

Town of Lyman
Select Board Regular Meeting Minutes
Monday August 4th, 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**

a. *Historical Society Presents: York County Baseball Penny Poll at Acton Fair*

Steve Lord – Lyman Historical Society will sponsor a Penny Poll at the Acton Fair from August 21–24. The poll will ask, “Who was the greatest baseball player from York County – Jack Combs (Kennebunk), Harry Lord (Kezar Falls), or Fred Parent (Biddeford)?” Polls will be open Thursday through Saturday, 10:00 a.m.–7:00 p.m., and Sunday, 10:00 a.m.–4:00 p.m. The Waterboro Reporter will feature articles on each poll choice over the next three weeks. Tonight’s presentation focused on Bobby Combs of Lyman, nephew of Jack Combs. The Historical Society recently received donated memorabilia from his granddaughter. Bobby Combs played in the Major Leagues with the New York Giants and several Minor League teams, coached at Williams College (where the field is named in his honor), and is featured in the Baseball Hall of Fame exhibit at the Portland Sea Dogs Stadium.

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.

Michelle Felicitti – Comments there were people swimming at Kennebunk Pond Beach after signs were posted regarding the bacteria levels. The Bunganut Pines Rental area is posted from the Bridge all the way to the Chapel, and she wasn’t certain if that whole area was for the Pines rentals.

b. *Mail* - None

ITEM #3 **UNFINISHED BUSINESS**

a. *Franchise Agreement, Updates if any*

KerryJo Sampson – The Maine Community Media Association (MCMA) consolidated everything and sent to the Sate Board which is the Maine Connectivity Authority (MCA) and currently we are waiting for input from MCA whether they will approve or deny it.

b. *RFP – Town Hall Backup generator Upgrade - Open Bids*

One Bid received:

Ed Profenno Jr.

Submitted 7-28-2025

Item Description: 22KW Generator with 200 Amp Transfer Switch. Concrete Platform. 120-Foot Gen Cable. 1 Wet Cell Battery. Permit. Labor

Total Amount: \$17,000

Joseph Wagner – Motions to accept the bid.

KerryJo Sampson – Seconds the motion. Motion passes: 4-0-1 (Victoria Gavel, Amber Swett, Joseph Wagner, KerryJo Sampson in favor; David Alves abstains).

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c. RFP – Bunganut Park Accommodation Improvement Project – Open Bids
Two Bids received:

Bid #1: U-Line
Submitted 7-31-2025

Request #	Item #	Item Description	Unit Price	Qty	Total Price
PRB911070 Option: 1	H- 2671	ADA Metal Picnic Table – 46” Square. Grey Color. 9 Gauge steel metal with 2” black steel frame. Thermoplastic coating – Rust Free. Mounting & Hardware Included – Assembly Required	\$1,045.00 +837.56 S&H .00 Sales Tax	9	\$10,242.56
PRB911092 Option: 2	H- 2673	ADA Metal Picnic Table – 8’ Rectangle. Grey Color. 9 Gauge steel metal with 2” black steel frame. Thermoplastic coating – Rust Free. Mounting & Hardware Included – Assembly Required	\$1,070.00 +749.08 S&H .00 Sales Tax	9	\$10,379.08
PRB911086 Option: 3	H- 2672	ADA Metal Picnic Table – 46” Round. Grey Color. 9 Gauge steel metal with 2” black steel frame. Thermoplastic coating – Rust Free. Mounting & Hardware Included – Assembly Required	\$1,050.00 +837.56 S&H .00 Sales Tax	9	\$10,260.92
PRB911070 Option: 4	H- 2671	ADA Recycled Plastic Picnic Table – 46” Hex. Grey Color. 2’ thick pre-drilled planks. 100% recycled UV-protected Plastic. Seats 4 adults + 1 wheelchair. Mounting & Hardware Included – Assembly Required	\$1,235.00 +736.98 S&H .00 Sales Tax	9	\$11,851.98
Other Notes	Each option – Delivery time – 2 business days via drop ship freight – Assembly Required, includes assembly manual.				

Bid #1: Lowery’s Lawn & patio, Inc
Submitted 8/1/2025

Option	Item Description	Unit Price	Qty	Total Price
Opt: 1	Berlin Gardens HDPE ADA picnic table – 6’ Rectangle. Two frame colors (Light or Smoke Gray). ADA compliant with a extended end for wheelchair seating.	\$1,893.00 .00 S&H .00 Sales Tax	9	\$17,037.00
Opt: 2	Colonial Road HDPR ADA Picnic Table – 6’ Rectangle. Two frame colors (light or dark gray) Customed size for ADA compliance. Dimensional Notes: 6-foot picnic table. Size: 60’D x 72”W x 30”H. Top Size: 34”D x 72”W	\$1,899.00 .00 S&H .00 Sales Tax	9	\$17,091.00
Other Notes	Assembly specifications/options not indicated in bid			

Kerry Jo Sampson – Motions to table item to next meeting for Board review
Joseph Wagner– Seconds the motion. Motion passes 5-0-0

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**David Alves – Motions to move out of order Item #5(a.)
KerryJo Sampson– Seconds the motion. Motion passes 5-0-0
(See Item #5(a.) for discussion**

1. Discussion – [Kennebunk Pond Beach Gate Damages/Repairs](#) – tabled from last meeting.

The Board discussed obtaining quotes for a cantilever-style gate but expressed concerns about snow drifting against it. Alternatives considered included replacing the current gate or upgrading to a pay-gate system where non-residents would need a pass card and pay a parking fee. Maine Inland Fisheries rules permit such a fee as long as there is no charge for boat launch or fishing access. Visitors could still access the pond for these activities under a pay-gate system. The Board discussed pursuing charges against the individual responsible for the damages. The Town's insurance provider is actively pursuing the matter, further discussion to consider additional charges to recover the deductible or other expenses. More information is needed regarding insurance reimbursement.

**David Alves – Motions table the item until there is more information
Joseph Wager – Seconds the motion. Motion passes: 5-0-0**

ITEM #4

DEPARTMENT AND COMMITTEE REPORTS

a. [Fire Commission/ Fire Chief](#)

Victoria Gavel – Emailed the Board with the Goodwins Mills Fire Department (GMFD) July statistical information. The next Fire Commission meeting is scheduled for August 14th, 2025 at 5:15pm located at the Fire Department.

b. [Treasurer – Expense Report FY25 & FY26](#) – Reviewed in Packet

c. [Eco Maine Rep, Amber Swett – Food Waste Diversion Program Updates](#)

Amber Swett – Amber Swett reported the Town received the full \$22,261 grant award. On August 1, the Town Manager submitted an application to Maine DEP to amend the Transfer Station License to include a food waste collection area. Purchases for the program can begin now, but operations cannot start until DEP approves the amendment. ECO Maine representatives attended a Parks & Rec concert to share information about food waste diversion. We've begun collecting information for residents that want to participate in the food waste collection program. Abby Heart from ECO Maine produced a spotlight on the Lyman Transfer Station, including an interview with Amber. In FY2025, the Town spent \$156,000 on municipal solid waste; diverting 40% of food waste could save approximately \$62,593 annually. A dedicated email, lyman.ecomerep@lyman-me.gov, is available for residents interested in signing up, volunteering, asking questions, or providing feedback.

ITEM #5

NEW BUSINESS

a. [Rustic Dreams – Renewal application for Liquor License and Special Amusement Permit](#)

The Code Enforcement Officer completed the inspection with no concerns. No complaints have been received. The Board agreed to waive a public hearing.

David Alves – Motions to approve the Liquor License Renewal Application and Special Amusement Permit renewal for Rustic Dreams.

KerryJo Sampson – Seconds the motion. Motion passes: 5-0-0

b. [Town Line Restaurant – Renewal Application for Liquor License](#)

Amber Swett – Motions to approve the renewal application for Town Line Restaurant.

KerryJo Sampson – Seconds the motion. Motion passes: 5-0-0

c. [Discussion from last meeting regarding Select Board quarterly newsletter](#)

The Board discussed content guidelines and oversight. Current policies for social media and web postings have to go through the Town Manager who will review the content if it's appropriate. The

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newsletter should focus on relevant information for the public and avoid personal spotlights. KerryJo Sampson is willing to give this a try and will solicit information from community organizations and committees. She will provide a document to the Town Manager for review before posting. The Board agrees to do a poll on generating a name for the newsletter which can go out on MailChimp and social media for public input.

d. [Amber Swett – Discussion regarding Select Board liaisons for Committees](#)

Amber Swett – Amber Swett proposed each Board member act as liaison to specific committees to improve awareness of committee activities.

Assignments:

KerryJo Sampson – Parks & Recreation Committee

David Alves – Comprehensive Plan Committee, Ordinance Review Committee, and Buildings & Grounds Committee

Amber Swett – Cemetery Committee, IT Committee and if volunteers are appointed will also take on the Recycling & Waste Committee

Victoria Gavel – Conservation & Forestry Committee

Discussion regarding gathering quarterly reports from each committee. The first quarterly report due in October to review July through September. The Town Manager will reach out to the Committees to let them know.

e. [KerryJo Sampson – Discussion regarding Select board emails](#)

KerryJo Sampson – proposes an auto-response just for emails in general as the Town Manager is already responsible for other inquiries and/or complaints and this proposal was meant to reinforce current process and procedures.

Lindsay Gagne – There are some concerns depending on the correspondence that is sent and how the auto-response is perceived. Such replies might imply reopening resolved matters and conflict with complaint-handling policies as well as other implications that could be conflicting. It's not advisable for the board to have an auto-response and could pose implications and complicate current procedures. The Board can always respond to an email without an auto-response and redirect correspondence.

The Board agreed not to implement auto-responses.

f. [Appointment – Age Friendly Ad Hoc Committee \(2 Applicants\)](#)

David Alves – **Motions to accept the recommendation of the Town Manager to consider an executive session to review expectations and roles prior to appointment.**

KerryJo Sampson – **Seconds the motion. Motion passes: 5-0-0**

Discussion this would be for both applicants and tabled to the next meeting agenda.

ITEM #6

MINUTES

a. [Review / Approve meeting minutes 07/21/2025](#)

David Alves – **Motions to approve. Amber Swett seconds. Motion passes: 5-0-0**

ITEM #7

SIGN WARRANTS

a. [Payroll Warrant #6 in the amount of \\$33,196.95](#)

David Alves – **Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0**

b. [Accounts Payable Warrant #60 \(FY2025\) in the amount of \\$15,421.00](#)

Amber Swett- **Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0**

c. [Accounts Payable Warrant #7 \(FY2026\) in the amount of \\$688,539.05](#)

KerryJo Sampson – **motions to approve. David Alves seconds. Motion passes: 5-0-0**

Discussion noted regarding reimbursement or cancellation policies for the Lowery Band concert, which was canceled due to rain.

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EXECUTIVE SESSION

ADJOURN

David Alves – Motions to adjourn. KerryJo seconds. Motion 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 5 pages are the original minutes of the Select Board Meeting dated August 4th, 2025



Lindsay Gagne

