

**Town of Lyman**  
**Select Board Regular Meeting Agenda**  
**Monday, August 19<sup>th</sup>, 2024 – Lyman Town Hall**

Welcome to the August 19<sup>th</sup>, 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

**ITEM #3**      **MINUTES**

- a. Review / Approve meeting minutes 8/5/2024

**ITEM #4**      **SIGN WARRANTS**

- a. Payroll Warrant #7 in the amount of **\$28,436.35**
- b. Accounts Payable Warrant #54 (FY2024) in the amount of **\$30,081.14**
- c. Accounts Payable Warrant #6 (FY2025) in the amount of **\$135,034.66**

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

- a. Franchise Agreement, Updates if any
- b. Discussion, November Referendum – Schedule Public Hearing
  - o Cemetery Committee, request tabled for further consideration.

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

- a. Fire Chief – All Hands
- b. Victoria Gavel – Fire Commission Updates
- c. Treasurer Expense Report

**ITEM #7**      **NEW BUSINESS**

- a. Discussion - RFP For Equalization Project and updating Assessing Tables
- b. Joe Wagner – AARP Age Friendly Program
- c. GMFR – Request approval of funds for Plymovent Installation
- d. Committee's – Request for funds, November Ballot
- e. Bunganut Park Committee – Request for approval to create an expendable fund account
- f. Bunganut Park Committee – Request for funds/ Bunganut Reserve to hire an engineering firm

**Executive Session**

1 M.R.S.A §405 (C) Discussion regarding the condition, or acquisition of real property

**OTHER**

**ADJOURN**

## ITEM #3: (a). Minutes

Town of Lyman  
Select Board Meeting Minutes  
August 5<sup>th</sup>, 2024 – Lyman Town Hall

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

**Selectboard members present:** 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*

**Steve Lord** – Provides a brief presentation about the history of the Cousin's brothers who served in the Civil War. The Historical Society will leave a display of the information at the Town Hall. The Historical Society will be at the Acton Fair from August 22<sup>nd</sup> to August 25<sup>th</sup> featuring a civil war display on the Battle of the Crater in Petersburg Virginia.

- b. *Mail • York County Sheriff Insider Bulletin • York County Sheriff Monthly Report*

**David Alves** – Motions to take Item#7 (e.) out of order.

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

### ITEM #7

- e. *Cemetery Committee – Request for funds for tree removal*

**Katrina Randall** – The Cemetery Committee is requesting \$50,000 to cover the remaining work needed to remove dangerous trees from several of Lyman's ancient cemeteries. There are 113 Ancient Cemeteries in Lyman. The work performed by the former contractor was left unfinished. Geoff Tree services has been working on what was left and has offered to help complete the remaining work. The storm from this past April also contributed to more damage. Discussion regarding having the cemetery committee organize fundraising, adopt a plot, or similar events to help raise money. If voting on funds in November it is determined the work can be completed through the Winter and is preferable for tree cutting projects. Volunteering tree cutting is not recommended due to the risks and dangers and the Town's liability requirements. This item will be tabled for the next agenda for further consideration by the board.

**Victoria Gavel** – Motions to take Item #7 (a.) out of order

**David Alves** – Seconds the motion. Motion passes: 5-0-0

### ITEM #7

- a. *RFP: Dry Hydrant Installation Project, Open Bids*

**Matt Duross** - explains the work being done will dredge up the pond and for installation of a hydrant. The grant available will cover \$5,000 of the bid. He believes the largest scope of this project would be the work involved in dredging up the pond. The hydrant must be installed by the end of September for eligibility of the grant funds. This is the fourth location we've looked at in effort to find a viable hydrant location. We have not put a new hydrant in Town.

**Troy Dare** – From Rural Fire Protection of New England, explains he is doing the rural water supply project as part of the grant program. He will do an availability study, and the Town already has in supply the pipe materials which will help offset costs. He estimated this pond to be about 250,000 gallons and there is good parking available for fire trucks to access the hydrant. This project, not having to remove the material also helps reduce the cost as the property owners are willing to keep the debris on their property.

Town of Lyman  
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**David Alves – Motions to accept the bid received from Ames Property Services, LLC**  
**Victoria Gavel – Seconds the motion.**  
**Motion passes: 5-0-0**

**RFP: Dry Hydrant Installation Project, Bids Received.**

Ames Property Services, LLC  
21 Pheasant Run Rd  
East Waterboro, ME 04030  
Submitted 7/18/2024

Service	Description	QTY	Rate	Amount
Loader	Per day with operator	3	\$1,000	\$3,000
Skid Steer	Per day with operator	1	\$1,000	\$1,000
Foam Board		5	\$65.68	\$328.40
Seed	Per bag	4	\$115.27	\$461.08
Ground Cover	Per bale	25	\$7.00	\$175
Concrete	Per bag	3	\$5.88	\$17.64
Mobilization	Hauling of equipment		\$960	\$960
Loam	Per yard	36	\$22	\$792
Tri-Axle		3	\$94	\$282
Excavator 35,000 lbs class machine	Per day with operator	4	\$1,600	\$6,400
Excavator 70,000 lbs class machine	Per day with operator	3	\$3,000	\$9,000
18" Culvert		1	\$0	\$0
TOTAL				\$22,416.12

**David Alves – Motions to take Item #7 (c.) out of order**  
**Joseph Wagner – Seconds the motion. Motion passes: 5-0-0**

**ITEM #7**

**c. Review/ Approve Encompass Joy Liquor License**

**Kerry-Ann Johnson** – Owns a parcel in Lyman split between Lyman and Arundel. She will be doing a small seating section for food truck vendors and serving beer and wine as a small lunch spot with business hours ending by 8pm. The café section will also serve food.

Discussion, the Planning Board recently reviewed the site plan review application and conducted a public hearing. No negative responses received from abutters.

**David Alves – Motions to approve the onsite liquor license.**

**Victoria Gavel – Seconds the motion. Motion passes: 5-0-0**

**ITEM #3**

**MINUTES**

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

**Victoria Gavel – Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0**

Town of Lyman  
Select Board Meeting Minutes  
August 5<sup>th</sup>, 2024 – Lyman Town Hall

**ITEM #4**

**SIGN WARRANTS**

- a. Payroll Warrant #3 in the amount of \$29,120.67  
**David Alves – Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0**
- b. Payroll Warrant #4 in the amount of \$29,199.40  
**David Alves – Motions to approve. Amber Swett seconds. Motion passes: 5-0-0**
- c. Accounts Payable Warrant #53 (FY2024) in the amount of \$8,024.41  
**Amber Swett – Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0**
- d. Accounts Payable Warrant #5 (FY2025) in the amount of \$1,160,356.47  
**Victoria Gavel – Motions to approve. David Alves seconds. Motion passes: 5-0-0**

**ITEM #5**

**UNFINISHED BUSINESS**

- a. Franchise Agreement, Updates if any  
No new updates. Law changes take effect August 9<sup>th</sup>, 2024.
- b. Amber Swett – Discussion legal services RFP  
**Amber Swett** – States she would be interested in checking different rates for attorney fees. Discussion, the current rate the Town is paying is \$175 per hour. The board agrees not to do an RFP but call around different firms and solicit quotes and if any specialized services.
- c. Kennebunk Pond – Flashing beacons Quote for solar installation  
Discussion: The signs were given to the town disassembled. An electrician will need to hook up the electrical components for the solar panels to be operational. quotes have been collected from an electrician to purchase two sign posts for \$1,939.00 plus \$1,500 for the installation of the solar panel components. There is no budget available other than Capital Improvement. The MDOT reimbursement may be applied after the installation of the signs. MDOT will determine how much reimbursement is given, if any, and up to \$5,000. After the solar panels are hooked up, the landscapers will return to physically install the entire sign unit in the ground. Lead time for installation and set up is undetermined and dependent on contractor availability.  
**David Alves – Motions to accept the quotes provided.**  
**Victoria Gavel – Seconds the motion. Motion passes: 5-0-0**
- d. Discussion, November Referendum  
**Lindsay Gagne** – Explains Town Council reviewed the referenda question regarding polling to the voters if in favor of looking into aerial services and advised not to put that to the voters. Town council suggested the board having a public hearing or finding other methods to survey citizen opinion. The Assessor has been dealing with a backlog of work and providing tools to assist would be helpful. We budgeted to hire more personnel, but the labor market is limited and there is a lack of experienced personnel that would be able to come on board to assist. Current personnel will need to be trained and will not be available to assist immediately. The other referenda the board discussed will be tabled on the next agenda for final consideration.
- e. Workshop, Employee Recognition Planning.  
Discussion to go over logistics and planning for employee recognition programs.  
Workshop is scheduled for August 12<sup>th</sup>, 2024 at 6:00pm at the Town Hall.

**ITEM #6**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. Fire Chief – All Hands – Reviewed in Agenda Packet
- b. Victoria Gavel – Fire Commission Updates  
**Vicotria Gavel** – Fire Commission meeting took place last Thursday. There was discussion about employee retention. She is interested in attending Comprehensive Plan meetings and providing some ideas regarding the Land Study.

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c. **Town Manager Report**

**Lindsay Gagne** – New training was provided to the employees around situational awareness and was well received by employees. The Local Health Officer is organizing a Well Testing Program after collaborating with Nelson Analytics to help offer Lyman residents a discount for water testing. More information will be provided soon. There is a grant share program we're working on with York County Soil Conservation that will help provide funding to replace a culvert on Poor Farm Road that will need to be replaced and at the same time implement strategies to redirect water runoff away from the Kennebunk Pond in effort to keep the Kennebunk River and water sheds clear of pollutants. The LED sign will need ventilation added as the recent heat waves have been causing system malfunctions. The Bunganut Ticket Booth is not withstanding the heat. A new AC unit will be installed, and we will continue to monitor and assess if other strategies will need to be considered.

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

e. **Bunganut Park Committee, Report**

**Michelle Felicitti** – After looking into multiple grant opportunities, the committee is finding that these grants are also requiring a Town Manager and/or Board chair liaison to sign off grant requests. Michelle has requested David Alves as a board liaison with his experience working on other projects and having the Town Manager as a liaison to sign off for grant approval. Michelle has recommended Joe Wagner to assist the committee in writing grant proposals given his experience in writing grants and Victoria Gavel to draw up plans or ideas to consider for diverting water runoff. Michelle has reached out to Acorn Engineering to gather some input as to what they could provide for planning and services. She's reached out to another engineering firm but was unable to get any substantial information from them. The committee is focusing efforts on restoring the beach area and reclaiming the eroded sand, considering methods that will revitalize the boggy field area, addressing concerns regarding the stairs entering down to the beach side and creating a safer, alternative route that would also be in compliance with ADA accessibility. There is also a boy scout willing to help work on rebuilding some of the trail systems they anticipate getting work done by November.

f. **Parks & Recs Report**

Discussion regarding the slide being replaced and the old one that still remains will be removed.

g. **Eco ME Rep Report**

**Amber Swett** – Reviews the ECO Maine annual report. She will be attending a webinar regarding food waste diversion and recovery programs.

**ITEM #7**

**NEW BUSINESS**

a. **RFP: Dry Hydrant Installation Project, Open Bids**

Item moved out of order. See above.

b. **Review/Approve Town Line Restaurant Liquor License**

Discussion regarding a brief review of the application. There have been no complaints against the business.

**David Alves** – **Motions to approve the on-premises Liquor License.**

**Joseph Wagner** – **Seconds the motion, Motion passes: 5-0-0**

c. **Review/ Approve Encompass Joy Liquor License**

Item moved out of order. See above.

d. **MMA Vice President & Executive Committee Ballot Letter**

**Joseph Wagner** – **Motions to vote for Mr. Porier for Vice Presidency and Mr. Cyr, Ms. Cole, and Mr. Garside for the Executive Committee Members.**

**Victoria Gavel** – **Seconds the motion, Motion passes: 5-0-0**

e. **Cemetery Committee – Request for funds for tree removal**

Item moved out of order. See above.

Town of Lyman  
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f. **Committee Applicant(s)**

o **Planning Boards**

**Victoria Gavel – Motions to appoint Timothy Rivard for a 3-year term, regular planning board member**

**David Alves – Seconds the motion. Motion passes: 5-0-0**

o **Fair Hearing Board**

**Amber Swett – Motions to appoint Steven Hietpas to the Fair Hearing Board.**

**Victoria Gavel – Seconds the motion, Motion passes: 5-0-0**

g. **Discussion/ Adoption of Health Insurance for Domestic Partnership**

Discussion: This is not currently in the personnel policy, although there have been inquiries. After review from the Town Council the policy would require formal adoption by the Select Board. The payment portion between employer and employee would mirror what we already offer for a family plan.

**Victoria Gavel – Motions to adopt the policy for Domestic Partner Health Coverage.**

**Joseph Wagner – Seconds the motion, Motion passes: 5-0-0**

h. **Discussion, Town Manager Performance Eval Format**

Discussion: Samples sent to board members to review. Some of the samples seem to be too over the top. The Board inquires about performance evaluation forms that the Town Manager uses with the employees. Item will be added to workshop scheduled August 12<sup>th</sup> 2024 at 6:00pm located at the Town Hall.

**OTHER**

**ADJOURN**

**David Alves – Motions to adjourn. Victoria Gavel 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 5 pages are the original minutes of the Select Board Meeting date August 5<sup>th</sup> 2024

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

# ITEM #4: (a.) Payroll Warrant

LYMAN  
10:36 AM

## Payroll Check Register

Pay Date: 08/21/2024

08/15/2024  
Page 1

Check	D / D	Check	Amount	Date	Employee
<b>Employee Checks</b>					
1	1,186.01	0.00	1,186.01	08/21/24	021 JANICE M AUGER
2	1,711.67	0.00	1,711.67	08/21/24	79 SUSAN J BELLEROSE
3	1,293.66	0.00	1,293.66	08/21/24	025 THOMAS M CROTEAU
4	2,644.63	0.00	2,644.63	08/21/24	028 LINDSAY GAGNE
5	1,944.03	0.00	1,944.03	08/21/24	016 LAURIE L GONSKA
6	161.32	0.00	161.32	08/21/24	117 PAUL HAKALA
7	266.87	0.00	266.87	08/21/24	007 THOMAS M HOLLAND
8	2,070.97	0.00	2,070.97	08/21/24	015 JEANETTE E LEMAY
9	868.06	0.00	868.06	08/21/24	036 JULIE LEMIEUX
10	135.15	0.00	135.15	08/21/24	125 PAUL J MARTEL
11	1,396.13	0.00	1,396.13	08/21/24	041 RANDALL L MURRAY
12	455.00	0.00	455.00	08/21/24	19 BRIAN D. RACICOT
13	496.18	0.00	496.18	08/21/24	123 KYLE D RACICOT
14	453.52	0.00	453.52	08/21/24	002 DAVID W RILEY
15	137.37	0.00	137.37	08/21/24	024 JAMES ROBERTS
16	154.56	0.00	154.56	08/21/24	020 DAVID H SANTORA
17	1,821.48	0.00	1,821.48	08/21/24	037 REBEKAH S THOMPSON
18	309.13	0.00	309.13	08/21/24	40 RAYMOND J VALLIERE
<b>Total</b>	<b>17,505.74</b>	<b>0.00</b>	<b>17,505.74</b>		
<b>Direct Deposit Checks</b>					
19	0.00	17,505.74	17,505.74	08/21/24	D / D 1 BIDDEFORD SAVINGS BANK
<b>Total</b>	<b>0.00</b>	<b>17,505.74</b>	<b>17,505.74</b>		
<b>Trust &amp; Agency Checks</b>					
20	0.00	6,405.30	6,405.30	08/21/24	T & A 1 I.R.S.
21	0.00	1,567.30	1,567.30	08/21/24	T & A 3 ICMA
22	0.00	1,182.47	1,182.47	08/21/24	T & A 2 MAINE REVENUE SERVICES
23	0.00	1,775.54	1,775.54	08/21/24	T & A 9 MPERS
<b>Total</b>	<b>0.00</b>	<b>10,930.61</b>	<b>10,930.61</b>		
<b>Summary</b>					
Checks:	Regular	0.00	18		
	D / D	17,505.74	1		
	Employee	17,505.74			
	T & A	10,930.61	4		
	Voided		0		
<b>Total</b>		<b>28,436.35</b>	<b>23</b>		

WARRANT: 7

Check	D / D	Check	Employee	Gross Pay
1	1,186.01	0.00	021 JANICE M AUGER	1,808.25
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	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	161.32	0.00	117 PAUL HAKALA	228.83
7	266.87	0.00	007 THOMAS M HOLLAND	296.04
8	2,070.97	0.00	015 JEANETTE E LEMAY	2,952.77
9	868.06	0.00	036 JULIE LEMIEUX	1,187.00
10	135.15	0.00	125 PAUL J MARTEL	146.34
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	453.52	0.00	002 DAVID W RILEY	491.09
15	137.37	0.00	024 JAMES ROBERTS	148.75
16	154.56	0.00	020 DAVID H SANTORA	167.37
17	1,821.48	0.00	037 REBEKAH S THOMPSON	2,822.22
18	309.13	0.00	40 RAYMOND J VALLIERE	334.73
19	0.00	17,505.74	D / D 1 BIDDEFORD SAVINGS BANK	
20	0.00	6,405.30	T & A 1 I.R.S.	
21	0.00	1,567.30	T & A 3 ICMA	
22	0.00	1,182.47	T & A 2 MAINE REVENUE SERVICES	
23	0.00	1,775.54	T & A 9 MPERS	
<b>Total</b>	<b>17,505.74</b>	<b>28,436.35</b>		<b>25,098.31</b>

Put into A/P                    **11,209.61**  
Taken out of A/P            **(10,930.61)**  
**Total Payroll                28,715.35**

**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

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# ITEM #4: (b.) AP Warrant FY2024

Lyman-2024  
9:14 AM

**A / P Check Register**  
Bank: BIDDEFORD SAVINGS

08/15/2024  
Page 1

Type	Check	Amount	Date	Wrnt	Payee	2024
P	10853	12,300.00	08/14/24	54	0176 SANFORD - SPRINGVALE YMCA	
R	10854	6,300.00	08/19/24	54	0151 DAYTON SAND & GRAVEL, CO.,INC.	
R	10855	736.16	08/19/24	54	1158 HALEY'S METAL SHOP	
R	10856	3,450.00	08/19/24	54	0344 JACKSONS TREE SERVICE	
R	10857	270.00	08/19/24	54	0580 SMPDC	
R	10858	7,000.00	08/19/24	54	0277 TINKER TOM EXCAVATOR	
P	99999	24.98	08/19/24	54	0095 CARDMEMBER SERVICE	
Total		30,081.14				

Count	
Checks	7
Voids	0

Lyman-2024  
9:14 AM

A / P Warrant

08/15/2024  
Page 1

Warrant 54

Jrnl	Check	Month	Invoice Description	Reference	Amount	2024 Encumbrance
Description			Account	Proj		
<b>00095 CARDMEMBER SERVICE</b>						
0665	99999	06	STREAMING SERV	050124		
STREAMING SERV			E 110-11-32-310		24.98	0.00
			CTRCT SVS EQ / PROF SVS			
Vendor Total-					24.98	
<b>00151 DAYTON SAND &amp; GRAVEL, CO., INC.</b>						
0665	10854	06	CHURCH ST SHOULDER	624-3		
CHURCH ST SHOULDER			E 131-51-40-483		6,300.00	6,300.00
			REPAIRS & MA / RDS/REPAIRS			
Vendor Total-					6,300.00	
<b>01158 HALEY'S METAL SHOP</b>						
0665	10855	06	MINI SPLIT WORK	W16214		
MINI SPLIT WORK			E 141-11-40-410		736.16	0.00
			REPAIRS & MA / BLDGS & GROU			
Vendor Total-					736.16	
<b>00344 JACKSONS TREE SERVICE</b>						
0665	10856	06	TREE FRYE'S BRIDGE	1613		
TREE FRYE'S BRIDGE			E 131-51-40-483		575.00	575.00
			REPAIRS & MA / RDS/REPAIRS			
Invoice Total-					575.00	
0665	10856	06	TREES CLARKS WOODS	1572		
TREES CLARKS WOODS			E 131-51-40-483		2,875.00	2,825.00
			REPAIRS & MA / RDS/REPAIRS			
Invoice Total-					2,875.00	
Vendor Total-					3,450.00	
<b>00176 SANFORD - SPRINGVALE YMCA</b>						
0665	10853	06	REPLACES CHECK #10747			
REPLACES CHECK #10747			E 181-22-37-399		12,300.00	0.00
			CONT OUT / CONT SVS OTH			
Vendor Total-					12,300.00	
<b>00580 SMPDC</b>						
0665	10857	06	COMP PLAN	17510		
COMP PLAN			E 110-19-90-999		270.00	270.00
			OTHER / MISC			
Vendor Total-					270.00	
<b>00277 TINKER TOM EXCAVATOR</b>						
0665	10858	06	WALKER RD	0040		
WALKER RD			E 131-51-40-482		3,500.00	3,500.00
			REPAIRS & MA / RDS/RESURFA			
Invoice Total-					3,500.00	
0665	10858	06	HOMESTEAD LANE	41		
HOMESTEAD LANE			E 131-51-40-483		3,500.00	3,500.00
			REPAIRS & MA / RDS/REPAIRS			
Invoice Total-					3,500.00	
Vendor Total-					7,000.00	



# ITEM #4: (c.) AP Warrant FY2025

Lyman  
9:31 AM

## A / P Check Register

Bank: BIDDEFORD SAVINGS

08/15/2024  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	9999	1,601.45	08/19/24	6	0091 CENTRAL MAINE POWER, INC.
P	10851	10,797.13	08/02/24	6	0569 SECRETARY OF STATE
P	10852	28,767.38	08/12/24	6	0569 SECRETARY OF STATE
R	10859	132.32	08/19/24	6	0218 AMAZON CAPITAL SERVICES
R	10860	7,000.00	08/19/24	6	0353 AMES PROPERTY SERVICE
R	10861	500.00	08/19/24	6	0352 BENJAMIN APPEL
R	10862	45,250.00	08/19/24	6	0972 BIDDEFORD POLICE DEPARTMENT
R	10863	577.50	08/19/24	6	1046 BOURQUE & CLEGG LLC
R	10864	4,950.00	08/19/24	6	0335 C.I.A. SALVAGE INC
R	10865	229.98	08/19/24	6	0310 CHARTER COMMUNICATIONS
R	10866	32.00	08/19/24	6	0994 CINTAS CORPORATION- # 758
R	10867	509.00	08/19/24	6	0111 CYN ENVIRONMENTAL SERVICES
R	10868	1,000.00	08/19/24	6	0239 DAVID MAYNES
R	10869	500.00	08/19/24	6	0133 DAVID W. RILEY
R	10870	94.90	08/19/24	6	0090 DOWNEAST FLOWERS
R	10871	19,850.32	08/19/24	6	0500 ECOMAINE
R	10872	49.36	08/19/24	6	0147 GONETSPEED
R	10873	525.76	08/19/24	6	0072 GWI
R	10874	500.00	08/19/24	6	0279 JACOB MCCURDY
R	10875	51.59	08/19/24	6	0316 JAMES ROBERTS
R	10876	18.84	08/19/24	6	0322 KENNEBUNK LIGHT & POWER DISTRICT
R	10877	657.00	08/19/24	6	0177 KYOCERA DOCUMENT SOLUTIONS NE INC
R	10878	370.88	08/19/24	6	0131 LAURIE GONSKA
R	10879	8,380.09	08/19/24	6	0376 M M E H T
R	10880	120.00	08/19/24	6	0414 MAINE MUNICIPAL ASSOCIATION
R	10881	60.00	08/19/24	6	0379 MAINE TOWN & CITY CLERKS ASSOC
R	10882	40.00	08/19/24	6	0312 MAINE WELFARE DIRECTORS ASSOCIATION
R	10883	980.00	08/19/24	6	0256 POTTYS-R-US
R	10884	97.00	08/19/24	6	0502 REGISTRY OF DEEDS
R	10885	52.73	08/19/24	6	0234 STEPHEN D. CARPENTERI
R	10886	149.55	08/19/24	6	0148 VERIZON WIRELESS
P	88889	120.85	08/19/24	6	0140 WEX BANK
P	99999	55.00	08/19/24	6	0095 CARDMEMBER SERVICE
P	99999	15.99	08/19/24	6	0095 CARDMEMBER SERVICE
P	99999	14.40	08/19/24	6	0095 CARDMEMBER SERVICE
P	99999	22.00	08/19/24	6	0095 CARDMEMBER SERVICE
P	99999	462.00	08/19/24	6	0095 CARDMEMBER SERVICE
P	99999	499.64	08/19/24	6	0095 CARDMEMBER SERVICE
<b>Total</b>		<b>135,034.66</b>			

### Count

Checks	38
Voids	0

**A / P Warrant**

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Warrant 6

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00218 AMAZON CAPITAL SERVICES</b>						
0045	10859	08	SUPPLIES	1KKJ-PCPM-9LQ1		
SUPPLIES	E 110-11-60-610				57.28	0.00
	SUPPLIES / SUPPLIES					
SUPPLIES	E 110-17-60-610				25.09	0.00
	SUPPLIES / SUPPLIES					
Invoice Total-					82.37	
0045	10859	08	SUPPLIES	1L7J-CGTC-JN49		
SUPPLIES	E 110-11-60-610				49.95	0.00
	SUPPLIES / SUPPLIES					
Invoice Total-					49.95	
Vendor Total-					132.32	
<b>00353 AMES PROPERTY SERVICE</b>						
0045	10860	08	DRY HYDRANT INSTALLATION	1022		
DRY HYDRANT INSTALLATION	E 721-86-90-999				7,000.00	0.00
	HYD / RESERVES - OTHER / MISC					
Vendor Total-					7,000.00	
<b>00352 BENJAMIN APPEL</b>						
0045	10861	08	CONCERT IN THE PARK	080124		
CONCERT IN THE PARK	E 161-21-90-940				500.00	0.00
	OTHER / REC PROGRAMS					
Vendor Total-					500.00	
<b>00972 BIDDEFORD POLICE DEPARTMENT</b>						
0045	10862	08	PSAP	FY 25		
PSAP	E 185-99-37-399				45,250.00	0.00
	CONT OUT / CONT SVS OTH					
Vendor Total-					45,250.00	
<b>01046 BOURQUE &amp; CLEGG LLC</b>						
0045	10863	08	SERVICES	JULY		
SERVICES	E 181-11-33-320				577.50	0.00
	CONT PROF / PROF SERV LE					
Vendor Total-					577.50	
<b>00335 C.I.A. SALVAGE INC</b>						
0045	10864	08	HAULING	4239		
MSW HAULING	E 150-31-35-355				2,280.00	0.00
	CTRCT SVS WA / PROF SVS HAU					
WOOD/BULKY HAULING	E 150-31-35-356				1,520.00	0.00
	CTRCT SVS WA / PROF SVS HW					
RECYCLE HAULING	E 150-31-35-357				570.00	0.00
	CTRCT SVS WA / PROF SVS HR					
CAN RENTAL	E 150-31-35-349				200.00	0.00
	CTRCT SVS WA / PROF SVS CAN					
METAL HAULING	E 150-31-35-359				380.00	0.00
	CTRCT SVS WA / PROF SVS MET					
Vendor Total-					4,950.00	
<b>00095 CARDMEMBER SERVICE</b>						
0045	99999	08	IAAO GONSKA	92191		
IAAO GONSKA	E 102-11-20-280				55.00	0.00
	BENEFITS / TRAINING					

**A / P Warrant**

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>Invoice Total-</b>					<b>55.00</b>	
0045	99999	08	ZOOM		268345794	
ZOOM			E 110-11-32-310		15.99	0.00
			CTRCT SVS EQ / PROF SVS			
<b>Invoice Total-</b>					<b>15.99</b>	
0045	99999	08	MICROSOFT		E0600T4161	
MICROSOFT			E 110-11-32-310		14.40	0.00
			CTRCT SVS EQ / PROF SVS			
<b>Invoice Total-</b>					<b>14.40</b>	
0045	99999	08	MICROSOFT		E0600T416J	
MICROSOFT			E 110-11-32-310		22.00	0.00
			CTRCT SVS EQ / PROF SVS			
<b>Invoice Total-</b>					<b>22.00</b>	
0045	99999	08	MICROSOFT		E0600T4KVC	
MICROSOFT			E 110-11-32-310		462.00	0.00
			CTRCT SVS EQ / PROF SVS			
<b>Invoice Total-</b>					<b>462.00</b>	
0045	99999	08	POSTAGE		081424	
POSTAGE			E 110-11-60-650		499.64	0.00
			SUPPLIES / POSTAGE			
<b>Invoice Total-</b>					<b>499.64</b>	
<b>Vendor Total-</b>					<b>1,069.03</b>	
<b>00091 CENTRAL MAINE POWER, INC.</b>						
0045	9999	08	ELECTRICITY		081524	
3501-2118-408			E 147-22-50-560		239.76	0.00
			UTILITIES / ELECTRICITY			
3501-1893-878			E 147-22-50-560		152.11	0.00
			UTILITIES / ELECTRICITY			
3501-2918-062			E 147-22-50-560		54.04	0.00
			UTILITIES / ELECTRICITY			
3501-6854-669			E 147-31-50-560		331.36	0.00
			UTILITIES / ELECTRICITY			
3501-2614-331			E 147-51-50-560		330.30	0.00
			UTILITIES / ELECTRICITY			
3501-6858-561			E 147-21-50-560		34.43	0.00
			UTILITIES / ELECTRICITY			
3501-2989-030			E 147-11-50-560		402.00	0.00
			UTILITIES / ELECTRICITY			
3001-3752-495			E 147-23-50-560		57.45	0.00
			UTILITIES / ELECTRICITY			
<b>Vendor Total-</b>					<b>1,601.45</b>	
<b>00310 CHARTER COMMUNICATIONS</b>						
0045	10865	08			232143101080124	
UTILITIES			E 161-23-50-580		129.99	0.00
			UTILITIES / COMM			
UTILITIES			E 150-31-50-580		99.99	0.00
			UTILITIES / COMM			
<b>Vendor Total-</b>					<b>229.98</b>	
<b>00994 CINTAS CORPORATION- # 758</b>						
0045	10866	08	13117643		4201105627	
RUGS-TH			E 141-11-31-310		32.00	0.00
			CTRCT SVS BL / PROF SVS			

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**A / P Warrant**

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Warrant 6

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>Vendor Total-</b>					<b>32.00</b>	
<b>00111 CYN ENVIRONMENTAL SERVICES</b>						
0045	10867	08	LY3802	073124		
LY3802			E 150-31-35-358		509.00	0.00
			CTRCT SVS WA / PROF SVS HWO			
<b>Vendor Total-</b>					<b>509.00</b>	
<b>00239 DAVID MAYNES</b>						
0045	10868	08	FINAL	1146		
FINAL			E 551-84-70-790		1,000.00	0.00
			FED - EQUIPMENT / OTHER EQUIP			
<b>Vendor Total-</b>					<b>1,000.00</b>	
<b>00133 DAVID W. RILEY</b>						
0045	10869	08	SERVICES	80		
P&R REPAIRS/MAINT			E 145-22-31-330		150.00	0.00
			CTRCT SVS BL / WASTE SVS			
<b>Invoice Total-</b>					<b>150.00</b>	
0045	10869	08	SERVICES	81		
ROADS REPAIRS/MAINT			E 131-51-40-483		350.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
<b>Invoice Total-</b>					<b>350.00</b>	
<b>Vendor Total-</b>					<b>500.00</b>	
<b>00090 DOWNEAST FLOWERS</b>						
0045	10870	08	ARRANGEMENT	194304		
ARRANGEMENT			E 110-11-60-610		94.90	0.00
			SUPPLIES / SUPPLIES			
<b>Vendor Total-</b>					<b>94.90</b>	
<b>00500 ECOMAINE</b>						
0045	10871	08	TIPPING	073124		
LYMAN01 MSW			E 150-31-35-350		15,818.43	0.00
			CTRCT SVS WA / PROF SVS TIP			
<b>Invoice Total-</b>					<b>15,818.43</b>	
0045	10871	08	BULKY	073124		
BULLYMAN01 OBW-WOOD			E 150-31-35-351		2,984.09	0.00
			CTRCT SVS WA / PROF SVS TW			
<b>Invoice Total-</b>					<b>2,984.09</b>	
0045	10871	08	RECYCLE	073124		
RECYCLE			E 150-31-35-352		1,047.80	0.00
			CTRCT SVS WA / PROF SVS REC			
<b>Invoice Total-</b>					<b>1,047.80</b>	
<b>Vendor Total-</b>					<b>19,850.32</b>	
<b>00147 GONETSPEED</b>						
0045	10872	08	13668 PHONE	072324		
13668 PHONE			E 150-31-50-580		49.36	0.00
			UTILITIES / COMM			
<b>Vendor Total-</b>					<b>49.36</b>	
<b>00072 GWI</b>						
0045	10873	08	PHONES & INTERNET	6483152		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
205773			E 110-11-50-580		496.16	0.00
			UTILITIES / COMM			
205773			E 161-22-50-580		29.60	0.00
			UTILITIES / COMM			
Vendor Total-					525.76	
<b>00279 JACOB MCCURDY</b>						
0045	10874	08	DAPPER GENTS	81524		
DAPPER GENTS			E 161-21-90-940		500.00	0.00
			OTHER / REC PROGRAMS			
Vendor Total-					500.00	
<b>00316 JAMES ROBERTS</b>						
0045	10875	08	MILEAGE	8/5-8/12		
MILEAGE			E 110-17-90-910		51.59	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					51.59	
<b>00322 KENNEBUNK LIGHT &amp; POWER DISTRICT</b>						
0045	10876	08	2101002-01	090424		
2101002-01			E 147-51-50-560		18.84	0.00
			UTILITIES / ELECTRICITY			
Vendor Total-					18.84	
<b>00177 KYOCERA DOCUMENT SOLUTIONS NE INC</b>						
0045	10877	08	SERVICE CONTRACT	55L2510755		
SERVICE CONTRACT			E 110-11-32-310		657.00	0.00
			CTRCT SVS EQ / PROF SVS			
Vendor Total-					657.00	
<b>00131 LAURIE GONSKA</b>						
0045	10878	08	MILEAGE	073124		
MILEAGE			E 110-11-90-910		370.88	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					370.88	
<b>00376 M M E H T</b>						
0045	10879	08	MHT.31171	FEBRUARY		
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	
<b>00414 MAINE MUNICIPAL ASSOCIATION</b>						
0045	10880	08	31170	1000474565		
33170			E 102-11-20-280		40.00	0.00
			BENEFITS / TRAINING			
Invoice Total-					40.00	
0045	10880	08	31170	100472359		
33170			E 102-11-20-280		40.00	0.00
			BENEFITS / TRAINING			



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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>Invoice Total-</b>					<b>40.00</b>	
0045	10880	08	31170		1000472440	
33170			E 102-11-20-280		40.00	0.00
			BENEFITS / TRAINING			
<b>Invoice Total-</b>					<b>40.00</b>	
<b>Vendor Total-</b>					<b>120.00</b>	
<b>00379 MAINE TOWN &amp; CITY CLERKS ASSOC</b>						
0045	10881	08	11790-0		1000474337	
11790-0			E 102-31-20-280		60.00	0.00
			BENEFITS / TRAINING			
<b>Vendor Total-</b>					<b>60.00</b>	
<b>00312 MAINE WELFARE DIRECTORS ASSOCIATION</b>						
0045	10882	08	KELLY	FY 25		
TRAINING			E 102-11-20-280		40.00	0.00
			BENEFITS / TRAINING			
<b>Vendor Total-</b>					<b>40.00</b>	
<b>00256 POTTYS-R-US</b>						
0045	10883	08	PORTA-POTS	30086		
KENNEBUNK POND			E 145-23-35-331		185.00	0.00
			CTRCT SVS WA / PROF PORTA P			
<b>Invoice Total-</b>					<b>185.00</b>	
0045	10883	08	PORTA-POTS	29943		
BUNGANUT			E 145-22-35-331		85.00	0.00
			CTRCT SVS WA / PROF PORTA P			
<b>Invoice Total-</b>					<b>85.00</b>	
0045	10883	08	PORTA-POTS	29874		
BUNGANUT			E 145-22-35-331		525.00	0.00
			CTRCT SVS WA / PROF PORTA P			
<b>Invoice Total-</b>					<b>525.00</b>	
0045	10883	08	PORTA-POTS	29951		
CHADBOURNE FIELD			E 145-21-35-331		185.00	0.00
			CTRCT SVS WA / PROF PORTA P			
<b>Invoice Total-</b>					<b>185.00</b>	
<b>Vendor Total-</b>					<b>980.00</b>	
<b>00502 REGISTRY OF DEEDS</b>						
0045	10884	08	TRANSFER	JULY		
TRANSFER			E 110-11-39-399		21.00	0.00
			CONT SVS OTH / OTHER			
<b>Invoice Total-</b>					<b>21.00</b>	
0045	10884	08	DISCHARGES	081424		
DISCHARGES			E 110-11-39-399		76.00	0.00
			CONT SVS OTH / OTHER			
<b>Invoice Total-</b>					<b>76.00</b>	
<b>Vendor Total-</b>					<b>97.00</b>	
<b>00569 SECRETARY OF STATE</b>						
0045	10851	08	31170	7/24-8/21		
31170			G 1-250-00		10,797.13	0.00
			MTR VEHICLE			
<b>Invoice Total-</b>					<b>10,797.13</b>	

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**A / P Warrant**

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Warrant 6

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount Encumbrance
0045	10852	08	31170		8/1-8/9
31170			G 1-250-00		28,767.38 0.00
			MTR VEHICLE		
			Invoice Total-		28,767.38
			Vendor Total-		39,564.51
00234 STEPHEN D. CARPENTERI					
0045	10885	08	SAW CHAINS		10728005
SAW CHAINS			E 181-15-37-399		52.73 0.00
			CONT OUT / CONT SVS OTH		
			Vendor Total-		52.73
00148 VERIZON WIRELESS					
0045	10886	08	6423575065-00001		9970689156
642357065-00001			E 110-11-50-580		149.55 0.00
			UTILITIES / COMM		
			Vendor Total-		149.55
00140 WEX BANK					
0045	88889	08	0496-00-621844-0		98807507
0496-00-621844-0			E 150-31-40-450		120.85 0.00
			REPAIRS & MA / EQUIPMENT		
			Vendor Total-		120.85
			Prepaid Total-		42,355.84
			Current Total-		92,678.82
			EFT Total-		0.00
			Warrant Total-		135,034.66

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: (b.) November Referenda

## Special Town Meeting Referenda

November 5, 2024

**ARTICLE 1:** To choose a Moderator by written ballot to preside at said meeting.

**ARTICLE 2:** Shall an ordinance entitled Town of Lyman Zoning Ordinance, adopted November 8, 2005, as amended, be further amended in Article 1, Section 1.8.3 Contract Zoning as proposed? (Copies of the text of the proposed amendments are available at the Town Clerk's office)

**ARTICLE 3:** Shall an ordinance entitled Town of Lyman Zoning Ordinance, as adopted November 8, 2005, as amended, be further amended in Article 10, Section 10.6 Accessory Dwelling Units Subsection 10.6.1 through 10.6.7 as proposed? (Copies of the text of the proposed amendments are available from the Towns Clerk's office)

**ARTICLE 4:** Shall an ordinance entitled Town of Lyman Shoreland Ordinance, as adopted June 4, 1993, as amended, be further amended in Section 15, Subsection B(2) Land Use Standards, Principal and Accessory Structures as proposed? (Copies of the text of the proposed amendments are available from the Towns Clerk's office)

**ARTICLE 5:** Shall an ordinance entitled Floodplain Management Ordinance for the Town of Lyman as adopted June 16, 1998, be revised as proposed? (Copies of the text of the proposed ordinance are available from the Towns Clerk's office)

**ARTICLE 6:** Shall the Town of Lyman Zoning Map, adopted June 1, 2010, as amended, be further amended as proposed? (Copies of the text of the proposed amendments are available from the Towns Clerk's office)

**ARTICLE 7:** Shall the Town of Lyman Municipal Charter, adopted November 6, 2012, as amended, be further amended in Article 4.2.4(f) as proposed? (Copies of the text of the proposed amendments are available from the Town Clerk's office)

**ARTICLE 8:** Shall The Town authorize the Select Board to convey the property located at 28 South Street Lyman, Maine on Map 13, Lot# 009 to the Goodwin Mills Cemetery Association for the cost of all associated legal fees?

**ARTICLE 9:** Shall the Town authorize the Select Board to convey a portion of the Town Hall land at 11 South Waterboro Road to an abutter, and accept a portion of the abutter's property in exchange, for the purpose of reconfiguring the boundaries of the Town Hall property and facilitating the expansion project of the Town Hall?

**ARTICLE 10:** To see if the Town will vote to appropriate from Surplus the sum of **\$50,000** for the purpose of cemetery tree removal and trimming

Current Fiscal Year's Budget	Select Board Recommendation	Budget Committee Recommendation
\$0	\$	\$

Select Board Vote:

Budget Committee Vote:

INCIDENT STATISTICS

Aircraft Incident		
Alarms (Fire / CO)		
Appliance / Chimney Fire		
Brush / Woods Fire		
Gas Leaks / Hazmat		5
Lines / Trees Down		
Medical Emergencies	12	
Mutual Aid (EMS)	2	20
Mutual Aid (FIRE)	1	685
Odor/Smoke Investigation		539

MONTHLY TOTALS

	2023	2024
JAN:	86	92
FEB:	68	78
MAR:	69	128
APR:	70	100
MAY:	77	75
JUN:	72	95
JUL:	74	86
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

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

# July 2024 / 2023

## MONTHLY RECAP

Monthly Incidents 86 / 73	<div>Points of Interest</div> <ul style="list-style-type: none"><li>7/29 - Sanford, Tanker 84 for a building fire, 4 responders, Incident time 2 hours 15 minutes.</li><li>7/25 - Lyman, MVC car caught fire, transport to Portland, 8 responders, Incident took 2 hours 11 mins.</li><li>7/18 - Arundel, Significant MVC involving motorcycle. Arundel tied up on early call, GMills and Biddeford Responded. 6 GMills Responders. Incident took 3 hours 45 mins.</li><li>7/16 - Lyman, MVC Roll over with injuries, car caught fire. Alfred Mutual Aid, Transport to Portland, Total of 11 GMills responders, Incident time 3 hours.</li><li>7/04 - Dayton, Alfred EMS handled EMS call as GMills at fire on Island, 1 responder from GMills.</li><li>7/04 - Lyman, fire on Island in Wadleigh Pond, Maine Forest Service investigating. 7 total responders on scene. 2 additional incidents while on scene</li><li>Provided FAST Board In-service training with York County Fire &amp; Saco</li><li>Replaced broken hydrant on Buzzell Road Dayton</li><li>3rd person on duty during day, position filled with part-time (per diem employee)</li><li>1 New Jr. FF hired</li></ul>	Trainings 5 / 20				
Dayton Incidents 22 / 16		Certifications 1 / 2				
Lyman Incidents 48 / 43		Qualifications 0				
Multi-Incidents 7 / 6		Career Staff 5				
Mutual Aid - Given 16 / 14		Call-Force Staff 49				
Mutual Aid - Received 10 / 3	<div>Transports to Hospitals</div> <table><tr><td>Maine Health Biddeford 27</td><td>Maine Health Sanford 2</td><td>Maine Health Portland 7</td><td>Other Mercy/York 0</td></tr></table>	Maine Health Biddeford 27	Maine Health Sanford 2	Maine Health Portland 7	Other Mercy/York 0	Total Responders 36
Maine Health Biddeford 27		Maine Health Sanford 2	Maine Health Portland 7	Other Mercy/York 0		
Incidents to Date 654 / 516		Total Responders: Members who responded to at least one incident.				





Expense Summary Report

FUND: 1

ALL Months

ITEM #6: (c.) 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	94,307.30	0.00	637,811.70
<b>11 - TOWN HALL</b>	<b>399,519.00</b>	<b>0.00</b>	<b>399,519.00</b>	<b>55,186.94</b>	<b>0.00</b>	<b>344,332.06</b>
10 - SALARIES	399,519.00	0.00	399,519.00	55,186.94	0.00	344,332.06
101 - TOWN MGR	98,757.00	0.00	98,757.00	15,193.40	0.00	83,563.60
103 - HR & FINANCE	76,772.00	0.00	76,772.00	11,811.08	0.00	64,960.92
105 - TOWN CLERK/T	64,165.00	0.00	64,165.00	9,871.52	0.00	54,293.48
106 - ADMIN CLERK	81,202.00	0.00	81,202.00	4,815.98	0.00	76,386.02
115 - ASSESSOR	78,623.00	0.00	78,623.00	12,095.84	0.00	66,527.16
143 - ELECTRICIAN	0.00	0.00	0.00	1,399.12	0.00	-1,399.12
<b>13 - ELECTIONS</b>	<b>9,779.00</b>	<b>0.00</b>	<b>9,779.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,779.00</b>
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
<b>17 - PLANNING</b>	<b>105,541.00</b>	<b>0.00</b>	<b>105,541.00</b>	<b>14,542.47</b>	<b>0.00</b>	<b>90,998.53</b>
10 - SALARIES	105,541.00	0.00	105,541.00	14,542.47	0.00	90,998.53
141 - CEO	69,576.00	0.00	69,576.00	11,040.81	0.00	58,535.19
142 - CEO CLERK	30,865.00	0.00	30,865.00	3,501.66	0.00	27,363.34
147 - PB	5,100.00	0.00	5,100.00	0.00	0.00	5,100.00
<b>18 - APPEALS BD</b>	<b>392.00</b>	<b>0.00</b>	<b>392.00</b>	<b>0.00</b>	<b>0.00</b>	<b>392.00</b>
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
<b>21 - RECREATION</b>	<b>4,087.00</b>	<b>0.00</b>	<b>4,087.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,087.00</b>
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
<b>31 - TRANSFER STA</b>	<b>131,419.00</b>	<b>0.00</b>	<b>131,419.00</b>	<b>16,805.46</b>	<b>0.00</b>	<b>114,613.54</b>
10 - SALARIES	131,419.00	0.00	131,419.00	16,805.46	0.00	114,613.54
131 - TRF STATION	131,419.00	0.00	131,419.00	16,805.46	0.00	114,613.54
<b>51 - ROADS</b>	<b>42,667.00</b>	<b>0.00</b>	<b>42,667.00</b>	<b>6,564.16</b>	<b>0.00</b>	<b>36,102.84</b>
10 - SALARIES	42,667.00	0.00	42,667.00	6,564.16	0.00	36,102.84
151 - RD COMM	42,667.00	0.00	42,667.00	6,564.16	0.00	36,102.84
<b>71 - GA</b>	<b>3,503.00</b>	<b>0.00</b>	<b>3,503.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,503.00</b>
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
<b>72 - ACO</b>	<b>7,697.00</b>	<b>0.00</b>	<b>7,697.00</b>	<b>1,184.16</b>	<b>0.00</b>	<b>6,512.84</b>
10 - SALARIES	7,697.00	0.00	7,697.00	1,184.16	0.00	6,512.84
175 - ACO	7,697.00	0.00	7,697.00	1,184.16	0.00	6,512.84
<b>99 - NOT SPECIFIC</b>	<b>27,515.00</b>	<b>0.00</b>	<b>27,515.00</b>	<b>24.11</b>	<b>0.00</b>	<b>27,490.89</b>



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	240,245.00	0.00	240,245.00	33,139.66	0.00	207,105.34
11 - TOWN HALL	10,700.00	0.00	10,700.00	878.75	0.00	9,821.25
20 - BENEFITS	10,700.00	0.00	10,700.00	878.75	0.00	9,821.25
280 - TRAINING	8,945.00	0.00	8,945.00	675.00	0.00	8,270.00
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	120.00	0.00	380.00
20 - BENEFITS	500.00	0.00	500.00	120.00	0.00	380.00
280 - TRAINING	500.00	0.00	500.00	120.00	0.00	380.00
99 - NOT SPECIFIE	228,205.00	0.00	228,205.00	32,050.91	0.00	196,154.09
20 - BENEFITS	228,205.00	0.00	228,205.00	32,050.91	0.00	196,154.09
201 - FICA	56,122.00	0.00	56,122.00	7,502.33	0.00	48,619.67
210 - HEALTH	116,085.00	0.00	116,085.00	17,209.80	0.00	98,875.20
211 - DENTAL	4,414.00	0.00	4,414.00	613.06	0.00	3,800.94
214 - LIFE NO MED	370.00	0.00	370.00	67.80	0.00	302.20
230 - 457B ER MATC	17,217.00	0.00	17,217.00	2,410.96	0.00	14,806.04
231 - MPERS ER	33,997.00	0.00	33,997.00	4,246.96	0.00	29,750.04
110 - GEN ADMIN	162,935.00	0.00	162,935.00	14,974.10	25,750.00	122,210.90
11 - TOWN HALL	142,167.00	0.00	142,167.00	12,417.64	25,750.00	103,999.36
32 - CTRCT SVS EQ	75,459.00	0.00	75,459.00	4,822.16	24,500.00	46,136.84
310 - PROF SVS	75,459.00	0.00	75,459.00	4,822.16	24,500.00	46,136.84
39 - CONT SVS OTH	11,660.00	0.00	11,660.00	1,544.40	1,250.00	8,865.60
315 - MEMB & DUES	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
399 - OTHER	4,160.00	0.00	4,160.00	1,544.40	1,250.00	1,365.60
50 - UTILITIES	10,470.00	0.00	10,470.00	1,291.42	0.00	9,178.58

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	1,291.42	0.00	9,178.58
60 - SUPPLIES	17,998.00	0.00	17,998.00	3,964.20	0.00	14,033.80
610 - SUPPLIES	11,000.00	0.00	11,000.00	1,169.53	0.00	9,830.47
650 - POSTAGE	6,998.00	0.00	6,998.00	2,794.67	0.00	4,203.33
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	795.46	0.00	8,904.54
910 - MILEAGE/TRAV	8,700.00	0.00	8,700.00	510.58	0.00	8,189.42
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	2,556.46	0.00	13,711.54
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	25.09	0.00	1,174.91
610 - SUPPLIES	200.00	0.00	200.00	25.09	0.00	174.91
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	543.37	0.00	9,956.63
910 - MILEAGE/TRAV	3,000.00	0.00	3,000.00	543.37	0.00	2,456.63
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 ORIGINAL	BUDGET ADJUSTMENT	BUDGET NET	YTD NET	OUTSTAND ENCUM	UNEXPENDED BALANCE
129 - HHS SOCIAL S CONT'D							
999 - OTHER		1,132.00	0.00	1,132.00	0.00	0.00	1,132.00
131 - ROADS		839,048.00	0.00	839,048.00	700.00	0.00	838,348.00
51 - ROADS		839,048.00	0.00	839,048.00	700.00	0.00	838,348.00
33 - CONT PROF		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
310 - PROF SERV		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
40 - REPAIRS & MA		838,048.00	0.00	838,048.00	700.00	0.00	837,348.00
481 - RDS/CONSTRUC		344,000.00	0.00	344,000.00	0.00	0.00	344,000.00
482 - RDS/RESURFA		323,548.00	0.00	323,548.00	0.00	0.00	323,548.00
483 - RDS/REPAIRS		170,500.00	0.00	170,500.00	700.00	0.00	169,800.00
141 - B&G CARE & M		25,004.00	0.00	25,004.00	1,624.00	0.00	23,380.00
11 - TOWN HALL		15,272.00	0.00	15,272.00	1,464.00	0.00	13,808.00
31 - CTRCT SVS BL		10,722.00	0.00	10,722.00	796.00	0.00	9,926.00
310 - PROF SVS		10,722.00	0.00	10,722.00	796.00	0.00	9,926.00
40 - REPAIRS & MA		4,550.00	0.00	4,550.00	668.00	0.00	3,882.00
410 - BLDGS & GROU		4,550.00	0.00	4,550.00	668.00	0.00	3,882.00
21 - RECREATION		3,600.00	0.00	3,600.00	0.00	0.00	3,600.00
31 - CTRCT SVS BL		1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
310 - PROF SVS		1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
40 - REPAIRS & MA		2,300.00	0.00	2,300.00	0.00	0.00	2,300.00
410 - BLDGS & GROU		2,300.00	0.00	2,300.00	0.00	0.00	2,300.00
22 - BUNGANUT		1,660.00	0.00	1,660.00	80.00	0.00	1,580.00
31 - CTRCT SVS BL		660.00	0.00	660.00	80.00	0.00	580.00
310 - PROF SVS		660.00	0.00	660.00	80.00	0.00	580.00
40 - REPAIRS & MA		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
410 - BLDGS & GROU		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
23 - KBP		190.00	0.00	190.00	80.00	0.00	110.00
31 - CTRCT SVS BL		190.00	0.00	190.00	80.00	0.00	110.00
310 - PROF SVS		190.00	0.00	190.00	80.00	0.00	110.00
31 - TRANSFER STA		4,282.00	0.00	4,282.00	0.00	0.00	4,282.00
31 - CTRCT SVS BL		3,132.00	0.00	3,132.00	0.00	0.00	3,132.00
310 - PROF SVS		3,132.00	0.00	3,132.00	0.00	0.00	3,132.00
40 - REPAIRS & MA		1,150.00	0.00	1,150.00	0.00	0.00	1,150.00
410 - BLDGS & GROU		1,150.00	0.00	1,150.00	0.00	0.00	1,150.00

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	1,595.00	0.00	16,630.00
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	225.00	0.00	3,945.00
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	185.00	0.00	2,275.00
331 - PROF PORTA P		2,460.00	0.00	2,460.00	185.00	0.00	2,275.00
22 - BUNGANUT		6,675.00	0.00	6,675.00	960.00	0.00	5,715.00
31 - CTRCT SVS BL		2,380.00	0.00	2,380.00	350.00	0.00	2,030.00

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	350.00	0.00	2,030.00
35 - CTRCT SVS WA		4,295.00	0.00	4,295.00	610.00	0.00	3,685.00
331 - PROF PORTA P		4,295.00	0.00	4,295.00	610.00	0.00	3,685.00
23 - KBP		4,020.00	0.00	4,020.00	335.00	0.00	3,685.00
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	335.00	0.00	2,125.00
331 - PROF PORTA P		2,460.00	0.00	2,460.00	335.00	0.00	2,125.00
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		10,484.00	0.00	10,484.00	402.00	0.00	10,082.00
50 - UTILITIES		10,484.00	0.00	10,484.00	402.00	0.00	10,082.00
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	402.00	0.00	6,098.00
21 - RECREATION		750.00	0.00	750.00	34.43	0.00	715.57
50 - UTILITIES		750.00	0.00	750.00	34.43	0.00	715.57
560 - ELECTRICITY		750.00	0.00	750.00	34.43	0.00	715.57
22 - BUNGANUT		2,500.00	0.00	2,500.00	445.91	0.00	2,054.09
50 - UTILITIES		2,500.00	0.00	2,500.00	445.91	0.00	2,054.09
560 - ELECTRICITY		2,500.00	0.00	2,500.00	445.91	0.00	2,054.09
23 - KBP		2,000.00	0.00	2,000.00	57.45	0.00	1,942.55
50 - UTILITIES		2,000.00	0.00	2,000.00	57.45	0.00	1,942.55
560 - ELECTRICITY		2,000.00	0.00	2,000.00	57.45	0.00	1,942.55
31 - TRANSFER STA		4,500.00	0.00	4,500.00	331.36	0.00	4,168.64
50 - UTILITIES		4,500.00	0.00	4,500.00	331.36	0.00	4,168.64
560 - ELECTRICITY		4,500.00	0.00	4,500.00	331.36	0.00	4,168.64
51 - ROADS		6,500.00	0.00	6,500.00	367.93	0.00	6,132.07
50 - UTILITIES		6,500.00	0.00	6,500.00	367.93	0.00	6,132.07
560 - ELECTRICITY		6,500.00	0.00	6,500.00	367.93	0.00	6,132.07
148 - B&G SIGNS							
		9,000.00	0.00	9,000.00	277.12	0.00	8,722.88

ACCOUNT	BUDGET		BUDGET ADJUSTMENT	BUDGET		YTD NET	OUTSTAND		UNEXPENDED BALANCE
	BUDGET ORIGINAL	BUDGET NET		ENCUM	BALANCE				
148 - B&G SIGNS CONT'D									
21 - RECREATION	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
60 - SUPPLIES	500.00	0.00		500.00		0.00	0.00	0.00	500.00
670 - SIGNS	500.00	0.00		500.00		0.00	0.00	0.00	500.00
22 - BUNGANUT	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
60 - SUPPLIES	500.00	0.00		500.00		0.00	0.00	0.00	500.00
670 - SIGNS	500.00	0.00		500.00		0.00	0.00	0.00	500.00
23 - KENNEBUNK PD	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
60 - SUPPLIES	500.00	0.00		500.00		0.00	0.00	0.00	500.00
670 - SIGNS	500.00	0.00		500.00		0.00	0.00	0.00	500.00
31 - TRANSFER STA	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
60 - SUPPLIES	500.00	0.00		500.00		0.00	0.00	0.00	500.00
670 - SIGNS	500.00	0.00		500.00		0.00	0.00	0.00	500.00
51 - ROADS	7,000.00	0.00	0.00	7,000.00	0.00	277.12	0.00	0.00	6,722.88
60 - SUPPLIES	7,000.00	0.00		7,000.00		277.12	0.00	0.00	6,722.88
670 - SIGNS	7,000.00	0.00		7,000.00		277.12	0.00	0.00	6,722.88
150 - TRF STATION									
31 - TRANSFER STA	345,375.00	0.00	0.00	345,375.00	0.00	26,006.51	0.00	0.00	319,368.49
35 - CTRCT SVS WA	345,375.00	0.00	0.00	345,375.00	0.00	26,006.51	0.00	0.00	319,368.49
310 - PROF SVS	322,415.00	0.00		322,415.00		25,636.32	0.00	0.00	296,778.68
349 - PROF SVS CAN	5,280.00	0.00		5,280.00		327.00	0.00	0.00	4,953.00
350 - PROF SVS TIP	2,400.00	0.00		2,400.00		200.00	0.00	0.00	2,200.00
351 - PROF SVS TW	185,525.00	0.00		185,525.00		15,818.43	0.00	0.00	169,706.57
352 - PROF SVS REC	43,875.00	0.00		43,875.00		2,984.09	0.00	0.00	40,890.91
355 - PROF SVS HAU	16,960.00	0.00		16,960.00		1,047.80	0.00	0.00	15,912.20
356 - PROF SVS HW	30,525.00	0.00		30,525.00		2,280.00	0.00	0.00	28,245.00
357 - PROF SVS HR	17,550.00	0.00		17,550.00		1,520.00	0.00	0.00	16,030.00
358 - PROF SVS HWO	8,775.00	0.00		8,775.00		570.00	0.00	0.00	8,205.00
359 - PROF SVS MET	2,750.00	0.00		2,750.00		509.00	0.00	0.00	2,241.00
40 - REPAIRS & MA	8,775.00	0.00		8,775.00		380.00	0.00	0.00	8,395.00
450 - EQUIPMENT	11,830.00	0.00		11,830.00		120.85	0.00	0.00	11,709.15
50 - UTILITIES	11,830.00	0.00		11,830.00		120.85	0.00	0.00	11,709.15
570 - FUEL	5,880.00	0.00		5,880.00		249.34	0.00	0.00	5,630.66
580 - COMM	2,880.00	0.00		2,880.00		0.00	0.00	0.00	2,880.00
60 - SUPPLIES	3,000.00	0.00		3,000.00		249.34	0.00	0.00	2,750.66
610 - SUPPLIES	4,200.00	0.00		4,200.00		0.00	0.00	0.00	4,200.00
690 - PPG	200.00	0.00		200.00		0.00	0.00	0.00	200.00
	4,000.00	0.00		4,000.00		0.00	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	1,962.10	0.00	8,347.90
40 - REPAIRS & MA		1,000.00	0.00	8,110.00	1,651.92	0.00	6,458.08
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	1,651.92	0.00	5,458.08
940 - REC PROGRAMS		6,860.00	0.00	6,860.00	1,500.00	0.00	5,360.00
999 - MISC		250.00	0.00	250.00	151.92	0.00	98.08
22 - BUNGANUT		600.00	0.00	600.00	50.20	0.00	549.80
50 - UTILITIES		600.00	0.00	600.00	50.20	0.00	549.80
580 - COMM		600.00	0.00	600.00	50.20	0.00	549.80
23 - KPB		1,600.00	0.00	1,600.00	259.98	0.00	1,340.02
50 - UTILITIES		1,600.00	0.00	1,600.00	259.98	0.00	1,340.02
580 - COMM		1,600.00	0.00	1,600.00	259.98	0.00	1,340.02
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	
	ORIGINAL	ADJUSTMENT	NET		NET		NET		ENCUM	UNEXPENDED 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		41,730.23		16,400.00		72,519.77	
33 - CONT PROF	63,250.00	0.00	63,250.00		29,377.50		0.00		33,872.50	
310 - PROF SERV	63,250.00	0.00	63,250.00		29,377.50		0.00		33,872.50	
320 - PROF SERV LE	40,250.00	0.00	40,250.00		28,800.00		0.00		11,450.00	
323 - PROF SERV AU	17,000.00	0.00	17,000.00		577.50		0.00		16,422.50	
15 - CEMETERIES	6,000.00	0.00	6,000.00		0.00		0.00		6,000.00	
37 - CONT OUT	4,200.00	0.00	4,200.00		52.73		0.00		4,147.27	
399 - CONT SVS OTH	4,200.00	0.00	4,200.00		52.73		0.00		4,147.27	
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		45,250.00		0.00		162,291.00	
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		45,250.00		0.00		5,000.00	
37 - CONT OUT	45,250.00	0.00	45,250.00		45,250.00		0.00		0.00	
399 - CONT SVS OTH	45,250.00	0.00	45,250.00		45,250.00		0.00		0.00	
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	1,652.45	0.00	53,347.55
99 - NOT SPECIFIC		55,000.00	0.00	55,000.00	1,652.45	0.00	53,347.55

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	1,652.45	0.00	53,347.55
999 - MISC	55,000.00	0.00	55,000.00	1,652.45	0.00	53,347.55
Final Totals	4,628,119.00	6,359,952.84	10,988,071.84	1,259,226.53	6,019,967.93	3,708,877.38

# ITEM #7: (a.) RFP Assessing Table Updates

## **Town of Lyman, Maine** **Property Assessments Equalization Project** **Land and Building Cost Tables Update / Revaluation**

### **Process:**

The Town of Lyman, Maine is undertaking a project to review recent property sales and perform a cost tables update revaluation of all properties in town to raise the Certified Ratio to 100% Market Value per Maine Constitutional requirements. The current declared ratio is 76%. The parcel count for the Town is estimated to be 2950. The goal is to accomplish an effective assessment date of April 1, 2026.

### **Scope:**

It is the express intent that the project shall include but not be limited to:

- Full field review of all sales dating from the period 4/1/2023 to 4/1/2025\* to ensure accurate assessing information at the time of sale. (\*Time period may adjust to obtain adequate data for analysis.)
- Perform a market analysis and adjust/update all cost tables to reflect just value for all parcels based upon the qualified sales during the period used.
- Arrive at the just value of each parcel with separately expressed land and building values as well as total property values. Appraisals shall be made based on the definition of just value contained in 36 MRSA 701-A.
- Verify values determined and accuracy of data used via field review to ensure methodology established from the sales is consistently applied to the entire population of properties.

### **Requirements:**

Each firm responding to this solicitation must address the following items in their proposal:

- A detailed description of the process proposed to be undertaken identifying the key components with the level of effort to be performed at each step.
- Evidence of employment of at least one Certified Maine Assessor.
- List of staff available to serve the Town of Lyman during the process. (\*Include Resumes.)
- The selected firm and staff assigned must be proficient in and have proven experience working with TRIO WEB CAMA software.
- Samples of grading and pricing schedules, including land pricing formulas, necessary for revaluations and a reasonable explanation of the proper usage of the grading and pricing schedules.
- Prior to the completion of the revaluation the selected firm will make themselves available to meet with taxpayers and staff to review the new valuations.
- Proposals will include all costs associated with the scope of work including anticipated time needed for meetings with taxpayers to review new valuations. Proposals should also include a daily rate for additional taxpayer meetings if needed.
- All data, files, records, photos, etc. gathered and/or used will be turned over to the Assessor's Office for retention.

## ITEM #7: (b.) Joe Wagner AARP age friendly program

### **AARP Age-Friendly Community Program overview**

California, Colorado, Florida, **Maine**, Massachusetts, Michigan, Minnesota, New Jersey, New York, North Carolina, Washington and the U.S. Virgin Islands have enrolled as state or territory members.

\*Application process – submission of an online form which addresses town demographics, **identifies the town's contact person**, description of community services (proposed measures to make them more age friendly and to enhance collaboration among community services]

\*Key questions asked on the application:

Briefly describe your existing community policies, programs and services that are targeted toward older people. Identify how your community plans to become more age-friendly.

How will older adults be involved in the community's efforts to become more age-friendly?

How will the efforts to become more age-friendly increase collaboration and coordination among relevant community agencies and departments?

What motivated your community to join the AARP Network of Age-Friendly States and Communities?

What aspect of your community's current or intended age-friendly work could be useful to other communities in the network?

\*Required: 1] a letter of commitment signed by the highest elected official. 2] A jpeg of the town's logo

For grant consideration: setting goals, developing an action plan with target dates, indicators of achievement [assessment] and a list of participating community organizations

\*AARP's 8 Domains of Livability

Outdoor Spaces and Buildings, Transportation, Housing, Social Participation [combatting isolation and loneliness], Respect and Social Inclusion [intergenerational interaction], Work and Civic

Engagement [volunteer opportunities], Communication and Information [particularly for the non tech-savvy], Community and Health Services.

**York County members/sample projects:**

**Berwick – member 2016**

Lead Agency: Berwick for a Lifetime

Age-Friendly Taskforce/Advisory Council/Commission

Action Plan Highlights

1. Transportation

Make downtown safer by advocating for new sidewalks, crosswalks, intersections, and lighting.

2. Housing

Facilitate home repairs for older adults through a list of trusted and vetted handymen and contractors.

3. Communication and Information

Promote existing communication channels and volunteer networks that focus on older adults.

**Biddeford – member 2016**

Lead Agency: Biddeford Age-Friendly at Heart of Biddeford

Action Plan Highlights

1. Outdoor Spaces

Create a more age-friendly downtown through improvements to sidewalks, walkways, curbs, and public restrooms.

2. Transportation

Help residents access daily needs through a volunteer driver program, and by enhancing taxi services and rideshare programs by making them more accessible for people with disabilities.

3. Health and Community Services

Help older adults review health insurance options through a network of trained volunteers.

### **Buxton – member 2023**

Lead Agency: Aging In Buxton

Age-Friendly Taskforce/Advisory Council/Commission

3 major areas addressed, based on resident input. These were: monthly USDA food box delivery, rides to medical appointments and for errands, and communication.

COMMUNITY SERVICES: The Social Service contact in Town Hall refers people to the York County Community Action Agency for General Assistance which may help with heating assistance. There are 2 food pantries in town. Senior meals are held at churches once monthly

### **Eliot – member 2020**

To create a more accessible space for all ages, the Eliot Aging in Place Committee installed five benches on the Eliot Boat Basin, located on the banks of the Piscataqua River. The project was a community effort -- volunteers assembled the benches and transported them to their permanent locations. A key goal was to increase walkability and improve health and quality of life for residents. To achieve that, the Aging in Place Committee chose the bench design specifically with older adults' comfort in mind. Project organizers hope the benches -- placed along the waterfront and near a playground -- give visitors a place to rest, allowing them to enjoy walks in the park. Following their installation, the Committee secured funding for additional benches for the town's library.

### **Kennebunk – member 2015**

Lead Agency – No Place Like Home

Action Plan Highlights

1. Transportation

Facilitate rides to daily errands and social events through a volunteer driver program.

## 2. Outdoor Spaces

Address the need for better wayfinding signage, parking improvements, and access to outdoor recreation information through an outdoor spaces committee.

## 3. Health and Community Services

Share information on home care options (medical and non-medical) for older adults available in the surrounding region by developing a resource guide.

### **Old Orchard Beach – member 2017**

#### Action Plan Highlights

## 1. Outdoor Spaces

Create welcoming, vibrant spaces through infrastructure projects, including installing an ADA-compliant gilder swing, refurbishing a popular basketball court and install benches throughout town.

## 2. Transportation

Prioritize Complete Streets implementation, including conducting traffic calming demonstration projects. Incentivize developers to include sidewalks in their designs.

## 3. Housing

Support missing middle housing construction through community education and outreach to developers.

### **Ogunquit – member 2018**

Lead Agency: Ogunquit Bike-Ped Committee

Age-Friendly Taskforce/Advisory Council/Commission

Ogunquit is working to increase its walkability and bikability. The town is a tourist and retirement destination. Ogunquit's Marginal Way is one of the first accessible ocean-view walkways in Maine.



The goal is to develop a town that will be welcoming of people of all abilities, to make it a friendlier place to visit and to make a permanent home. Current challenges are attracting younger families and developing workforce housing.

## **Saco – member 2016**

### **Action Plan Highlights**

#### **1. Transportation**

Broaden access to transportation for older adults and add new, alternative transportation options like a "shopping shuttle" and ride sharing.

#### **2. Outdoor Spaces**

Improve beach access for older adults by adding more wheelchair and walker accessibility.

**Project Category: Accessibility of amenities**

**Description:** Saco is a coastal community with seven miles of sandy beaches. Until recently, there was no beach access for people using wheelchairs or other mobility devices. That changed thanks to the purchase and installation of three ADA-compliant beach mats. The mats run from a parking lot to the high tide mark, as well as parallel to the beach. Grant funding from AARP also helped Saco attract a donation from the local Rotary Club to purchase a beach wheelchair and beach walker. Lifeguards manage and loan out the accessibility equipment.

#### **3. Housing**

**Project Category: HomeFit Modifications**

**Description:** Training sessions will teach older adults how to make their homes safer and more comfortable. Experts will share best practices for home modifications, including adding grab bars, smoke and carbon monoxide detectors and other assistive devices.

## **Sanford – member 2019**

## Action Plan Highlights

### 1. Social Participation

Increase social opportunities and reduce social isolation for older adults by developing an age-friendly phone tree network.

#### **York – member 2023**

Lead Agency – York County Service Agency

There are several existing committees in York that are addressing age friendly issues. Some of the committees include the York Historic District Commission, Committee for Veterans, Senior Citizens Advisory Board, the York Center for Active Living, York Community Garden Committee, and Serving Our Seniors (SOS)

#### **Three Rivers Land Trust – Acton – 2023**

This project will install accessible benches and parking guidance to make it easier for older adults and people with mobility challenges to enjoy the Goat Hill Trail.

\*Addenda: social service agencies of note with whom we can consult:

Southern Maine Agency on Aging [assistance in navigating Social Security and Medicare, meals on wheels, adult day care]

York County Community Action Agency – providing transportation, Head Start, healthcare [through Nason Health Center], housing counseling and fuel assistance, tax preparation services.

Southern Maine Planning and Development Commission – provides guidance on land use and transportation issues and other municipal concerns



# AARP Network of Age-Friendly States and Communities

An age-friendly community is livable for people of *all* ages

## America's Population Is Rapidly Aging

According to the U.S. Census Bureau, by 2034 the nation will have more people age 65 or older than under 18. By 2060, nearly 1 in 4 people in the United States will be at least 65 years old.

This demographic shift presents an opportunity for communities that are prepared. Well-designed, age-friendly communities foster economic growth and make for happier, healthier residents of all ages.

The **AARP Network of Age-Friendly States and Communities** supports the work of local, regional and state governments as they prepare for the nation's changing demographics. Established in 2012, the network includes towns, cities, counties and states that have made a commitment to being more livable for people of all ages, and especially older adults.

The program's framework equips local leaders and residents with resources for assessing the needs of older adults related to housing and transportation options, access to key services, and opportunities to participate in community activities. Once identified, those needs can be incorporated into an action plan.



Age-Friendly Communities  
Are Livable for  
People of All Ages  
[aarp.org/livable](http://aarp.org/livable)

### Membership in the network:

- Serves as an organizing structure for making community improvements
- Fosters partnerships among community groups and local stakeholders
- Provides resources for identifying and assessing community needs
- Enables community improvements that benefit people of all ages

### Membership provides local leaders with:

- Access to expert-led webinars and technical assistance from livability professionals
- Connections to a national network of more than 700 enrolled communities
- A private group forum for discussions, asking questions and finding answers
- Support, guidance and best-practice resources from AARP about creating an action plan and documenting progress

Membership in the AARP Network of Age-Friendly States and Communities is *free*!

### Membership matters:

- 68% of communities successfully advanced policy changes
- 86% of communities overcame barriers
- More than 100 million people in the United States live in a community that is committed to being age-friendly.

DEMOGRAPHIC DATA: "Demographic Turning Points for the United States: Population Projections for 2020 to 2060," Current Population Reports, P25-1144, U.S. Census Bureau, Washington, D.C., 2020

AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES DATA: 2022 Member List and Survey

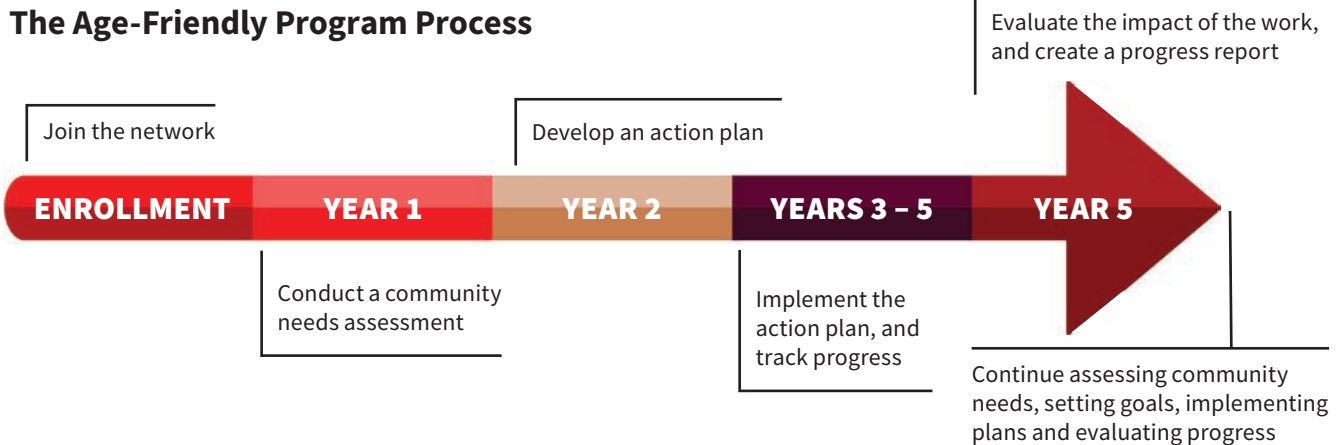


## Enrolling in the Network

Communities enroll individually or as part of a region. A governor can choose to enroll an entire state. All towns, villages, townships, boroughs, cities, counties and states seeking to enroll in the AARP Network of Age-Friendly States and Communities are required to submit a membership application. The community must also provide a letter of commitment signed by the jurisdiction's highest elected official (e.g., a governor, mayor, county executive) or a legislative body can pass and provide a resolution in support of membership.

Learn more and find the membership application via [AARP.org/AgeFriendly](https://www.aarp.org/AgeFriendly).

### The Age-Friendly Program Process

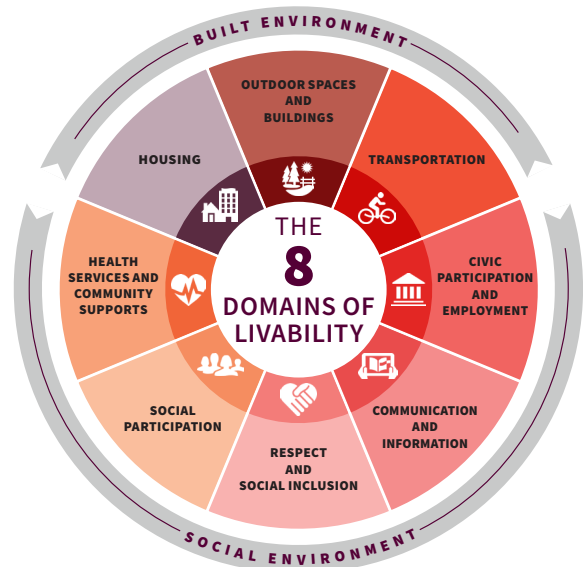


## The Program Steps

Members of the **AARP Network of Age-Friendly States and Communities** commit to an assessment process and cycle of continuous improvement, the steps of which typically require the member community to:

1. Establish a way to include older residents in all stages of the age-friendly process
2. Conduct a community needs assessment (*AARP provides survey examples and access to an online tool*)
3. Develop an action and evaluation plan based on the assessment results and submit to AARP for review
4. Implement the plan and work toward its goals
5. Assess the impact of implementing the plan and submit progress reports
6. Share solutions, successes and best practices across the age-friendly network
7. Repeat!

The **8 Domains of Livability** is the framework used by states and communities enrolled in the network to organize and prioritize their work. The availability and quality of these community features impact the well-being of older adults and people of all ages.



## LEARN MORE, GET IN TOUCH

- **Website:** [AARP.org/AgeFriendly](https://www.aarp.org/AgeFriendly) or [AARP.org/Livable](https://www.aarp.org/Livable)
- **Twitter:** @AARPLivable
- **Email:** [AARPAge-FriendlyNetwork@AARP.org](mailto:AARPAge-FriendlyNetwork@AARP.org)
- **Free Newsletter:** [AARP.org/LivableSubscribe](https://www.aarp.org/LivableSubscribe)
- **Facebook:** /AARPLivableCommunities
- **Locate Your AARP State Office:** [AARP.org/States](https://www.aarp.org/States) or call 1-888-687-2277

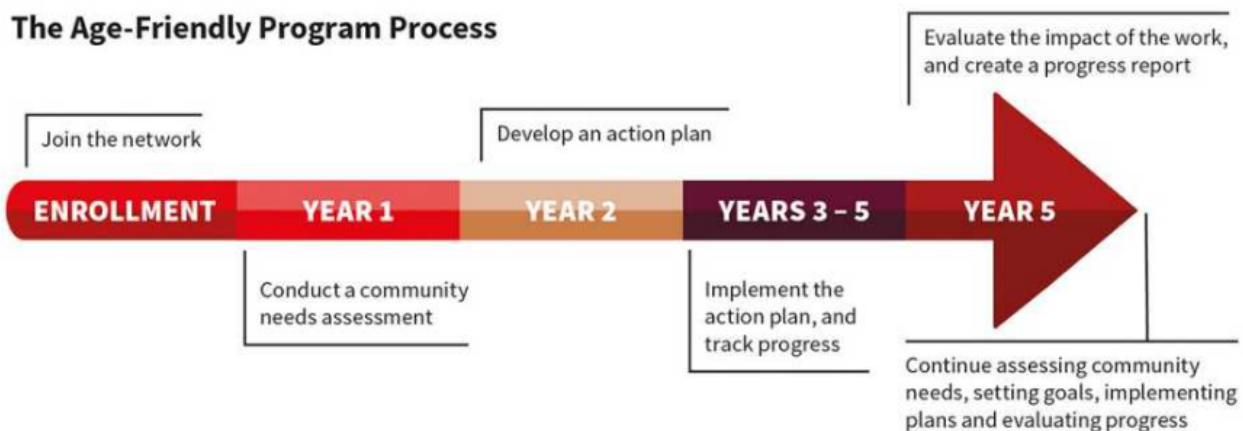
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## The Age-Friendly Program Process



Members of the [AARP Network of Age-Friendly States and Communities](#) commit to an assessment process and five-year cycle of continuous improvement, the steps of which typically require the member community to:

### **Step 1: Establish a way to include older residents in all stages of the age-friendly process**

Initiate a system to incorporate older residents in all facets of the age-friendly process. This typically involves setting up advisory councils or working groups that include the diversity in your community, including different ages (or older residents). The goal is to ensure that older residents actively participate in shaping age-friendly initiatives in the community.

### **Step 2: Conduct a community needs assessment**

Communities must carry out a community needs assessment. Utilize survey examples provided by AARP and their [online survey platform](#). The assessment helps pinpoint community strengths and identify the crucial needs and concerns of residents, laying a foundation for targeted action.

### **Step 3: Develop an action and evaluation plan based on the assessment results**

Communities formulate an action and evaluation plan based on the assessment results. The municipality reviews the plan before AARP approves it. Once approved, your community's Network membership extends for three more years. The plan should detail goals and strategies for identified needs. It should also include methods for tracking progress and measuring the success of the implemented initiatives.

### **Step 4: Implement and work toward the goals of the plan**

Upon approval, communities begin implementing their age-friendly action plan. This involves working towards the goals outlined in the plan, collaborating with relevant partners, and adjusting strategies as necessary to ensure maximum effectiveness.

### **Step 5: Assess the impact of implementing the plan and submit progress reports**

Communities should continuously evaluate the impact of their efforts and provide regular updates to partners and residents. This ongoing evaluation allows communities to refine their approaches, ensuring they stay on track towards achieving their age-friendly goals.

### **Step 6: Share solutions, successes and best practices across the Network**

An essential part of the program cycle is sharing solutions, successes, and best practices across the network. Promote a collaborative environment where member communities can learn from each other and apply proven strategies to their own age-friendly initiatives.

## **Step 7: Repeat**

The program cycle stresses the importance of continuous improvement and adaptation. Communities should repeat the process, incorporating lessons learned and insights gained from each cycle.

The network promotes an ongoing cycle of continuous improvement, focusing on the importance of including older residents in every stage of the process. This approach not only empowers older adults but also ensures that the solutions implemented are tailored to meet the unique needs and preferences of residents.



# Membership Application

Join the AARP Network of Age-Friendly States and Communities  
AARP Livable Communities

When a town, city, county or state joins the AARP Network of Age-Friendly States and Communities, it is joining a global effort to be a more livable and age-friendly community.

The AARP network is an organizational affiliate of the World Health Organization Global Network of Age-Friendly Cities and Communities. (Communities wishing to join the global network instead of or in addition to the AARP program can find application information on the [WHO website](#).)

To enroll your community in the AARP network, please complete and submit the application below.

**Note:** Since content added to this form cannot be saved, we advise that you review the questions in advance, gather the materials and information you'll need, and draft the narrative responses offline for later pasting into the applicable fields.

## Section 1: Community Details

Application Submission Date

06/24/2020



State

Select a State



Community Name

Total Population

Percentage of Residents Age 60 or Older



Community Governance Structure (choose one)

- ☐ Borough ☐ City ☐ County ☐ Town ☐ Township ☐ Village  
☐ Other (explain below)

Explain here if you selected "Other"

Community Type (Check all that apply.)

- ☐ Urban ☐ Mixed ☐ Suburban (offices, apartments and shops) ☐ Suburban (mostly residential)  
☐ Small Town ☐ Rural ☐ Remote/Frontier ☐ Other (explain below) ☐ Not sure

Explain here if you selected "Other"

Elected Official Signing the Community's Letter of Commitment

Name (elected official)

Title

Office Mailing Address

### Community Contact

The community contact is the community staff member or volunteer who is primarily responsible for carrying out the community-level work. (It is not the AARP staff member the community might be working with.)

Name (community contact)

Email (valid email address required to submit this form)

Position

Telephone Number

Please describe the named person's role in the community's age-friendly initiative (100 words minimum)

The person named above agrees to be subscribed to the **AARP Livable Communities Weekly e-Newsletter**, which is one of the primary ways we share useful news and resources. To subscribe now, visit [AARP.org/LivableSubscribe](https://www.aarp.org/livable/subscribe). You will not be disconnected from this page. After completing the newsletter form, AARP will send an email — with the subject line "Action Required" — containing a link for you to confirm the subscription.

## Section 2: Community Activities, Engagements and Collaborations

Briefly describe your existing community policies, programs and services that are targeted toward older people. Please identify how your community plans to become more age-friendly. (250-300 words required)

How will older adults be involved in the community's efforts to become more age-friendly? (250-300 words required)

How will the efforts to become more age-friendly increase collaboration and coordination among relevant community agencies and departments? (250-300 words required)

## Section 3: Network Membership

Your answers to the following questions will help us complete your community's membership in the age-friendly network and enable AARP to better understand how to support the network.

1-a. What motivated your community to join the AARP Network of Age-Friendly States and Communities (100 words minimum)

1-b. If you have consulted with an AARP State office or the national AARP Livable Communities team to discuss enrollment, please provide that person's name, title and e-mail address or phone number.

2. What aspect of your community's current or intended age-friendly work could be useful to other communities in the network? (100 words minimum)

## Section 4: Required Materials

### 1-a. Letter of Commitment

Provide a digital file (PDF preferred) of the signed document.

Attach

### 1-b. Resolution or Proclamation (optional)

If your community issued either document in addition to the commitment letter, provide a digital file (PDF preferred) here.

Attach

### 2. Logo or Image

Provide a digital file (JPG preferred) and/or a link to a downloadable logo or other image that represents your community and for which you have reprint rights and permission to provide for use by AARP and the World Health Organization.

Website URL

File Attachment

Attach

## Section 5: Social Media

Provide the most applicable Twitter handle(s) and Facebook account(s) for your community (i.e. an age-friendly coalition, the local government, key elected officials and/or local partners).

Twitter 1:

Facebook 1:

Twitter 2:

Facebook 2:

Additional social media accounts (optional):

## Section 6: Agreement

I have read and understand the requirements for my community to become a member of the AARP Network of Age-Friendly States and Communities, including the need to conduct a community assessment; develop and acquire approval of an action plan; implement the plan; submit an annual best practice and provide periodic updates, including a five-year progress report.

☐

Yes, I understand the requirements.

**SUBMIT YOUR COMMUNITY'S APPLICATION TO THE AARP NETWORK OF AGE-FRIENDLY STATES AND COMMUNITIES**

*Receipt of the application will be acknowledged by AARP within 24 hours of submission or during the next business day.*

## ITEM #7: (c.) GMFR Request

**From:** [Treasurer](#)  
**To:** [Town Manager](#)  
**Cc:** [Matt Duross](#); [treasurer@dayton-me.gov](mailto:treasurer@dayton-me.gov)  
**Subject:** Plymovent  
**Date:** Wednesday, August 7, 2024 12:15:50 PM

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Lindsay,

At the next board meeting could you have the Board approve and expenditure in the amount of \$1,250 out of the GMFR Capital Bldg Reserve fund for repairs to the Plymovent (definition below)? THANK YOU!

The plymovent is a facility system that removes the diesel exhaust from the apparatus bay when the trucks are started

***Jeanette Lemay***

***H.R. and Finance Officer***

Town of Lyman

11 So. Waterboro Rd.

Lyman, ME 04002

(207) 247-0646

## ITEM #7: (d.) Committee Request for Funds

**From:** [Michelle Felicitti](#)  
**To:** [Peggy Macdonald](#); [Town Manager](#)  
**Subject:** upcoming Town ballot for November  
**Date:** Monday, August 12, 2024 8:41:03 AM

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Good morning, Lindsay.

I'm cc'ing Peg as she's the chair of ORC.

If the SB is truly considering allowing the Cemetery committee to put a question on the ballot to fund them 50,000 for tree removal, I would like to ask for 50,000 for Bunganut to be put on the ballot and 25,000 for Comp and 25,000 for ORC. If we could be put on the agenda for this ask, that would be great :)

Thanks!

Michelle

--

*Michelle R. Felicitti, RPR*

(207) 432-3114

"We all deserve to be in environments that bring out the softness in us, not the survival in us."  
[#liveyourbestlife](#)

# ITEM #7: (e.) Bunganut Park Committee Request

Town of Lyman  
11 South Waterboro Rd.  
Lyman, ME 04002  
Tel. 207-499-7562 Fax 207-499-7563

August 19<sup>th</sup>, 2024

To the Town of Lyman Selectboard:

On behalf of the Bunganut Park Ad Hoc Committee, I am reaching out to share our plans to develop fundraising initiatives and sell Lyman-themed products, with all proceeds dedicated to the revitalization of Bunganut Park. Our committee aims to gather donations and product sales from anyone interested in supporting our mission to enhance the park. Each year, we will work to organize events designed to attract donations and create new products for sale. We also intend to continue these efforts if the Ad Hoc Committee transitions into a subcommittee under Parks and Recreation. We would be grateful for the opportunity to establish a fund for all proceeds received.

The Bunganut Park Ad Hoc Committee requests permission to organize fundraising events and product sales specifically dedicated to the revitalization of Bunganut Park as outlined in the purpose below.

## **The Revitalization of Bunganut Park**

*To create an Expendable Fund for the purpose of revitalizing and improving the Bunganut Park located in Lyman, Maine.*

To be overseen by the Lyman Bunganut Park Ad Hoc Committee.

Thank you!

Michelle Felicitti  
Bunganut Park Ad Hoc Committee, Chair

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Accepted and approved by the Lyman Select Board on August 19<sup>th</sup>, 2024

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Jessica Picard – Chair

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Victoria Gavel – Vice Chair

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Amber Swett

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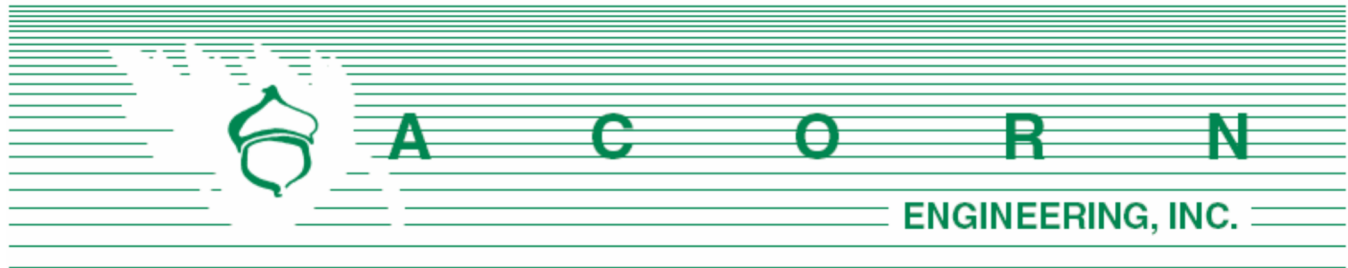
David Alves

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Joseph Wagner



# ITEM #7: (f.) Bunganut Park Committee Request



August 13, 2024

Lindsay Gagne, Town Manager  
Town of Lyman  
11 South Waterboro Road  
Lyman, ME 04002

Michelle Felicitti, Chair  
Bunganut Committee  
c/o Lyman Town Hall  
11 South Waterboro Road  
Lyman, ME 04002

Subject: Initial Scoping Tasks  
Improvements to Bunganut Park | Lyman, Maine

Lindsay and Michelle:

Acorn Engineering's (Acorn's) Landscape Architect, Alex Lopez Del Vecchio, and Municipal Services Coordinator, Aubrey Strause, PE, were pleased to meet both of you (and another Bunganut Committee member, Kevin Veilleux) virtually on Friday, August 2, 2024 during an introductory meeting.

## **ACORN'S UNDERSTANDING OF THE ISSUES**

During that call, you shared information that helped Alex and Aubrey understand issues the Committee is facing at Bunganut Park on Brock Road. These issues include immediate safety risks, land use challenges that decrease the public's ability to enjoy the park, and limitations in funding and staffing. You also shared the Committee's long-term vision for how the park could serve the community.

You described damage that occurred rapidly during recent storm events, and showed Alex and Aubrey areas of the park that have changed more slowly, over time.

Some of the key discussion topics included:

- What changes or construction activities may have contributed to the loss of sand from the beach over the years, and whether those changes could be un-done or mitigated.
- Current temporary stabilization of the beach with wood materials that pose a safety risk to visitors.
- Replacing pines and other trees lost from the beach since 2022, to provide shade and restore some resiliency and stability.
- Considering ways to reclaim area inland from the beach that is consistently wet and muddy- a condition that's a barrier to visitors using the beach area to its full capacity.
- Whether to *abandon* or *restore* the "old path"- log steps previously used to access the beach area from the parking area- which were replaced in 2021 by the new path. In the current configuration, people are walking *around* the log steps, causing erosion at their edges that leads to instability and drives more erosion.
- Assessment of the "new path", to consider whether construction of ditch turnout buffers (to intercept and

redirect stormwater) would be a good investment. These features could potentially incorporate small seating or viewing areas along the path for the use of visitors.

- Evaluating how stormwater is conveyed down the access road that leads from Brock Road to the beach and picnic area, and whether energy from this runoff is contributing to loss of sand at the beach.
- The potential to renew an existing boat launch to make it suitable for canoes and kayaks.

The Town's overall goal of these improvements is to attract more Lyman residents to the park, justify the entrance fee (for visitors), and potentially generate revenue to not only maintain the park but also to fund future improvements. Focus will be on ways to optimize use of this incredible municipal resource.

It is Acorn's understanding that improvements are to be phased so that fundraising events (or Town funding) can be coordinated, and that any consulting is subject to the procurement policies of the town.

### **PROPOSED SCOPE OF WORK**

The following activities represent the initial scoping tasks Acorn believes are appropriate, based on the Committee's goals for the park. Work tasks were designed to:

- gather initial information;
- provide preliminary feedback on permitting complexity;
- inform development of a focused list of priorities; and
- propose potential next steps.

#### **A. Initial Site Visit**

Following the August 2 call, Acorn proposes that Alex and Aubrey attend a site visit with Bunganut Lake Committee members to observe conditions and gather evidence that would inform potential solutions, and potentially document other contributing factors that may not yet have been identified. This site visit is scheduled for 3 PM on Friday, August 23.

#### **B. Preliminary Recommendations Report**

After the site visit, Alex and Aubrey would prepare a Preliminary Recommendation Report, based on their observations and drawing upon their respective design and permitting knowledge.

We anticipate the report will identify individual activities or actions (we'll call them "projects" from here on) that could be undertaken. For each project, we would share our professional opinion on:

- *Information Needs*: what groundwork needs to be done in advance? What information needs to be gathered? Is a wetland delineation or topographical survey required?
- *Anticipated Permitting*: could the project be completed as a maintenance task (i.e., minimal permitting requirement)? Would the project likely require a full individual Natural Resource Protection Act (NRPA) permit?
- *Implementation Effort*: could the project be constructed or completed by Town staff? By Committee members and other volunteers? Would it require a competitive bidding and selection process? Would a contractor need to have any specific certification in order to complete it?
- *Materials*: Can materials such as log sills, root wads, and native shrubs be sourced on-site? Which materials are recommended to be sourced elsewhere? What additional measures, such as temporary irrigation or shredded bark mulch, might help encourage project success?
- *Benefit*: what would the project accomplish, specifically? Would it address safety, erosion, shoreline stability,



and/or aesthetics?

- *Construction Considerations*: If plantings are involved, what is the ideal planting timeline? Will irrigation need to be provided? Are there times when construction would be prohibited (during a town event, for example)? When do erosion and sedimentation control measures need to be installed?
- *Concept Visualizations*: based on the specific task, the Report may include up to two (2) preliminary diagrams and schematics that envision how areas could be restored, or examples from other projects that represent a concept clearly.

The Preliminary Recommendations Report will establish a basis for developing a more detailed plan for any project, but will not include construction documents or permitted, shovel-ready designs.

To keep this step affordable, we do not propose to include construction cost estimates for any recommendation.

Alex and Aubrey will both contribute to the Preliminary Recommendations Report, and it will be reviewed by Acorn President Will Savage prior to submittal to the Committee.

### C. Presentation and Discussion

After the Preliminary Recommendations Report has been delivered to the Committee, Acorn will present key findings to a remote Bunganut Park Committee meeting. During this presentation, we can answer member questions about any of the projects presented and clarify anything that was not clear. We anticipate that Alex and Aubrey will both participate in this presentation.

### PROPOSED FEE

The fees in the following table reflect the Scope of Work discussed above.

Task	Estimated Cost
A. Initial Site Visit	
Alex and Aubrey join the Committee on August 23	\$1,060
<i>Includes staff hours and mileage reimbursement</i>	
B. Preliminary Recommendations Report	
Acorn prepares a report that lists potential projects- and describes specific needs for each- to inform the Committee's decisions.	\$2,215
<i>Includes staff hours and reprographics costs.</i>	
C. Presentation and Discussion	
Alex and Aubrey join the Committee for a virtual presentation of findings and Q&A session	\$660
<i>Includes staff hours to prepare and participate in the presentation</i>	
Total =	\$3,935

To build a positive working relationship with the Committee, we propose this fee on a not-to-exceed basis. We have assumed that the tasks will be completed by November 1, 2024 and have budgeted work at our 2024 hourly rates.

### ADDITIONAL SUPPORT

Acorn understands that the Committee will want to carefully consider the information provided in the Preliminary Recommendations Report before deciding how to proceed. During that period, we would be pleased to provide additional support - as needed - on a time & materials basis in accordance with the rates listed in **Attachment A**



(2024 Schedule of Fees). Acorn would invoice only for actions that are performed, and the actual hours required.

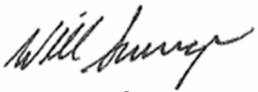
### QUALIFICATIONS OF ACORN STAFF

Some members of the Committee met key Acorn team members on the August 2, 2024 call. To introduce ourselves to other members, and provide more detailed information on our qualifications, we have included resumes for Alex, Aubrey, and Will in **Attachment B** of this proposal.

### SUMMARY

Acorn appreciates the opportunity to prepare a scope of services and budget to support the Bunganut Committee as it considers a variety of projects to improve the Bunganut Park. We believe our experience and professionalism will be invaluable resources during this process, and we look forward to working with you!

Sincerely,



William H. Savage, P.E.  
Principal - Project Manager  
Acorn Engineering, Inc.

*By signing this Contract below the client agrees to the Terms and Conditions contained in **Attachment C** of this Acorn Engineering, Inc. proposal for professional Civil Engineering services.*

Client	Signature	Title	Month/day/year
Attached:	A- 2024 Schedule of Fees B- Staff Resumes C- Standard Terms and Conditions		



**A: SCHEDULE OF FEES**  
**AS OF JANUARY 1, 2024**

**General Civil Engineering Consulting Services**

	<u>Hourly Rates</u>
Senior Civil Engineer	\$ 185
Project Manager	\$ 140-170
Project Engineer/Landscape Architect	\$ 120-145
Design Engineer II	\$ 105-115
Design Engineer I	\$ 98-100
CAD Manager	\$ 165
Construction Manager	\$ 165
Resident Inspector	\$ 125
Construction Inspector	\$ 95
Office Administrator	\$ 70

**Reimbursable Expenses**

➤ Vehicle expenses	IRS Standard Mileage Rate
➤ Black & White Copies (8.5"x11")	at \$0.15/page
➤ Color Copies (8.5"x11")	at \$1.00/page
➤ Black & White Copies (11"x17")	at \$1.00/page
➤ Color Copies (11"x17")	at \$2.00/page
➤ Black & White Plots (24"x36")	at \$2.00/page
➤ Black & White Scans PDF (24"x36")	at \$5.00/page
➤ Color Plots (24"x36")	at \$10.00/page
➤ Mylar Drawings (24"x36")	at \$32.00/page
➤ Other	at cost + 15%
➤ Overnight or express mail	at cost +15%
➤ Subcontractors (if necessary)	at cost +15%

Application fees and certified mailing cost are not included as it is assumed that these will be paid by the Owner to the reviewing authority if necessary.

Hourly rates are subject to change on January 1, 2025. Acorn Engineering reserves the right to add additional employees with their associated hourly rates.



**ATTACHMENT B: STAFF RESUMES**





# ALEX LOPEZ DEL VECCHIO

## RLA, PROJECT LANDSCAPE ARCHITECT

Alex is a Landscape Architect, licensed in ME, NH, and CA, with over 16 years of experience in the field. Working across both coasts, her work spans detailed hardscape and planting layouts for residential properties to large-scale infrastructure planning projects. Her extensive project management and design experience includes public parks and playgrounds, school campuses, large-scale residential projects, streetscapes, stormwater BMPs, corporate campuses and many others.

### education

Yale University  
New Haven, CT  
B.A. Fine Art, 2006

Harvard Graduate School of Design  
Cambridge, MA  
MLA, 2012

### registrations

Professional Landscape Architect  
Maine #LAR5305, NH#196,  
CA #LA 6476

### certifications

UNH Stormwater Management  
Certificate  
TreePeople Citizen Arborist Program

### volunteering

Portland Parks Commission  
Kearz Lake Association Watershed  
Committee

### contact

adelvecchio@acorn-engineering.com  
500 Washington Ave, Suite 202  
Portland, ME 04103  
207-775-2655

### project experience

#### Gabriel Park Inclusive Playground

Portland, Oregon

Spearheaded the design and development of this 3 acre regional-scale inclusive park and playspace. The project included a climbing wall, custom play panels, water play area, graded mounds, numerous play equipment, including custom play towers of various sizes, extensive grading and ADA accessible pathways, rain gardens, native seeding areas and protection of an existing drainage reserve. As the project prime, she coordinated with numerous sub-consultants as well as City staff.

#### Legislative Parking Garage – NH State Legislature

Concord, New Hampshire

A new parking garage was designed to occupy an existing city lot adjacent to the New Hampshire Legislative Building, requiring the development of 4 high-profile city streetscapes, along with the incorporation of a pedestrian crossing and associated plaza and seating areas to serve the legislative and Concord communities. Large trees, ornamental native grasses and detailed hardscape designs compliment the civic building zone, where many significant state structures coexist harmoniously.

#### Sheep Island Retreat

Searsport, Maine

To develop this largely reforested island lot, this residential project required sensitive coordination of utility layout and construction access, materials delivery and re-use, forestry plan, selective cutting and re-vegetation of a solar field, and the transition of existing structures to a re-imagined use. Proper site and wetlands permits were acquired to ensure the timely progression of the project.

#### Snowpeak Campfield

Longbeach, Washington

The re-imagining of this existing RV park into a high-end private campground required extensive planning to remove invasives, restore existing, degraded wetlands, and balance high visitor usage, associated utilities, and fire access with floodplain storage surrounding the existing wetland and natural upland areas.

#### Wolfe's Neck Smith Center for Education

Freeport, Maine

Managed the landscape design surrounding the new Smith Center for Education from Design Development through installation. Working closely with WNC staff and volunteer Master Gardeners, coordinated between various parties to determine a native palette of meadow grasses, perennials, shrubs, and nearly 50 new trees that knit together the new center with the existing farmstead. Alex was particularly attentive to utilizing new and existing plantings to create a series of smaller, human-scaled spaces that borrow surrounding views of fields and forests.







## **AUBREY L. STRAUSE**

### **P.E., SENIOR CIVIL ENGINEER**

Aubrey is a professional engineer with technical and business development responsibilities at Acorn Engineering. She provides urban redevelopment, civil/site design, construction administration, and municipal consulting with a focus on stormwater and wastewater management, restoration of urban impaired watersheds, stormwater treatment design & retrofits, inspection and maintenance of stormwater systems, and environmental stewardship. Since 2004, Aubrey has supported Maine entities (municipal, commercial, and industrial) and attorneys with stormwater management, land development, and maintenance of infrastructure.

#### **education**

Rutgers University  
New Brunswick, NJ  
B.S. Bioresource Engineering, 1998

#### **registrations**

Maine Professional Engineering  
License #11677

#### **certifications**

Maine DEP – Certification in Erosion  
Control Practices (#3970; Exp:  
12/3/2025)  
Maine DEP – Certification in  
Inspection and Maintenance of  
Stormwater BMPs  
Maine DEP – Qualified Site Law  
Third-Party Inspector  
OSHA—10 Hour Construction  
Training

#### **volunteering**

Maine Water Environment Association  
(MEWEA)  
New England Water Environment  
Association (NEWEA)  
Water Environment Federation (WEF)  
Maine Municipal Association (MMA)  
American Council of Engineering  
Companies (ACEC)

#### **contact**

[astrause@acorn-engineering.com](mailto:astrause@acorn-engineering.com)  
500 Washington Ave, Suite 202  
Portland, ME 04103  
207-775-2655

#### **project experience**

##### **Whitcomb's Way Culvert Replacement**

Yarmouth, ME

Acorn is providing design, engineering, permitting, and limited construction oversight for a proposed Stream Smart stream crossing culvert replacement on Whitcomb's Way. This includes a US Army Corps Self Verification Notification and a Natural Resources Protection Act (NRPA) permit by rule (PBR) application for a stream crossing to comply with State regulations. Acorn proposes to replace the existing two-foot diameter corrugated metal pipe culvert with a structure sized to handle a 100-year storm and to convey 1.2 times the stream bankfull width. Benefits of the replacement include enhanced habitat traverse for wildlife, fish, and other aquatic life and improved public safety.

##### **US Route 1 and State Route 9 (Pine Point Road) Resiliency**

Scarborough, Maine

Acorn is providing facilitation services and stakeholder engagement support associated with Maine Department of Transportation's (MDOT's) design for a resiliency strategy for US Route 1 and Pine Point Road, both of which are critical roadways that are vulnerable to damage or failure caused by sea level rise and intense storm events. The scope of work includes facilitating meetings of multiple local, state, and federal agencies, as well as helping the Town engage with various members of the public. The result of the project will be improved designs for both roadways to make them more resilient to future climate impacts.

##### **Green Lantern Development Solar Energy Projects**

Multiple Communities, Maine

Acorn provided design, engineering, permitting, and construction oversight to design in-stream habitat and floodplain restoration for the IS-6 site within Reach 1 of Phillips Brook, an Urban Impaired Stream. This project is funded by a Maine DEP 319 Grant. The main goals of this project included removing areas of fill and invasive species in the restoration area that intrude on the original floodplain and establishing bankfull bench structures along the brook's slope to allow the Brook to gain access to its floodplain.

##### **Third Party Engineering Peer Review**

Yarmouth, Maine

Acorn has been providing third-party engineering review to the Town since 2018. Projects supported included residential subdivisions, commercial/industrial redevelopment, and new commercial development. Review is focused on project compliance with the Town's and Maine DEP's rules and requirements for stormwater mitigation, including requirements for impaired surface waters and the Maine DEP MS4 Permit.







## **WILLIAM SAVAGE**

### **P.E., CPESC, PRESIDENT OF ACORN**

Will is a Professional Civil Engineer with technical and business development responsibilities at Acorn Engineering and president of Acorn Engineering, Inc, since October 2007. Will specializes in civil site design, watershed & stream restoration, stormwater design, permitting, and construction administration.

#### **education**

Union College,  
Schenectady NY  
B.S. Civil Engineering, 2001

#### **registrations**

Professional Engineer Maine #11419

#### **certifications**

New England Transportation  
Technician Certification Program;  
Nuclear Gauge Certification;  
Hot Mix Asphalt Paving Inspector  
Certification #1993;  
Maine DEP - Certified in Maintenance  
& Inspection of Stormwater BMPs #14;  
Locally Administered Project (LAP)  
Certification - Maine DOT

#### **committees/ awards**

Long Creek Watershed Restoration -  
Models & Outreach/Technical Advisory  
Committee, April 2008 – April 2009  
2017 & 2015 Maine stormwater  
Conference – Planning Committee  
October 2014 – November 2017  
Long Creek Watershed Management  
District - Technical Advisory Committee  
– Sept. 2016 – Present

#### **contact**

wsavage@acorn-engineering.com  
500 Washington Ave, Suite 202  
Portland, ME 04103  
207-775-2655

#### **project experience**

##### **121 Washington Avenue**

Portland, ME

CSH 123, LLC hired Acorn to develop an innovative approach to update two existing parking lots and make better use of space on the site. The redesign removed overgrowth to connect the two lots, forming a more cohesive parking layout, providing more efficient use of space, increasing site circulation, and improving maneuverability. Two new ADA spaces with van accessibility were added, as was a curbed, landscaped parking island to improve flow. The project added porous pavement (modular pervious concrete panels) for stormwater treatment and used LID elements to improve function of the site. Non-structural improvements were made to two existing commercial buildings, including an ADA-compliant access ramp to the front entrance and interior bicycle parking. Construction of the project was completed in September 2017. Acorn continues to perform post-construction inspection services at this location.

##### **Phillips Brook In-Stream Restoration**

Scarborough, Maine

Acorn provided design, engineering, permitting, and construction oversight to design in-stream habitat and floodplain restoration for the IS-6 site within Reach 1 of Phillips Brook, an Urban Impaired Stream. This project is funded by a Maine DEP 319 Grant. The main goals of this project included removing areas of fill and invasive species in the restoration area that intrude on the original floodplain and establishing bankfull bench structures along the brook's slope to allow the Brook to gain access to its floodplain. Tools to stabilize eroding banks included root wads and use of native plantings in a stream buffer zone. Acorn added stabilization upstream and downstream from site IS-6 using manufactured in-stream structures and root wads. The result provides improved habitat for native populations of brook trout and American eel.

##### **Long Creek South Branch Gravel Wetland**

South Portland, ME

Provided site and stormwater design services for a stormwater BMP retrofit within the South Branch of Long Creek to address water quality concerns in Long Creek including temperature, dissolved oxygen, chlorides, nutrient levels, metal concentrations, and runoff volume. Design includes grading & stormwater management, stormwater analysis modeling, and erosion & sediment control measures.

##### **Princess Point Stream Restoration**

Yarmouth, ME

Developed the civil/site design of the restoration plan for the failing cross culvert and stream erosion on Princess Point Road in Yarmouth. Incorporating structural measures as well as natural restoration practices, the designs provided a resting pool after the precast drop structure, implemented log vanes, and restored the riparian buffer with live staking and riprap.



### **C: ACORN ENGINEERING, INC. - STANDARD TERMS AND CONDITIONS**

The standard of care for all professional services performed or furnished by Acorn Engineering, Inc. (ACORN) under this agreement shall be the care and skill ordinarily used by members of the civil engineering profession practicing under similar circumstances at the same time and in the same locality. ACORN makes no warranties, express or implied, under this agreement or otherwise, in connection with its services. Civil Drawings will be stamped by an engineer licensed in the State of Maine, and will include civil notes, plans and details describing civil requirements. It is understood that the client will hire and experience contractor who is capable of installing civil components at areas not fully described in the notes and details and that the contractor will notify ACORN if and when additional civil guidance is needed.

1. **BILLING AND PAYMENT:** Invoices will be submitted by ACORN monthly or semimonthly, at ACORN's discretion. Any objection to an invoice must be made by the client, in writing, within ten (10) days, or the objection will be waived. Payment is due within thirty (30) days from invoice date. An invoice remaining unpaid after thirty (30) days will be subject to interest of one and one-half percent (1-1/2%) per month. If the client does not pay an invoice within thirty (30) days, ACORN may, thereafter, on ten (10) days prior written notice, elect to terminate all further services, without incurring any liability to the client. If ACORN terminates services because of non-payment, the client will pay ACORN for all services and expenses, according to the Agreement, through the termination date, interest and cost of collection, including reasonable attorney's fees. In collecting any fee due from client, ACORN may, but is not required to, submit the matter to mediation in accordance with the terms of paragraph 2 below.
2. **DISPUTE RESOLUTION:** Any claims or disputes between the Client and ACORN shall be submitted to non-binding mediation, and if not resolved within 60 days then to binding arbitration under the rules of the Maine Arbitration Act.
3. **ACCESS TO SITE:** The client will provide for the right of entry of ACORN, our consultants, our subcontractors and all necessary equipment in order to complete the work. If any of ACORN'S services are to be carried out on property or facilities not owned or occupied by the client, the client represents to ACORN that the owner and occupant have given the client permission for ACORN to enter and perform our services.
4. **NORMAL DISTURBANCE:** While ACORN will take all reasonable precautions to limit damage to the property, it is understood by the client that equipment used in performing ACORN'S services will, to some degree during the normal course of work, affect, alter or damage the site surfaces, buildings, structures, vegetation, facilities and subterranean structures. The restoration of such damage is not included in ACORN'S fees or prices and is not included as part of this Agreement unless specifically identified in the scope of services.
5. **UTILITIES:** In the prosecution of its work, ACORN will take all reasonable precautions to avoid damage or injury to subterranean structures or utilities. The client agrees to hold ACORN harmless from for any such damage or injury that cannot be avoided using reasonable precautions. The client also agrees to hold ACORN harmless for any damages to subterranean structures that are not called to ACORN'S attention by the owner/client or the local agency coordinating subsurface utility information (e.g. Dig Safe) or that are not correctly shown on the plans.
6. **SERVICES OF OTHERS:** On occasion, ACORN engages the specialized services of individual consultants or other companies to participate in a project. When considered necessary, these firms or other consultants will be hired with the client's approval, which the client agrees not to withhold or delay unreasonably. The cost of such services will be included in our invoice.
7. **TIMELINESS OF PERFORMANCE:** The Client and ACORN are aware that many factors outside ACORN's control may affect ACORN's ability to complete the services to be provided under this Agreement. ACORN will perform these services with reasonable diligence and expediency consistent with sound professional practices.
8. **CONSTRUCTION OBSERVATION SERVICES:** If ACORN'S services include observation of construction on a site, ACORN will carry out our observation in accordance with generally accepted professional practices of similar engineers and consultants. ACORN'S services will not include any supervision of any contractor or subcontractor other than its own. The construction contractor will remain solely and completely responsible for enforcement of and compliance with 1) all contract plans and specifications and 2) all site working conditions and safety requirements, day and night, for both persons and property, in each case both by the contractor and its subcontractors. These include all OSHA, NIOSH, U.S. EPA and any other applicable governmental regulations. ACORN'S observations and monitoring services do not include review of the sufficiency of the contractor's health and safety measures at or near the construction site.
9. **OPINIONS OF PROBABLE COSTS:** Since ACORN has no control over the cost of labor, materials or equipment, or over the contractor's method of determining prices, or over competitive bidding or market conditions, opinions of probable construction cost provided for herein are to be made on the basis of experience and qualifications only. These opinions represent best judgment as a design professional familiar with the construction industry. However, ACORN cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by ACORN. If the Client wishes greater assurance as to the construction cost, an independent cost estimator shall be employed by the Client.
10. **OWNERSHIP OF DOCUMENTS:** All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by ACORN as instruments of service, shall remain the property of ACORN. Copies of such documents will



be made available to the client upon request. The client agrees that if it fails to pay for any reports or other work that ACORN furnishes to the client or its agents, the client will return all copies of such reports and other work product to ACORN upon demand and will not use them for any purpose. The reports and other materials prepared by ACORN are not suitable for later reuse by the client or others on the project, any extension, or other sites or projects, nor at future times not contemplated by our reports. If the client reuses anything prepared by ACORN, or if others seek to use them, it will be at the client's and their sole risk, without liability to ACORN. In case of such unauthorized reuse, the client will hold ACORN harmless against all claims.

11. **INDEMNIFICATION:** The Client shall indemnify and hold harmless ACORN, its officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the project which is the subject of this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of ACORN.

It is understood and agreed that, in seeking ACORN'S consulting services under this Agreement, the client is requesting ACORN to undertake potentially uninsurable obligations for their benefit involving the presence or potential presence of hazardous substances. Therefore, the client agrees to hold harmless, indemnify and defend ACORN from and against all claims, losses, damages, liability, and costs, including but not limited to costs of defense arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, excepting only such liability as may arise out of ACORN'S sole negligence in the performance of services under this Agreement.

12. **INSURANCE:** ACORN maintains the following insurance: General Liability; Automobile; and, Professional Liability. Professional liability and other insurance coverage's may not be available to ACORN, or the profession as a whole, to cover work with certain hazardous substances. ACORN will furnish certificates of insurance at your request. ACORN will not be responsible for any loss, damage or liability beyond the amounts, limits, or exclusions and conditions of such insurance. A separate limit of our liability for negligent professional acts, errors or omissions or breach of contract is set out in Section 13. ACORN will not be responsible for any loss, damage or liability arising from client's negligent acts, errors and omissions and those by their staff, consultants and agents or from those of any person for whose conduct ACORN is not legally responsible.
13. **LIMITATION OF LIABILITY:** In recognition of the relative risks, rewards and benefits of the project to both the Client and ACORN, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by the law, the total liability of ACORN to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed the value of the contract. Such causes include, but are not limited to, ACORN's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Any action by client for breach of this contract must be commenced within two (2) years after the cause of action accrued. Causes of action between the parties relating to acts or failures to act shall be deemed to have accrued not later than the date payment to ACORN is due pursuant to paragraph 1 above.

14. **CONFIDENTIALITY:** ACORN will hold confidential all business or technical information obtained or generated in the performance of services under this Agreement. ACORN will not disclose such information without the client's consent except to the extent required for: 1) performance of services under this Agreement; 2) compliance with applicable laws or regulations; 3) compliance with professional standards of conduct for preservation of the public safety, health, and welfare; and/or 4) protection of ACORN against claims or liabilities arising from the performance of services under this Agreement. ACORN'S obligations hereunder shall not apply to information in the public domain or lawfully acquired on a non-confidential basis from others.
15. **GOVERNING LAW; SEVERABILITY; MODIFICATIONS; ASSIGNMENT:** This Agreement shall be governed and enforceable in accordance with the laws of Maine, the State in which ACORN'S office is located, which shall be deemed the place of contracting. The provisions of this Agreement are severable. The invalidity of any provision shall not affect the validity and enforceability of any other provisions. This Agreement, made up of our authorized scope of services and budget for the project and these Terms and Conditions, represents the entire agreement of the parties and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement cannot be modified orally, or by any course of conduct, and shall control over any inconsistent or contrary provisions in any proposal, contract form, purchase order or other document issued by the client. These Terms and Conditions shall survive the completion, or termination, of our services for the project. Any assignment of the client's rights under this Agreement requires ACORN'S prior written consent.
16. **CERTIFICATIONS:** ACORN will not execute or stamp any document that would result in its certifying, guaranteeing, or warranting the existence of conditions whose existence ACORN has not independently ascertained.



17. **FORCE MAJEURE:** Neither party shall be liable to the other for any failure to perform or delay in performing its obligations hereunder (other than an obligation to pay money) caused by any circumstances beyond its reasonable control, including but not limited to acts of war, interruption of public utilities, defaults of suppliers or subcontractors for any reason whatsoever and all types of industrial disputes, lock-outs and strikes.
18. **TERMINATION OF SERVICES:** In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay ACORN for all services rendered and all reimbursable costs incurred by ACORN up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving ACORN not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or ACORN's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of ACORN, the Client shall pay ACORN, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by ACORN in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

19. **THIRD-PARTY BENEFICIARIES:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or ACORN. ACORN's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against ACORN because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

