

Town of North Yarmouth
Board of Selectmen – Minutes
April 7, 2015



CALL TO ORDER

Members Present: Chairman Steve Palmer, Vice Chairman Paul Napolitano, Mark Girard, Clark Whittier, and Alex Carr. Town Manager Rosemary Roy was also present.

MINUTES OF PREVIOUS MEETING(S)

Selectman Whittier moved to approve the Minutes of March 17, 2015, March 18, 2015 (hearing), March 24, 2015 (hearing), March 25, 2015 and March 31, 2015. Selectman Girard seconded the motion. Discussion: Selectman Palmer noted that there were a few minor spelling errors of last names which have been corrected. **Vote: 5-yes 0-no**

PAYABLES

Selectman Girard moved to approve Supplemental Payroll Warrant #43-A. Selectman Whittier seconded the motion. Discussion: Town Manager Roy outlined this item and it is for reimbursement for Fire-Rescue Training. Selectman Carr stated that these types of contracted services should come before the Board in the future. **Vote: 5-yes 0-no**

Selectman Girard moved to approve Payroll Warrants #44. Selectman Whittier seconded the motion. Discussion: Selectman Napolitano indicated that he had requested to see the warrant items but was told he did not need to see them. He expressed concerns about voting on such items when he has not seen them. Selectman Palmer that in the past, payroll warrants were reviewed signed in advance but did ask for clarification as to whether or not it is a requirement. Town Manager Roy stated that as there is a Town Manager, signing in advance is no longer necessary but indicated it is up to the Board to decide if they wish to do this again. The Board indicated that they wish to see and approve them prior to the meeting. **Vote: 4-yes 0-no 1-absention (Carr, as his name is on this item.)**

Selectman Carr moved to approve Payroll Warrants #45. Selectman Girard seconded the motion. Discussion: None **Vote: 5-yes 0-no**

Selectman Napolitano moved to approve AP Warrant #46. Selectman Girard seconded the motion. Discussion: Selectman Carr asked if the legal fees are retainer fees or his standard fee. He also asked about the Memorial School reimbursement. Selectman Whittier asked about the Fire Dept. AP item and whether or not we are at or over the budgeted amount for the school. **Vote: 5-yes 0-no**

RECOGNITION OF VISITORS - ITEMS NOT ON THE AGENDA

Audrey Lones, 107 Baston Rd, stated that the Economic Development & Sustainability Committee will be having a presentation from GPCOG at their meeting on the 15th and the public is welcome to attend.

MANAGEMENT REPORTS & COMMUNICATIONS

Town Manager's Report - Town Manager Roy indicated that the budget has been completed and preparation is being finalized for Town Meeting. She commented on mandatory training for town departments. They are looking into a full day in person training for next year's budget. She commented on assessment and revaluation information and potential town property sale items, Public Works mining identification number, which the town now has. She is reviewing contract options for heating services for town buildings. Staff will be trained on how to use the AED equipment. Clean-up day will be May 30th. Fun Day will be September 12th.

Town Manager Roy commented on this MMA benefit. This year, the town will receive \$2,000. Work continues on employee safety. Selectman Carr suggested that the funds be used as benefits to encourage more employee safety.

She also commented on the investment accounts and the returns are very good.

OLD BUSINESS

Proposed New Website Service

Town Manager Roy commented on some of the options. Based on discussions with the Town Clerk, they recommend Virtual Town Hall for its options, ease of use and company support. Some of the other companies they reviewed do not have additional capabilities they were looking for. She outlined some of the work and services that will be provided and the ease of making updates and changes to the site. She also indicated that the Fire Rescue website to be merged with the town's site and would be a savings for them.

Selectman Carr stated that Virtual Town Hall is a local company with a New England focus and has excellent back-up system. The Communications Committee supports this proposal. There was a discussion on the conversion date and it is possible that July 1st could be possible. Town Manager Roy commented on discussions and costs regarding live streaming of minutes and GIS and they will continue reviewing these options and potential costs. Selectman Girard commented on the importance of the underlying content and data on the site and accessibility. The Board supported the recommendation.

Audrey Lones commented on the GIS online information and urged caution as there may be a perception that it could be considered a legal document, but is not. It is just a guideline. She recommended a disclaimer if they choose to incorporate this.

Personnel Policy Amendment

Town Manager Roy commented on the suggested changes regarding the grievance process in the personnel policy. Under this proposal, it would allow the employee a period of time (10 days) to meet with their department head to resolve the issue, and if there is no satisfactory resolution, then additional grievance steps can follow and gives the employee options. These suggestions have been reviewed by legal counsel. Selectman Carr would like to see legal counsel review the entire personnel policy rather than piecemeal given the changes in the town's charter and structure. Selectman Palmer stated that a full review is very costly, and legal counsel has recommended that this particular section be updated. Town Manager Roy stated that a full review could cost around \$1,200 and a full rewrite could be about \$8,000. MMA provides a number of resources to help towns rewrite this internally and then the town could pay for a final review. She indicated that this should be an annual review. Selectman Girard supports utilizing the suggested the internal process, utilize the reference and sample material from MMA, with review by the Selectmen with final review by legal counsel.

Selectman Girard moved to adopt Option #2 titled Grievance Procedure as outlined at this meeting for inclusion in the Personnel Policy. Selectman Napolitano seconded the motion. Discussion: Audrey Lones, Baston Rd agreed with the suggested process based on her experience. **Vote: 5-yes 0-no.**

Village Center Development

Selectman Palmer stated that another round of workshops will be necessary to work on the wording of the referendum question and sewer system research. April 13 was scheduled with Mitch Berkowitz.

Selectman Girard commented on the school property regarding wells and further hydro-geologic and nitrate studies and believes that these are the next steps, however no bidding process should be considered given that there number of wells needed are unknown at this stage. Selectman Napolitano believes that there may not be sufficient time for these studies to help prepare for the June ballot question. There was a discussion on what materials the public would want and need to determine the ballot question.

Audrey Lones asked what the official date is for the ballot question to be ready and the Yarmouth Water District as a stakeholder in the process. Town Manager Roy gave an overview of the timing and that the questions can be separated for another election if need be. She also commented on the timing of potentially changing the question impacting deadlines triggering additional workshops to get the ballot question ready. There was a discussion regarding the stakeholders (including the Yarmouth Water District) in relation to offering and weighing in on data, getting additional input and as a result of this information, the potential wording of the ballot question and the appropriate discussion process. Selectman Palmer would like to see the Water District involved in the discussions in advance to gauge their opinion on this. Selectman Whittier believes that the 3 proposals should be on the ballot as is to determine if people want this or not before investing more funds. There was an extensive discussion on determining the amount and timing to expend to ask all the questions, gather the answers on the possibilities surrounding the septic system and potential problems. Selectman Carr suggested getting general opinions from the Water District based on the comments from the March 24th Public Hearing. Selectman Girard reminded the group that ultimately the state has the responsibility to determine permits etc around the aquifer.

Mark Napolitano indicated that it was suggested at a previous meeting to send a letter to the Yarmouth Water District and asked when it will be sent. Audrey Lones stated that part of the reason the community doesn't understand is the way the information regarding the sewer system has been presented. She stated that a shortened, readable document regarding this for the public might help. She also commented on the DEP and that they have a process for such a project which the public may or may not be aware of. Nelson Smith suggested inviting the DEP. Selectman Girard agreed has had a preliminary meeting with them, but until there is a defined project, there isn't a lot of information for them to offer an opinion.

The Board agreed to invite the Yarmouth Water District, Sevee & Mahar and Dick Sweet to a meeting.

Special meeting: April 20th at 7pm - Discussion on ballot question language.

NEW BUSINESS

Liquor License

There was a discussion on whether or not liquor license renewals need to come before the Board and Town Manager Roy gave an overview.

Selectman Napolitano moved to authorize the Town Manager to approve or reject liquor license renewals. Selectman Whittier seconded the motion. **Vote: 5-yes 0-no**

MSAD #51 Budget Warrant

Set Special Meeting Date (4/28/2015) to sign School Budget Warrant

North Yarmouth Memorial Park Request

Town Manager Roy suggested that this be reviewed annually as a courtesy. This is regarding the easement and liability insurance. Selectman Carr moved to approve the funding the mowing and electricity costs as written. Selectman Napolitano seconded the motion. **Vote: 5-yes 0-no**

Any Other Business

Selectman Carr asked about the Assessor's schedule the week of April 20th.

Selectman Whittier read his letter of resignation as a Selectman to be effective June 30, 2015, leaving one year of his term remaining. Selectman Palmer thanked Selectman Whittier for his contributions.

Selectman Napolitano read a thank you card from the snowmobile club. He asked about a possible executive session regarding the day's information in the paper. Town Manager Roy stated that the information has been sent to MMA and is now public information and there is no support for executive session and the process has to take place.

Adjournment


Selectman Girard moved to adjourn the meeting at 9:00 pm.

Recorded by: Nancy Trottier
Town of North Yarmouth Recording Secretary


Board of Selectmen



Steven Palmer, Chairperson



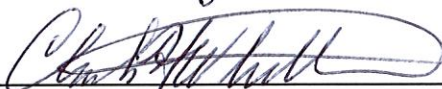
Mark Girard



Alex Carr



Paul Napolitano, Vice Chairperson



Clark Whittier