

**Town of North Yarmouth
Board of Selectmen
Minutes of September 16, 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 approve the August 19, 2014 minutes. Selectman Whittier seconded the motion. Discussion: None. **Vote: 5-yes 0-no**
- III. Payables** - Selectman Napolitano moved to approve the Payroll Warrant #12 and AP Warrant #13. 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 commented on the flooding on Deer Run Rd and that Public Works will work on adding a larger culvert. The road surface route system has been installed and this will help in planning a schedule for the CIP for future road work scheduling. The speed radar on the North Road has been installed. The batteries for the equipment last about a week before recharging. The part-time mowing staff person will be leaving and they have hired someone temporarily to complete the rest of the season. The part-time plow person will be finishing his term this year. She also commented on the Code Enforcement Officer's public availability schedule. Selectman Napolitano asked if the CEO position is fulltime. Town Manager Roy indicated that it is.

The Town Reports have arrived. The oil tank at Memorial School has been filled. The auditors will be completing their work this Friday. She also commented on the town's Fun Day events and to the events committee for their work. She will be speaking at the North Yarmouth's Business Association.

She commended Clark Baston and Earl Edwards for their service to date to the town (19 years and 15 years respectively). She updated the group on the status of the Fire and Rescue Chief interim coverage and advertising for the position. She would like to conduct interviews mid-October.

Selectman Napolitano commented on the personal property tax category for business and believes that this should be reassessed further. Selectman Girard indicated that there are State guidelines and limits that need to be followed. MMA likely has some guidance on this.

Financial Reports - Town Manager Roy gave an overview of the budget to date and provided a comparable analysis from last year at this time. The budget overall is in good shape to date. There has been great progress in cross training by office staff on a number of Town Clerk duties and this will be of help in the office.

VI. Old Business

Appointments - Town Manager Roy stated that work has been done for correct titles, oaths of office and the like for committees etc. The Town Clerk is responsible for administering the oaths of office and documenting this. She indicated that Charlene Tschida has moved out of the community and there is an alternate for the Parks & Recreation Committee that can move into her place.

There was a discussion on resumes from committee members in general, application processes and review, and update of some positions and members participating. Selectman Girard suggested that those members who would like to continue serving on the chartered boards should do so in writing. Town Manager Roy indicated that she has a 3-page application and renewal process that would help address this.

Selectman Girard moved to appoint Pam Ames, Clark Whittier and Paul Napolitano to the Joint Standing Committee for a one (1) year term. Selectman Carr seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

Additional discussion included the standing committees outlined in the Charter and the Ad Hoc committees, as well as, some groups listed as committees who do specific tasks for the community but may or may not be a traditional committee. Town Manager Roy suggested that given that some of these groups (i.e. Events Committee, Flag Committee) have funds and tasks that flow from Town Hall, they should still be monitored and keeps a close connection. This connection can help in the future should the town end up taking care of these tasks in the future. They further discussed the number of members on these Ad Hoc committees. Town Manager Roy suggested communicating with the current members to see if they wish to continue in the short term. Chairman Palmer stated that he wants to keep the process moving and encourage new people to participate.

Selectman Napolitano moved to extend the terms to 2015 for the following Ad Hoc Committees: Communications Committee, Economic Development and Sustainability Committee, Events Committee and Flag Committee. Selectman Whittier seconded the motion. Discussion: Selectman Carr stated that should Economic Development and Sustainability Committee be approved, he wants to see that work begins. Selectman Girard would like to see this committee on hiatus until there is more direction on a few things in town. Selectman Carr suggested that there are a number of projects that this committee can work on in the interim. Selectman Girard believes that the committee may have a new, more defined charge if the Board chooses but traditionally has focused on community betterment issues.

Audrey Lones asked about the current members and suggested a more formalized charge and may include implementing a long range plan, but to work on a task for the sake of doing something may not be the best idea in the short term. The current members are still interested in participating. Selectman Carr believes that retention of business is important and improving the commercial tax base is something they can work on from a long range perspective and work on broader questions related to this. Selectman Napolitano suggested that they be included and remain active but that a more specific charge will be more known by February. Audrey Lones believes that 7 members for this committee would be beneficial and with broad interests and skills. Chairman Palmer believes that a specific charge for this committee is important but with data etc to back-up and make the charge defined. **Vote: 3-yes 2-no (Girard, Palmer)**

The following Board of Selectmen Liaisons are: Economic Development & Sustainability: Selectman Napolitano, Events Committee: Selectman Whittier, Flag Committee: Chairman Palmer, Budget Committee, Communications Committee and Parks & Recreation Committee: Selectman Carr.

There was a discussion on the Wescustogo Hall Committee. As voted on in the past, this committee is required to remain until 2020.

NY Village Development - The Board of Selectmen reviewed the schedule and there were a couple of minor scheduling changes. This timeline and notes on the process will be posted on the town's site to inform the residents on the process. Selectman Carr wants to be sure that meetings facilitated by PDI should be managed better and on time. There was a discussion on the pace of the timeline.

Selectman Carr would like to see a 3rd party facilitator for some of the larger discussions. Town Manager Roy stated that there is a resource via Cumberland County to access a facilitator.

She commented on a town newsletter for the Selectmen to consider as it seems that not everyone is getting the word. She believes that printed communications sent to residents can be effective.

Planning Board - Proposed Zoning Amendment - Town Manager Roy commented on the Planning Board meeting regarding this item and their recommendation to the Selectmen that this item be placed on the next Town Meeting Warrant.

Selectman Girard moved that the proposed amendment to the land Use Ordinance regarding the proposed Contract Zoning Sections 1-8 be prepared for warrant for the next Town Meeting (whether a regular or special town meeting.) Selectman Whittier seconded the motion. Discussion: Selectman Napolitano would like this to be on the regular Town Meeting Warrant as there is likely to be a Special Town Meeting regarding PDI's work and it may be confusing to residents. Selectman Girard stated that this isn't a contentious topic.

Selectman Palmer moved to amend the motion to state "at the next annual Town Meeting". Selectman Carr seconded the motion. **Vote: 5-yes 0- no (amendment) Vote: 5-yes 0-no (original motion as amended.)**

VII. New Business

NY Governmental Planning Calendar - The Selectmen will review and discuss at the next meeting.

Selectmen Bylaws/Proposed Amendments - Selectman Girard moved to accept the Town of North Yarmouth Board of Selectmen Bylaws as presented and placed into effect. Selectman Napolitano seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

VIII. Any Other Business - Selectman Whittier asked about the Cumberland County reminder communications. Selectman Carr indicated that some of the town's activities were omitted.

Selectman Carr stated that Fire Prevention Week is October 5-11 and the Fire/Rescue will be doing outreach on site for those residents who need assistance and have questions.

Selectman Girard indicated that there is a meeting scheduled with DHHS regarding the water/septic options/status at Memorial School and its potential economic development and the necessary next steps.

Selectman Napolitano asked Chairman Palmer to send a thank you note to Bob Geyer for his service to the town.

IX. Calendar - Read.

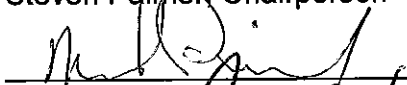
X. Adjournment - Selectman Girard moved to adjourn the meeting at 9:43 pm. **Vote: 5-yes 0-no**

Recorded by: Nancy Trottier
Town of North Yarmouth Recording Secretary

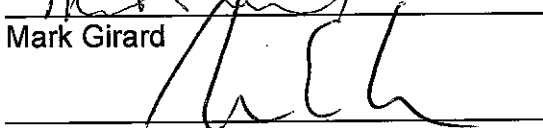
Board of Selectmen



Steven Palmer, Chairperson



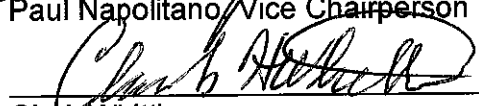
Mark Girard



Alex Carr



Paul Napolitano, Vice Chairperson



Clark Whittier