

Town of Lyman
Select Board Regular Meeting Minutes
Monday April 7th, 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: Jessica Picard, Victoria Gavel, Amber Swett, Joseph Wagner, David Alves (Via Zoom)

Selectboard members absent:

ITEM #1 **SPECIAL OFFERS/ PRESENTATIONS**

- a. **Historical Society, Lynn Lord – Presents Lyman’s Historical Sawmills**
Evelynn Lord - Presentation from the Historical society featuring multiple historical sawmills including Spange Mill, Lords Mill, Wadleigh Pond Mill, Goodwins Mill, Clarks Mill and many others. These mills had different functions such as a Gristmill, Sawmill, Shingle mill and other types of Mills.

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
No Public Comment
- b. **Mail •York County Sheriff Report** - Reviewed in Agenda Packet.

ITEM #3 **UNFINISHED BUSINESS**

- a. **Franchise Agreement, Updates if any**
No new updates
- b. **RFP – Property Assessment Equalization Project: Discussion, updates if any**
Discussion regarding funds pending Town Approval. Lindsay Gagne will reach out to the bidder and inquire if they are able to start earlier than July 1st and discuss town meeting appropriations which is also outlined in the RFP.
Joseph Wagner – Motions to award the bid to RCS in the amount of \$115,000 for the cost table updates.
Victoria Gavel – Seconds the motion. Motion passes: 5-0-0
- c. **RFP – Bunganut Ramps, Opened Bids March 17th, 2025. Tabled from last meeting**
Discussion that Sebago Dock and Lift submitted the lowest bid. However, there appears to be a discrepancy in the figures, potentially due to the bid noting '+ tax' without specifying the tax amount. Lindsay Gagne will contact the bidder to clarify and will also provide the tax-exempt certificate.
David Alves – Motions to award the bid to Sebago Dock and Lift in the amount of \$11,668
Victoria Gavel – Seconds the motion. Motion passes: 5-0-0
- d. **Victoria Gavel – Discussion regarding developing Select Board onboarding new board members**
Tabled until after budget.
Victoria Gavel – Proposes the Board do a workshop for further discussion.
Workshop is scheduled for April 28th, 2025 at 6:00pm at the Town Hall.

ITEM #4 **DEPARTMENT AND COMMITTEE REPORTS**

- a. **Fire Chief – All Hands – Reviewed in Agenda Packet**
- b. **Parks & Rec – Holly Wooldridge Bunganut Trails**
Holly Wooldridge – Is interested in finishing the blue blaze trail that will connect to the Sid Emery trail on the York County Soil Conservation land abutting Bunganut Park. She would coordinate with YCSWC to finish trail improvements on their parcel. The Eagle Scout was able to finish the bench and

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kiosk. Holly will get a key for the bench chain to the Town Manager. Holly would like to get volunteers to help her with finishing cutting and clearing the trail. Select Board requests that the volunteers sign the Town Hold Harmless waiver before commencing any work.

Joseph Wagner – Motions to approve cutting and finishing the blue blaze trail

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

c. Bunganut Park Committee Report – Holly Wooldridge

Kevin Veilleux – The committee has looped in the Parks and Rec committee on past completed projects and some items they are looking to work on before the park opens. They will work on removing the playground and removing the horseshoe pits due to safety hazards. Then they would smooth out the path that goes around the stairs making a more accessible trail to get to the beach area, re-grade the handicap parking area making for better handicap parking, add the wood chips from the field side to the trails on the waterside, and finish removing any grills that are laying in the woods. The new slide purchased for the playground set will be stored in the concession stand for the time being. Board discussion to address safety and hazard concerns first. Victoria Gavel is interested in helping with removing debris. Other discussion regarding if the Parks and Rec committee will be putting their meetings on YouTube so people can continue to follow the projects and efforts for Bunganut Park. Parks and Rec committee will discuss it at their next meeting.

Victoria Gavel – Motions to have the horseshoe pits and playground set removed.

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

Joseph Wagner – Motion to authorize the removal of the old grills, improvements on the side trail accessing the beach, improvements on the handicap parking, and moving the wood chips to the lakeside trails.

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

d. Town Manager – Updates

Final plans for the Town Hall expansion will be completed soon and ready for presentation at a public hearing for Town Meeting. The MyRec program is ready to launch, pending approval of usage policies. Personnel policy updates are under review, including the potential inclusion of Paid Family Medical Leave (PFML) and other revisions. Candidates Night is scheduled for April 30th and will be moderated by Michelle Feliccitti. To date, the Town has collected \$7,491 from timber harvesting on two parcels, with additional harvesting expected to continue with other parcels this summer. Joseph Wagner noted that he has contacted RSU#57 to inform them of Candidates Night and to encourage interested students to attend.

ITEM #5

NEW BUSINESS

a. Discussion – Recommended disabling KPB gate arms due to ongoing vandalism

There have been three reports of vandalism, one incident where the gate was accidentally hit, and several occurrences where the gate malfunctioned. There's a lot of time involved in following up with police reports and coordinating repairs. To avoid any further damage to the gates, it's recommended to remove the gate arms and store them for now until there can be more oversight of the park.

Amber Swett – Motions to remove the gate arms.

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

b. Discussion – Workshop to review budget Process (Select Board & Budget Committee)

The budget process is an involved process, and it's recommended that a joint workshop be held with both the Select Board and the Budget Committee to review and clarify the procedures. A recurring challenge is the submission of funding requests late in the process, rather than during the initial information-gathering phase. To support more consistent and timely input, the committee handbook now includes a budget worksheet and questionnaire. Committees and departments are

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encouraged to use these tools when preparing their budget recommendations. Board discussion that it might be a good idea to do after the election for new members elected. A tentative workshop is scheduled for July 14th, 2025 at 6:00pm at the Town Hall.

c. Review/ Approve Field Use Policy (For MyRec Program)

Discussion regarding the concession stand and if the board wants to address any policy details on it. Currently other people have access to the concession stand; however, it's not been tracked so it's uncertain who has access at this time. Holly Hart mentions that MUSC keeps their personal items in the building. Jessica Picard suggests reaching out to MUSC to get an understanding why they store personal property in the building. Also, discussion regarding the potential for other committees to be able to do fundraising events at the concession stand.

Amber Swett – Motions to approve the Field Use Policy

David Alves – Seconds. Motion passes: 5-0-0

d. Review/ Approve Bunganut Pine Grove Rental Use Policy (For MyRec Program)

Discussion clarifying the grills have been removed from the Pines with the exception of one large banquette grill which is in good condition. Suggested modification to add dimensions for the chapel/pavilion noted in the policy so the public is aware it is for small groups.

Victoria Gavel – Motions to approve the policy.

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

e. Review/ Approve CEO Fee Schedule changes

Noted Changes: A fee for a Permanent Dock has been added, as the ordinance requires Planning Board review, and a new application form has been created for this purpose. Under plumbing, a "hook-up only" fee has been added, matching the minimum plumbing fee, to cover instances where the Code Enforcement Officer must inspect a plumbing connection. A home occupation fee specific to medical marijuana has also been added, in accordance with ordinance requirements.

Additionally, subdivision fees have been revised to provide better clarity. David Alves expressed concern that the fees may be too high for subdivisions. In response, Lindsay Gagne explained that significant follow-up, site visits, and administrative work are required after a subdivision is approved to ensure that the developer remains consistent with the approved plans.

Amber Swett – Motions to approve the CEO fee schedule changes

Joseph Wagner – Seconds the motion. Motion passes: 4-0-1 (Jessica Picard, Victoria Gavel, Joseph Wagner, Amber Swett approve; David Alves abstains)

f. Parks & Rec Committee Applicant

Victoria Gavel – Motions to appoint Donna Johnston to the Parks & Rec Committee

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

g. Discussion - public comment procedures, requesting agenda placement and managing Q&A.

Lindsay Gagne suggested adding language to the agenda under the Public Comment section to clarify that public comment does not guarantee a question-and-answer exchange with the Board. In previous meetings, some members of the public have appeared confused or frustrated when asking questions and not receiving responses. Although this is outlined in the Select Board's Code of Conduct and other areas, not all attendees may be aware of the expected procedures. Including a brief explanation on the agenda may help set expectations for the public. The Board agreed to table the item for further discussion at the next meeting.

ITEM #6

MINUTES

a. Review / Approve meeting minutes 03/17/2025

Amber Swett – Motions to approve. Victoria Gavel seconds. Motion passes: 5-0-0

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ITEM #7

SIGN WARRANTS

- a. Payroll Warrant #44 in the amount of \$31,208.61
Victoria Gavel – Motions to approve. David Alves seconds. Motion passes: 5-0-0
- b. Accounts Payable Warrant # (FY2025) in the amount of \$721,581.56
Joseph Wagner – Motions to approve. Victoria Gavel seconds. Motion passes: 5-0-0

EXECUTIVE SESSION

1 M.R.S.A §405 (A) Discussion regarding personnel matters

**Amber Swett – Motions to go into executive session per 1 M.R.S.A §405(A) Discussion regarding personnel matters.
David Alves – Seconds the motion. Motion passes: 3-2-0 (David Alves, Amber Swett, Jessica Picard in favor; Victoria Gavel, Joseph Wagner opposed)**

Amber Swett – Motions to come out of executive session. Victoria Gavel seconds. Motion passes: 5-0-0

ADJOURN

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

Amber Swett

Jessica Picard

David Alves
David Alves (Apr 23, 2025 09:53 EDT)

David Alves

Joseph A Wagner
Joseph Wagner

Victoria Gavel
Victoria Gavel

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 4 pages are the original minutes of the Select Board Meeting dated April 7th, 2025

Lindsay Gagne
Lindsay Gagne