

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

**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
<b>TOTAL</b>				<b>\$22,416.12</b>

**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  
**Victoria 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.

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

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

- 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 12th 2024 at 6:00pm located at the Town Hall.


**OTHER**

**ADJOURN**

**David Alves – Motions to adjourn. Victoria Gavel seconds. Motion passes: 5-0-0**

  
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Jessica Picard

  
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Amber Swett

  
\_\_\_\_\_  
Joseph Wagner

  
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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

