

Town of Lyman
Select Board Meeting Minutes
May 20th, 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 27th 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 Felicitti – 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

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- 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.

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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 17th, 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.

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OTHER

ADJOURN

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



Rusty "Ralph" Blackington



Thomas Hatch

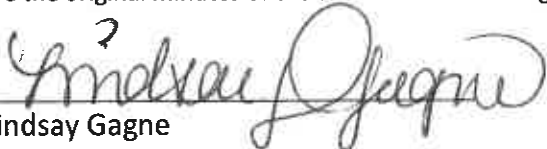


Amber Swett

Jessica Picard


Victoria Gavel

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



Lindsay Gagne