

Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, August 2, 2022  
Wescustogo Hall & North Yarmouth Community Center



**Call to Order** (7:15)– Brian Sites, Amy Haile, Paul Hodgetts, Katherine Perrin, and Andrea Berry were present. Town Manager Barnes was also present. Chairperson Sites called the meeting to order at 7:00 PM.

Chairperson Sites gave a brief narrative on Roselyn Clark. Chairperson Sites praised Roselyn for her public service and commitment to the town.

**Appointments:**

**Recreation Advisory Board – Johnna Mulligan (two (2) year term) (10:57)**

Vice Chairperson Haile moved that the Select Board reconsider their vote on July 19, 2022, to appoint Johnna Mulligan to the Recreation Advisory Board for a term that was initially set to expire on June 30, 2023. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Selectperson Hodgetts moved that the Select Board appoint Johnna Mulligan to the Recreation Advisory Board for a term to expire on June 30, 2024. Selectperson Berry seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

**Select Board Liaisons to Boards and Committees (12:43)**

Chairperson Sites moved that the Select board appoint the recommended selectpersons to the boards and committees included in the Select board's packet for a term to expire on June 30, 2023. Selectperson Berry seconded the motion. Discussion: none **Vote: 5 Yes – 0 No.**

Selectperson Haile's Recommendations:

Budget Committee – Chairperson Sites  
Planning Board, Zoning Board, and Flag Committee – Selectperson Hodgetts  
Wescustogo Hall Committee, Recreation Advisory Board Committee, Living Well in North Yarmouth Committee – Selectperson Haile  
Recycling Advisory Board, Joint Standing Committee, Parks and Recreation Committee – Selectperson Berry  
Wescustogo Hall Committee, Economic Development & Sustainability Committee, North Yarmouth School Fund Trustees– Selectperson Perrin

**Select Board Nominations to the Planning Board and Zoning Board of Appeals (15:00)**

Selectperson Haile moved to add nominations to the Planning Board and Zoning Board to the agenda. Chairperson Sites seconded the motion. Discussion: Selectperson Haile thanked those who applied. **Vote: 5 Yes – 0 No.**

Selectperson Haile moved to appoint Trey Milam as an alternate to the Planning Board with a term to expire on June 30, 2025, and to move him to the next vacant regular position term expiring June 30, 2025; to appoint Paul Whitmarsh as an alternate to the Planning Board with a term expiring June 30, 2025; to appoint Alex Urquhart to the next vacant Planning Board alternate position term expiring June 30, 2023. Selectperson Hodgetts seconded the motion. Discussion: Chairperson Sites asked Selectperson Haile the process that was followed to appoint the individuals. Selectperson Haile discussed the process as follows:

- Applications were collected by the Town Manager.
- The Select Board appointed two (2) selectpersons to an interview committee charged with reviewing the applications with staff (town planner and Town Manager).
- The selectpersons and Town Manager provided the requirements for each position to each applicant and provided an additional question that was required to be submitted.



- The Town Manager and selectpersons scheduled and conducted interviews (20 minutes)
- The Select Board members made a recommendation to the full Select Board.

Chairperson Sites inquired if the selectpersons involved agreed with the process. Selectperson Haile and Hodgetts made comments that the process was favorable. Selectperson Hodgetts stated that ad-hoc committees do not need to go through this same process. **Vote: 5 Yes – 0 No.**

Selectperson Haile moved to appoint Kevin Robinson as a regular member to the Zoning Board of Appeals for a term to expire on June 30, 2025. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Haile added that the interview committee (Selectperson Haile, Selectperson Hodgetts, and Town Manager Barnes) interviewed the applicant. The Town Manager noted that there were more applications for the interview committee and Select Board to review at a later meeting. **Vote: 5 Yes – 0 No.**

### **Special Presentation(s)** (22:31):

Chairperson Sites gave a presentation on the mil rate projections over the last nine (9) years. Selectperson Perrin made further comments regarding MSAD #51's decisions to use their unassigned fund balance to lower their rates in FY16-17. Selectperson Haile commented that the presentation was helpful. Selectperson Hodgetts asked how much would be available to put back into the unassigned fund balance in fiscal year 2023. Town Manager Barnes explained that the mil rate projected (\$18.10) included a \$300,000.00 overlay that should contribute to the unassigned fund balance less any abatements processed and over expenditures throughout the year. Furthermore, she discussed how any outstanding taxes influence the unassigned fund balance with a lower outstanding balance having a positive effect. Town Manager Barnes stated that she expects the outstanding taxes in FY22 to be lower than last years. Selectperson Berry asked what the Town Manager's goal was for the unassigned fund balance. Chairperson Sites commented that the Financial Policy requires 17 % of the town's annual budget be set aside for unassigned funds. Town Manager Barnes stated that 90 days was preferable.

### *Public Recognition*

Steve Palmer, Mountfort Road, commented that the mil rate increases were not that significant over the nine (9) year period.

Paul Napolitano, Mill Ridge Road, commented how the unassigned funds were appropriated in past years.

Mike Mallory, Walnut Hill Road, commented on inconsistencies found in the Financial Policy regarding the unassigned fund balances preferred percentage compared to the annual budget. Furthermore, Mike Mallory added comments regarding how the mil rate in 2008 to the current mil rate has greatly increased.

Judy Potter, Walnut Hill Road, inquired about the Wescustogo Hall funding going towards the tax rate. Chairperson Sites responded that funds originally determined as a revenue from the Wescustogo Hall project were not available, so the current auditor researched the fund's balance. Chairperson Sites stated that the issue was now resolved.

Jay Fulton, New Gloucester Road, commented that the mil rate increase over a nine (9) year period did not seem significant.

Linc Merrill, North Road, commented on the relationship between state aid, education, and the valuation rate.

### **Consent Agenda** (42:15)

Vice Chairperson Haile moved that the Select Board approve the consent agenda, as presented. Selectperson Perrin seconded the motion. There is no discussion under "consent agenda". **Vote: 5 Yes – 0 No.**

**Public Comment - Non-Agenda Items** (42:57) – Chairperson Sites requested that members of the public address their questions to the chairperson. Selectperson Perrin discussed the Select Board's bylaws and the application of Robert's Rules of Order. Chairperson Sites responded that the Select Board's conduct during public comment has been necessary due to the communication challenges observed during the coronavirus pandemic. Selectperson Haile made additional comments on the roles of meeting participants versus the meeting attendees.



Chairperson Sites responded that there were other formats, such as workshops, to have more active discussion between just board members.

Katie Murphy, North Yarmouth Historical Society president, commented on the outdoor market and its asset to the Old Town House.

Judy Potter, Walnut Hill Road, commented that she encourages the Select Board to continue its recent conduct during public comment. Judy Potter also inquired when there would be another bean supper.

Linc Merrill, North Road, commented that the bean supper is tentatively scheduled for September 17, 2022.

Mike Mallory, Walnut Hill Road, asked why Roberts Rules of Order was not included in the Select Board's bylaws.

Jeanne Chadborne expressed her appreciation for the chairperson's work on getting individuals and Select Board members appointed to the various boards and committees.

### **Management Reports & Communications:**

#### **Town Manager's Report (53:24):**

The Town Manager reported on MMA's reimbursement for workman's compensation. Town Manager Barnes also explained that there have been issues with the financial software which has delayed the tax bills being printed.

#### **July 1, 2021 – June 30, 2022 (FY22) Expense and Revenue Report**

Town Manager Barnes provided the Select Board the month of June expense and revenue reports with all expenses and revenues reflected for FY22. The Town Manager stated that the reports have not yet been reviewed by the town auditor. [[click here for expense and revenue reports](#)]

#### **Public Participation**

Paul Napolitano, Mill Ridge Road, asked if the Town Manager knew how many applied to the senior tax assistance program. The Town Manager responded that 54 applied and 33 were approved. The Town Manager added that the process for determining the approved applications followed state statute and the town's tax assistance ordinance.

### **Old Business:**

#### **Select Board Goals (57:17)**

Selectperson Berry presented the following high-level goals:

- 1) Improving Communications and Resident Engagement
- 2) Reviewing Key Ordinances and Committee Charges
- 3) Improving Town Financial Oversight
- 4) Short-term Strategic Plan with Community Input
- 5) Working with Strategic Partners
- 6) Plan for Land Conservation and Open Space
- 7) Insuring Competitive Staff Compensation Goals

Selectperson Berry suggested that the Select Board have a workshop to discuss what goals the board should prioritize in fiscal year 2023. Selectperson Haile thanked Selectperson Berry for her work on the listed goals. Chairperson Sites moved that the Select Board have a workshop prior to the next board meeting at 6:00 PM. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Berry requested 6:15 PM. Selectperson Haile commented that the board may need more time to review the discussed goals. **Vote: 5 Yes – 0 No.**

#### **Public Participation**



Steve Palmer, Mountfort Road, recommended that the Select Board review the camion report.

## **New Business**

### **Award AV Installation & Broadcasting Upgrades Request for Proposal (1:07:01)**

Chairperson Sites moved that the Select Board award the AV Installation & Broadcasting Upgrades Request for Proposal to Connectivity Point and Design in the amount of \$144,055.64; authorize the Town Manager to enter into an agreement with Connectivity Point and Design as presented in option one of the bid package; and, to utilize the remaining funds towards the completion of the project. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Haile asked if the remaining work needed would be qualifiable under the ARPA funds. Town Manager Barnes responded in the affirmative. Selectperson Hodgetts inquired if this involved matching funding. Town Manager Barnes responded in the negative. **Vote: 5 Yes – 0 No.** [\[click here for memo and proposal from Connectivity Point and Design\]](#)

### **Charter Amendments (1:11:03)**

Town Manager Barnes explained the following changes [\[click here for the charter changes\]](#):

Article II. Select Board, § 4(g) – the Town Manager explained that state statute defines how board members have to appoint individuals to the school board when a vacancy exists.

The Town Manager recommended that the Select Board have a public hearing no later than the first meeting of September. The Town Manager also stated that the town attorney is required to provide explanations for each of the changes. Selectperson Hodgetts and Chairperson Sites discussed other changes brought forth by the community not included in the revised charter presented. Chairperson Sites clarified that these changes were necessary and can be changed now and that the Select Board would continue to discuss the changes mentioned at previous meetings for future changes.

Selectperson Haile and Berry commented on sections that were included in the charter that included the term "recreation" in multiple sections. The Town Manager responded that those will be corrected.

Selectperson Hodgetts inquired why the term "Overseers of the Board" was being changed to "Board of Overseers". The Town Manager explained the new terminology was to be consistent with the current common use of the title.

Chairperson Sites clarified when changes needed to be submitted. The Town Manager recommended that the board submit the changes at this meeting.

Selectperson Haile inquired where a timeline to fill vacant positions would be most appropriate. Chairperson Sites responded that the language would be more appropriate as a policy and not included in the charter.

### **Any Other Business (1:17:21)**

Selectperson Berry shared her appreciation to the staff at the Wescustogo Hall & North Yarmouth Community Center. Selectperson Haile thanked Patriot Insurance for their sponsorship of movie night.

Selectperson Berry reported on the Select Board's communications with MSAD #51 and their interest in a new building committee. Chairperson Sites responded that the item would be on the next agenda.

Chairperson Sites commented on the recycling committee's work to develop a "no plastic October". The Town Manager reported that she has not heard from MSAD #51 and the Town of Cumberland on the date of a joint meeting. Selectperson Berry responded that the meeting was planned for September 13, 2022, at 6:00 PM.

Chairperson Sites stated that a proclamation for the Greely girl's lacrosse team would be on the next meeting's agenda.

**Adjournment** (1:22:16) - Selectperson Perrin moved to adjourn at 8:17 PM. Discussion: none. **Vote: 5 Yes – 0 No.**

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

  
\_\_\_\_\_  
Brian Sites, Chair

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Paul Hodgetts

  
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Andrea Berry

  
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Amy Haile, Vice Chair

  
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Katherine Perrin