

**Town of North Yarmouth
Board of Selectmen
Minutes of January 6, 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 Napolitano moved to approve the Minutes of December 18, 2014. Selectman Whittier seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

III. Payables - Selectman Napolitano moved to approve Payroll Warrants #28 & 29. Selectman Carr seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

Selectman Whittier moved to approve AP Warrant #30. Selectman Girard seconded the motion. Discussion: Selectman Napolitano stated that he would abstain from this vote as his wife has a payable in this warrant. Selectman Girard asked about the check to PDI and WB Mason. Town Manager Roy stated the PDI check is final payment and is the quoted amount and the WB Mason check is for replacement purchase for the chairs lost in Wescustogo Hall. **Vote: 4-yes 0-no 1-abstention (Selectman Napolitano)**

IV. Recognition of Visitors - Items not on the Agenda - Residents Robin Young, Nathan Graham, Mark MacMahan, and Keith Thompson expressed their concerns to the Board over actions taken by the Town Manager relating to the dismissal of an employee from the Fire Rescue Department and questioned the regarding sections in the town's personnel policy relating to the issue. Chairman Palmer stated that they are aware of this issue and thanked those who spoke.

V. Management Reports & Communications

Town Manager's Report: Staff continues to work on a plan for annual building maintenance. The Sharp House is on its own septic system based on the Code Enforcement Officer's review. Selectmen Napolitano would like to have some type of confirmation regarding this just to be sure. There are a number of EDSC applications. Anyone else who wishes to participate should submit their application by Jan. 12th. The town audit is nearly complete and she will be reviewing final information for the management's report with the auditor. The Superintendent's office will temporarily be moving into the Memorial School for a month or so while their Cumberland office is being renovated. She also participated in the welcoming of the Japanese exchange students at Greely Middle School. She commented on potential changes in Augusta regarding excise tax and will keep the Board up to date with any further information she receives. The Town Directory has been updated.

FY13 Tax Foreclosures - Town Manager Roy presented a list of potential tax lien foreclosures; automatic foreclosure takes place on January 29th. She indicated that working out payment plans is a very good method to implement and is better for the town. Selectman Napolitano commented on one property and that he believes that the town should not take it as there are some potential hazards. Selectman Carr stated that this is a good example for creating an automated system to be aware of this. Selectman Whittier urged the Town Manager to be certain that the payment plan deadlines are kept as he has seen 3 or 4 names that appear on this list regularly. Town Manager Roy commented on the ordinance indicating a 60-day wait on insuring property that the town takes over. She stated that it needs to be insured the day it is taken over (land w/structures, not land only).

VI. Old Business

Village Center Redevelopment - Workshop Date - Chairman Palmer stated that the group will be meeting Thursday to finalize suggestions for the study being conducted by Steve Blatt Architects. The Board agreed that the report is fact based; presenting it at a Board of Selectmen's meeting would be appropriate and the public could also provide input. It was further agreed that this would be done at the January 20th meeting. The report will include information, options and figures on the various properties within the Village Center. The Selectmen's workshop is scheduled for Thursday, January 8th at 9am. Chairman Palmer outlined some of the options being worked on. Selectmen Girard commented that this report outlines the figures and

options as the Board wanted more information regarding this but does not by any means suggest that these are the only options. It is a fact finding regarding costs. Ultimately, the final vote will be a town one. It was also noted that there will be public hearings through this process and there will be a new calendar of dates on the town's website.

Joint Standing & Wescustogo Committees/Selectmen Participation - Chairman Palmer stated that there was discussion on the level of participation by the Selectmen on the Joint Standing and Wescustogo Committees as there were questions that required more clarity. They asked for clarity by the MMA regarding this.

Town Manager Roy commented on Article II regarding boards and committees that they cannot participate on, but Article III, Section 5 outlines the ad hoc committees that they can participate. Based on this review, and the opinion of MMA legal, it is believed that the Joint Standing and Wescustogo Committees are ad hoc committees. The Wescustogo Committee has a slight variation in the committee terms, defines the committee make-up etc, as it was created by a town meeting.

Selectman Napolitano moved to nominate himself to serve as a representative for the Board of Selectman on the Wescustogo Committee for a term to end June 30, 2015. Selectman Girard seconded the motion. Discussion: None. **Vote: 4-yes/1-abstention (Selectman Whittier)**

Selectman Napolitano moved to nominate Selectman Girard to be the second Board of Selectmen's representative to the Wescustogo Committee. Selectman Palmer seconded the motion. Discussion: Selectman Carr expressed an interest in participating as he believes he has invested time on this issue. **Vote: 3-yes/2- abstention (Carr and Napolitano did not vote).**

Selectman Girard suggested that a warrant article regarding the Wescustogo Committee meeting should be discussed and created for an upcoming Town Meeting as the present committee structure isn't doable. Selectman Napolitano commented on the 2025 date for this. Selectman Girard indicated that the dates reference the building use and not the committee. It was agreed to have a meeting with the committee members to work on language for a warrant article.

VII. New Business

Communications Committee/Proposed Change to Charge - Selectman Carr commented on the changes in duties for the committee. There was a discussion on some of the proposed language changes. Selectman Whittier moved to approve the proposed changes to the charge of the Communications Committee. Selectman Napolitano seconded the motion. Discussion: Selectman Girard commented on the wording "more effective." He believes the intent is to be as effective as possible. Selectman Carr stated that the reasoning behind this is that this is the committee's charge to assess the effectiveness of the work. **Vote: 5-yes/0-no**

Assessing Contract Renewal & Appointment of Assessor - Town Manager Roy gave an overview of the contract renewal and the recommendation is to continue the contract for assessing with Vision for an estimated cost of 16,400. Vision software is a separate contract which has been paid at the cost of \$1,500. Town Manager Roy suggested doing an RFP for this service in the near future. Selectman Girard asked about assessing services with Cumberland County. Town Manager Roy stated that they are higher but worth examining further as well as other assessing companies. Selectman Napolitano moved to renew the assessing contract with Vision Government Solutions as presented. Selectman Girard seconded the motion. Discussion: None **Vote: 5-yes/0-no.**

Selectman Napolitano moved to appoint Vision Government Solutions as the Town of North Yarmouth's Assessor. Selectman Carr seconded the motion. Discussion: None **Vote: 5-yes/0-no**

Personnel Policy - Annual Review/Part 1- Town Manager Roy commented on the personnel policy and manual and recommends that they be merged into one document. No language changes have been made. This will then allow for the opportunity to review the document as a whole and proceed forward with actual language amendments. Once completed, the manager recommends that the town attorney review the final draft prior to the Board's approval of the amended policy.

Selectman Girard doesn't object to the process but suggests that the Board vote on the document after all changes have been implemented. Chairman Palmer suggested giving the documents directly to legal counsel for them to help make the changes and the wording and other items will be more accurate from a legal perspective and save the Town Manager time in the review process. Town Manager Roy agreed with Chairman Palmer's suggestion. The Town Manager was asked to find out an approximate cost of the service from the town attorney's office.

VIII. Any Other Business

Selectman Girard asked that the Historical Society be listed in the town directory, for clarity, as being a separate entity from municipal functions/information; Selectman Carr stated that the Recreation Committee will be having a forum on January 14th; Selectman Whittier commented on an email regarding the posting of minutes on the town's website. Selectman Carr commented on the process and that it can be frustrating; Selectman Napolitano commented on second quarterly report.

IX. Adjournment


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

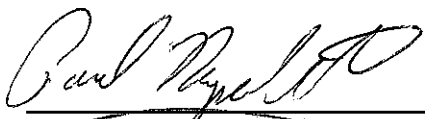
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Town of North Yarmouth Recording Secretary

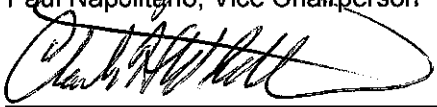
Board of Selectmen


Steven Palmer, Chairperson


Mark Girard


Alex Carr


Paul Napolitano, Vice Chairperson


Clark Whittier