750.00	17,034.66	0.00	26,715.34
352 - PROF SVS REC	10,650.00	10,650.00	6,165.90	0.00	4,484.10
355 - PROF SVS HAU	33,125.00	33,125.00	17,420.00	0.00	15,705.00
356 - PROF SVS HW	27,125.00	27,125.00	10,020.00	0.00	17,105.00
357 - PROF SVS HR	11,100.00	11,100.00	4,740.00	0.00	6,360.00
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	3,340.00	0.00	7,160.00
40 - REPAIRS & MA	13,330.00	13,330.00	7,201.46	0.00	6,128.54
450 - EQUIPMENT	13,330.00	13,330.00	7,201.46	0.00	6,128.54
50 - UTILITIES	6,880.00	6,880.00	1,935.24	0.00	4,944.76
570 - FUEL	2,880.00	2,880.00	803.67	0.00	2,076.33
580 - COMM	4,000.00	4,000.00	1,131.57	0.00	2,868.43
60 - SUPPLIES	3,750.00	3,750.00	1,763.41	0.00	1,986.59
610 - SUPPLIES	750.00	750.00	416.58	0.00	333.42
690 - PPG	3,000.00	3,000.00	1,346.83	0.00	1,653.17
90 - OTHER	1,000.00	1,000.00	575.00	0.00	425.00
920 - STATE FEE'S	500.00	500.00	575.00	0.00	-75.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
150 - TRF STATION CONFD	500.00	0.00	500.00	0.00	0.00	500.00
930 - HEALTH & WEL	500.00	0.00	500.00	0.00	0.00	500.00
161 - PARKS & REC	8,960.00	0.00	8,960.00	5,635.36	641.71	2,682.93
21 - RECREATION	8,360.00	-700.00	7,660.00	4,410.15	641.71	2,608.14
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	-700.00	6,410.00	4,086.74	0.00	2,323.26
940 - REC PROGRAMS	6,860.00	-700.00	6,160.00	4,024.70	0.00	2,135.30
999 - MISC	250.00	0.00	250.00	62.04	0.00	187.96
22 - BUNGANUT	600.00	0.00	600.00	443.52	0.00	156.48
50 - UTILITIES	600.00	0.00	600.00	443.52	0.00	156.48
580 - COMM	600.00	0.00	600.00	443.52	0.00	156.48
23 - KPB	0.00	700.00	700.00	781.69	0.00	-81.69
50 - UTILITIES	0.00	700.00	700.00	781.69	0.00	-81.69
580 - COMM	0.00	700.00	700.00	781.69	0.00	-81.69
171 - RES EQUIP	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
99 - NOT SPECIFIE	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
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
173 - RES BLDGS	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
99 - NOT SPECIFIE	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
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
174 - RES SO WAT	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
99 - NOT SPEC	50,000.00	0.00	50,000.00	50,000.00	0.00	0.00
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
175 - RES CON SVC	18,574.00	0.00	18,574.00	18,574.00	0.00	0.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
175 - RES CON SVC CONTD						
99 - NOT SPECIFIC	18,674.00	0.00	18,674.00	18,674.00	0.00	0.00
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
177 - RES MISC	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
99 - NOT SPECIFIC	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
95 - RESERVES	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
970 - TOWN RESERVE	32,715.00	0.00	32,715.00	32,715.00	0.00	0.00
179 - RESERVES GMF	90,000.00	0.00	90,000.00	90,000.00	0.00	0.00
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
181 - OUTS GEN AD	191,200.00	45,150.00	236,350.00	137,519.80	7,000.00	94,830.20
11 - TOWN HALL	144,200.00	0.00	144,200.00	57,680.96	0.00	86,519.04
33 - CONT PROF	94,200.00	0.00	94,200.00	44,971.26	0.00	49,228.74
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	6,487.06	0.00	27,712.94
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	12,709.70	0.00	37,290.30
399 - CONT SVS OTH	50,000.00	0.00	50,000.00	12,709.70	0.00	37,290.30
15 - CEMETERIES	8,500.00	45,150.00	53,650.00	38,838.84	7,000.00	7,811.16
37 - CONT OUT	8,500.00	45,150.00	53,650.00	38,838.84	7,000.00	7,811.16
399 - CONT SVS OTH	8,500.00	45,150.00	53,650.00	38,838.84	7,000.00	7,811.16
17 - PLANNING	500.00	0.00	500.00	0.00	0.00	500.00
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
22 - BUNGANUT	41,000.00	0.00	41,000.00	41,000.00	0.00	0.00
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
185 - OUTSOURCE OT	190,389.00	0.00	190,389.00	186,935.00	0.00	3,394.00
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

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
185 - OUTSOURCE OT CONT'D					
99 - NOT SPEC	49,119.00	49,119.00	45,725.00	0.00	3,394.00
37 - CONT OUT	44,119.00	44,119.00	40,725.00	0.00	3,394.00
399 - CONT SVS OTH	44,119.00	44,119.00	40,725.00	0.00	3,394.00
90 - OTHER	5,000.00	5,000.00	5,000.00	0.00	0.00
999 - MISC	5,000.00	5,000.00	5,000.00	0.00	0.00
186 - OUTS CMFR	630,191.00	630,191.00	577,675.12	52,515.92	-0.04
91 - GMFR	630,191.00	630,191.00	577,675.12	52,515.92	-0.04
37 - CONT OUT	630,191.00	630,191.00	577,675.12	52,515.92	-0.04
391 - GMFR PERSONN	435,968.00	435,968.00	399,637.37	36,330.67	-0.04
392 - GMFR CONTRAC	194,223.00	194,223.00	178,037.75	16,185.25	0.00
191 - OTHER CIP	44,335.00	44,335.00	18,209.02	0.00	26,125.98
11 - TOWN HALL	30,535.00	30,535.00	11,494.14	0.00	19,040.86
70 - EQUIPMENT	30,535.00	30,535.00	11,494.14	0.00	19,040.86
710 - COMP EQUIP	23,530.00	23,530.00	7,270.80	0.00	16,259.20
730 - OFFICE EQUIP	1,595.00	1,595.00	1,595.00	0.00	0.00
790 - OTHER EQUIP	5,410.00	5,410.00	2,628.34	0.00	2,781.66
21 - RECREATION	900.00	900.00	600.00	0.00	300.00
70 - EQUIPMENT	900.00	900.00	600.00	0.00	300.00
790 - OTHER EQUIP	900.00	900.00	600.00	0.00	300.00
22 - BUNGANUT	5,000.00	5,000.00	2,909.88	0.00	2,090.12
90 - OTHER	5,000.00	5,000.00	2,909.88	0.00	2,090.12
999 - MISC	5,000.00	5,000.00	2,909.88	0.00	2,090.12
31 - TRANSFER STA	7,900.00	7,900.00	3,205.00	0.00	4,695.00
70 - EQUIPMENT	7,900.00	7,900.00	3,205.00	0.00	4,695.00
790 - OTHER EQUIP	7,900.00	7,900.00	3,205.00	0.00	4,695.00
195 - RSU # 57	5,597,245.00	5,597,245.00	5,130,807.66	466,437.00	0.34
92 - RSU # 57	5,597,245.00	5,597,245.00	5,130,807.66	466,437.00	0.34
90 - OTHER	5,597,245.00	5,597,245.00	5,130,807.66	466,437.00	0.34
999 - MISC	5,597,245.00	5,597,245.00	5,130,807.66	466,437.00	0.34
197 - COUNTY	332,963.00	332,963.00	335,183.84	0.00	0.16
97 - COUNTY	332,963.00	332,963.00	335,183.84	0.00	0.16
90 - OTHER	332,963.00	332,963.00	335,183.84	0.00	0.16

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET		YTD NET	OUTSTAND UNEXPENDED	
	ORIGINAL ADJUSTMENT	NET		ENCUM	BALANCE
999 - MISC	332,963.00	335,184.00	335,183.84	0.00	0.16
99 - NOT SPECIFIC	0.00	15,390.44	5,167.32	0.00	10,223.12
90 - OTHER	0.00	15,390.44	5,167.32	0.00	10,223.12
999 - MISC	0.00	15,390.44	5,167.32	0.00	10,223.12

Final Totals 10,214,827.00 223,751.44 10,838,568.44 8,575,327.86 834,671.53 1,378,553.05

ITEM #6: (c.) Town Managers Report



Town of Lyman
MAINE

Town Managers Progress Report

May 6th, 2024

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

Personnel policy

A revision of the Personnel Policy has been completed, reviewed, and approved by the Select Board as of April 16th, 2024, and a copy of the full policy can be found on the Town's website. Progress continues while we orient former polices and procedures with the new Municipal Charter. Other updates to come will include updating committee project statements, developing a Town Organization Document, composing a guide for volunteers and committees, and other forms yet to be updated.

Employee recruitment

The hiring process has come to a close while we prepare to onboard and welcome a new employee and proceed with organizational restructuring to help streamline and increase efficiency in Town Government. To provide assistance to the Town Manager the Treasurer will also act as the Finance and Human Resources Officer. This is to help facilitate functions under human resources such as onboarding employees, managing employee benefits programs, assisting with recruitment, and screening of applicants, managing payroll and overseeing revenues and expenses, as well as filling in to cover in the absence of Town Manager. Our new Code Enforcement Officer is anticipated to start once appointed and our team is excited to have an internal employee who is eager to progress in their new enterprise. We will continue to work with our Temp Code Enforcement Officers to assist during the transition. We also welcome aboard our newest teammate as the Administrative Clerk, which the Department Head and I are excited to work side by side with to accomplish our goals.

Buildings and Grounds Updates

Kennebunk Pond landscape improvements are moving along as planned and work will be completed in phases. Maine DOT has installed the new guardrail which will now allow for work to be continued on the beach side. The Landscaper, with weather permitting, has scheduled early May to complete the hardscape installation. To ensure best optimal survival of the plantings, those will be scheduled for planting the first week of June. Over on the Parking side the gate is anticipated to be installed when paving of the new asphalt apron is completed, which is scheduled to be around mid-May. The entire project is expected to be completed by June 21st. Recently after the last storm, a tree fell down in the boat ramp area. I have been working with the Road Commissioner and DEP to see how we can best move the remediate the issue. DEP will approve a permit by rule and once permitted, the Road Commissioner will work on having the tree removed.

After the recent snowstorm in early April, there was significant damage across the County including Lyman. In efforts to apply for FEMA funding the Road Commissioner worked diligently to conduct a first glance, preliminary damage assessment of all roadways and Town-owned facilities. We've successfully completed the assessment and have recently received validation in the public assistance process confirming funding is available. Although, there will be more steps ahead while we wait for the declaration request to work its way through. During initial reconnaissance there was significant tree damage in all areas, as well as damage to culverts, erosion of roadsides and shoulders, and fallen debris. Bunganut Park has once again become encumbered with felled trees, and this will also be included as part of the FEMA request.

We appreciate all the patience and support in these projects as we work to expedite remediation.

The land study continues for all Town-owned properties. I've been working with Jones Associates professional foresters that will be conducting an assessment of all properties to help identify potential timber harvest areas, potential fire pond areas, and determine other elements such as easement locations for landlocked properties. This is just being a preliminary assessment of what potential lies within the land, being a good first step in the process.

A huge thank you is owed to Select Board members Vicky Gavel and Rusty Blackington, as well as our Road Commissioner Tom Croteau for helping to remove the old and damaged ticket booth at Bunganut Park while we prepare to have a new unit installed to replace the damaged ticket booth that was vandalized earlier this year. They volunteered their time to help remove the structure and prepare the area for the arrival of our new ticket booth. The park will be opening soon for the season, and I am excited to have this new unit for the booth attendants.

Committees

The Ordinance Review Committee was successful in obtaining signatures in favor of proposing their recommendations for voters to act on. Their next step will be conducting public hearings. They have been working diligently moving along with their timing of events to prepare for proposals to go to the November General Election.

Bunganut Park Committee has put a hold on their community clean day of the pines at Bunganut due to the damage caused by the storm. However, they are continuing to work on priority goals for the Park that will help increase recreation for the community and expand on the Parks potential while they assess longer term goals.

The IT Committee is currently working on developing recommendations for obtaining internet access at Bunganut Park that will ultimately help provide proper services needed for camera installations in the park. With the historical vandalism and damage sustained in this area, cameras would certainly be a helpful improvement in securing a major asset of the Town.

The Comprehensive Plan Committee has put out one of many surveys to come while they collect data and poll important feedback from residents. There is so much information to be gained from the public and their goal has been to break it down into smaller, more digestible surveys, stay tuned as their work has only just begun.

The Cemetery Committee has updated a full list of all the ancient cemeteries in Lyman which can be found on the Town's website under the Cemetery Committees subpage. This list includes information on each known ancient cemetery and each known veteran grave within the cemetery including markings from the headstones.

Parks and Recs have coordinated the Memorial Day Parade scheduled on May 27th, 2024. The Parade will start at Mill Pond and end at the Town Hall. All are welcome to join, and more information can be found on the Town's website.

Town Hall

We have now implemented a citizen portal on the Town's website to pay real estate and personal property taxes online. Citizens can pay their tax bills by e-check or credit card using the online portal. We will continue to look into expanding on this feature potentially going beyond just tax payments.

ITEM #7: (f) Review / Approve Warrant for Annual Town Meeting

See Public Hearing info for copy of Annual Town Meeting
Warrant.

ITEM #7: (g.) Pole Permit

Auto Fill Form for:
4501 - 4502 - 4503

<p>Notification: <input type="text" value="10301003705"/></p> <p>Work Order: <input type="text" value="801000606985"/></p> <p>Field Planner Name: <input type="text" value="Courtney Coro"/></p> <p>Field Planner Phone #: <input type="text" value="207 205 0988"/></p> <p>Date: <input type="text" value="03/04/2024"/></p>	<p><input checked="" type="checkbox"/> Not Published</p> <p><input type="checkbox"/> Public Notice of this application has beengiven by publishing the text of the same</p> <p>In: <input type="text"/></p> <p>On: <input type="text"/></p>
---	---

City / Town

To the: City
 Town
 County of: , Maine

CMP applying for: Overhead URD

- Starting Point:
- Road (State & CMP):
- Direction:
- Distance: feet
- Number of Poles:

<p>TEL CO: <input type="text" value="N/A"/></p>	<p>Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information</p>
---	--

If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.

If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need

Notification: 10301003705

Work Order: 801000606985

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lyman, Maine

To the: [] City [X] Town

[] County of: York, Maine

[X] Central Maine Power hereby applies for permission to:

[X] Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

[] Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

[X] Central Maine Power Company and N/A

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Intersection of Shaker Hill Rd and Brock Rd

2. Road (State & CMP): Brock Rd

3. Direction: East

4. Distance: Approx. 2025' feet

5. Number of Poles: 1

[X] Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

[] Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

[] Public Notice of this application has been given by publishing the text of the same

[X] Not Published

In: []

On: []

CENTRAL MAINE POWER COMPANY

N/A

By: Courtney Coro

Date: 03/04/2024

By: Date:

LOCATION PERMIT

Upon the Application of Center Maine Power Company and [N/A],

dated [03/04/2024], asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of [Lyman],

approximately located as follows:

- 1. Starting Point: [Intersection of Shaker Hill Rd and Brock Rd]
- 2. Road (State & CMP): [Brock Rd]
- 3. Direction: [East]
- 4. Distance: [Approx. 2025'] feet
- 5. Number of Poles: [1]

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____ Ralph Blackington

By: _____ Thomas Hatch

By: _____ Jessica Picard

By: _____ Amber Swett

By: _____ Victoria Gavel

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____
Clerk

ITEM #7: (h.) Field Use Request Form

LYMAN PARKS & RECREATION

FIELD USE REQUEST FORM

11 South Waterboro Rd.
Lyman, Me. 04002

NAME OF ORGANIZATION: Massabesic Little League

TEAM NAME: MLL Softball

CONTACT PERSON: Galen Nickerson

EMAIL ADDRESS: softballcoachingcoordinator@massabesiclittleleague.org

ADDRESS: 15 Owls Hill Rd, Limerick ME

PHONE #:(home) _____ (work) _____ (cell) _____

ALTERNATE CONTACT: Greg Mitchell (President)

EMAIL ADDRESS: president@massabesiclittleleague.org

PHONE #:(home) _____ (work) _____ (cell) _____

FIELD REQUESTED: Chadbourne

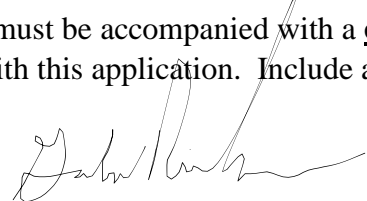
PURPOSE: GAMES PRACTICES LEAGUE TOURNAMENT
 BASEBALL SOFTBALL SOCCER OTHER

PITCHING DISTANCE: _____ BASE DISTANCE _____

AGE GROUP: 6-12 #OF PLAYERS: 15

RESIDENCE OF PLAYERS: RSU 57

The application must be accompanied with a **complete listing** of all practices and/or games you are requesting with this application. Include all dates, days of the week and start/end times.

SIGNATURE:  DATE: 4-29-24

PARKS & REC. SIGNATURE: _____ DATE: _____

APPROVED: _____ DATE: _____

NOTES: _____

Would like to start practicing evenings as overflow. All our other fields are filling. Too many teams, not enough available fields. Will not likely use all days requested.

MONTH: May

W/E _____

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CHECK BOXES)

TIMES: 530-730pm

MONTH: _____

W/E _____

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CHECK BOXES)

TIMES: _____

MONTH: _____

W/E _____

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CHECK BOXES)

TIMES: _____

MONTH: _____

W/E _____

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CHECK BOXES)

TIMES: _____

MONTH: _____

W/E _____

DAYS: MON. TUES. WED. THUR.. FRI. SAT. SUN. (PLEASE CHECK BOXES)

TIMES: _____

Submit

ITEM #7: (i.) Discussion from workshop on 4-22-24



Review of Town of Lyman Selectboard/Town Manager Form of Government Presentation to the Lyman Selectboard April 22, 2024

Don Gerrish of Eaton Peabody Consulting Group was engaged to do a review of how the Selectboard/Town Manager/Town Meeting form of government is working in Lyman. The Lyman Town Charter was amended in November of 2022 to change to the Selectboard/Town Manager/Town Meeting form of government which became effective on July 1, 2023. Previously the Town functioned with a Selectboard/Town Meeting form of government and a clerk assisting the Selectboard. The Town has been working with the new form of government for almost 9 months.

Process

Mr. Gerrish did telephone interviews with the exiting Selectboard and the Town Manager asking their opinion on how this new form is working. He also reviewed the Lyman Town Charter, Lyman Personnel Policy, and Town Manager job description among other pertinent Town documents. He also viewed recent Selectboard meetings.

Observations

Transitioning to the Selectboard/Town Manager form of government was a significant change in the operation of the Town that affected the Selectboard, Boards/Committees/Commissions, employees and citizens. The Town Manager took over as the chief executive and administrator of the Town, a role the Selectboard had done before the charter change.

This change necessitated that new policies and procedures be developed to ensure the affected stakeholders described above understand how the new form of government works.

The Town Manager's job description was completed and approved by the Selectboard. Updated job descriptions were completed for all employees. An update to the Town's Personnel Policy was critical to have it align with the responsibilities of the Town Manager. This update is ongoing and if not completed will be completed shortly.

The Town has had some issues as it moved to this new form of government. Questions of who and how the public deals with Town questions or concerns came up. How the new organization chart works as far as employee oversight came into play. Does this change affect Boards/Committees/Commissions operations? Does the processes and policies for Selectboard meetings with now having a Town Manager needed to be clarified?

The members of the Selectboard and the Town Manager believe the change has gone well but not without its bumps in the road. They all are committed to continue to listening to each other and the public, keep an open mind and to clarify and making changes when necessary.

The Town's new updated Personnel Policy is excellent. It clearly lays out the role and responsibilities of the Town Manager and gives the employees and public an understanding of procedures, policies and benefits of Town employees. The updated job descriptions were needed and are written very well.

Recommendations

As I expressed earlier, the move to the Selectboard/Town Manager form of Government was a major change for the community. From my experience the more specific policies and procedures the Selectboard can adopt will help everyone's understanding of this form of Town government and how it works.

I would suggest you consider the following as an additional processes or policies or wording that will help with the continual understanding of the operation of the Town and consider other clarifying documents when issues arise as to the operation of the Town.

- 1) Public Participation is allowed at the beginning of each Board meeting. I have attached a copy of a policy that the Town of Wells has adopted for your review. It expresses the value of this participation but also places appropriate restrictions on the discussion and it gives any speaker an understanding of what can and cannot be said. If adopted this should be reviewed annually for any changes.
- 2) Many communities have comprehensive Selectboard Policies in one document that help everyone understand how Selectboard meetings are run. I have attached a copy of the Town of Raymond's policy for your review.

- 3) Adopting the following statement from Maine State Statutes concerning the Selectboard/Town Manager form of government would be highly recommended: “The Selectboard shall deal with the administrative services solely through the Town Manager and may not give orders to any subordinates of the Manager, either publicly or privately. This does not prevent the Selectboard from appointing committees or commissions of its own members or citizens or of citizens conduct investigations into the conduct of any official or department or any matter relating to the welfare of the Town”.

This is an area that causes many issues in Council /Selectboard/Manager Communities and clarifying it and seeing that is followed resolves many conflicts.

- 4) I would recommend that Selectboard policies and procedures be reviewed annually, after yearly elections, so the new and old members are familiar with the policies and processes and any changes can be made if a majority decides.
- 5) It is important that an annual evaluation of the Town Manager be done in a timely manner and with all elected officials participating.
- 6) My final recommendation for this form of government to be successful is that honest and timely communication be maintained by all the Selectboard and Town Manager and there is transparency and open communication with the public.
- 7) Having written policies and procedures is also critical. There may be disagreements about these but having a process or policy in place that lays out existing rules, who is in charge and how you go about to make a change makes the process workable.

The Balance Between the Roles of the Council and the Manager

Council's Role

Determines the goals and direction of the community

Understand, amend, approve the budget

Makes decisions on ordinances, major projects, large contracts

Responds to constituent concerns by checking through the manager

Oversight, in a broad sense, of the accomplishment of large outcomes

Selects and evaluates the Manager

Manager's Role

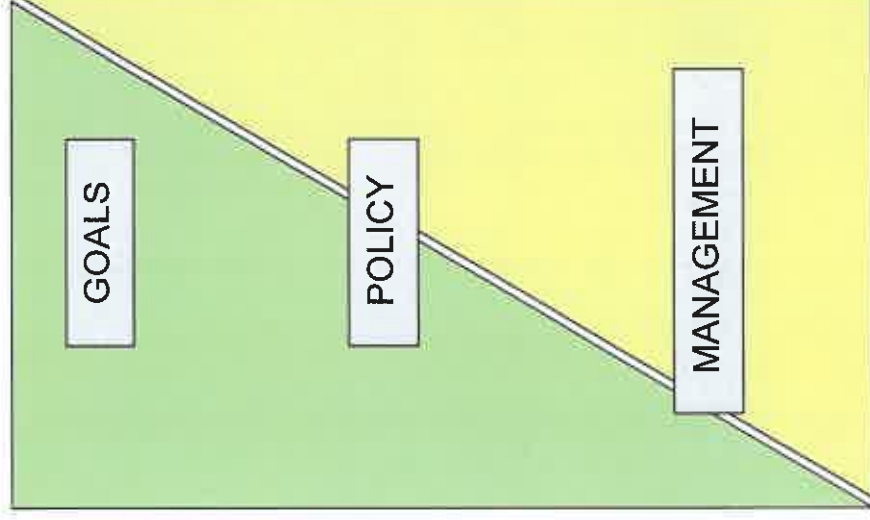
Provides advice and information
Ensures that the Board under takes the appropriate planning process
Prepares the budget for approval

Does background work
Presents options and makes recommendations

Gets answers for Councilors from from the appropriate department(s)

Establishes procedures for managing the organization
Manages the resources to support and carry out the decisions of the Council

Hires and manages all other personnel



**BYLAWS AND POLICIES
OF THE
BOARD OF SELECTMEN
TOWN OF RAYMOND, MAINE**

Adopted January 18, 2005

Amended: June 15, 2010, December 14, 2010, April 5, 2011,
January 8, 2013, April 2, 2013, May 12, 2015, February 13, 2018
September 17, 2019

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board of Selectmen (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards. The Selectmen are referred to State of Maine Statutes and Maine Municipal Association Officers Handbook for explanation of the many roles and responsibilities of the office.

Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A parliamentarian may be elected by the Board of Selectmen.

Section 3. Officers and their Duties

Officers of the Board shall consist of a Chairman and a Vice Chairman to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chairman shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Selectman. All members of the Board of Selectmen are required to vote. The office of Chairman shall be limited to 2 consecutive 1-year terms requiring and at the minimum a term of 1 year between each 2-year period. The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs.

In the absence of the Chairman, the Vice Chairman shall preside and shall have the same authority. If the Chairman and the Vice Chairman are absent the most senior Selectman, based on uninterrupted years of service, shall preside as Chairman pro-tem. If there is more than one senior member, the Chairman pro-tem shall be chosen by the affirmative vote of a majority of attending membership. The temporary Chairman is to have and exercise any and all authority conferred upon the permanent Chairman.

The Town Manager and/or Town Clerk shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided

by law. The people's right to know law shall be upheld [M.R.S.A. Title 1, Chapter 13].

In accordance with M.R.S.A., Title 30-A § 2635, "the Board of Selectmen as a body shall exercise all administrative and executive powers of the Town except as provided in this sub-chapter. The Board of Selectmen shall deal with administrative services solely through the town manager and shall not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the Board of Selectmen from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or and matter relating to the welfare of the Town."

Quorum: A majority of the Board constitutes a quorum. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

Section 4. Chairman Privileges

The Chairman may move, second, declare by unanimous consent, subject to the following limitations. As it is the function of the Chairman to preserve order and provide a fair hearing, the Chairman shall reserve the right to speak first and last on any subject before the Board. If the Chairman wants to actively participate in the debate in any other manner, he/she should stand down and call another member to take the chair with the majority consent of the other members of the Board in attendance. The Chairman should not resume the chair until the pending question is disposed of.

Section 5. Seating Arrangement

Members shall occupy the respective seats in the Board chamber assigned to them by the Chairman, but any two or more members may exchange seats by joining in a written notice to the Chairman to that effect.

Section 6. Attendance

No Selectman shall be excused from attendance at a Board meeting without notification to the Chairman prior to the meeting. Attendance is expected except when a Board member notifies the Chairman prior to the meeting.

Attendance shall be defined as present physically. No written or electronic means will be considered attendance (i.e. Skype, telephone, text messages, emails, etc.).

Section 7. Meetings

Regular meetings of the Board shall be at the discretion of the Chairman. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member at least twenty-four hours in advance, whenever possible, and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law by the Town Manager or Town Clerk, and all such meetings shall be open to the public except as otherwise provided by law. This notice requirement does not preclude the Board from making a trip i.e. site walk during the

meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being in attendance. The order of business at regular meetings shall be as follows:

1. Call to order
2. Minutes of the previous meeting
3. New business
4. Old (unfinished) business
5. Town Manager Report and Communications
6. Fiscal Warrants
7. Executive Session(s)
8. Adjournment

Section 8. Special Meetings

All meetings other than regularly scheduled meetings shall be considered a Special Meeting. Every reasonable effort must be made to notify all Selectmen in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chairman may call a Special Meeting at any time.
2. The Chairman shall call a Special Meeting if requested by a quorum of Selectmen.
3. A Special Meeting may be called by the Vice Chairman if the Chairman may not be reached by normal methods.

Section 9. Meetings to Execute Documents

If logistics require Selectmen to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

Section 10. Executive Session

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA §405 and no others.

The executive session can only be entered after a motion has been made in public session to go into executive session. The motion must carry by at least 3 of the members in attendance.

The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.

No topic other than that referred to in the motion shall be discussed during executive session. The Executive session shall be held in such place as to ensure the privacy of the meeting and

the Chairman shall determine the public and staff allowed to attend in the executive session.

All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

No official action shall be finally approved at an executive session.

Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

Section 11. Public to Address Board

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chairman shall allow questions only during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, there will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Raymond to address the Board regarding this particular agenda item. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments. The speakers will be asked not to be repetitious of comments already made to the Selectmen in the interests of the most efficient use of time. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member. After listening to any input from the public present, the Chairman will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Selectmen.

No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Raymond organization. Complaints will be referred to the town manager for investigation. If unresolved the issue will be brought to the Board of Selectmen. Complaints regarding the town manager must be brought to the Chairman of the Board of Selectmen for investigation and resolution; and to the full Board of Selectmen if unresolved by the Chairman.

Section 12. Workshop Sessions

Workshop sessions may be scheduled by the Chairman for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chairman, relating to the subject of the workshop session.

No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

Section 13. Agenda Items

All agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda and obtain the Chairman's approval before distribution. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chairman as soon as possible. The first draft agenda will normally be available through public posting one week in advance of the Board of Selectmen meeting

Section 14. Continued Sessions

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

Section 15. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chairman, provided, however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 16. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its attending membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote. Conflict issues shall follow established State Law.

Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was in attendance during all hearings thereon.

All members who are in attendance and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown. Those in attendance, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition, or to have voted with the majority.

Section 17. Meeting Length

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

Section 18. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 19. Amendments

These bylaws may be amended at any time in writing by majority vote of the Board.

Section 20. Right of Appeal

Any member may appeal to the Board from a ruling of the Chairman. If the appeal is seconded, the member making the appeal may briefly state his reason for it, and the Chairman may briefly explain his ruling. There shall be no debate on the appeal, and no other Selectmen/person shall participate in the discussion. The Chairman shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members in attendance vote in favor, the ruling of the Chairman is sustained; otherwise, it is overruled.

Section 21. Minutes

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Chairman/Town Manager shall designate staff or a Board member to take the Minutes. The written minutes shall serve as a brief reference, but the verbatim and official record is the DVD recording. [Accepted 8/17/2010] The Minutes shall at the minimum reflect the following:

1. Date of meeting
2. Place of meeting

3. Selectmen in attendance
4. Town staff in attendance
5. Members of the public addressing the Selectmen
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

Free lending copies of the DVD recorded approved minutes will be available to the public at the Town Office and other designated places.

Section 22. Standing Committees, Special Committees, Board Liaison

1. Standing Committees shall be established by the Board on the recommendation of the Chairman at a regular or special Board meeting.
2. The Chairman shall appoint Selectmen, as appropriate, to all standing committees, but two or more members may exchange assignments by joining in a written request to the Chairman to that effect and acted upon at a regular or special Board meeting.
3. The Chairman shall appoint members to special committees and boards except as otherwise established by Board action.
4. Committee meetings: All committee meetings will be called by the chairperson of the respective committee with the consent of the regular members. The Chairman of the Board or his Selectman designee is an ex-officio member of all standing committees.
5. Standing Committee action shall be referred to the next regular meeting of the Board, except that as an emergency measure the Selectman may take action at any regular or special Selectmen meeting.
6. Actions approved by Standing Committees shall be forwarded to the full Board as affirmative motion without need of a second.

Section 23. Administration Function and Compensation of Members

1. Compensation
 - a) Unless otherwise determined by Town Meeting action, the compensation for Selectmen shall be \$100 per month for holding office and serving as a member of the Board.
 - b) Each Selectman may be reimbursed for documented expenses such as mileage, tolls, meals, telephone expense and other costs encountered while providing service to the Town in their administrative or executive function. All expense requests are subject to Board approval by accounts payable warrant order.
2. Functions of the Board

- a) All letters of correspondence written by one member of the Board who is representing the Board shall be pre-approved by the Selectmen at a regular meeting of the Board.
- b) While in the office maintaining daily activities, one member of the Board may not take action or make any decision, but merely serve in an advisory capacity to bring information back to the other Board members during the regular meeting of the Board.
- c) While in office, all Board members are to maintain dignity and respect for all other members of the Board.
- d) Correspondence for the Board shall be reviewed by the Board at the regular or special meeting and said correspondence is not available to the public until it has been noted at a regular or special Board meeting.
- e) If a Board Member asks for information and the Chairman denies it, because of cost and the research is going to take up too much Town employee time, it can be brought forward as an agenda item and will be voted on by the Selectmen. [12/13/2010]

Section 24. Public Comment Periods

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused himself or herself in order to assert or protect his or her personal interests or property rights.

Section 25. Appointment Protocol

1. Re-appointments

- a. All appointed terms of board and committee members shall be considered to begin on July 1st of the year appointed unless filling the incomplete term of another member, and shall expire on June 30th of the year of expiration. Members appointed to complete a vacated term shall serve from the date appointed and sworn in to the term expiration.
- b. The Town Clerk shall submit to the Select Board at their first regular meeting in June a list of all appointed board and committee members whose terms are due to expire. Prior to submittal the Clerk shall ask the board/committee chairs to ascertain to the best of their ability whether or not the member desires to serve another term and forward that information to the Select Board along with the list.
- c. If unforeseen circumstances prohibit the Select Board from making appointments prior to July 1st the existing members shall serve until re-appointed or the position refilled.

2. Filling Positions Vacated by Resignation Prior to the End of a Term

- a. Upon receipt of written resignation public notification will be made by the board or committee from which the resignation is occurring announcing the resignation as a formally stated agenda item at the next regularly scheduled meeting.
- b. After the announcement of the resignation at the board or committee meeting, the formal acceptance of the resignation will be an agenda item for the next available Select Board's Meeting.
- c. After the Select Board accept the resignation, an advertisement for interested candidates will be posted on the Town's website, Facebook page, Cable TV channel, electronic sign, and, if deemed necessary by the Town Manager, in the local newspapers. Applications will be accepted for a 30-day period from the date of publication. After applications close, all applications will be forwarded to the board or committee for consideration at their next regularly scheduled meeting.
- d. Consideration of candidates will then appear as a formally stated board or committee agenda item at the next regular meeting wherein the board or committee will make a recommendation for the appointment to the Select Board.
- e. The recommendation will then be submitted to the Select Board and considered as an agenda item at the next regular Select Board's Meeting.
- f. The Select Board will make an appointment within 30 days based on the qualifications and background of the candidates seeking the position and the recommendation of the board or committee.
 - i. In the case of the Planning Board and the Zoning Board of Appeals the Select Board requires that the candidates attend the meeting in which their membership is to be considered.

3. Removal of Members

- a. Non-attendance – the Select Board shall, at the review and request of a board or committee, consider the removal of a member from such board or committee for repeated and continual absences without notification to the board or committee and good cause.
- b. Conflict of Interest – the Select Board shall rely on *30-A MRSA § 2605 Conflicts of Interest* as the basis for consideration of removal of a member of an appointed board or committee.

4. Complaints Brought by the Public

- a. Should any member of the public bring a complaint regarding the conduct of a board or committee member or their ability to serve in their capacity to the attention of a board, committee, the Select Board or the Town Manager, the complaint shall first be forwarded to the board or committee on which the member serves to be reviewed at their next regularly scheduled meeting. A review of the complaint shall be conducted, and a recommendation be forwarded to the Select Board. The

Select Board shall then hear the complaint at their next regularly scheduled meeting independent of any action or the involved board as required by law.

- b. The Select Board shall schedule a hearing in executive session at their next regularly scheduled meeting to determine if the complaint has merit and if so to consider the removal of the member. This hearing shall be open to the complainant and the member and shall be held in public at the request of the member. Should the member be unable to attend a scheduled hearing it shall be rescheduled to accommodate their attendance.

Approved this 17th day of September, 2019, by the Raymond Select Board:



Rolf Olsen, Chair



Marshall Bullock, Vice Chair



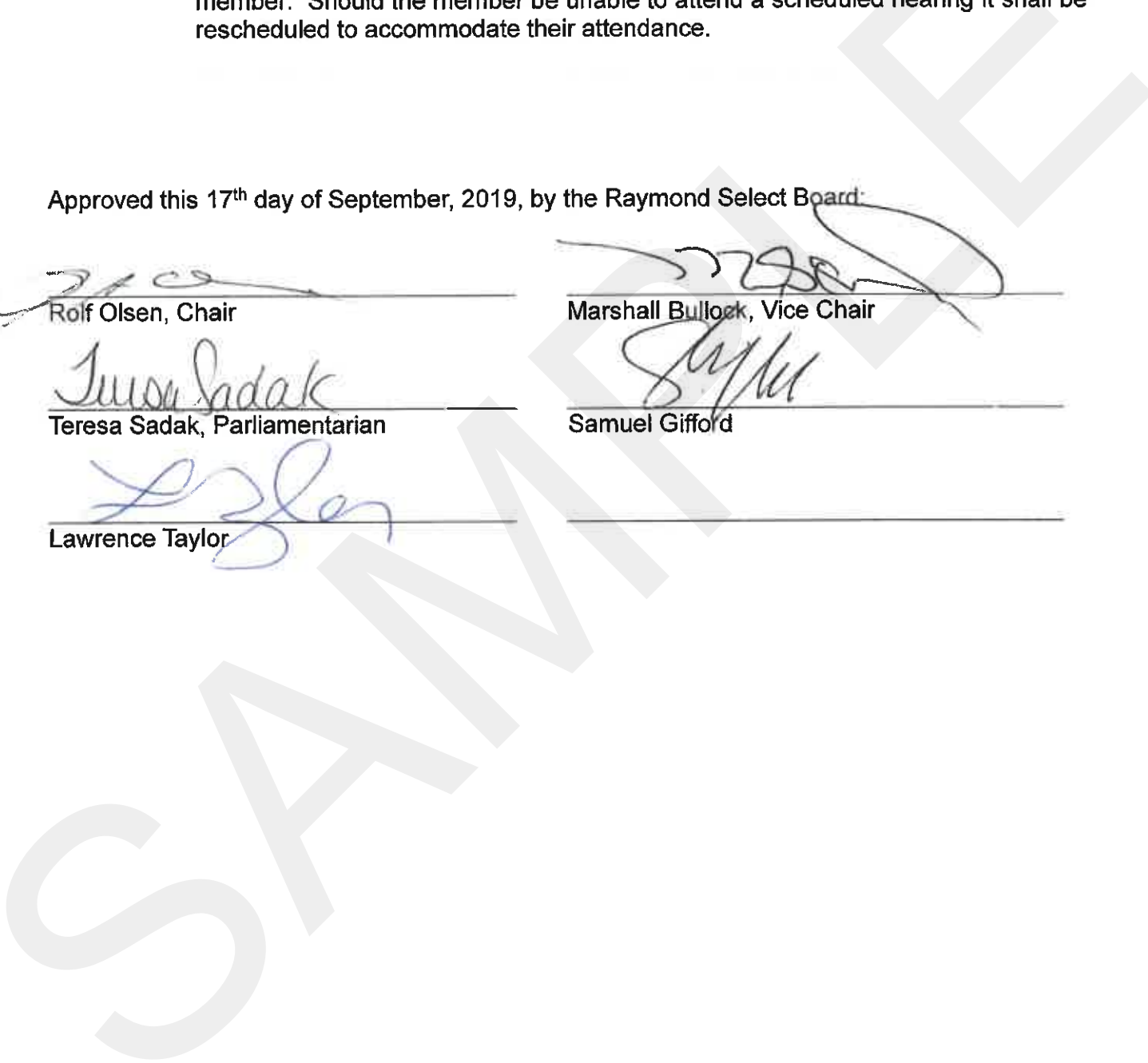
Teresa Sadak, Parliamentarian



Samuel Gifford



Lawrence Taylor



SELECTMEN POLICY FOR "OPEN TO THE PUBLIC"

The Board of Selectmen encourages citizens of the Town of Wells to attend Board meetings, which are open to both the press and the public, except during executive sessions. Executive sessions, which usually occur at the end of a meeting, deal with topics that the open discussion of which could potentially harm the Town, affected individuals or both. The Board of Selectmen follows state law with regard to executive sessions.

The Board encourages residents to bring issues of concern to an individual or to the community to the attention of the Board of Selectmen. Citizen involvement in Town governance enhances the sense of community that makes Wells a great place to live, work, and visit.

Selectmen meetings follow an agenda, which lists the issues the Board will address. The Board wants to hear from citizens and recognizes that one way for residents to participate is to speak out in the Open to the Public Sessions. The Board of Selectmen also recognizes that efficient, productive and orderly meetings are essential to ensure full and fair consideration of agenda subjects at each meeting. To balance these two interests, the Board of Selectmen adopted this Policy to govern the Open to the Public Agenda portions of the meetings.

1. There will be two Open to the Public segments at each regularly scheduled Selectmen's Meeting, near the beginning and end of the meetings. Each Open to the Public segment is limited to fifteen minutes.
2. All comments or questions are directed to the Chairman, who will recognize each speaker in turn. Remarks may not exceed three minutes. Each speaker must identify him/herself and the group he/she represents, if applicable. Speakers may not "read into the record" remarks prepared for or directed to another person or entity.
3. The Board of Selectmen will not accept written materials distributed at a Selectmen's meeting, other than petitions submitted in accordance with state law or a written summary of the speaker's remarks. Individuals or groups must submit written materials for the Board's attention to the Town Manager four business days before the meeting day for distribution to Board members before the meeting.
4. Questions about Town affairs and criticisms or concerns about Town policies, actions, or programs are welcome, provided they do not become personal.
5. No personal attacks on any individual, including Town employees, Town officials, or members of the public will be tolerated during meetings. Please direct concerns about individual employees or Town officials to the Town Manager or Chairman of the Board of Selectmen outside the public meeting.
6. The Board of Selectmen vests in its Chairman the discretion to terminate any remarks if the speaker does not adhere to this policy.

Individuals or groups who desire a response from the Board of Selectmen are encouraged to contact the Town Manager or Board Chairman about placing an item on the Board's agenda for discussion, rather than relying on Open to the Public.

Thank you for adhering to this Policy.

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