

Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, August 17, 2021  
Wescustogo Hall & North Yarmouth Community Center

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

Selectperson Reed made a motion to move before the “Public Comment” section of the agenda the “Select Board Goal Setting” section of the agenda. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton and Hodgetts stated that they did not mind discussing the item first. **Vote: 5 Yes – 0 No.**

**Minutes of Previous Meeting(s)** – none.

**Public Comment - Non-Agenda Items**

**21:56**

Chairperson Sites recognized Debbie Grover for her service to the town as the Acting Town Manager. Bill Young, Sweetser Road, discussed transitional housing and that he was concerned seniors moving from their homes to a senior housing complex could create growth in the school department and create additional taxes. Chairperson Sites responded that seniors are not the only demographic moving out of their homes. Selectperson Reed stated that he felt the town needed to provide more stability for older residents in the town. Mike Mallory, Walnut Hill Road, shared his concerns with residential growth in the village center and stated that tax increment financing (TIF) is a tool. Mr. Mallory suggested a committee be formed to oversee the TIF. Mr. Mallory stated that currently municipal facilities are placed within the TIF which, he states, provides no value to the town. Selectperson Moulton concurred with Mr. Mallory’s statements. Chairperson Sites read the open positions on the town’s various boards and committees. Anne Graham, Farms Edge Road, encouraged the Board to consider how to utilize funds from the American Rescue Plan. Ms. Graham shared her support for the Community Center and raising funds through the department. Ms. Graham asked that the Board consider mandating masks in town facilities. Selectperson Reed suggested that social distancing be discussed in conjunction with mask wearing. Katie Murphy, President of the North Yarmouth Historical Society, made comments informing of the Board and public of the work starting to begin in the village green to move the Old Town House off of Route 9 to the new location. Ms. Murphy thanked the residents for donating \$500,000 to the project.

**Management Reports & Communications:**

**37:58**

**Introduction of Christopher Bolduc, interim Town Manager** – interim Town Manager, Chris Bolduc, introduced himself to the public and Board. The interim Town Manager added that the Town of Cumberland supports the Town of North Yarmouth and shares its resources. In addition, the interim Town Manager stated that he’s available by appointment and plans on posting office hours on the town’s website.

**Old Business:**

**Started at 11:02 with “Select Board Goal Setting”; returned at 41:54**

**Select Board Goal Setting** – Selectperson Harrell stated his following goals: 1) Promote commercial development in the village center. Furthermore, for the Select Board to discussion with EDSC/Consultant to understand what commercial business would require for village infrastructure improvements to attract commercial development, or other ways to use TIF funds to promote commercial development. 2) Senior tax assistance: continuation of previous Select Board goal, expand assistance to assist seniors to “age in



place” to promote senior housing to provide more affordable housing options for seniors. 3) Support interconnectivity and recreation. More specifically, a playground in the village center, expand Knight's Pond access/connectivity, and sidewalk expansion/improvement. 4) Understand how residential growth/turnover impacts the school system: how much residential growth can the school system handle each year? How can NY/C keep growth to a sustainable rate through ordinance modifications to keep enrollment at a level the school can reasonably support? 5) Identify/develop village center infrastructure projects for the use of TIF funds: traffic calming, sidewalks, waterlines, beautification, etc. 6) Support move of historical Old Town House to Village Center. Selectperson Reed state his following goals: 1) expand trail connectivity between Knight's Pond and Royal River 2) improve communication 3) establish a playground 4) expand Senior Tax Relief Program 5) local business growth 6) determine how TIF funds can be used to address water shortages. Selectperson Hodgetts stated his following goals: 1) hire a new town manager 2) keeping seniors with taxes 3) amending the town charter 4) establish a building cap. Selectperson Reed asked for clarification on building cap being for residential growth or commercial. Selectperson Hodgetts clarified that he meant only residential growth. Selectperson Moulton's goals were as stated: 1) more inclusivity and transparency 2) establishing a base-line budget. Chairperson Sites had no goals to add. Chairperson Sites stated that he would like to have the Executive Assistant to the Town Manager put the goals together for the next meeting.

Town Manager Appointments – Chairperson Sites moved to accept the interim Town Manager's recommendations to appoint Christopher Bolduc as General Assistance Administrator, Treasurer, and Tax Collector. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Certificate of Settlement FY20 & FY21 – Chairperson Sites moved that the Select Board accept and endorse for the FY20 and FY21 taxes, as presented. Discussion: none. **Vote: 5 Yes – 0 No.**

Certificate of Recommitment of FY20 & FY21 Taxes to Recently Appointed interim Town Manager – Chairperson Sites moved that the Select Board endorse the certificate of recommitment as Chris Bolduc being committed to the remaining balance of the FY20 and FY21 taxes, as presented. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

### **New Business:**

**43:12**

Maine Municipal Association Agreement for Town Manager Search – Chairperson Sites read the agreement with Maine Municipal Association (MMA). Selectperson Hodgetts asked the Chairperson how successful MMA will be in choosing an applicant. Chairperson Sites responded that the time projected to find an individual is six (6) months. Selectperson Moulton inquired when the Board would implement the contract. Chairperson Sites responded that the process would not occur right away. Selectperson Moulton moved to accept the contract, as written. Selectperson Harrell seconded the motion. Discussion: Selectperson Reed stated that he shared Selectperson Hodgetts's concerns on the time frame of choosing a town manager. Selectperson Hodgetts asked if the town would receive a refund if the Board found a town manager before the contract ended. Chairperson Sites responded that he was not sure. Selectperson Moulton suggested that the Board hold off until another opportunity was allowed to search for applicants. Selectperson Reed and Harrell expressed their willingness to engage with MMA. Mr. Mallory was recognized. Mr. Mallory inquired what the Board would do if applicants were not favorable to the Board. Chairperson Sites responded that the Board would be responsible if an applicant could not be chosen. Rob Wood, Milliken Road, was recognized. Mr. Wood shared his support for MMA. Audrey Lones, Baston Road, was recognized. Ms. Lones shared her support for MMA and for a qualified individual being chosen to be the town manager. Donna Palmer, Mountfort Road, was recognized. Mrs. Palmer asked that individuals speak closer to the microphone. Selectperson Moulton and Reed made additional comments. **Vote: 5 Yes – 0 No.**

Discussion Item – Outstanding EDSC – Related Projects and Professional Service's Needs – Kit Maloney, EDSC member, elaborated on the contract between the Town of North Yarmouth and Maine Design Workshop (MDW) that was terminated in July. Ms. Maloney further elaborated on the details of the contract that allow the Select Board to terminate the contract with only thirty (30) days' notices at any given time the



contract is in effect. Ms. Maloney expressed her feeling that EDSC currently needs the professional help to move forward with proposed projects and assisting residents in developing their businesses in North Yarmouth. Ms. Maloney suggested contract amendments from the Select Board to finish projects that MDW was supported EDSC to accomplish. Selectperson Reed asked what projects were outstanding and what resources the Board could provide if the MWD contract was not renewed. Ms. Maloney answered that projects were approved at town meeting that need MDW support as well as supporting the Public Works Department. Ms. Maloney also expressed MWD's experience with working in town. Selectperson Reed responded stating his opinion that businesses can thrive without governmental assistance. Ms. Maloney responded stating the services MDW provide to those businesses looking to start in North Yarmouth. Chairperson Sites discussed his experiences with a resident who is searching for a property to create his gym. Chairperson Sites explained the resident's needs that the Select Board nor an individual committee could assist. Selectperson Reed responded that he believed residents are more engaging in assisting potential small business owners to building in town. Ms. Maloney responded that professional help is needed. Selectperson Moulton responded to Ms. Maloney that he wanted to provide more funding for assisting small business owners who want to start in North Yarmouth. Selectperson Moulton also suggested the Board consider the EDSC charge to meet the Board's goals. Ms. Maloney asked Beau Burgau and Byron Kern to speak about their experiences in trying to build a small business in North Yarmouth. Mr. Burgau shared that he's originally from out of town and doesn't know everyone in town who could assist him with his business. Mr. Burgau shared his support for the assistance he's received from MDW and EDSC. Mr. Kern, Smithwood Drive, shared his concerns that he did not feel North Yarmouth was looking for outside businesses because of others concerns that there is too much development in town. Mr. Kern shared his support and positive experiences working with MDW. Audrey Lones, Baston Road, spoke about the benefit business growth can provide to the town and shared her support for extending the MWD contract to target certain projects that she feels need to be completed for FY22. Ms. Lones suggested that the Board consider future discussions without stopping business growth in town. Alicia Dostilio, Parsonage Road, inquired if the charge for the EDSC has changed since changes occurred in town management and planning. Ms. Dostilio also inquired if the town has looked for an economic development consultant and if the Board would consider an hourly rate instead of a termed contract. Chairperson Sites responded with comments regarding the EDSC charge and the relationship EDSC had with Maine Design Workshop. Chairperson Sites suggested that the Select Board define a set charge for the committee. Selectperson Reed also responded that he has spoken with a local consultant. Selectperson Reed also suggested that the Board request EDSC to investigate the barriers of entry for building a business in North Yarmouth. Chairperson Sites and Selectperson Reed engaged in a discussion on the topic. Steve Palmer, Mountfort Road, commented that the Select Board asked an outside consultant to come aboard due to lack of volunteer resources to implement the comprehensive plan. Mr. Palmer also stated that the Select Board is not equipped to work through the commercial development of the industrial parkway. Mr. Palmer stated his concerns with previous Board discussions about a "reset" in commercial growth and town government. Selectperson Moulton responded with comments supporting the Board's decisions, however recognized the difference of opinions. Selectperson Moulton stated that he supported inclusivity and transparency. Gay Peterson, Milliken Road, shared her support of Ms. Maloney's statement and as well as her concerns with holding on the work implemented by Maine Design Workshop and EDSC. Ms. Peterson suggestion an interim option. Selectperson Reed responded that he doesn't believe projects supported by the EDSC are being halted and that business owners are capable of building businesses without town assistance. Diane Morrison, Browndog Drive, responded that she disagreed with Selectperson Reed's previous comments. Ms. Morrison discussed how EDSC utilized the consultant, her connections, and credentials. Ms. Morrison stated that the Board alone does not have the resources to accomplish the Board's goal to promote local development. Selectperson Reed responded to Ms. Morrison's comments stating that he didn't feel the consultant was assessable when he attempted to engage with the consultant in the past. Paul Napolitano, Mill Ridge Road, responded with comments that the Select Board should slow down, hire a town manager, and consider existing business owners in town. Scott Kerr, New Gloucester Road, made comments regarding the economy of building a business. Anne Graham, Farms Edge Road, inquired if the funding approved by the PACTS project could be revoked if North Yarmouth is stumbling. Kate Perrin, New Gloucester Road, provided comments regarding her decision to build out of North Yarmouth. Ms. Perrin felt that professional assistance was needed. Mike Mallory, Walnut Hill Road, made comments suggesting that amendments be made to the TIF. Audrey Lones, Baston Road, stated that the EDSC's work is guided by the town's comprehensive plan, Camoin report, master plan, and strategic plan. Selectperson Moulton responded that



his vote was to have an opportunity to look into a direction that includes everyone. Bill Young, Sweetser Road, made comments supporting looking into the comprehensive plan. Selectperson Moulton responded that the workshop June 22<sup>nd</sup> was very informative. Chairperson Sites made closing remarks. Selectperson Reed made remarks regarding an incident during the discussion. Chairperson Sites summarized the discussion with Ms. Maloney that EDSC doesn't have tangible items that the group can sink their teeth into. Chairperson Sites also added that he would work with the committee and Board to find a solution.

### Accounts Payable

1:53:03

Chairperson Sites moved to approve warrants 5 & 6 totaling \$ 917,930.30 for FY22. Selectperson Reed seconded the motion. Discussion: Selectperson Hodgetts requested a breakdown for the disbursement of funds to the previous Town Manager. Chairperson Sites responded that the amount included the full agreement minus any federal or state payments. Selectperson Hodgetts inquired on the previous Town Manager's salary. Chairperson Sites responded. Selectperson Hodgetts inquired about a payment made to Backdraft OPCD, LLC in the amount of \$ 2,206.85. The Assistant Town Manager responded that the item was for the Fire Rescue Department. Selectperson Hodgetts inquired about a charge made to Maine Recreation & Park Association for \$ 1,700.00. The Assistant Town Manager answered that the purchase was for a Fun Town & Splash Town event the WH&NYCC was sponsoring. Selectperson Hodgetts inquired about a payment to the Royal River Conservation Trust for \$ 103.00. The Assistant Town Manager responded that it was for an event two members of EDSC were attending. **Vote: 5 Yes – 0 No.**

### Any Other Business

1:57:55


Chairperson Sites recognized Selectperson Hodgetts. Selectperson Hodgetts requested that an agenda item be placed on the next agenda to discuss the TIF. Selectperson Moulton requested an agenda item to be placed to discuss a property adjacent to Baston Park that may be leased by the town that could be affected by possible dredging being done by Parks & Recreation. Selectperson Moulton also discussed getting a group together to determine where the sign donated for Sharp's Field should be placed. Alicia Dostilio suggested placing the sign under the sign currently located at the Town Office.

**Adjournment** – Selectperson Moulton moved to adjourn. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.** Adjournment at approximately 9:03 PM.

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

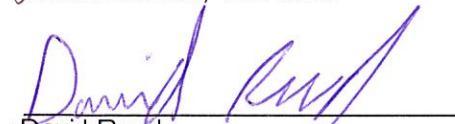
Select Board

  
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Brian Sites, Chair

  
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Austin Harrell

  
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Paul Hodgetts

  
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James Moulton, Vice Chair

  
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David Reed