

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, August 3, 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.

Special Presentation (9:34) – Renee Lachapelle presented to the Board the certified ratio that has changed from 100% to 95%. The Assessor described the process that takes place from the state level and from her level. The Assessor reported that she chose highest ratio possible to reduce any burden on the tax payer. The Assessor further described the impact to tax payers based on her calculations for an individual tax account. Selectperson Harrell asked how the town would keep the certified ratio at 100%. The Assessor described the process of a revaluation which would take place as the certified ratio reaches below 70%. The Assessor further described the requirements to conduct a revaluation as well as what takes place during the revaluation. The Assessor also described the State Assessor's roles in auditing the assessing records. The Assessor did not recommend a revaluation based on the higher rates in the current housing market. Selectperson Moulton asked clarifying information regarding the Assessor's presentation. Chairperson Sites recognized Paul Napolitano, Mill Ridge Road. Mr. Napolitano inquired about the Assessor's role in changing the numbers to keep the certified ratio at 100%. The Assessor clarified that she does not change any numbers with a revaluation coming from the town. Linc Merrill, North Road, mentioned a change in percentages that took place years prior. The Assessor stated that she was not aware of those changes. Selectperson Moulton asked if his valuation would stay the same unless a revaluation took place. The Assessor responded in the affirmative. Selectperson Moulton discussed with the Assessor regarding a possible update that was stated to take place in previous years. Mr. Merrill, North Road, made further comments. Chairperson Sites asked what tools were available to a town to do an update versus a revaluation. The Assessor responded that sales studies can take place for properties selling at a higher rate than what's being assessed, however the assessor needs to be careful and make sure that valuations are equitable, which the state measures. Mr. Napolitano responded that the Board should work towards achieving a 100% certified ratio in the future. Selectperson Moulton and Reed responded that they understood Mr. Napolitano's concerns. Ben Thompson, Director of Cumberland County Regional Assessing, provided additional context which described how additional adjustments in the valuation to bring up the certified ratio to 100% could not be best way forward for the town. Selectperson Reed responded by asking Mr. Thompson when he believed a revaluation would be necessary. Mr. Thompson responded that it would depend on the Assessor; the decision is up to the Assessor, by law. Mr. Thompson further clarified the authority of the Assessor when determine the final ratio from the certified ratio provided by the state. Chairperson Sites recognized Scott Kerr, New Gloucester Road. Mr. Kerr inquired on the duties of the Assessor. The Assessor spoke about quarterly reviews where she is required to go through all the properties quarterly and make sure if any additions to the property are properly recorded in the assessing files. Selectperson Moulton asked Debbie Grover, Acting Town Manager, if she was aware of the reviews taking place in the past. Acting Town Manager Grover was not aware of the reviews taking place. Larry Lonagan, resident, inquired if the certified ratio effected the state aid impact on the school budget. Mr. Thompson responded.

Minutes of Previous Meeting(s) (46:36) – Chairperson Sites moved to approve the minutes for July 6, 2021 as amended and presented. Selectperson Harrell seconded the motion. Discussion: Chairperson Sites clarified that the minutes were updated since they were originally brought to the Board on July 20th. **Vote: 5 Yes – 0 No.** Selectperson Moulton moved to approve the minutes for July 20, 2021, as presented. Selectperson Hodgetts seconded. Discussion: none. **Vote: 5 Yes – 0 No.** Selectperson Reed moved to approve the minutes for July 23, 2021, as presented. Selectperson Harrell seconded. Discussion: Chairperson Sites clarified a previous statement on July 23rd involving the Board planning to bring forth candidates for the town manager position to a public meeting for public participation to ask questions to the candidates. Chairperson Sites clarified that the Board was advised by legal not to do so. Selectperson Hodgetts asked that the minutes be changed to correct the title of Chairperson to Selectperson Reed under "Adjournment". **Vote: 5 Yes – 0 No.**

Executive Session (50:20) – Chairperson Sites moved that the Board enter 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. Selectperson Moulton seconded. Discussion: none. **Vote: 5 Yes – 0 No.** Chairperson Sites moved to bring the Board back into regular session at around 8:30 PM. Selectperson Moulton seconded. Discussion: none. **Vote: 5 Yes – 0 No.** Chairperson Sites moved to extend the timeline of

Debbie Grover being the Acting Town Manager until August 12, 2021 and not to exceed that date. Selectperson Moulton seconded. Discussion: Chairperson Sites clarified his motion for the public. **Vote: 5 Yes – 0 No.**

Public Comment - Non-Agenda Items (1:30:37) - Kit Maloney, Walnut Hill Road, requested that the Select Board place on their next agenda how the Board plans on supporting the Public Works Department and economic development projects that were approved at town meeting. Selectperson Reed stated that he would like to see projects continued but disagreed with Maine Design Workshop's vision for the town. Chairperson Sites clarified that the Select Board has not asked Selectperson Reed to reach out to organizations who could replace Maine Design Workshop. Bill Young, Sweetser Road, asked how the funds provided by PACTS, up to \$300,000.00, was tied with the Tax Increment Financing approved projects. Chairperson Sites asked Clark Baston, Road Commissioner, to speak to the approved project. The Road Commissioner explained the project on Route 115 beyond Stone's Café to improve walkability in the Village Center. The Road Commissioner clarified that part of the project will be taken from the TIF. Selectperson Moulton inquired where the preliminary cost came from. The Road Commissioner responded that Maine Design Workshop provided those numbers. Chairperson Sites clarified the timeline of the project. Chairperson Sites stated that he would put the topic on an agenda for a future meeting. Byron Kern, Smith Wood Drive, stated his intentions of opening a brewery in town and described the benefits for small businesses if the town moves forward to build connectivity in the village center as well as other projects that support small business growth. Selectperson Reed responded that he doesn't want Mr. Kern's business intentions to be affected due to the termination of the Maine Design Workshop contract. Mr. Kern suggested that the Select Board not take up any new businesses after 10 PM as well as concerns with communication from the Select Board. Selectperson Reed suggested that the Board table items in the future. Chairperson Sites responded to Mr. Kern's concerns. Mr. Young inquired on who extended the contract for three (3) years. Chairperson Sites responded that the contractor drafts their own contracts for Select Board consideration. Mike Mallory, Walnut Hill Road, inquired where the Board stands on receiving a contract for Sharp's Field. Selectperson Moulton provided an update on the town's efforts to draft a contract and place a sign.

Management Reports & Communications (1:49:42):

The Town Manager's Report can be found on the town website, www.northyarmouth.org, or at the Town Office. The Acting Town Manager read the Town Manager's Report to the Board. Chairperson Sites asked how many participants utilize the Self-Help Homeownership Program in North Yarmouth. The Acting Town Manager responded. Chairperson Sites moved to allow the Acting Town Manager to endorse the letter addressed to Sandy Albert, Director of Community Concepts. Selectperson Hodgetts seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Old Business (1:54:04):

Casco Bay Trails – Set Public Hearing – Selectperson Moulton moved to hold a public hearing on September 7, 2021 for the purpose of reviewing the proposed resolution presented to the Board on July 20, 2021 at 7 PM. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Hiring New Town Manager Committee – Discussion Item

Chairperson Sites requested that the Select Board table the item due to pending information.

New Business (1:56:51):

Fuel Island Bid Review – Selectperson Hodgetts inquired where the fuel island would be. The Road Commissioner responded that the island would be closer to the administrative offices on the Public Works property. Selectperson Moulton moved to approve the Fuel Island Bid, as written. Selectperson Hodgetts seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Appointment – Planning Board – Chairperson Sites moved to appoint Kimry Corrette as a full member of the Planning Board with a term to expire on June 30, 2024. Selectperson Reed seconded. Discussion: Selectperson Reed inquired if Ms. Corrette would like to speak. The Acting Town Manager reminded the Board that an email was provided to them by the Planning Board Chair, Audrey Lones. Selectperson Reed made a comment regarding potential volunteers attending meetings where they are appointed to a board. **Vote: 5 Yes – 0 No.**

Town Manager Appointments – Debbie Grover explained that she needed to be appointed as General Assistance Administrator. Selectperson Reed moved to appoint Debbie Grover as the town's General Assistance Administrator. Discussion: Chairperson Sites asked if the term needed to be set to a specific date. The Acting Town Manager responded in the negative. **Vote: 5 Yes – 0 No.**

Accounts Payable (2:02:38) – Chairperson Sites moved to approve accounts payable warrants 3 & 4 in the amount of \$167,614.45, as presented. Selectperson Moulton seconded. Discussion: Selectperson Moulton inquired on a check payable to Foreside Outdoor Power. The Road Commissioner responded that the charge was for equipment replacements and repairs. Selectperson Moulton also inquired on a check payable to Hancock Lumber. The Road Commissioner stated that he believed that the funds were for new informational signs. Selectperson Moulton inquired on a charge made to Snap on and Southworth Milton. The Road Commissioner responded. **Vote: 5 Yes – 0 No.**

Any Other Business (2:06:10) – Selectperson Reed suggested that the Select Board discuss their goals at the next meeting with park connectivity as part of the discussion. Chairperson Sites asked the Board to send their goals to the Executive Assistant to the Town Manager. Selectperson Hodgetts inquired on bills made payable to Bern Stein Shur and Ransom Consulting. Chairperson Sites responded that he will follow up with Selectperson Hodgetts after the meeting. Chairperson Sites recognized Judy Potter, Walnut Hill Road. Ms. Potter asked what the Board was doing about charter amendments. The Chairperson stated that he asked the town attorneys to look into the topic. Selectperson Reed also responded that the charter amendment should have been conducted by secret ballot but needed to be challenged within thirty (30) days.

Adjournment – Selectperson Reed moved to adjourn. Selectperson Hodgetts 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