

Town of North Yarmouth
Board of Selectmen
Minutes of December 16, 2014



I. Call to Order

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

Absent with Notification: Alex Carr

II. Minutes of Previous Meeting(s)

Selectman Napolitano moved to approve the minutes of November 18th and December 2, 2014. Selectman Whittier seconded the motion. Discussion: Selectman Girard commented on the appointments of the Wescustogo Committee and stated that he believed that these appointments would wait until the status of the committee/project was determined. Chairman Palmer stated that in part, Selectman Girard was correct. However, 3 of them were appointed as they were previously on the committee and that the remainder would be appointed at a later date. **Vote: 4-yes 0-no**

III. Payables

Selectman Napolitano moved to approve Payroll Warrant #26. Selectman Girard seconded the motion. Discussion: None. **Vote: 4-yes 0-no**

Selectman Napolitano moved to approve AP Warrant #27. Selectman Girard seconded the motion. Discussion: None. **Vote: 4-yes 0-no**

IV. Recognition of Visitors - Items not on the Agenda

Rep. Paul Chase stated that he has been visiting the residents of North Yarmouth and that taxes and education are top priorities he has heard from residents for the community. If anyone has questions or need assistance to please contact him. Selectman Girard stated that tax reform versus tax shifting to the local communities is the main challenge that they face and hopes that Rep. Chase can work on this.

Jeff Toorish, 31 Gray Rd, asked if there have been complaints from residents regarding firefighters washing their vehicles at the fire station. He believes that this is a new issue and that as a result, the 2 paramedics have left the department. There was a discussion regarding accessing documentation, policy and the like around this issue.

Mike Lambert, 2 Cluff Rd, stated that he came to speak to the Town Manager and believes that she was abrupt with him regarding a personnel issue.

Lynn Young, 67 Sweetser Rd, asked where in the budget firefighter training reimbursements can be found. Town Manager Roy indicated that she is unable to answer the question until she reviews the budget further to see what items are there.

Lynn also asked when the town will know that these paramedics are no longer with the department. Town Manager Roy stated that the town has begun advertising to recruit new paramedics. Lynn further asked about the process regarding a personnel issue. Chairman Palmer gave a brief overview of the town process.

Maribeth Stewart, 31 Gray Rd. stated that the Town Manager Roy made a commitment to the fire department for training reimbursement. She believes that that they were not fairly treated and that the town owes a commitment to them for their service.

V. Management Reports & Communications

Town Manager's Report - Town Manager Roy has been working with town department heads on the preparations of the town budget. Fire Station recently had a furnace issue and it was discovered that they had not been serviced since May of 2013. They are now back in service. As a result, they are reviewing maintenance for town buildings and creating a maintenance schedule. Town staff is reviewing some software to improve things for the town's website and will be working with the Communications Committee for a proposal. They are also working on newsletters etc projects. She also had discussions with GPCOG and the services they provide and the grant services available and how the town can make use of this. She also visited ecomaine to find out the services for the town.

Town Manager Roy commented on Wescustogo committee previously discussed and that there is a bit more review to be done and any potential changes in the warrant article. Selectman Girard stated that he would like to get more review by legal counsel regarding their perspective as there are so many issues around this. Selectman Whittier commented on ad hoc and joint committees regarding the charter language. Town Manager Roy will review this further. She has reviewed the assessors' contract services and software costs. The audit work continues and it should be completed by the end of the year. She met with the budget committee and the review schedule for the preparation of the new budget. The railing at the entrance of the town office has been repaired.

Quarterly Financial Report - Town Manager Roy stated that overall the town's finances are doing well. There are some minor errors in postings which are being corrected. 49.64% of budgeted revenues have been received to date and 43.89% of budgeted expenses have been spent to date. Selectman Whittier asked about the central office line item and whether or not it included the previous admin. He also asked about the PACTS fee. Town Manager Roy stated that she will need to review this further as she did not prepare the budget. Selectman Whittier also asked about FEMA reimbursements. Sharp House and Wescustogo accounts were also reviewed.

VI. Old Business

Facility Study Contract Authorization - Selectman Napolitano asked why Wescustogo is not on this agreement. Chairman Palmer stated that it was left out of the mix for this purpose. There was a discussion regarding this (the suggested proposals) and how it impacts the options. Town Manager Roy stated that the plans of all the buildings, including Wescustogo, have been picked up for this purpose. Selectman Napolitano wants to be certain that the square footage cost includes Wescustogo. Selectman Girard asked about the stakeholders and that the Selectmen and Town Manager should be included in the discussions. Chairman Palmer stated that he will follow-up to be certain that these comments are reviewed.

Selectman Napolitano moved to approve the proposed facility study contract with Stephen Blatt Architects and to authorize the town manager to sign the contract. Selectman Girard seconded the motion. Discussion: Chairman Palmer stated that the amount is for \$18,000. Selectman Whittier stated that the final signature should be after their questions tonight have been answered. Chairman Palmer stated that it would require the contract to be rewritten to include this language if he preferred. Selectman Girard stated that given their past work with him, he believes that these questions will be answered. Other Selectmen agreed. **Vote: 4-Yes 0-No**

Appointments - Selectman Napolitano moved to appoint Donna Palmer to the Communications Committee for a term to expire 6/30/2015. Selectman Whittier seconded the motion. Discussion: None. **Vote: 4-Yes 0-No**

VII. New Business - None.

VIII. Any Other Business

- Chairman Palmer stated that the Selectmen have been diligently working on the village center development and work will be completed by January 15th. Following, there will be a meeting scheduled to present their recommendations to the public.
- Parks & Recreation Committee has become a reinvigorated committee and will be having a meeting on January 14th to get ideas, suggestions and aspirations from residents.
- Selectman Whittier stated that some committees on the website need to be updated. Chairman Palmer stated that work and budgeting for this is being done for this. Selectman Whittier asked to be updated on a personnel matter and requested an executive session.


IX. **Adjournment** – Selectman Napolitano moved to adjourn the meeting at 8:55pm.

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