

**Town of Lyman
Select Board Regular Meeting Minutes
Monday July 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: Victoria Gavel, Amber Swett, David Alves, Joseph Wagner, KerryJo Sampson
Selectboard members absent:

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.*
Joseph Wagner – Announces Concert in the Park on Thursdays, Historical Society upcoming meeting, and other announcements.
- b. Mail •MDOT Letter •York County Sheriff Report

ITEM #3 **UNFINISHED BUSINESS**

- a. *Franchise Agreement, Updates if any*
The model franchise agreement has been drafted by Maine Connectivity Authority (MCA). Maine Community Media Association (MCMA) is reviewing and compiling key issues, which will be sent to Maine Municipal Association (MMA) for legal review. Municipalities have been encouraged to review and provide MMA input on the model franchise agreement. KerryJo Sampson has volunteered to participate in the reviewing process and will compile any questions or noted issues and provide them to the Select Board for review before sending to MMA/MCMA.
- b. *Joe Wagner – Challenge Grant Updates, RFP Bunganut Park Accommodation Improvement Project*
Maine Connectivity Grant recommended a focus on accessibility for the project. The project has been updated to provide handicap accessible picnic tables, and the Adirondack chairs have been removed from the project. The total grant amount available is \$22,701. A Request for Proposal was drafted to solicit bids for composite picnic tables. The Select Board will open bids on August 4th. The due date for delivery of materials is October 1st.

ITEM #4 **DEPARTMENT AND COMMITTEE REPORTS**

- a. *Treasurer – Expense Report* – Reviewed in agenda packet
- b. *IT Committee – Discussion from last meeting, assigning tasks for the committee.*
Discussion regarding auditing the website to compile a list of broken links and research options for upgrades and improvements for the website. There are tools available at a cost that can scan websites for that type of auditing as well as companies that can upgrade websites and help manage them. The IT committee can complete an audit for the broken links and can also research contractors to outsource for web design and management services to compile information for budget review.

ITEM #5 **NEW BUSINESS**

- a. *Appointment - Ordinance Review Committee (1) Applicants*
Amber Swett – Motions to appoint Dylan Martin.
Joseph Wagner – Seconds the motion. Motion passes: 5-0-0.

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- b. **Appointment - Freedom of Access Officer**
Amber Swett- Motions to appoint Linday Gagne
David Alves – Seconds the motion. Motion passes: 5-0-0
- c. **Review/ Approve AARP ad hoc Committee Project Statement**
Discussion to add changes to include under composition the committee elect annually a vice chair and under general provisions the committee submitting reports to the Select Board through the Town Manager.
Joseph Wagner – Motions to approve with changes as above.
David Alves – Seconds the motion. Motion passes: 5-0-0
- d. **Review/ Approve Parks & Rec Committee Project Statement**
Discussion to add changes to include under composition the committee elect annually a vice chair and under general provisions the committee submitting reports to the Select Board through the Town Manager.
Amber Swett – Motions to approve with changes as above.
Joseph Wagner – Seconds the motion. Motion passes: 5-0-0
- e. **Review/ Approve Cemetery Committee Project Statement**
Discussion to add changes to include under composition the committee elect annually a vice chair; under general provisions the committee submitting reports to the Select Board through the Town Manager, and under page two fifth paragraph down remove text “aging population and the broader community”
Amber Swett – Motions to approve with changes as above.
KerryJo Sampson – Seconds the motion. Motion passes: 5-0-0
- f. **Victoria Gavel – Discussion on Select Board Priorities**
Victoria Gavel – She had added this item on the agenda however after some further reviewing that the Town Manager is managing a lot of ongoing priorities, felt this was no longer necessary for discussion.
- g. **Review / Approve Planning Board resignation**
KerryJo Sampson – Motion to accept. Joseph Wagner seconds. Motion passes: 5-0-0
- h. **Discussion – RSU#57 School Board of Directors Vacancy**
At the June Annual Town Meeting, there were several people written in for the RSU#57 School Board of Directors. None have accepted the position so the position will remain vacant until someone is appointed by the Select Board. Anyone interested can submit a committee application form to the Town Manager.
- i. **Discussion – Kennebunk Pond Beach Gate Damages/Repairs**
Information has been obtained from the surveillance cameras and provided to the York County Sheriff’s Department who are currently investigating. Discussion of possibly going back to the old gate system and having a Select Board member manage opening and closing the gate. Insurance will cover the damage with a \$1,000 deductible.

ITEM #6

MINUTES

- a. **Review / Approve meeting minutes 06/16/2025**
David Alves – Motions to approve. Joseph Wagner seconds. Motion passes: 4-0-1
(Victoria Gavel, Amber Swett, Joseph Wagner, David Alves approve; KerryJo Sampson abstains)

ITEM #7

SIGN WARRANTS

- a. **Payroll Warrant #56 in the amount of \$28,741.73**
David Alves – Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0

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- b. Payroll Warrant #3 in the amount of **\$31,811.03**
Amber Swett – Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0
- c. Accounts Payable Warrant #57 (FY2025) in the amount of **\$45,446.71**
Joseph Wagner – Motions to approve. David Alves seconds. Motion passes: 5-0-0
- d. Accounts Payable Warrant #58 (FY2025) in the amount of **\$170,121.64**
Joseph Wagner – Motions to approve. KerryJo Sampson seconds. Motion passes: 5-0-0
- e. Accounts Payable Warrant #1 (FY2026) in the amount of **\$944,837.48**
Joseph Wagner – Motions to approve. KerryJo Sampson seconds. Motion passes: 4-0-1
(Victoria Gavel, Amber Swett, Joseph Wagner, David Alves approve; Amber Swett abstains)
- f. Accounts Payable Warrant #2 (FY2026) in the amount of **\$11,400.00**
Joseph Wagner – Motions to approve. Amber Swett 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: 5-0-0

Amber Swett – Motions to come out of executive session

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

ADJOURN

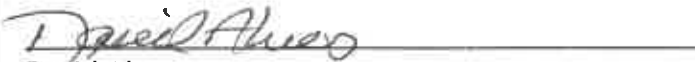
David Alves – Motions to adjourn. Amber Swett seconds. Motions passes: 5-0-0



Victoria Gavel



Joseph Wagner



David Alves



KerryJo Sampson



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 July 7th, 2025



Lindsay Gagne

