

**Town of North Yarmouth
Board of Selectmen
Meeting Minutes of June 2, 2015**

 **ORIGINAL**

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 Whittier moved to approve the minutes of May 19, 2015. Selectman Carr seconded the motion. Discussion: None **Vote: 5-yes 0-no**

III. Payables

Selectman Carr moved to approve payroll warrant #53. Selectman Girard seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

Selectman Girard moved to approve payroll warrant #54. Selectman Whittier seconded the motion. Discussion: Selectman Palmer indicated that there were a few additional items. Selectman Carr asked about the Sevee & Maher item. Selectman Palmer stated that it was for a meeting they conducted. Selectman Palmer asked about a payment to a town staff person for recreation programs at the school. Town Manager Roy gave an update. Selectman Whittier asked for an update on the expenses for Memorial School. **Vote: 5-yes 0-no**

IV. Recognition of Visitors - Items not on the Agenda

No public comment.

V. Management Reports & Communications

Town Manager's Report - Town Manager Roy updated the Board on the open staff position and that interviews are in progress. Town Office has been very busy. Public Works is renting an excavator for this season and gave an overview which includes a mowing attachment. The new website process is going well. She also commented on the Cumberland County video options. This option would be at no cost to the town and would be of benefit to the economic focus for the town. Selectman Girard suggested a content review process by the Selectmen and Selectman Palmer suggested finding out from other communities what their experiences are and how business listings are handled. Real Estate and personal property taxes reminders (a few) will be sent out.

Consolidation of property lots for property tax billing purposes. Town Manager Roy updated the group on the issue surrounding some of the complications for doing this, including deeding, potential code enforcement issues, and potential lot divisions in the future. Selectman Napolitano stated that this issue should be assessed on a case by case basis. Selectman Girard reminded the group that the proper requirements on doing should be in place before this can be done.

She also commented on tree growth calculations. Selectman Carr stated that he would like to know this information from a tax perspective.

Clean-up Day was a successful one. The only comment was for hazardous waste and that budget planning for this should be revisited. Selectman Palmer asked about a previous arrangement with Gray.

Knights Pond/Blueberry Hill agreement has been signed. They are waiting for the Governor to release the funds. She has spoken with the Town Manager in Cumberland to meet.

Strategic Planning Committee has met and the plan is an excellent one. The audit work will begin shortly. She and Ryan Keith will be meeting with Pownal to discuss the joint code enforcement sharing arrangement. They would like to have some performance discussions prior to renewal in September. Most of Town staff have had their performance reviews. She commented on the Fire and Rescue Department's suggested review process and supports the Fire Chief's suggestion.

Safety Works will be here June 11-12 to perform safety review suggestions. She commented on the FOIA (Freedom of Information Act) inquiries received. She received a copy of the Memorial Park liability insurance. Selectman Girard suggested having a cross easement as part of the policy.

Selectman Girard asked if there is any cross-evaluation process (i.e. staff evaluating department heads, department heads evaluating town manager). He believes it could be an effective review process, and can be done anonymously to the Board.

VI. Old Business

Village Center Development - Hydrogeological Study RFP Draft #2 - Selectman Girard commented on the draft and indicated that the majority of work was done under "scope of services." It was designed to be objective, clear and straight forward. He discussed the maximum capacity issue that the study information would help provide.

Town Manager Roy indicated that addendums can be included should questions come in.

Selectman Napolitano stated that the nitrate study aspect is not focused enough. Selectman Girard commented on maximum capacity related to nitrate and that suggested quantities of leach fields would help determine the nitrate aspect. Selectman Napolitano stated that currently, there have been no nitrates found. There was a discussion on how the calculations and assumptions have been assessed to date. This study assesses water flow and should help answer the nitrate questions. September 1st was selected as the RFP due date to help with the town's planning process for the ballot question.

Selectman Girard moved to accept the proposed Hydrogeological Study RFP as reviewed and presented and to authorize the Town Manager to release the RFP. Selectman Whittier seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

VII. New Business

Appointment Process - Town Manager Roy gave an overview of the changed appointment process which was begun last year. There are a few openings which have been advertised. Selectman Girard stated that he doesn't object to the process but would like to see the Selectmen review them in advance and based on their merits. There was a discussion on the review process and how the re-appointment of existing members can be done.

Selectmen Carr and Girard suggested an open enrollment process which could help with new people. Those currently on boards and committees would also renew their interest and this process would allow new people who are interested to apply as well. Selectman Carr suggested the appointments be done in a fixed timeframe for more efficiency.

VIII. Any Other Business

Selectman Carr commented on the Tri NY upcoming event and that the Communications Committee is continuing their work. 2 North Yarmouth trails are now on the Maine Trail Finder website. There was some trail clean-up work done.

Selectman Whittier stated that the Planning Board needs an alternate member. The Budget Committee has 2 openings.

Selectman Palmer reminded the group that the Board would like to have presentations from various committees on their work. Town Manager Roy suggested creating a proposed schedule for the new fiscal year.

Selectman Whittier stated that he supports the Project Graduation and urges the town to continue their support as well.

IX. Executive Session - Personnel Matter

Selectman Girard moved to enter into Executive Session pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, subsection 405 Executive Sessions, subsection 6(A) to discuss a personnel matter. Selectman Napolitano seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

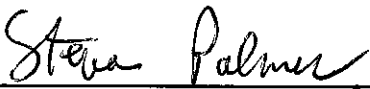
The Selectmen exited executive session. No action taken.

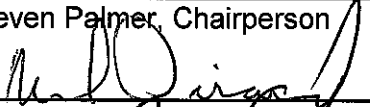
X. Adjournment


Selectman Napolitano moved to adjourn the meeting at approximately 8:37pm.

Nancy Trottier
Recording Secretary


Board of Selectmen

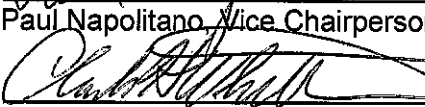


Steven Palmer, Chairperson


Mark Girard


Alex Carr



Paul Napolitano, Vice Chairperson


Clark Whittier