

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, August 6, 2019**

Call to Order - Members Present: William Whitten, Steve Morrison, James Moulton, Jennifer Speirs. Anne Graham gave prior notice of her absence. Town Manager Rosemary Roy was also present. Chairperson Whitten called the meeting to order.

Minutes of Previous Meeting(s) - Selectperson Speirs moved to approve the minutes for the July 2, 2019 business meeting. Vice Chair Person Morrison seconded the motion. Discussion: Selectperson Moulton requested that the discussion in July 2, 2019 business meeting under "Appointment of Chair" be reflective of is objection to the appointment of William Whitten as chair of the board. Furthermore, Selectperson Moulton requested that his vote in the negative be identified by name. The vote is on the amended version of the July 2, 2019 business meeting minutes. **Vote: 4 Yes – 0 No.**

Selectperson Speirs moved to approve the minutes for July 16, 2019. Vice Chairperson Morrison seconded the motion. Discussion: Selectperson Speirs stated that the Board did not have a quorum to vote on the July 16, 2019 business minutes. Selectperson Speirs amended the motion. Selectperson Speirs moved to table the minutes for July 16, 2019. Vice Chairperson Morrison seconded the amended motion. **Vote: 4 Yes – 0 No.**

Public Comment - Non-Agenda Items – None.

Management Reports & Communications:

Vote of the additional agenda item, "Select Board Communications" – Vice Chairperson Morrison moved to keep the "Select Board Communications" agenda item under "Management Reports & Communications" at the beginning of every business meeting. Selectperson Speirs seconded the motion. Discussion: Selectperson Speirs stated that the "Select Board Communications" item would be very useful for citizens at home who could only view the beginning of select board business meetings. Selectperson Moulton stated that the agenda item seemed to be redundant and similar to "Any Other Business" agenda item. Selectperson Moulton also stated that the new standard agenda item should be voted on. **Vote: 3 Yes – 1 No. (Selectperson Moulton).** A vote took place on the agenda item because of the permanent designation of the agenda item.

Select Board Communications:

- AARP and Living Well Committee (Chairperson Whitten)
- Mabel I Wilson Playground in Cumberland CLOSED (Selectperson Speirs)
- Education task force and school district (Selectperson Speirs)
- EDSC Update (Chairperson Whitten)

Town Manager's Report

- Election Center
- Award
- FY19 Audit
- Tax Commitment
- Senior Tax Assistant Program
- FY19 Tax Liens
- Village Center TIF Approval
- Community Development Block Grant
- Road Salt Bid

- Town Office Roof
- Friends of Wescustogo – Golf Tourmamt
- CEO Position
- Animal Control Officer
- Notice of Caucus on September 4, 2019
- Drive for kids

Bi-Monthly Reports – Chairperson Whitten announced the board's request for bi-monthly reports from each committee in reference to the charter.

Old Business:

Wescustogo Hall & Community Center Project – No change orders.

Assessing Service Bid Award – Chairperson Whitten and Vice Chairperson Morrison recommended Cumberland County Office of Regional Assessing for the Town's assessing services. Chairperson Whitten moved to accept the Assessing Service Bid as presented by Cumberland County Office of Regional Assessing for a term of ten (10) months beginning in September and to expire on June 30, 2020, in the amount of \$40,417.00, and to authorize the Town Manager to enter into an agreement with said provider on behalf of North Yarmouth, as presented. Vice Chairperson Morrison seconded the motion. Discussion: Chairperson Whitten stated that the Town's need for a corporate assessor was more appropriate based on the Town's growth. Alex Kimball, affiliated with Cumberland County Office of Regional Assessing, stated to the board that Renee LaChapelle, CMA, would provide the services and be available for more than one day a week. Selectperson Speirs inquired on if the Town would continue to use its own assessing software (Vision program) alongside Cumberland County Office of Regional Assessing's software. The Town Manager clarified that the Town will no longer contract services to Vision. Selectperson Speirs further inquired on the role of the future Administrative Assistant to the CEO (Code Enforcement Officer). The future Administrative Assistant to the CEO will be working with Renee LaChapelle and the Cumberland County Office of Regional Assessing. **Vote: 4 Yes – 0 No.**

Facility Use Policy Approval – Selectperson Speirs moved to establish and approve the Public Facility Use Policy for the Town of North Yarmouth, as presented. Vice Chairperson seconded the motion. Discussion: Selectperson Speirs inquired on available parking space at WH+CC and if parking should be applicable in the Facility Use Policy. The Town Manager responded that an internal contract between the party and the Town could reflect the issue of parking, however the Town Manager strongly recommended that issues of parking should be addressed case by case. Selectperson Moulton stated that the overflow of parking was inevitable due to the size of the current parking space, thus makes it difficult to add to the Facility Use Policy. **Vote: 4 Yes – 0 No.**

New Business:

Fee Schedule - Annual Review – Chairperson Whitten moved to schedule a public hearing on the proposed changes to the Fee Schedule for Tuesday, August 20, 2019, at 7:00pm. Selectperson Speirs seconded the motion. Discussion: Medical reimbursement has been charged with collecting debts for ambulance services. Selectperson Moulton inquired on the service's handling of debts for individuals who cannot afford their ambulance services. The Town Manager explained the process for collecting debts from residents regarding ambulance services. Furthermore, the Town Manager reaffirmed that there are waivers available, voted upon by the board, as well as the acceptance of Medicaid assistance by the town to reduce the debt of the individual. In review of the fees associated with building permits, Selectperson Speirs asked the Town Manager if it would be appropriate to simplify the multiple building permit fees into one fee as the fee is the same for all buildings regardless of acreage or scope. In review of the fee schedule for the WH+CC, Selectperson Speirs requested that the Town Manager clarify the amount that will be the security deposit for the WH+CC fee schedule. **Vote: 4 Yes – 0 No.**

MMA - Executive Committee Elections/Vote – Vice Chairperson Morrison moved to authorize the Town Manager to submit a vote on behalf of the Town for the annual election of officers to the Maine Municipal Executive Committee. Chairperson Whitten seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

FY20 Goal Setting – Chairperson Whitten moved to accept the list of goals presented as a guide throughout the ensuing year for both the Select Board and management. Vice Chairperson Morrison seconded the motion.

Discussion: Selectperson Moulton stated that the board committed to too many goals for FY20. **Vote: 3 Yes – 1 No. (Selectperson Moulton)**

1. Exploring Town Council form of Governing
2. Budget Process Enhancements
3. Tax Assessing Improvements
4. Law Enforcement Coverage
5. Municipal Facilities Capital Improvement Planning
6. WH&CC Successful 1st Year Operations
7. Rail Trail
8. Broadband
9. Improving Committee Relationships

Committee Communications – Chairperson Whitten moved to authorize the Chairperson to send the proposed correspondence** to town board and committee chairs to invite them to attend a joint workshop with the Board pending approval of the August 20, 2019 select board regular business meeting. Selectperson Speirs seconded the motion. Discussion: Selectperson Moulton inquired on what the contents of the letter Chairperson Whitten will send to each of the committees. Chairperson Whitten responded to Selectman Moulton that the letter would ask the committees to a joint meeting and to ask the committees to provide input on the FY20 goals that were decided by the select board on the July 16, 2019 business meeting and retreat. **Vote: 4 Yes – 0 No.**

Accounts Payable – Selectperson Speirs moved to approve accounts payable warrant #58 in the amount of \$4,803.50 as presented. Chairperson Whitten seconded the motion. Discussion: Selectperson Speirs inquired on the job description of a Health Officer. The Town Manager responded that the Health Officer was responsible to attend calls in which an individual or family's health is in danger due to the surrounding environment or the like. Vice Chairperson Morrison asked how often we utilize the Town's Health Officer. The Town Manager responded that the need is very rare based on the Town Manager's five-year tenure. **Vote: 4 Yes – 0 No.**

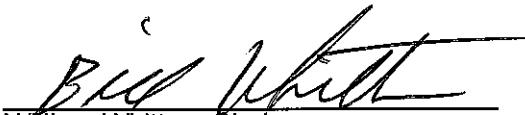
Selectperson Speirs moved to approve accounts payable warrant #2, 3, & 4 in the amount of \$143,667.28 as presented. Chairperson Whitten seconded the motion. Discussion: None. **Vote: 4 Yes – 0 No.**

Any Other Business – Selectperson Moulton requested that school board meetings and select members present at those meetings. Selectperson Moulton stated that he was not informed properly on the change of the meeting from 7:00 PM to 5:00 PM. Selectperson Moulton also stated that he would prefer the meetings to be on a regular basis.


Adjournment - Chairperson Whitten moved to adjourn.

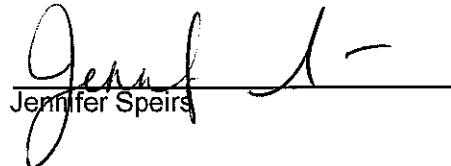
Prepared By: Draven Walker
Administrative Assistant/Recording Secretary

Select Board


William Whitten, Chair


Stephen Morrison, Vice Chair


Anne Graham


Jennifer Speirs


James Moulton