

Town of Lyman
Select Board Regular Meeting Minutes
Tuesday February 18th, 2025 – 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: Victoria Gavel, Amber Swett, Joseph Wagner, David Alves (Via Zoom)
Selectboard members absent: Jessica Picard

EXECUTIVE SESSION

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

Amber Swett – Motions to go into executive session per M.R.S.A §405 (c) Discussion regarding the condition, or acquisition of real property.

Joseph Wagner – Seconds the motion. Motion passes: 4-0-0

Joseph Wagner – Motions to come out of executive session. Amber Swett seconds. Motion passes: 4-0-0

ITEM #1

SIGN WARRANTS

a. **Payroll Warrant #35 in the amount of \$315.82**

Amber Swett – Motions to approve. Joseph Wagner seconds. Motion passes: 4-0-0

b. **Payroll Warrant #36 in the amount of \$323.35**

Amber Swett – Motions to approve. Joseph Wagner seconds. Motion passes: 4-0-0

c. **Payroll Warrant #37 in the amount of \$28,592.81**

Joseph Wagner – Motions to approve. Amber Swett seconds. Motion passes: 4-0-0

d. **Accounts Payable Warrant #38 (FY2025) in the amount of \$121,311.47**

Joseph Wagner – Motions to approve. Amber Swett seconds. Motion passes: 4-0-0

Discussion. MSW =\$10,297.98. Recycling =\$842.40. JB Lock & key was for fixing the vault door.

Haley Ward is continuing to work on engineering plans for Culvert under Cousins Bridge.

ITEM #2

SPECIAL OFFERS/ PRESENTATIONS

none

ITEM #3

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

Jon Tibbetts – Suggests reviewing the mowing contract and make amendments as necessary, as well as possibly putting the contract back out to bid.

Amanda Blais – Youth sports are great for young kids. She suggests cutting the mowing costs.

Nicole – Suggest rebidding the mowing contract and also suggests the deed for the park restricts applying fees.

David Alves – The mowing contract amount is for all mowing in Town. The Board has been reviewing field and park use for the last five years when residents approached the board with concerns of how much the Town was spending on the Parks. They have asked for information from the little leagues regarding field usage that could have been considered regarding fees. Over the years survey feedback showed participants advocating for improved trails, beach and picnic areas with very little input in favor of field upgrades. He suggests the board have a workshop and invite the little leagues to offer information that will assist the board in their assessment of field use.

Amber Swett – The Board had reviewed different fee schedules from other Towns and considered flat fees, hourly and other ideas. She encourages the public to join the Towns email subscription where notices and surveys are sent out from the Town.

Victoria Gavel – The Board is currently reviewing the budget and there are some operational costs that are not within their control.

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Mason – Suggests adding fees to travel teams vs local teams.

- b. **Mail** • **York County Sheriff Report** - Review in agenda packet.

ITEM #4

UNFINISHED BUSINESS

- a. **Franchise Agreement, Updates if any**

No new updates

- b. **YMCA – Discussion regarding 2025 contract**

Discussion, Andy Orazio is meeting with the YMCA board to review changes. He expressed concerns with the inconsistency of collecting gate fees in lieu of payment. Otherwise, the YMCA is currently reviewing the contract changes

- c. **RFP – Property Assessment Equalization Project: Discussion, updates if any**

Discussion: Information was sent to the bidder to review and see if they can flex the pricing. From earlier discussions with them and the Assessor they are offering to do cost table updates and potentially help with ground work to catch up on property cards, backlog of permits, and other information. Currently waiting to hear back from bidder.

- d. **Review/ Approve Contingency Agreement Land Swap for Town Hall Expansion**

Discussion, the contingency agreement was sent to the neighbors, and they ensured they are in agreement with moving forward with the land swap. A deed description will need to be completed after the architect/engineering firm completes a survey and deed description for the land swap before the Board can finalize the deed and convey the land swap. The architect/engineering firm will be working on developing plans, permitting information, and approximate costs for the project.

Joseph Wagner – Motions to approve the contingency agreement.

Amber Swett -0 seconds the motion. Motion passes: 4-0-0

- e. **Review/ Approve Committee Handbook**

David Alves - Motions to approve. Victoria Gavel seconds the motion.

Discussion; recommended to add appendix J reference (page 10, Standards of Conduct); add the requirement of all volunteers/committee complete FOAA training either by MMA webinar or Maine/gov FAQ (page16, ME FOAA); adding provision the Select Board may request reporting and/or updates from committees (page 17, reporting); updates to the purchasing policy and social media policy will be updated while the Town Manager is working on other Personnel policy updates such as PFML. After discussion the board agrees to approve with the changes as discussed.

Motion passes: 4-0-0

- f. **Joseph Wagner – Discussion Age-friendly Roundtable held on 2/10/25**

Discussion, Maine agency on aging offers a variety of programs for adults and seniors. They are located in Biddeford and Sanford. Joseph Wagner and Karen Kane make a recommendation to the board to form an Ad hoc committee that will work to develop an action plan for the Towns' AARP age-friendly program. The Town Manager will develop a project statement for an Ad hoc committee for Board approval.

ITEM #5

DEPARTMENT AND COMMITTEE REPORTS

- a. **Fire Chief – All Hands**

Victoria Gavel – Discussion; the fire commission has been working on budgeting and reviewing new employee law changes. The plan to add more staffing and possibly a working officer. Joint meeting is anticipated to be scheduled soon, but no confirmed date as of yet.

- b. **Town Clerk – Excise Report** – Reviewed in agenda packet.

- c. **Treasurer - Expense Report** – Reviewed in agenda packet.

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ITEM #6

NEW BUSINESS

a. Discussion regarding policy for grants

Lindsay Gagne – Discussion; the policy was developed to outline consistent procedures for grant applications including planning and other logistics and ensure the avoidance of duplicating grants.

Amber Swett – Motions to approve. Joseph Wagner seconds. Motion passes: 4-0-0

b. Karen Kane – Proposed grant for Bunganut Park

Karen Kane – Discussion; there is a AARP community challenge grant she is preparing to apply for to receive funding for added picnic tables and Adirondack chairs at Bunganut Park. The grant covers up to \$25,000 and if the grant is not awarded it will automatically kick over to the Lifelong Maine grant for possible award. In her proposal she researched Adirondack chairs that are collapsible for storage and of heavy and durable material. She also looked into industrial type park tables and benches as they will be more durable. Parks and Recs committee has agreed to handle all the assembly of the tables, benches, and chairs and will ensure proper storage each year. Karen will also look into adding costs for chains and locks into the grant proposal.

Joseph Wagner – Motions to approve grant submittal. Amber Swett seconds. Motion passes: 4-0-0

c. Victoria Gavel – Discussion regarding developing Select Board onboarding new board members

Victoria Gavel – Discussion; she would like to continue discussion with the Board regarding onboarding procedures for newly elected Select Board members that includes outlining procedures for electing the Chair and Vice Chair each year.

Joe Wagner – Suggests swearing in new members at the beginning of the fiscal year and prior to the Board holding a preliminary workshop.

Board discussion to table for next meeting agenda topic.

ITEM #7

MINUTES

a. Review / Approve meeting minutes 2/3/2025

David Alves – Motions to approve. Joseph Wagner seconds. Motion passes: 4-0-0

ADJOURN

Amber Swett – Motions to adjourn. Joseph Wagner seconds. Motion passes: 4-0-0



Jessica Picard

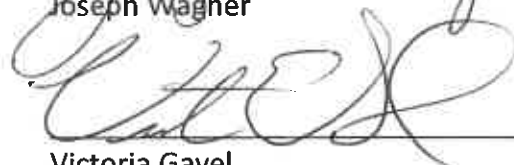
David Alves



Amber Swett



Joseph Wagner



Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 3 pages are the original minutes of the Select Board Meeting dated February 18th, 2025



Lindsay Gagne

