

**Town of North Yarmouth  
Board of Selectmen  
Minutes of September 2, 2014**

**I. Call to Order** - Members Present: Chairman Steve Palmer, Vice Chairman Paul Napolitano, Mark Girard, Clark Whittier and Alex Carr. Town Manager Rosemary Roy was also present.

**II. Minutes of Previous Meeting(s)** - Selectman Napolitano moved to accept Minutes of August 5, 2014 as presented. Selectman Carr seconded the motion. Discussion: Selectman Girard commented on the August 19th that there is an error regarding his comments on the winterization of the school. He indicated that his comments were referencing winterization as a Plan B in the event there was a failure in the system and the building could not be used. He indicated that this is nuanced. **Vote: 5-yes 0-no**

Selectman Napolitano moved to table the minutes of August 19, 2014 as presented. Selectman Carr seconded the motion. **Vote: 5-yes 0-no**

**III. Payables** - Selectman Napolitano moved to approve Payroll Warrant # 11 and AP Warrant #10. Selectman Whittier seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

**IV. Recognition of Visitors - Items not on the Agenda** - None.

**V. Management Reports & Communications**

**Town Manager's Report** - Town Manager Roy stated that they have received notification that there will not be monies from FEMA as the damage wasn't extensive. Public Works continues to work on roads and they are a bit behind on some projects due to the heavy rainstorm damage. The speed limit signage should begin shortly.

Long Hill Road work will begin shortly. The fields will be bush hogged rather than hayed because of the bobolinks. Selectman Palmer asked the town to contact Derek Lovitch to gather information from him regarding the timing of the bobolinks in relation to haying the fields.

She also stated that they have hired Ryan Keith as the new Code Enforcement Officer. She commented that there was a discussion with Yarmouth and Durham regarding interim support for Fire & Rescue Chief. The Town Report will be printed and ready shortly. The town purchased a desktop scanner to help with document scanning.

Selectman Napolitano asked if a financial report will be included in the Town Report. Town Manager Roy stated that it will be the previous year's financial statement as required by the State and that the audit has not been completed. Selectman Napolitano doesn't support printing the report without an audited report. Town Manager Roy agreed but indicated that this is due to the transition process from the Charter changes and Town Meeting, but that the town has a good opportunity in the next fiscal year to have the most timely figures. Selectman Palmer stated that a follow-up postcard mailing regarding the audited figures can be sent to residents once they are available. There was a discussion on the timing of the report and audited financials. Selectman Girard requested that they charge the Town Manager to create a master schedule going forward to help best prepare for the changes in the process.

Town Manager Roy also updated the group on some payments made and some that were refunded. She indicated that there were a few challenges regarding property taxes due to some abatements and software. Tax bills will be sent out next week. Selectman Palmer indicated that the contract with the current company handling the tax commitments should be reassessed in November and an RFP should be sent to contract with someone else. Selectman Girard stated that the reason why they chose this company as it is widely used by Cumberland County and others.

She highlighted some of the committee work, septic inspection and oil purchase. She and Selectman Napolitano discussed having a couple of MSAD #51 meetings in the town office meeting room. They will have a couple in the Fall.

She presented some data regarding the chip sealing and paving figures and outlined the report. Selectman Palmer indicated that there were some concerns regarding fog sealing and whether or not it should be done on additional roads.

## **VI. Old Business**

**Recreation Committee** - Town Manager Roy indicated that there is interest in creating this committee and merging with Bikes/Walkways Safety Committee. She indicated that there are some procedural items to consider and the first should be an amendment to the Charter to call it Parks & Recreation Committee and that this will need to be voted upon. It is a name change only therefore an amendment but requires a meeting and vote at Town Meeting. She discussed the suggested members, mission statement, their charge, by-laws and the like. She recommended taking the members of the 2 existing committees and merging them into this new committee and will ease the transition process. Selectman Carr indicated that conservation would be something to consider as a task for them down the line. They would like to get the committee recognition soon so they can formally participate in the PDI /Village Center process. There is a lot of energy around this committee. Selectman Palmer asked that there be consideration in a balance of recreation members and bike/safe walkways committee. At present, there is only 1 remaining recreation committee member. There was a discussion on the short term process to get this moving along. Selectman Girard suggested modifying the member term limits to help with the transition sooner.

Selectman Girard moved to add to the Recreation Committee Brian Sites, for a term to expire June, 2016, Heidi Shawl Alpren for a term to expire, June 2016, Rick Smart, for the remaining term to expire June, 2015, and Scott Kerr, for the remaining term to expire June 2015, and Charlene Tschida and David Holman as alternates for the remaining term to expire June 2015. Selectman Whittier seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

Selectman Carr moved to change the Recreation Committee's name to Parks & Recreation Committee to be brought forward to Town Meeting. Selectman Whittier seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

**Other Appointments** - Selectman Girard moved to appoint Ryan S. Keith as Code Enforcement Officer, Building Inspector, Plumbing Inspector and Electrical Inspector. Selectman Carr seconded the motion. Discussion: None. **Vote: 5-yes 0-no 1-Abstention (Napolitano, as Ryan Keith is a relative).**

Selectman Girard moved to appoint to the Library Advisory Committee Kendra Rafford and Trudy Dibner for a term to expire in June, 2015 and to the Cumberland Recreation Advisory Committee, Janna Mulligan, for a term to expire in June, 2016. Selectman Whittier seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

**Tax Commitment/Tax Abatements (1<sup>st</sup>) FY2015** - Selectman Whittier moved to abate the taxes as presented in the amount of \$60,420 in taxes and a value \$35,230. Selectman Girard seconded the motion. Discussion: None **Vote: 5-yes 0-no**

**North Yarmouth Village - Selectmen Pending Timeline (1<sup>st</sup> Draft)** - Selectman Palmer asked if the group would like to review this further and then discuss at the next Selectmen's meeting. Selectman Carr believes that November is too far out as there are a number of questions from the residents. He urges them to educate themselves on the information. Having this information on the town's site will be helpful. This is a significant discussion and decision. Town Manager Roy indicated that the Nov. 18<sup>th</sup> meeting with PDI should focus primarily on this information as a tool to inform and educate the public. She also suggested using one of the postcard mailings to share the available information which will be on the town's site.

Selectman Girard indicated that the purpose of the meeting is to have a decision /warrant question prepared for a special Town Meeting. He urged people to understand that the public input process is prior to the decision making process and should be done prior to November 14<sup>th</sup> followed by a decision and then Town Meeting vote. He believes that this is not clearly defined in the proposed timeline and should be for clarity and public understanding. There was a discussion the items within the timeline proposed.

Audrey Lones stated that in her discussions with PDI they have been in discussions with different groups in the community. This is a pointed discussion process and may not be how the public wants the discussion. She urged the Selectmen to have an open public process prior to the special Town Meeting. She believes that if this is not done, the process may backfire. Selectman Carr would like to know what PDI suggests be done to get the town to the decision making point.

Town Manager Roy suggested that prior to the PDI report completion that they hold a public informational meeting on Dec. 4<sup>th</sup>, to gather more input. A public hearing can also be called in September or October.

Selectman Girard believes that the public input should be on a specific proposal/recommendation. Selectman Palmer agreed given the complexity of options. Town Manager Roy agreed that the process needs to keep moving. Selectman Carr indicated that the vetting process as outlined needs to be clearly defined to help the process along.

Audrey Lones commented on some of the positive public input steps by PDI and cited the survey from Fun Day as an example. Selectman Napolitano expressed concerns at the number of meetings in December.

## VII. New Business

**Sharp House Rental** - Town Manager Roy indicated that it is currently vacant and asked for direction from the Selectmen. The group agreed to have her pursue any rental opportunities that may come along.




**VIII. Any Other Business** - Selectman Palmer reminded the group about the joint Cumberland meeting on September 18<sup>th</sup>, the Veterans Memorial group meeting on September 24<sup>th</sup> and the Knight's Pond meeting on Sept. 30<sup>th</sup>

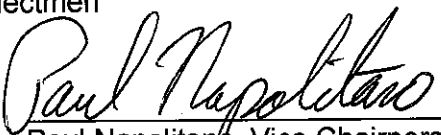
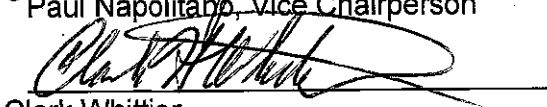
**IX. Adjournment** - Selectman Napolitano moved to adjourn the meeting at 9:33pm

**Vote: 5-yes 0-no**

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