

Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, April 5, 2022  
Wescustogo Hall & North Yarmouth Community Center



**Call to Order (7:13)** – Brian Sites, James Moulton, David Reed, & Paul Hodgetts were present. Chairperson Sites called the meeting to order at 7:00 PM.

**Appointments** – none.

**Special Presentation (07:40)** – Chairperson Sites read a proclamation to the Board regarding the recognition of the Girl's Track Team from Greely High School. Ron Smith, RHR Smith, CPA, CFE (Auditor), gave a presentation to the Select Board regarding the Fiscal Year 2021 audit. The Auditor discussed the state of the Undesignated Fund Balance and the property tax due dates. The Auditor recommended increasing the Undesignated Fund Balance and adjusting the property tax due dates to two (2) payments rather than four (4). Chairperson Sites and Selectperson Reed inquired about the Undesignated Fund Balance. Selectperson Moulton made additional comments to the public regarding the property tax payments.

**Announcements** –

**Consent Agenda (30:49)** – Selectperson Moulton moved to approve the consent agenda, as presented. Selectperson Hodgetts seconded the motion. Discussion: Paul Hodgetts asked that "Mr. Robinson" be addressed using his full name, "Kevin Robinson". Selectperson Hodgetts addressed February 1, 2022, to change "Eric Robinson" to "Kevin Robinson". Selectperson Hodgetts asked that the full names of all the minutes be spelled out. The Board, by consensus, tabled the March 29<sup>th</sup> minutes. Selectperson Moulton moved to amend his motion to remove the March 29<sup>th</sup> minutes. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

**Public Comment - Non-Agenda Items** – Rich Parenteau, Pine Ridge Road, commented on the due dates for the payments in two (2) rather than four (4) payments. Selectperson Moulton and Chairperson Sites responded to Rich Parenteau. The Board had a discussion with the Town Manager regarding Rich Parenteau's question. Andrea Berry, Memorial Highway, requested the Select Board provide childcare at the Annual Town Meeting. The Town Manager responded that she spoke with the Cumberland Recreation Director to organize childcare. Selectperson Reed stated his agreements with having childcare and included that the Town should organize to have food available at Annual Town Meeting. Eliza Bachelder, Walnut Hill Road, commented on the need for remote access at town events and shared concerns from another resident regarding communication with the Select Board. The Board responded to Eliza Batchelder's comments. Eliza Bachelder requested that a shuttle service be provided for Annual Town Meeting.

**Management Reports & Communications (1:00:02)**

**Town Manager's Report** – The Town Manager reported on the Tax Acquired Property Ordinance needing amendments to be agreeable to Title 36 of the State statute regarding tax acquired property in regards to elderly individuals. The Town Manager requested the Board hold a public hearing at their next meeting.

By consensus, the Board called a public hearing for April 19, 2022 for the purposes of amending the Tax Acquired Property Ordinance.

**Old Business:**

**Call for Public Hearing – Select Board Bylaws (1:03:11)** – Chairperson Sites moved that the Select Board call for a public hearing on April 19, 2022, for amending the Select Board Bylaws. Selectperson Reed seconded the motion. Discussion: Selectperson Moulton inquired on why the rush on approving the bylaws. Selectperson Hodgetts requested that he see the changes on paper. Selectperson Reed stated that he was open to any changes. Chairperson Sites stated that he would appreciate the items being codified. Chairperson Sites moved to amend to have the date on May 3, 2022. Selectperson Hodgetts seconded the amendment. **Vote: 3 Yes – 1 No. (Selectperson Moulton)**

EDSC Committee Charges (1:11:25) – Chairperson Sites read the following charge: “The Economic Development & Sustainability Committee will review, in conjunction with the Select Board, the Planning Board, fellow volunteer committees, and from a wide array of North Yarmouth residents the 2018 Comprehensive Plan and how the plan is believed to be in service of the future of the Town. The goal of this charge is supporting the North Yarmouth community and the local economy to garner context and feedback through multiple avenues of input including, but not limited to, workshops and public forums. A presentation to the Select Board after the completion of the review would be required”. Selectperson Reed moved to adopt the charge as written. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton stated that the charge was well written. Kevin Robinson, Co-Chair of the Economic Development & Sustainability Committee, stated his agreements with the language presented by Chairperson Sites. Selectperson Reed moved to amend the charge. Selectperson Reed withdrew his motion. **Vote: 4 Yes – 0 No.**

### **New Business –**

Candidate's Night (1:16:00) – Selectperson Hodgetts stated that he felt the dates presented by the Town Manager were too late in relation to when the absentee ballots are sent out. Selectperson Reed stated his agreement. The Town Manager responded that there are usually more voters attending the vote rather than voting absentee. The Town Manager responded that she would come to the next meeting to report to the Board on her findings. The item was tabled by the consensus of the Board.

Award Bid for Civil Engineering Services (1:20:18) – Selectperson Moulton moved that the Select Board award the bid for Civil Engineering Services to Olver Associates Inc. Selectperson Reed seconded the motion. Discussion: Selectperson Hodgetts inquired if there was a cap on what the Town would pay for engineering services. The Town Manager responded that Olver Associates would provide a rate depending on the project. Selectperson Moulton and Chairperson Sites referenced the Town's Financial Policy. The Town Manager emphasized that the costs would be upfront and transparent before the work would be completed. **Vote: 4 Yes – 0 No.**

Any Other Business (1:25:35) – Selectperson Hodgetts requested amendments to the February 1, 2022, business meeting minutes. Selectperson Hodgetts requested the following changes:

- February 1, 2022 – Agenda item “Economic Development & Sustainability Committee Resignation”, second paragraph: Incorrectly listed as ‘Eric’ Robinson, should be stated as ‘Kevin’ Robinson.


Selectperson Reed commented on the Community Recreation Forum hosted the night before.

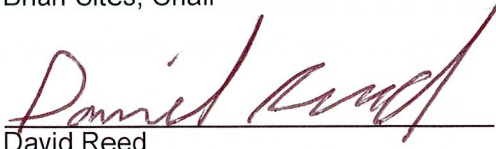
Chairperson Sites commented on the Recycling Committee's scheduled “Swap n' Shop” that will take place on the same day as Clean Up Day.


Adjournment (1:30:32) - Selectperson Hodgetts moved to adjourn at 8:25 PM. Selectperson Reed seconded the motion. Discussion: none.

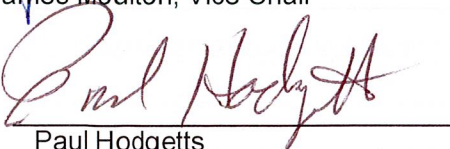
Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

  
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Brian Sites, Chair

  
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David Reed

  
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James Moulton, Vice Chair

  
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Paul Hodgetts