

Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, July 6, 2021  
Wescustogo Hall & North Yarmouth Community Center



**Call to Order** – Brian Sites, James Moulton, Austin Harrell, David Reed, and Paul Hodgetts were present. The meeting was called to order at approximately 7:00 PM.

**Organization of the Board** – Selectperson Reed nominated Selectperson Sites as Chair. Selectperson Harrell seconded the nomination. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Sites).** Selectperson Reed nominated Selectperson Moulton as Vice Chairperson. Selectperson Harrell seconded the nomination. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Moulton).**

**Minutes of Previous Meeting(s) (6:59)** – Selectperson Moulton move to approve the minutes of June 15, 2021, as presented. Selectperson Harrell seconded. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Hodgetts)** *Note: Selectperson Hodgetts was not on the Board during the June 16, 2021 meeting.*

**Public Comment - Non-Agenda Items (7:42):**

Paul Napolitano, Mill Ridge Road, shared his concerns with the release of the new assessment ratios. Mr. Napolitano asked the Board to look further into the matter for next year. Mr. Napolitano also expressed his concerns with the Yarmouth Water District's approval of the Hazelton Project due to the lack of capabilities of being able to pump additional water to the area. Mr. Napolitano stated that he believed the expansion of water lines should be paid for through TIF funds since the lines benefited those new homes in the Village Center; it was stated that North Yarmouth was the highest rate payer due to the additional dry hydrants. Selectperson Moulton said that the Board would be looking more at the TIF. Nelson Smith, Ledge Road, made comments regarding the TIF and the homestead exemption. Mr. Smith shared his concerns with the Town Office hours and the closings on June 30<sup>th</sup> and July 1<sup>st</sup>. Debbie Grover, Acting Town Manager, explained that the hours were posted on the town's website and that the yearend closing required more staff resources to accomplish.

**Management Reports & Communications (14:44):**

**Town Manager's Report** – Chairperson Sites read the Acting Town Manager's Report. The Acting Town Manager's Report can be found on the town's website, [www.northyarmouth.org](http://www.northyarmouth.org). The Board discussed the findings from Shana Mueller, the Town Attorney, included in the memo provided to the Board, "Powers and Duties of the Select Board, Town Manager and Director of Emergency Preparedness in Policymaking During States of Emergency". Chairperson Sites allowed the public to speak during this period.

**Old Business (21:21):**

**TIF Workshop** – Chairperson Sites announced that the Board had their first TIF workshop back on June 22, 2021. Selectperson Reed asked that the Board include multiple committees in the next TIF workshop. Selectperson Moulton asked that future workshops/forums should be held before the meeting. Chairperson Sites suggested a 5:30 PM forum before the Select Board meeting on Tuesday, August 3<sup>rd</sup>. Selectperson Hodgetts asked if Tina Mullins from the Economic Development and TIF Department could be extended an invitation. Chairperson Sites responded that Maine Revenue Services could be available, Ms. Mullins may not. Selectperson Moulton stated that funds in the TIF regarding professional review should be used toward an expert on TIF. Selectperson Moulton moved to hold a forum on August 3, 2021 from 5:30 PM to 7:00 PM. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Reed asked that an amendment be made to include the Planning Board and Economic Development & Sustainability Committee. Chairperson Sites stated that the motion was to set the date. The amendment was not put to a vote. **Vote: 5 Yes – 0 No.**

**Muskie School of Policy** – Chairperson Sites led the discussion on this agenda item. Chairperson Sites suggested that a group be created to look into the scope for a review and project regarding housing development. Selectperson Moulton responded that he wanted an independent group to look into the TIF with public input also part of the process. Chairperson Sites recognized the public. Audrey Lones, Baston Road, suggested that the Board reach out to the Muskie School to provide the Board with a suggestion of how to move forward. Selectperson Sites reiterated that a scope needs to be determined by a group for the Muskie School to have a



suggested that the proposed group look into defining "workforce" housing and "affordable" housing. Mr. Wood suggested that the proposed group address the economics of establishing the previously stated housing in the town.

Fee Schedule Ordinance Review – Selectperson Moulton moved to hold a public hearing on July 20, 2021 at 7 PM for the purposes of amending the Fee Schedule. Selectperson Reed seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

#### **New Business (37:53):**

Fire Review of Fire Barn Lease – Selectperson Hodgetts asked about bathroom facilities at the Fire Barn. Chairperson Sites allowed the public to speak. Audrey Lones, Chair of the Planning Board, asked if there was a description of the property on the lease. Fire Rescue Chief, Greg Payson, described the size of the land intended to be leased by the North Yarmouth Fire Company. Chairperson Lones suggested that the location be delineated in the lease to avoid any legal questions in the future. Selectperson Moulton stated that the lease should have a stipulation of how to address the building once the lease ends; similar to the lease with the North Yarmouth Historical Society. The Fire Rescue Chief stated that no bathroom facilities will be planned for the future. Chairperson Lones suggested that the Fire Barn's survey be included in the lease agreement. Selectperson Reed asked if the Board had any concerns with the lease that the Fire Rescue Chief could address. Selectperson Reed moved to that the Select Board approve the proposed lease agreement with the North Yarmouth Fire Company, as presented, and authorize the Town Manager to complete, execute, and manage said agreement with representatives of the North Yarmouth Fire Company. Selectperson Moulton seconded the motion. Discussion: Chairperson Sites recognized Rob Wood to speak. Mr. Wood asked for clarification that the Board was not asking for a description of the property in the lease. Selectperson Moulton clarified that there is documentation (the deed) that supports the use and location of the proposed Fire Barn. **Vote: 5 Yes – 0 No.**

Annual Appointments – Selectperson Moulton moved to appoint Clark Baston as the town Road Commissioner for a one (1) year term. Selectperson Reed seconded. Discussion: Selectperson Reed stated that he was surprised the mentioned employees for appointment did not show up to their own appointments, but stated that he understood why. **Vote: 5 Yes – 0 No (term to expire June 30, 2022).** Selectperson Reed move to appoint Cheryl Trenwoeth as Public Access Officer for a one (1) year term. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No (term to expire June 30, 2022).** Selectperson Harrell moved to appoint Renee Lachapelle, Cumberland County Assessing, as the town Assessor for a two (2) year term. Selectperson Moulton seconded the motion. **Vote: 5 Yes – 0 No. (Note: After careful review of the Town Charter, the term should be for one (1) year. The Select Board may address this at a future meeting).** Selectperson Hodgetts inquired about Kit Maloney's and Amy Horstmann's term on EDSC. The Executive Assistant to the Town Manager stated that Kit Maloney was due for a term to expire in 2021 (Note: After another inspection of the records, it was found that Kit Maloney's term was recorded on May 21, 2019 to last until June 30, 2020. However, Charter states that the term should be a three (3) year term ending in 2022. The Select Board should provide further clarification at a future meeting). Selectperson Reed suggested that more review be taken on the appointments. Selectperson Reed suggested that Parks and Recreation appointments be held off until the next meeting. Chairperson Sites allowed members of the public to make comments. Scott Kerr, New Gloucester Road, suggested that the Board consider picking candidates that meet the goals of the Select Board. Chairperson Sites asked Mr. Kerr how many members were part of the committee. Mr. Kerr answered. Chairperson Sites said that he doesn't see why volunteers could not be appointed to the committee and have the Select Board reassess the situation. Selectperson Moulton commented that a committee should have diverse members. Selectperson Reed made comments regarding reappointments and that the Board should consider all applicants rather than reappointing members. The Executive Assistant mentioned that applications or other materials for the Select Board packets should be submitted by the Thursday before the meeting when the packets are put together. Ms. Lones stated that she believed the Select Board provides the charge to the committee. Steve Palmer, Mountfort Road, stated that the committee should make recommendations to the Select Board for those individuals best suited to work with the committee. Selectperson Reed agreed with Mr. Palmer's suggestion but wanted to see that the Board review all applications. The Acting Town Manager stated that two (2) more applications were submitted for the Parks and Recreation Committee. The Acting Town Manager reminded the Board that they will be reviewing applications throughout the year and recommended that a process be created to address Mr. Palmer's previous suggestion. Chairperson Sites clarified the seats available for the Parks and Recreation Committee. The Executive Assistant clarified to the Board that the Parks and Recreation Committee and the Planning Board do have members up that would provide less than a quorum or voting members to vote on an application, respectively. Chairperson Lones stated that approval of an application could be delayed if the member presented



was not appointed. Linc Merrill, North Road, asked how many positions were available for Parks and Recreation. Chairperson Sites said that a legal review was in progress for the new Parks and Recreation positions. Chairperson Sites asked for clarification on if there were seats available that would not be standing. Mr. Kerr responded that the charter does not allow for alternate members. Chairperson Sites for clarification if the committee could meet without the positions filled. Mr. Kerr suggested that the Planning Board member up for reappointment and the two (2) members up on Parks and Recreation (including himself) be reappointed. Selectperson Reed agreed with Mr. Kerr's suggestion. Selectperson Moulton further inquired on the available seats on Parks and Recreation. Selectperson Reed nominated Bob Abbott and Scott Kerr to the Parks and Recreation Committee. Selectperson Reed amended his motion to appoint Robert Abbott and Scott Kerr to the Parks and Recreation Committee. *(Note: the terms of each member are to expire on June 30, 2024).* Selectperson Moulton seconded the motion. Discussion: Chairperson Lones asked that Sandy Falsey be approved to the Planning Board. Chairperson Lones highly recommended Ms. Falsey. Selectperson Reed asked what Ms. Falsey has for qualifications and how many members were left on the committee if appointed. Chairperson Lones again reiterated Ms. Falsey's qualifications. Ms. Lones responded that there will be two (2) seats open. Selectperson Harrell suggested that the Board hold off on approving the new application for the Parks and Recreation Committee for the next meeting. Selectperson Harrell amended the motion to appoint Normal L. Smith to the Board of Assessment Review *(Note: term to end June 30, 2024)*, Kit Maloney to the Economic Development & Sustainability Committee *(Note: Ms. Maloney was appointed to the EDSC committee in 2019 for a one (1) year term. However, the Charter defines the terms needing to last three (3) years. The Board should determine or correct Ms. Maloney's term to end June 30, 2022)*, Sandra Falsey to the Planning Board *(Note: for a term to expire for a term to expire June 30, 2024)*, Linc Merrill to the Wescustogo Hall Committee *(Note: for a term to expire June 30, 2024)*, Norman L. Smith to the Zoning Board of Appeals *(Note: for a term to expire June 30, 2024)*, and Kevin Oliver to the Shellfish Conservation Commission *(Note: for a term to expire on June 30, 2024)*. Chairperson Sites seconded the motion. Discussion: Selectperson Reed stated that the positions should be up for consideration. Selectperson Reed stated that the committees seemed to be in need of the appointments but responded that the committees should delay for a few weeks for the remaining Parks and Recreation Committee seats. Chairperson Sites made further comments on available seats. Kevin Robinson, Walnut Hill Road, asked how the alternate positions were to be filled. Chairperson Lones responded that members are promoted by the Select Board or are usually approved to be full members of the Board if a quorum is not achieved. Selectperson Moulton and Reed asked for more clarification regarding the Planning Board positions. Chairperson Lones provided more clarification on the Planning Board's open seats. Mr. Merrill made additional comments on the new seats added at Town Meeting for the Parks and Recreation Committee. Selectperson Moulton stated that he was inclined to wait but wanted to make sure the committees could still function. Selectperson Moulton asked if all the appointments in the motion would keep the committees functioning. Selectperson Harrell responded that only Planning Board and the Parks and Recreation Committee. Chairperson Sites concurred with Selectperson Harrell but added that the other committees have plenty of seats open. **Vote: 5 Yes – 0 No (on the amendment and on the amended motion).** Selectperson Moulton moved to appoint Trudy Dibner, Kelly Barnes, and Paul Dexter to the Prince Memorial Library Advisory Board for a term of one (1) year; and, Greg Payson to the Joint Standing Committee for a term of one (1) year *(Note: This will make all their terms end on June 30, 2021)*. Selectperson Harrell seconded. Discussion: none. **Vote: 4 Yes – 0 No - 1 Abstain (Selectperson Reed).** Chairperson Sites moved to appoint Selectperson's Harrell and Reed to the Recreation Advisory Board for terms to expire June 30, 2022. Selectperson Hodgetts seconded. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain (Selectperson Reed).** Chairperson Sites moved to appoint Selectpersons Moulton and Hodgetts to the Joint Standing Committee for terms to expire June 30, 2022. Selectperson Harrell seconded. Discussion: none. **Vote: 4 Yes – 0 No – 1 Abstain. (Selectperson Moulton)** *(Note: Positions that need to be filled by Selectpersons have traditionally lasted for one (1) year).* Selectperson Reed moved to appoint Selectpersons Harrell and Sites to the Wescustogo Hall Committee for terms to expire June 30, 2022. Selectperson Hodgetts seconded. Discussion: none. **Vote: 3 Yes – 0 No – 2 Abstain (Selectperson Moulton and Chairperson Sites).** Selectperson Reed moved to confirm the Town Manager's appointments. Selectperson Harrell seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

#### Other Appointments

By consensus, the Board agreed to table the appointment of Elise Kern to the Parks and Recreation Committee.

Selectperson Reed stated that the Board should have added the Budget Committee seat be added to the June election. Chairperson Sites responded that the position was not able to be included in the June election. Selectperson Moulton moved to appoint Bill Young to the Budget Committee for a term to expire June 30, 2023. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Reed believe that both candidates should



be able to approach the Board, however he noted that he previously stated that the winner of the election should receive the position. Audrey Lones made some additional comments. Gay Peterson, Milikin Road, made additional comments about the appointment and how it should be conducted. Selectperson Hodgetts stated that Mr. Young was planning on being at the meeting. Selectperson Moulton withdrew his motion. By consensus, the Board invited the two (2) volunteers to be at the meeting on July 20<sup>th</sup>. By consensus, the item was tabled.

First Review of Request for Proposals – Auditing Services – The Acting Town Manager explained that the Town has not had a request for proposal in a long time. Selectperson Reed asked if the item could be tabled. Chairperson Sites what the timeline was. The Acting Town Manager stated that the RFP should be released soon due to standard timeline of a municipal audit. The Executive Assistant made additional comments regarding the RFP. Selectperson Reed stated that he wanted the Board to have longer time to review the document. The Board agreed to discuss the item at the next Select Board meeting.

Select Board Goals – Chairperson Sites read the statement from the meeting materials of this meeting. Selectperson Moulton made a comment that last year's goals seemed to him to be more like objectives. It was suggested that the Board send three (3) goals to the Executive Assistant to the Town Manager to compile for the next Board meeting.

Accounts Payable (1:49:28) – Chairperson Sites moved to approve accounts payable warrants 54, 55, 56, 57, & 58 in the amount of \$145,180.52, as presented for FY21. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts inquired about a payroll charge made on warrant 56 and 57. The Acting Town Manager answered that warrant 56 was for reimbursement to those employees who opt out of the health insurance coverage through the town. Selectperson Hodgetts asked about a charge from warrant 58 for the purchase of a drone. The Fire Rescue Chief informed the Board that he applied for a grant for the device. **Vote: 5 Yes – 0 No.**

Any Other Business (1:53:07) – Selectperson Moulton stated that a contract with MSAD #51 and the Town for Sharp's Field. Selectperson Moulton inquired about Matt Sharp donating a wooden sign to the Town for Sharp's Field. Selectperson Moulton asked that the Board inquire about the professional review funds established through TIF and a professional review of senior housing. Selectperson Moulton also stated that the Board should look into a building cap. Lastly, Selectperson Moulton made a comment about the Town Office hours. Selectperson Reed stated that he wanted the Board to address a senior tax credit, development options and affordable housing for younger people, and brown tailed moth. Linc Merrill inquired about the minutes of June 15, 2021. Mr. Merrill asked if Selectperson Reed voted for Vanessa Bryant. Selectperson Reed responded that the vote was unanimous. Selectperson Hodgetts wanted more information on the Town Manager. Chairperson Sites stated that an Executive Session would be held before the next meeting.

Adjournment – Selectperson Moulton moved to adjourn. Chairperson Sites seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

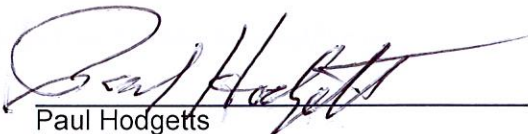
Select Board



Brian Sites, Chair



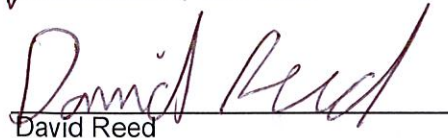
Austin Harrell



Paul Hodgetts



James Moulton, Vice Chair



David Reed