

Town of Lyman
Select Board Meeting Minutes
June 3rd, 2024 – Lyman Town Hall

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

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

Selectboard members absent: Jessica Picard

EXECUTIVE SESSION

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

GA director not in attendance. The board did not go into executive session.

Victoria Gavel – Motions to table the item till the next agenda.

Amber Swett – Seconds the motion. Motion passes: 4-0-0

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*

Don Hernon – States he believes the term limits in the Charter that went in effect July 1, 2023 would apply to candidates running for elected office in this years election. He requests to have the Town Council review this.

David Alves – States he was on the charter commission, and he recalls members of the commission discussed the intent of the term limits was not to make it retroactive; that the term limits would become effective July 1, 2023.

Michelle Feliccitti – States she was on the charter commission, and she recalls members of the commission discussed term limits and the intent was that the term limits would become effective July 1, 2023, same as the new revised charter becoming effective. She states there was some confusion that the Comprehensive Plan can only be voted on in a general election in November, however for clarification this is not the case as the comprehensive plan and ordinances are two different documents. The Comprehensive Plan can be voted on at any time the board chooses to hold a town meeting.

Joe Wagner – States he believes the term limits in the new revised charter would become effective July 1, 2023.

- b. *Mail •Goodwin Mills Cemetery*

Victoria Gavel – Suggests the board have the damage assessed and table the item till the next agenda.

Thomas Hatch – Suggests if the Town sells the former Rhodes Hall property to the cemetery association, they could manage the tree damage themselves.

ITEM #3 **MINUTES**

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

Tomas Hatch – **Motions to approve. Victoria Gavel seconds the motion. Motion passes: 4-0-0**

ITEM #4

SIGN WARRANTS

- a. Payroll Warrant #45 in the amount of \$28,781.94
Victoria Gavel – Motions to approve. Amber Swett seconds, Motion passes: 4-0-0
- b. Accounts Payable Warrant #46 (FY2024) in the amount of \$652,648.45
Victoria Gavel – Motions to approve. Thomas Hatch seconds. Motion passes: 4-0-0
Victoria Gavel – Inquires about the invoices submitted by KCB landscaping for the storm damage clean up at Bunganut Park
Lindsay Gagne – Explains the FEMA funding portal has just been opened for municipalities to submit requests for reimbursement. The federal government will cover 75%, the State will cover 15% and the Town will be responsible for the remaining 10%. After collecting invoices from multiple vendors that provided services for damages caused by the storm, the total amount being asked for at this time is \$114,145.

ITEM #5

UNFINISHED BUSINESS

- a. Franchise Agreement, Updates if any – No new updates at this time.
- b. Discussion from 4-22-24 Workshop, updating agenda format, board bylaws, social media policy, etc.
Victoria Gavel – Suggests tabling this item until after the election, in the event there might be new board members on. Discussion, the board agrees with this suggestion.
- c. Transfer Station – Proposal for Camera Equipment
Lindsay Gagne – States the proposal has been updated to reflect details of managed services and the monthly cost for each device. Remote managed services are optional, however, if devices are not properly maintained, then they will break down without having software updates and routine maintenance. For example, there are cameras currently at the Transfer Station that have not been managed and they're no longer functioning. Also included in the proposal are some notes for FY2025 budget and the available funding for any added monthly services. When doing an initial reconnaissance, we could find there is conduit coming up by the garage, which if we can determine where this goes, we may be able to eliminate having to pay extra for aerial work.
Victoria Gavel – Suggests reaching out to Ken Burr on the conduit question.
Thoams Hatch – Makes a motion to go with Option 2 for cameras and equipment at the Transfer Station and to take up to \$5,205 out of the Transfer Station Reserve.
Ralph Blackington – Seconds the motion.
Amber Swett – States she would suggest taking the funds out of Capital Improvement Reserve.
Thomas Hatch – Amends his motion to take up to \$5,205 out of the Capital Improvement Reserve.
Ralph Blackington – Re-seconds the motion.
Motion passes: 4-0-0

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. Land Study – Report
David Alves – Presents his report for the Land Study, submitted in the Agenda Packet. The forester working for the Town has grouped together ten properties that would be easy to access and start with timber harvesting. If the board were to proceed further, the forester would assist with the RFP process and would monitor the timber harvesting to ensure the Towns benefit. The forester would be paid out of the timber harvest revenue. Of this grouping there is approximately 200 acres of land which conservatively is estimated to be approximately 80 harvestable acres. The forester also gave a conservative estimate that the Town could get \$500 per acre, and they would take 15-20% off the timber harvest to cover their services. This estimates roughly \$25,000 in revenue for the Town. After harvesting, they would ensure mulching is completed to leave some trails in place.
Victoria Gavel – Asks about the land locked parcels, if they can be sold first.

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Lindsay Gagne – Explains some of the land locked parcels about other parcels currently owned by the Town that have road frontage and we could put in deeded access making the property more valuable. Also, the board could harvest some of the lots to collect that revenue then consider selling after the harvest, to collect land sale revenue.

Amber Swett – Suggests selling the former Rhodes Hall property to the cemetery association where there is no timber harvest available or other uses for that property. Discussion, the board agrees.

Amber Swett – **Motions to start the process of giving that land to the cemetery association.**

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

The board discusses reviewing the forester's recommendation of the 10 parcels grouped for timber harvest. Lindsay will forward that from the forester.

Amber Swett – **Motions to move forward with the RFP for timber harvesting for the ten parcels process as recommended by the Forester.**

Ralph Blackington – **Seconds the motion. Motion passes: 4-0-0**

b. **Town Hall Expansion – Report**

David Alves – Presents a report on the Town Hall Expansion, submitted in the agenda packet.

Custom Concepts, the engineers, have conducted a study to determine the best practical location for the expansion. Going behind the building presents an issue with the existing stream and building an additional second floor level presents an issue as the current building may not support a second level. The engineers have designed a preliminary proposal of an expansion of the building coming off the Eastern side of the building, however this will encroach on the 40-foot side set back requirement. After speaking with the neighbor owning the church building, they were agreeable in doing an equal land swap, as depicted in the preliminary plans, that would allow the Town to meet the setback requirements. The expansion plan would also include setting aside some space for the Historical Society, joining a walkway for shared parking with the neighbors, keeping the walkway to the library intact, and leaving some available space for additional storage and/or office space. Next steps would include a contingency agreement with the neighbor and a Town Vote for the land swap

Victoria Gavel – States the board should also consider setting aside land from the land study in the event the Town Hall may need a new location for continued expansion in the future.

Thomas Hatch – **Motions to go to the next steps to survey the land swap option and bring to the Town Voters.**

Amber Swett – **Seconds the motion. Motion passes: 4-0-0**

c. **Fire Chief – All Hands** – Reviewed in Agenda packet

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

e. **Bunganut Park Committee – Report**

Michelle Feliccitti – States the Committee is developing a plan to split up the Pines into three separate rental areas in an effort to generate more revenues for the Park. While doing a walkabout, they noticed the picnic tables need to be replaced at the Pines. Some ideas they are looking into for park improvements include adding ramps going into the water to help with erosion control, clearing up dead trees in the pines area, mitigating water seepage on lakeside field area, adding porta potties for the pine's rentals, considering parking options for the pines, and replanting trees and other native plants.

Discussion with the board to consider other options on water runoff control from the upper parking area and having the Fire Departments input on any safety issues there.

ITEM #7

NEW BUSINESS

a. **Committee Re-Appointments Applications (Terms that are up June 30th)**

o **Cemetery Committee**

Thomas Hatch – **Motions to appoint Priscilla Miles to the Cemetery Committee**

Amber Swett – **Seconds the motion. Motion passes: 4-0-0**

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- **IT Committee**
Thomas Hatch – Motions to appoint Bill Single to the IT committee
Victoria Gavel – Seconds the motion. Motion passes: 4-0-0
- **Zoning Board of Appeals**
Thomas Hatch – Motions to appoint Thomas Larned to the ZBA
Victoria Gavel – Seconds the motion. Motion passes: 4-0-0
Thomas Hatch – Motions to appoint Arthur Dumas to the ZBA
Victoria Gavel – Seconds the motion. Motion passes: 4-0-0
- **Ordinance Review Committee**
Thomas Hatch – Motions to appoint Peggy Macdonald to the ORC
Victoria Gavel – Seconds the motion. Motion passes: 4-0-0
- **Parks & Rec Committee**
Thomas Hatch – Motions to appoint Holly Wooldridge to Parks & Recs Committee
Victoria Gavel – Seconds the motion. Motion passes: 4-0-0
- b. **Planning Board – upcoming vacancy (June 30th) PB recommendation**
Amber Swett – Motions to go with the Town Manager’s recommendation to keep Bill Single as an alternate member until training has been completed.
Thomas Hatch – Seconds the motion. Motion Passes: 4-0-0
Victoria Gavel – States she reserves the right to vote either way and acquiring trainings will not guarantee appointment
- c. **Eco Maine Representative Re-Appointment**
Discussion, Amber wishes to continue as ECO Maine Rep. She is looking into working with ECO ME to pilot some ideas for public education on recycling with voluntary competitions citizens can participate in.
Thomas Hatch – Motions to appoint Amber Swett as the ECO Maine Representative.
Victoria Gavel – Seconds the motion. Motion passes: 3-1-0 (Thomas Hatch, Ralph Blackington, Victoria Gavel in favor; Amber Swett abstains)
- d. **Discussion – Company Picnic/event**
Victoria Gavel – Recommends the board coordinate a function where they cook and serve the food to employees and suggests inviting volunteers. Perhaps a night in the park with food trucks.
Lindsay Gagne – Suggests an event at the Pines potentially late August or Mid-September. The board budgeted \$1,000 for FY25.
Thomas Hatch – Discussion on ideas on making it a community event but also suggests starting small for the first year and growing into a bigger event.
Discussion: surveying the employees or polling ideas on what types of entertainment, games, etc would be preferred. Potential a Saturday date, between 2pm – 5pm. The board agrees to table this till next meeting and determine a set date.
- e. **Discussion – Designee for pole permits.**
Thomas Hatch – Motions to designate the Code Enforcement Officer as the Pole Permit Designee
Ralph Blackington – Seconds the motion. Motion passes: 4-0-0
- f. **Special Amusement Permit Application/ On-Premise Liquor License Renewal – Rustic Dreams**
Lindsay Gagne – States there have been no complaints on record of the business and would recommend the board do a public hearing. The CEO has a copy of the Special Amusement Application and will coordinate any inspections needed.
Discussion: The board has scheduled a public hearing on June 17, 2024 at 6:00pm at the Town Hall.

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OTHER

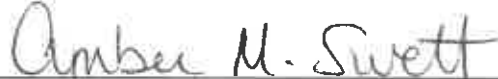
Victoria Gavel – States there is a poison ivy patch by the signs placed at Kennebunk Pond Beach.

ADJOURN

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



Jessica Picard




Amber Swett



Joseph Wagner



David Alves



Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 5 pages are the original minutes of the Select Board Meeting date June 3rd, 2024



Lindsay Gagne