

Town of Wayne, Maine
Select Board Meeting Minutes
December 4th, 2025
(Rescheduled from December 2nd)
Ladd Recreation Center

Call Meeting to Order/ Select Board Present:

Henry Steck determined quorum and called the meeting to order at 6:32 PM with the following members present: Marianne Butak, Lloyd Irland, and Hazel Stevenson. Tom Moran was absent.

Shannon McDonnell, Town Manager, was also present.

Consider Additional Business: None.

Conflicts: None.

Minutes:

The Board approved the Select Board Meeting Minutes for November 18th, 2025 (**Irland/Butak**) (3-0-1, **Stevenson abstained**).

Warrants/Donations:

- a. The Board approved Payroll Warrant #19 in the amount of \$12,451.02 (**Stevenson/Butak**) (4-0).
- b. The Board approved Accounts Payable Warrant #20 in the amount of \$33,896.22 (**Stevenson/Butak**) (4-0).

Old Business:

- a. The Board discussed proposed revisions to the final paragraph of the Draft Boards, Commissions, and Committees Appointment Policy. Revisions included notification of position openings, selection and notification of a chairperson, and submission of recommendations for Select Board appointments in May. Henry Steck will review and revise for the next meeting.
- b. The Board discussed proposed revisions to the Town of Wayne Financial Policy. Revisions from Hazel Stevenson and Henry Steck are to be implemented for the next draft review. Marianne Butak requested a paragraph be added under Front Counter Procedures to outline town manager involvement in the case where they may need to step in at the front desk and how they may handle cash/transactions. The Treasurer will provide recommendations for the Fund Balance Policy and Cash Flow Analysis at the next meeting. Town Manager will request input on Section 4 – Fixed Asset Policy from Town Auditor. The “Suggested Useful Lives” schedule is to be added/included as an attachment.
- c. The Board reviewed and discussed the “Priorities and Loose Ends” List. Henry Steck requested a narrative for each cost/expense incurred for the 100-Acre Wood. The Ladd Recreation Center (LRC) Board is working on an LRC ordinance for review/consideration in January or February. Under

Ordinances & Policies, a Special Events Ordinance was added, as well as a Computer & Systems Control Policy. Henry Steck reached out to Maine Municipal Association Legal regarding an Aging-At-Home Ordinance. The Town Manager will research other towns for a Grant Policy, and will request input from the Town Attorney regarding warrant article language and if it is sufficient for acceptance o. grants, versus developing a policy. Comprehensive Plan Committee and Building Committee to be advertised by Town Manager.

New Business: None.

Supplements / Abatements:

- a. The Board approved Abatement #25/26-01 for Monique Mitchell - Trustee, in the amount of \$3,208.24 **(Butak/Steck) (4-0)**.
- b. The Board approved Supplement #25/25-02 for John Griffin the amount of \$2,613.24 **(Butak/Steck) (4-0)**.

Public Comment.

- a. Jack and Marcia Lamoureux requested their road, White Road, be plowed this season. The town manager explained the historical maintenance of the road as a “summer-only” maintained road and will meet with the Infrastructure Committee to discuss and research further. Henry Steck and Marianne Butak requested research be presented at the next Select Board meeting, December 16th.

Town Manager Report.

- a. Sustain Wayne’s Holiday Stroll is happening Saturday, December 6th.

Select Board Comment.

- a. Marianne Butak inquired about the water levels for Pocasset Lake. Boards were recently taken out. This concern will be reviewed with the Infrastructure Committee and Dam Keeper.

Executive Session:

- a. The Board moved to enter into Executive Session – Personnel Matters: 1 M.R.S.A. SS 405(6)(A) – Town Manager Six-Month Review **(Stevenson/Butak) (4-0)**.
- b. The Board moved to exit Executive Session **(Butak/Steck) (4-0)**.


Motion to adjourn at 8:50 PM. (Butak/Stevenson) (4-0).

The next regular Select Board Meeting is scheduled for Tuesday, December 16th, at 6:30 p.m. by Hybrid format.


Recorded by:

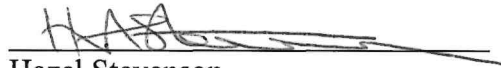
Shannon McDonnell, Town Manager

Select Board Members


Marianne Butak


Henry Steck


Lloyd Irland


Hazel Stevenson


Tom Moran

WARRANT: 21

Check	D / D	Check	Employee	Gross Pay
9893			201 Emily M. Abbott	378.75
9894			285 Teagan I Audette	132.00
9895			238 Adam C. Brooks	1,631.73
9896			280 Ayla Cote	131.85
9897			286 Dawn M Duchette	1,536.00
9898			264 Deborah F. Emery	280.00
9899			276 Shannon B McDonnell	3,550.24
9900			198 Jordan A. Record	225.00
9901			283 Lynn A Trapanese	1,687.50
9902			281 Izabell Welch	216.09
9903			273 Cheryl I Wheeler	62.50
9904	0.00	4,137.07	D / D 6 Androscoggin Bank	
9905	0.00	840.56	T & A 3 ICMA-RC	
9906	0.00	2,187.52	T & A 1 Internal Revenue Service	
9907	0.00	451.39	T & A 2 TREASURER STATE OF MAINE	
Total	4,137.07	10,974.64		9,831.66

Put into A/P	3,479.47
Taken out of A/P	(3,479.47)
Total Payroll	10,974.64

Count	
Checks	15