

**Town of North Yarmouth  
Board of Selectmen  
Meeting Minutes  
May 20, 2014  
7:00 p.m.      Town Office**

MEMBERS PRESENT: Steven Palmer (Chairman), Clark Whittier, Paul Napolitano, Mark Girard

MEMBERS EXCUSED: Darla Hamlin

OTHERS PRESENT: Charles Lawton, Milan Nevajda- Planning Decisions, Inc.; Audrey Lones, Alex Carr,  
Marnie Diffin

**I. The Meeting was called to Order at 7:00 p.m.**

**ADMINISTRATIVE:**

**II. Consent Agenda:**

Clark Whittier moved and Mark Girard seconded to approve the following consent agenda items: Minutes of the May 6, 2014 meeting, Minutes of the May 7, 2014 workshop, Payroll Warrant #55; Accounts Payable Warrant #56. Vote: 4-0.

**III. Authorization of MSAD #51 Warrant**

Paul Napolitano moved and Mark Girard seconded to authorize by signing the MSAD #51 2014-15 budget warrant. Vote: 4-0.

**IV. Public Comment on Items Not Part of the Agenda: NONE**

**V. Interim Town Manager Report:**

**A. Selection of 2 Members to Assist with Manager Transition**

Steve Palmer stated that a transition team needs to be established to help with the manager position transition starting July 1<sup>st</sup>. The current interim would like to gather information prior to meeting with the department heads. Paul Napolitano and Clark Whittier are willing to be the Selectmen representatives on the transition team.

Mark Girard moved and Steve Palmer seconded to appoint Paul Napolitano and Clark Whittier to serve as Board representatives on the manager position transition team and to further empower them to speak on behalf of the Board when asked to make decisions on behalf of the Board when it comes to this transition process. Vote: 4-0

Marnie Diffin stated that the Fire Station door work has begun and she is getting quotes for work for the rear staircase repairs at the Town Office.

121 Thirty day lien notices have been sent out.

As to the CEO/Inspector position, Bruce A. Smith will be working 2 days a week to help with the building permitting/inspection process. He is licensed as a third party inspector and certified in all areas that the position requires. Paul Napolitano asked if the public can know when he's available. Ms. Diffin stated that information is posted on the website. She has met with the Town of Pownal representatives to discuss sharing options for the CEO/Inspector position..

The Town auditors have begun their preliminary work and will return in August. Town checking accounts etc have been changed to Norway Savings Bank and is going well.

**VI. Board Written Correspondence/ E-Mails Received:**

Status of the Nitrate Study of the NYMS existing septic system

Paul Napolitano reported that he had talked with Richard Sweet and he has not issued the report, as some test results have not been received from the laboratory.

Mark Girard attended the Knight's Pond walk and gave a brief overview. A Board workshop and walk should be done sometime in July.

Clark Whittier commented on the Firefighter's ceremony. The Town is doing very well with the increase in volunteer service. There is good energy with the group.

**VII. Board Member Verbal Comments:**

Gas Availability Survey: Mark Girard stated that a letter should be crafted and sent to Summit Natural Gas on potential service area for North Yarmouth. He will put the survey information together and craft a letter with the ITM. There was a discussion on the gas lines currently in the area.

Planning Decisions, Inc. Proposal (PDI): Clark Whittier asked that, if approved, would this begin July 1<sup>st</sup>. Steve Palmer stated that it was possible that this began sooner if the decision was made to fund this from the Future Lands Reserve. Given that time is of the essence, this proposal would fit the criteria and the funds would go back in the new fiscal year. Mr. Palmer outlined the process to do this.

Mr. Whittier stated that the Charter states that the Selectmen can make a policy amount prior to deciding this. The ITM stated that if it is under \$49,000 and under 2 years in duration then there is no requirement for an RFP.

Mark Girard commented on the ordinances study area outlined in the proposal. He indicated that review is being done and contract zoning is being considered. He wants to be sure that ordinances/zoning issues are part of the mix in this work. He believes that this work should have a flat review process and not done by various groups so that the Selectmen and Economic Development Committee and others get the information at the same time. Steve Palmer commented on the Memorial School process and wants to be sure that this work gets off to a good start. He indicated that development in North Yarmouth can be defined and conducted in different ways and that should be considered in this proposal.

Mr. Girard asked if PDI's role would be to assess the viability of the proposals. Charles Lawton gave an overview of the process related to the proposal and TIF process. They came to this process from conversations with Shana Mueller. PDI prefers either 1 contact person or a committee to work with and report to. Mr. Lawton stated that their objective is to help the community make informed decisions based on market research and analysis. A potential TIF process comes after this and requires planning as well, and gave a general outline.

Mr. Palmer asked if meeting with Selectmen and/or designated group/person should be on a regular basis if appropriate. Mr. Lawton stated that setting timetables would be helpful. Paul Napolitano asked how soon they could start this review. Mr. Lawton stated that should it be approved tonight they would like to meet with those who have done some work to date and then help establish a timeline.

Audrey Lones stated that the EDSC has done a lot of work prior to August, 2013 (loss of Wescustogo). She stated that these 2 proposals are part of the larger discussion on what will need to be decided. This is not an either/or choice at this time and that there may be other ideas that can arise. Steve agreed. Ms. Lones also discussed other town lands and that this is another part of the discussion (i.e. not solely Memorial School and the like). Mr. Palmer stated that he believes that this proposal is a comprehensive look at the options. Mr. Lawton stated that he views this opportunity for them to start the process with the town to move them along to the next phase.

**Paul Napolitano moved and Mark Girard seconded to approve and fund from the Future Lands Account the proposal dated May 16, 2014 from Planning Decisions, Inc. Vote: 4-0.**

There will be a Selectmen workshop on June 11<sup>th</sup> at 6:30pm. Mr. Palmer wants to be certain that the Planning Board is invited to this meeting as well.

#### Application Review Committee

**Steve Palmer moved and Mark Girard seconded to create an Application Review Ad-Hoc Committee and to appoint the following individuals to this committee: Paul Labbe and Kevin Desmond.**

**Vote: 3-0-1 (P.Napolitano abstaining)**

**Steve Palmer moved and Mark Girard seconded to set the charge of the Application Review Committee as follows: to review and score the applications received for the Town Manager position and narrow down to 5 or 6 applicants by June 2<sup>nd</sup> at 7pm, then the committee will be disbanded. Vote: 3-0-1 P.Napolitano abstaining**

Paul asked when the applications will be received. Steve stated that MMA received 41 applications and they are broken down into 2 groups with a rating sheet. Following the June 2<sup>nd</sup> meeting, MMA will set-up the interviews for June 17, 18 and 19.

#### VIII. Adjournment

**Paul Napolitano moved and Mark Girard seconded to adjourn the meeting. Vote: 4-0.**


The meeting ended at 8:02pm.

**APPROVED**

**CONSENT AGENDA: June 3, 2014**

  
Steven Palmer

  
Clark Whittier

  
Mark Girard

  
Paul Napolitano