

Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, August 16, 2022  
Wescustogo Hall & North Yarmouth Community Center

**Call to Order** (1:05:48) – Brian Sites, Amy Haile, Katherine Perrin, and Andrea Berry were present. The Town Manager was also present. Chairperson Sites called the meeting to order at 7:00 PM.

Chairperson Sites reported that Selectperson Hodgetts had an excused absence from this meeting. Chairperson Sites also reported that Selectperson Haile and Berry on the July 19, 2022, and July 5, 2022, meetings, respectively, also had excused absences.

**Special Presentation:**

North Yarmouth Historical Society History Minute (1:06:39)

Chairperson Sites read a narrative provided by the North Yarmouth Historical Society regarding the formation of a community group to build a recreation area across from the then Fire Rescue Station.

Greely High School girl's lacrosse team (1:08:59)

Selectperson Haile read a proclamation honoring the Greely High School girl's lacrosse team for their recent Class B championship against York High School.

Ron Smith, RHR Smith & Company, Financial Update (1:12:32)

Ron Smith (the Town's Auditor) reported that issues with previous year's municipal valuation returns along with other issues with bad practices have led to his projection that the unassigned fund balance will not increase nor decrease from its current position as of June 30, 2022. Ron Smith also stated that the fiscal year 2023 municipal valuation return was done correctly. Selectperson Berry inquired if the unassigned fund balance was around \$ 850,000.00 - \$ 900,000.00 or at 30 days. The Auditor responded that the monetary figure referenced the 30-day projection. Selectperson Perrin inquired if there were any other further issues that needed to be remedied. The Auditor responded that most of the work has been completed but that the Town could take steps to make the financials work for the Town of North Yarmouth. Selectperson Haile asked what steps the Town could take to move towards 90 days of unassigned fund balance. The Auditor summarized points to move the fund balance to a 90-day balance within the next few years. Ron Smith expected to provide the Board an update on the financials again at the second meeting in September (September 20, 2022). The Auditor also suggested the Board could have a special workshop.

**Appointments:**

Zoning Board of Appeals (1:21:31)

Selectperson Haile moved that the Select Board appoint Mike Mallory to the Zoning Board of Appeals as an alternate member for a term to expire on June 30, 2024. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Joint Standing Committee (1:22:08)

Selectperson Haile moved that the Select Board appoint Chairperson Sites to both the Joint Standing Committee for a term to expire on June 30, 2023, and to the Walnut Hill Parkway Association to attend the annual meeting that takes place prior to June 30, 2023. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No – 1 Abstention (Chairperson Sites)**

Recreation Advisory Board (1:24:23)

Selectperson Perrin moved that the Select Board appoint Tricia Grover to the Recreation Advisory Board for a term to expire June 30, 2024. Selectperson Berry seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**



## Walnut Hill Parkway Association (Select Board)

By consensus, the Board tabled appointing Selectperson Hodgetts to the Walnut Hill Parkway Association until the next meeting. Selectperson Hodgetts has previously attending the association's meetings.

### **Consent Agenda** (1:25:04)

Selectperson Haile moved that the Select Board approve the consent agenda, as presented. Selectperson Perrin seconded the motion. **Vote: 4 Yes – 0 No.**

### **Public Comment - Non-Agenda Items** (1:25:22):

Paul Whitmarsh, Wild Turkey Lane, asked if the goals discussed during the Select Board's workshop were derived from the Charter. Paul Whitmarsh inquired if the Board has seen the annual reports. Chairperson Sites responded that the Select Board will review the goals further and that the annual town report has the committee's yearly reports required by the Charter.

Linc Merrill, North Road, reported that he observed the painted crosswalks in the Village Center were almost not visible and drivers were not stopping for pedestrians who wanted to cross the roadway. Linc Merrill also asked if the Town Manager would report on the number of new properties on the tax rolls. The Town Manager responded that the information was not readily available.

### **Management Reports & Communications:**

#### Town Manager's Report (1:28:34)

The Town Manager provided a [project calendar](#) to the Select Board. The Town Manager read the following report:

#### ***Positive Pay***

Positive Pay is an automated fraud detection tool offered by the Cash Management Department of most banks. In its simplest form, it is a service that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the company. All three (3) components of the check must match exactly, or it will not pay.

Positive Pay requires the company to send (transmit) a file of issued checks to the bank each day checks are written. When those issued checks are presented for payment at the bank, they are compared electronically against the list of transmitted checks. The check-issue file sent to the bank contains the check number, account number, issue date, and dollar amount. Sometimes the payee's name is included but is not part of the matching service.

When a check is presented that does not have a "match" in the file, it becomes an "exception item". The bank sends a fax or an image of the exception item to the client. The client reviews the image and instructs the bank to pay or return the check.

#### ***Tax Commitment***

Taxes were committed on August 10, 2022. The mil rate was set at \$18.10 per \$1,000 of assessed value. Overlay is \$341,100, TIF Financing is \$560,953. The first installment of taxes is due on 9/15/2022 and interest begins on 9/16/2022. The second installment is due 3/15/2023 and interest begins on 3/16/2023. The Commitment Books and the Tax Bills have been uploaded to the Assessors Page of the Town website. We have a reminder that the 1<sup>st</sup> half of taxes are due 9/15/2022 on our home page with a link to the online tax bill copies. FY 22 mil rate was \$17.10. Tax bills should be delivered by the end of the week.

### ***Climate Resilience Community Workshop***

1. Community Resilience Workshop scheduled for August 25, 2023, at 6:30pm at WH&NY Community Center. EDSC is hosting the community event. Kelly Rehberg, Sustainability Program Coordinator, GPCOG will facilitate the event.
2. Municipal Resolution
3. Self-Evaluation
4. List of Community Actions
5. Apply for Grant Funds

### ***Firebird Trail Races 9/3/2022***

Firebird 50k and 13m races are scheduled for 9/3/2022 with a small portion of the course being in North Yarmouth through the Knights Pond Reserve. The map of the racecourse is on the town's website.

### ***DEP Tier II PFAS Site Testing***

Maine DEP is initiating an investigation into the presence of PFAS from land application of sludge in North Yarmouth on Tier II sites.

### **Expense and Revenue Report (July 1<sup>st</sup> – July 31<sup>st</sup>)**

The reports were provided to the Select Board. There was no discussion.

### **Capital Reserve Misc. Income, Interest, & Expense Reports (July 1<sup>st</sup> – July 31<sup>st</sup>)**

The report was provided to the Select Board. There was no discussion.

### **Old Business** – none.

### **New Business:**

#### **Schedule Public Hearing for Charter Amendments (1:36:40)**

Selectperson Berry moved that the Select Board [call a public hearing to be held on September 6, 2022, at 7:00 PM](#). Chairperson Sites seconded the motion. Discussion: none **Vote: 4 Yes – 0 No.**

#### **Schedule Public Hearing for LUO Amendments (1:37:01)**

Selectperson Berry moved that the Select Board, in accordance with 30-A M.R.S. § 2528, call a public hearing on September 6, 2022, following the public hearing on the charter amendments. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

#### **Financial Policy Amendment (1:37:42)**

Chairperson Sites moved that the Select Board amend the Financial Policy, [as presented](#). Selectperson Berry seconded the motion. Discussion: Chairperson Sites clarified that the unassigned fund balance parameters in the Financial Policy were a working goal for the Select Board. Selectperson Berry asked if the Town Manager was taking fixed assets less than \$10,000 out of the fixed asset list for previous years. The Town Manager responded that the policy would go into effect for the current audit. The Town Manager added that the Auditor was aware of the change and approved the change. **Vote: 4 Yes – 0 No.**

#### **Personnel Policy Amendment (1:40:11)**

Selectperson Perrin moved that the Select Board amend the Personnel Policy, [as presented](#). Selectperson Haile seconded the motion. Discussion: Selectperson Perrin asked for further clarification on how the policy was being currently implemented. The Town Manager responded that the policy was being changed to reflect the current practices for the two (2) positions referred to in the changes. **Vote: 4 Yes – 0 No.**



Poles & Wires Licensing Authority (1:42:21)

Chairperson Sites moved that the Select Board designate the Town Manager, Code Enforcement Officer, or Public Works Director as the licensing authority. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

New School Building Committee (1:43:07)

Chairperson Sites reported on the current discussions with himself and the Vice-Chairperson as well as their counterparts of the MSAD 51 Board of Directors to create a building committee. Selectperson Haile discussed the elected official's discussions on the organization of the committee and the committee's charges. Chairperson Sites clarified that the role of the committee would be advisory in nature. Selectperson Perrin added that the committee should be 50/50 North Yarmouth and Cumberland as well as having a Select Board member on the committee. Selectperson Berry echoed Selectperson Perrin's comments. Selectperson Berry added that the Fire Recue Chief and Town Manager should be included in the committee's discussions. Selectperson Berry asked if there was a deadline for submitting the Board's comments or suggestions. Selectperson Haile responded that the date was September 26<sup>th</sup>, and that the committee would not be very large, 2-3 people. In addition, Selectperson Haile reported that there have been ongoing discussions with the Fire Rescue Chief and Town Manager. Selectperson Berry made comments regarding the diverse nature of the community and their potential asset to a building committee.

Any Other Business (1:52:56):

Selectperson Perrin addressed an issue reported by a resident between the naming of "Walnut Hill Road" vs. "Walnut Hill Commons". The Town Manager responded that her, the Fire Rescue Chief, and the Code Enforcement Officer were going to address the issue with the E911 service.

Selectperson Haile suggested that the Select Board have a monthly workshop. Selectperson Haile suggested that the meetings be structured to include a running list of items to discuss and having the workshop time to discuss the topics and make presentations. Chairperson Sites discussed having the Town Manager provide a quarterly financial presentation to the Select Board.

The Town Manager welcomed Jackson Humphrey. The Town Manager also reported that she signed the contract for purchasing the AV equipment.

**Adjournment (2:00:47)** – Selectperson Haile moved to adjourn at 7:55 PM. Chairperson Sites seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Select Board

  
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Brian Sites, Chair  
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Amy Haile, Vice Chair  
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Paul Hodgetts  
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Katherine Perrin  
\_\_\_\_\_  
Andrea Berry