**Town of Lyman**
**Select Board Regular Meeting Minutes**
**Monday November 3rd, 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** **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** - Provided an overview of his and Karen Kaine's volunteer work on grant applications for the Town of Lyman following Select Board approval in October 2024. He noted that grant applications had been prepared and then reviewed by the Town Manager prior to submission. Other discussions later took place regarding potential future grant opportunities related to town trails. Mr. Wagner expressed concern regarding multiple Freedom of Access Act (FOAA) requests directed at him and others involved, stating that informal discussions among committee members about potential projects should not be considered official meetings requiring public notice. He requested that the Select Board seek legal clarification on what constitutes a "meeting" under state law. Mr. Wagner further stated that FOAA should promote transparency and not be used by public officials against one another.

**ITEM #2** **NEW BUSINESS**

a. RFP – Sale of Generator and Transfer Switch (from the recent upgrades to a new generator)

Discussion – The Board agreed to place the item out to bid for sale, with bids to be opened on November 17, 2025. Bid specifications will require payment and removal of the item within fourteen days of award.

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

b. RFP – Property Assessment Equalization Project, Review/Approve $25,000 bid for permit catchup

Discussion – The bid for the cost table updates was awarded; however, the portion of the bid related to permit catch-up work was not awarded pending Town Meeting approval. The Board should take action to award that portion before the permit backlog can be addressed. At Town Meeting, it was noted that the intent is to complete the backlog of work and subsequently consider staffing support to maintain timely processing going forward.

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

c. Review/Approve consolidated positions of Admin CEO & Property Records Assistant

**Joseph Wagner – Motions to table the item until members have an opportunity to review the March 25, 2025 workshop recording where the proposal was previously discussed to provide additional context.**

**The motion did not receive a second and therefore failed.**

Discussion – Both part-time positions are currently vacant. Both Departments (CEO and Assessor) support consolidating the positions, and sufficient funds are available within the current budget to support a full-time role with benefits. This concept was initially discussed during budget workshops, and the necessary funding was included in the budget. Later, during the Joint Budget Meeting, the Board agreed to present the position as a separate warrant article. With both positions vacant,

there is no employee impact, and moving forward would help prevent departments from remaining understaffed for an extended period.
**David Alves – Motions to consolidate the positions as recommended by the Town Manager.**
**Amber Swett – Seconds the motion.**
**Motion passes: 4-1-0 (Victoria Gavel, Amber Swett, KerryJo Sampson, David Alves in favor; Joesph Wagner opposed).**

**ITEM #3** **SIGN WARRANTS**

a. Payroll Warrant **#19** in the amount of **$36,735.41**
**KerryJo Sampson – Motions to approve. Joseph Wagner seconds. Motion passes: 5-0-0**
b. Accounts Payable Warrant **#20 (FY2026)** in the amount of **$712,066.14**
**Joseph Wagner – Motions to approve. KerryJo Sampson seconds. Motion passes: 5-0-0**

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

Victoria Gavel

Joseph Wagner

David Alves

KerryJo Sampson

Amber M. Swett
Amber Swett

I, Lindsay Gagne, Town Manager of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 2 pages are the original minutes of the Select Board Meeting dated November 3rd, 2025

Lindsay Gagne
Lindsay Gagne