

**Town of Wayne, Maine
Select Board Meeting Minutes
December 16th, 2025
Ladd Recreation Center**

Call Meeting to Order/ Select Board Present:

Henry Steck determined quorum and called the meeting to order at 6:30 PM with the following members present: Marianne Butak, Lloyd Irland, Tom Moran and Hazel Stevenson.

Shannon McDonnell, Town Manager, and Lynn Trapanese, Treasurer, were also present.

Consider Additional Business: Doug Stevenson presented a brief update on the recruitment of members for the Androscoggin Lake Committee, organized and overseen by the Androscoggin Lake Improvement Corporation and the 30-Mile River Association.

Conflicts: None.

Minutes:

The Board approved the Select Board Meeting Minutes for December 4th, 2025 (**Butak/Ireland**) (**5-0, Stevenson**).

Warrants/Donations:

- a. The Board approved Payroll Warrant #21 in the amount of \$10,974.64 (**Butak/Steck**) (**5-0**).
- b. The Board approved Accounts Payable Warrant #22 in the amount of \$309,406.02 (**Butak/Stevenson**) (**5-0**).

Old Business:

- a. Discussion of the Draft Boards, Commissions, and Committees Appointment Policy was TABLED to the next meeting to review paragraph 5 revisions. The Board took a public comment from Paula Nersesian regarding consideration for the administrative timeline and responsibilities during the time before annual town meeting.
- b. The Town Manager presented a brief update on the 100-Acre Wood, estimating about \$250k total combined taxes, interest, and costs. The taxes were listed through October 31st, 2025 and will be updated to reflect the amounts through the Annual Town Meeting. Reconciliation and advisement from counsel is still pending action. Leslie Burhoe, Conservation Commission Chair stated the commission is developing a tentative fundraising plan, pending further guidance on town actions.
- c. The Treasurer presented revisions to the Town of Wayne Financial Policy. Revisions included town manager front desk procedures, definitions added to the investment policy, updates to the fixed assets policy as suggested by the town auditor, incorporation of estimated useful lives and a recommendation

for the town fund balance policy. The Select Board removed the first paragraph of the fund balance policy to avoid confusion around “current policy in effect through FY 2025.”

New Business:

- a. The Treasurer provided a quarterly update on the town’s financials and tax foreclosure process for 2023 taxes. Between 12/31 and 1/15, the Tax Collector may send out formal notices of foreclosure with a date of February 14th. A list was provided to the Select Board with pending notices. The Treasurer provided an overview of current account statuses and fund balances, how the balances relate to the fund balance policy, projections and presented options for CD investment plus banking analysis with positive pay.
- b. The Town Manager discussed actions taken toward White Road and determination of town obligations for plowing. According to the Maine DOT Map Viewer, the road was listed as a “Town Way – Summer Maintenance Only.” Maine Municipal Association Legal counsel was contacted and advised the town find language determining whether the road was ever defined as a town way or determined to be an easement. Upon document review, a warrant article in 1996 closed the road for winter maintenance for five years; a 2001 warrant article was voted on, “To see if the Town will vote that an order of the municipal officers for the closing of White Road in winter under 23 MRSA Sec2953 shall be a final determination of said closing.” The town manager will engage the town attorney for clarification of road procedures and advisement.

Public Comment. None.

Town Manager Report.

- a. Comprehensive Plan Committee charge and request for applications was posted to the town website. Applications will be due by January 9th for the Select Board to review at the second meeting of January. The same date will apply for the Buildings Committee applications.
- b. Met with the Infrastructure Committee with a tentative meeting date of January 5th. One open seat left.
- c. Request for an early (noon) closure on December 24th and January 31st was approved in consensus.

Select Board Comment.

- a. Lloyd Irland mentioned the Dead River Dam pollution fund is down to \$13k, which will cover maybe three to four years of support.


Motion to adjourn at 8:30 PM. (Steck/Butak) (5-0).

The next regular Select Board Meeting is scheduled for Tuesday, January 6th, at 6:30 p.m. by Hybrid format.


Recorded by:

Shannon McDonnell, Town Manager

Select Board Members



Marianne Butak




Henry Steck



Lloyd Irland

Hazel Stevenson



Tom Moran

