

Town of Lyman
Select Board Regular Meeting Agenda
Monday November 3rd, 2025 – Lyman Town Hall

Welcome to the November 3rd, 2025 Regular Meeting of The Lyman Select Board.
This meeting is a public proceeding and is being recorded.

PLEDGE OF ALLEGIANCE

ITEM #1 **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.*

ITEM #2 **NEW BUSINESS**

- a. RFP – Sale of Generator and Transfer Switch (from the recent upgrades to a new generator)
- b. RFP – Property Assessment Equalization Project, Review/Approve \$25,000 bid for permit catchup
- c. Review/Approve consolidated positions of Admin CEO & Property Records Assistant

ITEM #3 **SIGN WARRANTS**

- a. Payroll Warrant **#19** in the amount of **\$36,735.41**
- b. Accounts Payable Warrant **#20 (FY2026)** in the amount of **\$712,066.14**

ADJOURN

ITEM #2 (a.) Generator (prior upgrades)

TOWN OF LYMAN

11 So. Waterboro Rd Lyman, ME 04002

Tel: (207)-247-0642 FAX: (207)-499-7563

REQUEST FOR PROPOSALS

FOR SALE

GENERATOR & TRANSFER SWITCH

ITEM FOR BID: Town Hall Backup Generator Installation

PROPOSAL DUE DATE: _____

Sealed bids will be opened on _____ during the Select Board meeting.

1. OVERVIEW

The Town of Lyman is seeking written proposals from interested buyers for the purchase of a used generator and automatic transfer switch as described below. The equipment has been regularly serviced and is being **sold as-is**.

2. EQUIPMENT SPECIFICATIONS

Generator	Transfer Switch
Brand: Generac	Size: 100 Amp
Size: 20 kW	Type: Non-service rated automatic transfer switch
Voltage: 240/120 Volt	
Phase: Single Phase	
Breaker: 100 Amp	
Maintenance: Serviced and maintained regularly by Rod's Electric	
Approximate Age: 15 years or more	
Type: Non-service rated automatic transfer switch	

3. INSPECTION

Interested parties may arrange to inspect the equipment by contacting the

Town Manager

Tel: (207)-247-0642 or

email: townmanager@lyman-me.gov

4. PROPOSAL REQUIREMENTS

MINIMUM BID AMOUNT IS \$4,000

Proposals must include the following:

1. Bid amount (offer price) for the purchase of the generator and transfer switch.
(Minimum bid amount is \$4,000)
2. Name, address, and contact information of the bidder.
3. Proposed timeline for removal and payment
4. Any additional relevant information.

TOWN OF LYMAN

11 So. Waterboro Rd Lyman, ME 04002

Tel: (207)-247-0642 FAX: (207)-499-7563

REQUEST FOR PROPOSALS

FOR SALE

GENERATOR & TRANSFER SWITCH

5. SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope clearly marked "**Generator and Transfer Switch Sale Proposal**" and delivered to:

**Town of Lyman
Attn: Town Manager
11 South Waterboro Rd
Lyman, ME 04002**

Bids Due By: All proposals must be received no later than _____
The Town will not except late bids.

Proposals will be opened publicly during the Select Boards regular meeting on _____

6. TERMS OF SALE

- Equipment is sold **as-is, where-is**, with no warranties expressed or implied.
- Buyer is responsible for removal and transportation of the equipment within [X days] of notification of award.
- Full payment is required prior to removal.

7. CONDITIONS & INSTRUCTIONS TO BIDDERS

- Proposals must be completed in full in accordance with the provisions under Section 4 "Proposal Requirement". Proposals may be withdrawn prior to the time set for the official opening. Request for withdrawn must be submitted in writing.
- Bids are due by: _____
- Item is being sold as-is. Minimum bid amount is \$4,000
- Buyer must pay in full at the Town Hall prior to removal and must remove item within [X days]
- Proposals will be opened publicly. Bidders or representatives may be present at opening.
- Please state "Generator and Transfer Switch Sale Proposal" on submitted, sealed envelope.
- The Select Board will review sealed bids in an open public meeting and may, at the boards' discretion, delay award pending further review.
- Interested parties may arrange to inspect the equipment or submit inquiries to: Town Manager at (207)-247-0642 or townmanager@lyman-me.gov
- **RIGHT OF REFUSAL.** The Town reserves the right to: a) Reject any or all proposals, or to make no award. b) Select certain applications from the proposals. c) Require modifications to initial proposals. d) to make partial or multiple awards. e) award based on initial proposals received, without discussion of such proposals. f) invite selected vendors to make oral presentations to the evaluations team. Failure of a vendor to comply with the request for meeting may be grounds for bid rejections. g) excuse technical defects in a proposal when, in its sole discretion, such as excuse is beneficial to the Town.

ITEM #2: (b.) RFP - Property Assessment Equalization Project

On April 7th, 2025 the Select Board awarded the bid for the RFP - Property Assessment Equalization Project, total amount \$115,000.

The bid was awarded to cover the Cost Table updates

At the 2025 June Town Meeting, the \$25,000 was approved to cover the cost for the "Permit Catchup Work" noted in the bid submitted.

The Board will need to award the bid for the \$25,000 for the permit catchup work in the bid.

TOWN OF LYMAN

11 South Waterboro Rd Lyman, ME 04002

Tel. 207-247-0642 Fax. 207-499-7563

townmanager@lyman-me.gov

April 11, 2025

TO BIDDER:

Josh Berry

RCS Assessment Services, INC

48 Liberty Dr

Hermon, ME 04401

josh@rcsassessment.com

Re: Notice of award, RFP: Assessment Equalization Project

Dear Josh Berry,

We are pleased to inform you that the Town of Lyman Select Board has voted to award your bid for the Assessment Equalization Project, as outlined in the Request for Proposal. This decision was made during the Board's regular meeting on April 7, 2025.

The attached RFP outlines the project scope and specifications. The Town Assessor will oversee the project, and all communications should be directed through Laurie Gonska.

Before work begins, please ensure the following documentation is submitted to the Town:

- FW9 form (attached in this letter)
- Town of Lyman Hold Harmless Agreement (Attached in this letter)
- Certificate of general liability insurance, naming the Town of Lyman as an additional insured. Minimum coverage required:
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
- Workers compensation insurance (If you are a sole proprietor, then please provide a letter from the State confirming your independent status)
- Automobile Insurance covering Bodily Injury & Property Damage Liability (including owned, hired and non-owned autos) with a \$1,000,000 Combined Single Limit.

Invoices may be submitted directly to the Town. Payments will be made in accordance with Title 30-A MRS §5603(2)(A), upon mutual agreement of project completion.

TOWN OF LYMAN

11 South Waterboro Rd Lyman, ME 04002

Tel. 207-247-0642 Fax. 207-499-7563

townmanager@lyman-me.gov

The awarded bid shall not exceed \$115,000. Should additional services be required beyond this amount, further funding will be subject to approval at Town Meeting. The project must be completed no later than April 1, 2026.

Thank you for your proposal and for your continued collaboration with the Town of Lyman. We appreciate your partnership with this important initiative. Please don't hesitate to reach out with any questions—we look forward to working with you.

Respectfully,
Lindsay Gagne


Town Manager

TOWN OF LYMAN

11 So. Waterboro Rd Lyman, ME 04002
Tel: (207)-247-0642 FAX: (207)-499-7563

REQUEST FOR PROPOSALS

LAND & BUILDING COST TABLES UPDATE/ REVALUATION

PROJECT TITLE: Property Assessment Equalization Project

PROPOSAL DUE DATE: January 21st, 2025 by 1:00pm

Sealed bids will be opened on **January 21st, 2025 during the Select Board meeting.**

PROJECT TIMELINE START DATE: July 1, 2025

PROJECT TIMELINE END DATE: April 1, 2026

CONTENTS OF THIS RFP:

1. Introduction
2. Scope of Work
3. Conditions & Instructions to Bidders
4. Pricing
5. Submission of Proposals
6. Bid Proposal Form

1. INTRODUCTION

The Town of Lyman, Maine is undertaking a project to review recent property sales and perform a cost tables update revaluation of all properties in town to raise the Certified Ratio to 100% Market Value per Maine Constitutional requirements. Lyman's last full town-wide revaluation was performed during 2019-2020 and values implemented 04/01/2021. The current declared ratio is 76%. The parcel count for the Town is estimated to be 2850. Project timeline will begin July 1, 2025. The goal is to accomplish an effective assessment date of April 1, 2026.

The intention of this RFP is to solicit responses and formal proposals and select a single organization to provide services to the Town of Lyman.

The scope of work is as outlined in this request for proposal. This document does not commit the Town of Lyman to any contract for any service, supply, or subscription whatsoever. The Town of Lyman will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

Please submit your proposal in a sealed envelope to the Town of Lyman by December 2nd, 2024 by 1:00pm EST.

Proposals must be addressed to:

Town of Lyman, Select Board
RFP: Property Assessment Equalization Project
11 South Waterboro Rd
Lyman, ME 04002

Please mark sealed proposals plainly "**RFP - Property Assessment Equalization Project**". **Proposals will be opened publicly during the Select Boards regular meeting on December 2nd, 2024.** The Town will not except late bids.

Questions regarding this request for proposal should be directed to:

townmanager@lyman-me.gov

Or call the Town Manager Office: 207-247-0642

2. SCOPE OF WORK

It is the express intent that the project shall include but not be limited to:

- Full field review of all sales dating from the period 4/1/2023 to 4/1/2025* to ensure accurate assessing information at the time of sale. (*Time period may adjust to obtain adequate data for analysis.)
- Perform a market analysis and adjust/update all cost tables to reflect just value for all parcels based upon the qualified sales during the period used.
- Arrive at the just value of each parcel with separately expressed land and building values as well as total property values. Appraisals shall be made based on the definition of just value contained in 36 MRSA 701-A.
- Verify values determined and accuracy of data used via field review to ensure methodology established from the sales is consistently applied to the entire population of properties.
- ~~Optional: Provide a separate line item for the pricing of rates and services related to visiting properties that the Assessor has not yet inspected, particularly those that have undergone changes such as new construction, to update property card data. This line item is optional and may be left blank if these services are not provided by your firm.~~

Requirements:

Each firm responding to this solicitation must address the following items in their proposal:

- A detailed description of the process proposed to be undertaken identifying the key components with the level of effort to be performed at each step.
- Evidence of employment of at least one Certified Maine Assessor.
- List of staff available to serve the Town of Lyman during the process. (*Include Resumes.)
- The selected firm and staff assigned must be proficient in and have proven experience working with TRIO WEB CAMA software.
- Samples of grading and pricing schedules, including land pricing formulas, necessary for revaluations and a reasonable explanation of the proper usage of the grading and pricing schedules.
- Prior to the completion of the revaluation the selected firm will make themselves available to meet with taxpayers and staff to review the new valuations.
- Proposals will include all costs associated with the scope of work including anticipated time needed for meetings with taxpayers to review new valuations. Proposals should also include a daily rate for additional taxpayer meetings if needed.
- All data, files, records, photos, etc. gathered and/or used will be turned over to the Assessor's Office for retention.

3. CONDITIONS & INSTRUCTIONS TO BIDDERS

- Bidders shall use the enclosed bid form and submit additional information/credentials attached with bid form.
- Proposals must include separate line-item costs for any or all the items outlined on the proposal form.
- Proposals must be completed in full and must be signed by a firm official or representative. Proposals may be withdrawn prior to the time set for the official opening. Request for withdrawn must be submitted in writing.
- Proposals will be opened publicly. Bidders or representatives may be present at opening.
- Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the consultants/firms submitting an RFP, or to cancel all or part of this RFP.
- Please state **"RFP - Property Assessment Equalization Project"** on submitted, sealed envelope.
- The Town of Lyman reserves the right to waive any formality and technicality, whichever is deemed best for the interest of the Town.
- The Select Board will review sealed bids in an open public meeting and may, at the boards' discretion, delay award pending further review. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the "best interest" of the Town. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.
- **RIGHT OF REFUSAL.** The Town reserves the right to: a) Reject any or all proposals, or to make no award. b) Select certain applications from the proposals. c) Require modifications to initial proposals. d) to make partial or multiple awards. e) award based on initial proposals received, without discussion of such proposals. f) invite selected vendors to make oral presentations to the evaluations team. Failure of a vendor to comply with the request for meeting may be grounds for bid rejections. g) excuse technical defects in a proposal when, in its sole discretion, such as excuse is beneficial to the Town.
- The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the Town of Lyman as an additional insured.
 - **Liability Insurance (Or Commercial Liability):** Contractor shall maintain general liability with a limit of not less than One Million Dollars (\$1,000,000), combined single limit.
 - **Automobile Liability Insurance:** Contractor shall maintain automobile liability insurance with a limit not less than One Million Dollars (\$1,000,000) combined single limit.
 - **Workers' Compensation:** Contractor will maintain workers' compensation in amounts required by Main law and Employer's Liability Insurance, as necessary, as required by Maine law. If in the event the contractor is not required to carry workers' compensation according to Maine law, then the contractor must provide the Town with an approved Independent Contractors Status from the State of Maine.
- Project timeline start date will begin July 1, 2025 and funds are subject to appropriation by Annual Town Meeting

4. PRICING

Proposals will include all costs associated with the scope of work including anticipated time needed for meetings with taxpayers to review new valuations. Proposals should also include a daily rate for additional taxpayer meetings if needed.

The Town is requesting a separate, optional line item for the pricing of rates and services related to visiting properties that the Assessor has not yet inspected, particularly those that have undergone changes such as new construction, to update property card data. This line item is optional and may be left blank if these services are not provided by your firm.

The Town of Lyman will not make any advance payments. Invoices for services performed shall be submitted to the Town.

There is no expressed or implied obligation on the part of the Town of Lyman to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

5. SUBMISSION OF PROPOSALS

All proposals must be submitted in sealed envelopes, addressed to the Town of Lyman, Select Board and plainly marked **"RFP - Property Assessment Equalization Project"**

Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for opening bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any unsolicited person or firm.

No electronically submitted proposals will be accepted in response to this request.

The Town Manager will serve as the single point of contact for this request. All official communication between the bidder and the Town upon release of this RFP shall be with the Town Manager. Any other communication will be considered unofficial and non-binding on the Town.

Lindsay Gagne
Town Manager
11 South Waterboro Rd
Lyman, ME 04002
Tel. (207)-247-0642
email: Townmanager@lyman-me.gov

This RFP does not obligate the Town of Lyman to contract for services specified herein.

The Town of Lyman reserves the right to extend a contract for ongoing services without reissuing an RFP.

Select Board
Town Lyman
11 South Waterboro Rd
Lyman, Maine 04002

RE: Property Assessment Equalization Project

Dear Select Board,

Please find enclosed a revised cost estimate for the project and additional permit inspection work:

- Equalization project of the Town of Lyman. **Cost \$115,000**

(As outlined in the RFP and better understood after discussion with Manager & Assessor)

- ~~Permit catch up work. (200 +/-)~~ **Cost \$25,000**

~~(Inspection work and data entry)~~

Please let me know if you have any further questions.

Respectfully,



Josh Berry, CMA
Owner

**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

ITEM #2: (c.) Consolidated Employee Position

TOWN OF LYMAN, MAINE

JOB DESCRIPTION

Job Title: Zoning & Property Records Assistant	Office: Building & Codes Department
Classification (Grade/Step): 5 Full-Time	Reports to: Code Enforcement Office
Effective Date:	Date Updated:

Summary

Performs a variety of routine and complex clerical, secretarial, and administrative work in keeping records and providing administrative support to the Code Enforcement Officer and Assessing Department. This role involves managing property records, assisting with zoning compliance, coordinating permitting processes, and serving as a liaison between departments and the public Performs all other work as required.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers phone calls, emails and greets inquiring citizens. Assists the general public and outside organizations with research pertaining to properties such as, property location, identity, land use, zoning, tax exemptions, and obtaining public records as necessary.
- Assist in preparing and maintaining records related to zoning applications, permits, and property assessments. Sort, process, distribute, and file correspondence, permits, applications, reports, and other materials, determining proper file designations; reorganize and revise the file database as needed.
- Updates forms, permits, applications, and other related documents to maintain consistency and compliance with local ordinances and state and federal laws.
- Serves as Planning Board Clerk, attends meetings, prepares notices, correspondence, organizes materials for Planning Board review, and other administrative duties assigned by the Code Enforcement Officer. Records Planning Board attendance and submits for payroll.
- Assists citizens with filing applications for permits, exemptions, and site plan reviews. Answers basic questions about land use and review process. Processes application fees.
- Respond to public inquiries regarding zoning regulations, property records, and assessment information.
- Assists with maintaining calendars for the Code Enforcement Officer and Assessor, schedules meetings, appointments, site visits, and inspections.
- Performs field inspections including measuring, listing, and photographing properties for the purpose of updating assessing records.
- Processes permit information and enter data into a software database.

TOWN OF LYMAN, MAINE

JOB DESCRIPTION

- Prepares, processes, and mails notices of valuation change to property owners
- Serves as Alternate 911 Addressing Agent.
- Maintain working knowledge of Municipal Regulatory Ordinances and state and local laws and regulations regarding property assessment, zoning, and building codes.
- Facilitate communication between Codes and Assessing Departments regarding property-related issues and updates
- Assists with department financial record-keeping including assistance in preparation and maintenance of budget accounts.
- Performs work on special projects as directed, for the Town Manager.
- Uses independent judgement to solve problems, serve residents, plan, and organize in a collaborative team-oriented manner.
- Maintains training as required by State Statute, Charter, or Ordinance.
- Maintains regular, predictable, and reliable attendance.
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as the public.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.
- In person contact is an essential function of this position. This is not a remote position.
- Performs other related work as required.

Minimum Qualifications (Training, Education, Experience)

High School Diploma, municipal, office, or related experience. Associate degree preferred; 3-5 years of municipal experience preferred; or an equivalent combination of education and experience.

Knowledge, Ability, Skill

Knowledge: Thorough knowledge of standard office practice and procedures. Knowledge of office equipment, and the operation of computer software applications, particularly word processing, spreadsheet, database, email, and internet.

Ability: Ability to work independently, multi-task, and prioritize tasks. Ability to recognize and analyze factors influencing property values. Ability to organize and maintain records, and the ability to communicate effectively verbally and in writing. Ability to be detailed oriented and work well to maintain a high level of professionalism at all times.

Skills: This position requires excellent communication, interpersonal and organizational skills. High attention to detail skills. Proficient computer skills utilizing software applications including Microsoft Office and data entry of varied information.

TOWN OF LYMAN, MAINE

JOB DESCRIPTION

Supervision

Received: Works under the direction of Code Enforcement Officer

Exercised: None

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgement in determining methods of completion and carrying out assignments.

Job Environment

- Work is performed under typical office conditions. Field work is performed with some exposure to variable weather conditions and rough terrain. Proper attire is required for safety. Work environment is moderately noisy, and subject to frequent interruptions.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with community members, and consist of an information exchange dialog, discussing routine and semi-complex issues.
- Makes frequent contact with the general public, town employees, State and Federal officials, local businesses, vendors, neighborhood organizations, non-profit organizations, and other communities.
- Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services and result in monetary loss and legal repercussions.

Physical Requirements

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

Employee _____ Date _____

Equal Opportunity/Americans with Disabilities Act Employer

CEO ASSISTANT AND ASSESSING ASSISTANT FULL-TIME

Current Funding

Budgeted										
	Salary	Fica	PFML	Health	Dental	457B	MPERS	TOTAL BUD	Used to date	Balance
CEO Assistant	33,592.00	2,569.79	167.96			2,015.52		38,345.27	(9,899.61)	28,445.65
Assessing Assistant	20,155.20	1,541.87	100.78	17,070.48	544.02		3,466.69	42,879.04	(5,511.78)	37,367.26
										\$65,812.91

Estimated cost with full time (@ \$25 per hr)

7 months 7 months

family plan

17 pays @ 75 hours	31,875.00	2,438.44	159.38	17,737.37	309.61		3,251.25			\$55,771.04
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Balance Available 10,041.87

ITEM #3: (a.) Payroll Warrant

LYMAN
9:10 AM

Payroll Check Register

Pay Date: 10/29/2025

10/23/2025

Page 1

Check	D / D	Check	Amount	Date	Employee
Employee Checks					
1	1,452.07	0.00	1,452.07	10/29/25	021 JANICE M AUGER
2	1,786.59	0.00	1,786.59	10/29/25	79 SUSAN J BELLEROSE
3	2,012.26	0.00	2,012.26	10/29/25	011 RALPH A BLACKINGTON
4	990.35	0.00	990.35	10/29/25	026 ERIN N CAMARENA
5	304.51	0.00	304.51	10/29/25	126 DAVID A CARLMAN
6	1,387.37	0.00	1,387.37	10/29/25	025 THOMAS M CROTEAU
7	1,413.00	0.00	1,413.00	10/29/25	12 MARCEL DESROSIERS
8	2,838.04	0.00	2,838.04	10/29/25	028 LINDSAY GAGNE
9	2,041.55	0.00	2,041.55	10/29/25	016 LAURIE L GONSKA
10	258.08	0.00	258.08	10/29/25	117 PAUL HAKALA
11	644.32	0.00	644.32	10/29/25	091 ALEXANDRA J HEWITT
12	275.66	0.00	275.66	10/29/25	007 THOMAS M HOLLAND
13	2,290.87	0.00	2,290.87	10/29/25	015 JEANETTE F LEMAY
14	499.38	0.00	499.38	10/29/25	125 PAUL J MARTEL
15	1,523.55	0.00	1,523.55	10/29/25	041 RANDALL L MURRAY
16	464.95	0.00	464.95	10/29/25	19 BRIAN D. RACICOT
17	299.15	0.00	299.15	10/29/25	002 DAVID W RILEY
18	334.76	0.00	334.76	10/29/25	020 DAVID H SANTORA
19	1,945.53	0.00	1,945.53	10/29/25	037 REBEKAH S THOMPSON
20	341.03	0.00	341.03	10/29/25	118 PHILIP A WEYMOUTH
Total	23,103.02	0.00	23,103.02		
Direct Deposit Checks					
21	0.00	23,103.02	23,103.02	10/29/25	D / D 1 BIDDEFORD SAVINGS BANK
Total	0.00	23,103.02	23,103.02		
Trust & Agency Checks					
22	0.00	8,317.20	8,317.20	10/29/25	T & A 1 I.R.S.
23	0.00	1,508.70	1,508.70	10/29/25	T & A 3 ICMA
24	0.00	1,532.90	1,532.90	10/29/25	T & A 2 MAINE REVENUE SERVICES
25	0.00	1,973.00	1,973.00	10/29/25	T & A 9 MPERS
26	0.00	300.59	300.59	10/29/25	T & A 10 TREASURER, STATE OF MAINE
Total	0.00	13,632.39	13,632.39		

Summary		
Checks:	Regular	0.00 20
	D / D	23,103.02 1
	Employee	23,103.02
	T & A	13,632.39 5
	Voided	0
Total	36,735.41	26

WARRANT: 19

Check	D / D	Check	Emolovee	Gross Pay
1	1,452.07	0.00	021 JANICE M AUGER	2,229.98
2	1,786.59	0.00	79 SUSAN J BELLEROSE	2,554.27
3	2,012.26	0.00	011 RALPH A BLACKINGTON	2,500.00
4	990.35	0.00	026 ERIN N CAMARENA	1,217.05
5	304.51	0.00	126 DAVID A CARLMAN	331.39
6	1,387.37	0.00	025 THOMAS M CROTEAU	2,060.50
7	1,413.00	0.00	12 MARCEL DESROSIERS	1,820.15
8	2,838.04	0.00	028 LINDSAY GAGNE	4,123.58
9	2,041.55	0.00	016 LAURIE L GONSKA	3,129.81
10	258.08	0.00	117 PAUL HAKALA	335.28
11	644.32	0.00	091 ALEXANDRA J HEWITT	789.76
12	275.66	0.00	007 THOMAS M HOLLAND	306.38
13	2,290.87	0.00	015 JEANETTE E LEMAY	3,212.88
14	499.38	0.00	125 PAUL J MARTEL	602.11
15	1,523.55	0.00	041 RANDALL L MURRAY	2,335.88
16	464.95	0.00	19 BRIAN D. RACICOT	561.83
17	299.15	0.00	002 DAVID W RILEY	388.70
18	334.76	0.00	020 DAVID H SANTORA	364.31
19	1,945.53	0.00	037 REBEKAH S THOMPSON	3,071.77
20	341.03	0.00	118 PHILIP A WEYMOUTH	392.07
21	0.00	23,103.02	D / D 1 BIDDEFORD SAVINGS BANK	
22	0.00	8,317.20	T & A 1 I.R.S.	
23	0.00	1,508.70	T & A 3 ICMA	
24	0.00	1,532.90	T & A 2 MAINE REVENUE SERVICES	
25	0.00	1,973.00	T & A 9 MPERS	
26	0.00	300.59	T & A 10 TREASURER, STATE OF MAINE	
Total	23,103.02	36,735.41		32,327.70

Put into A/P **13,632.39**
Taken out of A/P **(13,632.39)**
Total Payroll **36,735.41**

Count	
Checks	26

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWM OF LYMAN, BOARD OF SELECTMEN

DAVID ALVES

VICTORIA GAVEL

KERRYJO SAMPSON

AMBER SWETT

JOSEPH WAGNER

ITEM #3: (b.) AP Warrant

Lyman
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A / P Check Register

Bank: BIDDEFORD SAVINGS

10/29/2025
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	11985	12,851.59	10/17/25	20	0569 SECRETARY OF STATE
P	11986	11,031.17	10/17/25	20	0569 SECRETARY OF STATE
V	11987	10,076.65	10/27/25	20	0569 SECRETARY OF STATE
P	11988	10,076.65	10/27/25	20	0569 SECRETARY OF STATE
R	11989	28.70	11/03/25	20	0422 ALEXANDRA HEWITT
R	11990	214.39	11/03/25	20	0218 AMAZON CAPITAL SERVICES
R	11991	2,710.00	11/03/25	20	0022 BEAN DATA
R	11992	13.30	11/03/25	20	0392 CAMARENA, ERIN
R	11993	40.00	11/03/25	20	0994 CINTAS CORPORATION- # 758
R	11994	527.00	11/03/25	20	0324 D & L DISPOSAL
R	11995	1,048.33	11/03/25	20	0133 DAVID W. RILEY
R	11996	36.98	11/03/25	20	0151 DAYTON SAND & GRAVEL, CO.,INC.
R	11997	42,966.00	11/03/25	20	0248 DAYTON SNOW FIGHTERS INC.
R	11998	15,500.00	11/03/25	20	0233 GOODWINS MILLS FIRE & RESCUE
R	11999	72,138.37	11/03/25	20	0233 GOODWINS MILLS FIRE & RESCUE
R	12000	255.00	11/03/25	20	0199 IAAO
R	12001	1,875.00	11/03/25	20	0388 JACKSON'S TREE SERVICE
R	12002	231.92	11/03/25	20	0184 JEANETTE LEMAY
R	12003	600.00	11/03/25	20	0230 JESSICAS CLEANING SERVICE
R	12004	431.09	11/03/25	20	0429 Justin Corbell
R	12005	4,473.90	11/03/25	20	0311 KCB LANDSCAPING
R	12006	713.02	11/03/25	20	1111 MARCEL DESROSIERS
R	12007	132.08	11/03/25	20	0015 MCNEIL, DAN
R	12008	135.00	11/03/25	20	0036 NORTH COAST SERVICES
R	12009	19.00	11/03/25	20	0502 REGISTRY OF DEEDS
R	12010	528,787.07	11/03/25	20	0419 RSU #57
R	12011	5,000.00	11/03/25	20	0332 RYAN CROTEAU
R	12012	81.20	11/03/25	20	0062 THOMAS HOLLAND
R	12013	24.38	11/03/25	20	0912 W. B. MASON COMPANY, INC.
P	55555	125.00	11/03/25	20	0391 LYMAN STORAGE LLC
Total		712,066.14			

Count

Checks	29
Voids	1

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A / P Warrant

10/29/2025
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Warrant 20

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00422 ALEXANDRA HEWITT						
0217	11989	11	MILEAGE	OCT		
MILEAGE			E 110-11-90-910		28.70	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					28.70	
00218 AMAZON CAPITAL SERVICES						
0217	11990	11	SUPPLIES	13VY-R9L9-7RK4		
SUPPLIES			E 110-11-60-610		98.99	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					98.99	
0217	11990	11	SUPPLIES	1JDG-LWN7-FTQ9		
SUPPLIES			E 110-11-60-610		115.40	0.00
			SUPPLIES / SUPPLIES			
Invoice Total-					115.40	
Vendor Total-					214.39	
00022 BEAN DATA						
0217	11991	11	MONTHLY MGD SVS	BEANNOV26		
MONTHLY MGD SVS			E 110-11-32-310		2,710.00	2,710.00
			CTRCT SVS EQ / PROF SVS			
Vendor Total-					2,710.00	
00392 CAMARENA, ERIN						
0217	11992	11	MILEAGE	OCTOBER25		
MILEAGE			E 110-11-90-910		13.30	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					13.30	
00994 CINTAS CORPORATION- # 758						
0217	11993	11	13117643	4247232822		
RUGS-TH			E 141-11-31-310		40.00	0.00
			CTRCT SVS BL / PROF SVS			
Vendor Total-					40.00	
00324 D & L DISPOSAL						
0217	11994	11	FREON RECOVERY	403		
FREON RECOVERY			E 150-31-35-310		527.00	0.00
			CTRCT SVS WA / PROF SVS			
Vendor Total-					527.00	
00133 DAVID W. RILEY						
0217	11995	11	SERVICES	2025-140		
BLDG/GROUNDS PLOW			E 143-11-31-360		773.33	0.00
			CTRCT SVS BL / PLOW & SAND			
P&R TRASH REMOVAL			E 145-21-31-330		120.00	0.00
			CTRCT SVS BL / WASTE SVS			
TH TRASH REMOVAL			E 145-11-31-330		35.00	0.00
			CTRCT SVS BL / WASTE SVS			
KBP TRASH REMOVAL			E 145-23-31-330		120.00	0.00
			CTRCT SVS BL / WASTE SVS			
Vendor Total-					1,048.33	
00151 DAYTON SAND & GRAVEL, CO., INC.						
0217	11996	11	52800	279186		

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A / P Warrant

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Warrant 20

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
52800			E 131-51-40-483		36.98	0.00
			REPAIRS & MA / RDS/REPAIRS			
Vendor Total-					36.98	
00248 DAYTON SNOW FIGHTERS INC.						
0217	11997	11	PLOWING	PLOWINGNOV25		
PLOWING			E 143-51-31-360		42,966.00	42,966.00
			CTRCT SVS BL / PLOW & SAND			
Vendor Total-					42,966.00	
00233 GOODWINS MILLS FIRE & RESCUE						
0217	11998	11	GMFR ROOFING	3068-1		*** SEPARATE ***
GMFR ROOFING			E 717-87-90-999		15,500.00	0.00
			GMFR B / RESERVES - G - OTHER / MISC			
Invoice Total-					15,500.00	
0217	11999	11	APPROP FY 26	GMFRNOV25		
APPROP FY 26			E 186-91-37-391		72,138.37	72,138.37
			CONT OUT / GMFR PERSONN			
Invoice Total-					72,138.37	
Vendor Total-					87,638.37	
00199 IAAO						
0217	12000	11	MEMBERSHIP GONSKA	0046847		
MEMBERSHIP GONSKA			E 102-11-20-290		255.00	0.00
			BENEFITS / MEMB & DUES			
Vendor Total-					255.00	
00388 JACKSON'S TREE SERVICE						
0217	12001	11	TREE REMOVAL	102925		
TREE REMOVAL			E 131-51-40-483		1,875.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
Vendor Total-					1,875.00	
00184 JEANETTE LEMAY						
0217	12002	11	MILEAGE	OCT		
MILEAGE			E 110-11-90-910		231.92	0.00
			OTHER / MILEAGE/TRAV			
Vendor Total-					231.92	
00230 JESSICAS CLEANING SERVICE						
0217	12003	11	CLEANING SERVICES	OCTOBER25		
TH CLEANING SERVICE			E 141-11-31-310		500.00	0.00
			CTRCT SVS BL / PROF SVS			
ADDLT VACUUM			E 141-11-31-310		100.00	0.00
			CTRCT SVS BL / PROF SVS			
Vendor Total-					600.00	
00429 Justin Corbeil						
0217	12004	11	REFUND OF PROPERTY TAXES	2025 - 706RE		
REFUND OF PROPERTY TAXES			G 1-120-00		431.09	0.00
			R/E OVERPAYS			
Vendor Total-					431.09	
00311 KCB LANDSCAPING						
0217	12005	11	MOWING	KCBNOV25		

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A / P Warrant

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Warrant 20

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
MOWING			E 142-90-31-370		4,473.90	4,473.90
			CTRCT SVS BL / MOWING			
Vendor Total-					4,473.90	
00391 LYMAN STORAGE LLC						
0217	55555	11	UNIT RENTAL	STORAGENOV25		
UNIT RENTAL			E 110-11-39-399		125.00	125.00
			CONT SVS OTH / OTHER			
Vendor Total-					125.00	
01111 MARCEL DESROSIERS						
0217	12006	11	MILEAGE	OCTOBER25		
MILEAGE			E 110-11-90-911		713.02	0.00
			OTHER / MI/TRAV ELE			
Vendor Total-					713.02	
00015 MCNEIL, DAN						
0217	12007	11	PO #1951	114308155720658		
PO #1951			E 181-15-37-399		132.08	0.00
			CONT OUT / CONT SVS OTH			
Vendor Total-					132.08	
00036 NORTH COAST SERVICES						
0217	12008	11	CRW36007	69381		
CRW36007			E 150-31-35-350		135.00	0.00
			CTRCT SVS WA / PROF SVS TIP			
Vendor Total-					135.00	
00502 REGISTRY OF DEEDS						
0217	12009	11	REGISTRY OF DEEDS	OCTOBER25		
DISCHARGES			E 110-11-39-399		19.00	0.00
			CONT SVS OTH / OTHER			
Vendor Total-					19.00	
00419 RSU #57						
0217	12010	11	APPROP FY 26	RSUNOV25		
APPROP FY 26			E 195-92-90-999		528,787.07	528,787.07
			OTHER / MISC			
Vendor Total-					528,787.07	
00332 RYAN CROTEAU						
0217	12011	11	HOWITT RD	31		
HOWITT RD			E 131-51-40-483		5,000.00	0.00
			REPAIRS & MA / RDS/REPAIRS			
Vendor Total-					5,000.00	
00569 SECRETARY OF STATE						
0217	11985	11	31170	10/03-10/09	*** SEPARATE ***	
31170			G 1-250-00		12,851.59	0.00
			MTR VEHICLE			
Invoice Total-					12,851.59	
0217	11986	11	31170	10/09-10/17	*** SEPARATE ***	
31170			G 1-250-00		11,031.17	0.00
			MTR VEHICLE			
Invoice Total-					11,031.17	

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A / P Warrant

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Warrant 20

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
0217	11988	11	31170		10/17-10/24
31170			G 1-250-00		10,076.65
			MTR VEHICLE		0.00
			Invoice Total-		10,076.65
			Vendor Total-		33,959.41
00062 THOMAS HOLLAND					
0217	12012	11	MILEAGE		SEPTEMBER
MILEAGE			E 125-72-90-910		81.20
			OTHER / MILEAGE/TRAV		0.00
			Vendor Total-		81.20
00912 W. B. MASON COMPANY, INC.					
0217	12013	11	C1468913 - CREDIT \$38.37		257403975
C1468913			E 110-11-60-610		24.38
			SUPPLIES / SUPPLIES		0.00
			Vendor Total-		24.38
			Prepaid Total-		34,084.41
			Current Total-		677,981.73
			EFT Total-		0.00
			Warrant Total-		712,066.14

TO THE MUNICIPAL TREASURER OF LYMAN, MAINE: THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWN OF LYMAN, BOARD OF SELECTMEN

DAVID ALVES

VICTORIA GAVEL

KERRYJO SAMPSON

AMBER SWETT

JOSEPH WAGNER