

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, August 3, 2021
Select Board Forum 5:30 PM
Business Meeting 7:00 pm
Wescustogo Hall & North Yarmouth Community Center**

I. Call to Order

- Pledge of Allegiance

The format and structure for Select Board meetings are authorized and governed by our Town Charter and the Select Board Bylaws with overarching guidance from Maine Statutes. Select Board members are not collectively or individually allowed to speak about personnel matters and may only address personnel matters in an executive session per State Statute Title 1 § 401-410.

II. Special Presentation – Renee Lachapelle, Assessor

III. Minutes of Previous Meeting(s)

- July 6, 2021
- July 20, 2021
- July 23, 2021

IV. Executive Session – Interim Town Manager Discussion

V. Public Comment - Non-Agenda Items

Comments regarding non-agenda issues, concerns, commendations, or matters of general public information are welcome. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so in a respectful and constructive manner. Topics relating to personnel matters cannot be acknowledged.

Each individual must be recognized by the Chair and will have up to three (3) minutes to speak. The Chair may recognize members of the public at their discretion and will prioritize individuals who have not spoken more than once.

VI. Management Reports & Communications

- Interim Town Manager's Report

VII. Old Business

- Casco Bay Trails – Set Public Hearing Date
- Hiring New Town Manager Committee – Discussion Item

VIII. New Business

- Fuel Island Bid Review
- Appointment – Planning Board
- Town Manager Appointments

IX. Accounts Payable - Review & Approval

X. Any Other Business

Select Board Members: A reminder, the “any other business” section on the agenda is not to include previously discussed items, any formerly “settled items,” personal matters, or Town personnel matters. Please submit your other business item(s) to the Town Manager, Chairman, or Vice Chairman prior to the meeting by email or written letter dropped off at the Town Office. Thank you.

XI. Adjournment

REMINDERS TO THE ATTENDING PUBLIC: Please mute all digital devices; Select Board meetings are open to the public, but the public may not speak unless recognized by the Chairperson first. **Workshops:** The public is welcome to attend workshops and listen to the discussion that takes place. The purpose of holding a workshop is to provide the Select Board with the opportunity to focus on specific town matters to later present at a regular business meeting. Therefore, public participation is limited to only regular business meetings of the Select Board.

August 3, 2021

Agenda - Section II. Special Presentations

- Renee Lachapelle, Cumberland County Assessing

August 3, 2021

Agenda - Section III. Meeting Minutes

- *Move to approve the minutes for July 6, 2021, as amended and presented. Second, discussion and vote follow.*
- *Move to approve the minutes for July 20, 2021, as presented. Second, discussion and vote follow.*
- *Move to approve the special meeting minutes for July 23, 2021, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, July 6, 2021**

Call to Order – Brian Sites, James Moulton, Austin Harrell, David Reed, and Paul Hodgetts were present. The meeting was called to order at approximately 7:00 PM.

Organization of the Board – Selectperson Reed nominated Selectperson Sites as Chair. Selectperson Harrell seconded the nomination. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Sites).** Selectperson Reed nominated Selectperson Moulton as Vice Chairperson. Selectperson ~~Reed~~ Harrell seconded the nomination. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Moulton).**

Minutes of Previous Meeting(s) (6:59) – Selectperson Moulton move to approve the minutes of June 15, 2021, as presented. Selectperson Harrell seconded. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Hodgetts)** *Note: Selectperson Hodgetts was not on the Board during the June 16, 2021 meeting.*

Public Comment - Non-Agenda Items (7:42):

Paul Napolitano, Mill Ridge Road, shared his concerns with the release of the new assessment ratios. Mr. Napolitano asked the Board to look further into the matter for next year. Mr. Napolitano also expressed his concerns with the Yarmouth Water District's approval of the Hazelton Project due to the lack of capabilities of being able to pump additional water to the area. Mr. Napolitano stated that he believed the expansion of water lines should be paid for through TIF funds since the lines benefited those new homes in the Village Center; it was stated that North Yarmouth was the highest rate payer due to the additional dry hydrants. Selectperson Moulton said that the Board would be looking more at the TIF. Nelson Smith, Ledge Road, made comments regarding the TIF and the homestead exemption. Mr. Smith shared his concerns with the Town Office hours and the closings on June 30th and July 1st. Debbie Grover, Acting Town Manager, explained that the hours were posted on the town's website and that the yearend closing required more staff resources to accomplish.

Management Reports & Communications (14:44):

Town Manager's Report – Chairperson Sites read the Acting Town Manager's Report. The Acting Town Manager's Report can be found on the town's website, www.northyarmouth.org. The Board discussed the findings from Shana Mueller, the Town Attorney, included in the memo provided to the Board, "Powers and Duties of the Select Board, Town Manager and Director of Emergency Preparedness in Policymaking During States of Emergency". Chairperson Sites allowed the public to speak during this period.

Old Business (21:21):

TIF Workshop – Chairperson Sites announced that the Board had their first TIF workshop back on June 22, 2021. Selectperson Reed asked that the Board include multiple committees in the next TIF workshop. Selectperson Moulton asked that future workshops/forums should be held before the meeting. Chairperson Sites suggested a 5:30 PM forum before the Select Board meeting on Tuesday, August 3rd. Selectperson Hodgetts asked if Tina Mullins from the Economic Development and TIF Department could be extended an invitation. Chairperson Sites responded that Maine Revenue Services could be available, Ms. Mullins may not. Selectperson Moulton stated that funds in the TIF regarding professional review should be used toward an expert on TIF. Selectperson Moulton moved to hold a forum on August 3, 2021 from 5:30 PM to 7:00 PM. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Reed asked that an amendment be made to include the Planning Board and Economic Development & Sustainability Committee. Chairperson Sites stated that the motion was to set the date. The amendment was not put to a vote. **Vote: 5 Yes – 0 No.**

Muskie School of Policy – Chairperson Sites led the discussion on this agenda item. Chairperson Sites suggested that a group be created to look into the scope for a review and project regarding housing development. Selectperson Moulton responded that he wanted an independent group to look into the TIF with public input also part of the process. Chairperson Sites recognized the public. Audrey Lones, Baston Road, suggested that the Board reach out to the Muskie School to provide the Board with a suggestion of how to move forward. Selectperson Sites reiterated that a scope needs to be determined by a group for the Muskie School to have a direction. Ms. Lones suggested an RFP (Request for Proposal) like document. Rob Wood, Millikin Road,

suggested that the proposed group look into defining “workforce” housing and “affordable” housing. Mr. Wood suggested that the proposed group address the economics of establishing the previously stated housing in the town.

Fee Schedule Ordinance Review – Selectperson Moulton moved to hold a public hearing on July 20, 2021 at 7 PM for the purposes of amending the Fee Schedule. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

New Business (37:53):

Fire Review of Fire Barn Lease – Selectperson Hodgetts asked about bathroom facilities at the Fire Barn. Chairperson Sites allowed the public to speak. Audrey Lones, Chair of the Planning Board, asked if there was a description of the property on the lease. Fire Rescue Chief, Greg Payson, described the size of the land intended to be leased by the North Yarmouth Fire Company. Chairperson Lones suggested that the location be delineated in the lease to avoid any legal questions in the future. Selectperson Moulton stated that the lease should have a stipulation of how to address the building once the lease ends; similar to the lease with the North Yarmouth Historical Society. The Fire Rescue Chief stated that no bathroom facilities will be planned for the future. Chairperson Lones suggested that the Fire Barn’s survey be included in the lease agreement. Selectperson Reed asked if the Board had any concerns with the lease that the Fire Rescue Chief could address. Selectperson Reed moved to that the Select Board approve the proposed lease agreement with the North Yarmouth Fire Company, as presented, and authorize the Town Manager to complete, execute, and manage said agreement with representatives of the North Yarmouth Fire Company. Selectperson Moulton seconded the motion. Discussion: Chairperson Sites recognized Rob Wood to speak. Mr. Wood asked for clarification that the Board was not asking for a description of the property in the lease. Selectperson Moulton clarified that there is documentation (the deed) that supports the use and location of the proposed Fire Barn. **Vote: 5 Yes – 0 No.**

Annual Appointments – Selectperson Moulton moved to appoint Clark Baston as the town Road Commissioner for a one (1) year term. Selectperson Reed seconded. Discussion: Selectperson Reed stated that he was surprised the mentioned employees for appointment did not show up to their own appointments, but stated that he understood why. **Vote: 5 Yes – 0 No (term to expire June 30, 2022).** Selectperson Reed move to appoint Cheryl Trenwoeth as Public Access Officer for a one (1) year term. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No (term to expire June 30, 2022).** Selectperson Harrell moved to appoint Renee Lachapelle, Cumberland County Assessing, as the town Assessor for a two (2) year term. Selectperson Moulton seconded the motion. **Vote: 5 Yes – 0 No. (Note: After careful review of the Town Charter, the term should be for one (1) year. The Select Board may address this at a future meeting).** Selectperson Hodgetts inquired about Kit Maloney’s and Amy Horstmann’s term on EDSC. The Executive Assistant to the Town Manager stated that Kit Maloney was due for a term to expire in 2021 (*Note: After another inspection of the records, it was found that Kit Maloney’s term was recorded on May 21, 2019 to last until June 30, 2020. However, Charter states that the term should be a three (3) year term ending in 2022. The Select Board should provide further clarification at a future meeting*). Selectperson Reed suggested that more review be taken on the appointments. Selectperson Reed suggested that Parks and Recreation appointments be held off until the next meeting. Chairperson Sites allowed members of the public to make comments. Scott Kerr, New Gloucester Road, suggested that the Board consider picking candidates that meet the goals of the Select Board. Chairperson Sites asked Mr. Kerr how many members were part of the committee. Mr. Kerr answered. Chairperson Sites said that he doesn’t see why volunteers could not be appointed to the committee and have the Select Board reassess the situation. Selectperson Moulton commented that a committee should have diverse members. Selectperson Reed made comments regarding reappointments and that the Board should consider all applicants rather than reappointing members. The Executive Assistant mentioned that applications or other materials for the Select Board packets should be submitted by the Thursday before the meeting when the packets are put together. Ms. Lones stated that she believed the Select Board provides the charge to the committee. Steve Palmer, Mountfort Road, stated that the committee should make recommendations to the Select Board for those individuals best suited to work with the committee. Selectperson Reed agreed with Mr. Palmer’s suggestion but wanted to see that the Board review all applications. The Acting Town Manager stated that two (2) more applications were submitted for the Parks and Recreation Committee. The Acting Town Manager reminded the Board that they will be reviewing applications throughout the year and recommended that a process be created to address Mr. Palmer’s previous suggestion. Chairperson Sites clarified the seats available for the Parks and Recreation Committee. The Executive Assistant clarified to the Board that the Parks and Recreation Committee and the Planning Board do have members up that would provide less than a quorum or voting members to vote on an application, respectively. Chairperson Lones stated that approval of an application could be delayed if the member presented

was not appointed. Linc Merrill, North Road, asked how many positions were available for Parks and Recreation. Chairperson Sites said that a legal review was in progress for the new Parks and Recreation positions. Chairperson Sites asked for clarification on if there were seats available that would not be standing. Mr. Kerr responded that the charter does not allow for alternate members. Chairperson Sites for clarification if the committee could meet without the positions filled. Mr. Kerr suggested that the Planning Board member up for reappointment and the two (2) members up on Parks and Recreation (including himself) be reappointed. Selectperson Reed agreed with Mr. Kerr's suggestion. Selectperson Moulton further inquired on the available seats on Parks and Recreation. Selectperson Reed nominated Bob Abbott and Scott Kerr to the Parks and Recreation Committee. Selectperson Reed amended his motion to appoint Robert Abbott and Scott Kerr to the Parks and Recreation Committee. *(Note: the terms of each member are to expire on June 30, 2024).* Selectperson Moulton seconded the motion. Discussion: Chairperson Lones asked that Sandy Falsey be approved to the Planning Board. Chairperson Lones highly recommended Ms. Falsey. Selectperson Reed asked what Ms. Falsey has for qualifications and how many members were left on the committee if appointed. Chairperson Lones again reiterated Ms. Falsey's qualifications. Ms. Lones responded that there will be two (2) seats open. Selectperson Harrell suggested that the Board hold off on approving the new application for the Parks and Recreation Committee for the next meeting. Selectperson Harrell amended the motion to appoint Normal L. Smith to the Board of Assessment Review *(Note: term to end June 30, 2024)*, Kit Maloney to the Economic Development & Sustainability Committee *(Note: Ms. Maloney was appointed to the EDSC committee in 2019 for a one (1) year term. However, the Charter defines the terms needing to last three (3) years. The Board should determine or correct Ms. Maloney's term to end June 30, 2022)*, Sandra Falsey to the Planning Board *(Note: for a term to expire for a term to expire June 30, 2024)*, Linc Merrill to the Wescustogo Hall Committee *(Note: for a term to expire June 30, 2024)*, Norman L. Smith to the Zoning Board of Appeals *(Note: for a term to expire June 30, 2024)*, and Kevin Oliver to the Shellfish Conservation Commission *(Note: for a term to expire on June 30, 2024)*. Chairperson Sites seconded the motion. Discussion: Selectperson Reed stated that the positions should be up for consideration. Selectperson Reed stated that the committees seemed to be in need of the appointments but responded that the committees should delay for a few weeks for the remaining Parks and Recreation Committee seats. Chairperson Sites made further comments on available seats. Kevin Robinson, Walnut Hill Road, asked how the alternate positions were to be filled. Chairperson Lones responded that members are promoted by the Select Board or are usually approved to be full members of the Board if a quorum is not achieved. Selectperson Moulton and Reed asked for more clarification regarding the Planning Board positions. Chairperson Lones provided more clarification on the Planning Board's open seats. Mr. Merrill made additional comments on the new seats added at Town Meeting for the Parks and Recreation Committee. Selectperson Moulton stated that he was inclined to wait but wanted to make sure the committees could still function. Selectperson Moulton asked if all the appointments in the motion would keep the committees functioning. Selectperson Harrell responded that only Planning Board and the Parks and Recreation Committee. Chairperson Sites concurred with Selectperson Harrell but added that the other committees have plenty of seats open. **Vote: 5 Yes – 0 No (on the amendment and on the amended motion).** Selectperson Moulton moved to appoint Trudy Dibner, Kelly Barnes, and Paul Dexter to the Prince Memorial Library Advisory Board for a term of one (1) year; and, Greg Payson to the Joint Standing Committee for a term of one (1) year *(Note: This will make all their terms end on June 30, 2021)*. Selectperson Harrell seconded. Discussion: none. **Vote: 4 Yes – 0 No - 1 Abstain (Selectperson Reed).** Chairperson Sites moved to appoint Selectperson's Harrell and Reed to the Recreation Advisory Board for terms to expire June 30, 2022. Selectperson Hodgetts seconded. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Reed).** Chairperson Sites moved to appoint Selectpersons Moulton and Hodgetts to the Joint Standing Committee for terms to expire June 30, 2022. Selectperson Harrell seconded. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain. (Selectperson Moulton)** *(Note: Positions that need to be filled by Selectpersons have traditionally lasted for one (1) year).* Selectperson Reed moved to appoint Selectpersons Harrell Moulton and Sites to the Wescustogo Hall Committee for terms to expire June 30, 2022. Selectperson Hodgetts seconded. Discussion: none. **Vote: 3 Yes – 0 No – 2 Abstain (Selectperson Moulton and Chairperson Sites).** Selectperson Reed moved to confirm the Town Manager's appointments. Selectperson Harrell seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Other Appointments

By consensus, the Board agreed to table the appointment of Elise Kern to the Parks and Recreation Committee.

Selectperson Reed stated that the Board should have added the Budget Committee seat be added to the June election. Chairperson Sites responded that the position was not able to be included in the June election. Selectperson Moulton moved to appoint Bill Young to the Budget Committee for a term to expire June 30, 2023. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Reed believe that both candidates should

be able to approach the Board, however he noted that he previously stated that the winner of the election should receive the position. Audrey Lones made some additional comments. Gay Peterson, Milikin Road, made additional comments about the appointment and how it should be conducted. Selectperson Hodgetts stated that Mr. Young was planning on being at the meeting. Selectperson Moulton withdrew his motion. By consensus, the Board invited the two (2) volunteers to be at the meeting on July 20th. By consensus, the item was tabled.

First Review of Request for Proposals – Auditing Services – The Acting Town Manager explained that the Town has not had a request for proposal in a long time. Selectperson Reed asked if the item could be tabled. Chairperson Sites what the timeline was. The Acting Town Manager stated that the RFP should be released soon due to standard timeline of a municipal audit. The Executive Assistant made additional comments regarding the RFP. Selectperson Reed stated that he wanted the Board to have longer time to review the document. The Board agreed to discuss the item at the next Select Board meeting.

Select Board Goals – Chairperson Sites read the statement from the meeting materials of this meeting. Selectperson Moulton made a comment that last year's goals seemed to him to be more like objectives. It was suggested that the Board send three (3) goals to the Executive Assistant to the Town Manager to compile for the next Board meeting.

Accounts Payable (1:49:28) – Chairperson Sites moved to approve accounts payable warrants 54, 55, 56, 57, & 58 in the amount of \$145,180.52, as presented for FY21. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts inquired about a payroll charge made on warrant 56 and 57. The Acting Town Manager answered that warrant 56 was for reimbursement to those employees who opt out of the health insurance coverage through the town. Selectperson Hodgetts asked about a charge from warrant 58 for the purchase of a drone. The Fire Rescue Chief informed the Board that he applied for a grant for the device. **Vote: 5 Yes – 0 No.**

Any Other Business (1:53:07) – Selectperson Moulton stated that a contract with MSAD #51 and the Town for Sharp's Field. Selectperson Moulton inquired about Matt Sharp donating a wooden sign to the Town for Sharp's Field. Selectperson Moulton asked that the Board inquire about the professional review funds established through TIF and a professional review of senior housing. Selectperson Moulton also stated that the Board should look into a building cap. Lastly, Selectperson Moulton made a comment about the Town Office hours. Selectperson Reed stated that he wanted the Board to address a senior tax credit, development options and affordable housing for younger people, and brown tailed moth. Linc Merrill inquired about the minutes of June 15, 2021. Mr. Merrill asked if Selectperson Reed voted for Vanessa Bryant. Selectperson Reed responded that the vote was unanimous. Selectperson Hodgetts wanted more information on the Town Manager. Chairperson Sites stated that an Executive Session would be held before the next meeting.

Adjournment – Selectperson Moulton moved to adjourn. Chairperson Sites seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

James Moulton, Vice Chair

Austin Harrell

David Reed

Paul Hodgetts

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, July 20, 2021
Wescustogo Hall & North Yarmouth Community Center**

Call to Order – Brian Sites, James Moulton, Austin Harrell, David Reed, and Paul Hodgetts were present. Chairperson Sites called the meeting to order at approximately 7:00 PM.

Executive Session – Chairperson Sites moved that the Select Board enter into Executive Session pursuant to Title 1, MRS Chapter 13, Public Records and Proceedings, § 405, Executive Sessions, to discuss personnel matters. The Select Board came out of Executive Session at approximately 7:30 PM. Chairperson Sites made a motion to come out of Executive Session. Selectperson Moulton seconded the motion. Discussion: Chairperson Sites clarified that the Board went under Executive Session pursuant to Title 1, MRS Chapter 13, Public Records and Proceedings, § 405 6(A), to discuss personnel matters. Chairperson Sites move to accept the resignation of Town Manager, Rosemary Roy, effective July 20, 2021, and accept and execute all documentation to effectuate that resignation. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Selectperson Reed asked the Chairperson to read a joint statement from the Select Board and Town Manager, Rosemary Roy:

“The Select Board and the Town Manager, Rosemary Roy, jointly announce that Rosemary has resigned as Town Manager for personal reasons, effective tonight. Rosemary has been the Town Manager since 2014. During her tenure, Rosemary has worked on the change to the Town Manager form of government, updating the Town’s Comprehensive Plan, the establishment of a Tax Increment Finance District, and the development of the new Wescustogo Hall and Community Center, as well as guiding the town through COVID-19. The Board thanks Rosemary for her years of service to the town.”

Public Hearing:

To Open the Hearing – Chairperson Sites moved to open the public hearing for the fee schedule. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites presented the proposed fee schedule. Selectperson Moulton asked if there were copies for the public. The Executive Assistant to the Town Manager answered that there were twenty-five (25) copies available.

Judy Potter, Walnut Hill Road, inquired on the line item, “Mass Gatherings”. Selectperson Reed responded that there was a town ordinance. Ms. Potter asked for the definition of a mass gathering. Selectperson Reed answered by reading the ordinance.

To Close the Hearing – Chairperson Sites moved to close the public hearing on the fee schedule. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites moved to approve the proposed amendments to the town Fee Schedule, as presented and effective July 21, 2021. Selectperson Hodgetts seconded. Discussion: none. **Vote 5 Yes – 0 No.**

Minutes of Previous Meeting(s) – Selectperson Harrell moved to approve minutes for July 6, 2021, as presented. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton commented on the record of the organization of the Board at the last meeting. The Executive Assistant to the Town Manager stated that he would correct the record and check the tape. Selectperson Harrell withdrew the motion. Chairperson Sites moved to table the minutes for the next meeting.

Selectperson Harrell moved to approve the minutes for the Special Town Meeting on June 7th, and 8th, 2021. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts clarified that he was not on the Board at the time. Selectperson Reed and Moulton made additional comments. Chairperson Sites recognized Judy Potter, Walnut Hill Road who made a comment regarding what was written on this meeting’s agenda. Chairperson Sites clarified what was written in the agenda. **Vote: 3 Yes – 0 No – 2 Abstain (Selectperson Harrell and Hodgetts)**

Chairperson Sites moved to approve the special meeting minutes for July 14, 2021. Selectperson Moulton seconded. Discussion: Chairperson Sites commented that the minutes were straightforward. **Vote: 5 Yes – 0 No.**

Selectperson Moulton made additional comments on the minutes of July 6, 2021.

Public Comment - Non-Agenda Items (43:01) – Chairperson Sites made the determination that the three (3) minute rule would be enforced loosely and that the Board cannot make any comments on personnel matter but that the public could provide their own commentary. Linc Merrill, North Road, stated the Board needs to make a strategic direction in advance of deciding committee members. Mr. Merrill commented that the agenda does not address those items that he felt are critical to the town. Furthermore, Mr. Merrill stated the following items:

- Charter Revisions – Mr. Merrill stated that he was concerned that non-residents can serve on committees. He stated that he was concerned with other items in the charter.
- TIF & Comprehensive Plan – Mr. Merrill stated that he believed the TIF was a priority. Mr. Merrill is concerned that the Board is only discussing pieces of the issue and that he believes it should be discussed as a whole.
- Bylaws – Mr. Merrill is concerned with the bylaws of various committees and boards. He expressed his specific concern defining a quorum in the bylaws
- Fire Building Study – Mr. Merrill stated that he believes the Board should look into what the Fire Rescue needs will be in the future year.
- Public Hearings for Abutters on Rail line – Mr. Merrill expressed his concern that the Board has a resolution in front of them but did not hold a public hearing to ask how the abutters felt on the topic.
- Board and Committee terms – Mr. Merrill expressed concerns that the Board does not know the terms and members on the individual boards and committees.
- Municipal Audits – Mr. Merrill was concerned with the length of time RFP needs to be submitted to the Town Office. Mr. Merrill stated that this was an important item on the agenda.
- Homestead Exemptions – Mr. Merrill shared his concern with the change in exemption values not being reported prior to the Annual Town Meeting to approve the budget. Mr. Merrill stated that the Board needed to be more transparent with the public on these issues.

Selectperson Reed responded to Mr. Merrill concerns with the Board's priorities. Chairperson Sites also responded that the Board has been dealing with other issues behind the scenes and addressing other concerns from the public.

Judy Potter, Walnut Hill Road, asked when the Board would review the committee's charges. Chairperson Sites responded that committees are in flux in terms of positions being filled and that town manager has input and oversight over those committees. Ms. Potter asked if the committees report to the Select Board. Chairperson Sites responded that the town manager has a role in providing administrative assistant to the committees that is directed through the town manager; Reed responded that the Select Board has a responsibility in overseeing the committees with input from the town manager on certain matters. Selectperson Moulton also responded that any interested residents should apply and help the Select Board get the committees back on track. Selectperson Moulton sees the committees as a priority. Ms. Potter asked how alternates stepped up as a full member of a committee. Chairperson Sites responded that he believed the Board made the decision to promote an alternate member. Selectperson Moulton also responded. Ms. Potter asked if a vacancy existed, would the alternate step in. Selectperson Reed and Moulton responded. The Executive Assistant clarified the process that an alternate can apply to be a full member pending Select Board approval. Furthermore, he stated that the Planning Board bylaws gave the chairperson the authority to promote an alternate as a voting member if a quorum was not present.

Nelson Smith, Ledge Road, shared his concerns with the town currently not having an acting town manager. Chairperson Sites responded that he could not comment on the matter. Selectperson Moulton also answered that Debbie Grover is the Assistant Town Manager/Office Manager and is filling the gaps at this time. Mr. Smith suggested that the Board get a legal statement on who is in charge.

Alicia Dostilio, Parsonage Road, asked who interviews for the town manager. Chairperson Sites stated that he had no comment on the matter. Ms. Dostilio asked if members of the public were able to participate in the process for choosing the town manager. Chairperson Sites recognized Paul Napolitano, Mill Ridge Road. Mr.

Napolitano asked if everyone who addressed the podium needed to be recognized by the Chairperson and state their name and address. Chairperson Sites stated that they do. Mr. Napolitano responded that some members of the public were not doing so. Mr. Napolitano responded that the Board who hired the previous town manager went through MMA and that the Board had at least 100 applicants. Mr. Napolitano suggested that a citizen's group should be established. Chairperson Sites responded that the Board is looking what is available.

Management Reports & Communications (1:01:17):

Acting Town Manager's Report – The Acting Town Manager's report can be found on the town's website, www.northyarmouth.org. Chairperson Sites read the report. Adam Pereira, Conservation Director at RRCT, provided a letter to the Board that can be found on the town's website or at the town office.

Financial Reports – The financial reports for June 2021 can be found on the town's website, www.northyarmouth.org.

Department Head Reports – the department head reports can be found on the town's website, www.northyarmouth.org. Bill Young, Sweetser Road, asked about the Fire Rescue Department's reporting of its monthly calls and asked for clarification on the total number of calls reported. Mr. Young asked more clarification on what is an actual call and what is replacing a fire alarm. Chairperson Sites responded that the Board will look into the question and ask the Chief to attend the next meeting. Selectperson Reed commented on the live broadcasted views provided by the Town Clerk's report.

Old Business (1:09:38):

Committee Appointments – Correction from July 6, 2021:

Economic Development & Sustainability Committee (EDSC) Appointments

Chairperson Sites read the report in the meeting materials. Chairperson Sites moved to recognize the terms of Kit Maloney and Jason Perkins to end on June 30, 2022. Selectperson Moulton seconded the motion. Discussion: Chairperson Sites recognized Judy Potter, Walnut Hill Road, who asked the Board when the charter was amended to include EDSC. Selectperson Reed asked what year the charter changes were to come into effect. Chairperson Sites responded that the committee would have been amended to be in the town charter in 2019. Linc Merrill, North Road, responded that he believed the group voted for only a term of one (1) year for both members and that should be recognized. Mr. Merrill also stated that he doesn't object with that the Board is doing now but did not agree on the suggested motion placed in front of the Board. Mr. Merrill stated that he was concerned with any actions Ms. Maloney and Mr. Perkins have been able to vote on if they were not truly appointed to the EDSC committee. Selectperson Moulton responded that he seconded the motion to correct the record. Linc Merrill responded that he still wants the Board to review the appointment of Ms. Maloney and Mr. Perkins. Selectperson Reed commented that the appointments should have been done correctly in the first place. Selectperson Moulton stated that he believes the Board is at a point where they can straighten up the messes made in the past. Selectperson Reed suggested that EDSC should reconsider their votes, when they did not have a quorum (less Ms. Maloney and Mr. Perkins), from the end of their one (1) year term, which Selectperson Reed stated the Select Board intended back in 2019. Chairperson Sites stated that most of the actions from EDSC are probably social gatherings. Selectperson Reed moved to amend the motion to appoint them for the remainder of the two (2) terms that they would be serving if they were appointed correctly. Selectperson Reed stated that the Board should not recognize the term but reappoint Ms. Maloney and Mr. Perkins entirely to not recognize the mistakes made by previous Boards. The Executive Assistant to the Town Manager suggested a legal opinion to first define if Ms. Maloney and Mr. Perkins were on the committee as of July 1, 2020 and to define what the Board can do to act on any decisions that Ms. Maloney and Mr. Perkins may have been involved in. Mr. Merrill responded that he would not agree with spending any money on an attorney and that the Board should appoint for the rest of the three (3) year term. Selectperson Reed restated his motion and added that their terms would expire on 2022. Chairperson Sites seconded. No further discussion. **Vote: 5 Yes – 0 No.**

Assessor Appointment

Chairperson Sites moved to recognize the term of the Assessor to be one (1) year and to end on June 30, 2022. Selectperson Moulton seconded. Discussion: Chairperson Sites recognized Paul Napolitano, Mill Ridge Road. Mr. Napolitano shared his concerns with the reduction in homestead and veteran's exemptions by 5%. Mr.

Napolitano asked why the Assessor did not notify the Board prior to Town Meeting about the ratio changes. Mr. Napolitano stated that the Assessor answers to the Select Board. Mr. Napolitano suggested that the Board appoint the Assessor for six (6) months and asked that the Select Board have a discussion with the Assessor. Selectperson Reed commented on the rising market values. Mike Mallory, Walnut Hill Road, stated that the exemptions are a flat fee and he asked the Board how the Assessor can take away the flat fee. Selectperson Moulton responded that the Assessor has some flexibility in determining the ratio from about 80% - 99%. Mr. Mallory asked where the money goes when the ratio is dropped. Selectperson Moulton responded that the Assessor would have went to the town manager to discuss the mil rate. Mr. Mallory inquired more on the Assessor's responsibilities in reducing the rate and Selectperson Moulton responded. Ann Dillion, North Yarmouth Woods, asked if the homestead extension was a state or federal mandate. Chairperson Sites responded that it's the state's mandate. Mr. Napolitano made additional comments on how the ratio would affect the individual taxpayer in addition to market forces. Chairperson Sites rescinded his motion. No action was taken. Chairperson Sites extended an invitation to the Assessor for a future meeting.

Staggering of Terms – New Charter Committees

On the item addressing Parks and Recreation, Selectperson Reed stated that the staggered terms defined in the charter could be why Ms. Maloney's and Mr. Perkin's terms were only stated as being one (1) year.

Reconsideration of Selectpersons appointed to Recreation Advisory Committee

Chairperson Sites asked that the reconsideration of the Selectpersons appointed to the Recreation Advisory Committee at the July 6, 2021 meeting be tabled. The Executive Assistant clarified that Jennifer Speirs was appointed back in 2020 with a term of two (2) years with Selectpersons holding a one (1) year term. Chairperson Sites moved to reconsider the appointment of Selectpersons Reed and Harrell at the July 6, 2021 meeting. Selectperson Hodgetts seconded. Discussion: Selectperson Moulton asked why the Board voted for two (2) when there was only one (1) seat open. Chairperson Sites explained that the motion was to correct a clerical error. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Reed)**. Chairperson Sites moved to appoint Selectperson Harrell to the Recreation Advisory Board for a term to end June 30, 2022. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Appointment of Selectperson to Wescustogo Hall Committee

Chairperson Sites stated that the Wescustogo Hall Committee had already been filled with two (2) Selectpersons for FY22: Selectperson Moulton and Sites. Chairperson Sites asked that the tape be looked over to verify this. The item was tabled. No action was taken.

Housing Study Scope Task Force

Chairperson Sites moved to establish the Housing Development Research Task Force for a term of six (6) months. Selectperson Reed seconded. Discussion: Chairperson Sites stated that the Board would be asking the task force to create a proposal, find a group willing to work with the town to accomplish the scope, and make a presentation. **Vote: 5 Yes – 0 No.**

Appointments

Parks and Recreation Committee Appointment

Selectperson Reed asked if the Board could choose the terms by random by having the residents interested in the positions choose the term from a hat.

Chairperson Sites moved to appoint to the Parks and Recreation Committee Laurie Gilman for a term to expire on June 30, 2024, Kim Merrill for a term to expire June 30, 2023, and Elise Kern for a term to expire on June 30, 2022. Selectperson Harrell seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Economic Development & Sustainability Committee Appointment

Chairperson Sites moved to appoint Alicia Dostilio to the Economic Development & Sustainability Committee for a term to expire June 30, 2024. Selectperson Reed seconded. Discussion: Chairperson Sites recognized Mike

Mallory, Walnut Hill Road, suggested that the Board create a running list of volunteers for one (1) year. Selectperson Harrell stated that the Town Office does have a procedure for keeping applications. Selectperson Reed commented in favor of Ms. Dostilio's nomination. **Vote: 5 Yes – 0 No.**

Planning Board Appointment

Chairperson Sites moved to appoint Jeffrey Brown to the Planning Board for a term to expire on June 30, 2024. Selectperson Harrell seconded the motion. Discussion: Selectperson Reed asked who Jeffrey Brown was. Mr. Brown introduced himself. **Vote: 5 Yes – 0 No.**

Budget Committee

Chairperson Sites recognized Jay Fulton, New Gloucester Road, to make a speech to the Board. Mr. Fulton shared his credentials and why he's interested on being on the committee. Selectperson Reed inquired about what Mr. Fulton's priorities would be concerning the budget. Mr. Fulton responded to Selectperson Reed's question citing his experience working in the private industry. Mr. Fulton stated that he was interested in analysis of the budget.

Chairperson Sites recognized Bill Young. Mr. Young discussed his experiences in owning a small business, researching the TIF, and what he believes needs to be addressed. Selectperson Reed asked the same question asked to Mr. Fulton. Mr. Young stated that he would reach out to the Department Heads to ask their thoughts on what can be cut to assist the town.

Chairperson Sites clarified that the position is an elected position and not an appointed one. Selectperson Moulton stated that he would vote for William Young. Selectperson Reed stated that the Select Board should have placed the Budget Committee seat on the June 8th election but stated that he felt the discussion tonight between the two (2) candidates was good. Selectperson Reed made a statement to urge people to apply for a committee. Selectperson Moulton moved to appoint Bill Young to the Budget Committee for a term to expire June 30, 2023. Selectperson Hodgetts seconded. Discussion: Selectperson Reed commented that he would have liked to see a public Q&A session. **Vote: 5 Yes – 0 No.**

Animal Control Officer

Chairperson Sites moved to appoint Bobby Silcott as the town's Animal Control Officer for a term to expire on June 30, 2022. Selectperson Harrell seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Fire Barn Lease Review

Chairperson Sites moved to table the agenda item pending the attorney's review of the lease with the Fire Company. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Approval to Release Auditor Request for Proposal

Chairperson Sites moved to release the Auditor Request for Proposal, as presented. Chairperson Sites withdrew the motion for discussion. Linc Merrill, North Road, asked if the town went out to bid for an auditor per a schedule. The Executive Assistant answered in the negative (*the Town of North Yarmouth has used Berry-Talbot-Royer for many years for auditing services*). Mr. Merrill suggested a one (1) year contract. The Executive Assistant was recognized to explain if the Board could have less than a three (3) year term. The Executive Assistant explained that the previous auditor, Berry-Talbot-Royer, had staffing issues that required them to not continue auditing services for the town but that the Select Board could determine to have the RFP be less than a three (3) year contract commitment. Mr. Merrill suggested that the RFP be amended to allow for more firms to be introduced by allowing firms to work with a one (1) year or three (3) year contract. Selectperson Reed suggested one (1) contract as an amendment to the RFP. Mr. Merrill suggested adding language to have the Select Board reserve the right to change the term of the contract if there were too few responses. The Executive Assistant also mentioned that he believed the RFP included an addendum section if the Board wished to amend or add a section later on. Mr. Merrill asked if the RFP was already released. The Executive Assistant responded in the negative. Selectperson Moulton made a motion to amend the RFP to allow for firms to submit a one (1) or three (3) year contract. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

New Business (2:29:17):

Casco Bay Trails – Resolution

Chairperson Sites recognized Dick Woodbury to make a presentation to the Board on the resolution included in the Board's meeting packets. Selectperson Reed asked Mr. Woodbury how long it would take to convert the railway into a trail and vice-versa. Mr. Woodbury responded that the trails would be mechanically removed or covered, however, he added that the action to go back to a railway is very rare in the United States. Selectperson Moulton inquired about the bridges and who would be liable for those trails. Mr. Woodbury responded that a regional authority maintains the Eastern Trail, the best example he could provide that would be close to what could happen in North Yarmouth. Selectperson Moulton inquired about the abutters along the corridor. Mr. Woodbury responded that the corridor is state owned and stated that he did not believe one abutter could stop the project. Selectperson Reed asked if there was any real chance of having the rail line reactive in the near-distant future. Mr. Woodbury replied with the timeline for the freight easement on the St. Lawrence and Atlantic Corridor and the freight operator's agreement with Maine DOT. Mr. Woodbury also added that the corridor going through Yarmouth, North Yarmouth, and Pownal is still under consideration for rail service and summarized that the council created from the petition of the surrounding towns would determine its best use. Chairperson Sites clarified the resolution. Chairperson Sites opened the discussion to the public. Mr. Merrill made comments regarding the surrounding abutters by the rail corridor. Furthermore, Mr. Merrill clarified the resolution's potential action and that he believes the railway is popular. Leslie Livingston, North Road, commented that she is a direct abutter and that she does pay the state (formerly was the St. Lawrence and Atlantic rail line) to use the crossing. Ms. Livingston asked that she be included in the research. Ms. Livingston asked who would maintain a possible rail trail. Selectperson Reed responded that leveling of the land to remove the rails may make it easier for Ms. Livingston to use the property and that a regional group would be responsible for maintenance. Selectperson Moulton asked if Ms. Livingston had the insurance policy. Selectperson Moulton asked Mr. Woodbury if the state would work something out for property owners like Ms. Livingston with the conversion from rail to trails along the corridor. Mr. Woodbury responded that a feasibility study, design study, and other processes are standard actions that are done by the creation of a rail corridor council. Ann Dillion, North Yarmouth Woods, shared her support for the corridor conversion and asked that the Board approve the resolution. Mr. Merrill stated that he disagreed with supporting the resolution without addressing concerns from the public. Mr. Woodbury explained that the Director of Transportation has full discretion on creating a council to decide the use of the corridor. Mr. Woodbury explained that the Director's decision-making process includes hearing from towns who want the Director to create the council. Chairperson Sites asked about the timeline, in which Mr. Woodbury responded that the timeline was based on the municipal officers of each of the towns to approve the individual resolutions. Chairperson Sites asked if letting the lease expire on the freight easement would stop Maine DOT from engaging in another lease with the operator of the freight company. Mr. Woodbury responded in the negative. Selectperson Reed restated previous comments regarding the state of Maine's ownership of the rail line and that the Select Board may not have much of a determination on the effects on abutters. Mr. Woodbury suggested that the Board defer the item for more public comment and that he would be pleased to provide more information to the Board and public. Selectperson Moulton asked how many towns had agreed upon resolutions. Mr. Woodbury responded that there are 13 communities that could be deemed to be a part of the rail corridor. Mr. Woodbury mentioned that the Town of Freeport passed a resolution, Casco Bay Trails were on the agenda for the Town of Lisbon and the Town of Falmouth, the Town of Cumberland, and the City of Portland. Selectperson Moulton responded that he was in favor of the resolution. Ms. Livingston stated that she was in favor of the resolution but with additional language addressing abutters. Selectperson Reed inquired if looking into Ms. Livingston's concerns on abutters was part of the standard process of the rail council. Mr. Woodbury responded that he would discuss the question with the Eastern Trail Director. Selectperson Reed moved to table the agenda item for two (2) weeks to allow Mr. Woodbury to invite the Eastern Trail Director to the next meeting (No action taken). Selectperson Reed moved to approve the resolution. Selectperson Reed withdrew his motion. By consensus the Board tabled the agenda item.

The Board took a brief recess.

Mill Road Paving Bid – Clark Baston, Road Commissioner, gave a brief presentation to the Board. Selectperson Moulton asked if the \$170,000 cost included the Budget Committee's recommendation. The Executive Assistant answered in the affirmative. Selectperson Reed asked the Road Commissioner what the price difference was for the materials used on Parsonage Road in relation what the Road Commissioner is recommending the town use for Mill Road. The Road Commissioner responded that he does not know the exact cost. The Road Commissioner stated that there was only one company available that could do the work needed to pave Mill Road. The Executive

Assistant stated that the town had no purchasing agent and asked the Select Board on guidance on how to move forward with paving Mill Road. The Executive Assistant also reminded the Board that the town is expected to receive roughly \$192,000 in funds from the American Rescue Plan and that the Road Commissioner's quote was from an approved vendor. Selectperson Reed made a motion to approve the expense. Chairperson Sites asked if there needed to be a motion to approve the expense and use of roadway reserves. Selectperson Moulton asked how the Board would need to motion for the added expenses. The Executive Assistant explained that the ARP funds will eventually be available to the town and that the Board would need to vote where those funds are allocated. The Executive Assistant also responded that the funds were already approved to be expended out of roadway reserves (CIP's) by the townspeople at Town Meeting. The Road Commissioner explained that the Sweetser Road Culvert Project was decided to be delayed a year and that the town is expecting to receive \$25,000.00. Selectperson Reed moved to expense \$229,751.50 to pave Mill Road. Selectperson Harrell seconded. Discussion: Chairperson Sites recognized Paul Napolitano, Mill Road. Mr. Napolitano asked how much overbudget the cost was. Selectperson Harrell responded that it was difference of approximately \$51,000.00. Mr. Napolitano responded that the expense has already been approved to be taken out of undesignated funds. The Executive Assistant and Road Commissioner explained that the Board could go over on the reserve account for spending. **Vote: 5 Yes – 0 No.**

Senior Housing Forum – Set Date – Chairperson Sites apologized for a confusion regarding the scheduling of a Senior Housing Forum. Chairperson Sites suggested September 11, 2021 from 8 AM – 11 AM. Chairperson Sites recognized Judy Potter, Walnut Hill Road. Ms. Potter asked about a postcard being sent out to the residents. Kit Maloney, EDSC member, clarified that a postcard was planned for the July 17, 2021 but the committee was not able to follow through due to a string of events. Ms. Maloney agreed with the September 11th date. Selectperson Hodgetts responded that he was not sure if he was able to make the September 11th date. By consensus, the Board agreed to hold a forum on September 11, 2021 from 8 AM – 11 AM.

Maine Design Workshop Contract for Services Review – Chairperson Sites recommended that the Board table the item. Selectperson Reed moved to table the item until the next meeting. Selectperson Moulton commented that the town is changing directions and that the funds used to purchase a contract with Maine Design Workshop (MWD) could be reallocated to look into the Village Center TIF, senior citizen housing, and other pending items. Selectperson Reed withdrew his motion. Selectperson Moulton would like to see some flexibility in the line item with zoning review and independent review. Chairperson Sites asked the town attorney what the Board could do to address individual TIF line items. Chairperson Sites stated that the item should be tabled for public discussion. Selectperson Reed responded that there has been enough public discussion based on the two (2) most recent elections in which himself and Selectperson Hodgetts were voted onto the Select Board. Selectperson Reed stated that he does not believe the contract should be renewed. Chairperson Sites stated that the townspeople voted to not adjust the line item and that the argument to not renew the contract should not be one-sided. Selectperson Reed stated that he believed the direction the town was going in was not good for the town. Selectperson Reed stated that elections have a higher participation rate than town meeting by hundreds of people. Kit Maloney, Walnut Hill Road, stated that it was her understanding that the town operates based on the votes recorded at town meeting and that the following discussion is not in congruence with what the townspeople voted on. Ms. Maloney further responded that the town needs someone to guide the town in a constructive way. Selectperson Reed responded to Ms. Maloney that the Select Board should pursue different experts to guide the town's development. Selectperson Moulton also responded that there is no line item to fund for the Maine Design Workshop budget. Selectperson Moulton stated that the legal opinion gave the Board discretion on how the funds are spent in the TIF. Chairperson Sites recognized Linc Merrill. Mr. Merrill stated that he agreed with Selectperson Moulton's statement that the Select Board decides where the money is spent. Mr. Merrill further stated that the Select Board has not conducted a good analytical study on what the townspeople want the Village Center to look like. Mr. Merrill stated that more planning was necessary and that he was not in favor of continuing of what is been done. Chairperson Sites recognized Paul Napolitano. Mr. Napolitano concurred with Mr. Merrill's previous statements and stated that the town needed to think more deeply about the TIF. Bill Young, Sweetser Road, made a comment stating that the people don't understand the TIF and that some truths were told regarding a \$300,000.00 grant the town was not growing to receive if the TIF expenses were not passed. Selectperson Hodgetts stated that he heard from constituents that they do not like the development in the center of the Town and that he did not agree with a three (3) year contract. Selectperson Moulton moved not to authorize the contract, as written. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Moulton stated that he knew the decision was not popular but that this is an opportunity for the town to reset and evaluate senior housing and a professional review. Selectperson Reed also responded that he did not see a path with Vanessa Farr as the town's Economic Development Consultant. Vanessa Farr, Maine Design Workshop, provided thanks for being able to work with the town. Ms. Farr stated that she serves the Select Board first with the town manager providing

the leadership that gives guidance to the Consultant. Ms. Farr stated that the Board's involvement is to provide direction to leadership. Ms. Farr responded that she holds a senior level policy position at the Greater Portland Council of Governments and that she's deployed to 30 different municipalities to help them navigate the topics regarding urban, sub-urban, and rural issues. Ms. Farr stated that she has over 20 years of experience working with those topics. Ms. Farr requested that the Board hold an exit interview to allow for the passing on of the work Ms. Farr has completed. Ms. Farr stated that she continued, without a contract, to represent North Yarmouth.

Vote: 3 Yes – 2 No. (Chairperson Sites & Harrell)

Future Meeting Location – Lisa Thompson, Community Center Director, gave a report to the Board on the increase of use in the Wescustogo Hall. The Community Center Director explained the tedious activity of moving equipment in the room and then moving it out for an event. The Community Center Director stated that she needed an answer from the Board on how they would like to move forward so that she can prepare for any event cancellations or workarounds that may need to occur to accommodate the Board. Selectperson Reed stated that he would be in favor of investing into audio/visual equipment because of accommodating the venue is for public participation. The Executive Assistant explained that the Board would need to look at the Wescustogo Hall Fundraising account for funding as well as a possible grant to purchase the equipment. The Executive Assistant also mentioned that his research into the 1997 Grange Association agreement may not allow the Board to create a permanent meeting location in the Wescustogo Hall. Chairperson Sites responded that he did not believe the agreement limited the Board from meeting permanently at the Wescustogo Hall. Selectperson Reed also stated that there was language that prioritized the Board to allow for public meetings in the Wescustogo Hall. The Executive Assistant answered that the Public Facilities Use Policy mentions the priority designation but, he believes, was not intended for permanent meetings. The Executive Assistant, again, brought up the issue of funding. Linc Merrill, Wescustogo Hall Committee, stated that there was a movement to create the previous hall into a Town Hall space which was not received well. Mr. Merrill stated that he believes the current use as a Select Board meeting space, however, does not violate the agreement as it was written to avoid the building of any separate rooms in the hall that would be used for town use (other than storage). Selectperson Hodgetts asked if another section could be used. The Community Center Director responded that the equipment would still be visually unappealing and constant set-up and breakdown was tedious and time consuming. The Director explained that she approached SMI to provide a quote of how much money it would cost to put up equipment in the Wescustogo Hall. The quote was over \$50,000.00. Selectperson Hodgetts also asked about an expense of \$60,000 for curtains that the previous town manager approved. The Director responded that the Selectperson may be referring to the acoustic panels which cost the town approximately \$37,000.00 (*The funds were taken out of the Wescustogo Fundraising Account*). Selectperson Reed asked how much revenue is collected for conferences. The Director explained that the fees range from \$150 - \$300 per hour. Selectperson Reed responded that the fee schedule could include a charge for using the equipment and the space. Judy Potter, Walnut Hill Road, stated that tax payer dollars were spent to utilize the Wescustogo Hall and that it was sad that the Board would not meet at the Wescustogo Hall. Ms. Potter asked if the TIF funds could be used for paying for the equipment. Chairperson Sites stated that there was a capacity of 48 people in the Town Office room. The Director responded in agreement. Chairperson Sites also responded that spending money in the Wescustogo Hall from the TIF, he believes, was not an approved project from the TIF. The Director made further comments on utilizing the full room. Chairperson Sites asked that the Board request for more research into costs and asked the Board if meeting at the Town Office Meeting Room could be done if an event impedes with the Board's meetings. Chairperson Sites recognized Bill Young. Mr. Young stated that the TIF may allow the purchase of business equipment in the Wescustogo Hall. Selectperson Moulton and Reed stated that they hoped the Wescustogo Hall could be the meeting place for the Select Board. The Chair asked the Director what the peak season was for event requests for the Wescustogo Hall & North Yarmouth Community Center. The Director responded that every weekend, before COVID-19, was being rented for birthday parties and other events. The Business Association was the first potential event to use the full Wescustogo Hall. Selectperson Moulton asked if Tuesday night was a big night for events. The Director explained that the constant breakdown of equipment was tedious. Selectperson Moulton explained that he was looking for a tradeoff. The Director stated that the meeting room was completely outfitted for the Select Board meetings. The Director stated that she was not looking action from the Board but explained that the agenda item was to present on her findings and concerns with the Board's continued use of the Wescustogo Hall. Chairperson Sites asked if the Director could come out and find the details to outfit the Wescustogo Hall. Selectperson Moulton inquired if the Grover Room was the best room for the meetings. The Director stated that she would look into the question. The Board asked the Community Center Director and the Broadcast Technician to provide more detail on the project.

Accounts Payable (4:31:16) – Chairperson Sites moved to approve accounts payable warrant 59 in the amount of \$ 59,550.85, as presented for FY 21. Selectperson Moulton seconded. Discussion: Selectperson

Hodgetts asked about charges made to the town attorney. Selectperson Hodgetts asked about more detail (per hour) of the attorney charges. Chairperson Sites clarified some expenses regarding personnel legal fees and Selectperson Reed included more information on the cost for COVID-19 related legal expenses. Selectperson Hodgetts inquired about a check to Ransom Engineering. There was some discussion between the Board members. Chairperson Sites responded that he did not know the expenses right away but that Debbie Grover provided some expense sheets for legal for the past three (3) years. Chairperson Sites stated that the Board should look further into the expenses at a future meeting. **Vote: 5 Yes – 0 No.** Chairperson Sites moved to approve accounts payable warrants 1 & 2 in the amount of \$ 819,839.57, as presented for FY22. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Any Other Business – none.

Adjournment – Selectperson Hodgetts moved to adjourn at approximately 11:37 PM. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

James Moulton, Vice Chair

Austin Harrell

David Reed

Paul Hodgetts

**Town of North Yarmouth
Select Board
Special Meeting Minutes of Friday, July 23, 2021
Town Office Meeting Room**

Call to Order – Brian Sites, James Moulton, Austin Harrell, David Reed, and Paul Hodgetts were present. Chairperson Sites called the meeting to order at approximately 8:00 AM.

New Business – Chairperson Sites gave a brief presentation on the effects of the resignation of Rosemary Roy as Town Manager, Tax Collector, and Treasurer. Chairperson Sites asked Debbie Grover to be the Interim Town Manager until August 12, 2021.

Interim Town Manager

Chairperson Sites moved to appoint Debbie Allen Grover as the town's interim town manager. Selectperson Reed moved to amend the motion to set the expiration date to August 5, 2021. Chairperson Sites seconded the amendment. Discussion on the amendment: none. **Vote: 5 Yes – 0 No. (On the amendment).**

Town Manager's Appointments

Chairperson Sites moved to approve the Town Manager's appointments of treasurer and tax collector. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Any Other Business – Chairperson Sites moved to forego the 24-hour notice period to the Select Board members (*Select Board Bylaws, Section 3(E) & Section 10*). Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.** Chairperson Sites explained to the Board that the Select Board should start the process. Selectperson Hodgetts asked who will be leading the process. Selectperson Moulton and Harrell agreed to lead the process. Selectperson Reed stated that there should be as much interview process as possible and stated that the public should be involved. Chairperson Sites asked Selectperson's Harrell and Moulton if it was feasible to have a few candidates identified in a week. Chairperson Sites stated that he spoke with surrounding Town Managers and believes that process could be done quickly. Selectperson Moulton clarified that the person who would be hired would be temporary. Selectperson Hodgetts asked if the Board asked Scott Seaver. Selectperson Moulton stated that he spoke with Mr. Seaver. There was some discussion. Selectperson Reed stated that he would prefer someone with a law degree for the permanent position for town manager. Selectperson Harrell stated that there was a lot of tasks to have completed by the next meeting. Chairperson Sites responded that an interview might be appropriate. Chairperson Sites recognized Ms. Graham. Ms. Graham made some comments. Selectperson Harrell asked if there was any additional authorization that was needed from the Board to move forward with searching for an interim town manager. Chairperson Sites responded that a vote was necessary. Selectperson Reed commented on the length that an interim town manager could be with the town and that there should be more of process when choosing the temporary position. There was comment from Linc Merrill. Chairperson Sites responded to Mr. Merrill's question relating to the budget. Chairperson Sites moved that Selectman Harrell and Selectman Moulton to conduct the initial process of selecting one (1) or two (2) candidates that would come before the Board for an interview as well as taking questions from the public and staff at the same time; the Board is looking for the process to occur Friday of next week. (*Friday, July 30, 2021*) Selectperson Harrell seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Adjournment – Chairperson Reed moved to adjourn. Chairperson Sites seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.** (Adjournment at approximately 8:20 AM)

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

James Moulton, Vice Chair

Austin Harrell

David Reed

Paul Hodgetts

August 3, 2021

Agenda - Section IV. Executive Session – Interim Town Manager

SUGGESTED MOTION

To move that the Select Board enter into executive session pursuant to Title 1 M.R.S. Chapter 13 Public Records and Proceedings, § 405 Executive Sessions § 6(A) to consider the employment of an Interim Town Manager. Second, discussion and vote follow.*

The Board may go into Executive Session for the following reasons:

- A. Personnel Matter
- C. Real estate and economic development negotiations
- D. Discussion of labor contracts and proposals
- E. Meetings between a municipality and its attorney
- F. Discussion of information contained in records made confidential by statute
- G. Discussion or approval of the content of examinations administered by a body for licensing, permitting, or employment purposes
- H. Consultation between the municipal officers and a CEO who is representing the municipality in District Court on a land use prosecution under Rule 80K.

*Under section 6(A), the law states that the Board can go into Executive Session for “Discussion or consideration of the employment [...] of an individual or group of public officials”.

August 3, 2021

Section VI. Management Reports & Communications

- Interiem Town Manager's Report

Report(s) herein.

The information contained in this report is intended to inform the Select Board, staff, and residents, of some of the current activities taking place in the manager's office or the town in general. All topics are open for discussion.

Audit Services Request for Proposal (RFP): Packets and direct emails containing the RFP were sent to auditing firms on July 30th. The RFP has been posted on the homepage of the website and advertised on the Maine Municipal Association's webpage.

Dividend Check: Please see the attached press release from the Maine Municipal Association. We've received the a check for \$4,555.00 for good performance and establishment of loss prevention programs.

Update on New Public Works Truck: O'Connor Motor Company delivered the 2022 Mack plow truck to Viking-Cives of Maine in Lewiston for the plow and wing set up to be installed. This truck will be replacing the 2010 Freightliner, though we are waiting on the dump body for the Mack plow truck that was delayed due to COVID-19.

Staff Meeting: I held a staff meeting last Wednesday so that all staff is aware of our status regarding the Town Manager's position and the efforts of the Select Board to find a replacement. My request of the Select Board is that you please keep me advised as much as possible as the process proceeds so that I may keep staff updated as well.

TextMyGov: The Deputy Clerk and I have been working on getting this new software up and running as another form of communications to assist residents. If all goes well, we hope to go live by August 9th. Attached are two (2) fliers we will be using to help advertise this new service.

Technology Updates for WH&NYCC: The Community Center Director met with the Broadcast Technician and Dave Keely from Headlight Audio and Visual to provide us a quote on what it would take to make the room broadcast capable. That quote will not be available until September due to the high demand in video/audio projects in the area.

Volunteers for Town Boards and Committee: Unfortunately, we have not received any new applications for volunteers to fill any of the vacancies available. We are looking for volunteers to fill Economic Development & Sustainability Committee, Events, Committee, Flag Committee, North Yarmouth School Fund Committee, Planning Board, Recycling Committee (alternate members), Zoning Board of Appeals.

Community Concepts Letter: Community Concepts asked for our assistance in writing a letter to support their application in receiving USDA-Rural Development Grant Funds for their Self-Help Homeownership Program. This program costs nothing for the town but provides affordable mortgage rates for those individuals who qualify and are looking to build their new home. If the Board doesn't object, I will endorse and send the letter Sandy Albert, Director of Housing at Community Concepts.

Respectfully submitted,

Debbie Allen Grover

Debbie Allen Grover, Acting Town Manager



RECEIVED

JUL 26 2021

BY: _____

PRESS RELEASE
For Immediate Release

Municipal officials are pleased to announce that the **Town of North Yarmouth** has received a **\$4,555** dividend check from the Maine Municipal Association because of its good performance and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: the Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. At its May meeting, the board approved another dividend distribution. Actual allocation and eligibility is based on the individual member's own loss experience. Michelle Pelletier, Director of Risk Management Services for MMA, said more than 79 percent of program participants received a dividend this year for their good risk management practices and favorable loss experience.

This year the Workers Compensation Fund has distributed almost **\$725,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$600,000**, for total payments of just over \$1.2 million returned directly to MMA members.

Maine Municipal Association has been paying dividends since 1997, the two programs have returned over **\$25 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.



Receive Town Alerts

North Yarmouth

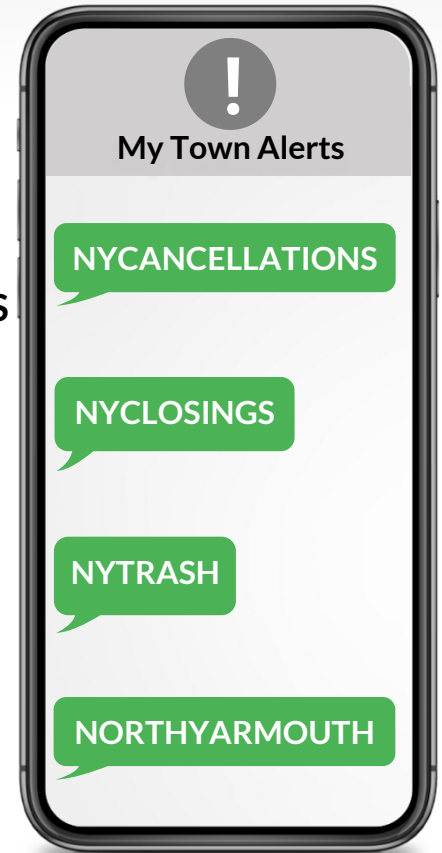
Sign up to receive town notifications via text message.

Opt-in to any of the following programs:

- ✓ Cancellation Notifications keyword: **NYCANCELLATIONS**
- ✓ Closure Notifications keyword: **NYCLOSINGS**
- ✓ Curbside Collections Notifications keyword: **NYTRASH**
- ✓ Alerts Notifications keyword: **NORTHYARMOUTH**

Get Started:

Text in one of the above keywords to: **91896**



What to Expect:

- After the initial keyword is sent, you will receive a confirmation message asking you to reply YES to verify opt-in.
- You will receive up to 4 text messages a month with a notification for each alert category selection.
- Message and data rates may apply. Check with your carrier for more details.

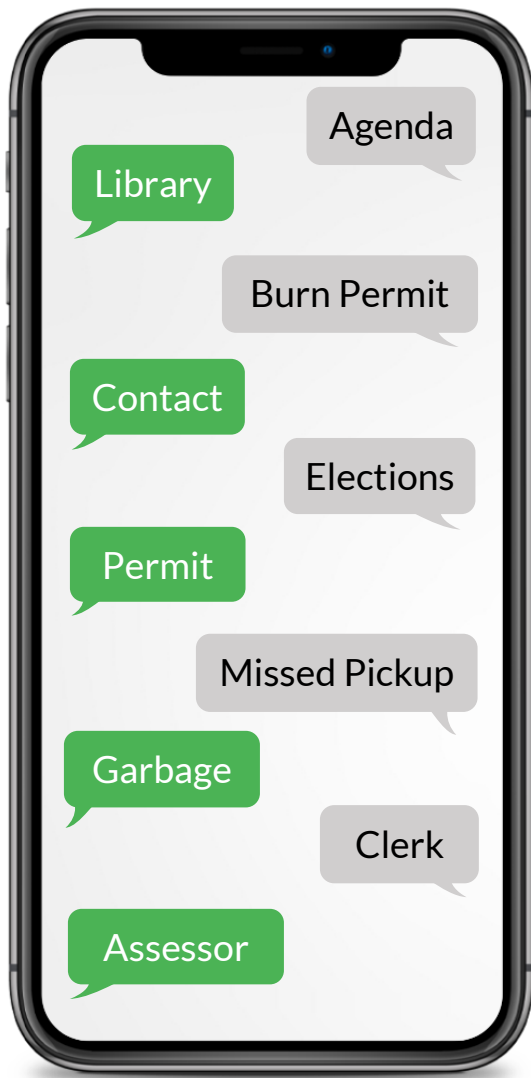
How to Opt-Out:

Text STOP at any time to remove yourself from the notification list.

View terms and privacy policy info at: textmygov.com/opt-in-terms-conditions Msg & Data rates apply. Msg frequency varies. Text HELP for contact info.

Powered by





Town of North Yarmouth

Report Issues & Find Answers

Connect Via Text

Introducing a new way to skip a phone call and use your mobile phone's text messaging service to quickly find information on the go.

24/7 Assistance

Smart texting technology evaluates your input and searches keywords in order to provide you with assistance anytime, day or night.

Get Started

Text **Hi** or any of the featured keywords to: **(207)407-9200**



Receive Town Alerts *(Additional Service Option)*

Sign up to receive town notifications via text message.

To opt-in to receive closure notifications, text **NYCLOSINGS**

For cancellations notifications, text **NYCANCELLATIONS**

For curbside collections notifications, text **NYTRASH**

to: **91896**



What to Expect:

After the initial keyword is sent, you will receive a confirmation message asking you to reply YES to verify opt-in.

You will receive up to 4 text messages a month with a notification for each alert category selection.

Message and data rates may apply. Check with your carrier for more details.

How to Opt-Out:

Text STOP at any time to remove yourself from the notification list.

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TextMyGov[™]

View terms and privacy policy info at: textmygov.com/opt-in-terms-conditions

DREAMING OF BUILDING YOUR OWN HOME?

YOU choose your own siding, roofing, interior paint, carpet, flooring, and cabinet colors.

Your home will be uniquely yours!

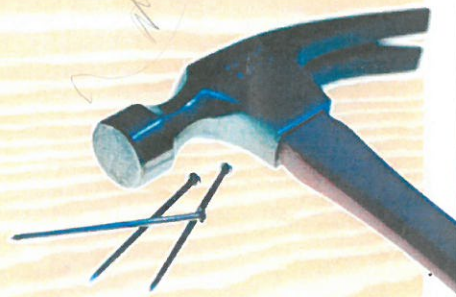


LET US HELP MAKE YOUR DREAM A REALITY!

We offer a program called SELF-HELP HOMEBUILDING.

Here are some of the highlights if you qualify!

- **Low Mortgage payments**
- **No payments until AFTER you move in**
- **Up to \$20,000 in Equity**
- **Interest Rate as low as 1%**
- ***No Down Payment!***
- **Energy efficient 3 bedroom home**



The Self-Help Homeownership program gives you the opportunity to build a brand new home of your own. Working together with other families, you will learn valuable construction skills as you build your house.

There is no construction experience needed.

Our staff will work with you along the way, helping you with financing and all the paperwork. You can realize your dream!

Call us today.



1-800-866-5588 ext. 1121

CommunityConcepts
helping people changing lives

[illegible]



TOWN OF NORTH YARMOUTH

The Town Where Others Began.

*Sandy Albert, Director of Housing Improvement Services
Community Concepts, Inc.
17 Market Square
South Paris, ME 04281*

Dear Sandy,

It has come to our attention that you are applying for funding from USDA-Rural Development to assist families to own their own homes through Section 523 Self-Help Homeownership program.

According to a report from the Housing Assistance Council, "The federal government standard says people shouldn't have to pay more than 30 percent of their income for their housing. However, 5.5 million rural households are paying more than that." The State of Maine housing figures mirror the national rural figures in the Maine families are typically paying more than 30% of their income towards their housing costs. The Self-Help Homeownership program is one of the best means for rural low-income families to achieve the dream of owning a home of their own.

Community Concepts has assisted over 350 families to own their own homes through the Self-Help Homeownership program. This program is a great example of Community Concepts' mission of "building opportunities for a better tomorrow".

The Town of North Yarmouth supports your application for financial assistance from the USDA-Rural Development 523 Self-Help Homeownership Program.

Sincerely,

*Debbie Grover
Interim Town Manager*

cc: North Yarmouth Select Board

August 3, 2021

Section VII. Old Business

- Casco Bay Trails – Set Public Hearing Date

SUGGESTED ACTION ITEM

*Move to hold a public hearing on _____ * for the purpose of reviewing the proposed resolution presented to the Board on July 20, 2021. Second, discussion and vote follow.*

*The Board meetings for the next month are:

- August 17, 2021
- September 7, 2021
- September 21, 2021

-
- Hiring New Town Manager Committee – Discussion Item

Discussion item led by Chairperson Sites.

August 3, 2021

Section VIII. New Business

▪ Fuel Island Bid Review

The Road Commissioner is asking the Select Board to review the bid provided to the Board for the construction of a fuel island at Public Works. If the Board approves, the Road Commissioner and the Interim Town Manager will release the bid. The total cost budgeted in CIP's for this purchase in Municipal Facilities and Grounds was \$231,663.00.

Move to approve and instruct the Interim Town Manager to advertise the bid for the construction of a fuel island at Public Works. Second, discussion and vote follow. Second, discussion and vote follow.

▪ Appointment – Planning Board

SUGGESTED ACTION ITEM

Move to appoint Kimry Corrette as a full member of the Planning Board with a term to expire June 30, 2024. Second, discussion and vote follow.

▪ Town Manager Appointments

Chairperson Sites to lead discussion.

To: The Select Board; Whomever It May Concern,

Please consider my original application for current submission. I would very much like to be considered for active, voting membership on the Planning Board.

Since February of this year, as an Alternate member, I have appreciated taking part in the town's affairs and increasingly feel duty bound to continue to volunteer my time. I have exhibited strong initiative by attending every scheduled Planning Board meeting and workshop, while also taking advantage of workshops offered through MMA. I am certain these pursuits are only the beginning of my civic involvement with the Town of North Yarmouth, therein upholding the town's Charter.

Thank you for both your time and consideration.

Kimry Corrette
North Yarmouth Planning Board, Alternate

August 3, 2021

Agenda - Section IX. Accounts Payable

Item(s):

- *Move to approve accounts payable warrant 3 & 4 in the amount of \$ 167,614.45, as presented for FY22. Second, discussion and vote follow.*