

Town of Lyman
Select Board Regular Meeting Minutes
Monday December 15th, 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/@LymanTownHallstreams> 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** – None

ITEM #3 UNFINISHED BUSINESS

- a. **Franchise Agreement, Updates if any** – No new updates.
- b. **RFP – For Sale Generator & Transfer Switch**.

No bids were received. The Board discussed potential options for the generator, including donation, and the Town Manager reported that Habitat for Humanity expressed interest in accepting it as a donation. Other options considered included placement at the Transfer Station or GMFR; however, it was determined that the generator would not meet the power needs at either location. The Board agreed it was important to ensure due process by making another attempt to sell the item and voted to place the generator out to bid a third time with a reduced price of \$950.

David Alves – Motions to put the generator out to bid one more time at \$950 for minimum asking price.

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

- c. **KerryJo Sampson – Updates on Quarterly Newsletter**

KerryJo Sampson – Suggested an earlier submission cutoff to avoid an overly tight timeline. Aside from a few minor suggested edits, the newsletter was deemed ready for posting for the next quarter.

- d. **Review/ Approve Warrant for Special Town Meeting**

KerryJo Sampson – Motions to approve the warrant as written.

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

Joseph Wagner – Motions to approve the Select Boards recommendation for the appropriation out of surplus in the amount of \$11,497 to be added to the Outsourced Other Account as written on the warrant article.

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

- e. **Determine Date for Special Town Meeting**

Joseph Wagner – Motions to hold a Special Town Meeting on Monday January 26, 2026 at 6:00pm
KerryJo Sampson – Seconds the motion. Motion passes; 5-0-0

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f. Schedule Public Hearing for Special Town Meeting

Joseph Wagner – Motions to hold a public hearing for the Special Town Meeting on January 12, 2026 at 6:00pm.

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

ITEM #4

DEPARTMENT AND COMMITTEE REPORTS

a. Fire Commission/ Fire Chief

Victoria gavel – The Fire Commission met last Thursday and discussed the potential hiring of a full-time firefighter, replacement of the gear washer for which funding has already been approved, and progress on correcting previously approved electrical issues. The Chief reported that hydrant inspections are underway and that the hydrant on Hill Road will require replacement parts. The Commission also began preliminary discussions on the FY2027 budget.

b. Treasurer – Expense Report – Reviewed in Agenda Packet.

c. Town Manager – Employee Updates

A new Town Clerk/Tax Collector has been hired and will begin work on Monday, December 15, and will work alongside the current Town Clerk for onboarding and training. In addition, a full-time assistant for the CEO and Assessor has been hired and will begin on Monday, December 22. One vacancy remains, the part-time Deputy Clerk position, which will be posted soon.

ITEM #5

NEW BUSINESS

a. Staffing & recruitment review

b. The Town Manager and Human Resources discussed recruitment and retention challenges, noting that exit interviews and applicant feedback consistently indicate Lyman's wages are not competitive, with neighboring municipalities offering higher pay, including deputy clerk wages exceeding Lyman's Town Clerk/Tax Collector rate. Recent inquiries from other towns, including Shapleigh, requesting salary information further suggest regional wage adjustments are being considered. The Board was asked to share ideas on retention and recruitment strategies, and they recommended collecting data to assess how reducing hours would align pay with regional medians, identify budget impacts, and compare this option to alternatives such as increasing wages to meet average median rates. After discussions with staff, employees expressed a willingness to reduce hours in recognition of the cost to tax payers. Recommendation was to decrease hours to a four-day work week, Monday through Thursday, Wednesday as the late night, and daily hours extending to eight hours per day. The Board discussed potential impacts. It was noted that service demand on Wednesday evenings declines after 6:00 p.m., while residents frequently attempt to access services on Wednesday mornings. Lyman and Hollis are currently the only towns in the area operating on a five-day workweek, and as a result, there has been an increase in Friday service demand from residents of neighboring municipalities seeking licensing services. It was also noted that failing to address staffing issues could result in continued turnover and unpredictable office closures due to illness, vacations, or staffing vacancies. The Board discussed resident concerns related to tax increases and reviewed data showing that modifying the office hours would preserve current salaries, better align pay with regional averages, and avoid the need for substantial funding increases for budgeting. Maintaining current hours as the status quo would require additional appropriations in the next fiscal year's budget to fund cost-of-living and step increases. while keeping hours the same and increasing wages to remain competitive would have a substantially higher budget impact. If office hours are changed, implementation would begin the week of March 1st, 2026 to allow public notice and posting. New hours recommended would be Monday, Tuesday, Thursday 8am-4pm and Wednesday 10am-6pm.

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KerryJo Sampson – Motioned to implement the four-day work week decrease hours with the increase to the median average.

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

c. [Review/ Approve 2024 Tax lien foreclosure waiver – Lefreniere Map#02 / Lot#037 / Account 2802](#)

It was discussed that the parcel in question encompasses the roadway, and if the Town were to foreclose on the property, it would effectively assume ownership of the road, which would not be in the Town's best interest. It was noted that only the FY2024 tax lien needs to be waived, as all prior liens have already been waived.

KerryJo Sampson – Motions to waive the foreclosure for FY2024 tax for Real Estate parcel account number 2802 Map 02 Lot 37.

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

d. [Review/Approve consolidation of Registrar of Voters with Town Clerk](#)

The Town Manager was appointed as Registrar following the resignation of the former Registrar. With the transition to a new Town Clerk, and given that clerks commonly serve as Registrars, it was discussed that the two roles could be consolidated. This change would not affect the workload, as clerks currently serve as deputy registrars and already perform delegated registrar duties.

e. [Re-appointment – ZBA](#)

David Alves – Motions to appoint Russell Outhuse as an Alternate Zoning Board of Appeals member.

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

f. [YouTube issues and recommendations for remediation](#)

It was reported that the AV computer was damaged previously due to power surges and, when replaced, a spare workstation not designed for video streaming was installed, which is believed to be causing the ongoing YouTube freezing and livestreaming issues. The IT vendor advised that upgrading individual components would be costly and recommended purchasing new equipment to restore the system's original functionality and resolve the issue. The estimated replacement cost is \$2,150, to be funded from the Computer Reserve Account, which currently has a balance of \$18,129, and the Town Manager will also explore submitting an insurance claim. KerryJo Sampson suggested donating the old computer to the library for committee meeting recordings; however, additional recording equipment would be required, and the suggestion was noted for future budget consideration.

David Alves – Motions to approve \$2,150 out of the Computer Reserve account to cover the cost of the AV computer replacement.

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

g. [Schedule Budget Workshops – January](#)

FY2027 Budget workshops are scheduled for:

Thursday January 15th, 2026, at 6:30pm at the Town Hall

Monday January 26th, 2026, following the Special Town Meeting at the Town Hall

Monday February 9th, 2026, at 6:00pm at the Town Hall.

h. [FY2024 Financial Audit Completed](#)

Amber Swett – Inquired whether the audit reflected unexpended funds that go back into the general fund. The Finance Officer will review this matter further and provide additional clarification.

ITEM #6

MINUTES

a. [Review / Approve meeting minutes 12/1/2025](#)

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

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Discussion that changes were added to reflect the Board Motion on Item 5(a).

ITEM #7

SIGN WARRANTS

- a. Payroll Warrant #26 in the amount of \$44,090.25
Joseph Wagner – Motions to approve. David Alves seconds. Motion passes: 5-0-0
- b. Accounts Payable Warrant #27 (FY2026) in the amount of \$76,345.89
Joseph Wagner – Motions to approve. KerryJo Sampson seconds. Motion passes: 5-0-0

Discussion, ECO ME MSW \$12,184.07 and Recycling is up a little bit at \$1,309.85

EXECUTIVE SESSION

ADJOURN

David Alves – Motions to adjourn. KerryJo Sampson 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 4 pages are the original minutes of the Select Board Meeting dated December 15th, 2025

Lindsay Gagne