

**Town of Lyman**  
**Select Board Regular Meeting Minutes**  
**Monday August 18<sup>th</sup>, 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.*  
No public comment
- b. *Mail • MMA Letter*  
Ballot enclosed for Maine Municipal Association (MMA) Executive Committee. Vice President nominee is Anothly Ward, Casco Town Manager. Executive Committee Member nominees for three open seats are Phil Crowel, Auburn City Manager; Suzette Francis, Lubec Town Administrator, and Marc Leanard, Veazie Town Manager & Chief of Police. All nominations are uncontested and recommended by MMA for election.  
**Amber Swett – Motions to approve the Ballot enclosed as written.**  
**Joseph Wagner – Seconds the motion. Motion passes: 5-0-0**

**ITEM #3**      **UNFINISHED BUSINESS**

- a. *Franchise Agreement, Updates if any*  
**KerryJo Sampson** – Recent email was sent in from Tony Vigue informing that Charter has acquired Cox Communications, however Cox does not currently have a footprint in Maine. There were also some added contacts for the Public Utilities Commission. KerryJo will look into an inquiry regarding if the attorney general's office responded to the request for investigation into Charter.
- b. *RFP – Bunganut Park Accommodation Improvement Project – Opened Bids 8/4/25, TBD*  
Both bidders were contacted and asked if there was any warranty offered on the products. Lowery's did not respond but U-Line responded that there is a one-year warranty, and the recycled plastic material is tested for all types of weather and will hold up to extreme whether elements. The products will require assembly, however the Parks and Recs Committee has already informed the Board that they will help with the assembly of the picnic tables. Lowery's product has a higher cost. Total grant amount is \$22,701. There are 52 tables at Bunganut Park, many of which need to be replaced or maintained. With U-Lines bid the Town could purchase more tables which also have a umbrella hole. Adding umbrellas to the tables will help alleviate the lack of shade in that area.  
**KerryJo Sampson – Motions to award the Bid to U-Line with Option 4 (ADA Recycled Plastic Table)**  
**David Alves – Seconds the Motion**  
**KerryJo Sampson – Amends the motion to award the Bid to U-Line Option 4 (ADA Recycled Plastic Table) ordering 17 tables total with remaining grant funds leftover to cover cost of umbrellas.**  
**David Alves – Seconds the Motion. Discussion to factor in added Shipping and Handling Costs**  
**KerryJo Sampson – Amends the motion to award the Bid to U-Line, Option 4 (ADA Recycled Plastic Picnic Table) ordering 16 tables total with remaining grant funds leftover to cover cost of umbrellas. David Alves – Seconds the Motion. Motion passes – 5-0-0**

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- c. **Discussion– Kennebunk Pond Beach Gate Damages/Repairs – updates since last meeting.**  
Total reimbursement from the Insurance Provider is \$7,825 with \$775 needed to cover the full amount of repairs which can come out of the Kennebunk Pond Miscellaneous Repairs (\$1,750 available funds) or Contingency (\$2,500 available funds). The New Facilities Director Position has been filled who may be able to help with attending to vandalism and other issues.  
**David Alves – Motions to table the item until September 15<sup>th</sup> meeting.**  
**KerryJo Sampson – Seconds the motion. Motion passes: 5-0-0**
- d. **Discussion – Old Post Rd Abandonment Updates and Public Hearing Info**  
Old Post Road is an abandoned road that the Town has not funded for a very long time. In the past some residents in the area requested the Board to formally abandon the road and retain a public easement for foot, vehicle and utility. A public hearing will need to be scheduled and can be held on October 20<sup>th</sup> to allow time to send out notices to abutters. After the Public Hearing, the Board can vote to abandon the road. The Town Attorney will be available to attend the meeting to help answer questions as well.  
**KerryJo Sampson – Motions to hold the Public Hearing on October 20<sup>th</sup>, 2025.**  
**Joseph Wagner – Seconds the motion. Motion passes: 5-0-0**
- e. **Review Approve Land Swap Quit Claim**  
Quit claim deeds have been done to finalize the land swap for the Town Hall Expansion. We are currently waiting on the neighboring parcel owner to sign their quit claim and when both are signed then we will record them both at the registry of deeds.  
**Amber Swett – Motions to approve the Land Swap Quit Claim Deed**  
**KerryJo Sampson – Seconds the motion. Motion passes: 5-0-0**
- f. **KerryJo Sampson – Discussion regarding Newsletter Distribution methods**  
A survey polling for the Newsletter name suggestion has gone out and will be wrapped up on August 22<sup>nd</sup>. KerryJo has reached out to committees and local organizations for input in the first newsletter. The Town Manager has reached out to internal departments. KerryJo suggests having a general email address for newsletter correspondence and if the newsletter performs well maybe considering a sub-committee to take on the newsletter. The newsletter will be sent out via social media, email, and web posting as well as some printouts available at the Town Hall and the Library.

**ITEM #4**

**DEPARTMENT AND COMMITTEE REPORTS**

- a. **Fire Commission/ Fire Chief**  
**Victoria Gavel – Fire Commission met last Thursday.** They reviewed the recommendation for getting a full-time hire. They also appointed a Deputy Chief and will be looking into getting the roof replaced for the Fire Station. There have been a lot of incidents more recently and appears to be an increase compared to prior years. Next Fire Commission meeting will be on September 4<sup>th</sup> at 5:15pm located at the Goodwins Mills Fire Department.
- b. **Treasurer – Expense Report – Reviewed in packet**
- c. **Town Clerk – Report – Reviewed in packet.**
- d. **Town Manager – Report**  
The MyRec program has been very user friendly and works well with the facility rentals. Revenues seem to have increased compared to prior years. We welcome two new employees to the Town Hall. Our Property Records Assistant and the Director of Facilities and Recreational Services. November General State Election is coming up; Location is to be determined. We budgeted this year to have GIS mapping services, however it will be more practical to wait to implement these services until after the changeover to Town Cloud. Recent TRIO updates have caused some software issues

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with property records and before we commit to taxes, we are working to ensure the issue is corrected. This may cause delay in the tax bills going out.

e. **ECO ME Rep – Proportional Shares**

Eco Maine has sent the annual proportional shares for landfills. The application submitted to amend the Transfer Station License for the food waste collection program has been accepted and will be reviewed by DEP.

**ITEM #5**

**NEW BUSINESS**

a. **Review/Approve Certificate of Settlement**

This is a formality to release obligation from the Tax Collector to collect the remaining FY2025 taxes of \$215,049.01 which will now go to the Treasurer for the lien process.

**David Alves – Motions to approve the certificate of settlement**

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

**ITEM #6**

**MINUTES**

a. **Review / Approve meeting minutes 08/04/2025**

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

**ITEM #7**

**SIGN WARRANTS**

a. **Payroll Warrant #9 in the amount of \$29,429.70**

**Amber Swett – motions to approve. KerryJo Sampson seconds. Motion passes: 5-0-0**

b. **Accounts Payable Warrant #8 (FY2026) in the amount of \$75,091.03**

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

**Amber Swett- Municipal Solid Waste is \$19,057.63 and Recycling is \$1,479.85**

**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**

**KerryJo Sampson – motions to come out of executive session.**

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

**Appointment – Age Friendly Ad Hoc Committee**

**Amber Swett – motions to appoint Joseph Wagner to the Age Friendly Ad Hoc Committee as a participating, non-voting member.**

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

**ADJOURN**

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

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Victoria Gavel

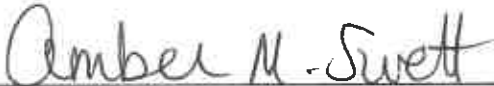


Joseph Wagner

David Alves



Kerry D. Sampson



Amber Swett

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 August 18<sup>th</sup>, 2025



Lindsay Gagne