

Town of Lyman
Select Board Meeting Minutes
July 1st, 2024 – Lyman Town Hall

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

Selectboard members present: Jessica Picard, Amber Swett, Victoria Gavel, Joseph Wagner, David Alves
Selectboard members absent: none

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

- a. *Public Hearing – Floodplain Management Ordinance*
 - b. *FEMA Floodplain Management Ordinance – Emergency enactment, per charter 3.13*
- Bridget Grenier** –Asks if the flood maps had changed and if there were copies available.
Lindsay Gagne - Offers to post a link on our website if it's available on-line.
Joe Wagner – Asks about a fee and or fine.
Jessica Picard – Responds that the fee information appears on Page 6 of the ordinance.
Lindsay Gagne - States this ordinance will be in effect for 90 days according to the Charter.
Bridget Grenier - Asks for clarification regarding the 90 days.
Jessica Picard - Explains that this is an emergency ordinance to be in line with FEMA until they can get it on the November ballot for voting.

Dave Alves – Makes a motion to enact “as of July 17th an emergency ordinance for the Floodplain Management Ordinance that would be temporary and subject to Town approval in November”.

Joe Wagner - seconds
Motion - passes 5-0-0

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 – Discusses broken links on the website and recommends that the I/T committee find the broken links and submit to the Town Manager
Dave Alves – Asks about the tv’s.
Lindsay Gagne - Explains she has been looking at different options to use them (i.e. toggle/split screen) so that the entire room can be seen. At the time of the budget process the previous Board wasn’t interested in moving forward with this because it is costly.
- b. *Mail • MMA Legislative Policy Committee Letter*
The Board discusses the election for MMA’s Legislative Policy Committee. It is decided to add to the next agenda.

ITEM #3 **MINUTES**

- a. *Review / Approve meeting minutes 6/17/2024*
Vicky Gavel – Makes a motion to approve the minutes as written.
Amber Swett - Seconds
Joe Wagner - Asks that the minutes include a report that was brought up at the last meeting. A discussion ensues regarding FOAA and if it’s necessary to attach every article that is brought up during a meeting for fairness. It is decided that the FOAA process is sufficient. Joe Wagner also brings up the vote on Chair which is recorded as 4-0-1 and states it should be 4-1-0.
Motion - passes as written with the change to the Chair vote 5-0-0

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ITEM #4

SIGN WARRANTS

- a. Payroll Warrant #49 in the amount of \$28,610.27
Amber Swett – Motions to approve
Vicky Gavel – Seconds
Motion – passes 5-0-0
- b. Accounts Payable Warrant #50 (FY2024) in the amount of \$106,523.97
Vicky Gavel – Motions to approve
Amber Swett – Seconds
Motion - passes 5-0-0
- c. Accounts Payable Warrant #51 (FY2025) in the amount of \$853,995.37
Vicky Gavel – Motions to approve
Joe Wagner – Seconds
Motion - passes 4-0-1 (Jessica Picard, David Alves, Joe Wagner, Vicky Gavel in favor; Amber Swett abstains).

ITEM #5

UNFINISHED BUSINESS

- a. Franchise Agreement Updates if any:
Lindsay Gagne –Updates from Tony Vigue, the new law passed will go in effect in August. Currently waiting on further updates from Tony.
- b. Discussion from 4-22-24 Workshop, updating agenda format, board bylaws, social media policy, etc.
After discussion it was decided that any amendments requested have been updated so no need to keep on the agenda moving forward unless something new comes up.
- c. Discussion – Company Picnic/event A discussion took place and the Board felt they made a good plan during the workshop and there is no need to carry this item forward on future agendas.
- d. Discussion - Pest Control/Tick spraying applications quote.
Lindsay Gagne - Recreation Director recommends Chadbourne field because of the concerts in the park.
Jessica Picard - Mentions that Bunganut Fields should also be included because the ticks were thick this year.
Vicky Gavel - Asks what are they going to use to spray for mosquitoes and ticks.
Amber Swett – States the pricing is confusing.
Vicky Gavel - Recommends that we get more quotes and more information then work into the budget cycle.
Lindsay Gagne - Will work on getting an MSDS sheet in regards to the spraying and clarification on applications. Will add to future agenda as information is received.
- e. Town Hall Expansion – No new updates. Remove from agenda until there is new information.

ITEM #6

DEPARTMENT AND COMMITTEE REPORTS

- a. Fire Chief – All Hands
- b. Victoria Gavel – Fire Commission Updates - Requests that the update of the Fire Commission be on the second meeting of the month. She discusses that the Chief and Codes have been on some inspections together and it's beneficial as the Building Codes and Life Safety Codes go together.
Lindsay Gagne – States that the Chief is not needed on all inspections, for instance docks, and it's at the discretion of the CEO.
The next Fire Commission meeting is July 11 at 5:15 p.m. at the Fire station.
- c. ECO ME REP Amber Swett – Addressing Public awareness and Education re: Recycling
The need to break down the boxes is discussed. She had reached out to ECO Maine and they suggest people break down their boxes to conserve space, especially larger boxes, when it is run

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through the system at Eco Maine. At the Transfer station if they flatten the boxes, it will leave more room in the hopper and will take less time to compact the materials which will help with a smoother operation. She is working with ECO Maine to figure out the best way to get more information out about recycling. Different ideas were discussed on how to get the word out about recycling.

ITEM #7

NEW BUSINESS

- a. **Discuss upcoming referendum** - There were several items discussed and a list was made for the Board on possible referendum items for the November election.
Lindsay Gagne - Reminds the Board they must sign the Referendum Order within 60 days prior to the election. She has a date of September 3rd to finalize the ballot.
- b. **Review/Approve Resignation of Planning Board Member Joseph Wagner**
Vicky Gavel – Motion to accept
Jessica Picard – Seconds
Motion - passes 4-0-1 (Jessica Picard, David Alves, Amber Swett, Vicky Gavel in favor; Joe Wagner abstains).
- c. **Appoint EMA Director**
Dave Alves – Makes a motion made to appoint Matt Duross
Amber Swett – Seconds
Motion - passes 5-0-0
- d. **Appoint EMA Deputy Director**
Dave Alves - Makes a motion to appoint Tom Hatch
Vicky Gavel & Joe Wagner – Seconds
Motion - passes 5-0-0
- e. **Appoint FOAA Officer**
Dave Alves – Makes a motion to appoint Lindsay Gagne
Amber Swett – Seconds
Motion - passes 5-0-0
- f. **Discussion/ Review – Amendment to Select Board Code of Conduct**
Dave Alves – Motions
Vicky Gavel – Seconds
Motion - passes 4-1-0 (Jessica Picard, David Alves, Amber Swett, Vicky Gavel in favor; Joe Wagner Opposed).
- g. **Discussion/Motion regarding affirmative and negative Board decisions for applicants for committee re-appointment.**
Vicky Gavel – If not appointing applicant doesn't feel that a motion is required. If a term ends and the Board doesn't need to take any action. It ends when it says it ends.
Joe Wagner - Makes a motion "all decisions in terms of reappointing any board or committee members be subject to a formal select board vote"
Second – None
Motion - Dies

OTHER

Joe Wagner - Capital improvement plan, asks if an RFP is in process:

Lindsay Gagne - States she is in the quote process and if the quotes are under \$5,000 we would not need to do a RFP. She is not sure where it will come in at and has no new information. When she does have new information she will put it back on the agenda.

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Joe Wagner - Confusion on minutes listed in Item # 3 - He asks the question that in the past we have had Dave Riley clear the filter at Kennebunk Pond of debris and that was not done this year because DEP regulations intervened on that?

Lindsay Gagne – States that we have never paid him to do that. She discusses that it's really nice if someone volunteers their services, but we can't rely on it. When we start to talk about budgeting, we should be planning for those things. She states that she is looking for quotes, but it does not fall under capital improvement and we are going to have to sacrifice something else in the budget to move it forward for this year or figure out planning in the future.

Joe Wagner - Asks if an electrician has been hired for KBP gate.

Lindsay Gagne - States yes. Lindsay asks him to clarify.

Joe Wagner - States gate opening and closing.

Lindsay Gagne - Explains the changes that have been made to the gate and that the magnetic fields have been increased. She states that we didn't need an electrician for that and that the gate company performed the work.

Vicky Gavel - States that she thought the electrician was for the crossing signs.

Lindsay Gagne: States we are still getting quotes on that.

Vicky Gavel - Asks about the timing of the gate arms and if they could stay up longer.

Lindsay Gagne - Explains that the arms can and will stay up longer but the gate company increased the magnetic field as well. It is explained that even if the arms are down because it's after closing and someone is in there they can still get out as the exit arm doesn't lock.

Joe Wagner - Asks about the ME DOT reimbursement for the crossing signs.

Lindsay Gagne - Explains the process that when the signs get installed, ME DOT comes out and inspects it. If they feel good about it, they may give us up to \$5,000, not \$5,000.

Joe Wagner - Confirms that it is after the installation of the signs.

Lindsay Gagne - Confirms yes.

Amber Swett: Recommends that the Board doesn't have others that can be addressed during the weeks between the meetings, and she felt that while Joe Wagner had good questions, he could have picked up the phone or come in and spoken with Lindsay Gagne before the meeting so that he would already have answers to those questions.

Lindsay Gagne: Gives briefs updates:

The forester is going to start collecting bids for timber harvesting.

Vandalism at Kennebunk Pond on the Gate has been reported to the police who are looking into it.

Part-Time Admin Clerk new to the budget, she will soon start advertising.

Additional Per Diem Transfer Station employees will soon be advertised to cover when people are out. But will be within the current budget.

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ADJOURN

Dave Alves – Motion to adjourn

Amber Swett – Seconds

Motion - passes 5-0-0



Jessica Picard



David Alves



Amber Swett




Joseph Wagner



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 July 1st, 2024



Lindsay Gagne