

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday, June 3<sup>rd</sup>, 2024 – Lyman Town Hall**

Welcome to the June 3<sup>rd</sup>, 2024, Regular Meeting of The Lyman Select Board.  
This meeting is a public proceeding and is being recorded.

**PLEDGE OF ALLEGIANCE**

**EXECUTIVE SESSION**

1.M.R.S.A §405 (C) Acquisition of real property

**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    •*Goodwin Mills Cemetery*

**ITEM #3**            **MINUTES**

- a. Review / Approve meeting minutes 5/20/2024

**ITEM #4**            **SIGN WARRANTS**

- a. Payroll Warrant **#45** in the amount of **\$28,781.94**
- b. Accounts Payable Warrant **#46 (FY2024)** in the amount of **\$652,648.45**

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

- a. Franchise Agreement, Updates if any
- b. Discussion from 4-22-24 Workshop, updating agenda format, board bylaws, social media policy, etc.
- c. Transfer Station – Proposal for Camera Equipment

**ITEM #6**            **DEPARTMENT AND COMMITTEE REPORTS**

- a. Land Study – Report
- b. Town Hall Expansion - Report
- c. Fire Chief – All Hands
- d. Treasurer – Expense Report
- e. Bunganut Park Committee - Report

**ITEM #7**            **NEW BUSINESS**

- a. Committee Re-Appointments Applications (Terms that are up June 30<sup>th</sup>)
  - Cemetery Committee
  - IT Committee
  - Zoning Board of Appeals
  - Ordinance Review Committee
  - Parks & Rec Committee
- b. Planning Board – upcoming vacancy (June 30<sup>th</sup>) PB recommendation
- c. Eco Maine Representative Re-Appointment
- d. Discussion – Company Picnic/event
- e. Discussion – Designee for pole permits.
- f. Special Amusement Permit Application/ On-Premise Liquor License Renewal – Rustic Dreams

**OTHER**

**ADJOURN**

ITEM #2: (b.) Mail

copy

May 6, 2024

Lyman Town Hall  
ATTN: Select Board  
11 South Waterboro Road  
Lyman, ME 04002

Dear Board Members:

Due to the last two major windstorms, much debris from older trees has fallen into the Goodwins Mills Cemetery, specifically from those trees located on the old Rhodes Hall site.

These large trees (3) have grown considerably over the fence line. The most recent storms caused heavier branches to come down on some of the historical gravesites. One of our volunteers cleared up the larger branches to assess possible damage; fortunately, no damage was noted at that time.

We are requesting that the marked trees on this site either be removed or considerably pruned to avoid the potential for costly cemetery damage in the future.

On a related matter, we are still very interested in the possibility of obtaining that small piece of property in our continuation to expand and beautify this entry into the community. In the coming months, you will see new fencing along the Church Street side, repairs by John Waterhouse to the fencing along the South Street side, as well as updated signage throughout the cemetery. Obtaining this small parcel would allow us to begin plans for a beautiful sign and landscaping.

I look forward to hearing from you regarding the above matters.

Best wishes,



Ann Paquette  
Sexton / Vice President  
Cemetery Association of Goodwins Mills Village  
% 17 Lords Lane  
Lyman, ME 04002

# Goodwins Mills Village Cemetery

Carpenter, Rod  
President  
Email: [hrcarpenter1933@gmail.com](mailto:hrcarpenter1933@gmail.com)

Town of Lyman Select Board  
11 South Waterboro Road  
Lyman, ME 04002  
Phone: 207-499-7562

*no reply*

July 31, 2023

To the Town of Lyman Select Board:

I hope this letter finds all of you well.

Over the past year, the Goodwins Mills Cemetery Association reorganized its structure while keeping the remaining living Trustees (Bill Harris, Ruth Smith) involved in the new operations. The current board of officers are as follows:

Rod Carpenter - **President** / Ann Paquette - **VP** / Susan Briggs - **Treasurer** / Nancy Harriman - **Secretary**

Additionally, Amos Gay resigned as the Sexton of the cemetery. Ann Paquette and Leo Thibodeau have assumed this role.

We have filed legal paperwork to update our tax-exempt status and legal name. Our rules and regulations have been updated and awaiting Trustee approval. We have updated all of our fees to meet today's standards, yet keeping it affordable for residents of Lyman and Dayton. We have repaired the 1841 Tomb, removed trees, and straightened roads to upgrade the appearance of the cemetery. We are challenging ourselves to make the cemetery self-sufficient without being a burden to the Town of Lyman. We have pumped new energy and ideas into the organization and are prioritizing projects as volunteers and finances allow.

There has been discussion within the Cemetery Association about the possibility of obtaining the piece of property formerly occupied by Rhodes Hall. If this is a possibility, it would fit very nicely with our property and allow us to beautify one of the major gateways to the community. It is our understanding that this is a non-conforming lot, making it a difficult sale.

We would be interested in obtaining this property to add to our existing lot. With a vote from our Trustees, I feel confident we could absorb any legal fees for such a transfer.. We have many town fathers, as well as past selectmen, firefighters, and Masonic/Grange members from both Dayton and Lyman buried in our cemetery in addition to a great number of other lots owned by locals..

President= Rod Carpenter  
Vice President= Ann Paquette  
Secretary= Nancy Harriman  
Treasurer= Susan Briggs

For your review, I have attached some of the history on this vacant lot, including a list of previous owners.

We appreciate your consideration of this matter. Please reach out if we can provide further information and/or address any concerns.

Kindest regards,

Rod Carpenter, President

Cemetery Association of Goodwins Mills Village



## ITEM #3: (a.) Minutes

Town of Lyman  
Select Board Meeting Minutes  
May 20<sup>th</sup>, 2024 – Lyman Town Hall

*These are summary minutes in nature only and a full video recording of the proceeding is available to view on our YouTube channel at <https://www.youtube.com/@LymanTownHall/streams> or visit our website: <https://lyman-me.gov/committees/board-of-selectmen/agenda-and-minutes/>*

**Selectboard members present:** Rusty “Ralph” Blackington (Chair), Thomas Hatch (Vice Chair), Jessica Picard, Amber Swett, Victoria Gavel

**Selectboard members absent:**

### EXECUTIVE SESSION

1.M.R.S.A §405 (C) Acquisition of real property – GA

**Thomas Hatch – Motions to go into executive session per 1 M.R.S.A §405 (C) Acquisition of real property.**

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

**Jessica Picard – Motions to come out of executive session.**

**Amber Swett – Seconds the motion. Motion passes: 5-0-0**

The board discusses tabling the item till the next agenda.

### ITEM #1

#### SPECIAL OFFERS/ PRESENTATIONS

a. Historical Society Presents - Information on the Memorial Day Parade

**Steve Lord** – States the Historical Society will be at the Memorial Day Parade on Monday May 27<sup>th</sup> and will be recognizing veterans with a WWI veterans display. One of the veterans is known as Algie Hines who was born in Plymouth and after the war settled on Kennebunk Pond Road. During WWI, while in Europe, he was presented with a handwritten note from the King honoring the soldiers during the war. Algie was an avid member of the community, providing services for local recreation events and ran a concession stand at Barkers Pond.

### ITEM #2

#### HEARING OF DELEGATIONS / PUBLIC INPUT

a. Public Input – Public in attendance will have up to 5 minutes to address the Board.

Please use the podium to address the board and please be respectful of others

**Michelle Feliccitti** – States Bunganut Park looks great after the cleanup of tree debris and storm damage. Thank you to KCB Landscaping for getting the work done prior to the Park opening.

b. Mail Maine Lake Stewards Shenna Bellows – Reviewed in Agenda Packet

### ITEM #3

#### MINUTES

a. Review / Approve meeting minutes 4/16/2024

**Jessica Picard – Motions to approve. Amber Swett seconds. Motion Passes: 3-0-2 (Ralph Blackington, Thomas Hatch Abstain, they were not present at the meeting).**

b. Review / Approve meeting minutes 5/6/2024

**Thomas Hatch – Motions to approve. Jessica Picard seconds. Motion passes: 4-0-1 (Amber Swett Abstains, she was not present at the meeting).**

### ITEM #4

#### SIGN WARRANTS

a. Payroll Warrant #43 in the amount of \$26,283.13

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

Town of Lyman  
Select Board Meeting Minutes  
May 20<sup>th</sup>, 2024 – Lyman Town Hall

b. **Accounts Payable Warrant #44 (FY2024) in the amount of \$171,991.82**

**Thomas Hatch – Motions to approve. Amber Swett seconds. Motion passes: 4-0-1 (Victoria Gavel abstains she was reimbursed for the gravel for the Bunganut Ticket Booth on the warrant).**

**Discussion – Amber Swett states \$12,642 was spent on Municipal Solid Waste and \$934.20 was spent on recycling.**

**ITEM #5**

**UNFINISHED BUSINESS**

a. **Franchise Agreement, Updates if any – No new updates**

b. **Discussion from 4-22-24 Workshop, updating agenda format, board bylaws, etc.**

**Lindsay Gagne – Recommends having the Town Manager appoint employees and the board appoint committee and board members. The charter specifies the Town Manager appointing employees and this may help with expediting the hiring process.**

**Victoria Gavel – States she likes having the recommendations from the Town Manager for committee members and it helps streamline the process.**

**Jessica Picard – States she agrees with having the summaries from the Town Manager and the Board also approves the committee's project statements that helps identify the committees' goals.**

**Thomas Hatch – states he agrees the Town Manager can appoint employees and in cases of a grievance or removal then there is a process to address the board.**

**Lindsay Gagne – States there was also recommendation to review the Towns social media policy. A copy was sent and can be forwarded to the board for continued review.**

**Jessica Picard – States she would suggest having a policy or something similar to what was recommended outlining a process on addressing public inquiries in a way that doesn't leave inquiries unanswered but at least redirects them appropriately or addresses it at the next meeting.**

**There is discussion the board will continue to review possible changes such as social media policy and addressing citizen inquiries. The board agrees to have the Town Manager appoint employees and provide recommendations for committee and board members.**

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

a. **Fire Chief – All Hands**

**Matt Duross – States they've looked into doing a dry hydrant at Kennebunk Pond Beach Parking lot but found that it will not pump enough water for a hydrant. They are now looking at a property on South Waterboro Rd and will work with their consultant to evaluate the site for potential hydrant use.**

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

c. **Tax Collector – Monthly Report – Reviewed in Agenda Packet**

d. **IT Committee – Report – Reviewed in Agenda Packet**

e. **Bunganut Park Committee – Report**

**Michelle Felicitti – States the committee reviewed the field use forms and created a spreadsheet on potential the field use fees can generate for revenue. They will be rescheduling their clean up day for the Fall. They've looked into the lower field on the beach side being filled in or possibly restored. At this point this area is at water level and no amount of piping will help redirect the water. This area is outside of the 75-foot setback for shoreland, so that leaves some potential for options for restoration. They found there is some erosion on the water side and were thinking providing some catch basins may help with preventing more erosion. The parking area could also use some ditching or culverts to help redirect water runoff. They recommend the Town handling any poison ivy mitigation that is needed and suggested fixing up the volleyball court for leagues and having Parks and Recs manage that to help bring in more revenue. Some pricing suggestions they have found were \$350 per team to play or \$40 per person or \$20 per high school student for student leagues.**

Town of Lyman  
Select Board Meeting Minutes  
May 20<sup>th</sup>, 2024 – Lyman Town Hall

The sand pits for the kids still have large amounts of debris in them that need to be sifted out and some of the playground equipment needs to be replaced and cleaned up of overgrown trees and shrubs. They've identified some dead trees in the Pines area that can be removed and so long as they are standing, and they are dead they can be removed. Anything 10-feet and below for limbs poking out can also be removed as they can pose a danger. They also recommend removing the grills as some are in disrepair, cause potential hazard, and are often not used appropriately.

**Victoria Gavel** – Suggests a catch basin to help divert some of the water runoff going down the hill to the field area. Filling it in would require a lot of fill. She may be available to help remove some of the grills.

**ITEM #7**

**NEW BUSINESS**

**a. Discuss Emergency Ordinance for FEMA Flood Plain Ordinance Amendments**

**Lindsay Gagne** – States this is something the ORC was working on; however, the new law will be effective July 17<sup>th</sup>, 2024. The Select Board can do an emergency ordinance per the Municipal Charter. If the ordinance is not adopted, the Town will lose access to emergency funding and residents in the flood zone may lose flood insurance. The board does not have to have a public hearing, but it was recommended to have one. The board will have to determine a fee structure, and there have been some alternatives provided to consider.

There is some discussion, the board agrees to add in the fee schedule of \$50 for new construction and \$25 for minor development. The board will hold a public hearing on July 1, 2024 at 6:00pm at the Town Hall.

**b. Discuss GMFR – Lawn repair from winter plowing**

**Thomas Hatch** – States the lawn at GMFR was in need of repair from years of minor damages. As part of the Interlocal agreement Lyman is responsible for lawn mowing, however the damaged area needed to be repaired. There is a bill in the amount of \$400 that will need to come out of a reserve.

**Jessica Picard** – **Motions to pay the \$400 KCB Landscaping invoice for lawn repair at the fire department out of the Contingency Fund.**

**Thoams Hatch** – **Seconds the motion. Motion passes: 4-1-0 (Ralph Blackington, Thomas Hatch, Jessica Picard, Amber Swett in favor; Victoria Gavel opposed).**

**c. Transfer Station – Proposal for camera equipment**

**Lindsay Gagne** – States there are two options for adding camera equipment at the Transfer Station. One is a basic set up to get things started which the grant funding will cover the bulk of. The other covers larger areas of the facility. There are two different cameras proposed. One is a 4k higher resolution and the other is a less expensive 2k lower resolution. The lower resolutions are placed in areas lower to the ground such as the roof of the office. The high resolution cameras are placed at higher elevations and cover more ground.

**Jessica Picard** – Asks how the device maintenance is budgeted, the cost per device for maintenance, and what are the specifics services provided in the contractual maintenance agreement.

**Thomas Hatch** – Asks about the cameras that were previously installed that currently don't work.

**d. Committee Applicant – Comprehensive Plan Committee**

**Victoria Gavel** – **Motions to appoint Kimberly Rollins to the Comprehensive Plan Committee.**

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

**e. Survey Results re: Annual Town Meeting**

Results reviewed in agenda packet.

**f. Quote for work table for Bunganut Ticket Booth.**

**Victoria Gavel** – Suggests putting a table or desk in the booth because in the future when considering park improvements, the booth may get moved and the layout installed might not work for the new location.

**Lindsay Gagne** – States we can purchase a folding table for now to get them through the season.

Town of Lyman  
Select Board Meeting Minutes  
May 20<sup>th</sup>, 2024 – Lyman Town Hall

**OTHER**

**ADJOURN**

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

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

\_\_\_\_\_  
Rusty “Ralph” Blackington

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

\_\_\_\_\_  
Thomas Hatch

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

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 4 pages are the original minutes of the Select Board Meeting date May 20<sup>th</sup>, 2024

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

# ITEM #4: (a.) Payroll Warrant

LYMAN  
9:10 AM

## Payroll Check Register

Pay Date: 05/29/2024

05/23/2024  
Page 1

Check	D / D	Check	Amount	Date	Employee
<b>Employee Checks</b>					
1	1,164.91	0.00	1,164.91	05/29/24	021 JANICE M AUGER
2	1,681.47	0.00	1,681.47	05/29/24	79 SUSAN J BELLEROSE
3	1,203.09	0.00	1,203.09	05/29/24	025 THOMAS M CROTEAU
4	1,054.34	0.00	1,054.34	05/29/24	12 MARCEL DESROSIERS
5	2,463.74	0.00	2,463.74	05/29/24	028 LINDSAY GAGNE
6	1,918.46	0.00	1,918.46	05/29/24	016 LAURIE L GONSKA
7	224.28	0.00	224.28	05/29/24	117 PAUL HAKALA
8	259.30	0.00	259.30	05/29/24	007 THOMAS M HOLLAND
9	2,060.94	0.00	2,060.94	05/29/24	015 JEANETTE E LEMAY
10	802.29	0.00	802.29	05/29/24	036 JULIE LEMIEUX
11	1,314.44	0.00	1,314.44	05/29/24	041 RANDALL L MURRAY
12	431.89	0.00	431.89	05/29/24	19 BRIAN D. RACICOT
13	462.78	0.00	462.78	05/29/24	123 KYLE D RACICOT
14	418.72	0.00	418.72	05/29/24	002 DAVID W RILEY
15	574.51	0.00	574.51	05/29/24	024 JAMES ROBERTS
16	146.80	0.00	146.80	05/29/24	020 DAVID H SANTORA
17	1,628.76	0.00	1,628.76	05/29/24	037 REBEKAH S THOMPSON
18	293.58	0.00	293.58	05/29/24	40 RAYMOND J VALLIERE
<b>Total</b>	<b>18,104.30</b>	<b>0.00</b>	<b>18,104.30</b>		
<b>Direct Deposit Checks</b>					
19	0.00	18,104.30	18,104.30	05/29/24	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>18,104.30</b>	<b>18,104.30</b>		
<b>Trust &amp; Agency Checks</b>					
20	0.00	6,362.51	6,362.51	05/29/24	T & A 1 I.R.S.
21	0.00	1,456.20	1,456.20	05/29/24	T & A 3 ICMA
22	0.00	1,150.61	1,150.61	05/29/24	T & A 2 MAINE REVENUE SERVICES
23	0.00	1,708.32	1,708.32	05/29/24	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>10,677.64</b>	<b>10,677.64</b>		
<b>Summary</b>					
Checks:	Regular	0.00	18		
	D / D	18,104.30	1		
	Employee	18,104.30			
	T & A	10,677.64	4		
	Voided		0		
<b>Total</b>		<b>28,781.94</b>	<b>23</b>		

WARRANT: 45

Check	D / D	Check	Employee	Gross Pay
1	1,164.91	0.00	021 JANICE M AUGER	1,721.25
2	1,681.47	0.00	79 SUSAN J BELLEROSE	2,379.00
3	1,203.09	0.00	025 THOMAS M CROTEAU	1,744.83
4	1,054.34	0.00	12 MARCEL DESROSIERS	1,330.00
5	2,463.74	0.00	028 LINDSAY GAGNE	3,494.23
6	1,918.46	0.00	016 LAURIE L GONSKA	2,913.46
7	224.28	0.00	117 PAUL HAKALA	297.00
8	259.30	0.00	007 THOMAS M HOLLAND	286.85
9	2,060.94	0.00	015 JEANETTE E LEMAY	2,875.81
10	802.29	0.00	036 JULIE LEMIEUX	1,086.75
11	1,314.44	0.00	041 RANDALL L MURRAY	1,960.80
12	431.89	0.00	19 BRIAN D. RACICOT	523.22
13	462.78	0.00	123 KYLE D RACICOT	552.00
14	418.72	0.00	002 DAVID W RILEY	453.40
15	574.51	0.00	024 JAMES ROBERTS	638.75
16	146.80	0.00	020 DAVID H SANTORA	158.95
17	1,628.76	0.00	037 REBEKAH S THOMPSON	2,497.83
18	293.58	0.00	40 RAYMOND J VALLIERE	317.90
19	0.00	18,104.30	D / D 1 BIDDEFORD SAVINGS BANK	
20	0.00	6,362.51	T & A 1 I.R.S.	
21	0.00	1,456.20	T & A 3 ICMA	
22	0.00	1,150.61	T & A 2 MAINE REVENUE SERVICES	
23	0.00	1,708.32	T & A 9 MPERS	
<b>Total</b>	<b>18,104.30</b>	<b>28,781.94</b>		<b>25,232.03</b>

Put into A/P                    **10,689.66**  
Taken out of A/P            **(10,677.64)**  
**Total Payroll                28,793.96**

**Count**  
Checks                    23

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  
12:45 PM

## A / P Check Register

Bank: BIDDEFORD SAVINGS

05/30/2024  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	10630	17,392.46	05/20/24	46	0569 SECRETARY OF STATE
P	10631	11,288.24	05/29/24	46	0569 SECRETARY OF STATE
R	10632	2,327.09	06/05/24	46	0218 AMAZON CAPITAL SERVICES
R	10633	2,600.00	06/05/24	46	0022 BEAN DATA
R	10634	32.00	06/05/24	46	0994 CINTAS CORPORATION- # 758
R	10635	125.00	06/05/24	46	0211 CRIPPLE CREEK CORPORATION
R	10636	509.00	06/05/24	46	0111 CYN ENVIRONMENTAL SERVICES
R	10637	14.40	06/05/24	46	0327 DAVID DULONG
R	10638	44,080.90	06/05/24	46	0151 DAYTON SAND & GRAVEL, CO.,INC.
R	10639	52,515.92	06/05/24	46	0233 GOODWINS MILLS FIRE & RESCUE
R	10640	56.88	06/05/24	46	0316 JAMES ROBERTS
R	10641	87.28	06/05/24	46	0323 JANICE AUGER
R	10642	500.00	06/05/24	46	0230 JESSICAS CLEANING SERVICE
R	10643	41,454.40	06/05/24	46	0311 KCB LANDSCAPING
R	10644	55.00	06/05/24	46	0367 M A A O
R	10645	51.00	06/05/24	46	0243 MAINE RESOURCE RECOVERY ASSOC.
R	10646	557.11	06/05/24	46	1111 MARCEL DESROSIERS
R	10647	19.00	06/05/24	46	0502 REGISTRY OF DEEDS
R	10648	466,437.00	06/05/24	46	0419 RSU #57
R	10649	9,787.50	06/05/24	46	0264 SOULIERE SERVICES LLC
R	10650	117.50	06/05/24	46	0234 STEPHEN D. CARPENTERI
R	10651	363.74	06/05/24	46	0976 SUSAN BELLEROSE
R	10652	50.00	06/05/24	46	0326 TREASURER, STATE OF MAINE
R	10653	180.00	06/05/24	46	0475 TREASURER, STATE OF MAINE
R	10654	1,287.50	06/05/24	46	0475 TREASURER, STATE OF MAINE
R	10655	189.77	06/05/24	46	0985 WARRENS OFFICE SUPPLIES
P	99999	390.00	06/05/24	46	0095 CARDMEMBER SERVICE
P	99999	79.48	06/05/24	46	0095 CARDMEMBER SERVICE
P	99999	47.55	06/05/24	46	0095 CARDMEMBER SERVICE
P	99999	52.73	06/05/24	46	0095 CARDMEMBER SERVICE
<b>Total</b>		<b>652,648.45</b>			

### Count

Checks	30
Voids	0

A / P Warrant

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>00218 AMAZON CAPITAL SERVICES</b>						
0579	10632	06	IMPACT PRINTER		1YG7-16Y6-4PVG	
IMPACT PRINTER			E 110-11-60-610		242.00	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					242.00	
0579	10632	06	SUPPLIES		1P1V-V3YH-7LJM	
SUPPLIES			E 110-11-60-610		207.59	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					207.59	
0579	10632	06	SUPPLIES		16D9-YY1J-HQHF	
SUPPLIES			E 110-11-60-610		22.10	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					22.10	
0579	10632	06	PPG		1QRJ-19RQ-H97J	
PPG			E 150-31-60-690		1,484.35	0.00
			SUPPLIES / PPG			
Invoice Total-					1,484.35	
0579	10632	06	SUPPLIES		16D9-YY1J-PD7Q	
SUPPLIES			E 110-11-60-610		149.27	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					149.27	
0579	10632	06	TABLE FOR SHED		1KNV-RRGV-6YXH	
TABLE FOR SHED			E 110-11-60-610		102.08	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					102.08	
0579	10632	06	SUPPLIES		1MYL-HYFM-7JWD	
SUPPLIES			E 110-11-60-610		62.46	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					62.46	
0579	10632	06	FLAGS		1H1M-QF11-JHF9	
FLAGS			E 161-21-90-940		57.24	0.00
			OTHER / REC PROGRAMS			
Invoice Total-					57.24	
Vendor Total-					2,327.09	
<b>00022 BEAN DATA</b>						
0579	10633	06	JUNE		1669	
JUNE			E 110-11-32-310		2,450.00	2,290.00
			CTRCT SVS EQ / PROF SVS			
Invoice Total-					2,450.00	
0579	10633	06	MEET WITH I/T COMMITTEE		1678	
MEET WITH I/T COMMITTEE			E 110-19-90-999		150.00	0.00
			OTHER / MISC			
Invoice Total-					150.00	
Vendor Total-					2,600.00	
<b>00095 CARDMEMBER SERVICE</b>						
0579	99999	06	PUSH MOWER		307486	
PUSH MOWER			E 191-31-70-790		390.00	0.00
			EQUIPMENT / OTHER EQUIP			
Invoice Total-					390.00	



**A / P Warrant**

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0579	99999	06	MEMORIAL DAY		052224	
MEMORIAL DAY			E 161-21-90-940		79.48	0.00
			OTHER / REC PROGRAMS			
			<b>Invoice Total-</b>		<b>79.48</b>	
0579	99999	06	MEMORIAL DAY		052224	
MEMORIAL DAY			E 161-21-90-940		47.55	0.00
			OTHER / REC PROGRAMS			
			<b>Invoice Total-</b>		<b>47.55</b>	
0579	99999	06	BUSINESS CARDS		052124	
BUSINESS CARDS			E 110-11-60-610		52.73	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>52.73</b>	
			<b>Vendor Total-</b>		<b>569.76</b>	
<b>00994 CINTAS CORPORATION- # 758</b>						
0579	10634	06	13117643		4194096678	
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Vendor Total-</b>		<b>32.00</b>	
<b>00211 CRIPPLE CREEK CORPORATION</b>						
0579	10635	06	STORAGE RENTAL		JULY 2024	
STORAGE RENTAL			G 1-129-00		125.00	0.00
			PREPAID EXP			
			<b>Vendor Total-</b>		<b>125.00</b>	
<b>00111 CYN ENVIRONMENTAL SERVICES</b>						
0579	10636	06	LY3802		2402472389	
LY3802			E 150-31-35-358		509.00	0.00
			CTRCT SVS WA / PROF SVS HWO			
			<b>Vendor Total-</b>		<b>509.00</b>	
<b>00327 DAVID DULONG</b>						
0579	10637	06	REIMB OVERPAY OF EXCISE			
REIMB OVERPAY OF EXCISE			G 1-253-00		14.40	0.00
			EXCISE REF.			
			<b>Vendor Total-</b>		<b>14.40</b>	
<b>00151 DAYTON SAND &amp; GRAVEL, CO., INC.</b>						
0579	10638	06	52800		000624-1	
52800			E 131-51-40-483		44,080.90	0.00
			REPAIRS & MA / RDS/REPAIRS			
			<b>Vendor Total-</b>		<b>44,080.90</b>	
<b>00233 GOODWINS MILLS FIRE &amp; RESCUE</b>						
0579	10639	06	JUNE		GMFRJUN24	
JUNE			E 186-91-37-392		16,185.25	16,185.25
			CONT OUT / GMFR CONTRAC			
JUNE			E 186-91-37-391		36,330.67	36,330.67
			CONT OUT / GMFR PERSONN			
			<b>Vendor Total-</b>		<b>52,515.92</b>	
<b>00316 JAMES ROBERTS</b>						
0579	10640	06	MILEAGE		5/9-5/21	

**A / P Warrant**

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
MILEAGE			E 110-11-90-910		56.88	0.00
			OTHER / MILEAGE/TRAV			
			<b>Vendor Total-</b>		<b>56.88</b>	
<b>00323 JANICE AUGER</b>						
0579	10641	06	REIMB KEYBOARD STAND	47105		
REIMB KEYBOARD STAND			E 110-11-60-610		39.99	0.00
			SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>39.99</b>	
0579	10641	06	REIMB TRAINING			
REIMB TRAINING			E 102-11-20-280		9.77	0.00
			BENEFITS / TRAINING			
			<b>Invoice Total-</b>		<b>9.77</b>	
0579	10641	06	MILEAGE	5/23/24		
MILEAGE			E 110-11-90-910		37.52	0.00
			OTHER / MILEAGE/TRAV			
			<b>Invoice Total-</b>		<b>37.52</b>	
			<b>Vendor Total-</b>		<b>87.28</b>	
<b>00230 JESSICAS CLEANING SERVICE</b>						
0579	10642	06	CLEANING SERVICES	99.1182		
TH CLEANING SERVICE			E 141-11-31-310		500.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Vendor Total-</b>		<b>500.00</b>	
<b>00311 KCB LANDSCAPING</b>						
0579	10643	06	MOWING JUN 24	KCBJUN24		
MOWING JUN 24			E 142-90-31-370		5,554.40	5,554.40
			CTRCT SVS BL / MOWING			
			<b>Invoice Total-</b>		<b>5,554.40</b>	
0579	10643	06	STORM CLEANUP BALL LOWER	1024		
STORM CLEANUP			E 141-21-31-310		2,000.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Invoice Total-</b>		<b>2,000.00</b>	
0579	10643	06	STORM CLEANUP IRRIGATION	1025		
STORM CLEANUP IRRIGATION			E 141-21-31-310		2,000.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Invoice Total-</b>		<b>2,000.00</b>	
0579	10643	06	STORM DAMAGE AMPITHEATER	1026		
STORM CLEAN UP			E 141-21-31-310		24,000.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Invoice Total-</b>		<b>24,000.00</b>	
0579	10643	06	STORM DAMAGE PINES	1027		
STORM DAMAGE			E 141-21-31-310		6,000.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Invoice Total-</b>		<b>6,000.00</b>	
0579	10643	06	STORM DAMAGE BEACH	1028		
STORM DAMAGE BEACH			E 141-21-31-310		1,500.00	0.00
			CTRCT SVS BL / PROF SVS			
			<b>Invoice Total-</b>		<b>1,500.00</b>	
0579	10643	06	SERVICES	1029		
SERVICES			E 119-11-90-999		400.00	0.00
			OTHER / MISC			

**A / P Warrant**

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount      Encumbrance
Invoice Total-					400.00
Vendor Total-					41,454.40
00367 M A A O					
0579	10644	06	GONSKA TRAINING	1000471006	
GONSKA TRAINING			E 102-11-20-280		55.00      0.00
			BENEFITS / TRAINING		
Vendor Total-					55.00
00243 MAINE RESOURCE RECOVERY ASSOC.					
0579	10645	06	FREON	10595	
FREON			E 150-31-35-310		51.00      0.00
			CTRCT SVS WA / PROF SVS		
Vendor Total-					51.00
01111 MARCEL DESROSIER					
0579	10646	06	MILEAGE	4/29-5/22	
MILEAGE			E 110-11-90-911		557.11      0.00
			OTHER / MI/TRAV ELE		
Vendor Total-					557.11
00502 REGISTRY OF DEEDS					
0579	10647	06	DISCHARGE	1067	*** SEPARATE ***
DISCHARGES			E 110-11-39-399		19.00      0.00
			CONT SVS OTH / OTHER		
Vendor Total-					19.00
00419 RSU #57					
0579	10648	06	JUNE	SCHLJUN2024	
JUNE			E 195-92-90-999		466,437.00      466,437.00
			OTHER / MISC		
Vendor Total-					466,437.00
00569 SECRETARY OF STATE					
0579	10630	06	31170	5/9-5/16	
31170			G 1-250-00		17,392.46      0.00
			MTR VEHICLE		
Invoice Total-					17,392.46
0579	10631	06	31170	5/16-5/23	
31170			G 1-250-00		11,288.24      0.00
			MTR VEHICLE		
Invoice Total-					11,288.24
Vendor Total-					28,680.70
00264 SOULIERE SERVICES LLC					
0579	10649	06	SPRING 2024 SWEEPING	10806	
SPRING 2024 SWEEPING			E 131-51-40-483		9,787.50      0.00
			REPAIRS & MA / RDS/REPAIRS		
Vendor Total-					9,787.50
00234 STEPHEN D. CARPENTERI					
0579	10650	06	REIMB MARKERS		
REIMB MARKERS			E 181-15-37-399		117.50      0.00
			CONT OUT / CONT SVS OTH		
Vendor Total-					117.50

Lyman  
12:46 PM

**A / P Warrant**

05/30/2024  
Page 5

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>00976 SUSAN BELLEROSE</b>						
0579	10651	06	MILEAGE	3/18-5/14		
MILEAGE			E 110-11-90-910		363.74	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					363.74	
<b>00326 TREASURER, STATE OF MAINE</b>						
0579	10652	06	AUGER NOTARY COMMISSION			
AUGER NOTARY COMMISSION			E 102-17-20-290		50.00	0.00
			BENEFITS / MEMB & DUES			
Vendor Total-					50.00	
<b>00475 TREASURER, STATE OF MAINE</b>						
0579	10653	06	DEP SURCHARGE	6095-6123		*** SEPARATE ***
DEP SURCHARGE			G 1-220-00		180.00	0.00
			ST PLUMB FEE			
Invoice Total-					180.00	
0579	10654	06	LPI FEES	6095-6123		*** SEPARATE ***
LPI FEES			G 1-220-00		1,287.50	0.00
			ST PLUMB FEE			
Invoice Total-					1,287.50	
Vendor Total-					1,467.50	
<b>00985 WARRENS OFFICE SUPPLIES</b>						
0579	10655	06	TOWLYM	530014-00		
TOWLYM			E 110-11-60-610		189.77	0.00
			SUPPLIES / SUPPLIES			
Vendor Total-					189.77	
Prepaid Total-					29,250.46	
Current Total-					623,397.99	
EFT Total-					0.00	
Warrant Total-					652,648.45	

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWM OF LYMAN, BOARD OF SELECTMEN

RALPH BLACKINGTON

THOMAS HATCH

JESSICA PICARD

VICTORIA GAVEL

AMBER SWETT

## ITEM #5: (b.) 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**

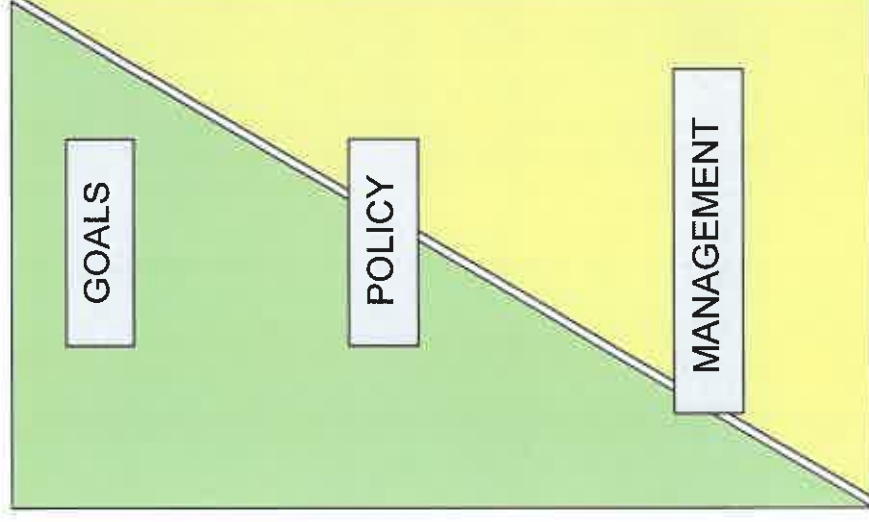
Provides advice and information  
Ensures that the Board under takes the appropriate planning process  
Prepares the budget for approval

Does background work  
Presents options and makes recommendations

Gets answers for Councilors from 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

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**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."

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**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.

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### **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 1<sup>st</sup> of the year appointed unless filling the incomplete term of another member, and shall expire on June 30<sup>th</sup> 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 1<sup>st</sup> 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 17<sup>th</sup> 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"**

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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.

## EMPLOYEE ACKNOWLEDGEMENT

1. SOCIAL MEDIA POLICIES & GUIDELINES – Department; Employee
2. INFORMATION SYSTEMS ACCEPTABLE USE AGREEMENT - Revised

I, the undersigned employee of the City of South Portland, have been provided a copy of the a.) City of South Portland Employee Use of Social Media Policy & Guidelines, dated July 30, 2013; and, b.) City of South Portland Social Media Use Policy for Departments, dated July 30, 2013; and, c.) Information Systems Acceptable Use Agreement, Revised July 30, 2013. I agree to review and fully comply with each of these policies. I accept and understand the terms of these policies and agree to abide by all terms contained in it.

---

Employee

Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

---

Date

## **City of South Portland Employee Use of Social Media Policy & Guidelines**

At the City of South Portland (the “City”), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the country. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established this Policy & Guidelines for appropriate use of social media.

### **POLICY & GUIDELINES**

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. What you write or post is public, and will be so for a long time. It will also be spread to large audiences without your knowledge or permission. Recognize that the instantaneous, yet permanent, nature of social media can pose risk without effective controls.

#### **Know and follow the rules**

Carefully read this Policy & Guidelines, the City’s Personnel Policy, including the provisions on Employee Conduct, No Discrimination, Workplace Violence, Sexual and Anti-Harassment Prevention and Anti-Retaliation, and the City’s Information Systems Acceptable Use Agreement, and ensure your postings are consistent with this Policy & Guidelines. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

### **POLICY FOR ALL SOCIAL MEDIA COMMUNICATIONS**

#### **Use of social media on work time/equipment**

Use social media while on work time or on equipment we provide must be work-related *and* approved by your Department Head or Supervisor; provided, however, that use of social media on work time or work equipment for personal reasons may be approved by your Department Head or Supervisor on a very limited basis and provided that it doesn’t interfere with normal work. Be advised that employees have no right to privacy with respect to personal use of social media or personal social media accounts accessed by means of City equipment or with respect to personal social media content so accessed. Employees should not expect or assume privacy or confidentiality with respect to any such personal social media use or social media content.

### **Use of City name/e-mail address**

Personal social media account names or e-mail names should not be tied to the City. Do not use a City e-mail address to register on social networks, blogs or other online tools utilized for personal use. For those employees who use a City e-mail address for registration with social networks, blogs or other online tools utilized for personal use as of the date of adoption of this Policy & Guidelines.

### **Protection of private and confidential information**

Many City employees have access to private and confidential information that must be actively guarded from publication. When using social media, all City employees are expected to actively protect private and/or confidential information. A good rule of thumb is that if you are not sure if the information is protected as confidential by law, ask before you post.

### **Guidelines for all communications (official and personal)**

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the attention of his or her Supervisor or other appropriate staff. Employees must provide good customer service to both the public and co-workers. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws relating to intellectual property rights, including, without limitation, trademark, copyright and software use. Employees must also follow all City policies that may apply.

### **Be mindful of public record and record retention laws**

Maine's Freedom of Access Act ("Right-to-Know" law), State Archives Advisory Board Rules for Disposition of Local Government Records and e-discovery laws apply to social media content. Therefore, content must be able to be managed, stored and retrieved to comply with these laws.

### **Violations**

Users who violate this Policy may be subject to discipline, up to and including termination of employment. This Policy is not intended to violate and will not be enforced in violation of federal, state or local law.

### **GUIDELINES FOR PERSONAL USE OF SOCIAL MEDIA**

Some personal communications of employees may reflect on the City, especially if employees are commenting on City business, policies or fellow employees. These guidelines apply to personal communications involving various forms of social media. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate personal use of social media.

### **Be respectful**

Always be fair and courteous to fellow employees and people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or your Supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements,

photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage fellow employees and people who work on behalf of the City, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.

### **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Do not post any information or rumors that you know to be false about the City, its officials, fellow employees or people working on behalf of the City.

### **Post only appropriate and respectful content**

- Maintain the confidentiality of information made confidential by law to which you have access solely as a result of your employment with the City.
- Do not create a link from your blog, website or other social networking site to the City's website without identifying yourself as a City employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, its officials, fellow employees or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of my employer, the City of South Portland."
- For safety and security reasons, City employees are cautioned not to display City logos, uniforms, or similar identifying items on personal web pages.

### **Be mindful of public record and record retention laws**

Maine's Freedom of Access Act ("Right-to-Know" law), State Archives Advisory Board Rules for Disposition of Local Government Records and e-discovery laws apply to social media content. Beware that even your personal social media content may be treated as a "public record" if it has "been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business." See 1 M.R.S.A. § 402(3).

### **FOR MORE INFORMATION**

If you have questions or need further guidance on this Policy & Guidelines, please contact your Department Head, your Supervisor, the Information Technology Director or the Human Resources Director.



**EMPLOYEE ACKNOWLEDGEMENT  
SOCIAL MEDIA POLICY & GUIDELINES**

I, the undersigned employee of the City of South Portland, have been provided a copy of the City of South Portland Employee Use of Social Media Policy & Guidelines and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

\_\_\_\_\_  
Employee  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Date

<b>Information Systems Acceptable Use Agreement</b>		
<b>Policy #:</b> 27	<b>Effective Date:</b> 2/1/07	<b>Change Control #:</b>
<b>ISO/IEC 17799:2005 Reference:</b>	6.1.5, 7.1.3, 8.1.3, 10.8.4, 11.3.2, 11.7.1, 11.7.2, 15.1.5	
<b>Policy Overview:</b>	The purpose of this policy is to protect the assets of the organization by clearly informing workforce members of their roles and responsibilities for utilizing the organizations information technology assets and infrastructure.	

The City of South Portland is committed to protecting the information assets of our residents, our employees, our partners and the City itself from illegal or damaging actions by individuals, either knowingly or unknowingly. Our intention for publishing our Information System Code of Conduct is not to impose restrictions that are contrary to our established culture of openness, trust and integrity but to ensure that we honor the public trust.

The 21st Century environment of connected technologies offers many opportunities to malicious or unknowing people from all over the world to anonymously attack, damage and corrupt vital public information; and to disrupt our ability to communicate effectively and accomplish the mission of our organization. Effective security is a civic responsibility, and a team effort involving the participation and support of every employee and affiliate who deals with information and/or information systems. It is the responsibility of every employee and affiliate to know, understand and adhere to these policies, standards, procedures, and guidelines, and to conduct their activities accordingly.

**Distribution:**

Current employees shall receive and sign a copy of this agreement annually. New employees shall receive a copy of this agreement upon hire. Any employee who does not sign the acceptable use statement will have all access to information systems immediately removed and may have their employment terminated.

**Code of Conduct Agreement:**

As an employee of the City of South Portland, I agree to protect the confidential information with which our residents entrust us in accordance with all Information Security Policies of the City of South Portland.

I certify that I have read and fully understand the Information Systems Code of Conduct set forth in this document. I understand and acknowledge my obligations and responsibilities.

I understand that should I become aware of any misuse of the City's systems, I am obligated to inform a member of management immediately.

I understand that the City reserves the right to monitor system activity and usage. My signature on this document means I have consented to this monitoring.

I understand that electronic files created, sent, received, or stored on Information Systems owned, leased, administered, or otherwise under the custody and control of the City are not private and may be accessed City IS employees, management, or auditors at any time without my knowledge.

I understand that the City owns the email system and the information transmitted and stored within it. Employees shall have no expectation of privacy or confidentiality in any of their emails.

I understand that the City monitors Internet usage and that employees shall have no expectation of privacy or confidentiality for any information accessed via and/or published to the Internet via City information resources.

I further understand that violation of these policies is subject to disciplinary action up to and including termination without prior warning or notice. Additionally, individuals may be subject to civil and criminal prosecution.

Acknowledged and agreed to by: \_\_\_\_\_  
Employee Signature Date

NAME (Printed): \_\_\_\_\_

***Please complete and send this form to HR.***

**Information Systems Acceptable Use Agreement**

**January 2007**

**Please Retain this Document in a Convenient to Consult Location**

### **Acceptable use of Information Resources policy**

These rules are in place to protect our residents, our employees and the City. Inappropriate use of our Information Resources exposes the City to risks including virus attacks, compromise of network systems and services, and legal issues. City resources are made available to employees to conduct official business. City information resources are not to be used to conduct personal business, business related to outside employment or for personal benefit. System users are advised that there should be no expectation of privacy when using any City information resources. Every system user is expected to comply with this policy.

In order to insure safety and security of information assets:

- 1.1 Users must not share their user account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authentication purposes.
- 1.2 Users must not attempt to access any data or programs contained on information systems for which they do not have authorization or explicit consent.
- 1.3 In the event that a system user is sent, delivered or inadvertently accesses inappropriate or prohibited material, or the material contains confidential information that the user does not have "need-to-know" access to, or authority to receive; the user is required to immediately secure the material from view and notify their supervisor.
- 1.4 Users must not make unauthorized copies of copyrighted software.
- 1.5 Users must not install software, shareware or freeware software including games.
- 1.6 Users must not attempt to circumvent approved anti-virus software or make any changes to the accepted configuration of anti-virus software.
- 1.7 Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system.
- 1.8 Users must report any weaknesses in computer security, any incidents of possible misuse or violation of this agreement to their supervisor.
- 1.9 The distribution of any information through the Intranet, Internet, computer-based services, email, and messaging systems is subject to the scrutiny of the City and or its auditors. The City reserves the right to determine the suitability of this information.

### **2. Internet Use**

In addition to being an excellent resource for information, and a revolutionary way to communicate with the world; The Internet is a rapidly changing and volatile place which can accurately be referred to as "The Wild". These policies are intended to provide guidance and protection, while still making available this useful business tool.

The following rules apply when using the Internet:

- 2.1 Users must not - upload, download, or otherwise knowingly access or transmit in any fashion any confidential records of the City, its residents, or vendors without adequate authority to do so. Employees must know what is and is not acceptable based on their position and function within the City. Without limiting the foregoing, Users must be aware of and comply with City of South Portland's privacy policy, and policies and procedures for safeguarding information.
- 2.2 All authorized confidential information transmitted via the Internet – email, FTP, or otherwise, must be encrypted or secured in a manner approved by the City management.
- 2.3 Users must not knowingly visit Internet sites that contain obscene, hateful or other objectionable materials; send or receive any material, whether by email, voice mail, memoranda or oral conversation, that is obscene, defamatory, harassing, intimidating, offensive, discriminatory, or which is intended to annoy, harass, or intimidate another person.
- 2.4 Users must not solicit business for personal gain or profit via the City Information Services infrastructure.

- 2.5 Users must not use the Internet or email for any illegal purpose.
- 2.6 Users must not use the Internet or email for offensive or vulgar messages such as messages that contain sexual or racial comments or for any messages that do not conform to the City's policies against harassment and discrimination.
- 2.7 Users must not download or install any software or electronic files without the prior written approval of the IS Director.
- 2.8 Users must not access the Internet via any means other than a City approved connection.
- 2.9 Users must not change any security settings in Internet Explorer unless under the direction of the IS department.
- 2.10 Users must not participate in unauthorized activities.
- 2.11 Users must not represent personal opinions as those of the City or purport to represent the City when not authorized to do so.
- 2.12 Users must not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the City.
- 2.13 Users must not intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic, which substantially hinders others in their use of the network.
- 2.14 Users must not reveal or publicize confidential or proprietary information which includes, but is not limited to: financial information, confidential client information, marketing strategies and plans, databases and any information contained therein, client lists, computer software source codes, computer/network access codes, and business relationships.

### **3. Email Use**

Email use has become a standard method of communication. These policies are intended to offer rules of usage which will protect our information. Email use is subject to the following policies:

- 3.1 The City owns the email system and the information transmitted and stored within it. Employees should have no expectations of privacy.
- 3.2 All confidential information sent via email must use a designated secure email system.
- 3.3 The following activities are prohibited:
  - 3.3.1 Sending email that is intimidating or harassing.
  - 3.3.2 Using email for purposes of political lobbying or campaigning.
  - 3.3.3 Violating copyright laws by inappropriately distributing protected works.
  - 3.3.4 Posing as anyone other than oneself when sending or receiving email, except when authorized to send messages for another when serving in an administrative support role.
- 3.4 The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:
  - 3.4.1 Sending or forwarding chain letters.
  - 3.4.2 Sending unsolicited messages to large groups except as required to conduct agency business.
  - 3.4.3 Sending excessively large messages.
  - 3.4.4 Sending or forwarding email that is likely to contain computer viruses.
- 3.5 Electronic mail users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the City.
- 3.6 Individuals must not send, forward or receive confidential or sensitive information through non-City email accounts. Examples of non-City email accounts include, but are not limited to, Hotmail, Yahoo mail, AOL mail, and email provided by other Internet Service Providers (ISP).

- 3.7 Individuals must not send, forward, receive or store confidential or sensitive information utilizing non-City accredited mobile devices. Examples of mobile devices include, but are not limited to, Personal Data Assistants, Palm Pilots, Blackberries, iPods, two-way pagers and cellular telephones.
- 3.8 Email messages are not private but are property of the City. The City may print and review email messages sent and received via an employee's email account.
- 3.9 Internet sites accessed from City resources are not private and the City may review the sites visited.

#### **4. Incidental Use of Information Resources**

As a convenience to the user community, incidental use of Information Resources is permitted. Only brief and occasional use is considered to be incidental. All rules that apply to official use of information resources also apply to incidental usage as outlined above.

The following additional restrictions on incidental use apply:

Incidental personal use of electronic mail, internet access, fax machines, printers, copiers, and so on, is restricted to approved users; it does not extend to family members or other acquaintances.

Incidental use must not result in direct costs to the City.

Incidental use must not interfere with the normal performance of an employee's work duties.

Incidental use of information resources must not involve solicitation in any form, must not be associated with any outside business or employment activity, and must not potentially embarrass or offend the City, its Council Members, its Residents, or its Employees.

All messages, files and documents – including personal messages, files and documents – located on information resources are considered to be owned by the City and may be subject to open records requests, and may be accessed in accordance with this policy.

#### **5. Passwords**

All of the work we are doing at the City of South Portland to secure the confidential information will be ineffective if the most important aspect of Information Security, the users of our information resources, have weak passwords. Though we recognize that it is inconvenient at first, having strong passwords is the most important part of your participation. We would like to think of passwords as a "shared secret" between you and the City information resources.

The following policies apply to password use:

- 5.1 All passwords must be constructed and implemented according to the City's accepted and approved standards.
- 5.2 User account passwords must not be divulged to anyone, at any time, for any reason.
- 5.3 If passwords are forgotten, disclosed, or if the security of a password is in doubt, the password must be changed immediately.
- 5.4 Administrators may not circumvent the Password Policy for the sake of ease of use.
- 5.5 Users must not circumvent password entry with auto logon, password remembering features, embedded scripts or hard-coded passwords in client software.
- 5.6 Computing devices must not be left unattended without enabling a password protected screensaver, locking the workstation or completely logging off of the device.
- 5.7 In the event passwords are found or discovered on documents of any kind, the following steps must be taken:
  - 5.7.1 Take possession of the passwords and protect them,

- 5.7.2 Report the discovery to the Helpdesk,
- 5.7.3 Transfer the passwords to an authorized person as directed by the Helpdesk.

## **6. Remote Computing**

Laptop computers, PDA's, and other portable computing devices are a great convenience and becoming more and more a part of doing business. They also come with many risks including ease of theft, operation in unsecured environments, and easily intercepted wireless communications. In order to protect our valuable information; it is important that users of portable computing devices follow these rules of use:

- 6.1 Only City approved portable computing devices may be used to access City information resources.
- 6.2 Portable devices are assigned to individual employees. Portable devices should not be used by any employee other than one to whom the device is assigned.
- 6.3 Physical security of portable computing devices is the responsibility of the user.
- 6.4 Lost or stolen portable devices must be reported to the IS department immediately.
- 6.5 Confidential / sensitive information must not be saved onto portable computing devices.
- 6.6 Remote connection to the City's network resources must only be done via approved access methods (i.e. VPN).
- 6.7 When left unattended, portable computing devices shall not be left logged into the City's network and/or have implemented a password protected screen saver to prevent unauthorized access.

## **7. Media Handling**

Removable electronic storage media (floppy disks, CD's, DVD's, USB drives, flash drives, Zip disks, etc.) are evolving to where they can store an enormous amount of data on a very small device. This presents a unique challenge to organizations as the devices are difficult to secure. In order to protect our valuable information; it is important that users of electronic storage media follow these rules of use:

- 7.1 Confidential / sensitive information shall not be saved onto removable electronic media without approval from the IS manager. If approved, the information must be encrypted prior to being saved onto removable electronic media.
- 7.2 Removable media that contains (or previously contained) confidential / sensitive information shall be provided to the IS department to ensure that it has been "wiped" securely prior to reuse and/or disposal.
- 7.3 Removable media that contains (or previously contained) confidential / sensitive information shall not be shared with individuals that do not have a "need-to-know" of the information.
- 7.4 Removable media that contains (or previously contained) confidential / sensitive information shall be kept physically secure (in a locked cabinet and/or office) when not in use.

**Enforcement:**

Violations of this policy may result in disciplinary action. Depending on the severity or frequency of the violations, this could include:

1. Counseling statements for policy violations.
2. A suspension / termination of Internet or email privileges. This could then result in a position / function reassignment, and the employee's compensation package may be affected.
3. A termination of employment.
4. Personal liability under applicable local, state, or international laws.

Internal audits will be completed upon the request of management. It will investigate any breach of this policy and any enforcement will follow regular personnel procedures.

**Standard Definitions:****Information Resources:**

Any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistant (PDA), pagers, distributed processing systems, telecommunication resources including cell phones and voice mail systems, network environments, telephones, fax machines, printers and service bureaus. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

**Remote Computing Device:**

Any easily portable device that is capable of receiving and/or transmitting data to and from City information resources. These include, but are not limited to, notebook computers, handheld computers, PDAs, pagers, and cell phones.

**Electronic mail (email):**

Any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic mail system.

**Internet:**

A global system inter-connecting computers and computer networks. The computers and networks are owned separately by a host of organizations, government agencies, companies, and colleges. The Internet is the present "information super highway."

**Intranet:**

A private network for communications and sharing of information that, like the Internet, is based on TCP/IP, but is accessible only to authorized users within an organization. An organization's intranet is usually protected from external access by a firewall.

**World Wide Web:**

A system of Internet hosts that supports documents formatted in HTML (Hypertext Markup Language) which contain links to other documents (hyperlinks) and to audio, video, and graphic images. Users can access the Web with special applications called browsers, such as Netscape Navigator and Microsoft Internet Explorer.



ITEM# 5: (c.) Transfer Station proposal for cameras

Transfer Station Cameras & Equipment Cost proposal

Option 1		Option 2	
Includes 2 cameras and initial network setup and equipment		Includes 5 cameras and initial network setup and equipment	
Office Equipment		Office Equipment	
Enclosed Rack Cabinet 6U	\$150.00	Enclosed Rack Cabinet 6U	\$150.00
1500VA UPS (Desktop)	\$220.00	1500VA UPS (Desktop)	\$220.00
Router (office)	\$500.00	Router (office)	\$500.00
NVR Hard Drive - X1 (\$180/ea)	\$180.00	NVR Hard Drive - X3 (\$180/ea)	\$540.00
12 Port Patch Panel (office)	\$25.00	12 Port Patch Panel (office)	\$25.00
Line Surge Protectors (Camera/ Bridge) x5	\$75.00	Line Surge Protectors (Camera/ Bridge) x6	\$90.00
WiFi Bridge : 60ghz 1.3km Wave Pico Bridge x2 (180/ea)	\$360.00	WiFi Bridge : 60ghz 1.3km Wave Pico Bridge x2 (180/ea)	\$360.00
Gen 5 Ultra Camera (Office) x1 (\$130/ea)	\$130.00	Gen 5 Ultra Camera (Office) x2 (\$130/ea)	\$260.00
U7 Pro Access Point x1	\$180.00	U7 Pro Access Point x1	\$180.00
Patch Cables / Misc Connectors / Fasteners	\$50.00	Patch Cables / Misc Connectors / Fasteners	\$100.00
		UNVR Device	\$300.00
Camera Equipment (Pole / Garage)		Camera Equipment (Pole / Garage)	
Cameras x1 (\$380/ea)	\$380.00	Cameras x3 (\$380/ea)	\$1,140.00
1500VA UPS (Desktop) (Garage)	\$220.00	1500VA UPS (Desktop) (Garage)	\$220.00
12 Port Patch Panel (Garage)	\$20.00	12 Port Patch Panel (Garage)	\$20.00
Flex Utility Enclosure (Pole)	\$50.00	Flex Utility Enclosure (Pole 1)	\$50.00
Flex Switch (Pole)	\$100.00	Flex Switch (Pole 1)	\$100.00
Flex Switch Ultra 60w (Garage)	\$160.00	Flex Switch Ultra 60w (Garage)	\$150.00
<b>Equipment Estimates - Total</b>	<b>\$2,800.00</b>	<b>Equipment Estimates - Total</b>	<b>\$4,405.00</b>
<b>Ground or Aerial Work (Outsourced) +/-</b> (Aerial runs from the pole to the building \$400-\$600 approx)	<b>\$600.00</b>	<b>Ground or Aerial Work (Outsourced) +/-</b> (Aerial runs from the pole to the building \$400-\$600 approx)	<b>\$800.00</b>
<b>Sub Total Project Cost</b>	<b>\$3,400.00</b>	<b>Sub Total Project Cost</b>	<b>\$5,205.00</b>
Less Grant Reimbursement	\$2,880.00	Less Grant Reimbursement	\$2,880.00
<b>Total Cost / Town Expenses</b>	<b>\$520.00</b>	<b>Total Cost / Town Expenses</b>	<b>\$2,325.00</b>
<b>Bean Data - Service &amp; Maintenance (MSP Contract) (+/-)</b> <b>\$250 - \$300 /mo</b>	<b>Optional</b>	<b>Bean Data - Service &amp; Maintenance (MSP Contract) (+/-)</b> <b>\$350 - \$400 /mo</b>	<b>Optional</b>



# OPTION 1



Lyman Transfer Station - Camera(s)

12 views

Last edit was seconds ago

◆ Add layer ◆ Share ◆ Preview

☒ Camera Network

Individual styles

Camera 18.2 Pole

EQ and Power

Office / INET / WIFI Bridge A

Aerial Network Cable

Camera 1 - Yard

Camera 2 - Ingress

Camera 3 - Yard 2

Camera 4 - Compactors

Camera 5 - Recycling 1

Camera 6 - Recycling 2

Base map

Lyman Transfer Station



# OPTION 2



## ITEM #5: (a.) Land Study Report

### Town of Lyman Land Study

June 3<sup>rd</sup>, 2024

Updates and Findings

Ongoing assessment of the land study includes a review of potential land use that would benefit the Town either in the near or later future. Initially review began with a Forester to consider a timber harvest plan, then further inquiring with local entities with regard to interests or expansions for fire and rescue, law enforcement, schools, cemeteries, and low-income housing.

A review of all properties was completed by Jones Associates Foresters, Surveyors, and Environmental Consultants to evaluate the potential for timber harvest, placement of a fire pond, easement access, and other development opportunities. While some parcels have been identified for timber harvest that contain adequate timber volume, further investigation will be necessary to cross check deeds for any development or access restrictions and to confirm accuracy of property lines. Should the board agree to continue with timber harvesting, Jones Associates has put together a proposal of five groupings of several lots that would be the most conventional for access and timber volume to start off with. This proposal is estimated to be roughly 80 harvestable acres that could bring in approximately \$25,000. Although, without delving into the project further, this is a very conservative estimate. The consultants would assist with drafting and soliciting an RFP and would monitor the harvesting ensuring the Town receives optimal benefits from its enterprise.

The timber harvesting would also open more potential for trail systems for public recreation. All logging paths would be cleared and mulched leaving available space for Parks and Recs to develop loop trails or have volunteer organizations such as the boy scouts to help with trail mapping and signage.

Information pertaining to fire ponds was provided to Goodwins Mills Fire and Rescue for their feedback. GMFR expressed an interest in several lots that may be viable for a fire pond, dry hydrant, or potential satellite station that would provide benefits for emergency responders. GMFR noted three parcels as a high interest for fire pond and dry hydrant and five parcels for a potential satellite station. With consideration of these, responders will have better local access for quicker response times and more resources available to them.

Goodwin Mills Cemetery has submitted their interest in a parcel, formerly known as Rhodes Hall. This parcel is suitable for a cemetery location given that it is flat and abuts their property. This could be added to their existing lot and with their efforts involved, beautified and maintained as they have proven showing great care in preserving a major cemetery in the community.

The Lyman Snowmobile Club has expressed their interest in continuing to preserve the snowmobile trail systems and upgrading and sharing their building located on Williams Road.

Both Maine State Police and York County Sheriff's department have been contacted to provide input for future law enforcement needs and development. Other endeavors include consideration of potential for public school benefits, development of a charter or vocational school, low-income housing options for the elderly and veterans, and partnering with entities to give local housing benefits to first responders.

While the Comprehensive Plan Committee is working on updating the Towns growth plan, I'd like to coordinate with them to help identify potential areas suitable for some of these recommendations that have been received. The Comprehensive Plan Committee has reached out to the schools identifying capacity limitations and is working on identifying other limitations in the community. Their input would be a valuable contribution to this study.

In summary, the timber harvest proposal would utilize a few of the available parcels and provide the Town some revenue that can either be used to continue procuring additional harvesting plans with the other remaining parcels, provide funding for other ongoing improvement goals, or however the board determines best. Many groups and entities have come forward with feedback and with the help of the comprehensive plan committee, data collected on their end can help identify positive prospectives for the community. After specific parcels have been identified for community resources, other parcels may be parsed out for potential land sales and added revenue for the Town.

Progress on the land study is moving forward.

Respectfully submitted,

David Alves

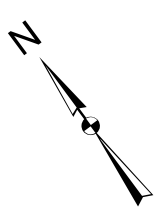


TOWN OWNED and TAX ACQUIRED PROPERTIES

Account #	Town/Tax	Street Number	Street Name	Map/Lot	Acres	Assessed		Topography	Notes	Near by Lot/Street	Identified Potential	Accessible
						Land Value	Value Total					
13	Town	193	Brock Road	01-007-A					Ball Field - Limited harvest potential: Demonstration forest		Trails / Timber	Accessible
14	Tax	0	Brock Road	01-008	3.2	57,000	57,000	Sloping	Highland (Not Logged)		House Lot(s)/ Timber	Accessible
41	Town	224	Brock Road	02-010					Bunganut Park - Limited harvest potential		House Lot(s)/ Fire Pond/ Timber	Accessible
44	Tax	0	Brock Road	02-013	3.6	61,000	61,000	Level	Low Land (Not logged)		House Lot(s)/ Timber	Accessible
96	Tax	265	Williams Road	02-035	14	81,000	81,000	Level	Snowmobile Club (Not Logged) - Back is wet		Snowmobile Club/ Timber Harvest	Accessible
101	Tax	0	Williams Road	02-040-A	34	98,000	98,000	Rolling	High/Low slope			Accessible
103	Tax	0	So. Waterboro Road	02-042	12.7	78,000	78,000	Rolling	Recommended GMFR - wet, fire possible.	Abuts Transfer Station	GMFR/ Timber/ Fire Pond	Accessible
104	Tax	0	So. Waterboro Road	02-043	62	119,000	119,000	Level	Recommended GMFR (Abuts Transfer Station)- Wet	Lot 44= 1000 So Waterboro Rd	GMFR/ Timber	
136	Tax	0	Graves Road	03-007	4.73	66,000	66,000	Level	Recommended GMFR - ROW frontage, wet in middle of lot		GMFR / Timber	Accessible
138	Tax	0	Graves Road	03-009	1	45,000	45,000	Level	ROW Access blocked by camper trailer	Lot 8= 110 Graves Rd	Timber	Accessible
176	Town	0	Howitt Road	03-033-1A	0.12	5,000	5,000	Low/ Ledge	Unbuildable: < 1/2 Acre. Doesn't meet LZO Requirements	GMFR noted Fire Pond/Dry Hydrant	GMFR / Fire Pond	Accessible
195	Tax	0	Howitt Road	03-046	25	93,000	93,000	Low/ Swampy	Land locked - Check deeds for possible access		Timber	
198	Town	0	Howitt Road	03-049	4	63,000	63,000		Land locked - Check deeds for possible access		Timber	
222	Tax	0	Old Ben Davis Road	03-062	21	88,000	88,000	Level/ Rolling	Land locked - Check deeds for possible access	Lot 61= 146 Old Ben Davis Rd	Timber	Accessible
224	Tax	0	Old Ben Davis Road	03-063-A	26	91,000	91,000		Land locked - Check deeds for possible access		House Lot(s)/ Timber	Accessible
225	Tax	0	Old Ben Davis Road	03-063-B	35	32,000	32,000		Land Locked - Need to confirmaccess from Bullmoose Lane		House Lot(s)/ Timber	Accessible
252	Tax	0	Pig Farm Road	03-081	33	95,000	95,000	Swampy	Okay home site by road	Off Walker Rd	Timber	Accessible
258	Tax	0	Pig Farm Road	03-088	11	77,000	77,000		Timber harvest should be combined with 03-081	1st Right Lot 89= 658 Walker Rd	Timber	Accessible
2948	Tax	0	Carlisle Brook Road	04-007-1	27.6	29,000	29,000	Level/ Rolling	Land locked - Check deeds for possible access	Lot 8= 86 Carlisle Brook Rd	Timber	
291	Tax	0	Duke Lane	04-018-A	15.5	85,000	85,000	Rolling	Land locked - Check deeds for possible access	Lot 18-1= 86 Duke Ln	Timber	
400	Tax	0	Old Kennebunk Road	04-059	20.23	89,000	89,000		Recommended for Fire Department Use		GMFR/ Timer/ Fire Pond/ House Lot(s)	Accessible
408	Tax	0	Old Kennebunk Road	04-064	17.62	23,000	23,000	Level/ Sloping	Land Locked - Timber limited, wet ground, access through Hissong		Timber	
445	Tax	0	Roberts Pond	05-026	4.5	11,000	11,000		Land Locked			Accessible
2949	Tax	0	M Lane	06-024-5	2.19	12,000	12,000	Sloping	Land Locked - Appears M Lane leads to it, but need survey	Lot 21= 61 M Ln	House Lot(s)	
592	Tax	0	So. Waterboro Road	06-060	10	1,000	1,000	Low/ Swampy	Wetland			Accessible
594	Town	988	So Waterboro Road	06-063					Transfer Station			Accessible
2460	Tax	0	So. Waterboro Road	06-070	30	90,000	90,000	Sloping/ Low	Recommended GMFR Use / Fire Pond/ Dry Hydrant/ Station	Lot 62= 918 So Wtaerboro Rd	GMFR/ Timber/ Fire Pond	Accessible
670	Tax	0	Davis Road	07-036	40	102,000	102,000				House Lot(s)/ Timber	Accessible
672	Town	0	Davis Road	07-037	6.5	69,000	69,000	Level	Land Locked. Abuts other Town Owned. Could add a ROW?		Timber	via abuter
732	Tax	0	Alfred Road	07-068	1.9	64,000	64,000	Level	Brush should be cleaned up.	Lot 69-1= 1585 Alfred Rd	Fire Pond/ House Lot(2)	Accessible
749	Town	0	Davis Road	07-082	15.6	79,000	79,000		1250 Ft Road Frontage. 4Acres = Wasteland. 15.6A total.		House Lot(s)/ Timber	Accessible
919	Tax	0	Icehouse Drive	09-010	5.14	130,000	130,000	Level/ Sloping	Land Locked - Gated, no trespassing			
933	Tax	0	Bartletts Bridge Road	09-021-B	7	80,000	80,000	Swampy/ Ledge	Road Frontage wet, ponded	Lot 8B= 48 Bartlets Bridge Rd	Fire Pond	Accessible
1120	Tax	0	Mast Road	11-025-2	5.3	64,000	64,000		Land Locked		Timber	
2467	Tax	0	Goodwins Mills Road	11-039-1	16	64,000	64,000		Land Locked - Access very steep, access via fish and game land	Lot 46= 113 So Waterboro Rd	Timber	
2312	Town	0	Goodwins Mills Road	11-041	0.68	10,000	10,000	Level	See Deed notes. Unbuildable - < Road Frontage.		Cemetery	Accessible
1243	Town	0	Alfred Road	11-083-A	0.2	6,000	6,000		Unbuildable: < 1/2 Acre. Doesn't meet LZO Requirements - Small abutter sale possible		House lot	
1301	Town	0	Robin Lane	11-099-30	2	61,000	61,000	Level	Deed Restriction: For Parks & Rec use only.	GMFR noted Fire Pond/Dry Hydrant	GMFR/ Fire pond	Accessible
2399	Tax	0	Isinglass Road	12-002	18	87,000	87,000	Level/ Sloping	Check ROW on Days Mills Rd		Timber/ House lot(s)	Accessible
1516	Town	481	Goodwins Mills Road	13-003					Fire Department			Accessible
1517	Town	481	Goodwins Mills Road	13-004					Fire Department			Accessible
1522	Town	28	South Street	13-009					Former Rhodes Hall Site. Building Demolished	Goodwin Mills Cemetery	Cemetery	Accessible
1526	Town	11	So Waterboro Road	13-014					Town Hall		ADA Walking paths/ Trails	Accessible
1631	Town	0	Kennebunk Pond Road	15-037-A					Kennebunk Pond Beach			Accessible
1642	Town	0	Kennebunk Pond Road	15-039					Across from Kennebunk Pond Beach			Accessible
Zoning:			Minimum Acreage	ROW=		Right of Way						
Gen Purpose			5									
Residential (Res)			3									
Commercial			Varies - LZO								This is a priliminary document	

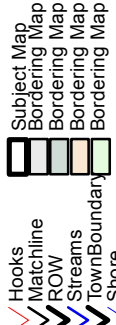


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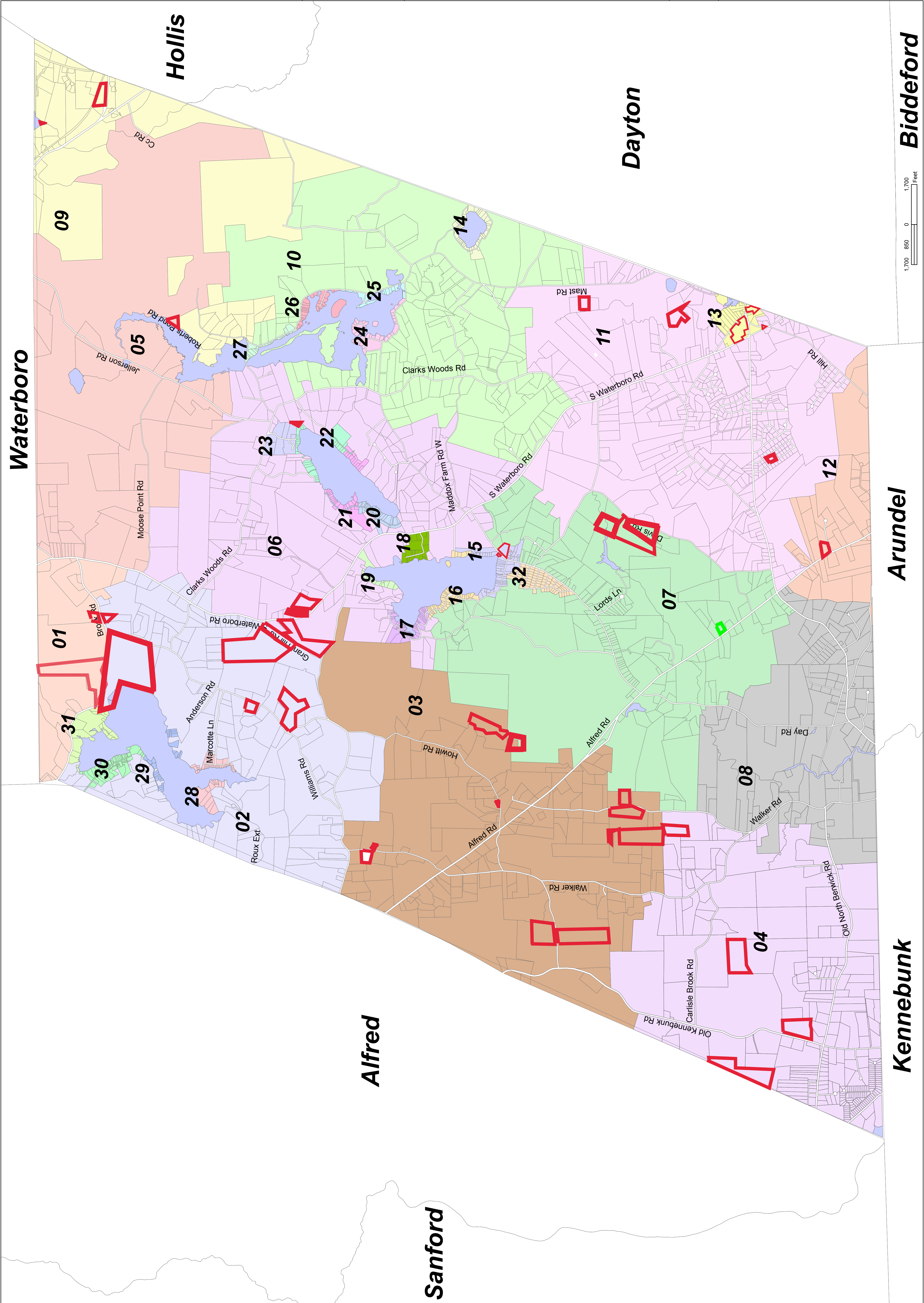


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INDEX



1,700 850 0 1,700 Feet

Biddeford

Arundel

Kennebunk

Sanford

Alfred

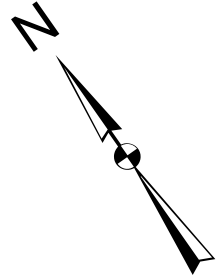
Dayton

Waterboro

Hollis



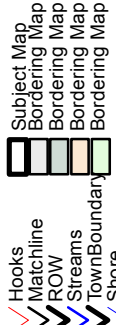
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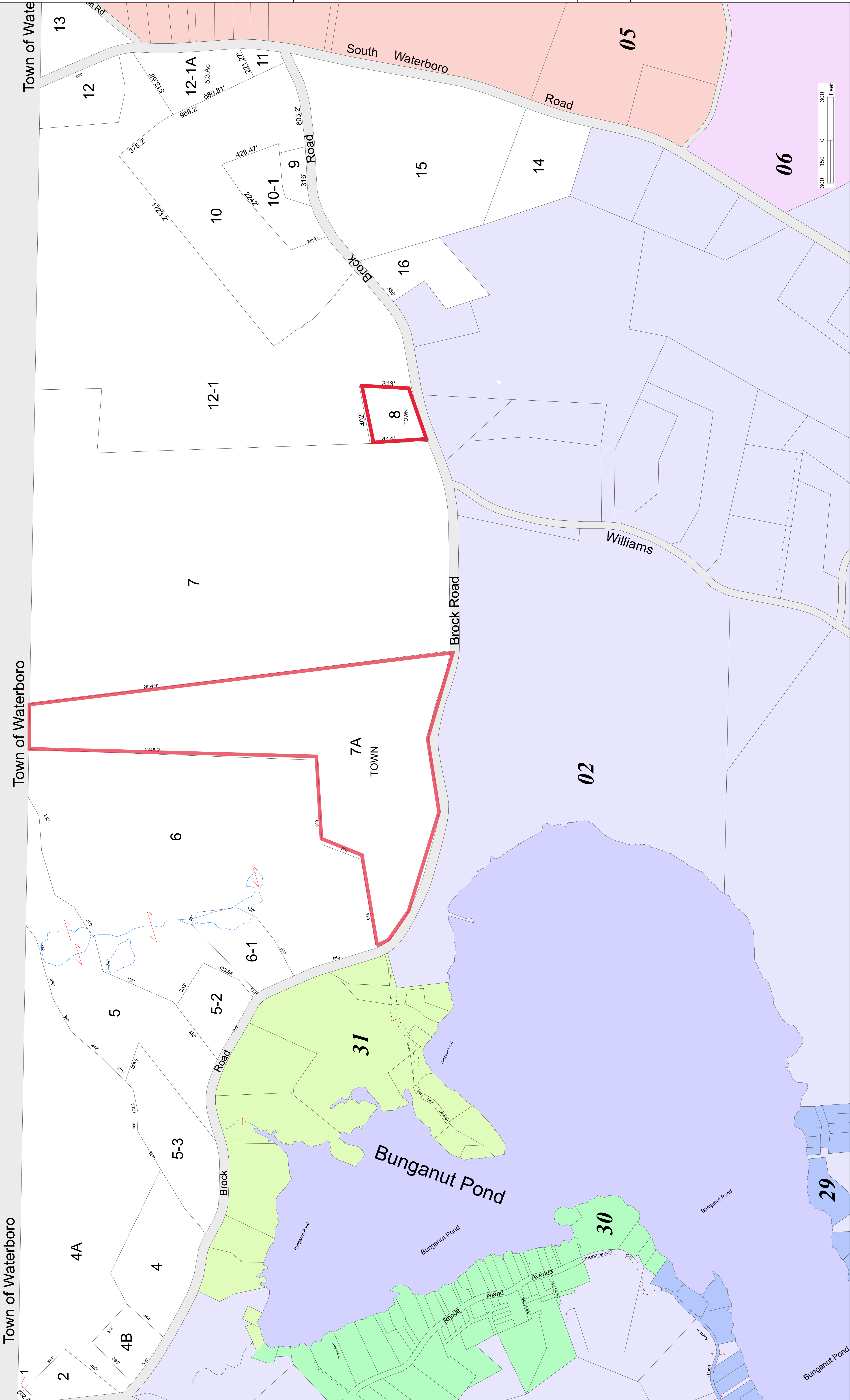
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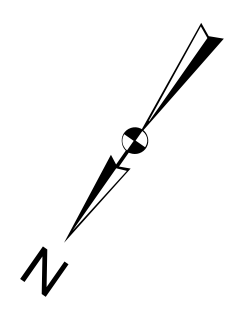
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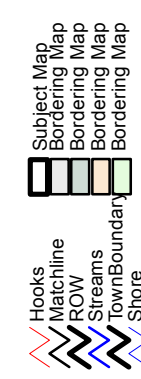
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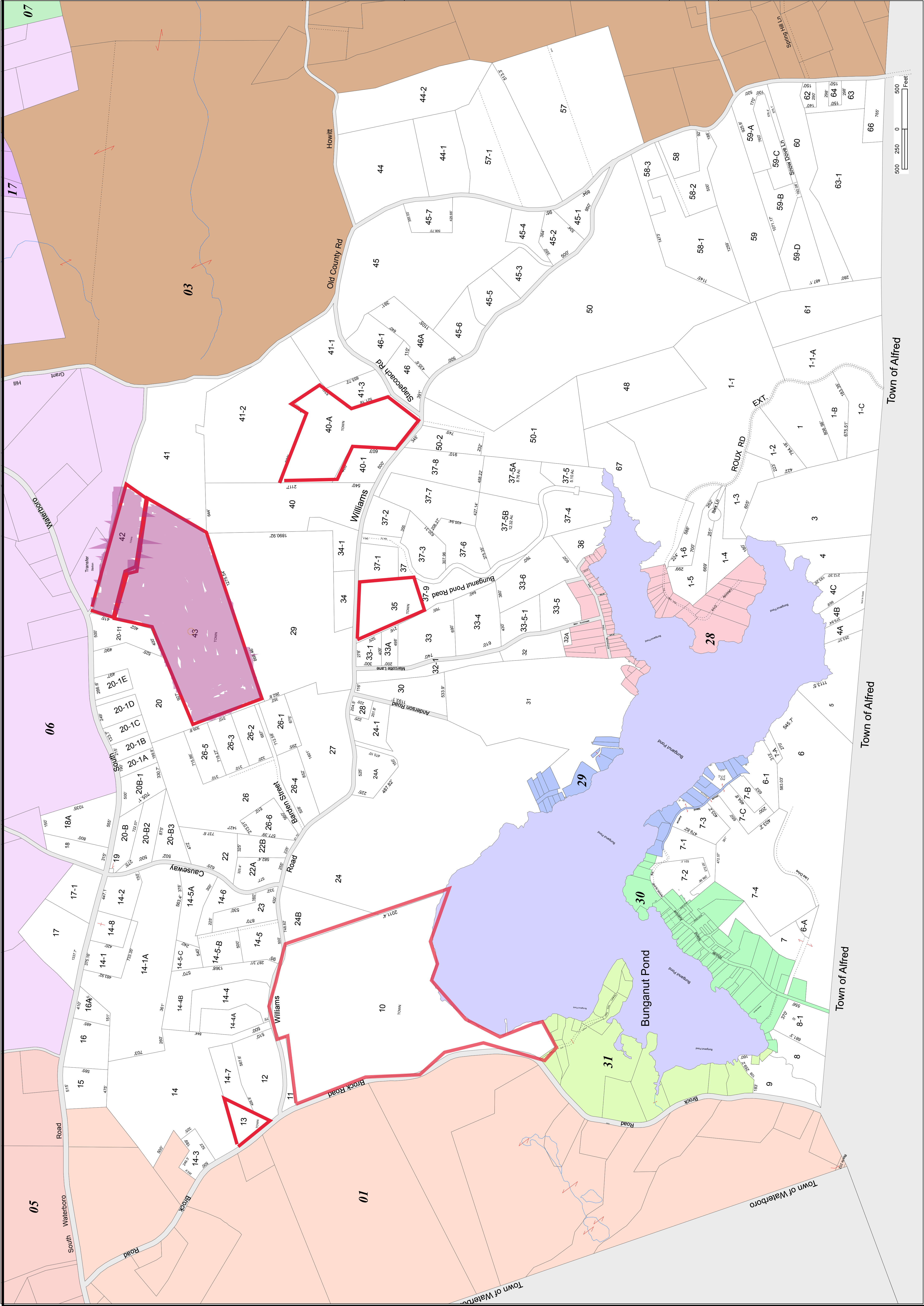
  
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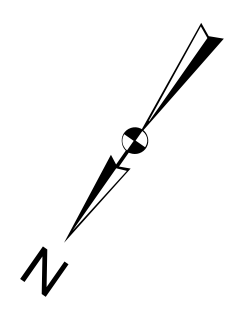


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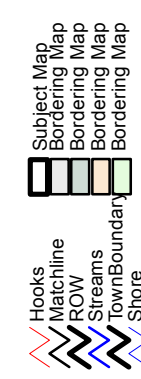
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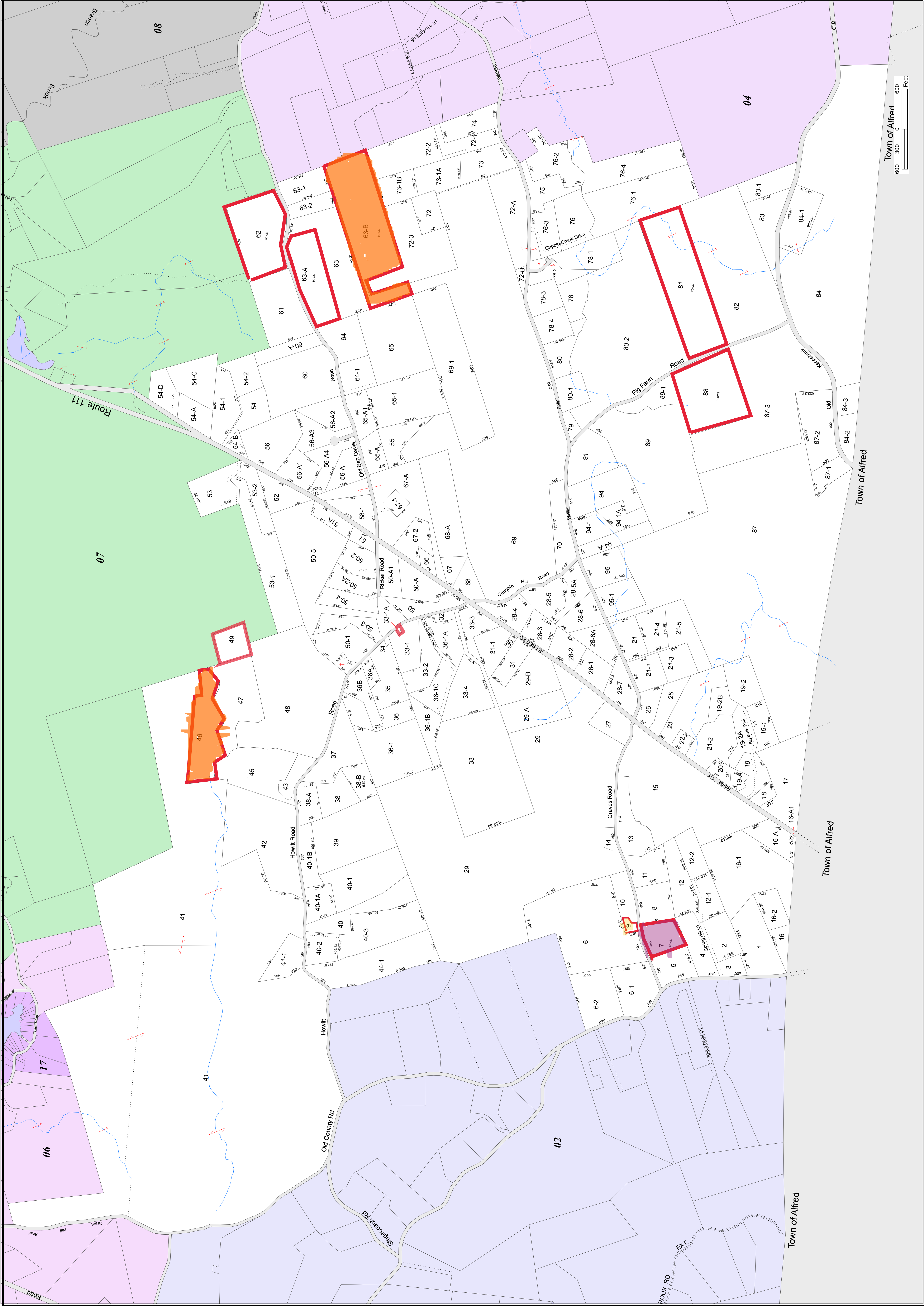
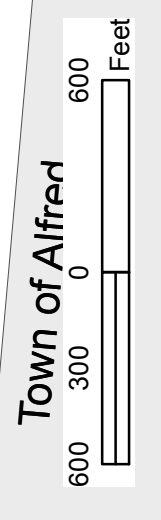
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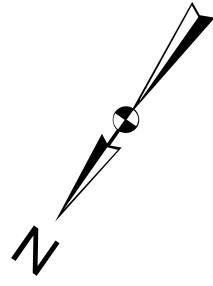


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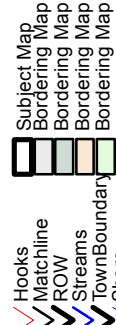
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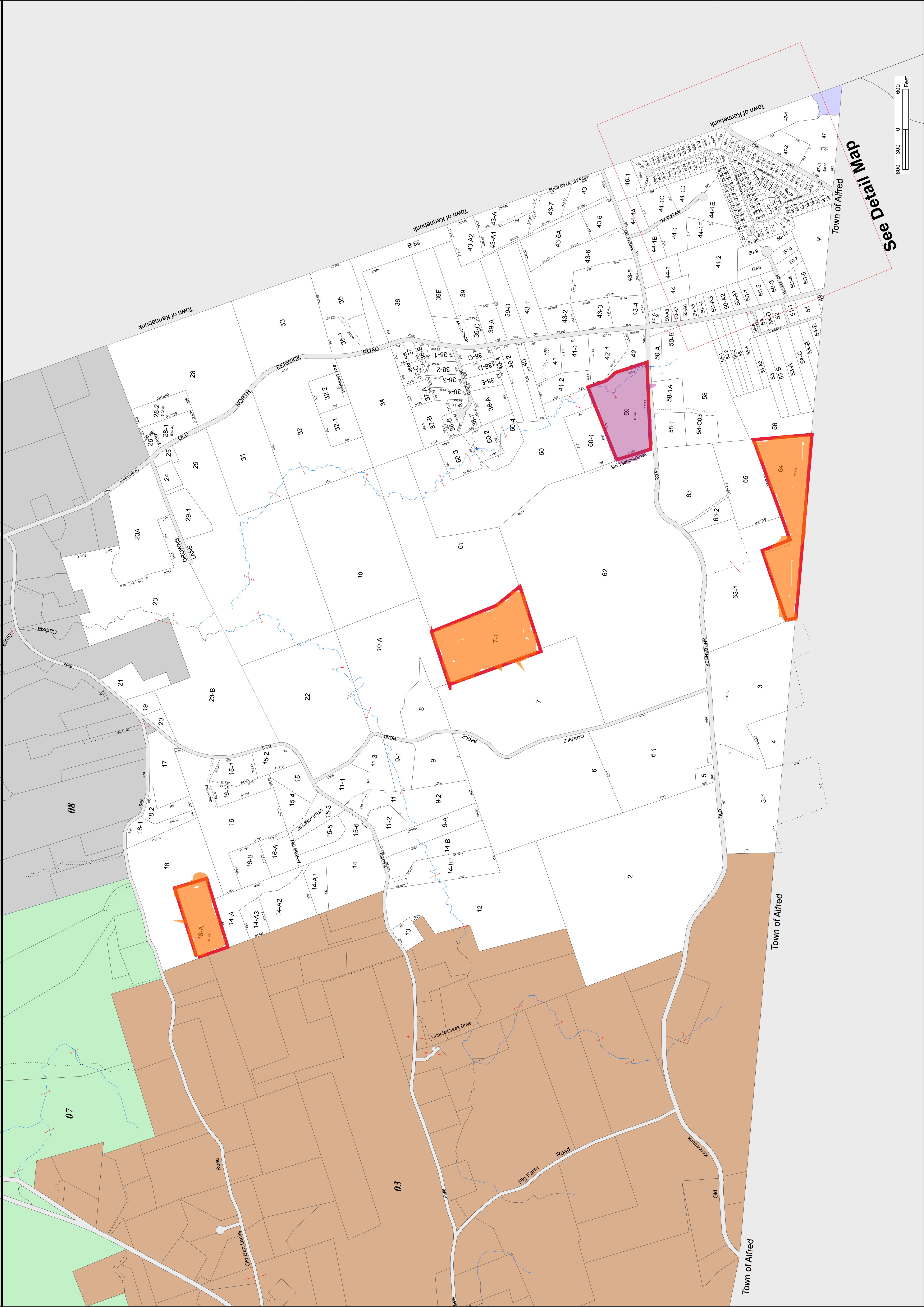
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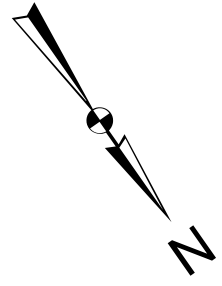


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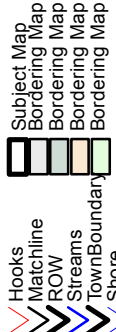


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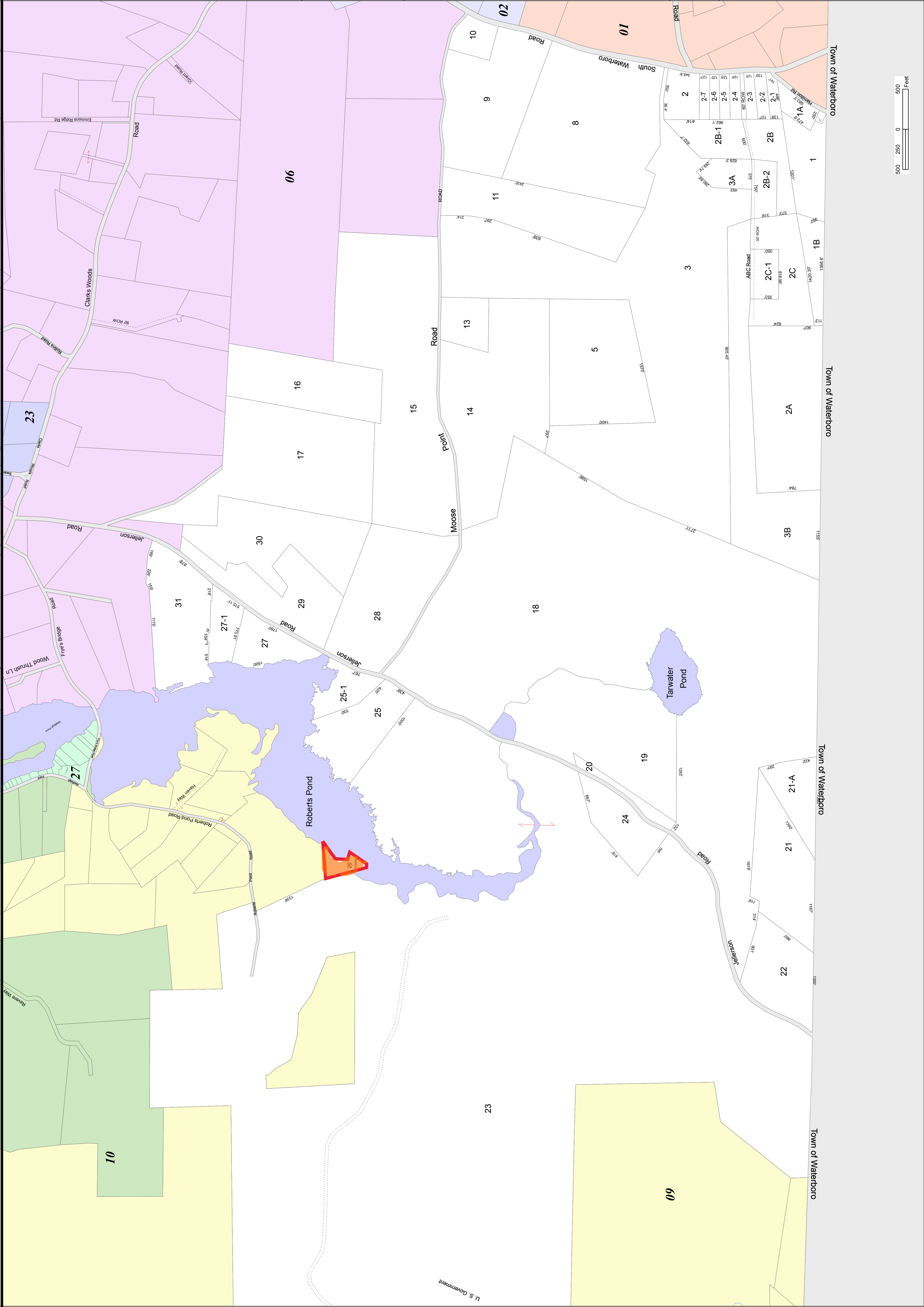
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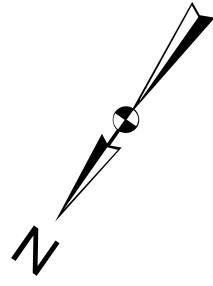
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MAP: 05





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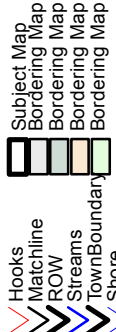


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gisSolutions of Maine  
Cumberland, Maine  
jht@maine.rr.com

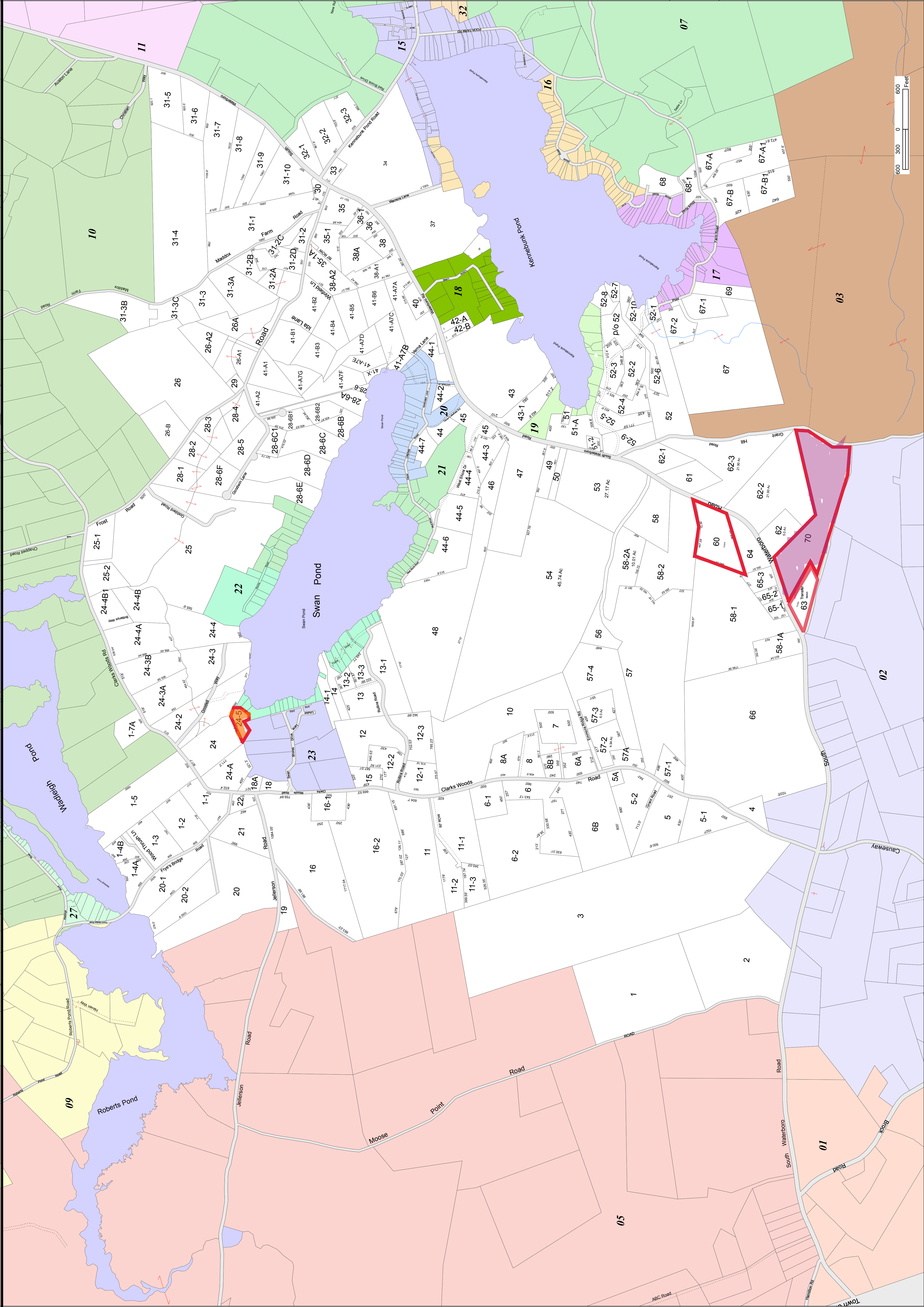
These maps are intended to be used for the purpose of Property Tax Assessments and should not be used for conveyances.

Revised to April 1st

Scale: 1 Inch = 600

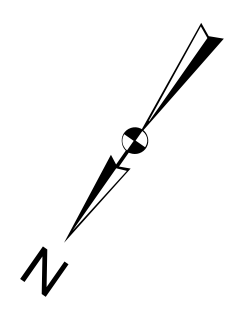


2021  
MAP: 06





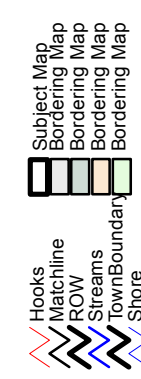
PROPERTY MAPS  
TOWN OF LYMAN, MAINE



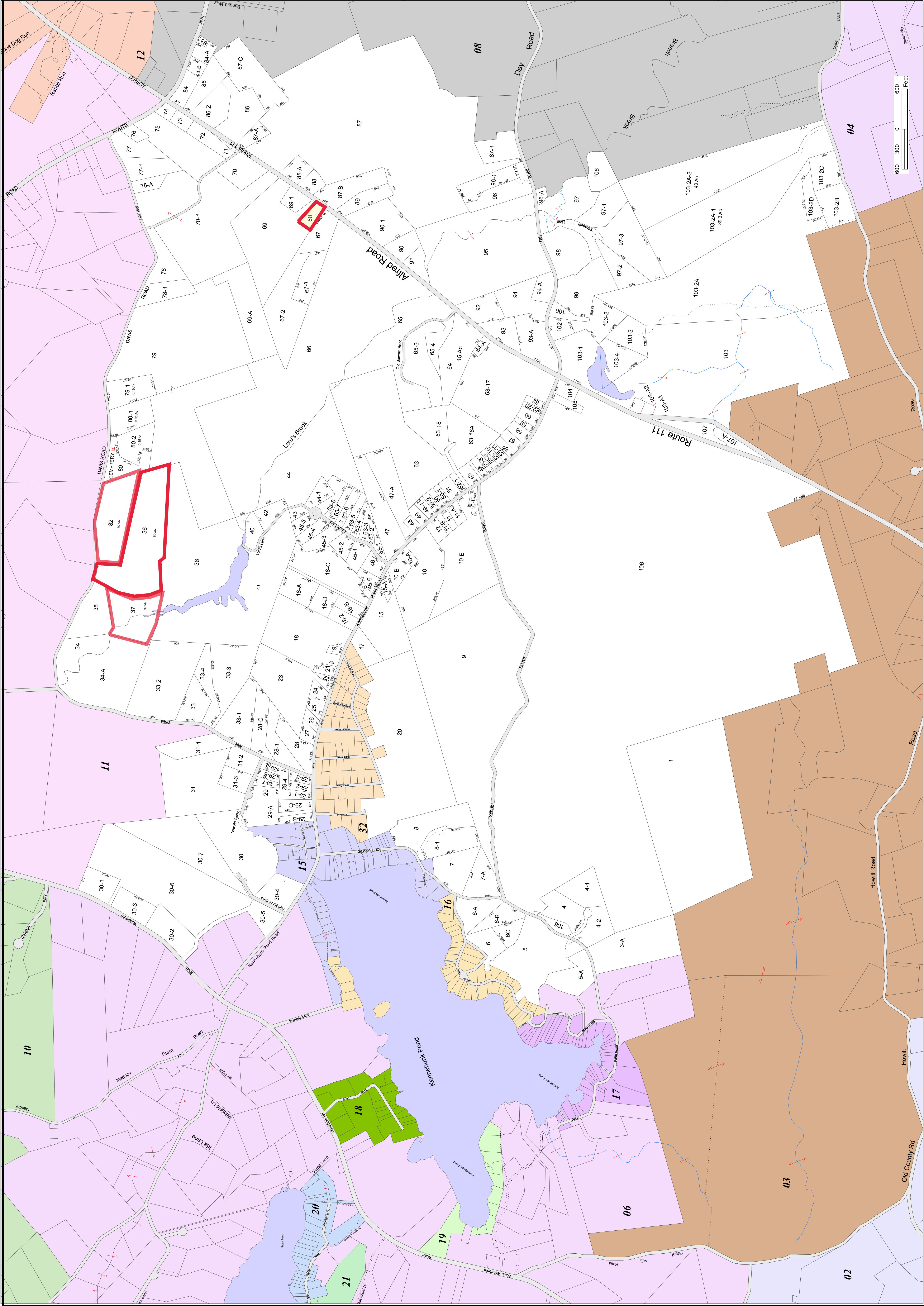
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Scale: 1 Inch = 600

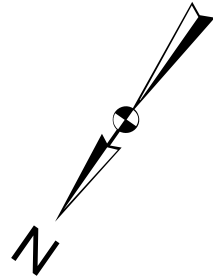


2021  
MAP: 07





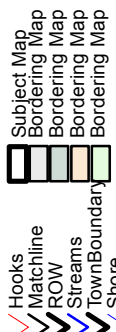
PROPERTY MAPS  
TOWN OF LYMAN, MAINE



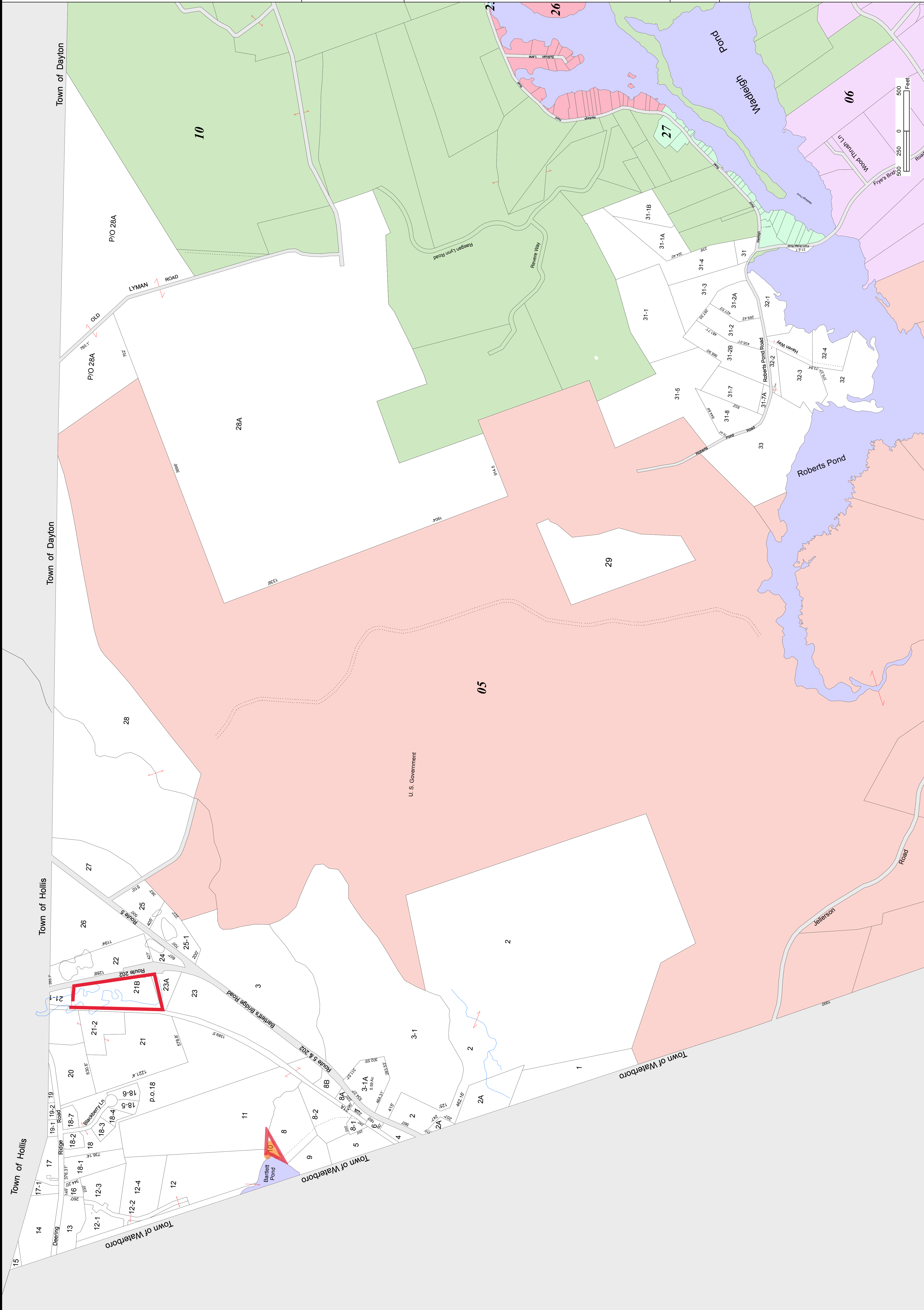
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Scale: 1 Inch = 500

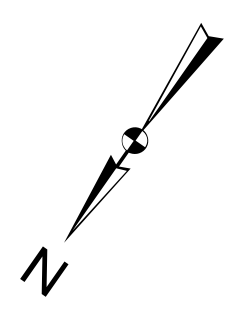


2021  
MAP: 09





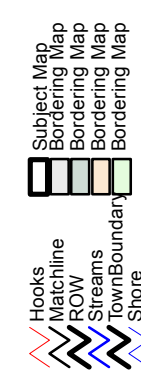
PROPERTY MAPS  
TOWN OF LYMAN, MAINE



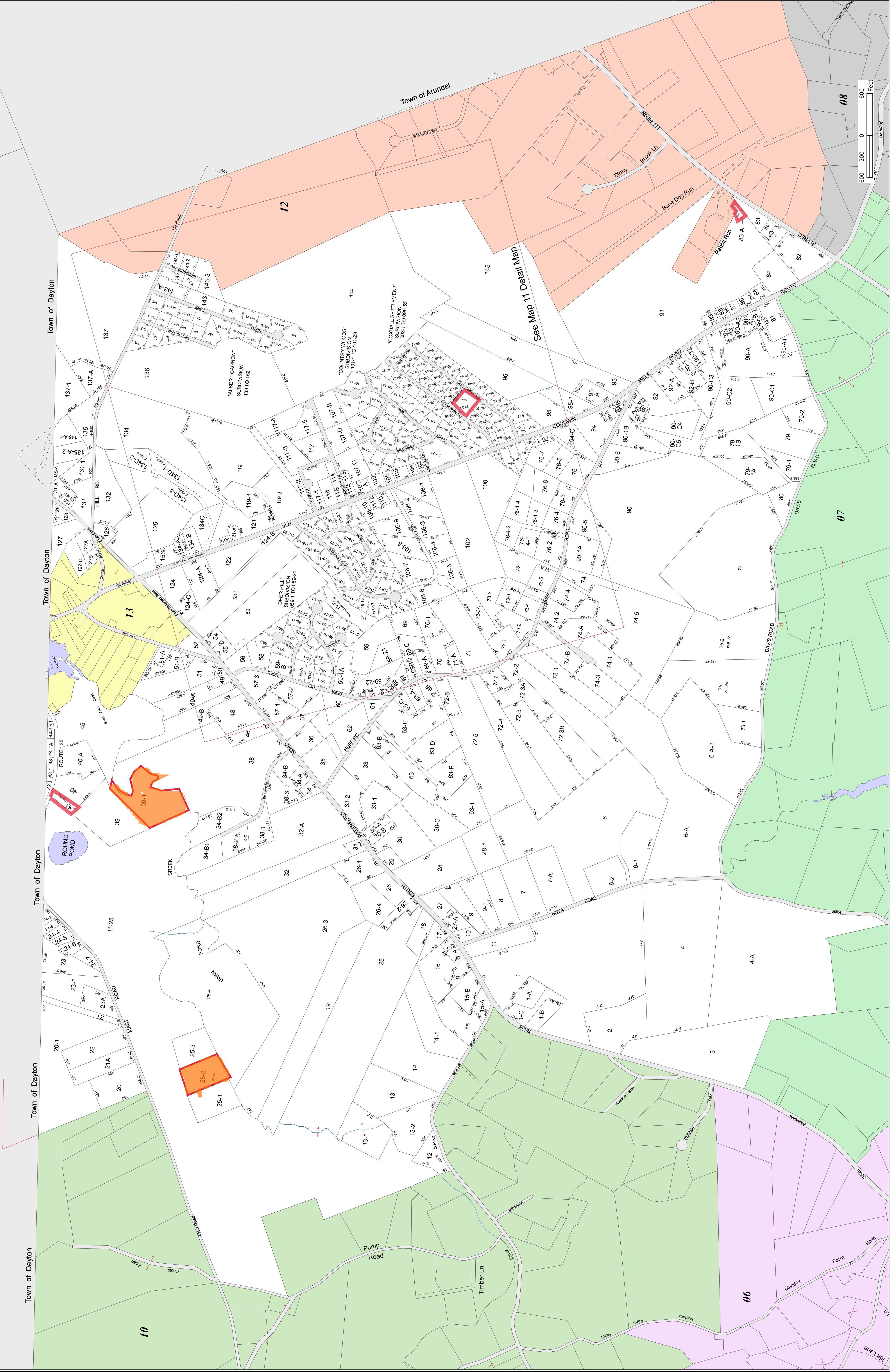
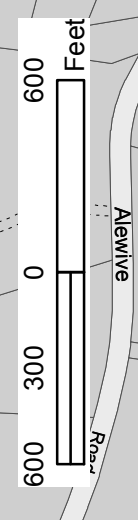
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Revised to April 1st

Scale: 1 Inch = 600



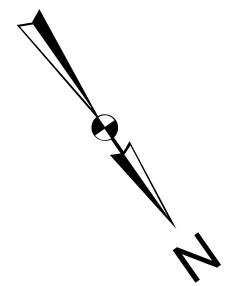
2021  
MAP: 11





**PROPERTY MAPS**

**TOWN OF LYMAN, MAINE**

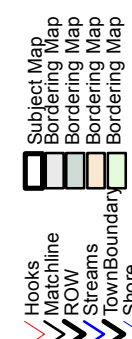


  
**James H. Thomas**  
**gisSolutions of Maine**  
**Cumberland, Maine**  
**jht@maine.rr.com**

**These maps are intended to be used for the purpose of Property Tax Assessments and should not be used for conveyances.**

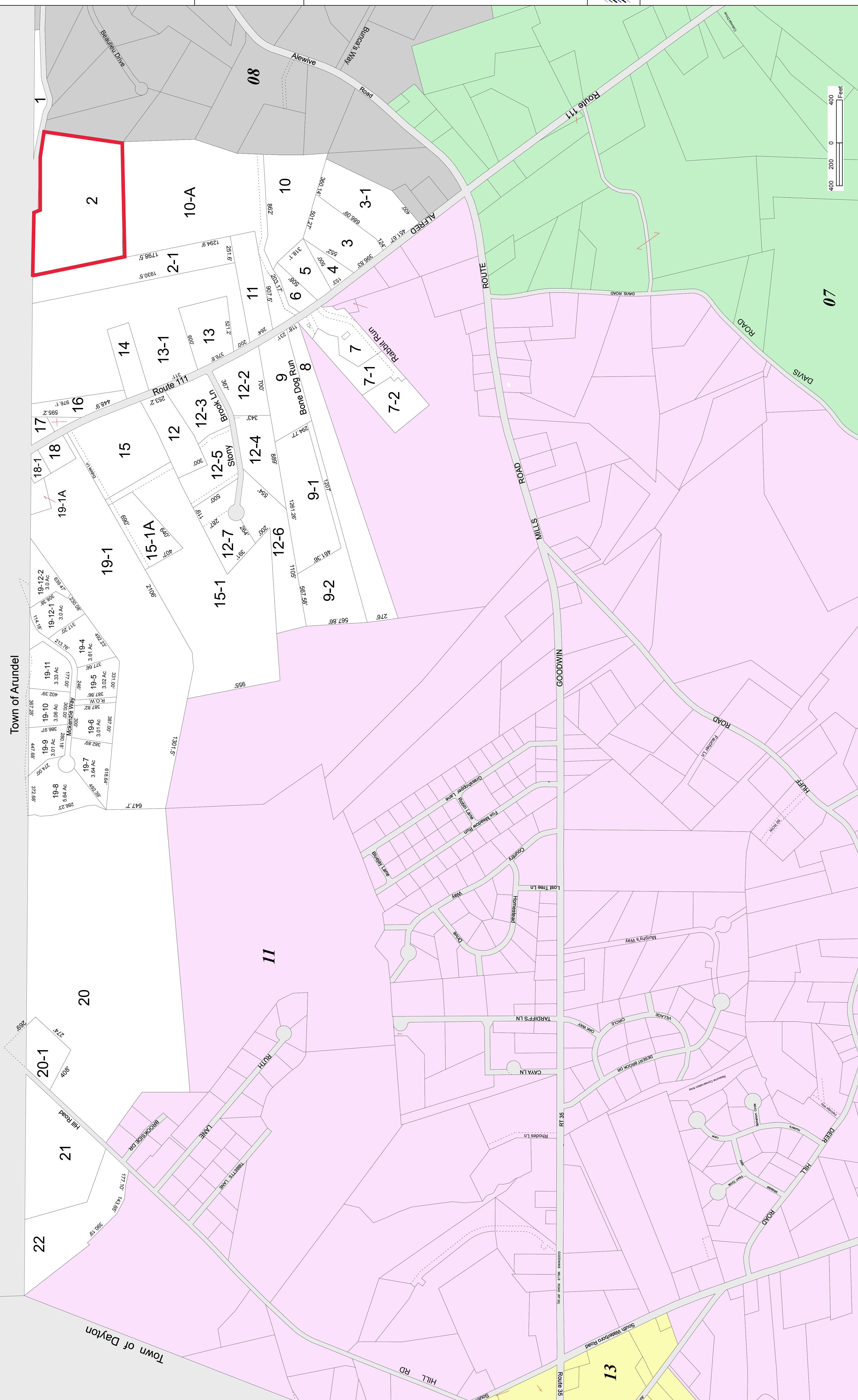
Revised to April 1st

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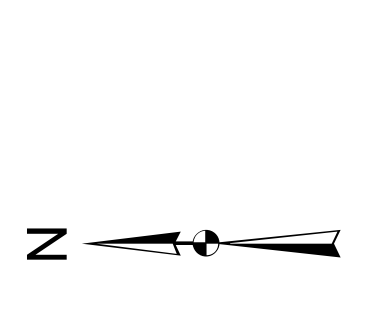


# 2021

## MAP: 12



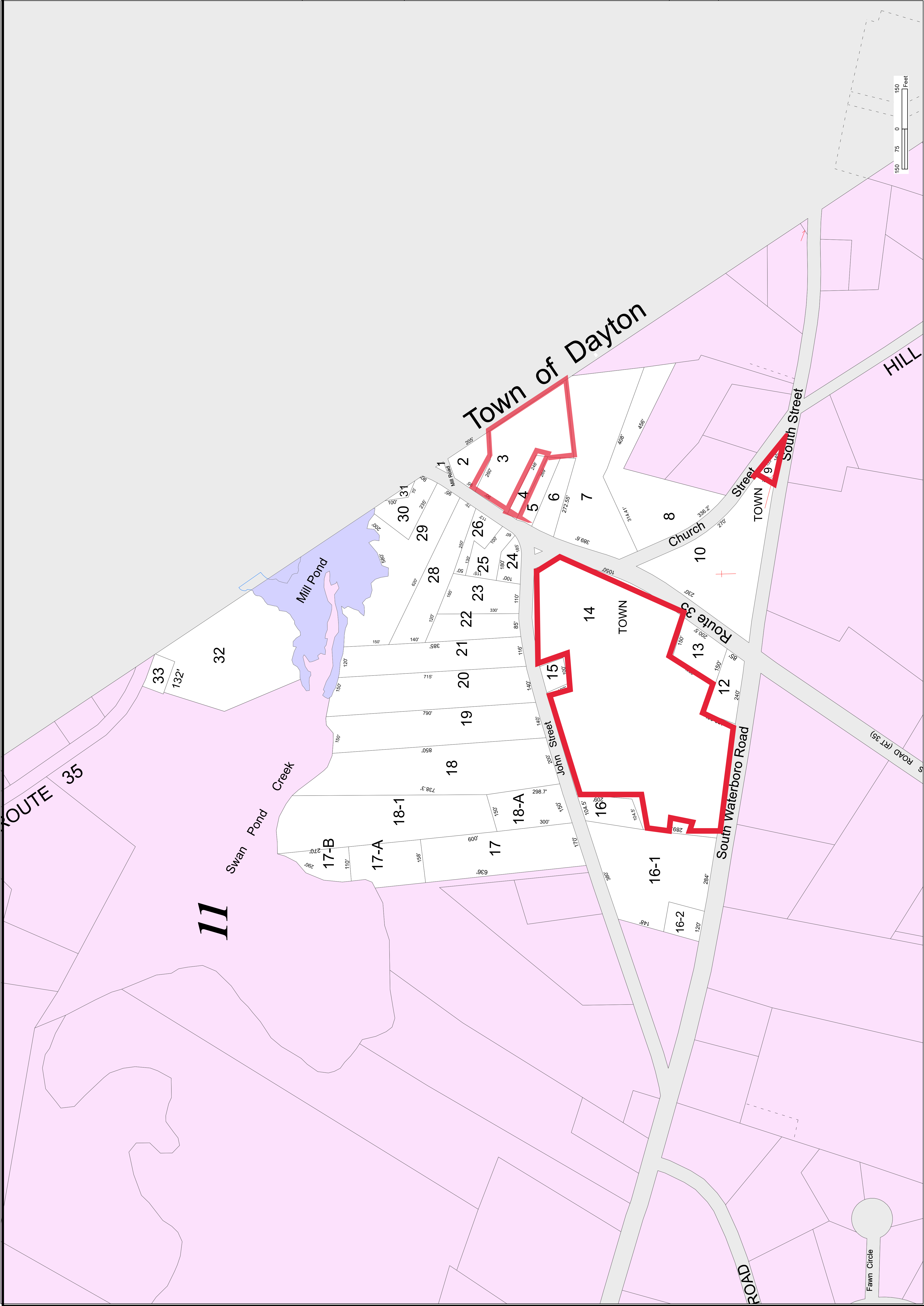
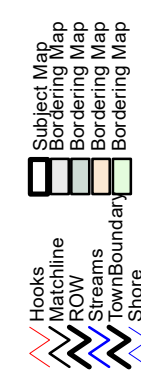




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Revised to April 1st

Scale: 1 Inch = 150





PROPERTY MAPS  
TOWN OF LYMAN, MAINE

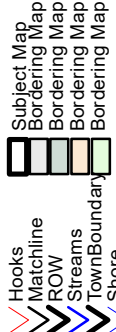


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Revised to April 1st

Scale: 1 Inch = 150



2022

MAP: 15



## ITEM #5: (b.) Town Hall Expansion Report

### Town of Lyman Town Hall Expansion

June 3<sup>rd</sup>, 2024

Updates and Findings

Mike Richman of Custom Concepts Inc and Andy Morrill from BH2M Civil Engineering have been working diligently in mapping out possible options for a Town Hall expansion. After having met with them there were three options identified for possible expansion layout.

The first option was to expand off the back, left side of the building. Although the stream area presents some issues, they believe this to be a possible option, but very likely costly and time-consuming for permitting requirements. The second option includes building a second story level. However, there was not enough information on the initial build and the engineers believed that likely the first floor would not support an addition above. Again, there are methods to get around this, but likely another very costly and endeavoring process. The third option demonstrates the least amount of business disruption, and this would involve expanding off the back, right side of the building.

With the third option in mind, one barrier identified is the side set back requirement of 40-feet. In talking with the neighbor who owns the church building, they have been agreeable and expressed an interest in doing an equivalent land swap. This would provide the Town Hall parcel with a small corner piece allowing for the 40-foot setback requirement in exchange for a small piece granted to the neighboring property, both pieces approximately 2,000 square feet.

Discussions with the neighbor also included potential for sharing overflow parking, adjoining an accessible walkway between the two properties, and the possibility of the Town acquiring the historical bell associated with Lyman's founding.

In summary, it was prevalent to determine a cost effective and practical location for expansion which is recommended to move with the third option as described above. If the Select Board is in favor of this, the next steps would include surveying the land swap option and bringing to the Town voters for approval.

Respectfully submitted,

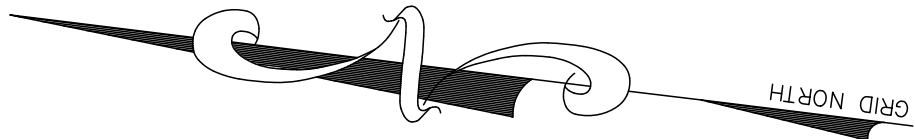
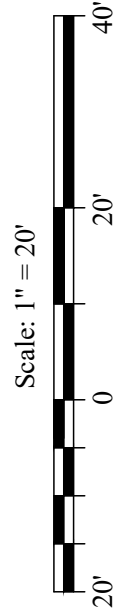
David Alves



SKETCH PLAN  
LYMAN TOWN HALL  
SOUTH WATERBORO ROAD  
BUXTON, MAINE

FOR  
Mike Richman  
11 S Waterboro Rd  
Town of Lyman

**PARKING SUMMARY:**  
EX. ONSITE PARKING = 38 SPACES  
AS PROPOSED PARKING = 44 SPACES (2 ADA)





# Weekly “All Hands”

## EMERGENCY INCIDENTS

**WEEKLY INCIDENT STATS:** 05/06/24 - 05/12/24

Aircraft Incident		
Alarms (Fire / CO)		
Appliance / Chimney Fire		
Brush / Woods Fire		
Gas Leaks / Hazmat		
Lines / Trees Down		
Medical Emergencies	12	
Mutual Aid (EMS)	1	
Mutual Aid (FIRE)		
Odor/Smoke Investigation		

## MONTHLY TOTALS

	<u>2023</u>	<u>2024</u>
JAN:	86	92
FEB:	68	78
MAR:	69	128
APR:	70	100
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		

05/13/24

PRIDE / OWNERSHIP / PROFESSIONALISM

# March 2024/2023

Incidents to Date 298/223	<b>of interest:</b> <ul style="list-style-type: none"><li>3/1 - Lyman Cardiac Arrest, 8 GM Responders, Alfred M/A</li><li>3/12 - Dayton EMS incident involving chainsaw. Transport to MMC and FD to extinguish permitted burn.</li><li>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.</li><li>3/21 - 12 incidents, several were wind related. 5 incidents reported while all GM crews tied up at fire.</li><li>3/23 - Tree falls on car during ice storm. Tree broke windshield resulting in traumatic injury transport to MMC.</li><li>3/23-3/24 55 incidents, most of which were storm related.</li><li>3/25 - Arundel Motor Vehicle Crash Engine 83, Ambulance 85 Respond. Extrication and Transport to Maine Med.</li><li>1 New hire, already has A-EMT license.</li></ul>	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	Incidents by Town Dayton 41/12 Lyman 71/46	Total Responders 34/30 Those who responded to at least one incident			
No Manpower 5/2 Crews working 3rd Alarm Brushfire.	Hospitals Transported to				
	SMHC-Bidd 22	SMHC-San. 1	MMC 6	Mercy 0	York 1





# Weekly “All Hands”

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## 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](#)



Lt. Boucher and Capt. Nicki Tarbell rescued a kitten named Nicki on Saturday.

*PRIDE / OWNERSHIP / PROFESSIONALISM*

05/13/24

## NOTABLE NEWS

### RESOURCES

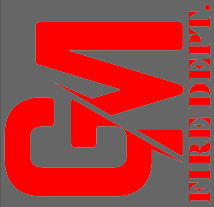
- [Recognition Form](#)
- [Fire Responder Assistance Program](#)
- [Code Green Campaign](#)
- [EAP](#)



Chief Duross was able to attend the SRTC's graduation last week where Keegan Johnston, Andrew Vail, and Colin Clark were recognized for completing FFI/II

Thanks to everyone who helped put up the flags through the village. It looks great.





# "All Hands" Newsletter

## INCIDENT STATISTICS

05/20/24 -  
05/26/24

Aircraft Incident	
Alarms (Fire / CO)	
Appliance / Chimney Fire	1
Brush / Woods Fire	1
Gas Leaks / Hazmat	1
Lines / Trees Down	1
Medical Emergencies	11
Mutual Aid (EMS)	3
Mutual Aid (FIRE)	2
Odor/Smoke Investigation	

Outside Fires (non-brush)	
Service Call / Public Assist	
Special / Technical Rescue	
Structure Fire	
Vehicle Crash	
Vehicle Fire	
Water / Ice Rescue	
WEEK TOTAL	23
YEAR TO DATE (2024)	458
YEAR TO DATE (2023)	356

### MONTHLY TOTALS

	<u>2023</u>	<u>2024</u>
JAN:	86	92
FEB:	68	78
MAR:	69	128
APR:	70	100
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	

Monthly Incidents 99 / 70	<div>Points of Interest</div> <ul style="list-style-type: none"><li>4/4 - 24 incidents from a weather event.</li><li>4/7 - Buxton / Structure Fire / Ladder 82, Tank 84, 7 Responders</li><li>4/16 - Arundel / Dump Truck Fire / Engine 83, Tank 84, 7 Responders</li><li>4/26 - Six members sent to National Fire Academy training in Maryland</li><li>4/27 - Annual Banquet at Wishing Pond Events Center in Dayton</li><li>4/29 - Saco / Field Fire / Tank 84, Chief 8-3, 6 Responders</li><li>Station spring cleaning in full swing, all shifts working.</li><li>Excess equipment and storages were cleaned out.</li><li>1 Firefighter resignation after 2.5 years of service.</li><li>1 Chaplain resignation after 7 years of service.</li></ul>	Trainings 3 / 13						
Dayton Incidents 23 / 16		Certifications 2 / 2						
Lyman Incidents 58 / 34		Work Orders 20 / 91						
Multi-Incidents 16 / 5		Career Staff 5						
Mutual Aid - Given 20 / 20		Call-Force Staff 46						
Mutual Aid - Received 4 / 2	<div>Transports to Hospitals</div> <table><tr><td>Maine Health Biddeford 27</td><td>Maine Health Sanford 3</td><td>Maine Health Portland 8</td><td>Other Mercy/York 0</td></tr></table>				Maine Health Biddeford 27	Maine Health Sanford 3	Maine Health Portland 8	Other Mercy/York 0
Maine Health Biddeford 27					Maine Health Sanford 3	Maine Health Portland 8	Other Mercy/York 0	
Incidents to Date 398 / 293								
		Total Responders 29 / 37						
		Total Responders: Members who responded to at least one incident.						

Expense Summary Report

FUND: 1  
ALL Months

ITEM #6: (d.) Expense Report

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES	586,865.00	100,755.00	687,620.00	572,423.13	0.00	115,196.87
11 - TOWN HALL	337,913.00	107,034.00	444,947.00	401,821.07	0.00	43,125.93
10 - SALARIES	337,913.00	107,034.00	444,947.00	401,821.07	0.00	43,125.93
101 - TOWN MGR	0.00	91,855.00	91,855.00	81,361.49	0.00	10,493.51
103 - HR & FINANCE	62,534.00	6,030.00	68,564.00	59,935.71	0.00	8,628.29
105 - TOWN CLERK/T	55,751.00	9,149.00	64,900.00	57,762.12	0.00	7,137.88
106 - ADMIN CLERK	51,578.00	0.00	51,578.00	30,343.78	0.00	21,234.22
115 - ASSESSOR	75,750.00	0.00	75,750.00	69,923.04	0.00	5,826.96
141 - CEO	65,000.00	0.00	65,000.00	62,258.41	0.00	2,741.59
142 - CEO CLERK	27,300.00	0.00	27,300.00	23,856.00	0.00	3,444.00
143 - ELECTRICIAN	0.00	0.00	0.00	16,380.52	0.00	-16,380.52
13 - ELECTIONS	14,818.00	-5,800.00	9,018.00	3,914.10	0.00	5,103.90
10 - SALARIES	14,818.00	-5,800.00	9,018.00	3,914.10	0.00	5,103.90
182 - BALLOT CLERK	8,478.00	0.00	8,478.00	3,628.72	0.00	4,849.28
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	102,314.54	0.00	21,806.46
10 - SALARIES	124,121.00	0.00	124,121.00	102,314.54	0.00	21,806.46
131 - TRF STATION	123,121.00	0.00	123,121.00	102,314.54	0.00	20,806.46
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	34,992.00	0.00	2,913.00
10 - SALARIES	37,905.00	0.00	37,905.00	34,992.00	0.00	2,913.00
151 - RD COMM	37,905.00	0.00	37,905.00	34,992.00	0.00	2,913.00
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	6,884.40	0.00	573.60
10 - SALARIES	7,458.00	0.00	7,458.00	6,884.40	0.00	573.60

Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES CONT'D						
175 - ACO	7,458.00	0.00	7,458.00	6,884.40	0.00	573.60
99 - NOT SPECIFIC	53,343.00	-479.00	52,864.00	13,173.09	0.00	39,690.91
10 - SALARIES	33,970.00	-479.00	33,491.00	13,173.09	0.00	20,317.91
179 - HEALTH OFFIC	455.00	0.00	455.00	0.00	0.00	455.00
191 - EXTRA TIME	7,500.00	-479.00	7,021.00	1,438.09	0.00	5,582.91
199 - SELECT BOARD	26,015.00	0.00	26,015.00	11,735.00	0.00	14,280.00
90 - OTHER	19,373.00	0.00	19,373.00	0.00	0.00	19,373.00
997 - VOTED MORE	19,373.00	0.00	19,373.00	0.00	0.00	19,373.00
102 - BENEFITS						
266,347.00	266,347.00	0.00	266,347.00	184,340.74	0.00	82,006.26
11 - TOWN HALL	11,410.00	0.00	11,410.00	5,622.77	0.00	5,787.23
20 - BENEFITS	11,410.00	0.00	11,410.00	5,622.77	0.00	5,787.23
280 - TRAINING	9,515.00	0.00	9,515.00	4,476.77	0.00	5,038.23
290 - MEMB & DUES	1,895.00	0.00	1,895.00	1,146.00	0.00	749.00
13 - ELECTIONS	120.00	0.00	120.00	0.00	0.00	120.00
20 - BENEFITS	120.00	0.00	120.00	0.00	0.00	120.00
280 - TRAINING	120.00	0.00	120.00	0.00	0.00	120.00
31 - TRANFER STAT	500.00	0.00	500.00	461.85	0.00	38.15
20 - BENEFITS	500.00	0.00	500.00	461.85	0.00	38.15
280 - TRAINING	500.00	0.00	500.00	461.85	0.00	38.15
99 - NOT SPECIFIC	254,317.00	0.00	254,317.00	178,256.12	0.00	76,060.88
20 - BENEFITS	254,317.00	0.00	254,317.00	178,256.12	0.00	76,060.88
201 - FICA	51,199.00	0.00	51,199.00	45,211.56	0.00	5,987.44
210 - HEALTH	151,887.00	-250.00	151,637.00	96,494.01	0.00	55,142.99
211 - DENTAL	4,414.00	0.00	4,414.00	3,471.41	0.00	942.59
214 - LIFE NO MED	120.00	250.00	370.00	347.55	0.00	22.45
230 - 457B ER MATC	12,614.00	0.00	12,614.00	10,858.15	0.00	1,755.85
231 - MPERS ER	29,583.00	0.00	29,583.00	21,873.44	0.00	7,709.56
250 - PTO BUYOUT	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
107 - CITIZENS PT						
0.00	0.00	60,217.00	60,217.00	0.00	0.00	60,217.00
13 - ELECTIONS	0.00	60,217.00	60,217.00	0.00	0.00	60,217.00
10 - SALARIES	0.00	26,832.00	26,832.00	0.00	0.00	26,832.00
181 - TOWN CLERK	0.00	26,832.00	26,832.00	0.00	0.00	26,832.00
20 - BENEFITS	0.00	33,385.00	33,385.00	0.00	0.00	33,385.00
201 - FICA	0.00	2,052.65	2,052.65	0.00	0.00	2,052.65
210 - HEALTH	0.00	28,097.39	28,097.39	0.00	0.00	28,097.39



Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
107 - CITIZENS PT CONT'D							
211 - DENTAL		0.00	551.76	551.76	0.00	0.00	551.76
231 - MPERS ER		0.00	2,683.20	2,683.20	0.00	0.00	2,683.20
110 - GEN ADMIN							
11 - TOWN HALL		136,115.00	0.00	136,115.00	115,690.25	3,962.28	16,462.47
32 - CTRCT SVS EQ		132,615.00	0.00	132,615.00	114,481.24	3,962.28	14,171.48
310 - PROF SVS		64,008.00	0.00	64,008.00	61,365.45	0.00	2,642.55
39 - CONT SVS OTH		64,008.00	0.00	64,008.00	61,365.45	0.00	2,642.55
315 - MEMB & DUES		13,831.00	0.00	13,831.00	13,239.96	0.00	591.04
399 - OTHER		9,071.00	0.00	9,071.00	8,477.00	0.00	594.00
50 - UTILITIES		4,760.00	0.00	4,760.00	4,762.96	0.00	-2.96
580 - COMM		10,464.00	0.00	10,464.00	7,452.04	0.00	3,011.96
60 - SUPPLIES		10,464.00	0.00	10,464.00	7,452.04	0.00	3,011.96
610 - SUPPLIES		18,431.00	0.00	18,431.00	12,183.31	0.00	6,247.69
650 - POSTAGE		10,211.00	0.00	10,211.00	7,448.64	0.00	2,762.36
80 - ADVER, PRINT		8,220.00	0.00	8,220.00	4,734.67	0.00	3,485.33
810 - ADVERTISE		18,515.00	0.00	18,515.00	6,832.68	3,962.28	7,720.04
830 - FORMS		4,500.00	0.00	4,500.00	1,412.09	517.57	2,570.34
850 - TOWN REPORT		8,910.00	-750.00	8,160.00	2,408.36	698.27	5,053.37
860 - TAX BILLS		2,000.00	750.00	2,750.00	0.00	2,746.44	3.56
90 - OTHER		3,105.00	0.00	3,105.00	3,012.23	0.00	92.77
910 - MILEAGE/TRAV		7,366.00	0.00	7,366.00	13,407.80	0.00	-6,041.80
911 - MI/TRAV ELE		7,366.00	0.00	7,366.00	6,005.47	0.00	1,360.53
19 - COMMITTEES		0.00	0.00	0.00	7,402.33	0.00	-7,402.33
90 - OTHER		3,500.00	0.00	3,500.00	1,209.01	0.00	2,290.99
999 - MISC		3,500.00	0.00	3,500.00	1,209.01	0.00	2,290.99
115 - ELECTIONS							
13 - ELECTIONS		13,561.00	0.00	13,561.00	2,591.81	378.00	10,591.19
39 - CONT SVS OTH		13,561.00	0.00	13,561.00	2,591.81	378.00	10,591.19
399 - OTHER		9,339.00	0.00	9,339.00	2,347.26	0.00	6,991.74
60 - SUPPLIES		9,339.00	0.00	9,339.00	2,347.26	0.00	6,991.74
610 - SUPPLIES		2,828.00	0.00	2,828.00	244.55	0.00	2,583.45
650 - POSTAGE		1,126.00	0.00	1,126.00	244.55	0.00	881.45
80 - ADVER, PRINT		1,702.00	0.00	1,702.00	0.00	0.00	1,702.00
810 - ADVERTISE		980.00	0.00	980.00	0.00	378.00	602.00
90 - OTHER		980.00	0.00	980.00	0.00	378.00	602.00
		414.00	0.00	414.00	0.00	0.00	414.00

Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET		BUDGET		BUDGET		YTD		OUTSTAND UNEXPENDED	
	ORIGINAL	ADJUSTMENT	NET		NET		NET		ENCUM	BALANCE
115 - ELECTIONS CONT'D										
910 - MILEAGE/TRAV	414.00	0.00	414.00		0.00		0.00		0.00	414.00
117 - GEN ADMIN IN										
99 - NOT SPECIFIC	43,978.00	0.00	43,978.00		29,341.50		0.00		0.00	14,636.50
38 - CONT SVS INS	43,978.00	0.00	43,978.00		29,341.50		0.00		0.00	14,636.50
325 - INS PROP & C	20,068.00	0.00	20,068.00		15,679.00		0.00		0.00	4,389.00
326 - INS W.C.	18,790.00	0.00	18,790.00		12,917.50		0.00		0.00	5,872.50
327 - INS UNEMPLOY	5,000.00	0.00	5,000.00		665.00		0.00		0.00	4,335.00
328 - INS VOLUNTEE	120.00	0.00	120.00		80.00		0.00		0.00	40.00
119 - CONTINGENCY										
11 - TOWN HALL	2,500.00	0.00	2,500.00		400.00		0.00		0.00	2,100.00
90 - OTHER	2,500.00	0.00	2,500.00		400.00		0.00		0.00	2,100.00
999 - MISC	2,500.00	0.00	2,500.00		400.00		0.00		0.00	2,100.00
125 - ACO										
72 - ACO	8,457.00	0.00	8,457.00		7,786.87		0.00		0.00	670.13
39 - CONT SVS OTH	6,957.00	0.00	6,957.00		7,206.77		0.00		0.00	670.13
381 - ACO	6,957.00	0.00	6,957.00		7,206.77		0.00		0.00	-249.77
90 - OTHER	1,500.00	0.00	1,500.00		580.10		0.00		0.00	-249.77
910 - MILEAGE/TRAV	1,500.00	0.00	1,500.00		580.10		0.00		0.00	919.90
128 - HHS G/A										
71 - GA	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
39 - CONT SVS OTH	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
310 - PROF SVS	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
129 - HHS SOCIAL S										
75 - SOCIAL SERV	1,131.00	0.00	1,131.00		1,131.00		0.00		0.00	0.00
91 - OTHER SOC SV	1,131.00	0.00	1,131.00		1,131.00		0.00		0.00	0.00
999 - OTHER	1,131.00	0.00	1,131.00		1,131.00		0.00		0.00	0.00
131 - ROADS										
51 - ROADS	814,350.00	0.00	814,350.00		358,689.47		0.00		0.00	455,660.53
33 - CONT PROF	1,000.00	0.00	1,000.00		0.00		0.00		0.00	455,660.53
310 - PROF SERV	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
40 - REPAIRS & MA	813,350.00	0.00	813,350.00		358,689.47		0.00		0.00	454,660.53



Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
131 - ROADS CONT'D							
481 - RDS/CONSTRUC		199,000.00	0.00	199,000.00	387.50	0.00	198,612.50
482 - RDS/RESURFA		475,000.00	-95,000.00	380,000.00	155,814.00	0.00	224,186.00
483 - RDS/REPAIRS		139,350.00	95,000.00	234,350.00	202,487.97	0.00	31,862.03
141 - B&G CARE & M							
11 - TOWN HALL		21,730.00	39,500.00	61,230.00	53,380.39	0.00	7,849.61
31 - CTRCT SVS BL		13,360.00	1,500.00	14,860.00	14,686.31	0.00	173.69
310 - PROF SVS		9,660.00	1,500.00	11,160.00	11,010.70	0.00	149.30
40 - REPAIRS & MA		9,660.00	1,500.00	11,160.00	11,010.70	0.00	149.30
410 - BLDGS & GROU		3,700.00	0.00	3,700.00	3,675.61	0.00	24.39
410 - BLDGS & GROU		3,700.00	0.00	3,700.00	3,675.61	0.00	24.39
21 - RECREATION		2,800.00	38,000.00	40,800.00	38,350.00	0.00	2,450.00
31 - CTRCT SVS BL		950.00	38,000.00	38,950.00	38,050.00	0.00	900.00
310 - PROF SVS		950.00	38,000.00	38,950.00	38,050.00	0.00	900.00
40 - REPAIRS & MA		1,850.00	0.00	1,850.00	300.00	0.00	1,550.00
410 - BLDGS & GROU		1,850.00	0.00	1,850.00	300.00	0.00	1,550.00
22 - BUNGANUT		1,360.00	0.00	1,360.00	35.08	0.00	1,324.92
31 - CTRCT SVS BL		660.00	0.00	660.00	0.00	0.00	660.00
310 - PROF SVS		660.00	0.00	660.00	0.00	0.00	660.00
40 - REPAIRS & MA		700.00	0.00	700.00	35.08	0.00	664.92
410 - BLDGS & GROU		700.00	0.00	700.00	35.08	0.00	664.92
23 - KBP		440.00	0.00	440.00	309.00	0.00	131.00
31 - CTRCT SVS BL		440.00	0.00	440.00	309.00	0.00	131.00
310 - PROF SVS		440.00	0.00	440.00	309.00	0.00	131.00
31 - TRANSFER STA		3,770.00	0.00	3,770.00	0.00	0.00	3,770.00
31 - CTRCT SVS BL		2,620.00	0.00	2,620.00	0.00	0.00	2,620.00
310 - PROF SVS		2,620.00	0.00	2,620.00	0.00	0.00	2,620.00
40 - REPAIRS & MA		1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
410 - BLDGS & GROU		1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
142 - B&G MOWING							
51 - ROADS		61,642.00	0.00	61,642.00	60,518.05	0.00	1,123.95
31 - CTRCT SVS BL		11,500.00	0.00	11,500.00	11,400.00	0.00	100.00
370 - MOWING		11,500.00	0.00	11,500.00	11,400.00	0.00	100.00
90 - MISC		50,142.00	0.00	50,142.00	49,118.05	0.00	1,023.95
31 - CTRCT SVS BL		50,142.00	0.00	50,142.00	49,118.05	0.00	1,023.95

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		50,142.00	0.00	50,142.00	49,118.05	0.00	1,023.95
143 - B&G PLOWING							
11 - TOWN HALL		651,940.00	-38,000.00	613,940.00	578,570.81	0.00	35,369.19
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		700.00	0.00	700.00	0.00	0.00	700.00
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		1,200.00	0.00	1,200.00	300.00	0.00	900.00
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		3,000.00	0.00	3,000.00	3,000.00	0.00	0.00
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		642,400.00	-38,000.00	604,400.00	570,630.83	0.00	33,769.17
31 - CTRCT SVS BL		642,400.00	-38,000.00	604,400.00	570,630.83	0.00	33,769.17
360 - PLOW & SAND		642,400.00	-38,000.00	604,400.00	570,630.83	0.00	33,769.17
145 - B&G WASTE SV							
11 - TOWN HALL		16,715.00	0.00	16,715.00	10,912.05	0.00	5,802.95
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		3,520.00	0.00	3,520.00	2,680.00	0.00	840.00
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	2,145.00	0.00	75.00
331 - PROF PORTA P		2,220.00	0.00	2,220.00	2,145.00	0.00	75.00
22 - BUNGANUT		6,315.00	0.00	6,315.00	5,114.55	0.00	1,200.45
31 - CTRCT SVS BL		2,940.00	1,000.00	3,940.00	3,947.05	0.00	-7.05
330 - WASTE SVS		2,940.00	1,000.00	3,940.00	3,947.05	0.00	-7.05
35 - CTRCT SVS WA		3,375.00	-1,000.00	2,375.00	1,167.50	0.00	1,207.50
331 - PROF PORTA P		3,375.00	-1,000.00	2,375.00	1,167.50	0.00	1,207.50
23 - KBP		3,520.00	0.00	3,520.00	1,812.50	0.00	1,707.50
31 - CTRCT SVS BL		1,300.00	0.00	1,300.00	475.00	0.00	825.00
330 - WASTE SVS		1,300.00	0.00	1,300.00	475.00	0.00	825.00

Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
145 - B&G WASTE SV CONT'D							
35 - CTRCT SVS WA		2,220.00	0.00	2,220.00	1,337.50	0.00	882.50
331 - PROF PORTA P		2,220.00	0.00	2,220.00	1,337.50	0.00	882.50
51 - ROADS		1,540.00	0.00	1,540.00	680.00	0.00	860.00
31 - CTRCT SVS BL		1,200.00	-100.00	1,100.00	255.00	0.00	845.00
330 - WASTE SVS		1,200.00	-100.00	1,100.00	255.00	0.00	845.00
35 - CTRCT SVS WA		340.00	100.00	440.00	425.00	0.00	15.00
331 - PROF PORTA P		340.00	100.00	440.00	425.00	0.00	15.00
147 - B&G ENERGY							
11 - TOWN HALL		36,984.00	-1,500.00	35,484.00	16,326.77	0.00	19,157.23
50 - UTILITIES		12,484.00	-1,500.00	10,984.00	6,906.32	0.00	4,077.68
510 - PROPANE		3,984.00	0.00	3,984.00	1,321.92	0.00	2,662.08
560 - ELECTRICITY		8,500.00	-1,500.00	7,000.00	5,584.40	0.00	1,415.60
21 - RECREATION		500.00	0.00	500.00	346.01	0.00	153.99
50 - UTILITIES		500.00	0.00	500.00	346.01	0.00	153.99
560 - ELECTRICITY		500.00	0.00	500.00	346.01	0.00	153.99
22 - BUNGANUT		4,500.00	0.00	4,500.00	1,036.61	0.00	3,463.39
50 - UTILITIES		4,500.00	0.00	4,500.00	1,036.61	0.00	3,463.39
560 - ELECTRICITY		4,500.00	0.00	4,500.00	1,036.61	0.00	3,463.39
23 - KBP		2,000.00	0.00	2,000.00	539.54	0.00	1,460.46
50 - UTILITIES		2,000.00	0.00	2,000.00	539.54	0.00	1,460.46
560 - ELECTRICITY		2,000.00	0.00	2,000.00	539.54	0.00	1,460.46
31 - TRANSFER STA		9,000.00	0.00	9,000.00	3,882.04	0.00	5,117.96
50 - UTILITIES		9,000.00	0.00	9,000.00	3,882.04	0.00	5,117.96
560 - ELECTRICITY		9,000.00	0.00	9,000.00	3,882.04	0.00	5,117.96
51 - ROADS		8,500.00	0.00	8,500.00	3,616.25	0.00	4,883.75
50 - UTILITIES		8,500.00	0.00	8,500.00	3,616.25	0.00	4,883.75
560 - ELECTRICITY		8,500.00	0.00	8,500.00	3,616.25	0.00	4,883.75
148 - B&G SIGNS							
21 - RECREATION		6,500.00	0.00	6,500.00	2,524.09	0.00	3,975.91
60 - SUPPLIES		500.00	-100.00	400.00	0.00	0.00	400.00
670 - SIGNS		500.00	-100.00	400.00	0.00	0.00	400.00
22 - BUNGANUT		500.00	0.00	500.00	0.00	0.00	500.00
60 - SUPPLIES		500.00	0.00	500.00	0.00	0.00	500.00
670 - SIGNS		500.00	0.00	500.00	0.00	0.00	500.00

Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
148 - B&G SIGNS CONT'D						
23 - KENNEBUNK PD	0.00	100.00	100.00	72.02	0.00	27.98
60 - SUPPLIES	0.00	100.00	100.00	72.02	0.00	27.98
670 - SIGNS	0.00	100.00	100.00	72.02	0.00	27.98
31 - TRANSFER STA	500.00	0.00	500.00	124.11	0.00	375.89
60 - SUPPLIES	500.00	0.00	500.00	124.11	0.00	375.89
670 - SIGNS	500.00	0.00	500.00	124.11	0.00	375.89
51 - ROADS	5,000.00	0.00	5,000.00	2,327.96	0.00	2,672.04
60 - SUPPLIES	5,000.00	0.00	5,000.00	2,327.96	0.00	2,672.04
670 - SIGNS	5,000.00	0.00	5,000.00	2,327.96	0.00	2,672.04
150 - TRF STATION	335,340.00	0.00	335,340.00	202,018.75	0.00	133,321.25
31 - TRANSFER STA	335,340.00	0.00	335,340.00	202,018.75	0.00	133,321.25
35 - CTRCT SVS WA	310,380.00	0.00	310,380.00	188,899.72	0.00	121,480.28
310 - PROF SVS	2,980.00	0.00	2,980.00	1,120.50	0.00	1,859.50
349 - PROF SVS CAN	2,400.00	0.00	2,400.00	2,000.00	0.00	400.00
350 - PROF SVS TIP	166,250.00	0.00	166,250.00	115,781.16	0.00	50,468.84
351 - PROF SVS TW	43,750.00	0.00	43,750.00	19,910.06	0.00	23,839.94
352 - PROF SVS REC	10,650.00	0.00	10,650.00	7,100.10	0.00	3,549.90
355 - PROF SVS HAU	33,125.00	0.00	33,125.00	19,890.00	0.00	13,235.00
356 - PROF SVS HW	27,125.00	0.00	27,125.00	11,730.00	0.00	15,395.00
357 - PROF SVS HR	11,100.00	0.00	11,100.00	5,500.00	0.00	5,600.00
358 - PROF SVS HWO	2,500.00	0.00	2,500.00	1,957.90	0.00	542.10
359 - PROF SVS MET	10,500.00	0.00	10,500.00	3,910.00	0.00	6,590.00
40 - REPAIRS & MA	13,330.00	0.00	13,330.00	7,311.61	0.00	6,018.39
450 - EQUIPMENT	13,330.00	0.00	13,330.00	7,311.61	0.00	6,018.39
50 - UTILITIES	6,880.00	0.00	6,880.00	1,984.66	0.00	4,895.34
570 - FUEL	2,880.00	0.00	2,880.00	803.67	0.00	2,076.33
580 - COMM	4,000.00	0.00	4,000.00	1,180.99	0.00	2,819.01
60 - SUPPLIES	3,750.00	0.00	3,750.00	3,247.76	0.00	502.24
610 - SUPPLIES	750.00	0.00	750.00	416.58	0.00	333.42
690 - PPG	3,000.00	0.00	3,000.00	2,831.18	0.00	168.82
90 - OTHER	1,000.00	0.00	1,000.00	575.00	0.00	425.00
920 - STATE FEES	500.00	0.00	500.00	575.00	0.00	-75.00
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	6,670.23	879.06	1,410.71
21 - RECREATION	8,360.00	-1,200.00	7,160.00	5,217.05	879.06	1,063.89

Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
161 - PARKS & REC CONT'D							
40 - REPAIRS & MA		950.00	880.00	1,830.00	856.95	879.06	93.99
450 - EQUIPMENT		950.00	880.00	1,830.00	856.95	879.06	93.99
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	-2,080.00	5,030.00	4,360.10	0.00	669.90
940 - REC PROGRAMS		6,860.00	-2,080.00	4,780.00	4,298.06	0.00	481.94
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	1,200.00	1,200.00	1,009.66	0.00	190.34
50 - UTILITIES		0.00	1,200.00	1,200.00	1,009.66	0.00	190.34
580 - COMM		0.00	1,200.00	1,200.00	1,009.66	0.00	190.34
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 BLDG		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		18,674.00	0.00	18,674.00	18,674.00	0.00	0.00
99 - NOT SPECIFIE		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

Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
177 - RES MISC CONT'D	32,715.00	0.00	32,715.00	32,715.00	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	194,200.00	45,150.00	239,350.00	139,039.64	7,000.00	93,310.36
11 - TOWN HALL	144,200.00	0.00	144,200.00	58,030.96	0.00	86,169.04
33 - CONT PROF	94,200.00	0.00	94,200.00	45,321.26	0.00	48,878.74
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	6,837.06	0.00	27,362.94
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	40,008.68	7,000.00	6,641.32
37 - CONT OUT	8,500.00	45,150.00	53,650.00	40,008.68	7,000.00	6,641.32
399 - CONT SVS OTH	8,500.00	45,150.00	53,650.00	40,008.68	7,000.00	6,641.32
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	186,995.00	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
99 - NOT SPEC	49,119.00	0.00	49,119.00	45,725.00	0.00	3,394.00
37 - CONT OUT	44,119.00	0.00	44,119.00	40,725.00	0.00	3,394.00
399 - CONT SVS OTH	44,119.00	0.00	44,119.00	40,725.00	0.00	3,394.00
90 - OTHER	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00

Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
185 - OUTSOURCE OT CONT'D							
999 - MISC		5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
186 - OUTS GMFR							
91 - GMFR		630,191.00	0.00	630,191.00	630,191.04	0.00	-0.04
37 - CONT OUT		630,191.00	0.00	630,191.00	630,191.04	0.00	-0.04
391 - GMFR PERSONN		435,968.00	0.00	435,968.00	435,968.04	0.00	-0.04
392 - GMFR CONTRAC		194,223.00	0.00	194,223.00	194,223.00	0.00	0.00
191 - OTHER CIP							
11 - TOWN HALL		44,335.00	0.00	44,335.00	18,599.02	0.00	25,735.98
70 - EQUIPMENT		30,535.00	0.00	30,535.00	11,494.14	0.00	19,040.86
710 - COMP EQUIP		23,530.00	0.00	23,530.00	7,270.80	0.00	16,259.20
730 - OFFICE EQUIP		1,595.00	0.00	1,595.00	1,595.00	0.00	0.00
790 - OTHER EQUIP		5,410.00	0.00	5,410.00	2,628.34	0.00	2,781.66
21 - RECREATION		900.00	0.00	900.00	600.00	0.00	300.00
70 - EQUIPMENT		900.00	0.00	900.00	600.00	0.00	300.00
790 - OTHER EQUIP		900.00	0.00	900.00	600.00	0.00	300.00
22 - BUNGANUT		5,000.00	0.00	5,000.00	2,909.88	0.00	2,090.12
90 - OTHER		5,000.00	0.00	5,000.00	2,909.88	0.00	2,090.12
999 - MISC		5,000.00	0.00	5,000.00	2,909.88	0.00	2,090.12
31 - TRANSFER STA		7,900.00	0.00	7,900.00	3,595.00	0.00	4,305.00
70 - EQUIPMENT		7,900.00	0.00	7,900.00	3,595.00	0.00	4,305.00
790 - OTHER EQUIP		7,900.00	0.00	7,900.00	3,595.00	0.00	4,305.00
195 - RSU # 57							
92 - RSU # 57		5,597,245.00	0.00	5,597,245.00	5,597,244.66	0.00	0.34
90 - OTHER		5,597,245.00	0.00	5,597,245.00	5,597,244.66	0.00	0.34
999 - MISC		5,597,245.00	0.00	5,597,245.00	5,597,244.66	0.00	0.34
197 - COUNTY							
97 - COUNTY		332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
90 - OTHER		332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
999 - MISC		332,963.00	2,221.00	335,184.00	335,183.84	0.00	0.16
199 - OVERLAY							
99 - NOT SPECIFIC		0.00	15,390.44	15,390.44	5,167.32	0.00	10,223.12



Expense Summary Report

FUND: 1  
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
199 - OVERLAY CONT'D						
90 - OTHER	0.00	15,390.44	15,390.44	5,167.32	0.00	10,223.12
999 - MISC	0.00	15,390.44	15,390.44	5,167.32	0.00	10,223.12
Final Totals	10,214,827.00	223,733.44	10,438,560.44	9,327,125.43	12,219.34	1,099,215.67

# ITEM #6: (e.) Bunagnut Park Committee Report

**From:** [Michelle Feliccitti](#)  
**To:** [Melissa Sulloway](#); [Karen Kane](#); [emily.m.bauer@outlook.com](#); [Liz Mitchell](#); [Town Manager](#); [hollybspaulding@yahoo.com](#); [Kevin Veilleux](#); [Holly Hart](#); [Ralph Blackington](#); [Thomas Hatch](#)  
**Subject:** Proposal by BPC that we would like put in packet for SB for Mon Meeting  
**Date:** Wednesday, May 29, 2024 11:33:45 AM

---

Good morning,

At last night's meeting of BPC, we voted unanimously to bring this proposal to the SB to see if we can implement the 3 Pines rentals this season. BPC members, please correct me or add to this if I have something incorrect.

Here is our proposal:

**Pines Rental**

Time: AM and PM Rental 9 to 7 (8 to 8 if requested)

Pines 1 – Towards Main beach - Head Count up to 100

Pines 2 – Middle Pines - Head count up to 150

Pines 3 – Chapel - Head count up to 25

Pricing:

Pines 1: 200.00

Pines 2: 250.00

Pines 3: 150.00

This is our recommendation to the SB that we split the Pines into 3 distinct areas to be rented out, contingent on fire chief approving the plan, getting input from Y on max capacity, also potential expanded parking alongside the ball field.

BPC would figure out a way to demarcate the three locations so it's clear where they are, as well as do some sprucing up to the Chapel area to clean it up.

BPC would also make a Poster for town easel – pics and show rentals to give the park more exposure. Still so many that don't know about it

Ingress steps into the water – safety issue. Could this happen this year? Like the metal steps into the water at the main beach, the same steps would be safer and beneficial to the environment inputted in each area of the pines that people currently ingress and egress the pond.

Other questions seeking answers on:

1. Gates? Are they to be locked now or are open? It was locked again this week.
2. Replanting from the first storm damage (not the most recent), is there a plan that is set to be implemented, or is it still a work in progress?
3. Is there a plan that has already been laid out to deal with the water issue at the main beach?

June 27<sup>th</sup> at 6 next meeting is our next scheduled meeting.

Thank you!  
Michelle

## ITEM #7: (f.) Rustic Dreams Permit Applications



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220  
FAX: (207) 287-3434  
EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

Thank you for your interest in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- ☒ Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- ☒ Your application is signed and dated by a duly authorized person.
- ☐ The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- ☒ The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
  - ☐ The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
  - ☐ If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- ☒ For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- ☒ A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- ☒ If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- ☐ Have you applied for other required licensing from other state and federal agencies? See attached list.

**Important** – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station  
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
19 Union Street, Suite 301-B  
Augusta, ME 04330

**The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau**

<b>Obtained ✓</b>	<b>License/Permit</b>	<b>State/Federal Agency to Contact</b>	<b>Telephone Number</b>	<b>Physical Location</b>
	Seller Certificate or Sales Tax Number	Maine Revenue Services <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services <a href="http://www.maine.gov/dhhs">www.maine.gov/dhhs</a>	(207) 287-5671	286 Water St, 3 <sup>rd</sup> floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses <a href="http://www.maine.gov/dmr">www.maine.gov/dmr</a>	(207) 624-6550	<ul style="list-style-type: none"> <li>• 32 Blossom Lane, Augusta</li> <li>• 194 McKown Point Rd, West Boothbay Harbor</li> <li>• Lamoine State Park, Lamoine</li> <li>• 650 State St, Bangor</li> <li>• 317 Whitneyville Rd, Jonesboro</li> </ul>
	Dance or Entertainment License	Fire Marshall's Office <a href="http://www.maine.gov/dps/fmo">www.maine.gov/dps/fmo</a>	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	<a href="http://www.irs.gov">www.irs.gov</a>	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions <a href="http://www.maine.gov/sos/cec">www.maine.gov/sos/cec</a>	(207) 624-7752	111 Sewall St, 3 <sup>rd</sup> Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) <a href="https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers">https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers</a>	(877) 882-3277	



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section I: Licensee/Applicant(s) Information;  
Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): Rustic Dreams Barn + Venue	Business Name (D/B/A): Rustic Dreams Barn + Venue LLC
Individual or Sole Proprietor Applicant Name(s): Shaunte Sevigny	Physical Location: 1413 Alfred Rd Lyman, ME
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: 1043 Limerick Rd Arundel, ME
Mailing address, if different from DBA address:	Email Address: Rusticdreams11@gmail.com
Telephone #      Fax #:	Business Telephone #      Fax #: 207.391.1882
Federal Tax Identification Number: 84-3162426	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit: N/A	Website address: N/A FB + Instagram pages

1. New license or renewal of existing license? ☐ New      Expected Start date: \_\_\_\_\_  
☒ Renewal      Expiration Date: 8/19/24

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \_\_\_\_\_ Beer, Wine or Spirits: 40,000.00      Guest Rooms: \_\_\_\_\_

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer)      ☒ Wine      ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Restaurant<br>(Class I, II, III, IV)  | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel -- Food Optional<br>(Class I-A)           | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input checked="" type="checkbox"/> Qualified Caterer  | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

1043 Limenck rd Amundel, ME 04046

6. Is the licensee/applicant(s) citizens of the United States?

☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine?

☒ Yes ☐ No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☒ Yes ☐ No

17. Does the licensee/applicant(s) own the premises? ☐ Yes ☒ No

If No, please provide the name and address of the owner:

Kerth & Vigney 1013 Limenick rd Arundel, ME



10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Shawnte (Chapman) Sevigny		Portland, ME

Residence address on all the above for previous 5 years

Name: Shawnte Sevigny Address: 1043 Limenck rd Arundel, ME

Name: Address:

Name: Address:

Name: Address:

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

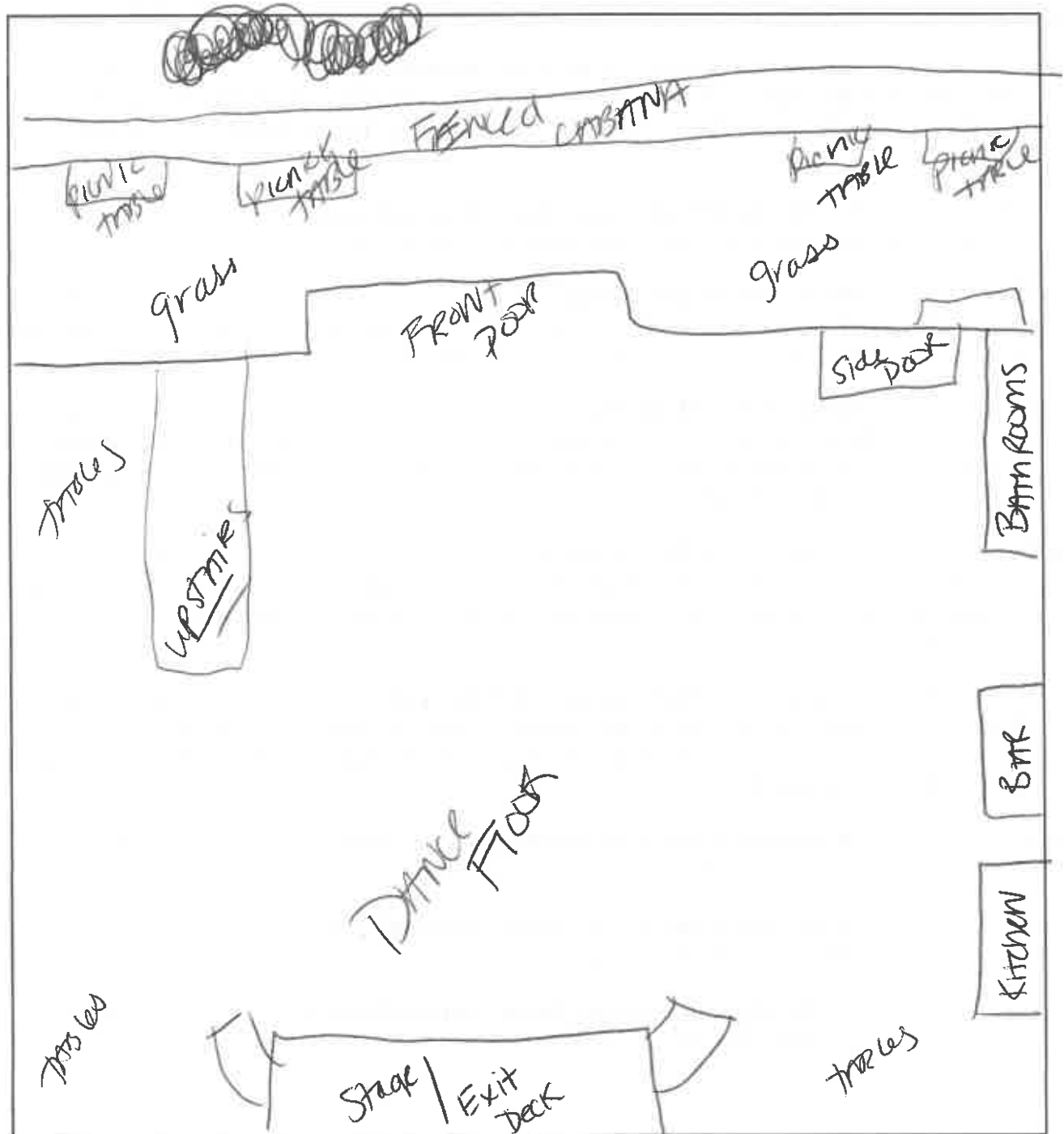
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

- Exact legal name: Shawnte Marie Sevigny
- Doing Business As, if any: Rustic Dreams Barn + Venue
- Date of filing with Secretary of State: 4/15/24 State in which you are formed: ME  
- yearly renewal w/ attorney -
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Shawnte Seng n1	1043 Limenick rd		managing member	100%

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18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

~~the area~~ The inside of BARN + CABANA area  
in front of BARN.

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: First Parish Congregational

Distance: 5 mi

## Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 5/31/24

Shaunte [Signature]  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

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

Who is approving this application? ☐ Municipal Officers of \_\_\_\_\_

☐ County Commissioners of \_\_\_\_\_ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.

**TOWN OF LYMAN**  
**APPLICATION FOR SPECIAL AMUSEMENT PERMIT**

1. Applicant's Name: Shaunte Savigny  
Resident Address: 1043 Linneck Rd Lyman ME Home phone \_\_\_\_\_  
If less than 5 years list former addresses \_\_\_\_\_

2. Name of Business: Rustic Dreams Barn & Venue Bus. Phone \_\_\_\_\_  
Business Address: 1413 Alfred Rd Lyman Tax Map. \_\_\_\_\_ Lot \_\_\_\_\_

3. Nature of Business: Event Venue

4. Describe in detail the kind and nature of entertainment/ers proposed and hours/days of operation:  
Weddings / Special Occasions - weekends

5. Describe the location or rooms to be used under this permit:  
The Barn

6. Has the applicant ever had a license to conduct business herein described, either denied or revoked?  
YES \_\_\_ NO /. If yes, describe circumstances \_\_\_\_\_

7. Has applicant including any partner or corporate officers ever been convicted of a felony?  
YES \_\_\_ NO /. If yes, please describe the circumstances \_\_\_\_\_

8. Attached a copy of applicant's current liquor license. Expiration date of current liquor license: 8/19/21

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments thereto and that all the information is true and complete. I authorize the Town of Lyman, through its designated officials, to enter the property (including buildings and accessory structures) that is the subject of this application, at reasonable hours, to determine the accuracy of any information provided herein and to determine the state of compliance with conditions of this permit. I am aware that there are significant penalties for submitting false information, including the possibility of fines, imprisonment and revocation of license.

FEE OF \$50.00 (plus advertising) MUST ACCOMPANY THIS APPLICATION.

DATE: 5/31/21

(Place Corporate Seal)

Shaunte Savigny  
Signature of Authorized Agent  
Rustic Dreams Barn & Venue  
Name of Corporation  
(If Corporation, Authorized officer)

**APPLICATION MUST BE SIGNED BY A MAJORITY OF THE MUNICIPAL OFFICERS**

\_\_\_\_\_, DATE: \_\_\_\_\_  
Town of Lyman, 11 South Waterboro Road, Lyman, ME 04002

**TOWN OF LYMAN  
SPECIAL AMUSEMENT ORDINANCE**

**1. TITLE**

This ordinance shall be known and may be cited as the Special Amusement Ordinance of the Town of Lyman, Maine.

**2. PURPOSE**

The purpose of this Ordinance is to control the issuance of special permits for music, dancing or entertainment in facilities licensed by the State of Maine to sell liquor and is adopted pursuant to Title 28-A M.R.S.A. Section 1054.

**3. DEFINITIONS**

As used in this Ordinance, the following terms shall have the following meanings:

A) Compliance Report: The source document prepared by the inspection officer after receiving a complaint detailing an incident. The report when duly signed by the officer shall become a matter of record. The report shall remain on file until the cessation of the use for which the special amusement permit was issued, regardless of any change in ownership or control of the use. Each complaint shall be investigated by the responding officer and attested to as to the validity of said complaint.

B) Entertainment: For the purpose of this Ordinance “entertainment” shall include any amusement, performance, exhibition or diversion for patrons or customers of the licensed premises whether provided by professional entertainers or by full-time or part-time employees of the licensed premises whose incidental duties include activities with an entertainment value coincident to any music, dancing or live acts.

C) Inspection Officer: The Law or Code Enforcement Officer acting on behalf of the Town to ensure proper enforcement of the provisions of this Ordinance.

D) Licensee: For the purpose of this Section, “licensee” shall include the holder of a license issued under Title 28-A of the Maine Revised Statutes, or any person, individual, partnership, firm, association, corporation or other legal entity, or any agent, or employee of any such licensee acting on behalf of such licensee.

**4. PERMIT REQUIRED**

No licensee for the sale of liquor to be consumed on the licensed premises shall permit on the licensed premises, any music, except radio or other mechanical device, any dancing or entertainment of any sort unless the licensee shall have first obtained from the Town a Special Amusement Permit approved by a majority of the Board of Selectmen.

Application(s) for all Special Amusement Permits shall be obtained from the Town Clerk. Applications for all Special Amusement Permits shall be made in writing to the Board of Selectmen and shall state:

The name of the applicant.

Applicant’s residential address.

Name of the business to be conducted.

Business address.

Nature of the business.

Location address to be used.



All places of residence of the applicant during the past five years>

Hours during which the business shall be in operation> *Weekends Saturday/Sunday events*  
Whether the applicant has ever had a license to conduct business therein described either *Occasional weekday events*  
denied or revoked and, if so, the applicant shall describe those circumstances specifically.  
Any additional information as may be needed by the Board of Selectmen in issuing the permit including but not limited to, a copy of the applicant's liquor license and expiration date>

No permit shall be issued for any thing, or act, or premises, if the premise or building to be used for such purpose do not fully comply with this Ordinance, or any other applicable ordinances, articles, by-laws or rules and regulations of the Town and the laws of the State of Maine.

The fee for a Special Amusement Permit shall be \$50 (plus advertising costs).

The Board of Selectmen shall, prior to granting a permit and after reasonable notice to the public and the applicant, hold a public hearing within thirty (30) days of the date when the request was received, at which the testimony of the applicant and that of any interested members of the public shall be taken.

A permit shall be valid only for the licensee year of the applicant's existing liquor license.

Any licensee requesting a Special Amusement Permit from the Board of Selectmen shall be notified in writing of the Board's decision no later than sixty (60) days from the date the request was received. In the event that a licensee is denied a permit, the licensee shall be provided with the reasons for denial in writing. The licensee may not reapply for a permit until thirty (30) days after an application for a permit has been denied. Any licensee who has requested a permit and has been denied may, within thirty (30) days of the denial, appeal the decision to the Zoning Board of Appeals.

## 5. INSPECTIONS

Whenever inspections of the premises used for or in connection with the operation of a licensed business which has obtained a Special Amusement Permit are provided for or required by Ordinance or State law, it shall be the duty of the licensee, or the person in charge of the premises to be inspected, to admit any officer, official or employee of the Town authorized to make inspection at any reasonable time that admission is required.

The Board of Selectmen shall require an initial inspection of the premises and licensee for overall ability to comply with the provisions of this Ordinance. Thereafter, at least one inspection annually shall take place. The Inspection Officer shall record the findings by completing a Compliance Report.

In addition to any other penalty which may be provided, the Board of Selectmen may revoke the Special Amusement Permit of any licensee in the Town who refuses to permit any such officer, official or authorized employee of the Town to make an inspection, or who interferes with such officer, official or employee while in performance of his duties; provided, that no Special Amusement Permit shall be revoked unless written demand for the inspection is made upon the licensee or person in charge of the premises, at the time the inspection is sought.

## 6. SUSPENSION OR REVOCATION OF A PERMIT

The Board of Selectmen may, after a public hearing preceded by public notice to interested parties, suspend or revoke any Special Amusement Permits which have been issued under this Ordinance on the grounds that the music, dancing or entertainment so permitted constitutes a nuisance as set forth in Section 7 of this Ordinance or violates this or any other Town ordinances, articles, by-laws or rules and regulations.

Any licensee whose permit has been revoked or suspended, may within thirty (30) days of the suspension or revocation, appeal the decision to the Zoning Board of Appeals.

#### 7. NUISANCE

The licensee or his authorized representative shall not permit the use of the premises to result in any continued, excessive, or unreasonably loud noise, or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health or safety of individuals; or which results in disturbing the peace and tranquility of the neighborhood. The sound levels must comply with the provisions Zoning Ordinance of the Town regulating the maximum permissible sound pressure levels produced by any activity on a lot.

#### 8. ADMISSION

A licensed hotel, Class A restaurant, Class A tavern or restaurant malt liquor licensee who has been issued a Special Amusement Permit may charge admission in designated areas approved by the Special Amusement Permit.

#### 9. SEPARABILITY

The invalidity of any provision of this Ordinance shall not invalidate any other part.

Town of Lyman  
----- R e c e i p t -----

05/31/24 11:00 AM ID:SJB #8808  
TYPE----- REF--- AMOUNT  
MISCREV 50.00  
Paid By: RUSTIC DREAMS  
COPY  
Cash: 50.00



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
8 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0008



## License for the Sale of Liquor

License Number	Issue Date	Expiration Date
QCS-2021-13381	08/20/2023	08/19/2024

License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated License.

Licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License and the type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of the Maine law. License fee is non-refundable and the License is non-transferable unless approved by the Bureau.

Legal Name of Licensee:  
Business Name of Licensee:  
Address of Licensee:

RUSTIC DREAMS BARN LLC  
RUSTIC DREAMS BARN & VENUE  
1413 ALFRED RD  
LYMAN, ME, 04002

CODE	License Type and Description	FEE
QCS	CLASS 1 - QUALIFIED CATERING SERVICE - MALT LIQUOR, WINE AND SPIRITS	900.00
FF	FILING FEE	10.00
Total Fees:		\$ 910.00

*Tracy A. Willett*  
Tracy A. Willett, Acting Deputy Director  
Bureau of Alcoholic Beverages and Lottery Operations

RUSTIC DREAMS BARN & VENUE  
1043 LIMERICK RD  
ARUNDHEL, ME 04046