

**Town of Lyman
Select Board Regular Meeting Minutes
Monday June 2nd, 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/> Welcome to the May 19th, 2025

Selectboard members present: Jessica Picard, Victoria Gavel, Amber Swett, David Alves

Selectboard members absent: Joseph Wagner

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. The Board may not be able to respond to Q&A during public comment; If you wish to be placed on a future agenda, please contact the Town Manager.*

KerryJo Sampson – Comments about the draft personnel policy

Michelle Felicitti – Memorial Day Parade was a great event. Thank you to Parks and Rec, Historical Society and those that participated in the parade.

- b. **Mail** - None

ITEM #3 **UNFINISHED BUSINESS**

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

No new updates

- b. **Review/ Approve – Employee Personnel Policy**

Discussion. The board agrees to remove added language in 3.1 and 3.5. Language in 3.5 regarding any alleged municipal officials participating in internal investigations of harassment can be added to the Select Board code of conduct and in the instance of committees or volunteers, the Select Board will refer to the committee handbook and handle cases. Question regarding change in PTO accrual rates; these are standard accruals common in most places and vacation pay is often inquired on during the interviewing process. The changes will allow a better transition into accruals with longevity.

Victoria Gavel – Motions to accept and sign personnel policy as amended and with the changes as proposed for sections 3.1 and 3.5.

Amber Swett – Seconds the motion. Motion passes: 4-0-0

David Alves – Motions to take Item #5(a) out of order

Victoria Gavel – Seconds the motion. Motion passes: 4-0-0

ITEM #5 **NEW BUSINESS**

- a. **Fire Commission – Appointment of Fire Chief**

Dylan Martin has been appointed by the Fire Commission as an interim Fire Chief until the Board would be able to appoint him as the full-time Dayton/Lyman Fire Chief.

Victoria Gavel – Motions to appoint Dylan Martin as the Dayton/Lyman Fire Chief.

David Alves – Seconds the motion. Motion passes: 4-0-0

ITEM #3 **UNFINISHED BUSINESS**

- c. **Review/ Approve – Select Board Code of Conduct**

Discussion regarding changing the wording under the section “Board Meetings”. Charter references the Board votes to elect the Chair and Vice Chair at the first regular meeting following Annual Town

**Town of Lyman
Select Board Regular Meeting Minutes
Monday June 2nd, 2025 – Lyman Town Hall**

Meeting. The board agrees to reserve the third Monday of June each year for a workshop at 5pm then to have their regular meeting to follow the workshop where they will then vote on leadership roles of the Board. All other areas the board agreed were okay as amended. The draft document will be revised with the changes to section 2 - Board Meetings, and tabled to the next meeting for review and approval.

- d. **Planning Board – Review/Approve Bylaws & Mission Statement – Changes sent to Planning Board**
Item was tabled to allow the Planning Board to review changes and provide feedback. No comment provided by the Planning Board. The board agrees on the changes recommended for the Planning Board bylaws.

David Alves – Motions to approve the Planning Board Bylaws with the suggested changes from Select Board/Town Manager added.

Amber Swett – Seconds the Motion. Motion Passes: 4-0-0

Discussion that the board will sign the bylaws affirming their approval. The Town Manager will update the Planning Board with the revised version of the bylaws.

ITEM #4

DEPARTMENT AND COMMITTEE REPORTS

- a. **Eco ME Rep – Household Hazardous Waste**

Amber Swett presents some information from Eco Maine regarding handling of household hazardous waste products, such as cleaning products. The Transfer Station cannot accept the HHW's and to avoid products going into landfills, there are other locations where they can be dropped off, such as Riverside Recycling. Some fees may apply. Information is posted online under the Transfer Station page.

- b. **Comprehensive Plan Committee – Report**

Michelle Felicitti, Chair of Comprehensive Plan Committee. Southern Maine Planning and Development Commission has been working with the committee in the drafting of the inventory chapters for the comprehensive growth plan. Next steps, the Committee will be reviewing the draft inventory and working with SMPDC on any changes. SMPDC will also be supporting the committee with developing a future land use map. The committee discussed the potential of the Goodwin Mills area being a historic village area and working to preserve it as a community village center for the Town. They looked at Chadbourne field and agreed it would be a good space for a park as a gathering area as well as for community events.

ITEM #5

NEW BUSINESS

- a. **Fire Commission – Appointment of Fire Chief**

See above

- b. **Cemetery Committee Appointment – (1) Applicant**

Amber Swett – Motions to re-appoint Stephen Carpenteri on the Cemetery Committee

Victoria Gavel – Seconds the motion. Motion passes: 4-0-0

- c. **Bunganut Park –Discussion - Continuation of Internet for Irrigation System**

The Town owns an irrigation controller; however, the current landscaping vendor provides the mobile router unit and has asked the Town to provide the unit. The cost can come out of supplies. The Board inquires if the account for the irrigation system can be under the Town with access provided to the contractor. Town Manager will contact the vendor and also see if the data plans can be purchased for six months out of the year when the irrigation system is only run seasonally.

- d. **David Alves – Bunganut Park Donations, discussion on ECM material.**

David Alves has secured donations of three loads of either pine mulch or ECM to be spread along the tree roots at the Pines area. The Board agrees to go with the ECM material. Dancause Construction will provide the delivery of the product and Boulier Logging will provide the ECM

**Town of Lyman
Select Board Regular Meeting Minutes
Monday June 2nd, 2025 – Lyman Town Hall**

material. There is mention of some old tanks in the ground at Bunganut. David Alves agrees he will assist with getting those taken care of if costs are within budget.

ITEM #6

MINUTES

- a. **Review / Approve meeting minutes 05/19/2025**

Victoria Gavel – Motions to approve. David Alves seconds. Motion passes: 4-0-0

ITEM #7

SIGN WARRANTS

- a. **Payroll Warrant #52 in the amount of \$29,633.02**

David Alves – Motions to approve. Victoria Gavel seconds. Motion passes: 4-0-0

- b. **Accounts Payable Warrant #53 (FY2025) in the amount of \$678,590.04**

Amber Swett – Motions to approve. David Alves seconds. Motion passes: 4-0-0

EXECUTIVE SESSION

ADJOURN

David Alves – Motions to adjourn. Amber Swett seconds. Motion passes: 4-0-0

Jessica Picard


Joseph Wagner



David Alves



Victoria Gavel



Amber Swett

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 June 2nd, 2025



Lindsay Gagne