

**Town of North Yarmouth  
Board of Selectmen  
Meeting Minutes  
March 4, 2014  
7:00 p.m. Town Office**

MEMBERS PRESENT: Steven Palmer (Chairman), Clark Whittier, Darla Hamlin, Mark Girard,  
Paul Napolitano

OTHERS PRESENT: Interim Town Manager Marnie Diffin

**I. The Meeting was called to order by Chairman Palmer at 7:00 p.m.**

**ADMINISTRATIVE:**

**II. CONSENT AGENDA:**

**Darla Hamlin moved and Paul Napolitano seconded to approve the following the following consent agenda items: Minutes of the February 18, 2014 Meeting; Payroll Warrant #44; Payables Warrant #45. Vote 3-0-2 Abstentions: Girard and Whittier**

**III. Public Comment on Items Not Part of the Agenda and Not Relating to Personnel Matter:** No public comment.

**IV. Offer of Monetary Donation from the North Yarmouth Historical Society**  
Representatives from North Yarmouth Historical Society were not present.

**V. Interim Town Manager Report:**

**Banking Services Recommendation**

Marnie stated that she and Mark Girard had met with the 2 different banks (TD Bank and Norway Savings) and she recommends based on their meetings and some research and their experience regarding customer service, to change the Town's banking services to Norway Savings Bank. They would like to do the transition sometime in April-May.

**Request for Funding for Feasibility Study for NYMS Gym:** Marnie commented on the Allied Engineering proposal. She discussed some of the figures previously outlined in the FY 15 preliminary budget, and that they did not consider all the items (i.e. code issues, how the building might be used). Therefore, she received a proposal from Allied Engineering to review these items and to issue more exact cost estimates. The proposal's cost is higher than she originally thought but would to get a recommendation from the Board members. Mark Girard stated that he supports looking further into a reuse of the gymnasium but may not be the most productive use of funds. He also indicated that the town may not be in the position to ask the right questions at this point. Steve Palmer stated that if the mothballing concept is presented at Town Meeting there may be issues with that warrant item given the cost and the public's desires regarding the use of the gym. He asked the group to consider this. Darla Hamlin stated that by presenting some numbers, it would help the residents make an informed decision. Clark Whittier stated that he supports the study but also agreed with Mr. Girard that the town may not be quite ready to make a decision. The study and other data are good steps. Paul Napolitano expressed concerns that spending such a large amount of money for only one part of the building. Mr. Girard stated that he has received comments from some residents expressing concerns about not having access to the gym. He indicated that having this figure as a budget placeholder gives this process a place to start. But, at this time such a study at this time raises more questions than it answers. The proposal is a good one but the Board is not yet ready for this.

Monthly Expense & Revenue Reports: Marnie stated that there is an overage in salt usage. Revenues are strong but she urged caution and cited some areas of the revenue reports that could be potential problems. There are some expenses that haven't yet come due and some unexpected expenses. A number of departments are tight on their budgets to the end of the fiscal year. Steve Palmer asked about the Land Use report cost. Ms. Diffin stated that this has been taken from the Contingency Account. She outlined the options on how they may need to take the funds for the other phases of the report. There was a discussion on bonding for the economic development projects that had been approved at last year's Town Meeting. Town Report: Marnie asked about the timing regarding the Annual Town Report that has been issued in June. She asked for feedback from the Board. Darla Hamlin suggested having a nominating form in the Town Office and in the Reminders From Town Hall. Clark Whittier commented on the loss of Wescustogo Hall, and thought that the building should be on the cover. Marnie Diffin stated that in the past Katie Murphy was hired and chose the cover. Mark Girard stated that he would like to see some suggestions and encouraged others to consider something on the cover that is forward looking, rather than just historical. Steve Palmer said that having suggestions at town hall for the public to give ideas would be helpful. Ms. Diffin reminded the group that if they want the report ready for June, then the deadline to the printers should be April 25<sup>th</sup>. It would include minutes from the town meeting, dedications and other items that have been previously included. Final decisions on the warrant would need to be made by April 1st. Ms. Hamlin asked if a postcard should go out regarding the town meeting warrant; where and when to get a copy etc; seeking nominations for the dedication and cover of the town report and information on how/where to download the annual report. She will work with the Communications Committee to craft something to go out. She will submit a sample postcard for review.

#### Other items

Salt costs are over budget, but it appears that the public works budget will be under budget. Staff is working to schedule work hours around potential storms to avoid overtime for the rest of the winter.

Marnie Diffin commented on the waste and recycling annual State report.

The Fire Chief will be having surgery on March 7 and will be out for 4 weeks. The ITM will be coordinating coverage during this time period.

The Sharp House had radon testing, to be in compliance with the state law requiring testing be completed by March 1<sup>st</sup> and that the tenant and sign-off on the test results, but (the law) doesn't require mitigation, no matter what the results are. Ms. Diffin indicated that there was an MMA insurance inspection and there are a few items to be resolved and that she is working with Price Engineering to determine the status of the third floor back stair well. Price is trying to work with the Town to keep the cost down.

Ms. Diffin will present the Board the draft warrant at the next meeting and they can sign it on April 1<sup>st</sup> unless they want it earlier. Steve Palmer suggested a special meeting for this it needed.

Darla Hamlin asked about the natural gas project. Ms. Diffin stated that if North Yarmouth is interested, then the current 2" line being installed on Route 9 would not accommodate the town's future needs. Further discussion on funding on expanding the line may be needed. Paul Napolitano suggested a push to get this and he would be supportive of future funding should it be considered. Mark Girard said he will attend the next meeting.

Paul Napolitano commented on the robo-calls regarding dog licensing and asked if this is standard procedure and is more cost effective than staff making calls. He asked why this is done for dog licensing but not for excise tax, or other. Ms. Diffin stated that they have discussed other potential uses for this system. (i.e. town meeting reminder, taxes). The main challenge is collecting the correct phone numbers and the application permission by the resident. There was a discussion on options to reach people.

**VI. Appointment of Clifford Small- Shellfish Conservation Commission- Term Expiring June 2016**

**Paul Napolitano moved and Clark Whittier seconded to appoint Clifford Small to the Shellfish Conservation Commission to a term that expires June 30, 2016.**

**Vote: 5/0**

Mark Girard asked if any biographical/background information (application) on the applicant. He believes that it should be consistent for new and renewing volunteers. Paul Napolitano believes that it is difficult to get volunteers and given that this is a renewal, the Board should accept the appointment.

**VII. Appointment of Norman L. Smith as Alternate to the Board of Appeals- Term Expiring June 2015**

**Clark Whittier moved and Paul Napolitano seconded to appoint Norman Smith as an alternate committee member to the Board of Appeals to a term that expires June 30, 2016. Vote: 5/0**

Marnie stated that there is an alternate vacancy on the Board of Appeals.

**VIII. Board Written Correspondence/ E-Mails Received/ Verbal Reports Paul Napolitano- Snowmobile Club Reimbursement**

Paul stated that one club has asked about a 50/50 split on the state funds. He asked both club Presidents if they would consider leaving the split as it for this year and as the state does more updated GPS study of the trails can explore a different split next year. The club Presidents agreed. He requested from the Board that the split be 50/50 for this year.

**Award Waste Collection & Recycling Bid**

**Mark Girard moved and Paul Napolitano seconded to award the Residential Waste and Recycling Collection/Disposal three year contract to Pine Tree Waste, Inc. using the base service proposal (consistent with the current program); and to authorize that the Interim Town Manager negotiate a draft contract and present it to the Board of Selectmen at a later meeting date for their approval. Vote: 5-0**

Steve Palmer asked if fuel surcharges and other items are included. Marnie stated that it is.

**Planning Board Approved Changes for the Town Meeting Warrant**

Marnie stated that there are some minor changes they have made. Mark Girard commented on the proposed school uses is limited as the town does not have contract zoning as a part of its ordinance. Contract Zoning gives the town some flexibility in negotiating an opportunity. He would encourage the Board to meet with the Code Enforcement Officer to give them an overview. Marnie stated that the CEO will be at the March 18<sup>th</sup> meeting to participate in the department head meeting with the Board and can ask her to give an overview at that time. The Board was supportive of this suggestion.

**IX. Board Member Verbal Comments-**

Mark Girard stated that they will be receiving some additional reporting from the Yarmouth Water District sometime next week.

Darla Hamlin stated that the communications meeting had a meeting with an ecomaine representative to discuss recycling and offered some ideas and suggestions. They are trying to increase the recycling percentage.

Clark Whittier suggested that the Board review the board/committee changes sometime in April to be prepared for those changes in July.

Mr. Girard was approached by Bob McKinnon to be on a committee regarding water quality and wellheads as a citizen but not as a Board member, but he will keep the Board apprised. Steve Palmer commented on the review process for the second review of the Interim Town Manager. He asked Mr. Girard to distribute the list and use it as the evaluation criteria for the others to add their comments and work with Clark Whittier to compile the notes and then conduct an executive session to review. The group agreed to meet at the end of the March 18<sup>th</sup> Board of Selectmen meeting.

**Joint Meeting w/Budget Committee**

This meeting will be on March 11<sup>th</sup> at 7pm. The Budget Committee has been doing a good job in preparing their suggestions. Paul would like to get some of the materials in advance of the meeting.

**IX. Adjournment**


**Paul Napolitano moved and Clark Whittier seconded to adjourn the meeting at 8:15 p.m. Vote: 5-0**

  
Steven Palmer

  
Clark Whittier

  
Darla Hamlin

  
Mark Girard

  
Paul Napolitano