

Town of Lyman
Select Board Regular Meeting Agenda
Monday, August 5th, 2024 – Lyman Town Hall

Welcome to the August 5th, 2024 Regular Meeting of The Lyman Select Board.

This meeting is a public proceeding and is being recorded.

PLEDGE OF ALLEGIANCE

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

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

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

ITEM #3 **MINUTES**

- a. Review / Approve meeting minutes 7/15/2024

ITEM #4 **SIGN WARRANTS**

- a. Payroll Warrant #3 in the amount of **\$29,120.67**
- b. Payroll Warrant #4 in the amount of **\$29,199.40**
- c. Accounts Payable Warrant #53 (FY2024) in the amount of **\$8,024.41**
- d. Accounts Payable Warrant #5 (FY2025) in the amount of **\$1,160,356.47**

ITEM #5 **UNFINISHED BUSINESS**

- a. Franchise Agreement, Updates if any
- b. Amber Swett – Discussion legal services RFP
- c. Kennebunk Pond – Flashing beacons Quote for solar installation
- d. Discussion, November Referendum
- e. Workshop, Employee Recognition Planning.

ITEM #6 **DEPARTMENT AND COMMITTEE REPORTS**

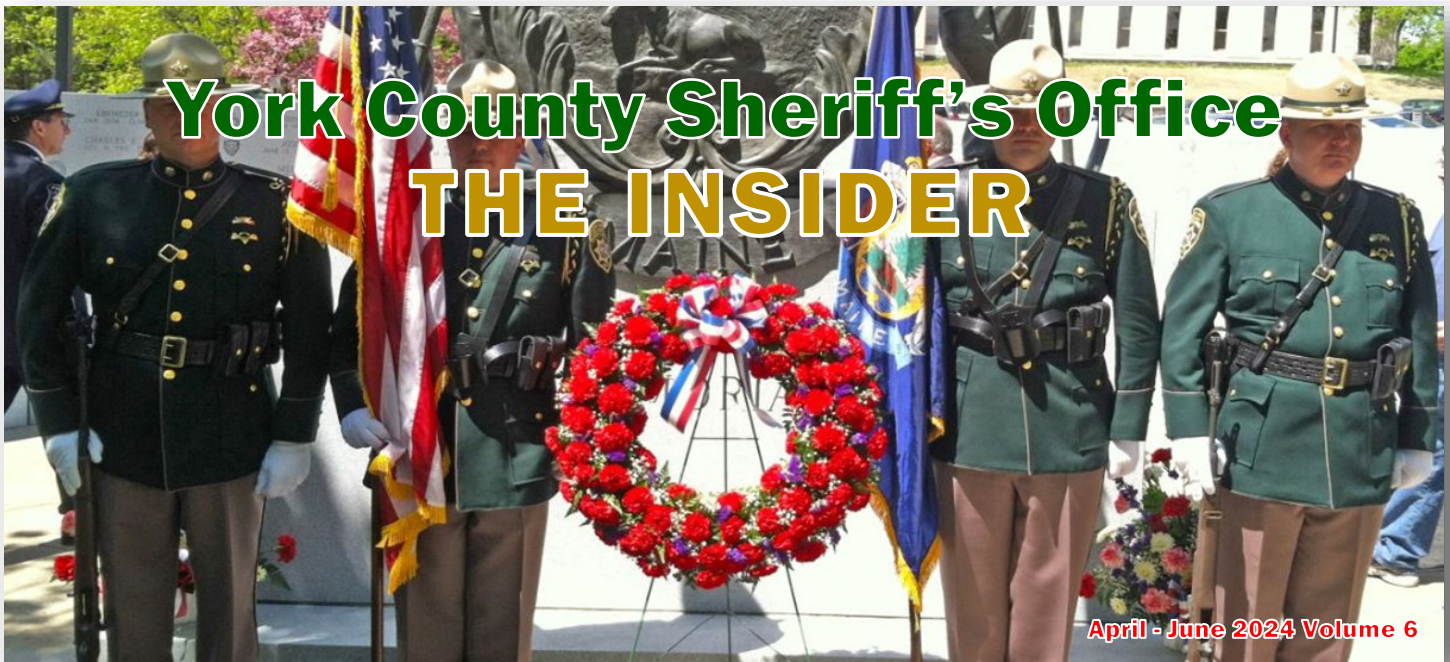
- a. Fire Chief – All Hands
- b. Victoria Gavel – Fire Commission Updates
- c. Town Manager Report
- d. Treasurer Expense Report
- e. Bunganut Park Committee, Report
- f. Parks & Recs Report
- g. Eco ME Rep Report

ITEM #7 **NEW BUSINESS**

- a. RFP: Dry Hydrant Installation Project, Open Bids
- b. Review/Approve Town Line Restaurant Liquor License
- c. Review/ Approve Encompass Joy Liquor License
- d. MMA Vice President & Executive Committee Ballot Letter
- e. Cemetery Committee – Request for funds for tree removal
- f. Committee Applicant(s)
 - a. Planning Boards
 - b. Fair Hearing Board
- g. Discussion/ Adoption of Health Insurance for Domestic Partnership
- h. Discussion, Town Manager Performance Eval Format

OTHER

ADJOURN



Bulletin created by Stacy Thistlewood

Message from:

Sheriff William L. King Jr.

The second quarter of 2024 was a busy time for the Sheriff's Office. We had many "ups and downs!" Many of our community members suffered power outages due to the spring storms, we welcomed a new Corrections Academy class, had a leadership change at the jail, and participated in many community events.

Like many correctional facilities across the nation, the York County Sheriff's Office has many vacancies in our corrections and patrol ranks. Consequently, when we recruit and find suitable candidates for these positions, it is something to celebrate!

We graduated five new officers in May during Corrections Officer's Appreciation Week! The first full week of May is designated as National Correctional Officer's week and this year it was May 5th to May 11th. This special week provides us with an opportunity to recognize and honor the dedication and service of correctional officers and employees who work tirelessly to ensure public safety and uphold justice.

The Sheriff's office celebrated with a special event each day, from meals to raffle prizes!

The following week we celebrated National Police week from May 12th through the 18th. This provides us with time to reflect on the dedicated service our deputies provide to our communities to ensure their safety and an outstanding quality of life.

The sheriff's office also participated in a variety of community events such as the National Drug Take Back events, an AARP Shredding event, the Alfred "Color Stroll", and the

Biddeford and Saco Memorial Day Parade. In the jail, we had a gospel-based concert, worked with our stakeholders and "stuffed" additional release bags that are provided to individuals upon release to assist with their successful reentry. Also, supervised inmates from the jail assisted with the assembly of tents and booths for the La Kamesse Festival.

Officers and Deputies from the Sheriff's Office were selected to be "actors" in an upcoming movie on the Hulu network "Wild Crimes" series. Lone Wolf Media, a South Portland Company, chose to film the documentary on Isreal Keyes, a serial killer that meandered around the country targeting random people. The company used an empty Pod from the jail and utilized two of our corrections officers as actors. Another portion included a courtroom scene and York County happened to have an unused courtroom (now that the Judicial Center has been activated in Biddeford.) The courtroom drama will feature two York County Deputies as "Court Marshals."

Lastly, our Jail Administrator, Nathan Thayer was tapped to lead the Maine State Prison. While it was sad for us to see Nate leave, it is certainly a testament on the quality of leadership we have at the Sheriff's Office for our Jail Administrator to be selected to lead the largest prison in the state.



Deputy Spotlight Sgt Joshua Morneau



Sergeant Joshua Morneau was born and raised in the Saco/Biddeford area. He began his law enforcement career as a Summer Reserve Officer with the Kennebunk Police Department in 2004. He was later hired as a full-time police officer with the Kennebunk Police Department in late 2005.

Prior to his employment with the York County Sheriff's Office in 2016, Sergeant Morneau served the communities of Kennebunk, Eliot, and Berwick, Maine. Throughout his law enforcement career, he has served as an evidence technician, firearms instructor, and a detective. When not at work, Sergeant Morneau enjoys spending time with his wife, Natalia (a corrections officer with the Sheriff's Office), and their daughter, Amelia.

Correction Officer Spotlight ★ Cindy Sanborn

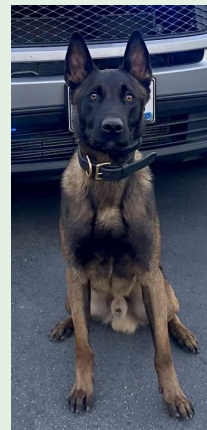


Officer Sanborn has worked for the jail for over 24 years. She is currently working in classifications, where she has stepped up to keep the Classifications department functioning, while the previous officer is working as the interim jail administrator. She has taken a lot of additional responsibility and has truly excelled. Her continued dedication and exemplary work ethic are invaluable.

K-9 CORNER



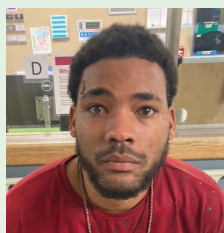
REBEL



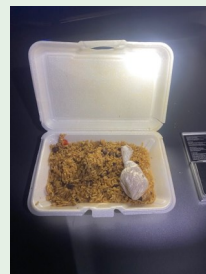
At approximately 2108 hours, Deputy Frazier stopped a vehicle on Biddeford Road in Alfred for an equipment violation. Contact was made with the driver, Miguel Hernandez (23, Lawrence, MA)



in the black shirt), and the front seat passenger Layhonel Baez (27, Lawrence, MA in the red shirt). During the contact, Deputy Frazier noted indicators of criminal activity. K9 Rebel conducted an exterior sniff of the vehicle and alerted to the odor of narcotics. While the vehicle was being searched, Layhonel fled into the woods on foot. Deputy Johnson and Deputy Frazier gave chase and took Layhonel into custody. During the search of the



vehicle, approximately 36.7 grams of fentanyl/methamphetamine compound was located inside of a Chinese food container. Miguel was arrested and charged with Aggravated Trafficking of Scheduled Drugs (Class A). His bail was set at \$10,000. Layhonel was arrested and charged with Aggravated Trafficking of Scheduled Drugs (Class A) and will be indicted on the charge of Refusing to Submit to Arrest or Detention (Class D). His bail was set at \$15,000.



Good Samaritan Found!

On April 15th, deputies responded to a motor vehicle accident on Long Swamp Road in Lebanon. The vehicle left the roadway and struck a tree. Initial reports were that the driver was entrapped and the vehicle started on fire. Upon the arrival of first responders, the vehicle was on fire but the driver was safely out of the vehicle where he received medical attention and was subsequently transported to the hospital. Witnesses told responding deputies that a



passerby pulled the operator out of the vehicle upon seeing the fire. The *passerby* left before our arrival and none of the witnesses knew the good Samaritan. The sheriff's office wanted to identify this brave individual.

The good Samaritan from that vehicle fire has been identified as **Stanley Grenier** from Springvale! His good citizenship is appreciated. He stopped in and met the command staff and we thanked him for his brave act.



Maine-New Hampshire Crash Corridor Saturation Enforcement

On May 21st and 22nd, the York County Sheriff's Office participated in a two-day saturation traffic enforcement detail on Rt. 4 from North Berwick to the N.H. state line. Also participating were the State Police and local police departments. N.H. Police Departments also took part in the details on their side of the state line.

During the details, York County deputies conducted 168 traffic stops, issued 23 summonses, and wrote 152 warnings for various violations. There were 6 criminal summonses issued for Operating after Suspension and Operating without a License violations. Participating in the details were Deputies Jones, Markellos, Cummer, Frazier, Regan, Sanborn, Chenard, Souza, and Gould.



Croston Pled Guilty

On July 1, 2024, Tyler Croston (25 years old of Westbrook) pled guilty to four counts of Aggravated Assault and one count of Reckless Conduct with a Dangerous at the York Judicial Center in Biddeford. He was sentenced by the court to serve five years in prison with all, but 24 months suspended. This will be followed by three years of probation.



On August 27, 2023, Croston was traveling on Rt. 202 in Hollis, when his vehicle went off the road and struck four Maine State Troopers, who were standing on the side of the road investigating a family disturbance. The subsequent investigation showed that Croston was under the influence of alcohol and marijuana at the time of the crash.

The York County Sheriff's Office was assisted in the investigation by the Maine State Police, Buxton Police Department, York Police Department, and Kennebunk Police Department. Detective Broy was the lead investigator for the Sheriff's Office.

Training Situational Movement Solutions



During the week of July 8th, the York County Sheriff's Office hosted a training event by Guild Solutions Group. This training focused on a better understanding of small unit tactics within a structure. Det. Sgt. Kassa, Det. Broy, and Deputy Markellos attended the 40-hour training with other members of the Southern Maine Regional Response Team. Also attending the training was a tactical unit commander from Iceland's National Police Force.

The course was titled "situational movement solutions" and provided deputies with updated training methods to keep them safe in high-risk situations as well as citizens involved in a potential event. We would like to thank Jason Long for coming to Maine and providing our deputies with this opportunity. Jason was the lead instructor for the training and brought a wealth of knowledge and information from his 27 years in law enforcement working in the Memphis area.



ing in the Memphis area.

Fugitive from Justice

On June 24, 2024, at approximately 630 pm., Sheriff's Deputies arrested Noah Grassie (34 years old from California) at a home on the Old Ledge Rd. in Lebanon on a warrant from



the Riverside County, (California) Sheriff's Office. The warrant was for Arson. Grassie was transported to the York County Jail where he will await extradition to California.



Buxton Main Street Variety & Waterboro Gorham Savings Bank

Robberies

Suspects Apprehended



On June 7th, a grocery store was robbed at gunpoint in the town of Buxton. Buxton Police obtained some leads, to include a possible suspect vehicle, and solicited assistance from area police departments, the York County Sheriff's Office being one of those agencies asked to assist.

On June 10th, Buxton Officers found the suspect vehicle abandoned in their town. Further investigation showed the suspect vehicle was stolen from the neighboring town of Gorham.

Two days later, on June 12th a bank robbery occurred at the Gorham Savings Bank in Waterboro. The robber fled on an off-road bike toward Buxton. Investigation revealed numerous similarities between the Buxton Store robbery and the bank robbery that occurred in Waterboro. Combining all the evidence and information gleaned by investigators, two suspects were developed. Agencies were alerted to be on the lookout for the suspects.



Later that day, a suspect was located driving a vehicle in Buxton. When officers attempted to initiate a traffic stop, the suspect fled and eventually crashed his vehicle. The suspect, Tim Riley, 41 of Gorham, fled on foot and was quickly apprehended.



Top pic Timothy Riley
Bottom pic Kyle Allman



The second suspect, Kyle Allman, 37, of Hollis was arrested the next day.

Both individuals have been charged with the robberies and are being housed at the York County Jail, Riley, who was on probation at the time of his arrest, is not eligible for bail. Kyle Allman has a bail of \$200,000.

These arrests are the result of great teamwork by police agencies in Southern Maine.

SCAM ALERT!

The York County Sheriff's Office and local police agencies continue getting inundated with calls from victims of various phone scams. The scams often request the victim to send them money or obtain gift cards from a local store. Some recent scams involve the suspect asking the victim to log into their computer to check for a virus and then they access their bank account. Other scams include telling victims they missed jury duty and need to pay a fine.

Law Enforcement will **NEVER** ask somebody to pay anything over the phone. Often these scams target elderly citizens. If you ever have a question about a suspicious phone call or letter we ask that you contact your local police department.



Drugs Found on Inmate



On July 1st, Corrections Corporal Donovan Cram and Corrections Officer Keith Seymour were processing an individual who was arrested when they discovered an oddity on the body scan. Further investigation revealed a "bulge" on his person.

The search resulted in the officers seizing 22 baggies of what is believed to be fentanyl. Each baggie contained approximately 10 grams of fentanyl with a street value between \$40K to \$55K.



This was great work by the officers!



Special Olympics



York County Special Olympics

On Friday, May 10th, Deputy Matthew Cummer of the York County Sheriff's Office volunteered at the York County Special Olympics at Noble High School in North Berwick. Deputy Cummer helped hand out medals to all the deserving athletes. Deputy Cummer's father, Sgt. Brian Cummer of the Kittery Police Department also had the privilege to be part of the ceremonies.



UMO 2024 Special Olympics

On Friday, June 7th, and Saturday, June 8th, Deputy Matthew Cummer volunteered his time for a great cause as he helped at the 2024 Maine Summer Special Olympics at the University of Maine in Orono. There were approximately 1,200 athletes at the event. The York County Sheriff's Office would like to congratulate all the athletes on their achievements and also the hundreds of volunteers who made this great event possible.



On June 5th York County Sheriff's Deputies teamed up with the State Police from the Southern Field Division to support the Maine Special Olympics with the Torch Run. Our leg of the race was Rt. 1 in Arundel from the Kennebunk line to Biddeford (4.2 miles).

Pictured left to right are York County Sheriffs Detective Thomas Searway, Deputy Levi Johnson, Chief Deputy Jeremy Forbes, Trooper Travis Doughty, Major Kathryn Mone, and Chelsea Johnson.

We would like to thank all the motorists who showed their support during the race on this rather warm day.



Call Reason Breakdown

Call Reason	Self	Disp	Total	%	Avg. Arrive	Avg. Time @ Scene
ANIMAL COMPLAINT	0	4	4	< 1	0	0
Administrative	71	0	71	15.6	0.06	57.48
ALARM, BURGLAR - 2 man call	1	6	7	1.5	2.80	1.90
Announcement	0	5	5	1.1	0	0
ASSAULT - past	3	0	3	< 1	0	3.88
ASSIST CITIZEN	3	3	6	1.3	0.08	12.36
Assist Other Agency - Other	0	8	8	1.8	11.20	12.49
Assist Other Agency - Police	0	2	2	< 1	24.98	4.10
ATV Complaint	0	1	1	< 1	10.15	5.65
Background Investigation	0	1	1	< 1	0	0
M/V COMPLAINT - DTE, OUI, ATV	1	16	17	3.7	7.62	6.23
BURGLARY (B & E) PAST	0	2	2	< 1	18.96	26.17
BURGLARY IN PROGRESS - 2 UNITS	0	1	1	< 1	9.06	6.27
BUILDING/AREA CHECK	8	0	8	1.8	0	9.75
CIVIL COMPLAINT	0	3	3	< 1	0	0
COMMUNITY POLICE CONTACT	2	0	2	< 1	0	16.38
COMPLAINT	0	2	2	< 1	0	0
DHHS CALL/REFERRAL	1	1	2	< 1	0	0.22
DISTURBANCE - 2 man call	0	1	1	< 1	0	0
DISABLED MV	3	1	4	< 1	11.92	8.40
DOMESTIC DISTURBANCE - 2 man	0	3	3	< 1	14.41	14.33
DIRECTED PATROL	3	0	3	< 1	1.76	31.43
ESCORT/TRANSPORT	1	1	2	< 1	7.33	35.43
MUTUAL AID - FIRE	0	2	2	< 1	0	0
MUTUAL AID - EMS	0	2	2	< 1	23.87	1.38
VEHICLE CRASH - HIGH MECHANISM	0	1	1	< 1	0	0
VEHICLE CRASH - FIRE / EMS	0	2	2	< 1	5.78	38.15
FIELD INTERVIEW	1	0	1	< 1	0	7.50
Fire Detail (Events/Functions)	0	1	1	< 1	0	0
FOLLOW-UP INVESTIGATION	21	9	30	6.6	0.07	20.49
9-1-1 HANG UP	0	3	3	< 1	13.43	9.42
Identity Theft	0	1	1	< 1	0	0
INTEL	0	3	3	< 1	0	0
Juvenile Offenses	0	1	1	< 1	16.30	22.38
LARCENY /FORGERY/ FRAUD	0	3	3	< 1	0	0
Mental Health Call	0	1	1	< 1	7.87	189.53
9-1-1 MISDIAL	0	3	3	< 1	32.40	1.57
MOTOR VEHICLE ACCIDENT-PI/HAZ	0	2	2	< 1	12.00	39.52
M/V ACCIDENT - PROPERTY DAMAGE	0	7	7	1.5	9.65	22.14
MOTOR VEHICLE STOP	47	1	48	10.5	0.03	12.50
ON-DUTY TRAINING	2	0	2	< 1	9.00	44.30
OPEN LINE	0	4	4	< 1	13.08	5.95
CRUISER INSPECTION	99	0	99	21.8	0	0.60
PAPER WORK	1	0	1	< 1	0	20.68
PROPERTY RELEASE	0	1	1	< 1	0	0
FOUND/LOST PROPERTY	0	1	1	< 1	0	0
REPOSSESSION INFO	0	1	1	< 1	0.07	0.18
SERVE RESTRAINING ORDER	3	11	14	3.1	13.81	20.68
Road Hazard - NO PAGE	1	5	6	1.3	4.27	2.18
Phone/Mail/Computer Fraud	0	4	4	< 1	37.30	14.97
SERVE SUMMONS	3	2	5	1.1	16.21	13.82
SUSPICIOUS ACTIVITY	0	4	4	< 1	8.34	7.38
SEX OFFENDER REGISTER/VERIFICA	0	4	4	< 1	0	0.25
VANDALISM	0	2	2	< 1	11.83	17.34
Violation Condition of Release	1	3	4	< 1	15.31	24.00
VIN Verification	0	1	1	< 1	0	0
VIOLATION OF PO	1	0	1	< 1	0	3.23
SERVE WARRANT	2	13	15	3.3	19.27	31.91
WELFARE CHECK	0	6	6	1.3	11.14	16.47
WELFARE CHECK - CHILD	0	1	1	< 1	9.43	10.48
Call Transfer to another PSAP	0	9	9	2.0	0	0

July 2024 Stats Alfred
Dispatch Analysis

Page: 2
Printed: 08/01/2024

YSO Overtime page
TOTAL

0	1	1	< 1	0	0
279	176	455	100	11.75	20.61

Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>	<u>%</u>	<u>Avg. Arrive</u>	<u>Avg. Time @ Scene</u>
ANIMAL COMPLAINT	0	1	1	< 1	0	0
ALARM, BURGLAR - 2 man call	0	8	8	3.6	14.09	7.98
ASSAULT - past	0	1	1	< 1	45.62	33.72
ASSIST CITIZEN	0	1	1	< 1	8.35	14.82
Assist Other Agency - Other	1	3	4	1.8	19.01	6.02
Assist Other Agency - Police	0	2	2	< 1	14.50	18.95
ATV Complaint	0	1	1	< 1	11.77	9.38
M/V COMPLAINT - DTE, OUI, ATV	0	19	19	8.6	13.35	6.82
BUILDING/AREA CHECK	8	0	8	3.6	0	0.79
CIVIL COMPLAINT	0	4	4	1.8	8.99	3.34
COMMUNITY POLICE CONTACT	7	0	7	3.2	0	4.61
COMPLAINT	0	4	4	1.8	16.45	5.23
DISTURBANCE - 2 man call	0	1	1	< 1	28.63	52.82
DOMESTIC DISTURBANCE - 2 man	0	3	3	1.4	13.70	54.81
DIRECTED PATROL	5	0	5	2.3	0.27	49.77
EMD IN PROGRESS	0	1	1	< 1	13.63	21.37
ESCORT/TRANSPORT	0	2	2	< 1	35.75	5.30
VEHICLE CRASH - HIGH MECHANISM	0	1	1	< 1	8.56	47.21
VEHICLE CRASH - FIRE / EMS	0	3	3	1.4	10.67	37.58
FOLLOW-UP INVESTIGATION	7	9	16	7.2	13.07	11.02
FIREWORKS COMPLAINT	0	2	2	< 1	5.57	2.47
9-1-1 HANG UP	0	6	6	2.7	33.96	9.73
INTEL	1	2	3	1.4	6.75	1.56
LARCENY /FORGERY/ FRAUD	0	3	3	1.4	20.75	27.53
Mental Health Call	0	2	2	< 1	12.89	25.83
9-1-1 MISDIAL	0	8	8	3.6	0	0
MOTOR VEHICLE ACCIDENT-PI/HAZ	0	1	1	< 1	9.28	114.30
M/V ACCIDENT - PROPERTY DAMAGE	0	14	14	6.3	13.55	19.15
MOTOR VEHICLE STOP	32	0	32	14.4	8.51	9.42
OPEN LINE	0	9	9	4.1	0	0
OTHER - NOT LISTED ALREADY	1	0	1	< 1	0	11.92
CRUISER INSPECTION	1	0	1	< 1	0	0.12
Pedestrian Check	0	1	1	< 1	0	0
PAPER WORK	2	1	3	1.4	0	8.09
FOUND/LOST PROPERTY	0	4	4	1.8	4.41	22.03
SERVE RESTRAINING ORDER	3	5	8	3.6	79.85	7.30
Road Hazard - NO PAGE	0	1	1	< 1	10.17	4.33
Phone/Mail/Computer Fraud	0	1	1	< 1	0	0
SEX OFFENSES	0	1	1	< 1	0	0
SERVE SUMMONS	1	0	1	< 1	0	9.52
SUSPICIOUS ACTIVITY	1	4	5	2.3	6.68	12.62
Trespassing	1	4	5	2.3	15.80	24.45
Unattended Death	0	1	1	< 1	17.42	54.14
VANDALISM	0	9	9	4.1	13.50	25.75
VIN Verification	0	2	2	< 1	1.03	21.55
SERVE WARRANT	1	0	1	< 1	5.48	6.74
WELFARE CHECK	0	4	4	1.8	17.07	29.01
Call Transfer to another PSAP	0	1	1	< 1	0	0
TOTAL	72	150	222	100	14.60	16.10

ITEM #3: (a.) Minutes

Town of Lyman
Select Board Meeting Minutes
July 15th, 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

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*
There is no public comment.
- b. *Mail • York County Sheriff Report • FEMA letter*

ITEM #3 MINUTES

- a. *Review / Approve meeting minutes 7/1/2024*
David Alves – Motions to approve. Victoria Gavel seconds. Motion passes: 5-0-0

ITEM #4 SIGN WARRANTS

- a. *Payroll Warrant #1 in the amount of \$31,309.58*
Amber Swett – Motions to approve. David Alves seconds. Motion passes: 5-0-0
- b. *Accounts Payable Warrant #52 (FY2024) in the amount of \$60,456.69*
Victoria Gavel – Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0
Discussion, Amber Swett states the Municipal Solid Waste costs are at \$10,906.01 versus recycling at \$639.90
- c. *Accounts Payable Warrant #2 (FY2025) in the amount of \$66,812.58*
David Alves – Motions to approve. Amber Swett seconds. Motion passes: 5-0-0
Discussion, Vitoria Gavel verifies the funeral services came out of GA resident relief funds.

ITEM #5 UNFINISHED BUSINESS

- a. *Franchise Agreement, Updates if any*
No new updates. New laws to go in effect in August.
- b. *MMA Legislative Policy Committee Letter*
Discussion, Joseph Wagne suggests voting in favor of Ms. Hoffman.
Joseph Wagner – Motions to elect Ms. Hoffman to the MMA Legislative Policy Committee
Amber Swett – Seconds the motion. Motion passes: 5-0-0
- c. *Discussion - Pest Control/Tick spraying applications quote.*
Discussion, Jessica Picard and Victoria Gavel are in favor of public awareness that the fields are not sprayed for ticks and avoid adding more chemicals to the fields. David Alves suggests sending a notice to the leagues that rent the fields. Consensus is to leave the fields untreated.

ITEM #6 DEPARTMENT AND COMMITTEE REPORTS

- a. *Fire Chief – All Hands – Reviewed in Agenda Packet.*
- b. *Victoria Gavel – Fire Commission Updates*
Victoria Gavel – Reports the call volume has gone up. The last meeting was postponed. No new updates.

Town of Lyman
Select Board Meeting Minutes
July 15th, 2024 – Lyman Town Hall

c. [Town Clerk – Excise Report, June 2024](#) – Reviewed in Agenda Packet

ITEM #7

NEW BUSINESS

a. [Discuss RFP for Snow Plowing at the Transfer Station, determine open date](#)

Discussion to put out to bid for snow plowing services. The contract will remain the same other than changing the scope of work. The Board agrees to open bids on September 3rd, 2024.

b. [Committee Applicant – Giving Committee](#)

David Alves – Motions to appoint Jessica Jackman to the Giving Committee.

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

c. [Discussion, legal services](#)

Discussion, Lindsay Gagne states the question has come up in the past to consider options for legal services. If the Board chooses to do that, they should begin the RFP process now to prepare for budgeting if it's necessary. The current budget is around \$17,000. Last fiscal year the total used was \$7,600, so it's possible we may not need to increase the budget. Consensus among the board is to leave the services as they are.

OTHER

Victoria Gavel – Asks about Town Manager Performance review. Jessica Picard states she will send one out.

Amber Swett – Asks about IT committee addressing the broken links on the Town Web Page. Lindsay Gagne has met with one of the committee members and mentioned the issue.

ADJOURN

David Alves – Motions to adjourn. Amber Swett seconds. Motion passes: 5-0-0

Amber Swett

Jessica Picard

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 2 pages are the original minutes of the Select Board Meeting date July 15th, 2024

Lindsay Gagne

ITEM #4: (a.) Payroll Warrant

LYMAN
12:54 PM

Payroll Check Register

Pay Date: 07/24/2024

07/18/2024
Page 1

Check	D / D	Check	Amount	Date	Employee
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Employee Checks

1	1,199.77	0.00	1,199.77	07/24/24	021 JANICE M AUGER
2	1,711.67	0.00	1,711.67	07/24/24	79 SUSAN J BELLEROSE
3	1,294.56	0.00	1,294.56	07/24/24	025 THOMAS M CROTEAU
4	2,644.63	0.00	2,644.63	07/24/24	028 LINDSAY GAGNE
5	1,944.03	0.00	1,944.03	07/24/24	016 LAURIE L GONSKA
6	243.27	0.00	243.27	07/24/24	117 PAUL HAKALA
7	266.87	0.00	266.87	07/24/24	007 THOMAS M HOLLAND
8	2,071.27	0.00	2,071.27	07/24/24	015 JEANETTE E LEMAY
9	860.35	0.00	860.35	07/24/24	036 JULIE LEMIEUX
10	1,396.88	0.00	1,396.88	07/24/24	041 RANDALL L MURRAY
11	510.70	0.00	510.70	07/24/24	19 BRIAN D. RACICOT
12	499.65	0.00	499.65	07/24/24	123 KYLE D RACICOT
13	709.63	0.00	709.63	07/24/24	002 DAVID W RILEY
14	242.42	0.00	242.42	07/24/24	024 JAMES ROBERTS
15	227.30	0.00	227.30	07/24/24	020 DAVID H SANTORA
16	1,893.52	0.00	1,893.52	07/24/24	037 REBEKAH S THOMPSON
17	300.04	0.00	300.04	07/24/24	40 RAYMOND J VALLIERE
Total		18,016.56	0.00	18,016.56	

Direct Deposit Checks

18	0.00	18,016.56	18,016.56	07/24/24	D / D 1 BIDDEFORD SAVINGS BANK
Total		0.00	18,016.56	18,016.56	

Trust & Agency Checks

19	0.00	6,530.83	6,530.83	07/24/24	T & A 1 I.R.S.
20	0.00	1,580.02	1,580.02	07/24/24	T & A 3 ICMA
21	0.00	1,194.31	1,194.31	07/24/24	T & A 2 MAINE REVENUE SERVICES
22	0.00	1,798.95	1,798.95	07/24/24	T & A 9 MPERS
Total		0.00	11,104.11	11,104.11	

Summary

Checks:	Regular	0.00	17
	D / D	18,016.56	1
	Employee	18,016.56	
	T & A	11,104.11	4
	Voided		0
Total		29,120.67	22

WARRANT: 3

Check	D / D	Check	Employee	Gross Pay
1	1,199.77	0.00	021 JANICE M AUGER	1,832.37
2	1,711.67	0.00	79 SUSAN J BELLEROSE	2,467.88
3	1,294.56	0.00	025 THOMAS M CROTEAU	1,927.87
4	2,644.63	0.00	028 LINDSAY GAGNE	3,798.35
5	1,944.03	0.00	016 LAURIE L GONSKA	3,023.96
6	243.27	0.00	117 PAUL HAKALA	317.56
7	266.87	0.00	007 THOMAS M HOLLAND	296.04
8	2,071.27	0.00	015 JEANETTE E LEMAY	2,952.77
9	860.35	0.00	036 JULIE LEMIEUX	1,175.14
10	1,396.88	0.00	041 RANDALL L MURRAY	2,151.81
11	510.70	0.00	19 BRIAN D. RACICOT	608.56
12	499.65	0.00	123 KYLE D RACICOT	601.46
13	709.63	0.00	002 DAVID W RILEY	768.41
14	242.42	0.00	024 JAMES ROBERTS	262.50
15	227.30	0.00	020 DAVID H SANTORA	246.13
16	1,893.52	0.00	037 REBEKAH S THOMPSON	2,962.83
17	300.04	0.00	40 RAYMOND J VALLIERE	324.89
18	0.00	18,016.56	D / D 1 BIDDEFORD SAVINGS BANK	
19	0.00	6,530.83	T & A 1 I.R.S.	
20	0.00	1,580.02	T & A 3 ICMA	
21	0.00	1,194.31	T & A 2 MAINE REVENUE SERVICES	
22	0.00	1,798.95	T & A 9 MPERS	
Total	18,016.56	29,120.67		25,718.53

Put into A/P **11,381.16**
Taken out of A/P **(11,104.11)**
Total Payroll **29,397.72**

Count
Checks 22

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

TOWM OF LYMAN, BOARD OF SELECTMEN

DAVID ALVES
VICTORIA GAVEL
JESSICA PICARD
AMBER SWETT
JOSEPH WAGNER

ITEM #4: (b.) Payroll Warrant

LYMAN
12:38 PM

Payroll Check Register

Pay Date: 08/07/2024

08/01/2024
Page 1

Check	D / D	Check	Amount	Date	Employee
Employee Checks					
1	826.41	0.00	826.41	08/07/24	021 JANICE M AUGER
2	1,711.67	0.00	1,711.67	08/07/24	79 SUSAN J BELLEROSE
3	1,293.66	0.00	1,293.66	08/07/24	025 THOMAS M CROTEAU
4	1,105.86	0.00	1,105.86	08/07/24	12 MARCEL DESROSIER
5	2,644.63	0.00	2,644.63	08/07/24	028 LINDSAY GAGNE
6	1,944.03	0.00	1,944.03	08/07/24	016 LAURIE L GONSKA
7	251.89	0.00	251.89	08/07/24	117 PAUL HAKALA
8	266.87	0.00	266.87	08/07/24	007 THOMAS M HOLLAND
9	2,070.97	0.00	2,070.97	08/07/24	015 JEANETTE E LEMAY
10	837.19	0.00	837.19	08/07/24	036 JULIE LEMIEUX
11	1,396.13	0.00	1,396.13	08/07/24	041 RANDALL L MURRAY
12	455.00	0.00	455.00	08/07/24	19 BRIAN D. RACICOT
13	496.18	0.00	496.18	08/07/24	123 KYLE D RACICOT
14	522.89	0.00	522.89	08/07/24	002 DAVID W RILEY
15	169.70	0.00	169.70	08/07/24	024 JAMES ROBERTS
16	154.56	0.00	154.56	08/07/24	020 DAVID H SANTORA
17	1,801.90	0.00	1,801.90	08/07/24	037 REBEKAH S THOMPSON
18	295.48	0.00	295.48	08/07/24	40 RAYMOND J VALLIERE
Total	18,245.02	0.00	18,245.02		
Direct Deposit Checks					
19	0.00	18,245.02	18,245.02	08/07/24	D / D 1 BIDDEFORD SAVINGS BANK
Total	0.00	18,245.02	18,245.02		
Trust & Agency Checks					
20	0.00	6,520.89	6,520.89	08/07/24	T & A 1 I.R.S.
21	0.00	1,471.41	1,471.41	08/07/24	T & A 3 ICMA
22	0.00	1,192.90	1,192.90	08/07/24	T & A 2 MAINE REVENUE SERVICES
23	0.00	1,769.18	1,769.18	08/07/24	T & A 9 MPERS
Total	0.00	10,954.38	10,954.38		
Summary					
Checks:	Regular	0.00	18		
	D / D	18,245.02	1		
	Employee	18,245.02			
	T & A	10,954.38	4		
	Voided		0		
Total		29,199.40	23		

WARRANT: 4

Check	D / D	Check	Employee	Gross Pay
1	826.41	0.00	021 JANICE M AUGER	1,199.47
2	1,711.67	0.00	79 SUSAN J BELLEROSE	2,467.88
3	1,293.66	0.00	025 THOMAS M CROTEAU	1,927.87
4	1,105.86	0.00	12 MARCEL DESROSIERS	1,399.12
5	2,644.63	0.00	028 LINDSAY GAGNE	3,798.35
6	1,944.03	0.00	016 LAURIE L GONSKA	3,023.96
7	251.89	0.00	117 PAUL HAKALA	326.90
8	266.87	0.00	007 THOMAS M HOLLAND	296.04
9	2,070.97	0.00	015 JEANETTE E LEMAY	2,952.77
10	837.19	0.00	036 JULIE LEMIEUX	1,139.52
11	1,396.13	0.00	041 RANDALL L MURRAY	2,151.81
12	455.00	0.00	19 BRIAN D. RACICOT	548.25
13	496.18	0.00	123 KYLE D RACICOT	596.80
14	522.89	0.00	002 DAVID W RILEY	566.20
15	169.70	0.00	024 JAMES ROBERTS	183.75
16	154.56	0.00	020 DAVID H SANTORA	167.37
17	1,801.90	0.00	037 REBEKAH S THOMPSON	2,784.00
18	295.48	0.00	40 RAYMOND J VALLIERE	319.96
19	0.00	18,245.02	D / D 1 BIDDEFORD SAVINGS BANK	
20	0.00	6,520.89	T & A 1 I.R.S.	
21	0.00	1,471.41	T & A 3 ICMA	
22	0.00	1,192.90	T & A 2 MAINE REVENUE SERVICES	
23	0.00	1,769.18	T & A 9 MPERS	
Total	18,245.02	29,199.40		25,850.02

Put into A/P **11,233.38**
Taken out of A/P **(10,954.38)**
Total Payroll 29,478.40

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

DAVID ALVES

VICTORIA GAVEL

JESSICA PICARD

AMBER SWETT

JOSEPH WAGNER

ITEM #4: (c.) AP Warrant FY2024

Lyman-2024
9:35 AM

A / P Check Register
Bank: BIDDEFORD SAVINGS

08/01/2024
Page 1

Type	Check	Amount	Date	Wrrt	Payee	2024
R	10801	449.99	08/10/24	53	0218 AMAZON CAPITAL SERVICES	
R	10802	840.00	08/10/24	53	1046 BOURQUE & CLEGG LLC	
R	10803	4,625.00	08/10/24	53	0344 JACKSONS TREE SERVICE	
R	10804	420.00	08/10/24	53	0345 MAX MILLER	
R	10805	950.00	08/10/24	53	0580 SMPDC	
R	10806	28.14	08/10/24	53	0062 THOMAS HOLLAND	
R	10807	28.90	08/10/24	53	0675 WHITE SIGN, INC.	
P	99999	682.38	08/10/24	53	0095 CARDMEMBER SERVICE	
Total		8,024.41				
						Count
				Checks	8	
				Voids	0	

Lyman-2024
9:37 AM

A / P Warrant

08/01/2024
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Warrant 53

Jrnl	Check	Month	Invoice Description	Reference	2024
Description	Account	Proj	Amount	Encumbrance	
00218 AMAZON CAPITAL SERVICES					
0652	10801	06	SCANNER	1M6J-M9RR-RK7N	
SCANNER	E 115-13-60-610		449.99	0.00	
SUPPLIES / SUPPLIES					
Vendor Total-			449.99		
01046 BOURQUE & CLEGG LLC					
0652	10802	06	SERVICES	JUNE	
SERVICES	E 181-11-33-320		840.00	0.00	
CONT PROF / PROF SERV LE					
Vendor Total-			840.00		
00095 CARDMEMBER SERVICE					
0652	99999	06	STICKERS	VP_1VZ9774K	
STICKERS	E 115-13-60-610		682.38	0.00	
SUPPLIES / SUPPLIES					
Vendor Total-			682.38		
00344 JACKSONS TREE SERVICE					
0652	10803	06	REMOVE TREES BROCK RD	071024	
REMOVE TREES BROCK RD	E 131-51-40-483		1,800.00	0.00	
REPAIRS & MA / RDS/REPAIRS					
Invoice Total-			1,800.00		
0652	10803	06	THE PINES TREES	1601	
THE PINES TREES	E 191-22-90-999		2,000.00	2,000.00	
OTHER / MISC					
Invoice Total-			2,000.00		
0652	10803	06	TREES POOR FARM	1574	
TREES POOR FARM	E 131-51-40-483		825.00	825.00	
REPAIRS & MA / RDS/REPAIRS					
Invoice Total-			825.00		
Vendor Total-			4,625.00		
00345 MAX MILLER					
0652	10804	06	REIMB OVERCHARGE BLD 23-2	23-24 BP 35	
REIMB OVERCHARGE BLD 23-2	R 110-045		420.00	0.00	
BLDG FERM					
Vendor Total-			420.00		
00580 SMPDC					
0652	10805	06	COMP PLAN	17461	
COMP PLAN	E 110-19-90-999		650.00	0.00	
OTHER / MISC					
Invoice Total-			650.00		
0652	10805	06	COMP PLAN	17462	
COMP PLAN	E 110-19-90-999		300.00	0.00	
OTHER / MISC					
Invoice Total-			300.00		
Vendor Total-			950.00		
00062 THOMAS HOLLAND					
0652	10806	06	MILEAGE	6/14-6/27	
MILEAGE	E 125-72-90-910		28.14	0.00	
OTHER / MILEAGE/TRAV					

Lyman-2024
9:37 AM

A / P Warrant

08/01/2024
Page 2

Warrant 53

Jrnl	Check	Month	Invoice Description	Reference	2024	
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					28.14	
00675 WHITE SIGN, INC.						
0652	10807	06	PRIVATE ROAD SIGN	132507		
WLYM153570			E 148-51-60-670		28.90	0.00
			SUPPLIES / SIGNS			
Vendor Total-					28.90	
Prepaid Total-					682.38	
Current Total-					7,342.03	
EFT Total-					0.00	
Warrant Total-					8,024.41	

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

DAVID ALVES

VICTORIA GAVEL

JESSICA PICARD

AMBER SWETT

JOSEPH WAGNER

ITEM #4: (d.) AP Warrant FY2025

Lyman
1:46 PM

A / P Check Register

Bank: BIDDEFORD SAVINGS

08/01/2024
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	10798	10,405.10	07/15/24	5	0569 SECRETARY OF STATE
P	10799	8,922.20	07/22/24	5	0569 SECRETARY OF STATE
P	10800	8,146.77	07/30/24	5	0569 SECRETARY OF STATE
R	10808	222.57	08/10/24	5	0218 AMAZON CAPITAL SERVICES
R	10809	250.00	08/10/24	5	0349 AUTUMN CLIFFORD COACHING LLC
R	10810	65.00	08/10/24	5	0113 BD CARPENTRY
R	10811	2,450.00	08/10/24	5	0022 BEAN DATA
R	10812	627.39	08/10/24	5	0328 BUDGET DOCUMENT TECHNOLOGY
R	10813	32.00	08/10/24	5	0994 CINTAS CORPORATION- # 758
R	10814	369,346.17	08/10/24	5	1020 COUNTY OF YORK
R	10815	1,848.00	08/10/24	5	0351 CREATIVE DIGITAL IMAGING
R	10816	125.00	08/10/24	5	0211 CRIPPLE CREEK CORPORATION
R	10817	1,095.00	08/10/24	5	0133 DAVID W. RILEY
R	10818	41,715.00	08/10/24	5	0248 DAYTON SNOW FIGHTERS INC.
R	10819	58,891.25	08/10/24	5	0233 GOODWINS MILLS FIRE & RESCUE
R	10820	500.00	08/10/24	5	0348 HENERY LOWERY
R	10821	27.50	08/10/24	5	0346 JAMES DEBIASI
R	10822	126.76	08/10/24	5	0316 JAMES ROBERTS
R	10823	84.69	08/10/24	5	0184 JEANETTE LEMAY
R	10824	500.00	08/10/24	5	0230 JESSICAS CLEANING SERVICE
R	10825	5,554.40	08/10/24	5	0311 KCB LANDSCAPING
R	10826	55.01	08/10/24	5	0290 KELLY, EILEEN
R	10827	18.79	08/10/24	5	0322 KENNEBUNK LIGHT & POWER DISTRICT
R	10828	428.00	08/10/24	5	0957 LIBERTY PEST CONTROL
R	10829	125.00	08/10/24	5	0368 M B O I A
R	10830	8,380.09	08/10/24	5	0376 M M E H T
R	10831	168.75	08/10/24	5	0296 M T C M A
R	10832	175.00	08/10/24	5	0018 MACDONALD PLUMBING & HEATING
R	10833	210.00	08/10/24	5	0414 MAINE MUNICIPAL ASSOCIATION
R	10834	60.00	08/10/24	5	0379 MAINE TOWN & CITY CLERKS ASSOC
R	10835	284.88	08/10/24	5	1111 MARCEL DESROSIERS
R	10836	111,122.29	08/10/24	5	0334 NASON PROPERTY MANAGEMENT LLC
R	10837	160.00	08/10/24	5	0010 NELSON ANALYTICAL MAINE
R	10838	276.85	08/10/24	5	0084 READYREFRESH BY NESTLE
R	10839	352.62	08/10/24	5	0304 REBEKAH THOMPSON
R	10840	31.00	08/10/24	5	0502 REGISTRY OF DEEDS
R	10841	76.00	08/10/24	5	0502 REGISTRY OF DEEDS
R	10842	499,217.22	08/10/24	5	0419 RSU #57
R	10843	12,300.00	08/10/24	5	0176 SANFORD - SPRINGVALE YMCA
R	10844	18.00	08/10/24	5	0347 SHANNON R JIN
R	10845	71.69	08/10/24	5	0062 THOMAS HOLLAND
R	10846	51.00	08/10/24	5	0643 TREASURER, STATE OF MAINE
R	10847	12,582.09	08/10/24	5	0647 TREASURER, STATE OF MAINE
R	10848	149.55	08/10/24	5	0148 VERIZON WIRELESS
R	10849	282.86	08/10/24	5	0985 WARRENS OFFICE SUPPLIES
R	10850	237.12	08/10/24	5	0675 WHITE SIGN, INC.
P	99999	14.40	08/10/24	5	0095 CARDMEMBER SERVICE

Lyman
1:46 PM

A / P Check Register
Bank: BIDDEFORD SAVINGS

08/01/2024
Page 2

Type	Check	Amount	Date	Wmnt	Payee
P	99999	462.00	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	22.00	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	447.03	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	79.09	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	1,246.40	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	86.04	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	13.99	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	45.00	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	19.99	08/10/24	5	0095 CARDMEMBER SERVICE
P	99999	151.92	08/10/24	5	0095 CARDMEMBER SERVICE
Total		1,160,356.47			

Count	
Checks	57
Voids	0

Lyman
1:54 PM

A / P Warrant

08/01/2024
Page 1

Warrant 5

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00218 AMAZON CAPITAL SERVICES						
0020	10808	08	LAPTOP CASE		1M39-49NY-V1JW	
LAPTOP CASE			E 110-11-60-610		13.99	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		13.99	
0020	10808	08	SUPPLIES		1JR3-X1GL-KLJD	
SUPPLIES			E 110-11-60-610		55.43	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		55.43	
0020	10808	08	SUPPLIES		16Q1-NHR4-QX9D	
SUPPLIES			E 110-11-60-610		153.15	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		153.15	
			Vendor Total-		222.57	
00349 AUTUMN CLIFFORD COACHING LLC						
0020	10809	08	SITUATIONAL AWARENESS CLAS	1		
SITUATIONAL AWARENESS CLAS			E 102-11-20-280		250.00	0.00
			BENEFITS / TRAINING			
			Vendor Total-		250.00	
00113 BD CARPENTRY						
0020	10810	08	TV INSTALLATION	565		
TV INSTALLATION			E 141-11-40-410		65.00	0.00
			REPAIRS & MA / BLDGS & GROU			
			Vendor Total-		65.00	
00022 BEAN DATA						
0020	10811	08	MONTHLY SER	1717		
MONTHLY SER			E 110-11-32-310		2,450.00	2,450.00
			CTRCT SVS EQ / PROF SVS			
			Vendor Total-		2,450.00	
00328 BUDGET DOCUMENT TECHNOLOGY						
0020	10812	08	LT06	538864		
LT06			E 110-11-32-310		627.39	0.00
			CTRCT SVS EQ / PROF SVS			
			Vendor Total-		627.39	
00095 CARDMEMBER SERVICE						
0020	99999	08	MICROSOFT	E0600SRNP4		
MICROSOFT			E 110-11-32-310		14.40	0.00
			CTRCT SVS EQ / PROF SVS			
			Invoice Total-		14.40	
0020	99999	08	MICROSOFT	E0600SRPLZ		
MICROSOFT			E 110-11-32-310		462.00	0.00
			CTRCT SVS EQ / PROF SVS			
			Invoice Total-		462.00	
0020	99999	08	MICROSOFT	E0600SR001		
MICROSOFT			E 110-11-32-310		22.00	0.00
			CTRCT SVS EQ / PROF SVS			
			Invoice Total-		22.00	
0020	99999	08	POSTAGE	072624		

Lyman
1:54 PM

A / P Warrant

08/01/2024
Page 2

Warrant 5

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
POSTAGE			E 110-11-60-650		447.03	0.00
			SUPPLIES / POSTAGE			
			Invoice Total-		447.03	
0020	99999	08	BUSINESS CARDS	VP_QT479SNX		
BUSINESS CARDS			E 110-11-60-610		79.09	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		79.09	
0020	99999	08	LIEN FILINGS	73307956		
LIEN FILINGS			E 110-11-39-399		1,246.40	0.00
			CONT SVS OTH / OTHER			
			Invoice Total-		1,246.40	
0020	99999	08	NOTARY SUPPLIES	168926		
NOTARY SUPPLIES			E 110-11-60-610		86.04	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		86.04	
0020	99999	08	YOU TUBE			
YOU TUBE			E 110-11-32-310		13.99	0.00
			CTRCT SVS EQ / PROF SVS			
			Invoice Total-		13.99	
0020	99999	08	MAILCHIMP			
MAILCHIMP			E 110-11-32-310		45.00	0.00
			CTRCT SVS EQ / PROF SVS			
			Invoice Total-		45.00	
0020	99999	08	STAMPS			
STAMPS			E 110-11-60-610		19.99	0.00
			SUPPLIES / SUPPLIES			
			Invoice Total-		19.99	
0020	99999	08	WALMART	21459493841		
WALMART			E 161-21-90-999		151.92	0.00
			OTHER / MISC			
			Invoice Total-		151.92	
			Vendor Total-		2,587.86	
00994 CINTAS CORPORATION- # 758						
0020	10813	08	13117643	4199724403		
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			
			Vendor Total-		32.00	
01020 COUNTY OF YORK						
0020	10814	08	COUNTY TAXES FY 2025	2355		
COUNTY TAXES FY 2025			E 197-97-90-999		369,346.17	0.00
			OTHER / MISC			
			Vendor Total-		369,346.17	
00351 CREATIVE DIGITAL IMAGING						
0020	10815	08	REIMB POSTAGE TAXES			
REIMB POSTAGE TAX			E 110-11-60-650		1,848.00	0.00
			SUPPLIES / POSTAGE			
			Vendor Total-		1,848.00	
00211 CRIPPLE CREEK CORPORATION						
0020	10816	08	RENT	CRIAUG25		

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Warrant 5

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
RENT			E 110-11-39-399		125.00	125.00
			CONT SVS OTH / OTHER			
Vendor Total-					125.00	
00133 DAVID W. RILEY						
0020	10817	08	SERVICES	76		
P&R TRASH REMOVAL			E 145-21-31-330		40.00	0.00
			CTRCT SVS BL / WASTE SVS			
BUNGANUT TRASH REMOVAL			E 145-22-31-330		200.00	0.00
			CTRCT SVS BL / WASTE SVS			
KBP TRASH			E 145-23-35-331		150.00	0.00
			CTRCT SVS WA / PROF PORTA P			
Invoice Total-					390.00	
0020	10817	08	SERVICES	78		
TOWN HALL TRASH			E 145-11-31-330		35.00	0.00
			CTRCT SVS BL / WASTE SVS			
MOVING			E 141-11-31-310		200.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					235.00	
0020	10817	08	SERVICES	79		
FUELING			E 150-31-35-310		40.00	0.00
			CTRCT SVS WA / PROF SVS			
Invoice Total-					40.00	
0020	10817	08	SERVICES	77		
ROADS REPAIRS/MAINT			E 131-51-40-483		350.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
ROADS - SIGNS			E 148-51-60-670		40.00	0.00
			SUPPLIES / SIGNS			
ROADSIDE TRASH PICKUP			E 145-51-31-330		40.00	0.00
			CTRCT SVS BL / WASTE SVS			
Invoice Total-					430.00	
Vendor Total-					1,095.00	
00248 DAYTON SNOW FIGHTERS INC.						
0020	10818	08	PLOWING	SNOWAUG25		
PLOWING CONTRACT			E 143-51-31-360		41,715.00	41,715.00
			CTRCT SVS BL / PLOW & SAND			
Vendor Total-					41,715.00	
00233 GOODWINS MILLS FIRE & RESCUE						
0020	10819	08	FY 25	GMFRAUG25		
FY 25			E 186-91-37-391		42,202.00	42,202.00
			CONT OUT / GMFR PERSONN			
FY 25			E 186-91-37-392		16,689.25	16,689.25
			CONT OUT / GMFR CONTRAC			
Vendor Total-					58,891.25	
00348 HENERY LOWERY						
0020	10820	08	CONCERT IN THE PARK	7/18/24		
CONCERT IN THE PARK			E 161-21-90-940		500.00	0.00
			OTHER / REC PROGRAMS			
Vendor Total-					500.00	
00346 JAMES DEBIASI						
0020	10821	08	REIMB OVERPAY EXCISE	0712224		

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
REIMB OVERPAY EXCISE			R 110-012		27.50	0.00
BOAT EXCISE						
Vendor Total-					27.50	
00316 JAMES ROBERTS						
0020	10822	08	MILEAGE	7/3-7/17		
MILEAGE			E 110-17-90-910		80.13	0.00
OTHER / MILEAGE/TRAV						
Invoice Total-					80.13	
0020	10822	08	MILEAGE	7/18-7/30		
MILEAGE			E 110-17-90-910		46.63	0.00
OTHER / MILEAGE/TRAV						
Invoice Total-					46.63	
Vendor Total-					126.76	
00184 JEANETTE LEMAY						
0020	10823	08	MILEAGE	JULY		
MILEAGE			E 110-11-90-910		84.69	0.00
OTHER / MILEAGE/TRAV						
Vendor Total-					84.69	
00230 JESSICAS CLEANING SERVICE						
0020	10824	08	CLEANING SERVICES	99.1385		
TH CLEANING SERVICE			E 141-11-31-310		500.00	0.00
CTRCT SVS BL / PROF SVS						
Vendor Total-					500.00	
00311 KCB LANDSCAPING						
0020	10825	08	MOWING	MOWAUG24		
MOWING			E 142-90-31-370		5,554.40	5,554.40
CTRCT SVS BL / MOWING						
Vendor Total-					5,554.40	
00290 KELLY, EILEEN						
0020	10826	08	MILEAGE	JULY		
MILEAGE			E 110-11-90-910		55.01	0.00
OTHER / MILEAGE/TRAV						
Vendor Total-					55.01	
00322 KENNEBUNK LIGHT & POWER DISTRICT						
0020	10827	08	2101002-01	07082024		
2101002-01			E 147-51-50-560		18.79	0.00
UTILITIES / ELECTRICITY						
Vendor Total-					18.79	
00957 LIBERTY PEST CONTROL						
0020	10828	08	SERVICE	072024		
PARKS & REC CHADBO			E 141-21-31-310		299.00	0.00
CTRCT SVS BL / PROF SVS						
Invoice Total-					299.00	
0020	10828	08	SERVICE	072724		
SERVICE			E 141-11-40-410		129.00	0.00
REPAIRS & MA / BLDGS & GROU						
Invoice Total-					129.00	
Vendor Total-					428.00	

Warrant 5

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00368 M B O I A						
0020	10829	08	THOMPSON MEMBERSHIP		1000473967	
THOMPSON MEMBERSHIP			E 102-17-20-290		35.00	0.00
			BENEFITS / MEMB & DUES			
			Invoice Total-		35.00	
0020	10829	08	JULY MTG		1000472971	
JULY MTG			E 102-17-20-280		55.00	0.00
			BENEFITS / TRAINING			
			Invoice Total-		55.00	
0020	10829	08	GAGNE MEMBERSHIP		1000473958	
GAGNE MEMBERSHIP			E 102-11-20-290		35.00	0.00
			BENEFITS / MEMB & DUES			
			Invoice Total-		35.00	
			Vendor Total-		125.00	
00376 M M E H T						
0020	10830	08	MHT.31171		AUG	
INSURANCE-EMPLOYEE			G 1-205-00		582.08	0.00
			BENFTS-EMPLE			
HEALTH			E 102-99-20-210		7,457.58	0.00
			BENEFITS / HEALTH			
DENTAL			E 102-99-20-211		306.53	0.00
			BENEFITS / DENTAL			
LIFE NO MED			E 102-99-20-214		33.90	0.00
			BENEFITS / LIFE NO MED			
			Vendor Total-		8,380.09	
00296 M T C M A						
0020	10831	08	GAGNE MEMBERSHIP		FY 2025	
GAGNE MEMBERSHIP			E 102-11-20-290		168.75	0.00
			BENEFITS / MEMB & DUES			
			Vendor Total-		168.75	
00018 MACDONALD PLUMBING & HEATING						
0020	10832	08	REPAIR		4380-662	
REPAIR			E 141-11-40-410		175.00	0.00
			REPAIRS & MA / BLDGS & GROU			
			Vendor Total-		175.00	
00414 MAINE MUNICIPAL ASSOCIATION						
0020	10833	08	31170		PBBOA	
PBBOA THOMPSON			E 102-11-20-280		70.00	0.00
			BENEFITS / TRAINING			
PBBOA VEILEAUX			E 102-11-20-280		70.00	0.00
			BENEFITS / TRAINING			
PBBOA SINGLE			E 102-11-20-280		70.00	0.00
			BENEFITS / TRAINING			
			Vendor Total-		210.00	
00379 MAINE TOWN & CITY CLERKS ASSOC						
0020	10834	08	11790-0		AUGER LAW	
11790-0			E 102-31-20-280		60.00	0.00
			BENEFITS / TRAINING			
			Vendor Total-		60.00	
01111 MARCEL DESROSIERS						

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0020	10835	08	MILEAGE		6/26-7/24	
MILEAGE			E 110-11-90-911		284.88	0.00
			OTHER / MI/TRAV ELE			
Vendor Total-					284.88	
00334 NASON PROPERTY MANAGEMENT LLC						
0020	10836	08	ESCROW RELEASE # 2			
ESCROW DRAW #2			G 1-269-01		111,122.29	0.00
			PB ESCROWS			
Vendor Total-					111,122.29	
00010 NELSON ANALYTICAL MAINE						
0020	10837	08	WATER TEST		224070562	
BUNGANUT PARK			E 141-22-31-310		80.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					80.00	
0020	10837	08	WATER		224070563	
KENNEBUNK			E 141-23-31-310		80.00	0.00
			CTRCT SVS BL / PROF SVS			
Invoice Total-					80.00	
Vendor Total-					160.00	
00084 READYREFRESH BY NESTLE						
0020	10838	08	0427507058		5499127685	
H20 0427507058			E 110-11-60-610		276.85	0.00
			SUPPLIES / SUPPLIES			
Vendor Total-					276.85	
00304 REBEKAH THOMPSON						
0020	10839	08	MILEAGE		JULY	
MILEAGE			E 110-17-90-910		352.62	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					352.62	
00502 REGISTRY OF DEEDS						
0020	10840	08	NOTICE OF DECISION		071924	*** SEPARATE ***
NOTICE OF DECISION			E 110-17-39-399		31.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					31.00	
0020	10841	08	DISCHARGES			
DISCHARGES			E 110-11-39-399		76.00	0.00
			CONT SVS OTH / OTHER			
Invoice Total-					76.00	
Vendor Total-					107.00	
00419 RSU #57						
0020	10842	08	APPROP 25		RSUAUG25	
APPROP 25			E 195-92-90-999		499,217.22	499,217.22
			OTHER / MISC			
Vendor Total-					499,217.22	
00176 SANFORD - SPRINGVALE YMCA						
0020	10843	08	CONTRACT		YMCAAUG2024	
CONTRACT			E 181-22-37-399		12,300.00	12,300.00
			CONT OUT / CONT SVS OTH			

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount Encumbrance
			Vendor Total-		12,300.00
00569 SECRETARY OF STATE					
0020	10798	08	31170	7/3-7/11	
31170			G 1-250-00		10,405.10 0.00
			MTR VEHICLE		
			Invoice Total-		10,405.10
0020	10799	08	31170	7/11-7/18	
31170			G 1-250-00		8,922.20 0.00
			MTR VEHICLE		
			Invoice Total-		8,922.20
0020	10800	08	31170	7/18-7/26	
31170			G 1-250-00		8,146.77 0.00
			MTR VEHICLE		
			Invoice Total-		8,146.77
			Vendor Total-		27,474.07
00347 SHANNON R JIN					
0020	10844	08	REIMBURSEMENT		
REIMBURSEMENT			R 110-011		18.00 0.00
			EXCISE TAX		
			Vendor Total-		18.00
00062 THOMAS HOLLAND					
0020	10845	08	MILEAGE	7/3-7/9	
MILEAGE			E 125-72-90-910		71.69 0.00
			OTHER / MILEAGE/TRAV		
			Vendor Total-		71.69
00643 TREASURER, STATE OF MAINE					
0020	10846	08	DOGS	JULY	
DOGS			G 1-256-00		51.00 0.00
			DOG LIC		
			Vendor Total-		51.00
00647 TREASURER, STATE OF MAINE					
0020	10847	08	FISH	JULY	
FISH			G 1-251-00		12,582.09 0.00
			INLAND FISH		
			Vendor Total-		12,582.09
00148 VERIZON WIRELESS					
0020	10848	08	6423575065-00001	9968270511	
642357065-00001			E 110-11-50-580		149.55 0.00
			UTILITIES / COMM		
			Vendor Total-		149.55
00985 WARRENS OFFICE SUPPLIES					
0020	10849	08	TOWLYM	206197-00	
TOWLYM			E 110-11-60-610		22.50 0.00
			SUPPLIES / SUPPLIES		
			Invoice Total-		22.50
0020	10849	08	TOWLYM	531664-00	
TOWLYM			E 110-11-60-610		260.36 0.00
			SUPPLIES / SUPPLIES		

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A / P Warrant

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Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
Invoice Total-				260.36	
Vendor Total-				282.86	
00675 WHITE SIGN, INC.					
0020	10850	08	SIGNS	132507	
WLYM153570			E 148-51-60-670	237.12	0.00
			SUPPLIES / SIGNS		
Vendor Total-				237.12	
Prepaid Total-				30,061.93	
Current Total-				1,130,294.54	
EFT Total-				0.00	
Warrant Total-				1,160,356.47	

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

DAVID ALVES

VICTORIA GAVEL

JESSICA PICARD

AMBER SWETT

JOSEPH WAGNER

ITEM #5 : (c.) Kennebunk Pond Flashing Beacons

Quote

Highway Tech

88 Commercial St
Lewiston, ME 04240-3903
Tel. (207) 375-8248

DATE	QUOTE#
6/26/2024	4974

CUSTOMER
Saco Public Works 15 Phillips Spring Road Saco, ME 04072

CUST. PHONE	E-MAIL ADDRESS
207-282-4646	sagepro@hotmail.com
PROJECT	

REP	FOB	LEAD TIME	TERMS
NL	Lewiston, ME	6-8 weeks	Net 30 1.5%

[illegible]

TERMS AND CONDITIONS:

Quoted prices are good for 30 days from the above date, unless otherwise specified and for the quantities listed.

Freight and handling are in addition to the prices quoted above, unless otherwise specified.

Terms of payment are net 30 days with a 1.5% service charge after 30 days, unless otherwise specified.

From: [Treasurer](#)
To: [ed profenno](#)
Cc: [Town Manager](#)
Subject: RE: Pedestrian Signs
Date: Wednesday, July 17, 2024 10:51:53 AM

Thank you Ed. We will put it in front of the Board and let you know. Have a great day!

Jeanette Lemay

H.R. and Finance Officer

Town of Lyman
11 So. Waterboro Rd.
Lyman, ME 04002
(207) 247-0646

From: ed profenno <sagepro@hotmail.com>
Sent: Wednesday, July 17, 2024 10:51 AM
To: Treasurer <treasurer@lyman-me.gov>
Subject: Re: Pedestrian Signs

Hello Jeanette

Sorry for getting back to you so late. I was out of town last week. You are probably looking at \$ 1500 for us to do the install of the rapid beacon crosswalk.

Ed

Sent from my iPhone

On Jul 8, 2024, at 1:30 PM, Treasurer <treasurer@lyman-me.gov> wrote:

Hi Ed,

There is a Board meeting on Monday July 15'th. Would it be possible to get a quote from you so that the Town Manager can discuss it with them by Thursday a.m.? Thanks!!!!

Jeanette Lemay

H.R. and Finance Officer

Town of Lyman
11 So. Waterboro Rd.

ITEM #5 (d.) November Referendum

Discussion – Municipal Referendum Questions

The board has discussed the following for referendum:

- ORC – Ordinance Amendments
 - Repeal Contract Zoning
 - Amendment to LZO section 10.6 (ADUs)
 - Amendment to Shoreland section 15-B (ADUs)
 - Floodplain Management Ordinance
 - Updated Lyman Zoning Map

This will be on the November Ballot

- Removing standing committee (Board of Assessment Review) from Charter
Per MMA recommendation to have assessment appeals go to the county commission.

- Polling Question re: voter opinion on aerial imagery services

- ~~• Adoption of a Domestic Partner Clause for the Towns Employee Health Insurance Benefits~~

~~*Legal Council currently reviewing. This will have to go to the voters similar to when the Town adopted ME PERS*~~

- Donating or selling land (Former Rhodes Hall) to Goodwins Mills Cemetery Association

Warrant article allows board to put property out to bid, auction, or sale by real estate broker. If donating or not using the above methods, then would have to be voted on by town. Board discussed on 6/17/24 to put this on November Ballot.

- Land Swap for Town Hall Expansion

Legal counsel is currently drafting a contingency agreement and the swap would need to be voted on by the Town.

Other than the ORC referendum, all other referendums can either be added to the November Ballot or the board could hold a special town meeting by secret ballot or open town meeting on a different date.

Deadline to get referendum questions on the November Ballot: The board would have to sign an order of referendum by September 3rd, 2024.

07/08/24-7/18/2024

INCIDENT STATISTICS

Aircraft Incident		
Alarms (Fire / CO)	2	
Appliance / Chimney Fire		
Brush / Woods Fire	1	
Gas Leaks / Hazmat		2
Lines / Trees Down	5	
Medical Emergencies	11	
Mutual Aid (EMS)	2	28
Mutual Aid (FIRE)	5	620
Odor/Smoke Investigation		480

MONTHLY TOTALS

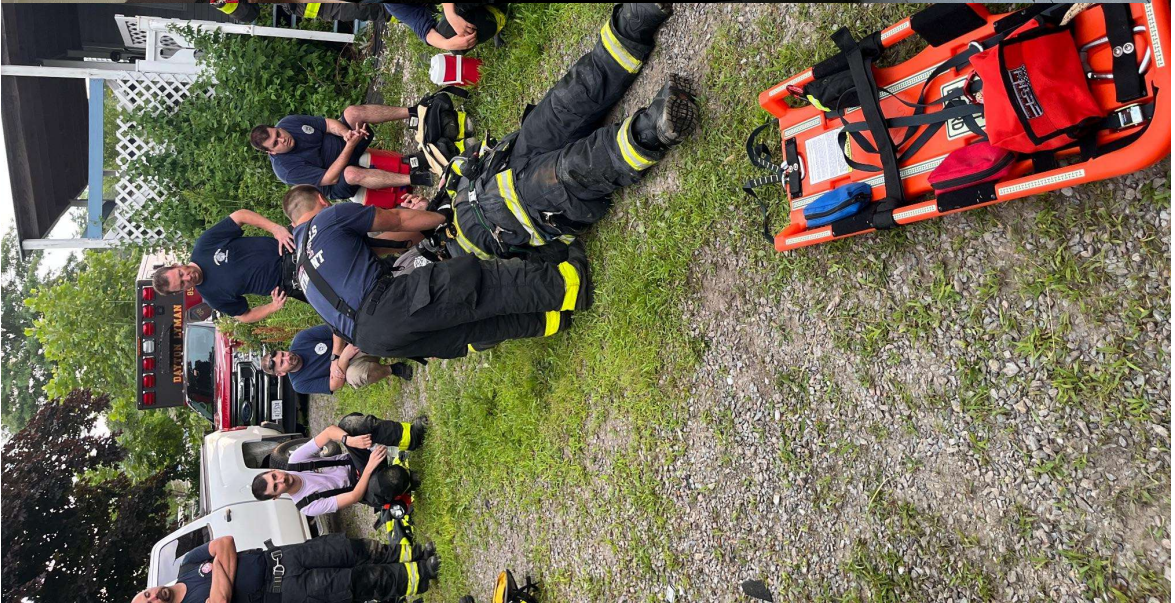
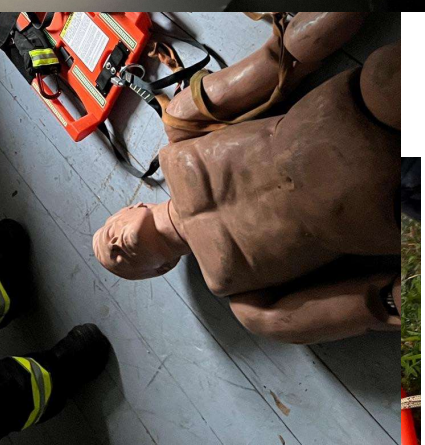
	2023	2024
JAN:	86	92
FEB:	68	78
MAR:	69	128
APR:	70	100
MAY:	77	75
JUN:	72	95
JUL:	74	-
AUG:	74	-
SEP:	106	-
OCT:	62	-
NOV:	98	-
DECR:	130	-
Total Incidents (2023):	986	
Total Incidents (2022):	897	
Total Incidents (2021):	857	

PRIDE / OWNERSHIP / PROFESSIONALISM

June 2024 / 2023

MONTHLY RECAP

Monthly Incidents 95 / 72	Points of Interest <ul style="list-style-type: none"> 6/1 - 7 incidents including 2 building fires in Biddeford and a serious MVC in Arundel and a second medical call in GMills, all covered by GMFD. 6/2 - 5 incidents including a building fire in Biddeford which was bookended by EMS calls in GMills all of which were covered by GMFD. 6/20 - Dayton, vehicle fire nearly spread to the house. Second of 7 incidents that day. 6/20 - Lyman, Motor Vehicle Crash, serious injuries with entrapment. GMills extricated the Pt. prior to Mutual Aid arrival. EMS transported to Maine Med Portland incident 5 of 7 for the day. 6/20 - Dayton, Motor Vehicle Crash, serious damage and Injury, EMS transported to Maine Med Portland. Incident 6/7 for the day. 6/26 - Six incidents for the day. Both towns approved 60 additional hours of perdiem coverage during the day Monday through Friday. New radios and FAST board arrived, will be put in service soon. 4 firefighters passed FF I/II graduation was held, certification counted in May numbers. 1 member passed EMT-B class awaiting testing and licensure. 	Trainings 4 / 3
Dayton Incidents 21 / 20		Certifications 0 / 1
Lyman Incidents 53 / 41		Qualifications 1
Multi-Incidents 9 / 8		Career Staff 5
Mutual Aid - Given 21 / 12		Call-Force Staff 47
Mutual Aid - Received 8 / 5	Transports to Hospitals	Total Responders 34
Incidents to Date 568 / 442		Total Responders: Members who responded to at least one incident.
	Maine Health Biddeford 33	Maine Health Sanford 3
	Maine Health Portland 12	Other Mercy/York 1



07/22/24 - 7/28/24

Aircraft Incident		
Alarms (Fire / CO)	1	
Appliance / Chimney Fire		
Brush / Woods Fire	1	
Gas Leaks / Hazmat		
Lines / Trees Down		
Medical Emergencies	12	
Mutual Aid (EMS)	3	
Mutual Aid (FIRE)		
Odor/Smoke Investigation		

Outside Fires (non-brush)		
Service Call / Public Assist	2	
Special / Technical Rescue		
Structure Fire		
Vehicle Crash	3	
Vehicle Fire		
Water / Ice Rescue		
WEEK TOTAL	22	
YEAR TO DATE (2024)	649	
YEAR TO DATE (2023)	509	

INCIDENT STATISTICS

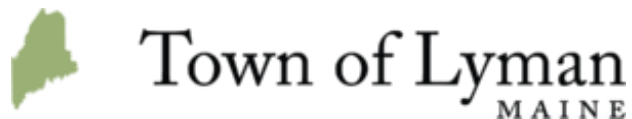
MONTHLY TOTALS

	2023	2024
JAN:	86	92
FEB:	68	78
MAR:	69	128
APR:	70	100
MAY:	77	75
JUN:	72	95
JUL:	74	-
AUG:	74	-
SEP:	106	-
OCT:	62	-
NOV:	98	-
DECR:	130	-
Total Incidents (2023):	986	
Total Incidents (2022):	897	
Total Incidents (2021):	857	

June 2024 / 2023

MONTHLY RECAP

Monthly Incidents 95 / 72	Points of Interest <ul style="list-style-type: none"> 6/1 - 7 incidents including 2 building fires in Biddeford and a serious MVC in Arundel and a second medical call in GMills, all covered by GMFD. 6/2 - 5 incidents including a building fire in Biddeford which was bookended by EMS calls in GMills all of which were covered by GMFD. 6/20 - Dayton, vehicle fire nearly spread to the house. Second of 7 incidents that day. 6/20 - Lyman, Motor Vehicle Crash, serious injuries with entrapment. GMills extricated the Pt. prior to Mutual Aid arrival. EMS transported to Maine Med Portland incident 5 of 7 for the day. 6/20 - Dayton, Motor Vehicle Crash, serious damage and Injury, EMS transported to Maine Med Portland. Incident 6/7 for the day. 6/26 - Six incidents for the day. Both towns approved 60 additional hours of perdiem coverage during the day Monday through Friday. New radios and FAST board arrived, will be put in service soon. 4 firefighters passed FF I/II graduation was held, certification counted in May numbers. 1 member passed EMT-B class awaiting testing and licensure. 	Trainings 4 / 3
Dayton Incidents 21 / 20		Certifications 0 / 1
Lyman Incidents 53 / 41		Qualifications 1
Multi-Incidents 9 / 8		Career Staff 5
Mutual Aid - Given 21 / 12		Call-Force Staff 47
Mutual Aid - Received 8 / 5	Transports to Hospitals	
Incidents to Date 568 / 442		
	Maine Health Biddeford 33	Maine Health Sanford 3
	Maine Health Portland 12	Other Mercy/York 1
	Total Responders 34	
	Total Responders: Members who responded to at least one incident.	



Town Manager's Progress Report

August 5th, 2024

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

Employee recruitment

The Town of Lyman is actively recruiting for the part-time Administrative Clerk position. This role involves providing customer service and administrative support across various Town departments. The position requires 24 hours of work per week, specifically on Monday, Tuesday, and Friday from 8:30 AM to 4:30 PM, and operates under the supervision of the Town Clerk.

Key responsibilities for this position include assisting residents at the counter, processing payments, issuing licenses and permits, maintaining vital records, supporting elections and voter registrations, updating the town website and social media, creating public communication content, and providing administrative assistance to other departments.

The job posting is now live and we're currently in the process of conducting interviews. We look forward to welcoming a new team member to support our community services.

Employee Training Opportunity

We have implemented a new situational awareness training program for employees, aimed at enhancing their ability to recognize and respond to potential threats and hazards in their environment. This training is based on proven techniques and real-world experience, designed to keep employees safe by heightening their awareness and improving their response capabilities.

Primary objectives include preparing employees with the skills to remain vigilant and aware of their surroundings, teach them to identify potential threats and unusual behaviors, provide practical techniques for responding to various situations, and foster a culture of safety and preparedness in the workplace.

The training was conducted by a seasoned professional with extensive experience in law enforcement and self-defense. The trainer has successfully conducted situational awareness training for staff in the towns of Winslow, Chelsea, China, and Windsor and has also presented at the Maine Municipal Association's Women in Government conference, receiving positive feedback for their engaging and informative sessions. With a strong emphasis on practical skills and real-world applications, the trainer brings a wealth of knowledge and firsthand experience to the program.

By implementing this situational awareness training, we aim to empower our employees with the knowledge and skills necessary to stay safe and secure in their work environment. The expertise and experience of our trainer, coupled with the proven success of past training sessions, ensure that our employees will receive top-notch education that will serve them well in both their professional and personal lives.

Budget Review

As we approach the upcoming budget review, I've developed a new questionnaire format to gather input from departments on budgetary needs and assessments. This new tool is designed to facilitate a more comprehensive and insightful collection of information.

The questionnaire aims to capture detailed feedback on departmental budgetary requirements, challenges, and opportunities. It includes a range of questions intended to drive creative thinking and encourage the submission of innovative ideas. Departments will receive the questionnaire shortly and are encouraged to provide thorough and thoughtful responses.

This new approach offers a more inclusive effort to enhance our understanding of each department's needs and contributes to more effective financial planning.

Community

With the help of our Local Health Officer, the Town of Lyman is excited to announce a new Well Water Testing Program in partnership with Nelson Analytical Labs, aimed at encouraging residents to test their well water. From August 19th to August 30th, Lyman citizens will receive a discount on water tests provided by Nelson Analytical Labs.

To qualify for the discount, residents can pick up a free test kit from the Town Office beginning August 19th. Each kit includes a specific form indicating eligibility for the discounted rates. This initiative is part of our ongoing effort to raise awareness about the importance of routinely testing well water to ensure its safety and quality.

Our Local Health Officer has put in significant effort to develop and launch this new program for Lyman residents. If it proves successful, we will consider expanding it to further enhance public awareness.

For more information about water testing, please visit the [Maine CDC Water Testing webpage](#). We encourage all Lyman residents to take advantage of this opportunity to ensure their water supply is safe and healthy

Grant Programs

Poor Farm Road Culvert Repair:

The Town of Lyman has been allocated grant funds for a culvert repair project on Poor Farm Road as part of the Kennebunk River Watershed Protection Project. This project is managed by the York County Soil & Water Conservation District. Key activities include installation of a 35-foot wide rock sandwich to replace the existing unstable metal culvert and installation of a 40-foot long, 12-inch overflow culvert above the rock sandwich layer. The project will help improve an existing culvert in need of repair and redirect water runoff and abate nonpoint pollution to the Kennebunk River. Site assessment and planning have been completed, ensuring that all necessary preparations are in place for the commencement of physical work. DEP permitting is also underway. The estimated total project cost is \$20,091.87 which the Town's match in the grant sharing program will be \$5,022.97.

Transfer Station Camera Equipment Update:

The reimbursement request for the Risk Reduction Grant has been submitted and is pending final approval. The project is progressing. We have found records indicating conduit placement at the transfer station, but the details are unclear and provide limited information. The IT department will schedule an assessment to determine the usability of the conduits. If running ground wires is not feasible, we will consult professionals to facilitate aerial wiring, as outlined in the initial proposal, before installing the equipment.

LD2003, Municipal Payment Distribution

As part of the Housing Opportunity Program within the Maine Department of Economic Development and Community Development, municipalities may receive funding for administrative costs associated with amending and implementing land use ordinances aligning with the enactment of LD2003, *An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by studying Zoning and Land Use Restrictions*. A reimbursement request has been submitted to the Housing Opportunity Program. If approved, the town of Lyman will be eligible to receive \$700.25

FEMA Emergency Funding:

The damage inventory and review process is currently underway. We have been assigned a Program Delivery Manager from FEMA to oversee the project review. This manager will evaluate the assessed damages and assist with ensuring obligations are granted to the Town.

Buildings and Grounds Updates

We have successfully implemented a new building access system that allows building entry via keypad. This system provides detailed records of access and enables us to grant temporary access to committees, vendors conducting services, and other interested parties without issuing physical keys. Additionally, it allows us to monitor usage effectively and provides the ability to set parameters and functions that will be more easily managed.

To ensure proper use, we have created an agreement form for outside parties to sign, which covers liability and appropriate usage of the system. So far, the transition has been smooth and successful.

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	732,119.00	0.00	732,119.00	69,782.65	0.00	662,336.35
11 - TOWN HALL	399,519.00	0.00	399,519.00	41,135.73	0.00	358,383.27
10 - SALARIES	399,519.00	0.00	399,519.00	41,135.73	0.00	358,383.27
101 - TOWN MGR	98,757.00	0.00	98,757.00	11,395.05	0.00	87,361.95
103 - HR & FINANCE	76,772.00	0.00	76,772.00	8,858.31	0.00	67,913.69
105 - TOWN CLERK/T	64,165.00	0.00	64,165.00	7,403.64	0.00	56,761.36
106 - ADMIN CLERK	81,202.00	0.00	81,202.00	3,007.73	0.00	78,194.27
115 - ASSESSOR	78,623.00	0.00	78,623.00	9,071.88	0.00	69,551.12
143 - ELECTRICIAN	0.00	0.00	0.00	1,399.12	0.00	-1,399.12
13 - ELECTIONS	9,779.00	0.00	9,779.00	0.00	0.00	9,779.00
10 - SALARIES	9,779.00	0.00	9,779.00	0.00	0.00	9,779.00
182 - BALLOT CLERK	9,429.00	0.00	9,429.00	0.00	0.00	9,429.00
183 - TM MODERATOR	350.00	0.00	350.00	0.00	0.00	350.00
17 - PLANNING	105,541.00	0.00	105,541.00	10,671.33	0.00	94,869.67
10 - SALARIES	105,541.00	0.00	105,541.00	10,671.33	0.00	94,869.67
141 - CEO	69,576.00	0.00	69,576.00	8,356.67	0.00	61,219.33
142 - CEO CLERK	30,865.00	0.00	30,865.00	2,314.66	0.00	28,550.34
147 - PB	5,100.00	0.00	5,100.00	0.00	0.00	5,100.00
18 - APPEALS BD	392.00	0.00	392.00	0.00	0.00	392.00
10 - SALARIES	392.00	0.00	392.00	0.00	0.00	392.00
148 - APPEALS BOAR	392.00	0.00	392.00	0.00	0.00	392.00
21 - RECREATION	4,087.00	0.00	4,087.00	0.00	0.00	4,087.00
10 - SALARIES	4,087.00	0.00	4,087.00	0.00	0.00	4,087.00
127 - REC DIRECT	4,087.00	0.00	4,087.00	0.00	0.00	4,087.00
31 - TRANSFER STA	131,419.00	0.00	131,419.00	12,140.24	0.00	119,278.76
10 - SALARIES	131,419.00	0.00	131,419.00	12,140.24	0.00	119,278.76
131 - TRF STATION	131,419.00	0.00	131,419.00	12,140.24	0.00	119,278.76
51 - ROADS	42,667.00	0.00	42,667.00	4,923.12	0.00	37,743.88
10 - SALARIES	42,667.00	0.00	42,667.00	4,923.12	0.00	37,743.88
151 - RD COMM	42,667.00	0.00	42,667.00	4,923.12	0.00	37,743.88
71 - GA	3,503.00	0.00	3,503.00	0.00	0.00	3,503.00
10 - SALARIES	3,503.00	0.00	3,503.00	0.00	0.00	3,503.00
171 - GA DIRECT	3,503.00	0.00	3,503.00	0.00	0.00	3,503.00
72 - ACO	7,697.00	0.00	7,697.00	888.12	0.00	6,808.88
10 - SALARIES	7,697.00	0.00	7,697.00	888.12	0.00	6,808.88
175 - ACO	7,697.00	0.00	7,697.00	888.12	0.00	6,808.88
99 - NOT SPECIFIC	27,515.00	0.00	27,515.00	24.11	0.00	27,490.89

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
101 - SALARIES CONT'D							
10 - SALARIES		27,515.00	0.00	27,515.00	24.11	0.00	27,490.89
179 - HEALTH OFFIC		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
191 - EXTRA TIME		2,500.00	0.00	2,500.00	24.11	0.00	2,475.89
199 - SELECT BOARD		23,515.00	0.00	23,515.00	0.00	0.00	23,515.00
102 - BENEFITS							
11 - TOWN HALL		240,245.00	0.00	240,245.00	20,875.95	0.00	219,369.05
20 - BENEFITS		10,700.00	0.00	10,700.00	663.75	0.00	10,036.25
280 - TRAINING		8,945.00	0.00	8,945.00	460.00	0.00	8,485.00
290 - MEMB & DUES		1,755.00	0.00	1,755.00	203.75	0.00	1,551.25
13 - ELECTIONS		300.00	0.00	300.00	0.00	0.00	300.00
20 - BENEFITS		300.00	0.00	300.00	0.00	0.00	300.00
280 - TRAINING		300.00	0.00	300.00	0.00	0.00	300.00
17 - BUILDINGS CO		540.00	0.00	540.00	90.00	0.00	450.00
20 - BENEFITS		540.00	0.00	540.00	90.00	0.00	450.00
280 - TRAINING		500.00	0.00	500.00	55.00	0.00	445.00
290 - MEMB & DUES		40.00	0.00	40.00	35.00	0.00	5.00
31 - TRANFER STAT		500.00	0.00	500.00	60.00	0.00	440.00
20 - BENEFITS		500.00	0.00	500.00	60.00	0.00	440.00
280 - TRAINING		500.00	0.00	500.00	60.00	0.00	440.00
99 - NOT SPECIFIC		228,205.00	0.00	228,205.00	20,062.20	0.00	208,142.80
20 - BENEFITS		228,205.00	0.00	228,205.00	20,062.20	0.00	208,142.80
201 - FICA		56,122.00	0.00	56,122.00	5,553.50	0.00	50,568.50
210 - HEALTH		116,085.00	0.00	116,085.00	9,178.56	0.00	106,906.44
211 - DENTAL		4,414.00	0.00	4,414.00	306.53	0.00	4,107.47
214 - LIFE NO MED		370.00	0.00	370.00	33.90	0.00	336.10
230 - 457B ER MATC		17,217.00	0.00	17,217.00	1,798.47	0.00	15,418.53
231 - MPERS ER		33,997.00	0.00	33,997.00	3,191.24	0.00	30,805.76
110 - GEN ADMIN							
11 - TOWN HALL		162,935.00	0.00	162,935.00	11,910.67	25,750.00	125,274.33
32 - CTRCT SVS EQ		142,167.00	0.00	142,167.00	9,430.89	25,750.00	106,986.11
310 - PROF SVS		75,459.00	0.00	75,459.00	3,650.77	24,500.00	47,308.23
39 - CONT SVS OTH		75,459.00	0.00	75,459.00	3,650.77	24,500.00	47,308.23
315 - MEMB & DUES		11,660.00	0.00	11,660.00	1,447.40	1,250.00	8,962.60
399 - OTHER		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
50 - UTILITIES		4,160.00	0.00	4,160.00	1,447.40	1,250.00	1,462.60
		10,470.00	0.00	10,470.00	645.71	0.00	9,824.29

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
110 - GEN ADMIN CONT'D						
580 - COMM	10,470.00	0.00	10,470.00	645.71	0.00	9,824.29
60 - SUPPLIES	17,998.00	0.00	17,998.00	3,262.43	0.00	14,735.57
610 - SUPPLIES	11,000.00	0.00	11,000.00	967.40	0.00	10,032.60
650 - POSTAGE	6,998.00	0.00	6,998.00	2,295.03	0.00	4,702.97
80 - ADVER, PRINT	16,880.00	0.00	16,880.00	0.00	0.00	16,880.00
810 - ADVERTISE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
830 - FORMS	8,780.00	0.00	8,780.00	0.00	0.00	8,780.00
850 - TOWN REPORT	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
860 - TAX BILLS	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00
90 - OTHER	9,700.00	0.00	9,700.00	424.58	0.00	9,275.42
910 - MILEAGE/TRAV	8,700.00	0.00	8,700.00	139.70	0.00	8,560.30
911 - MI/TRAV ELE	0.00	0.00	0.00	284.88	0.00	-284.88
915 - EE RECONIT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
17 - BLDGS & CODE	16,268.00	0.00	16,268.00	2,479.78	0.00	13,788.22
39 - CONT SVS OTH	2,528.00	0.00	2,528.00	1,988.00	0.00	540.00
315 - MEMB & DUES	1,928.00	0.00	1,928.00	1,928.00	0.00	0.00
399 - OTHER	600.00	0.00	600.00	60.00	0.00	540.00
60 - SUPPLIES	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
610 - SUPPLIES	200.00	0.00	200.00	0.00	0.00	200.00
650 - POSTAGE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
80 - ADVER, PRINT	2,040.00	0.00	2,040.00	0.00	0.00	2,040.00
810 - ADVERTISE	2,040.00	0.00	2,040.00	0.00	0.00	2,040.00
90 - OTHER	10,500.00	0.00	10,500.00	491.78	0.00	10,008.22
910 - MILEAGE/TRAV	3,000.00	0.00	3,000.00	491.78	0.00	2,508.22
999 - MISC	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
19 - COMMITTEES	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
90 - OTHER	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
999 - MISC	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
115 - ELECTIONS	15,517.00	0.00	15,517.00	0.00	0.00	15,517.00
13 - ELECTIONS	15,517.00	0.00	15,517.00	0.00	0.00	15,517.00
39 - CONT SVS OTH	10,662.00	0.00	10,662.00	0.00	0.00	10,662.00
399 - OTHER	10,662.00	0.00	10,662.00	0.00	0.00	10,662.00
60 - SUPPLIES	2,700.00	0.00	2,700.00	0.00	0.00	2,700.00
610 - SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00
650 - POSTAGE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
670 - SIGNS	200.00	0.00	200.00	0.00	0.00	200.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
115 - ELECTIONS CONT'D							
80 - ADVER, PRINT		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
810 - ADVERTISE		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
90 - OTHER		955.00	0.00	955.00	0.00	0.00	955.00
910 - MILEAGE/TRAV		955.00	0.00	955.00	0.00	0.00	955.00
117 - GEN ADMIN IN							
99 - NOT SPECIFIC		38,543.00	0.00	38,543.00	19,573.25	0.00	18,969.75
38 - CONT SVS INS		38,543.00	0.00	38,543.00	19,573.25	0.00	18,969.75
325 - INS PROP & C		20,382.00	0.00	20,382.00	16,876.00	0.00	3,506.00
326 - INS W.C.		16,511.00	0.00	16,511.00	2,697.25	0.00	13,813.75
327 - INS UNEMPLOY		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
328 - INS VOLUNTEE		150.00	0.00	150.00	0.00	0.00	150.00
119 - CONTINGENCY							
11 - TOWN HALL		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
90 - OTHER		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
999 - MISC		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
125 - ACO							
72 - ACO		9,328.00	0.00	9,328.00	71.69	0.00	9,256.31
39 - CONT SVS OTH		7,628.00	0.00	7,628.00	0.00	0.00	7,628.00
381 - ACO		7,628.00	0.00	7,628.00	0.00	0.00	7,628.00
90 - OTHER		1,700.00	0.00	1,700.00	71.69	0.00	1,628.31
910 - MILEAGE/TRAV		1,700.00	0.00	1,700.00	71.69	0.00	1,628.31
128 - HHS G/A							
71 - GA		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
39 - CONT SVS OTH		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
310 - PROF SVS		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
60 - SUPPLIES		150.00	0.00	150.00	0.00	0.00	150.00
610 - SUPPLIES		150.00	0.00	150.00	0.00	0.00	150.00
90 - OTHER		350.00	0.00	350.00	0.00	0.00	350.00
910 - MILEAGE/TRAV		350.00	0.00	350.00	0.00	0.00	350.00
129 - HHS SOCIAL S							
75 - SOCIAL SERV		1,132.00	0.00	1,132.00	0.00	0.00	1,132.00
91 - OTHER SOC SV		1,132.00	0.00	1,132.00	0.00	0.00	1,132.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET		BUDGET		BUDGET		YTD		OUTSTAND UNEXPENDED	
	ORIGINAL	ADJUSTMENT	NET		NET		NET		ENCUM	BALANCE
129 - HHS SOCIAL S CONT'D										
999 - OTHER	1,132.00	0.00	1,132.00		0.00		0.00		0.00	1,132.00
131 - ROADS										
	839,048.00	0.00	839,048.00		350.00		0.00		0.00	838,698.00
51 - ROADS	839,048.00	0.00	839,048.00		350.00		0.00		0.00	838,698.00
33 - CONT PROF	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
310 - PROF SERV	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
40 - REPAIRS & MA	838,048.00	0.00	838,048.00		350.00		0.00		0.00	837,698.00
481 - RDS/CONSTRUC	344,000.00	0.00	344,000.00		0.00		0.00		0.00	344,000.00
482 - RDS/RESURFA	323,548.00	0.00	323,548.00		0.00		0.00		0.00	323,548.00
483 - RDS/REPAIRS	170,500.00	0.00	170,500.00		350.00		0.00		0.00	170,150.00
141 - B&G CARE & M										
	25,004.00	0.00	25,004.00		1,592.00		0.00		0.00	23,412.00
11 - TOWN HALL	15,272.00	0.00	15,272.00		1,133.00		0.00		0.00	14,139.00
31 - CTRCT SVS BL	10,722.00	0.00	10,722.00		764.00		0.00		0.00	9,958.00
310 - PROF SVS	10,722.00	0.00	10,722.00		764.00		0.00		0.00	9,958.00
40 - REPAIRS & MA	4,550.00	0.00	4,550.00		369.00		0.00		0.00	4,181.00
410 - BLDGS & GROU	4,550.00	0.00	4,550.00		369.00		0.00		0.00	4,181.00
21 - RECREATION	3,600.00	0.00	3,600.00		299.00		0.00		0.00	3,301.00
31 - CTRCT SVS BL	1,300.00	0.00	1,300.00		299.00		0.00		0.00	1,001.00
310 - PROF SVS	1,300.00	0.00	1,300.00		299.00		0.00		0.00	1,001.00
40 - REPAIRS & MA	2,300.00	0.00	2,300.00		0.00		0.00		0.00	2,300.00
410 - BLDGS & GROU	2,300.00	0.00	2,300.00		0.00		0.00		0.00	2,300.00
22 - BUNGANUT	1,660.00	0.00	1,660.00		80.00		0.00		0.00	1,580.00
31 - CTRCT SVS BL	660.00	0.00	660.00		80.00		0.00		0.00	580.00
310 - PROF SVS	660.00	0.00	660.00		80.00		0.00		0.00	580.00
40 - REPAIRS & MA	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
410 - BLDGS & GROU	1,000.00	0.00	1,000.00		0.00		0.00		0.00	1,000.00
23 - KBP	190.00	0.00	190.00		80.00		0.00		0.00	110.00
31 - CTRCT SVS BL	190.00	0.00	190.00		80.00		0.00		0.00	110.00
310 - PROF SVS	190.00	0.00	190.00		80.00		0.00		0.00	110.00
31 - TRANSFER STA	4,282.00	0.00	4,282.00		0.00		0.00		0.00	4,282.00
31 - CTRCT SVS BL	3,132.00	0.00	3,132.00		0.00		0.00		0.00	3,132.00
310 - PROF SVS	3,132.00	0.00	3,132.00		0.00		0.00		0.00	3,132.00
40 - REPAIRS & MA	1,150.00	0.00	1,150.00		0.00		0.00		0.00	1,150.00
410 - BLDGS & GROU	1,150.00	0.00	1,150.00		0.00		0.00		0.00	1,150.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
142 - B&G MOWING CONT'D		62,602.00	0.00	62,602.00	5,554.40	16,663.20	40,384.40
142 - B&G MOWING		11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
51 - ROADS		11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
31 - CTRCT SVS BL		11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
370 - MOWING		11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
90 - MISC		51,102.00	0.00	51,102.00	5,554.40	16,663.20	28,884.40
31 - CTRCT SVS BL		51,102.00	0.00	51,102.00	5,554.40	16,663.20	28,884.40
370 - MOWING		51,102.00	0.00	51,102.00	5,554.40	16,663.20	28,884.40
143 - B&G PLOWING		672,540.00	0.00	672,540.00	41,715.00	380,070.00	250,755.00
11 - TOWN HALL		4,640.00	0.00	4,640.00	0.00	0.00	4,640.00
31 - CTRCT SVS BL		4,640.00	0.00	4,640.00	0.00	0.00	4,640.00
360 - PLOW & SAND		4,640.00	0.00	4,640.00	0.00	0.00	4,640.00
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	0.00	0.00	1,200.00
31 - CTRCT SVS BL		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
360 - PLOW & SAND		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
31 - TRANSFER STA		9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
31 - CTRCT SVS BL		9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
360 - PLOW & SAND		9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
51 - ROADS		657,000.00	0.00	657,000.00	41,715.00	380,070.00	235,215.00
31 - CTRCT SVS BL		657,000.00	0.00	657,000.00	41,715.00	380,070.00	235,215.00
360 - PLOW & SAND		657,000.00	0.00	657,000.00	41,715.00	380,070.00	235,215.00
145 - B&G WASTE SV		18,225.00	0.00	18,225.00	465.00	0.00	17,760.00
11 - TOWN HALL		1,820.00	0.00	1,820.00	35.00	0.00	1,785.00
31 - CTRCT SVS BL		1,820.00	0.00	1,820.00	35.00	0.00	1,785.00
330 - WASTE SVS		1,820.00	0.00	1,820.00	35.00	0.00	1,785.00
21 - RECREATION		4,170.00	0.00	4,170.00	40.00	0.00	4,130.00
31 - CTRCT SVS BL		1,710.00	0.00	1,710.00	40.00	0.00	1,670.00
330 - WASTE SVS		1,710.00	0.00	1,710.00	40.00	0.00	1,670.00
35 - CTRCT SVS WA		2,460.00	0.00	2,460.00	0.00	0.00	2,460.00
331 - PROF PORTA P		2,460.00	0.00	2,460.00	0.00	0.00	2,460.00
22 - BUNGANUT		6,675.00	0.00	6,675.00	200.00	0.00	6,475.00
31 - CTRCT SVS BL		2,380.00	0.00	2,380.00	200.00	0.00	2,180.00

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							
330 - WASTE SVS		2,380.00	0.00	2,380.00	200.00	0.00	2,180.00
35 - CTRCT SVS WA		4,295.00	0.00	4,295.00	0.00	0.00	4,295.00
331 - PROF PORTA P		4,295.00	0.00	4,295.00	0.00	0.00	4,295.00
23 - KBP		4,020.00	0.00	4,020.00	150.00	0.00	3,870.00
31 - CTRCT SVS BL		1,560.00	0.00	1,560.00	0.00	0.00	1,560.00
330 - WASTE SVS		1,560.00	0.00	1,560.00	0.00	0.00	1,560.00
35 - CTRCT SVS WA		2,460.00	0.00	2,460.00	150.00	0.00	2,310.00
331 - PROF PORTA P		2,460.00	0.00	2,460.00	150.00	0.00	2,310.00
51 - ROADS		1,540.00	0.00	1,540.00	40.00	0.00	1,500.00
31 - CTRCT SVS BL		1,200.00	0.00	1,200.00	40.00	0.00	1,160.00
330 - WASTE SVS		1,200.00	0.00	1,200.00	40.00	0.00	1,160.00
35 - CTRCT SVS WA		340.00	0.00	340.00	0.00	0.00	340.00
331 - PROF PORTA P		340.00	0.00	340.00	0.00	0.00	340.00
147 - B&G ENERGY							
11 - TOWN HALL		26,734.00	0.00	26,734.00	18.79	0.00	26,715.21
50 - UTILITIES		10,484.00	0.00	10,484.00	0.00	0.00	10,484.00
510 - PROPANE		3,984.00	0.00	3,984.00	0.00	0.00	3,984.00
560 - ELECTRICITY		6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
21 - RECREATION		750.00	0.00	750.00	0.00	0.00	750.00
50 - UTILITIES		750.00	0.00	750.00	0.00	0.00	750.00
560 - ELECTRICITY		750.00	0.00	750.00	0.00	0.00	750.00
22 - BUNGANUT		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
50 - UTILITIES		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
560 - ELECTRICITY		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
23 - KBP		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
50 - UTILITIES		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
560 - ELECTRICITY		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
31 - TRANSFER STA		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
50 - UTILITIES		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
560 - ELECTRICITY		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
51 - ROADS		6,500.00	0.00	6,500.00	18.79	0.00	6,481.21
50 - UTILITIES		6,500.00	0.00	6,500.00	18.79	0.00	6,481.21
560 - ELECTRICITY		6,500.00	0.00	6,500.00	18.79	0.00	6,481.21
148 - B&G SIGNS							
		9,000.00	0.00	9,000.00	277.12	0.00	8,722.88

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						
21 - RECREATION	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
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
23 - KENNEBUNK PD	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
31 - TRANSFER STA	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
51 - ROADS	7,000.00	0.00	7,000.00	277.12	0.00	6,722.88
60 - SUPPLIES	7,000.00	0.00	7,000.00	277.12	0.00	6,722.88
670 - SIGNS	7,000.00	0.00	7,000.00	277.12	0.00	6,722.88
150 - TRF STATION	345,375.00	0.00	345,375.00	426.99	0.00	344,948.01
31 - TRANSFER STA	345,375.00	0.00	345,375.00	426.99	0.00	344,948.01
35 - CTRCT SVS WA	322,415.00	0.00	322,415.00	327.00	0.00	322,088.00
310 - PROF SVS	5,280.00	0.00	5,280.00	327.00	0.00	4,953.00
349 - PROF SVS CAN	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00
350 - PROF SVS TIP	185,525.00	0.00	185,525.00	0.00	0.00	185,525.00
351 - PROF SVS TW	43,875.00	0.00	43,875.00	0.00	0.00	43,875.00
352 - PROF SVS REC	16,960.00	0.00	16,960.00	0.00	0.00	16,960.00
355 - PROF SVS HAU	30,525.00	0.00	30,525.00	0.00	0.00	30,525.00
356 - PROF SVS HW	17,550.00	0.00	17,550.00	0.00	0.00	17,550.00
357 - PROF SVS HR	8,775.00	0.00	8,775.00	0.00	0.00	8,775.00
358 - PROF SVS HWO	2,750.00	0.00	2,750.00	0.00	0.00	2,750.00
359 - PROF SVS MET	8,775.00	0.00	8,775.00	0.00	0.00	8,775.00
40 - REPAIRS & MA	11,830.00	0.00	11,830.00	0.00	0.00	11,830.00
450 - EQUIPMENT	11,830.00	0.00	11,830.00	0.00	0.00	11,830.00
50 - UTILITIES	5,880.00	0.00	5,880.00	99.99	0.00	5,780.01
570 - FUEL	2,880.00	0.00	2,880.00	0.00	0.00	2,880.00
580 - COMM	3,000.00	0.00	3,000.00	99.99	0.00	2,900.01
60 - SUPPLIES	4,200.00	0.00	4,200.00	0.00	0.00	4,200.00
610 - SUPPLIES	200.00	0.00	200.00	0.00	0.00	200.00
690 - PPG	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
150 - TRF STATION CONT'D							
90 - OTHER		1,050.00	0.00	1,050.00	0.00	0.00	1,050.00
920 - STATE FEE'S		550.00	0.00	550.00	0.00	0.00	550.00
930 - HEALTH & WEL		500.00	0.00	500.00	0.00	0.00	500.00
161 - PARKS & REC							
21 - RECREATION		8,110.00	0.00	10,310.00	802.51	0.00	9,507.49
40 - REPAIRS & MA		1,000.00	0.00	8,110.00	651.92	0.00	7,458.08
450 - EQUIPMENT		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
90 - OTHER		7,110.00	0.00	7,110.00	651.92	0.00	6,458.08
940 - REC PROGRAMS		6,860.00	0.00	6,860.00	500.00	0.00	6,360.00
999 - MISC		250.00	0.00	250.00	151.92	0.00	98.08
22 - BUNGANUT		600.00	0.00	600.00	20.60	0.00	579.40
50 - UTILITIES		600.00	0.00	600.00	20.60	0.00	579.40
580 - COMM		600.00	0.00	600.00	20.60	0.00	579.40
23 - KPB		1,600.00	0.00	1,600.00	129.99	0.00	1,470.01
50 - UTILITIES		1,600.00	0.00	1,600.00	129.99	0.00	1,470.01
580 - COMM		1,600.00	0.00	1,600.00	129.99	0.00	1,470.01
171 - RES EQUIP							
99 - NOT SPECIFIE		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
95 - RESERVES		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
970 - TOWN RESERVE		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
173 - RES BLDG							
99 - NOT SPECIFIE		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
95 - RESERVES		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
970 - TOWN RESERVE		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
175 - RES CON SVC							
99 - NOT SPECIFIE		22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
95 - RESERVES		22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
970 - TOWN RESERVE		22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
177 - RES MISC							
99 - NOT SPECIFIE		90,215.00	0.00	90,215.00	0.00	0.00	90,215.00
95 - RESERVES		90,215.00	0.00	90,215.00	0.00	0.00	90,215.00

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT	BUDGET		BUDGET		BUDGET		YTD		OUTSTAND UNEXPENDED	
	ORIGINAL	ADJUSTMENT	NET		NET		NET		ENCUM	BALANCE
177 - RES MISC CONT'D										
970 - TOWN RESERVE	90,215.00	0.00	90,215.00		0.00		0.00		0.00	90,215.00
179 - RESERVES GMF										
91 - GMFR	90,000.00	0.00	90,000.00		0.00		0.00		0.00	90,000.00
95 - RESERVES	90,000.00	0.00	90,000.00		0.00		0.00		0.00	90,000.00
978 - GMFR RESERVE	90,000.00	0.00	90,000.00		0.00		0.00		0.00	90,000.00
181 - OUTS GEN AD										
11 - TOWN HALL	130,650.00	0.00	130,650.00		41,100.00		16,400.00		73,150.00	
33 - CONT PROF	63,250.00	0.00	63,250.00		28,800.00		0.00		34,450.00	
310 - PROF SERV	40,250.00	0.00	40,250.00		28,800.00		0.00		11,450.00	
320 - PROF SERV LE	17,000.00	0.00	17,000.00		0.00		0.00		17,000.00	
323 - PROF SERV AU	6,000.00	0.00	6,000.00		0.00		0.00		6,000.00	
15 - CEMETERIES	4,200.00	0.00	4,200.00		0.00		0.00		4,200.00	
37 - CONT OUT	4,200.00	0.00	4,200.00		0.00		0.00		4,200.00	
399 - CONT SVS OTH	4,200.00	0.00	4,200.00		0.00		0.00		4,200.00	
17 - PLANNING	22,200.00	0.00	22,200.00		0.00		0.00		22,200.00	
33 - CONT PROF	22,200.00	0.00	22,200.00		0.00		0.00		22,200.00	
310 - PROF SERV	5,000.00	0.00	5,000.00		0.00		0.00		5,000.00	
320 - PROF SERV LE	17,200.00	0.00	17,200.00		0.00		0.00		17,200.00	
22 - BUNGANUT	41,000.00	0.00	41,000.00		12,300.00		16,400.00		12,300.00	
37 - CONT OUT	41,000.00	0.00	41,000.00		12,300.00		16,400.00		12,300.00	
399 - CONT SVS OTH	41,000.00	0.00	41,000.00		12,300.00		16,400.00		12,300.00	
185 - OUTSOURCE OT										
95 - LIBRARY	207,541.00	0.00	207,541.00		0.00		0.00		207,541.00	
37 - CONT OUT	157,291.00	0.00	157,291.00		0.00		0.00		157,291.00	
399 - CONT SVS OTH	157,291.00	0.00	157,291.00		0.00		0.00		157,291.00	
99 - NOT SPEC	50,250.00	0.00	50,250.00		0.00		0.00		50,250.00	
37 - CONT OUT	45,250.00	0.00	45,250.00		0.00		0.00		45,250.00	
399 - CONT SVS OTH	45,250.00	0.00	45,250.00		0.00		0.00		45,250.00	
90 - OTHER	5,000.00	0.00	5,000.00		0.00		0.00		5,000.00	
999 - MISC	5,000.00	0.00	5,000.00		0.00		0.00		5,000.00	
186 - OUTS GMFR										
91 - GMFR	706,695.00	0.00	706,695.00		58,891.25		588,912.50		58,891.25	
	706,695.00	0.00	706,695.00		58,891.25		588,912.50		58,891.25	

Expense Summary Report

FUND: 1
ALL Months

ACCOUNT		BUDGET ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
186 - OUTS GMFR CONT'D							
37 - CONT OUT		706,695.00	0.00	706,695.00	58,891.25	588,912.50	58,891.25
391 - GMFR PERSONN		506,424.00	0.00	506,424.00	42,202.00	438,709.25	25,512.75
392 - GMFR CONTRAC		200,271.00	0.00	200,271.00	16,689.25	150,203.25	33,378.50
191 - OTHER CIP		95,861.00	0.00	95,861.00	0.00	0.00	95,861.00
11 - TOWN HALL		63,161.00	0.00	63,161.00	0.00	0.00	63,161.00
33 - CONT PROF		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
310 - PROF SERV		50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
70 - EQUIPMENT		13,161.00	0.00	13,161.00	0.00	0.00	13,161.00
710 - COMP EQUIP		11,801.00	0.00	11,801.00	0.00	0.00	11,801.00
730 - OFFICE EQUIP		360.00	0.00	360.00	0.00	0.00	360.00
790 - OTHER EQUIP		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
21 - RECREATION		3,100.00	0.00	3,100.00	0.00	0.00	3,100.00
70 - EQUIPMENT		3,100.00	0.00	3,100.00	0.00	0.00	3,100.00
790 - OTHER EQUIP		3,100.00	0.00	3,100.00	0.00	0.00	3,100.00
22 - BUNGANUT		3,600.00	0.00	3,600.00	0.00	0.00	3,600.00
70 - EQUIPMENT		600.00	0.00	600.00	0.00	0.00	600.00
710 - COMP EQUIP		600.00	0.00	600.00	0.00	0.00	600.00
90 - OTHER		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
999 - MISC		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
31 - TRANSFER STA		26,000.00	0.00	26,000.00	0.00	0.00	26,000.00
70 - EQUIPMENT		26,000.00	0.00	26,000.00	0.00	0.00	26,000.00
790 - OTHER EQUIP		26,000.00	0.00	26,000.00	0.00	0.00	26,000.00
195 - RSU # 57		0.00	5,990,606.67	5,990,606.67	499,217.22	4,992,172.23	499,217.22
92 - RSU # 57		0.00	5,990,606.67	5,990,606.67	499,217.22	4,992,172.23	499,217.22
90 - OTHER		0.00	5,990,606.67	5,990,606.67	499,217.22	4,992,172.23	499,217.22
999 - MISC		0.00	5,990,606.67	5,990,606.67	499,217.22	4,992,172.23	499,217.22
197 - COUNTY		0.00	369,346.17	369,346.17	369,346.17	0.00	0.00
97 - COUNTY		0.00	369,346.17	369,346.17	369,346.17	0.00	0.00
90 - OTHER		0.00	369,346.17	369,346.17	369,346.17	0.00	0.00
999 - MISC		0.00	369,346.17	369,346.17	369,346.17	0.00	0.00
199 - OVERLAY		55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
99 - NOT SPECIFIC		55,000.00	0.00	55,000.00	0.00	0.00	55,000.00

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	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
999 - MISC	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
Final Totals	4,628,119.00	6,359,952.84	10,988,071.84	1,141,970.66	6,019,967.93	3,826,133.25

ITEM #6 (e.) Bunganut Park Committee Report

Report from Bunganut Pond Committee Meeting 7-16-24

Need a liaison from SB for Bunganut: Chair or Town manager point of contact This is required by some of the Grants we are applying for. Maybe Chairperson Picard could be our contact point for the Grants. We would still be doing everything. They just require someone with more authority than the committee.

Boyscouts: Colin - Plan to be sent for packets

- Amazing plan! Set to start soon and be done by November. Has to be done by November due to restrictions. He will be getting all the volunteers together and supplies and it's going to be amazing!
- BPC thought maybe a ribbon cutting ceremony and contacting news stations and newspapers to cover would be great community event (The Reporter? The Courier? Press release? Seacoast Online? Ribbon Cutting? News Center 6 or 8 or 13)

Still waiting on info from Road Commissioner/Treasurer where the steps came from so we can reach out to get estimates for the other areas. If another company anyone knows of, please let us know and we will reach out.

We will be reviewing the Boat Ramp project and hoping to bring that to fruition for paddle boards, canoes, kayaks with grants to fund the project.

Measurements were done by a board member and fill alone for the low spot would be 5 or 6,000, without the work part of it.

BPC has reached out to ATTAR and Acorn Engineering to get information on what it would cost to fix this area and create a nice path coming down the hill and rectify old path down the hill.

- BPC would like to see dog hours at the park: pre 9 and after 7.
- Off season dogs allowed.
- Dogs on leash at all times.
- Dogs allowed on the upcoming trail system – on leash of course.
- Doggie doo-doo stations cost about 200- 300. We would like to get some installed near the trail system and at the park for when dogs are allowed. (question about emptying the bins – should fall to the keeps of the park during the season and off season will need an idea.)

MF is looking into waterless Vault toilets - newest thing in Portland. I have some companies sending me estimates.

Changing stations is still a need and changing stations it would be nice if they're near the porta-potties.

BPC thinking of getting in touch with Limington Parks and Rec...they have quite the program over there, waterfront too.

Spring clean-up 2025 is when we think best...and will start planning that during the winter

Holly W. starting reaching out for Grants and reaching out to Acton as they had a presentation we listened to and feel it would help BPC with Land Trust and Grants.

Next meeting August 13 at 6:15 p.m.

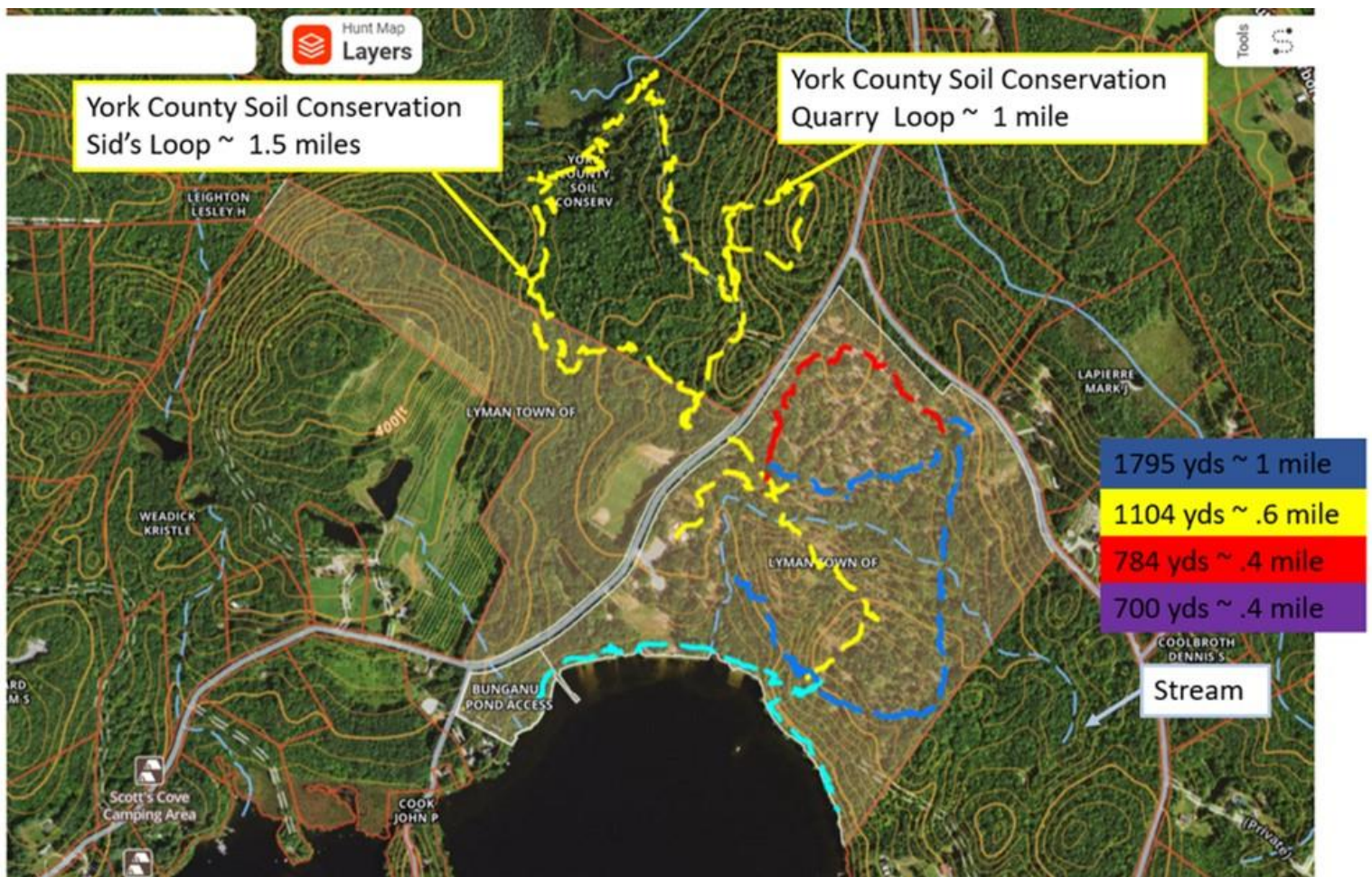
****INFO RE TRAILS and maps attached****

This is what is proposed based on existing (but mostly remnants of existing) trails.

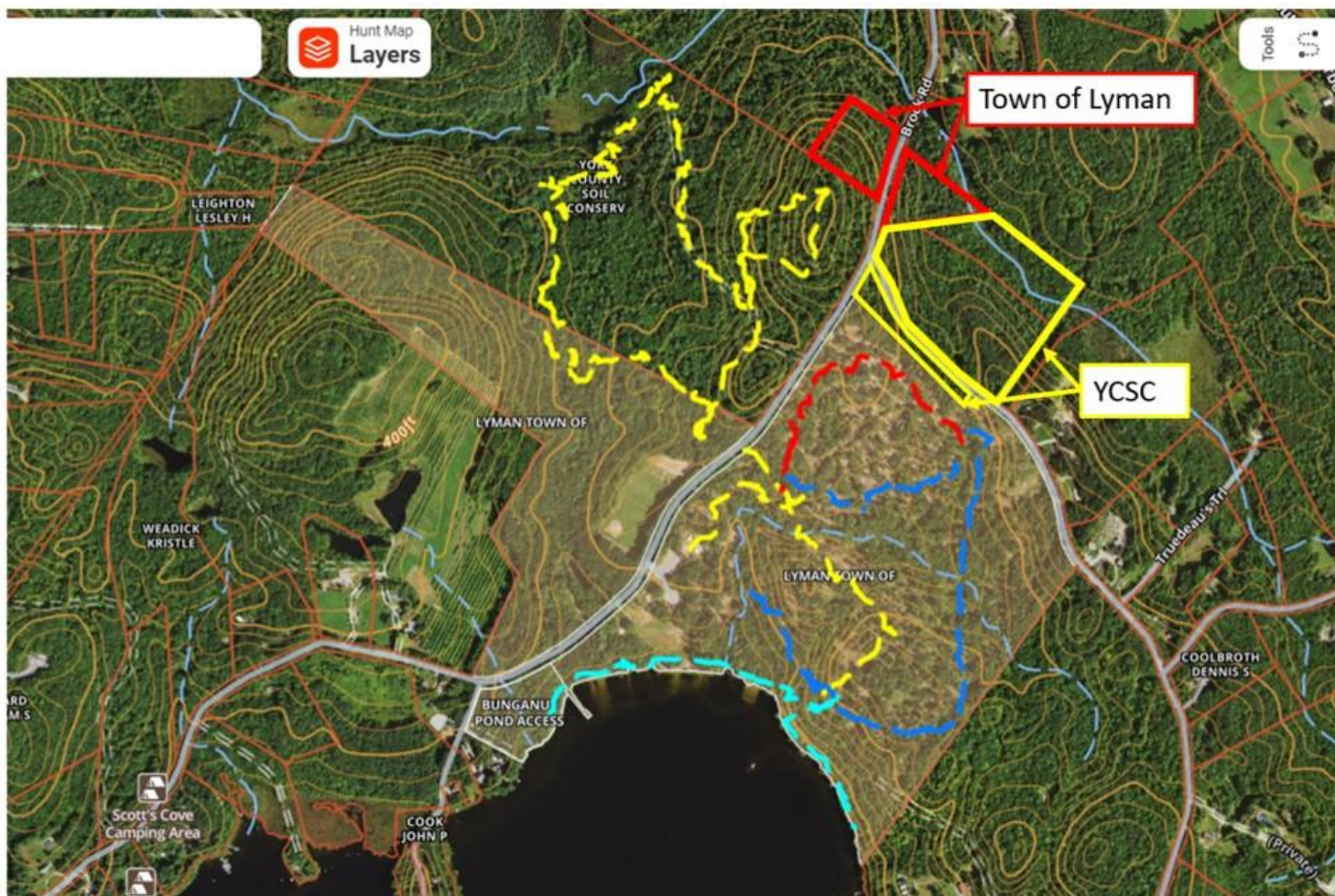
It will take a lot of work to reestablish. Will have to watch what kind of progress can be made under Collin's Eagle Scout Project. They'll notify Holly and I when they plan to officially start.

Also attached is a land parcel picture (trails also shown). Yellow outline is York County Soil, Red outline is TOL. That tiny sliver along Williams belonging to YCS is odd? It was mentioned by Missy in the past maybe doing a swap of sorts, giving that sliver over to Lyman in exchange for one of the other parcels abutting YCS. Maybe something to consider for the land study.

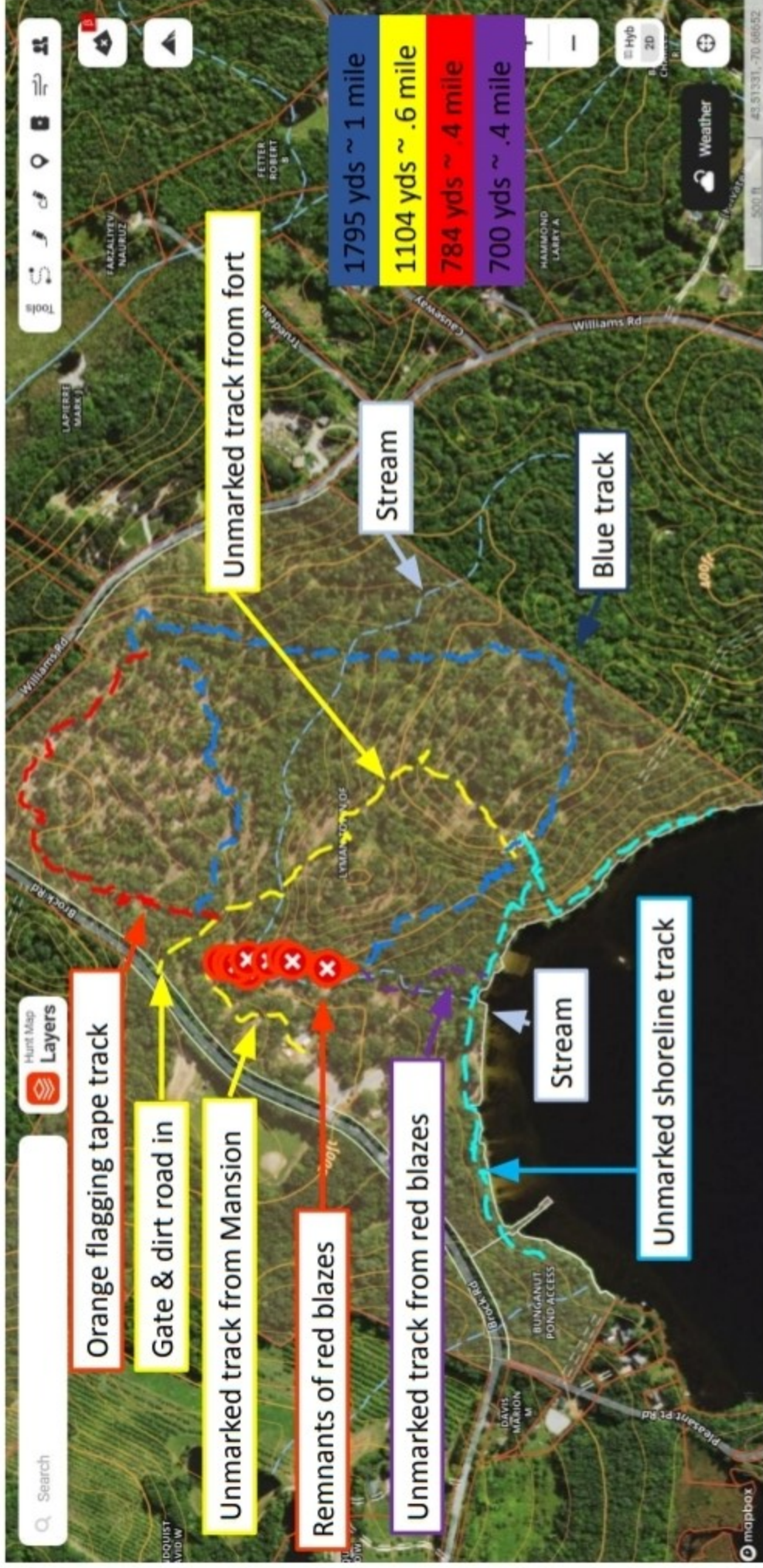
BUNGANUT PROPOSED TRAILS



YCS and TOL LAND PARCEL RE SLIVER:

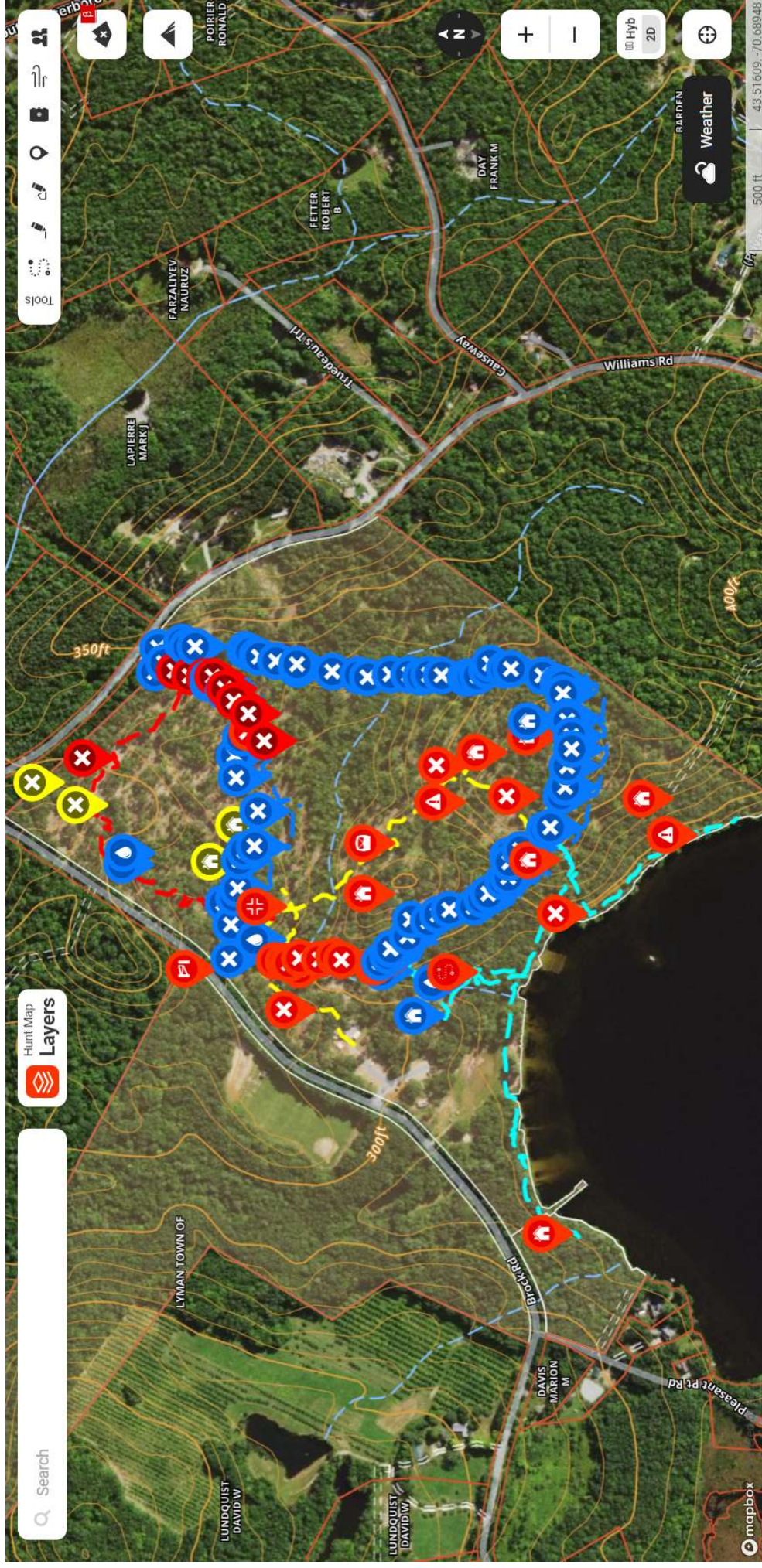


Trails – All “trails” are remnants. Difficult to find blue blazes. Someone has put up orange flagging tape to possibly remark an old trail.

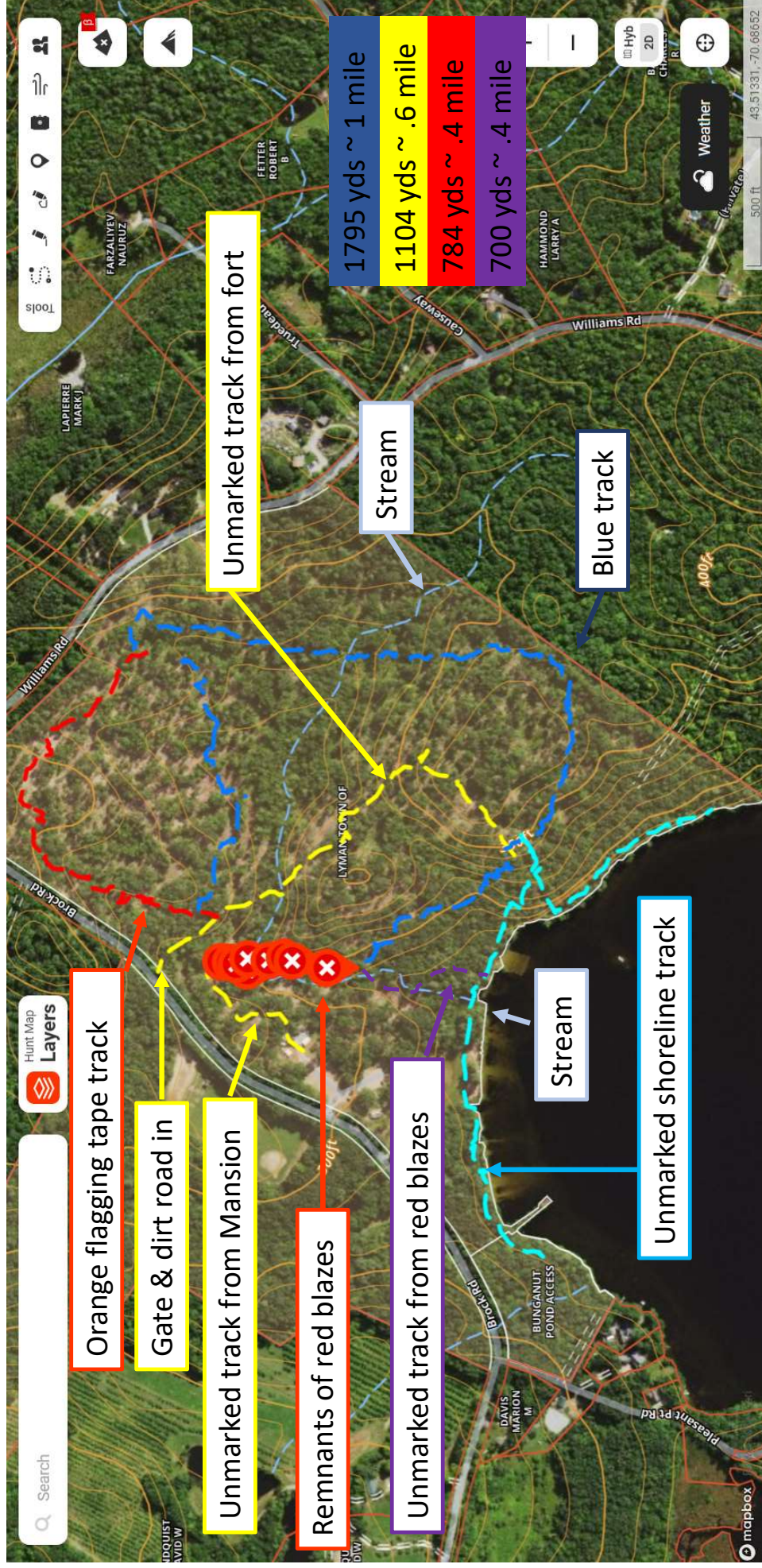


2024
Bunganut Town Park
Lyman, ME

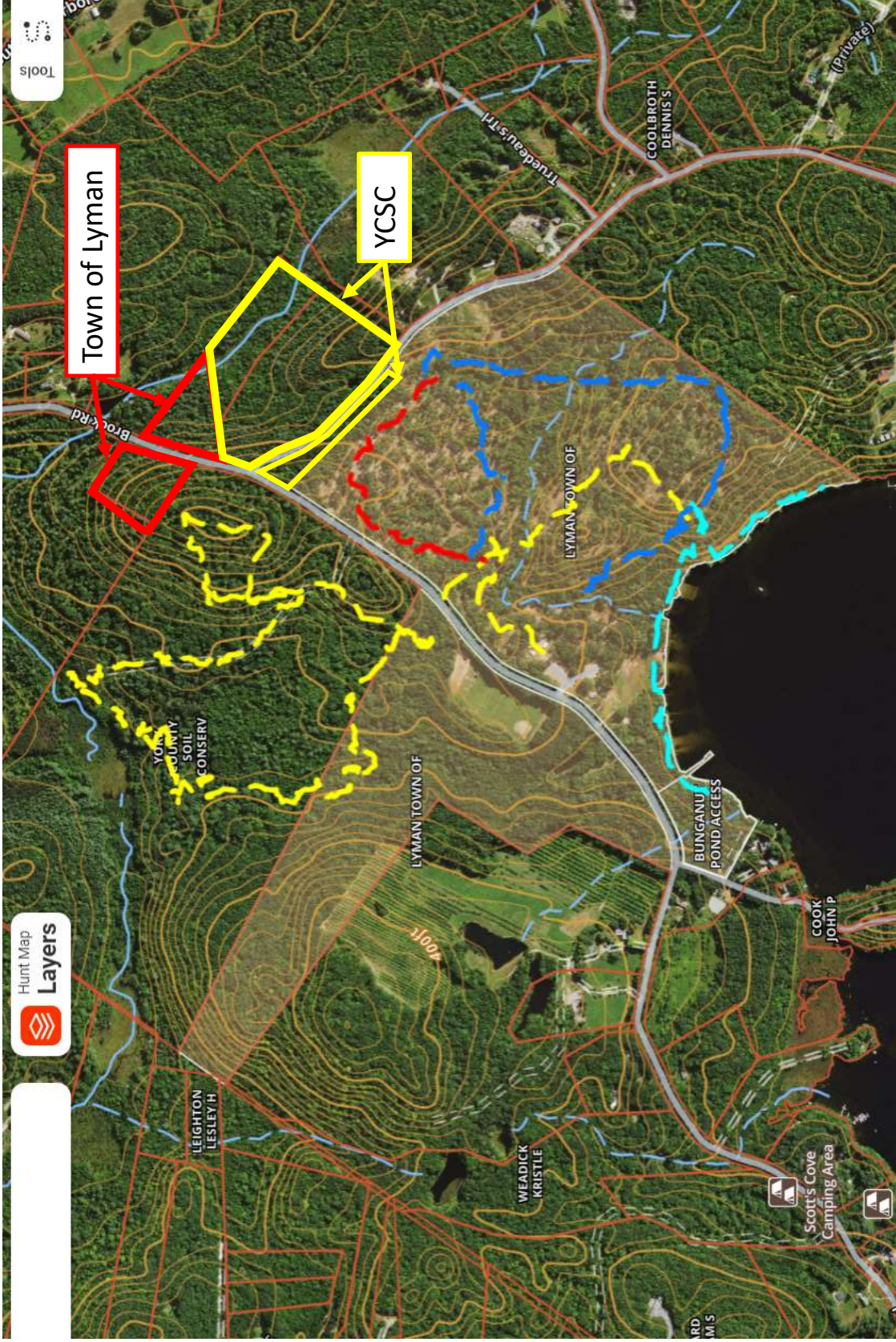
All points of interest and tree markers



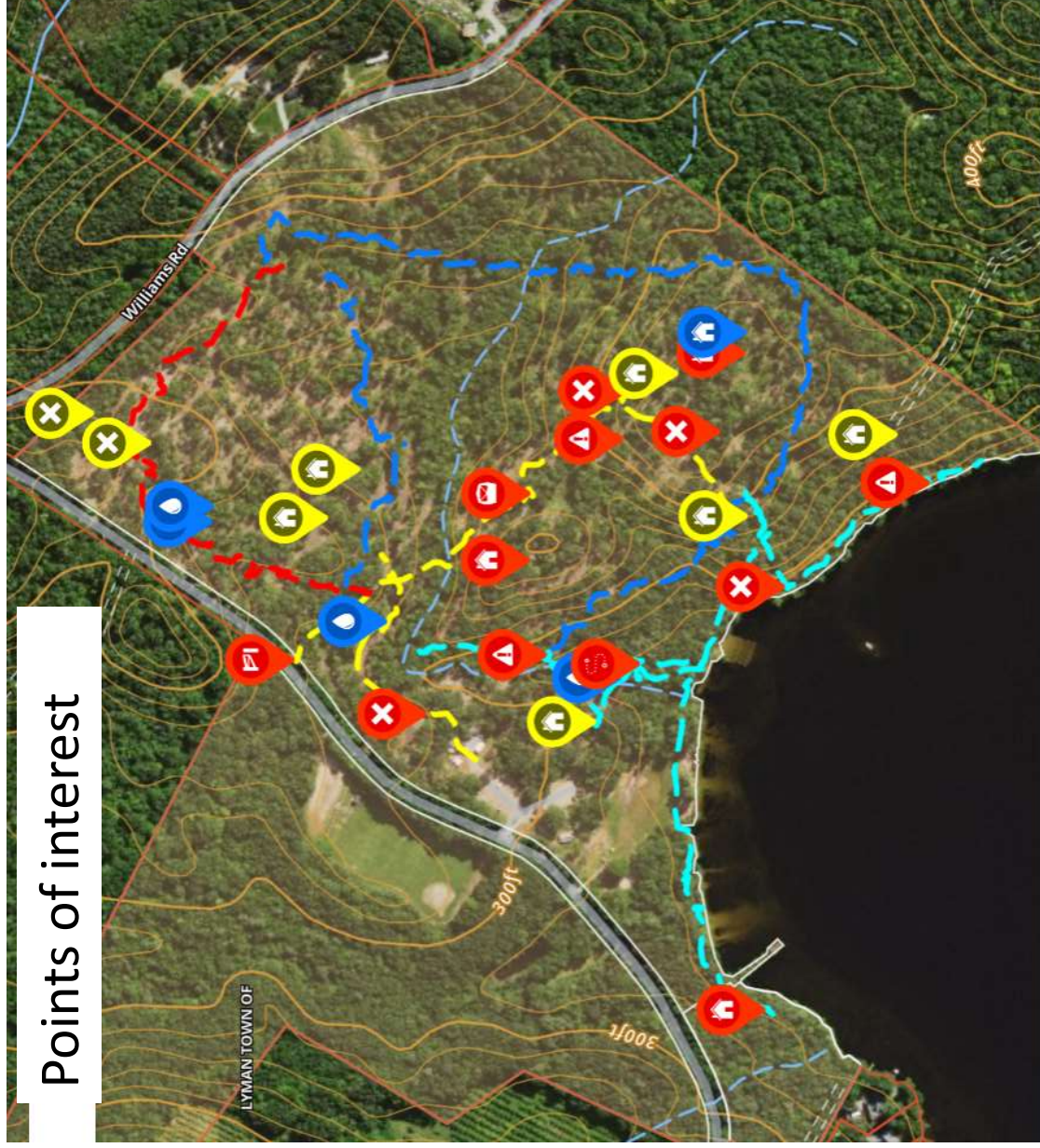
Trails – All “trails” are remnants. Difficult to find blue blazes. Boy Scouts have flagged a trail w/ orange flagging tape.







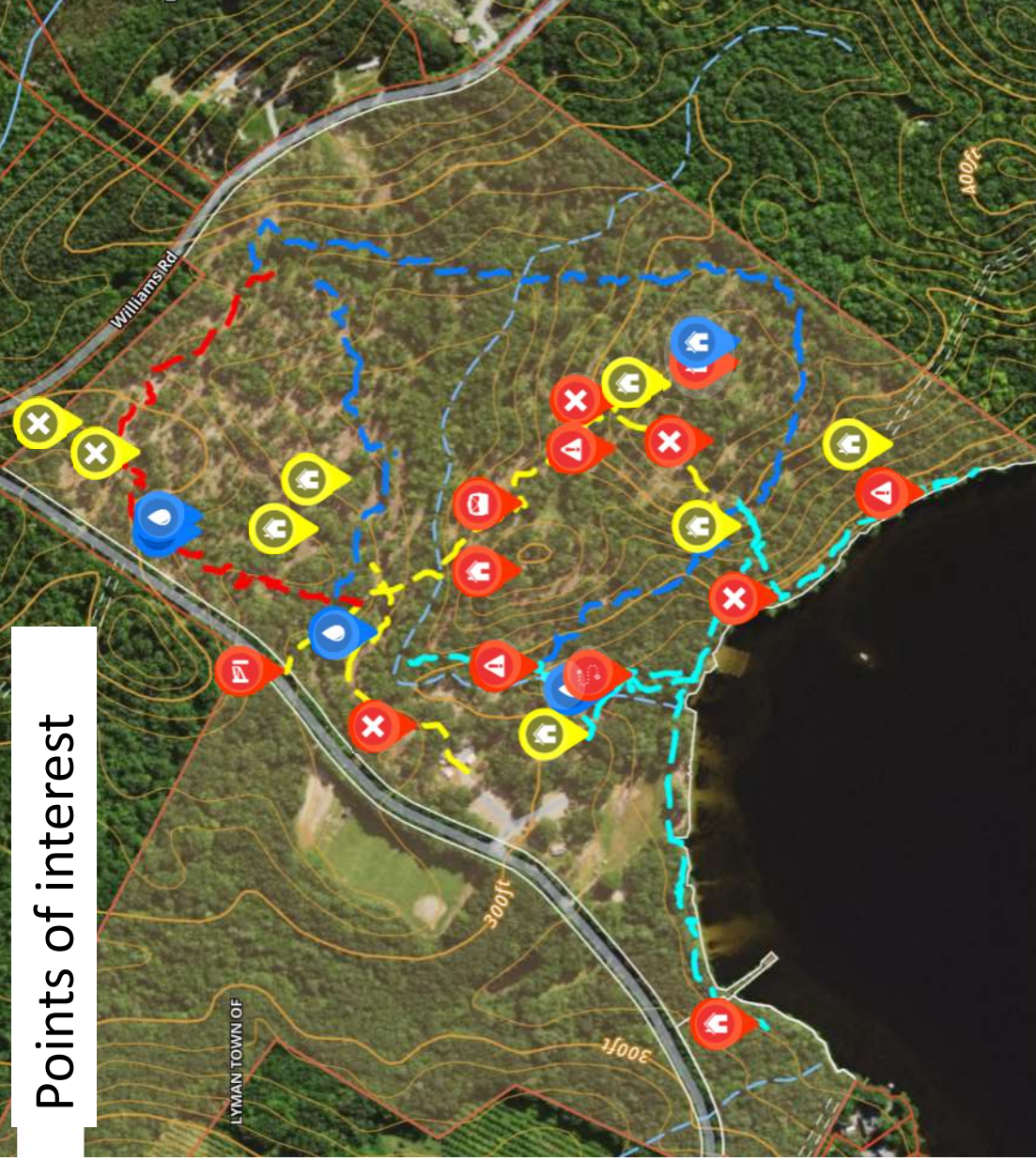
Points of interest



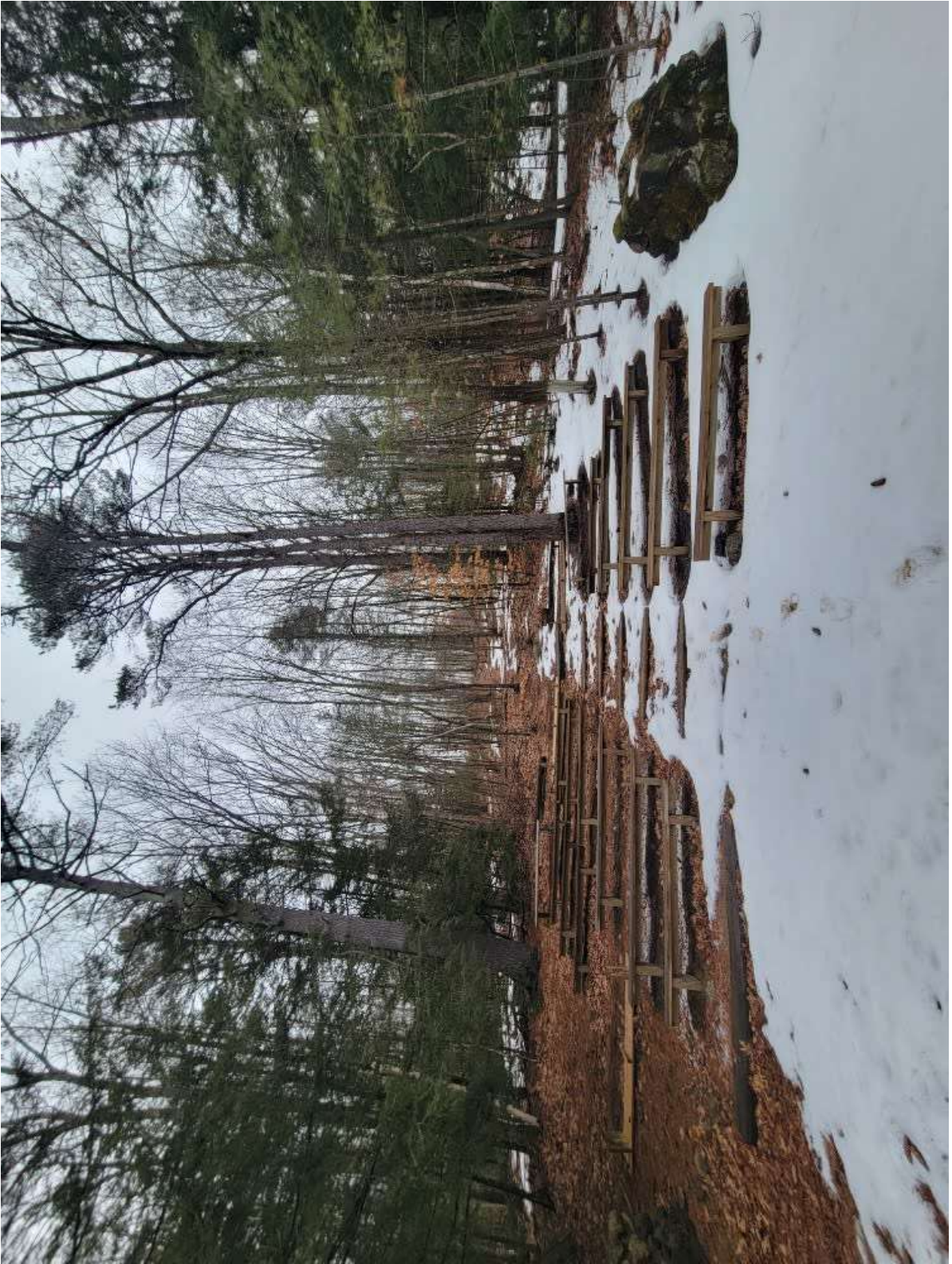
2/28/24 Bunganut Trails/Eagle Scout Project

Holly Hart/Holly Wooldridge met with Tom Cormier and Collin from the Boy Scouts. Colin needs to complete his Eagle Scout Project and he wants to clear trails on the town property at Bunganut as his project. Here are the bullet points from the meeting:

- He would like input from our group as to what we would like for trails. They had one map at one point, but it has been lost.
 - The major routes that I tracked align with what he had initially intended. I think this is a great starting point. They stated that he might be able to incorporate some additional shorter links.
 - Discuss w/ Bunganut Committee. Are we all in agreement?
- He would like input from our group as to what we would like for benches, kiosks, birdhouses, picnic tables etc.
 - Discuss w/ Bunganut Committee. Should we suggest 2 or 3 benches and a handful of birdhouses? The kiosk that was made by the Boy Scouts near the Sid Emery Gate is excellent and I think would be great at the start/parking of the trails. Holly W. will go take a look at some other local trailhead kiosks to see what info is generally included besides a map (tick info, invasive insect ID, etc). Missy would probably have some good ideas.
 - Any other ideas/suggestions to add?
- He would like input from our group regarding parking.
 - We talked about proposed parking location. We discussed the current lower dirt lot on the field side. I'm not familiar w/ the current status of that lot. The last I remember, I thought there were RFPs for lot improvements, but I don't know where that ended up. We discussed the small lot on Williams Rd. close to the intersection of Brock. Tom hadn't seen it and said he would go check it out.
 - Discuss w/ Bunganut Committee the intended future of that lot.
- He proposes no major ground work at this time (not laying any trail material, wood chips, etc.)
- We discussed removing debris/hazards from old latrines and bunk houses. Tom suggested that perhaps a few could be used as latrines in the future since the foundations are there.
- He would like us to consider if there are any permits we can think of that might apply.
 - Discuss w/ Bunganut Committee. I couldn't think of any. Perhaps discuss longer term improvements via grants and assure anything we do/start now will not result in ineligibility for future grants.
- After detailing what we would like, Colin needs sign off from the town.
 - Does that come from the Select Board, Bunganut Committee or Parks & Rec.? Holly to follow-up.
- After detailing what we would like, Colin will submit his proposal to BSA in mid-March, hopefully be approved in April/May, and execute June/July/Aug.
- The Eagle Scout Project intent is to benefit the community. Colin acts as the project leader and coordinates the work and delegates tasks to fellow Boy Scouts and volunteers. We can volunteer to help in any way.
- Holly W. to send Colin electronic copy of what we have mapped and the Project Canopy package from 2006.

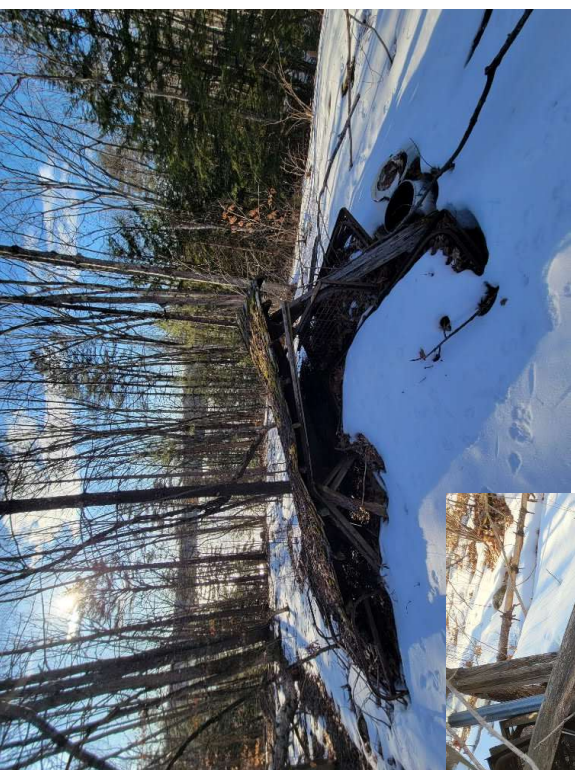
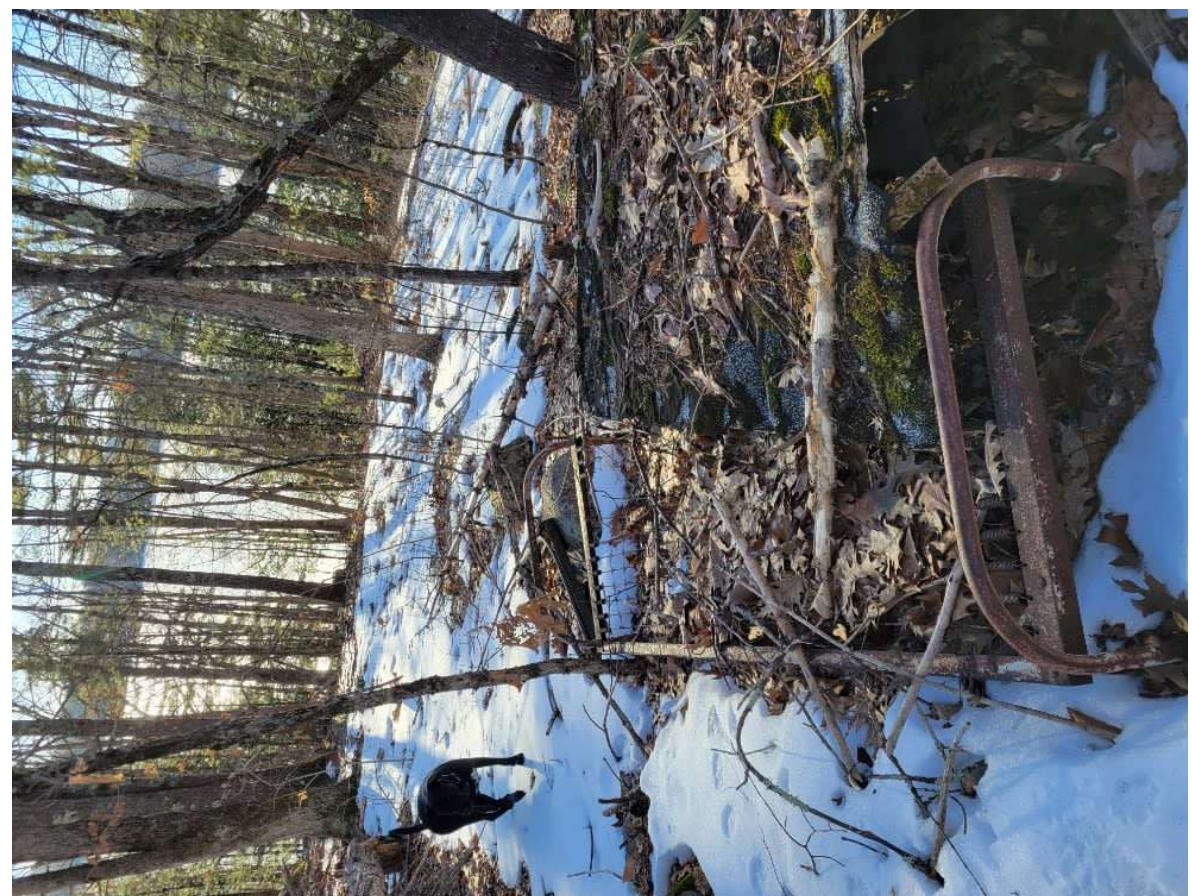










































ITEM #6 (f.) Parks and Recs Report

Lyman Parks and Rec

Monthly Report

July

Monthly meeting had 2 committee members and 3 visitors in attendance

Swim Lessons at the YMCA are June 17th – August 3rd. The cost of swim lessons are \$50 for 2024. We had 10 children request swim applications.

Concert in the park starts on Thursdays July 11 through August 22nd

Still collecting donations for the ship for the playground at Chadbourne Field. The collection bucket was at Funky Bow for the 12/OC concert. We collected \$521.00; we now have an estimated total of \$6479.88. We need about \$9000.00 for the playground equipment.

We are hoping to turn our scarecrow making and pumpkin making into a fall festival, planning is in the works.

Kite making and flying will be either at the end of August or September.

The new slide has been put up at Bunganut, the old one is next to the dumpster at Bunganut and will need to be removed.

Collin Clark has submitted his Eagle Scout project; he was at the meeting to let us know that it now will be sent to the Boy Scout council for approval. His project is to redo the boy scout trails at Bunganut, with a kiosk, maps, all trails will be marked and a few benches and picnic tables.

Respectfully submitted by

Holly Hart

Director of Lyman Parks and Rec

ITEM #6 (g.) ECO ME Rep Report



Proportional Share of Landfill Close/Post Close Costs			
Community	FY 1989 - FY 2024 MSW		Share of Costs
	Tons	% Total	
Bridgton	97,477	4.35%	804,096
Cape Elizabeth	109,321	4.88%	901,799
Casco	33,762	1.51%	278,503
Cumberland	76,132	3.40%	628,015
Falmouth	86,194	3.84%	711,016
Freeport	71,377	3.18%	588,793
Gorham	97,764	4.36%	806,461
Gray	92,422	4.12%	762,394
Harrison	36,916	1.65%	304,519
Hollis	53,204	2.37%	438,886
Limington	55,238	2.46%	455,662
Lyman	51,786	2.31%	427,189
North Yarmouth	32,929	1.47%	271,634
Ogunquit	47,601	2.12%	392,664
Portland	513,202	22.89%	4,233,426
Pownal	11,650	0.52%	96,104
Scarborough	212,692	9.48%	1,754,503
South Portland	269,636	12.02%	2,224,240
Waterboro	89,263	3.98%	736,338
Windham	104,908	4.68%	865,389
Yarmouth	98,925	4.41%	816,039
Total	2,242,399	100.00%	\$ 18,497,670

\$ 18,497,670

Note: The above data is based on unaudited ecomaine financial statements for the year ending June 30, 2024 and we anticipate that FY2024 audited financials will be approved by the ecomaine Board on October 17, 2024.

ITEM #7 (a.) RFP Hydrant Project

TOWN OF LYMAN

11 So. Waterboro Rd Lyman, ME 04002
Tel: (207)-247-0642 FAX: (207)-499-7563

REQUEST FOR PROPOSALS DRY HYDRANT INTALLATION PROJECT

PROJECT TITLE: Dry Hydrant Installation project

PROPOSAL DUE DATE: August 5th, 2024 by 1:00pm

Sealed bids will be opened on August 5th, 2024 during the Select Board meeting.

PERIOD OF PERFORMANCE: Construction of the project must be completed by August 31st, 2024

CONTENTS OF THIS RFP:

1. Introduction
2. Scope of Work
3. Conditions & Instructions to Bidders
4. Pricing
5. Submission of Proposals
6. Bid Proposal Form

1. INTRODUCTION

The Town of Lyman is requesting proposals from qualified Contractors to install a new dry hydrant at 244 South Waterboro Rd Lyman, Maine.

The intention of this RFP is to solicit responses and formal proposals and select a single organization to provide services to the Town of Lyman.

The scope of work is as outlined in this request for proposal. This document does not commit the Town of Lyman to any contract for any service, supply, or subscription whatsoever. The Town of Lyman will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

Please submit your proposal in a sealed envelope to the Town of Lyman by August 5th, 2024 by 1:00pm EST.

Proposals must be addressed to:

Town of Lyman, Select Board
RFP: Dry Hydrant Installation Project
11 South Waterboro Rd
Lyman, ME 04002

Please mark sealed proposals plainly "**RFP: Dry Hydrant Installation Project**". **Proposals will be opened publicly during the Select Boards regular meeting on August 5th, 2024.** The Town will not except late bids.

Questions regarding this request for proposal should be directed to:

mduross@gmfd.org

Or call the Goodwins Mills Fire Department: 207-247-0642

2. SCOPE OF WORK

- Dredge the existing pond (Approximate 11,000 square feet) on the property and trench an area approximately 40-feet long and 8-feet wide to location of new hydrant to be installed. Goodwin Mills Fire Department (GMFR) will pump down the existing water to assist with dredging efforts.
- Provide materials for and install a 18-inch culvert with blue-board donuts capped with concrete for the dry hydrant riser. See Attachment A for project specifications.
- Contractor shall dredge and pile the existing sediment nearby, on the property for landowner(s) use.
- Contractor shall supply loam, seeding, and other materials necessary to restore land areas to near existing conditions as before trench work was done.
- Contractor shall be responsible for providing all equipment necessary to perform the work. GMFR will provide materials for pipe/hydrant installation.
- Contractor must provide proof of insurance coverage including a certificate naming the Town of Lyman as additionally insured.

The location of the dry hydrant is to be installed on 244 South Waterboro Road Lyman, Maine. GMFR has obtained a licensed approval from the property owners for access and installation of a dry hydrant on the property. For a copy of the license agreement, contact GMFR.

Work is to be completed by August 31st, 2024

Contractors will submit an all-inclusive, fixed price bid, including subcontractor costs, if applicable.

3. CONDITIONS & INSTRUCTIONS TO BIDDERS

- Bidders shall use the enclosed bid form and submit additional information/credentials attached with bid form.
- Proposals must include separate line-item costs for any or all the items outlined on the proposal form.
- Proposals must be completed in full and must be signed by a firm official or representative. Proposals may be withdrawn prior to the time set for the official opening. Request for withdrawn must be submitted in writing.
- Proposals will be opened publicly. Bidders or representatives may be present at opening.
- Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the consultants/firms submitting an RFP, or to cancel all or part of this RFP.
- Please state **“RFP: Dry Hydrant Installation Project”** on submitted, sealed envelope.
- The Town of Lyman reserves the right to waive any formality and technicality, whichever is deemed best for the interest of the Town.
- The Select Board will review sealed bids in an open public meeting and may, at the boards’ discretion, delay award pending further review. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the “best interest” of the Town. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.

- **RIGHT OF REFUSAL.** The Town reserves the right to: a) Reject any or all proposals, or to make no award. b) Select certain applications from the proposals. c) Require modifications to initial proposals. d) to make partial or multiple awards. e) award based on initial proposals received, without discussion of such proposals. f) invite selected vendors to make oral presentations to the evaluations team. Failure of a vendor to comply with the request for meeting may be grounds for bid rejections. g) excuse technical defects in a proposal when, in its sole discretion, such as excuse is beneficial to the Town.
- The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the Town of Lyman as an additional insured.
 - **Liability Insurance (Or Commercial Liability):** Contractor shall maintain general liability with a limit of not less than One Million Dollars (\$1,000,000), combined single limit.
 - **Automobile Liability Insurance:** Contractor shall maintain automobile liability insurance with a limit not less than One Million Dollars (\$1,000,000) combined single limit.
 - **Workers' Compensation:** Contractor will maintain workers' compensation in amounts required by Maine law and Employer's Liability Insurance, as necessary, as required by Maine law. If in the event the contractor is not required to carry workers' compensation according to Maine law, then the contractor must provide the Town with an approved Independent Contractors Status from the State of Maine.

4. PRICING

Proposals will clearly state and explain all costs associated with the services provided. The Town of Lyman will not make any advance payments. Invoices for services performed shall be submitted once the work is completed. The Town will pay the contractor on the next available accounts payable warrant provided all required documents per RFP are received.

There is no expressed or implied obligation on the part of the Town of Lyman to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

5. SUBMISSION OF PROPOSALS

All proposals must be submitted in sealed envelopes, addressed to the Town of Lyman, Select Board and plainly marked "**RFP: Dry Hydrant Installation Project**"

Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for opening bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any unsolicited person or firm.

No electronically submitted proposals will be accepted in response to this request.

The GMFR Fire Chief will serve as the single point of contact for this request. All official communication between the bidder and the Town upon release of this RFP shall be with the GMFR Fire Chief. Any other communication will be considered unofficial and non-binding on the Town. However, bidders are encouraged to inquire about the scope of work, if necessary, to help submit an accurate bid.

Chief Matt Duross
Goodwin Mills Fire Department (GMFR)
481 Goodwin Mills Rd
Lyman, ME 04002
Tel. (207)-499-7878
email: mduross@gmfr.org

This RFP does not obligate the Town of Lyman to contract for services specified herein.

6. BID PROPOSAL FORM

Due: **August 5th, 2024 by 1:00pm EST.**

To: Town of Lyman, Select Board
RFP: Dry Hydrant Installation Project
11 South Waterboro Rd
Lyman, ME 04002

Contractor must provide scope of work and cost estimate

Scope of work/ Description	Cost
Additional Services/Fees, if applicable:	
Subtotal	\$
Total	\$

The undersigned individual/firm/business guarantees this price for sixty days (60) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the Town of Lyman.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Company _____

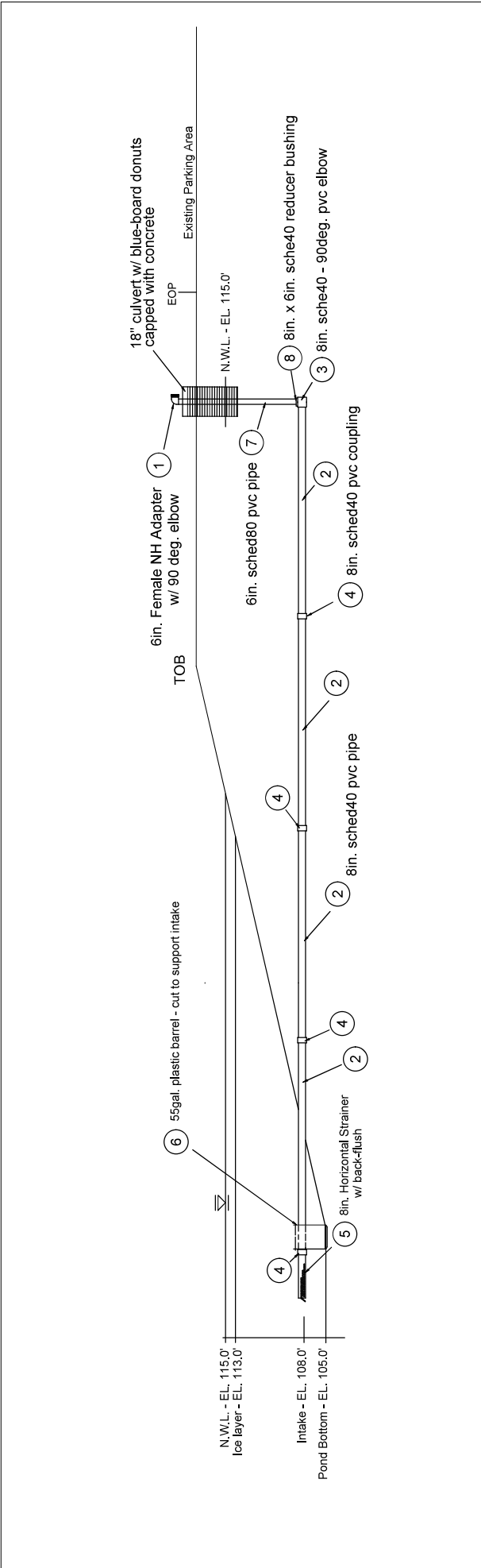
Name (print) _____ Telephone # _____

Title _____ Fax # _____

Address _____

Email Address _____

Web Site _____



Bill of Materials					
#	Description	No.	Unit	Unit Cost	Total
1	6" Female NH Adapter w/ 90deg elbow	1	EA		
2	8" dia. sched40 pvc pipe	70	LF		
3	8" dia. sched40 pvc 90deg. elbow	1	EA		
4	8" dia. pvc coupling	1	EA		
5	8" Horizontal Strainer w/ backflush	1	EA		
6	55gal. barrel for intake support	1	EA		
7	6" dia. sched80 pvc pipe	10	LF		
8	8" x 6" sched40 pvc reducer	1	EA		
	Bollards, Guard Posts - Riser Protection				
	Removal of pond dredge material				
**Contractor to provide the following, see below*					
Dredging & General Pond Work (outlet, bank, landscaping etc.)					
Installation of Dry Hydrant - including culvert pipe, blue-board & concrete cap					
Total					

Notes: Goodwins Mills Fire & Rescue has agreed to help pump down the pond to start the work.

Provided by RFP-NE

Lyman has on-hand

Provided by RFP-NE

Provided by RFP-NE - we may need 4 of these, but Lyman has 3 on-hand - 2 sched40 & 1-sched80

Provided by RFP-NE

Provided by RFP-NE

Lyman has on-hand

Lyman has on-hand

Provided by landowner or Town of Lyman

Provided by landowner

Goodwin's Mills Fire & Rescue 244 Waterboro Road
Rural Fire Protection of New England LLC 170 Lower Sumner Hill Road Sumner, ME 04292
Drawn by: Troy Dare
Reviewed by: Matt Duroos, Goodwin's Mills Fire Chief
Date: 6/12/24 (Rev. 7/11/24)
1 / 5

ITEM #7 (b.) Liquor License Renewal Town Line Restaurant

Town Of Lyman,

Per Maine Liquor law regarding the approval process by municipalities or county commissioners office

Section 1- Hearings, To expedite the process, I am requesting a waiver of hearing as my business which has consecutively held a license for the last 8 years, has never in that time had any violations or complaints filled against it.

Thank You,

Town Line Family Restaurant
10 New County Rd, Lyman ME 04002
Daniel Sylvestre – Owner
207-590-0183

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 Lyman, Maine

☐ 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
	Jessica Picard, Chair
	Victoria Gavel, Vice Chair
	Amber Swett
	David Alves
	Joseph Wagner

**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.



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

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:

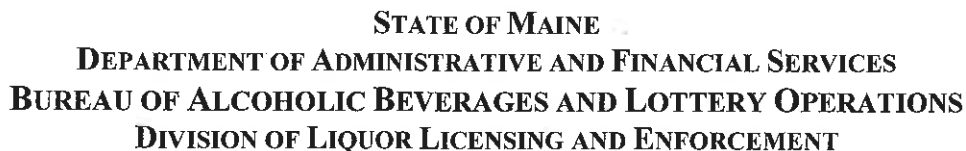
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

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

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd 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 www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(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 www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	



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): <i>Town Line Family Restaurant Inc</i>	Business Name (D/B/A):
Individual or Sole Proprietor Applicant Name(s): <i>Daniel D Sylvestre</i>	Physical Location: <i>10 New County Rd, Lyman ME 04002</i>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address: <i>92 E Shore Rd, E Waterboro ME 04030</i>	Email Address: <i>dan@townlineme.com</i>
Telephone # Fax #:	Business Telephone # Fax #: <i>207-499-4300</i>
Federal Tax Identification Number: <i>82-1038108</i>	Maine Seller Certificate # or Sales Tax #: <i>1186110</i>
Retail Beverage Alcohol Dealers Permit:	Website address: <i>www.Townlineme.com</i>

1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 8/20/24
2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
 Food: \$1,160,353.22 Beer, Wine or Spirits: \$98,763.02 Guest Rooms: 0
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)

- ☒ Restaurant (Class I, II, III, IV) ☐ Class A Restaurant/Lounge (Class XI) ☐ Class A Lounge (Class X)
- ☐ Hotel (Class I, II, III, IV) ☐ Hotel – Food Optional (Class I-A) ☐ Bed & Breakfast (Class V)
- ☐ Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV) ☐ Auxiliary ☐ Mobile Cart
- ☐ Tavern (Class IV) ☐ Other: _____
- ☐ Qualified Caterer ☐ 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:

10 New County Rd. Lyman Maine 04002

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

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
Daniel D Sylvestre Jr		
Amy L Sylvestre		
Residence address on all the above for previous 5 years		
Name	Address: 53 Betty Ln E Waterboro ME 04030	
Name	Address: 92 E Shore Rd E Waterboro ME 04030	
Name	Address: 96 E Shore Rd E Waterboro ME 04030	
Name	Address:	

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:

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

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)

Front, & Back dining room as well as 13 bar
seats in front entry way area.

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: Massabesic Middle School

Distance: 3.4 miles

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: 7/8/24



Signature of Duly Authorized Person



Signature of Duly Authorized Person

Daniel D Sylvestre

Printed Name Duly Authorized Person

Amy L Sylvestre

Printed Name of Duly Authorized Person

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

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.

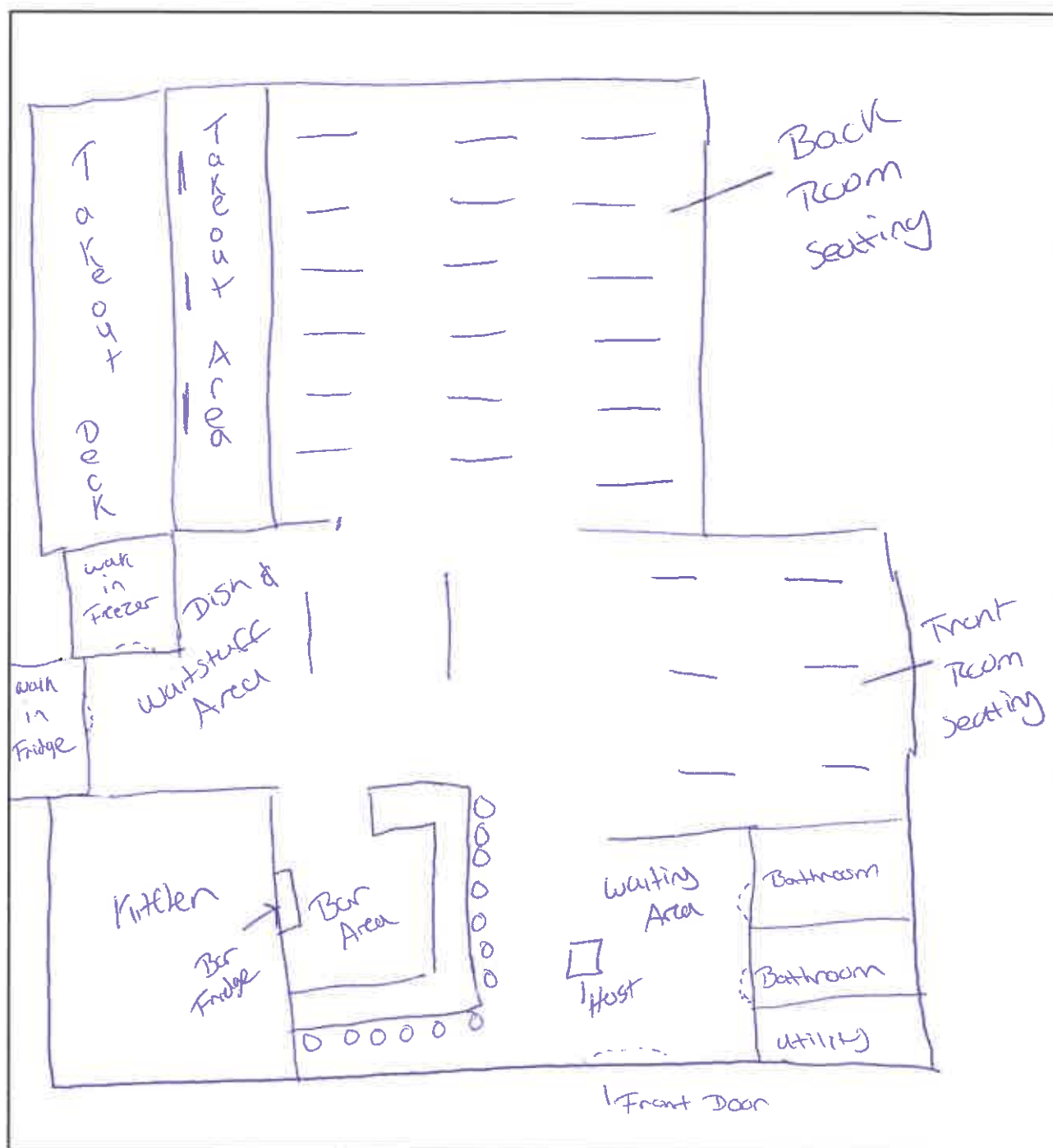
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) 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
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only 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
Class III	For the Sale of Wine Only 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
Class IV	For the Sale of Malt Liquor Only 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
Class III and IV	For the Sale of Malt Liquor and Wine Only 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
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) 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.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

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.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Town Line Family Restaurant Inc
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: 3/31/17 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. 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
Daniel Sylvestre	92 E Shore Rd E Waterboro		President	50
Amy Sylvestre	" "		Secretary	50
Daniel Sylvestre	53 Betty Ln E Waterboro			
Amy Sylvestre	" "			
Daniel Sylvestre	96 E Shore Rd E Waterboro			
Amy Sylvestre	" "			

(Ownership in non-publicly traded companies must add up to 100%.)

ITEM #7 (c.) Liquor License Application, Encompass Joy



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.

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

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

Legal Business Entity Applicant Name (corporation, LLC): <i>Encompass Joy LLC</i>	Business Name (D/B/A): <i>Truck to Table</i>
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <i>1303 Alfred Rd. Lyman</i>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <i>58 Shore Rd, Lyman</i>
Mailing address, if different from DBA address:	Email Address: <i>Kerianjohnson17@gmail.com</i>
Telephone # Fax #:	Business Telephone # Fax #:
Federal Tax Identification Number: <i>99-2255795</i>	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☒ New Expected Start date: *9/1/24*
☐ Renewal Expiration Date: _____

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

Food: _____ Beer, Wine or Spirits: *20,000* 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
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input checked="" type="checkbox"/> Other: <i>Small beer & wine garden w/a
small tasting room & bathroom & outside</i> | |
| <input 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

*Seating to accompany
the approved food
trucks next to
the building.*

5. Business records are located at the following address:

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

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
Keri-Ann Johnson (Kierstead)		
Residence address on all the above for previous 5 years		
Name	Address:	
Keri-Ann Johnson	58 Shore Rd. Lyman 04002	
Name	Address:	
Keri-Ann Johnson	85 Middle St. Saco 04072	
Name	Address:	
Name	Address:	

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:

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

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)

Small commercial Building to be a Beer & wine garden for the food Trucks in the parking lot.

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:

Lyman Elementary School

Distance:

2 miles

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:

7-22-2024

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 Lyman

☐ 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
	Jessica Picard, Chair
	Victoria Gavel, Vice Chair
	Amber Swett
	David Alves
	Joseph Wagner

**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.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

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.

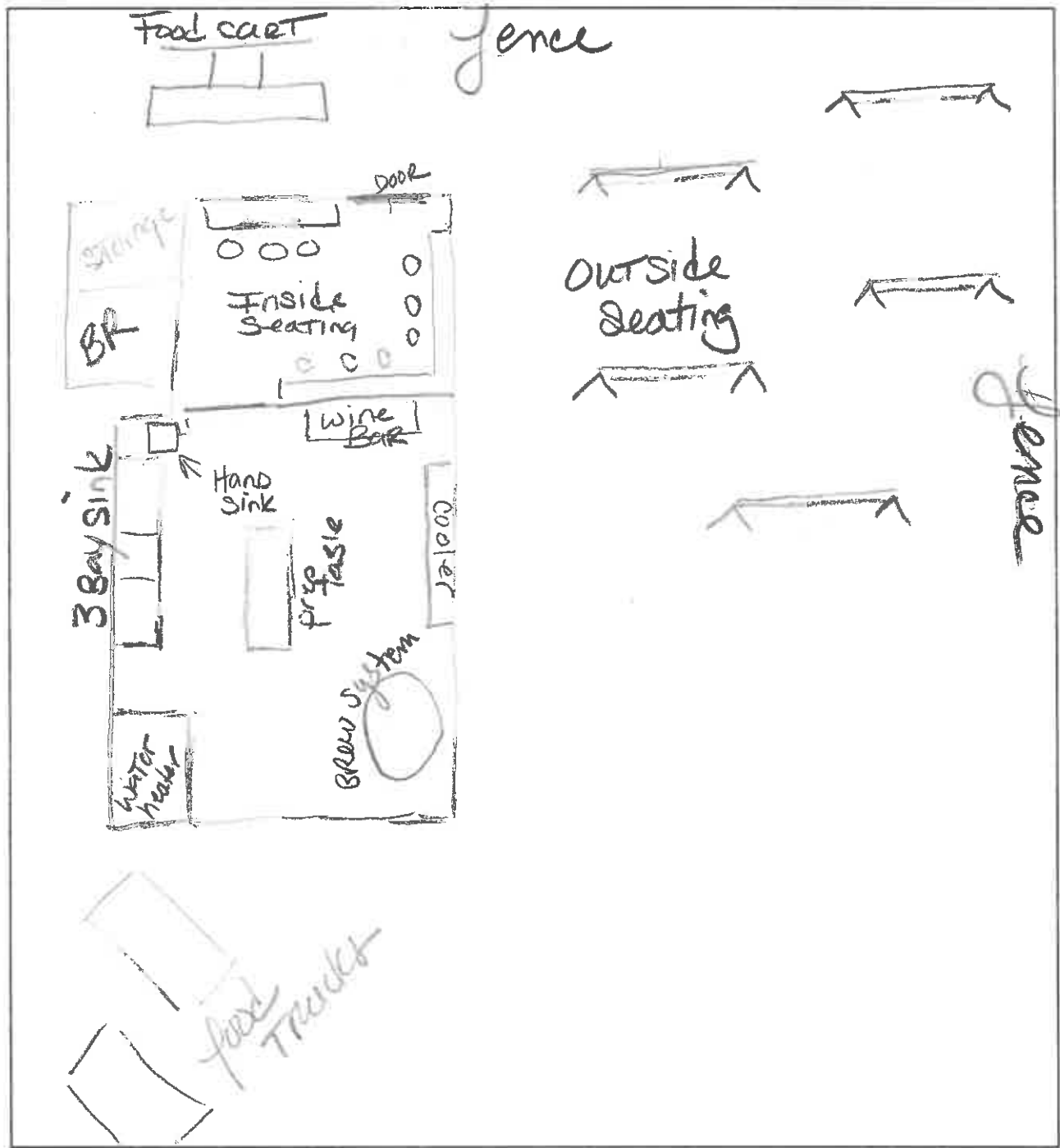
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) 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
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only 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
Class III	For the Sale of Wine Only 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
Class IV	For the Sale of Malt Liquor Only 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
Class III and IV	For the Sale of Malt Liquor and Wine Only 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
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) 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.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

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.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Encompass Joy LLC
2. Doing Business As, if any: Truck to Table
3. Date of filing with Secretary of State: 3/29/24 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. 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
Keri-Ann Johnson	58 Shore Rd. Lyme 85 Middle St. Jaco		owner	100%

(Ownership in non-publicly traded companies must add up to 100%.)

ITEM #7 : (d.) MMA Letter



**MAINE MUNICIPAL
ASSOCIATION** SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

RECEIVED

JUL 24 2024

To: Key Municipal Officials of MMA Member Municipalities
From: Catherine Conlow, Executive Director
Date: July 16, 2024
Subject: MMA Annual Election: Vice President & Executive Committee Members

DEADLINE: Friday August 23, 2024, 12:00 p.m.

It is time for each member municipality to cast its official vote!

Election Process. Enclosed you will find a ballot listing the nominees for service on the Maine Municipal Association's (MMA) Executive Committee, which is elected by member municipal select boards and councils to oversee the Association's operations.

Pursuant to MMA by-laws, these candidates were interviewed by a six-member Nominating Committee, which includes a former Executive Committee past president, an elected municipal officer, a municipal employee, a town or city manager, an MMA affiliate group representative, and an individual from a community-based organization representing the interests of an underrepresented group. As you will note, unlike municipal elections MMA does not provide an option for write-in candidates since our process includes an opportunity to nominate a candidate by petition. The petition process expires 40 days before the date of the election, which for this year was July 15.

A brief biography for each nominee is enclosed for your reference.

The ballot must be signed by a majority of the municipal officers (e.g., select board or council), or a municipal official designated by a majority of the municipal officers and received by MMA no later than **12:00 p.m. (noon) on Friday, August 23, 2024**. We have enclosed a self-addressed, stamped envelope for your convenience. Ballots will be counted on the afternoon of August 23, with the election results confirmed by MMA President Diane Hines, Ludlow town manager.

Election results will be available on August 26 and can be accessed by either contacting the MMA Executive Office or visiting MMA's website at www.memun.org. A formal announcement of the election results will be made at the MMA Annual Business Meeting and the newly elected members will be introduced at the Awards Luncheon, both of which will be held during MMA's annual convention on Wednesday, October 2.

The newly elected Executive Committee members will take office on January 1, 2025.

If you have any questions on the election process, please do not hesitate to contact me or Kelly Maines at 1-207-623-8428 or by e-mail at kmaines@memun.org. Thank you.



WWW.MEMUN.ORG

**Maine Municipal Association
Biographical Sketch for
PROPOSED SLATE OF NOMINEES FOR
2025 EXECUTIVE COMMITTEE**

MMA VICE PRESIDENT

One-Year Term

Justin Poirier – Town Manager, Town of Monmouth, Maine

Professional Experience:

Monmouth Town Manager	2022-present
Town Administrator, Town of Chebeague Island	2020-2022
Urban Development Specialist, City of Auburn	2020
Director, Maine Revenues Services, Property Tax Division (Deputy Dir 2014-2017)	2017-2020
Member, Town of Winthrop, Planning Board	2019-2020
Member, City of Augusta, Planning Board (Chair 2017-2018)	2013-2018
Director, Community Development Coordinator, City of Bath	2012-2014
Administrative Assistant, Board of Selectpersons, Town of Pownal	2010-2011
Administrative Coordinator, Building Services Department, Belmont, MA	2007-2010

Education & Certificates:

Master of Public Policy	University of Massachusetts -Dartmouth
Bachelor of Arts in Public Management	University of Maine - Orono

Affiliations & Certifications:

- Maine Municipal Association Executive Board Member
- Member, Maine Town, City and County Management Association
- International City Managers' Association
- Maine Association of Assessing Officers
- Maine Chapter of the International Association of Assessing Officers
- Central Maine Association of Assessing Officers
- MMA Legislative Policy Committee
- Board of Directors, Kennebec Valley Council of Governments
- Certified Maine Assessor
- Certified Community Development Block Grant Administrator

MMA EXECUTIVE COMMITTEE

Three-Year Term

David Cyr – Town Manager, Town of Frenchville, Maine

Professional Experience:

Frenchville Town Manager	2021-present
Mars Hill Town Manager	2014-2021

NicCait Construction Services, Presque Isle, Maine	2008-2011
Soderberg Construction, Caribou, Maine	2007-2009
Criterium Brown Engineers, Washburn, Maine	2003-2007
Town of Fort Kent – Public Works Director	2003-2004
Civil Engineering Services, Brewer, Maine	2001-2003
County of Aroostook Public Works, Caribou, Maine	1991-2000
Cianbro Corporation, Pittsfield, Maine	1987-1991
Brescia Construction/Caribou Soils, Inc, Caribou, Maine	1984-1987

Education & Certificates:

Bachelor's degree – Engineering	University of Maine - Orono
---------------------------------	-----------------------------

Affiliations & Certifications:

- Maine Municipal Association Executive Committee Member
- Northern Maine Solid Waste Management Committee Chair
- Maine Department of Transportation Regional Advisory Committee
- Public Advisory Committee – Maine Department of Transportation
- American Public Works Association – Executive Board
- Northern Maine Development Committee – Revolving Loan Committee
- Aroostook Municipal Association
- Budd Lake Volunteer Fire Company
- Caribou Fire and Ambulance
- Town of Woodland, Maine – Selectman
- Mars Hill Rotary Club – President

Michele Varuolo Cole - Selectperson Town of Bethel, Maine

Professional Experience:

LBO Holdings, Chief Administrator/Manager	2001-present
American Ski Company, Executive Assistant	1997-2001
Sunday River Corporation, Multiple Positions	1984-1997

Education:

Bachelor of Science	University of Vermont
Diploma	Mt. Blue High School

Affiliations & Certifications:

- Bethel Board of Selectpersons
- Bethel Board of Assessors
- Maine Notary Public
- Rotary Club of Bethel – various clubs and district positions
- Project Opportunity – Telstar High School, Chair
- American Legion Auxiliary, Post # 81 – various positions
- Maine Adaptive Sports & Rec. – past board member
- Bethel Chamber of Commerce – past board member and officer positions
- Bethel Comprehensive Plan Development
- Bethel Ordinance Codification Development

- Bethel Budget Committee

Matthew Garside – Town Manager, Town of Poland, Maine

Professional & Municipal Experience & Committees:

Poland Town Manager	2017-present
Elder Care	2013-2017
Reflect Geophysical, Chief Executive Officer & Board Director	2012-2013
Logistics Group Western Pacific, Chief of Staff	2005-2012

Education:

MPA – Public Administration (finance & economics)	Harvard University
Fellowship-Security Studies Program	Massachusetts Institute of Technology
Bachelor of Science	Massachusetts Maritime Academy

Affiliations and Certifications:

- Maine Town and City Managers' Association
- United States Naval Institute



MAINE MUNICIPAL ASSOCIATION

BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 23, 2024

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Justin Poirier, Monmouth Town Manager

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

David Cyr, Frenchville Town Manager

☐

Michele Varuolo Cole, Selectperson for the Town of Bethel

☐

Matthew Garside, Poland Town Manager

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____
Position: _____

Signature: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org

ITEM #7 (e.) Cemetery Committee

LYMAN

CEMETERY COMMITTEE

DATE: July 17, 2024

TO: SELECT BOARD OF LYMAN

RE: ADDITIONAL CEMETERIES IN NEED OF TREE REMOVAL

We are writing because more of our ancient cemeteries are in need of tree removal. A list is attached.

We are requesting \$50,000 for this work during physical year July 2024 thru June 2025.

We don't know if a special town meeting is required to let the taxpayers vote on this.

Please let us know how to proceed.

Thank you,

Katrina & Bob Randall

Sheila and Dan McNeil

CEMETERIES IN NEED OF TREE REMOVAL:

#85 Orrin Drown on No. Berwick Rd (several large pines)

#81 John Taylor Old No. Berwick Rd

#51 Butler Lot (Rt 111 at the forestry garage, four very large pine trees)

#86 Drown (Old Kennebunk Rd past currier) four or five tall pines

#36 Hill-Elwell on Hill Rd (several trees including one large pine)

#34 Valentine Hill – Tibbets (1 large tree. Owner will remove the felled tree)

#55 Dennet-Waterhouse (Rt 111) mailbox on blue barrel. (4-6 pines and oaks)



GEORGE HOTIS, JR.
DECEASED
MAY 5, 1904
FEBRUARY 25, 1951



Community
Cemetery
#89



ITEM #7 (g.) Domestic Partner Coverage

TOWN OF LYMAN MAINE

Adoption of Domestic Partner Coverage

Effective _____ The Town of Lyman amends its personnel benefits to allow any employee who is eligible to enroll in the employer benefits the option of enrolling a domestic partner.*

Any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner Affidavit to add said partner. Furthermore, said employee has been advised there could be tax implications for adding a domestic partner.

The Domestic Partner of Employee shall be;

- A “life partner of either the same sex or opposite sex of the employee;
- Not legally married or separated, to either the employee or anyone else;
- At least 18 years of age and mentally competent to consent to contract;
- Are each other’s Domestic Partners and intend to remain so indefinitely;
- Have been each other’s Domestic Partner for at least 12 months prior to the date of the signed Affidavit;
- Are not related by blood to a degree of closeness that would prohibit marriage in the State of Maine;
- Are jointly responsible for each other’s common welfare; share financial obligations and share their primary residence

Jessica Picard

Victoria Gavel

Amber Swett

David Alves

Joseph Wagner

From: [Treasurer](#)
To: [Town Manager](#)
Subject: FW: Domestic Partner Coverage Process
Date: Thursday, August 1, 2024 10:29:13 AM
Attachments: [image001.png](#)

Jeanette Lemay

H.R. and Finance Officer

Town of Lyman
11 So. Waterboro Rd.
Lyman, ME 04002
(207) 247-0646

From: Bradley Morin <bmorin@bourqueclegg.com>
Sent: Saturday, July 13, 2024 1:42 PM
To: Treasurer <treasurer@lyman-me.gov>
Cc: Town Manager <townmanager@lyman-me.gov>; Jill S. Cramer <jcramer@bourqueclegg.com>
Subject: RE: Domestic Partner Coverage Process

Thank you for your patience on this matter.

Certainly the Town meeting would qualify as a governing body. However, the Board of Selectmen (municipal officers) deal with issues involving personnel. I would not expect the Town meeting to have to deal with granular issues involving particular employee benefits. Those are usually personnel matters handled by the municipal officers, taking into account your needs for employee recruitment and retention. Those things are not usually put to popular vote at Town meeting.

Their documents seem to just want proof that it was validly authorized. They use a broad term for governing body, but their own memo said they will need a formal vote of the municipal officers or governing board (which would be the board of selectmen). In our opinion that authority can come from the Board of Selectmen.

Bradley C. Morin
BOURQUE CLEGG
CAUSEY & MORIN LLC
949 Main St.
P.O. Box 1068
Sanford, ME 04073
tel. 207-324-4422

fax. 207-324-9556
bmorin@bourqueclegg.com
www.bourqueclegg.com

WARNING REGARDING WIRE FRAUD AND ONLINE BANKING FRAUD:

Do not rely on emailed or faxed wiring instructions alone. If you receive any electronic communications containing wire transfer instructions, ALWAYS call our real estate staff immediately using a trusted telephone number to verify the information prior to sending any funds. Once confirmed, our wiring instructions will not change through the process. BEWARE that online criminals have been known to send emails designed to impersonate real estate professionals, including lawyers, legal staff, bankers and brokers.

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From: Treasurer <treasurer@lyman-me.gov>
Sent: Monday, July 1, 2024 2:16 PM
To: Bradley Morin <bmorin@bourqueclegg.com>
Cc: Town Manager <townmanager@lyman-me.gov>
Subject: FW: Domestic Partner Coverage Process

Hi Brad,

According to Maine Municipal Employee Health Trust we need to have an adoption before we can provide insurance under a domestic partnership. The information says "governing body" and I am not sure if they mean the Select Board or if we need to put it on a ballot. Please advise. Thank you.

Jeanette Lemay
H.R. and Finance Officer

Town of Lyman
11 So. Waterboro Rd.
Lyman, ME 04002
(207) 247-0646

From: Debbie Bridges <dbridges@memun.org>
Sent: Monday, May 20, 2024 12:49 PM
To: Treasurer <treasurer@lyman-me.gov>
Subject: Domestic Partner Coverage Process

Hi Jeanette,

I was advised that the Town of Lyman is interested in Domestic Partner Coverage for its employees.

Attached is the document showing the step-by-step process of adopting the coverage. There is very specific language that must be voted on by the governing body to adopt this coverage. Once voted on I will need a certified copy of the agenda and/or minutes that shows the vote passed. That is accompanied by a letter from Select Board Chair (which I can provide the verbiage for when we get to that point) along with the personnel policy (if applicable) showing the offering of Domestic Partner coverage.

I have also attached other documents relative to adding DP coverage.

Domestic Partner coverage is added to the applicable Health Trust benefits that are offered by the employer on the 1st of a given month.

MMEHT must have a minimum of 30 days advance notice to add the domestic partner coverage.

Some important notes:

- Domestic partner coverage CANNOT be limited to a particular union and/or department or employee. If the employer adopts the coverage, it must be made available employer wide
- The only benefits that a DP can be added are medical, dental and vision. (This of course ties into which of these applicable benefits are already offered by the employer)
- Adding DP coverage **does not** create an open enrollment employer wide. It only allows those employees who have a DP that meets the criteria of the attached affidavit to enroll said domestic partner.
- ***If your employer offers an HRA and/or FSA please check with the administrator of those benefits to find out the legal requirements, tax***

implications and rules about the possibility of the domestic partner drawing on those funds .

I have also provided tax implications as the premium for coverage of the domestic partner is bound by different tax rules. (see attached tax implications memo)

- A. If the **employer** is paying for any or all of the premium, then this annual amount must be added to the employees W4 as imputed income at the end of the year.
- B. If the **employee** is paying for any or all of the premium, this premium cannot be taken out pre-tax it must be post-tax.
- c. If the employee has legally dependent children, the premium for the child(ren) remains not subjected to end of year imputed income OR premium withhold as post tax. It is only the portion of the premium that correlates to the Domestic Partner.

If after reviewing this you have any questions, please do not hesitate to contact me for assistance.

Sincerely,

Debbie Bridges

Field Services Representative

Maine Municipal Employees Health Trust

60 Community Drive

Augusta, Maine 04330

Direct Line (207) 406-1342

Fax (207) 624-0166

www.MMEHT.org



FOR 40 YEARS, THE DIFFERENCE IS TRUST.

Confidentiality Notice: The information contained in this communication is confidential and is intended only for the addressee. It contains Protected Health Information (PHI) under HIPAA. Protected Health Information (PHI) is personal and sensitive information related to a person's health care. This information is being sent to you under the circumstances when a participant's authorization is not required. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure, unless permitted by law, is prohibited. If you are not the intended recipient, you are hereby notified that any dissemination, disclosure, copying or distribution of this information is strictly prohibited and may be unlawful. Please notify the sender immediately to arrange for return or destruction of these documents.