

**Town of North Yarmouth
Board of Selectmen Meeting Minutes
April 21, 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 April 7, 2015. Selectman Napolitano seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

III. Payables

Selectman Carr moved to approve Payroll Warrant #47. Selectman Girard seconded the motion. Discussion: Selectman Carr asked if they are posted on the website. The Town Manager responded that they are not. **Vote: 5-yes 0-no**

Selectman Napolitano moved to approve AP Warrant #48. Selectman Girard seconded the motion. Discussion: Town Manager Roy indicated that there has been a payment to PDI from the EDSC account. Selectman Carr commented that he does not recall a vote for payment to PDI for the Public Hearings and would like to get information regarding this payment. Selectman Girard stated that the amount is within the Town Manager's payment authority and Town Manager Roy stated that she had to sign a contract with them for this. Review of minutes etc. will be done to gather the information. **Vote: 5-yes 0-no**

IV. Special Recognition - Fire Rescue Department

The Fire Chief stated that Sean Tuemmler will be promoted to Lieutenant and presented his promotion plaque.

V. Recognition of Visitors - Items not on the Agenda - None.

VI. Management Reports & Communications

Town Manager's Report - Town Manager Roy indicated that Caitlin Anderson will be leaving the Town Office. She will be posting the position on the town's site and have a replacement by June. The Fire Chief and Department members will be at an event at the State House on May 18th to recognize North Yarmouth's status as a Heart Safe Community.

There are a number of bids being worked on for Public Works, Paving and a Fire Department Command vehicle and ambulance.

Selectman Napolitano stated that there has not been a discussion by the Selectmen regarding the command vehicle and that this item should have been placed in the Equipment Fund for budgeting purposes and at this time should not be purchased. Town Manager Roy stated that there have been previous discussions and she gave an overview of the accounts and that they were merged. The equipment review and needs have changed and the voting process has changed. Her responsibility is to present this to the Selectmen for review, discussion and recommendation. Selectman Carr indicated that there should be a recommendation and review process, a public hearing to get feedback and then the Selectmen can vote on the recommendation. Feedback at the Town Meeting indicated that the public doesn't have an issue with the voting process. Selectman Girard indicated that discussion should take place which is being done and once information is gathered, further discussions should take place, but it should not prevent a decision from being made through the process including public hearings. It is not an automatic, rubber stamp process. Selectman Whittier indicated that the vehicle hadn't been discussed prior. He also had some questions regarding the ambulance specs. Selectman Napolitano indicated that this hadn't been discussed at this level. There was a discussion on the decision-making process changes. Once the bids come in, then additional discussions on whether or not it should be purchased can be recommended and decided upon. Selectman Palmer indicated that combining the bid price for both Fire Department vehicles may not be the best method. Options other than a new vehicle should also be considered.

Town Manager Roy stated that an addendum on the bid to provide separate pricing can be done and the ambulance specs and pricing will be presented to the Selectmen for review and discussion. She offered to send them the bid details which include all the specs. Selectman Carr wants to be certain that the ambulance specs are not compromised.

She had a meeting with Maine Revenue Services to review tax assessments. The only issue is the tree growth component. A final report will be sent in about a month.

EDSC had a successful meeting. The crosswalk lighting pole had some damage and will be repaired. She gave an overview of the Public Works Pit process and that it requires additional administrative support and paperwork on file. The pit will be closed for a while for screening installation and there is also training required to enter the pit. There was a discussion on the impact of Clean-Up day and the pit area.

She met with the new owner of the Walnut Hill Commons and they discussed his goals for the property.

AED/First Aid/CPR training will be held tomorrow (4-22) for town staff. The Knight's Pond/Blueberry Hill project workshop needs to be scheduled. April 28th was agreed upon.

VII. Old Business

Personal Property - Town Manager Roy gave an overview of the personal property over the last 5 years and the BETE status. Selectman Palmer commented on this item from a revaluation process and that this is being reviewed from a fairness perspective. Town Manager Roy stated that state law indicates that the Assessor is responsible to notify everyone about personal property assessment requests in excess of \$100,000 but is not responsible to police the process. State law does not allow a community to opt out of taxing personal property equipment. Most residents will not be affected by this.

\$1,000 RR

Dave Tuemmler asked if this is new. Selectman Palmer stated that this is not new and other communities are doing this.

Audrey Lones stated that in the past, this request has been made of residents.

There was a discussion on how to proceed on notifications and for delinquencies etc. The Board agreed with the Town Manager's recommendation for mailings to the residents. It was also suggested that the exemptions list be posted on the town's site and included in the mailing.

Fire Rescue Department Policies - Town Manager Roy gave an overview of the policy process and review. The Fire Chief has worked on this and she reviewed them in relation to the town's procedures and supports the suggestions. Selectman Palmer supports the recommendations and commended the Fire Chief for the comprehensive work that was done on the policies and procedures. The Fire Chief commented on some minor changes and answered a few questions for clarification. Selectman Carr would like to see these sent back to the department officers for review and recommendation. There was a discussion on the Board of Selectmen being certified as outlined.

The Fire Chief indicated that some of the work was done with some of the deputies and others were done by him. Selectman Carr would like it to return to the deputies for final review to be certain and by this demonstrates full support.

Selectman Girard moved to accept the North Yarmouth Fire Department Standard Operating Procedure guidelines A-105, A-106, A-106 as presented dated 4/17, 4/15 and 4/16 respectively. Selectman Whittier seconded the motion. Discussion: Selectman Whittier supports these guidelines but doesn't object to review by the deputies. Selectman Girard stated that at any time, they can be amended. **Vote: 4-yes 0-no 1-absention** (Carr, as he is a Lieutenant in the department.)

Village Center Development - Referendum Vote - Selectman Palmer stated that based on public feedback and the Town Meeting, and the short timeframe, this vote be placed on the November election ballot. Selectman Carr stated that the motion should include exactly what will be done regarding septic etc. and full stakeholder involvement. Selectman Girard stated that a complete septic assessment may not be feasible to build in a motion at this time. Selectman Palmer suggested that the motion can be done at the next meeting. Selectman

Napolitano stated that the meeting minutes can state this as the Selectmen do not oppose this, but that it doesn't need to be part of the motion as it is on record that this has been discussed. Selectman Girard stated that there will be an upcoming workshop and this discussion could help with this before making the motion. It can be postponed to the next meeting. Selectman Napolitano stated that a motion to let the public know that this item will be on the November ballot.

Selectman Napolitano moved to have a referendum vote on the Village Center Development the November 3, 2015 election ballot. Selectman Girard seconded the motion. Discussion: There was continued discussion regarding the stakeholder involvement (including the Yarmouth Water District) and Selectman Girard reiterated that public ordinance requires that they review the proposal. Audrey Lones suggested an effective communications strategy in advance of the election would help with turnout. She also commented on the semantics of the septic system of the proposal and that they need to be clear. **Vote: 5-yes 0-no**

VIII. New Business - None.

IX. Any Other Business

Selectman Girard stated that the Town's Charter indicates that Selectman Whittier's date of departure from the Board and that the Board cannot do anything about filling his seat. He recommended that the Town Manager Roy contact MMA to find out how any amendment changes can be done to accommodate this.

Selectman Whittier asked for information regarding school spending in the next couple of weeks.

The Selectmen wished Caitlin well and commended Sean Tuemmler.

Selectman Palmer would like updates on the Wescustugo Committee. Selectman Girard updated the Board on their meeting status. The committee chair was waiting for additional guidance/direction from the Selectmen as there are multiple issues to address. He indicated that the Board did not have any additional direction for them and were waiting to hear from them. Selectman Palmer stated that he will contact them again for another meeting. Selectman Napolitano can contact the committee chair and would like to see less friction at subsequent meetings.


Selectman Palmer commended the Board for their efforts and work at Town Meeting.


X. Adjournment


Selectman Girard moved to adjourn the meeting at 8:34 pm.

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