

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, November 1, 2022**

Call to Order (15:45-16:30)- Members Present: Brian Sites, Amy Haile, Katherine Perrin, and Andrea Berry.. Members Absent: Paul Hodgetts. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:00 PM.

History Minute –(16:34-20:47)

Selectperson Hail reported on the Intersection Change & Village Center History:

Two decades ago, change happened to these roads, thanks to an active committee of residents.

In 2000 the North Yarmouth Safe Walk and Bike Ways Committee, headed by former resident Nancy Grant, formed. They noted that Village Center intersections had long been neglected while traffic had changed considerably.

The group lobbied the MDOT and successfully secured an eventual \$2.6 million for a Town Center roads project.

Construction started in July 2005 and was completed by mid-July, 2006. The final project included paved bicycle shoulders on both sides of the road, a sidewalk on one side, three greatly improved and much safer intersections and huge improvements to road drainage systems.

SLIDE 2: Many people now regularly use the sidewalks and it's almost hard to remember when they weren't there!

The impact of this citizen initiative resonated statewide. Nancy Grant went on to become a force in the Bicycle Coalition of Maine as its Executive Director. She says that her experience working on the Safe Walk and Bike Ways Committee in North Yarmouth inspired her activism. The Bicycle Coalition of Maine is respected for its collaboration with the Maine DOT and its mission of keeping roads safe for cyclists and pedestrians.

Selectperson Hail show pictures from Saturday's Trunk or Treat and commented on the success and numbers of participants that attended the event. Many thanks to Jackie

Selectperson Perrin noted that Simmons Investments was the sponsor of the event.

Selectperson Berry commented on the North Yarmouth committees that had trunks as well and hoped that the Select Board could come up with a trunk for next year's event.

Appointments – (20:48-21:55) (39:42-1:11:36)

EDSC- Elizabeth Bachelder-Alternate member term expiring June 30, 2025.

The Select Board agreed to move to the financial presentation to allow time for the EDSC Chair to attend the meeting and present the recommendation to the Board.

Selectperson Perrin gave an overview of the EDSC Alternate vacancy and explained how the committee handles vacancies at their level and their decision on a recommendation to the Select Board.

~~Kit Maloney, EDSC Chair, explained the process for past and the current vacancies. She said she continued with the protocol set by the previous Select Board.~~

Chairperson Sites, seconded by Selectperson Berry, moved to put this appointment on hold until the Select Board as part of their goals can clearly define what the process is across all committees. **Vote: 2 Yes, 2 No, Perrin & Haile. Motion Failed.**

Selectperson Berry stated that the Board has clearly communicated that setting up a standard and a universal process for appointments has been a top priority and identified as a goal of the Board. It is important to prioritize the work knowing that there are vacancies on several committees. She stated that she wants to make sure the Select Board is sticking to these goals. She does not feel the process the EDSC followed was bad but should be considered as a model as they develop a policy. She stated that she would like more proactive communication about vacancies.

Selectperson Perrin questioned the appointment process of the Zoning Board of Appeals (ZBA) appointment. Selectperson Haile explained the process was done in conjunction with the Planning Board process. When interviewing interested candidate for the Planning Board, they were asked if they would be interested in serving on the ZBA.

Chairperson Sites said there was no process in place for committee and board appointments. The Select Board has not codified a process that was clear to everyone. He said he would like to establish a process that is open and fair to everyone.

Kit Maloney, EDSC Chair is in favor of a process and explained that the previous Select Board had approved the process the EDSC recently went through.

Selectperson Berry would like to have a process that does not require applicants to jump through hoops that are not necessary. She would like to expedite a formal process with a set and clear date and hold appointments briefly.

Selectperson Haile agreed with a process but is concerned with delaying the appointment is slowing the work of the committees. She doesn't feel the process used for the Planning Board is appropriate for some of the other committees. She said some of the other committees do not carry the same responsibilities and the Planning Board and ZBA. She doesn't know what the EDSC would have done differently and feels the Board is retroactively doing this to the EDSC.

Selectperson Perrin said that if there had been multiple applicants for one position then the process might have been different. She does not know what she would have recommended to the committees to do differently after five months and only receiving one application.

Selectperson Haile said she felt that active outreach would be the difference in the process.

Chairperson Sites stated again that he had no problem with the process or the applicant. He felt by not appointing an alternate, this would not hold up the work of the EDSC.

Chairperson Haile will come up with a draft process for committee appointments for the November 15th meeting.

Public Hearing - None

Special Presentations- (21:56-39:41)

First Quarter Financials- Town Manager Barnes presented to the Board the financials as of 9/30/2022. The following are highlights of the Town's finances:

Collection rate for overall revenues appear to be strong and exceed budget projections during the first quarter of the new year.

Expenses appear to be on target during the first quarter of FY 23. Legal, Solid Waste, and Fuel expenses will be monitored closely. These are three areas that she feels will be over budget.

Tax collections are strong at a 50% collection rate.

The cash balance as of 9/30/2022 was \$4,920,465.51. This is a healthy balance on hand due to the change from four tax payment installments to two due dates.

Announcements- (1:11:37-1:13:00)

The following announcements were made by Chairperson Sites:

November referendum ballot information can be obtained from the Town's website, will be available at the polls during absentee voting and on election day.

Last Day to request absentee ballots is Thursday, November 3, 2022.

The FY 23 Select Board Goals are now posted on the website and are included in the November 1st agenda packet.

Municipal Office Closures:

1. Election Day (11/8/2022)- Town Office Front Desk
2. Veteran's Day Observance (11/10/2022)- All Offices Closed

Consent Agenda- (1:13:01-1:13:20)

Selectperson Perrin, seconded by Selectperson Haile, moved to approve the consent agenda as presented. **Vote: 4 Yes.**

Public Comment- Non-Agenda Items- (1:13:26-1:19:14)

Judy Potter, Walnut Hill Road, asked why the SB is reducing the Parks & Recreation board members. Chairperson Sites explained that the structure of that committee is changing and that all committees will go through a review process. She asked about the Select Board's goal on Land Use Ordinances (LUO). She felt that was the responsibility of the Planning Board. Chairperson Sites stated that the Select Board is the body that puts forward to the voter's changes to the LUO. He said the Select Board doesn't directly develop the ordinances, but they will be engaged in the process. She stated that Veteran's Day was listed and November 10th instead of November 11th. Town Manager Barnes stated that November 10th is the day the office observes the holiday. Judy mentioned that the North Yarmouth Veterans Memorial Park Committee will be providing free lunch to all North Yarmouth Veterans on November 11th at Toddy Brook Golf Course from 11:30am to 1:00pm.

Katie Murphy, 440 Mountfort Road updated the Select Board on the "Old Town House" project. They are currently trying to get all the infrastructure done and buttoned up for the winter. The construction crew will be coming back periodically to work on the Old Town House. They are working on another phase of fundraising because of construction costs. They still have not met their fundraising goal and will be seeking more donations. Once the construction materials and tools are cleared from the interior of the building, the public will be welcome to come in and see the progress that has been made. They have a shortage of about \$200,000 but continue to receive contributions. All contributions are very much appreciated.

Management Reports and Communications -(1:19:15-1:21:55)

Town Manager's Report:

Community Resilience Partnership Community Action Grant

The Governor's Office of Policy Innovation and the Future received more than four dozen applications and are diligently reading and scoring each one. It is a time and staff intensive process to give each application the thorough and full review it deserves. They anticipate making award notifications in late November.

Personnel

Karen Casale has been hired to be my Administrative/Finance Assistant. Karen currently works for the City of Lewiston as a Payroll Staff Account. Karen has experience in Finance, HR, Payroll, Office Manager, Coordinator, and Assistant.

LD 290 Software Update

Trio will be making changes to the software in three phases. Phase I will consist of data entry along with reporting. Phase II will be rolled out prior to April 1st which will include a field to add the stabilization amount, changing reports on the tax side, and the budgetary application. Phase III, the final phase will address the tax lien process.

Health Insurance Premiums

We met last week to set the health insurance premiums for the calendar year beginning January 1st. The rate was set at a 4.5% increase over the current calendar year. We estimated a 6% increase in premiums for the second half of our fiscal year.

Old Business

December 6, 2022, Select Board Meeting- Cancel- (1:21:56-1:26:17)

Selectperson Perrin, seconded by Selectperson Haile, moved to cancel the December 6, 2022, regular Select Board meeting. **Vote: 4 Yes.**

Chairperson Sites explained that the Planning Board is scheduled to meet on December 13th and suggested that the Select Board start their meeting at 5:30pm to accommodate the Planning Board so that they can still hold their meeting the same evening beginning at 7:00pm.

Chairperson Sites, seconded by Selectperson Berry moved to start the December 13, 2022, regular Select Board meeting at 5:30pm and request that the Planning Board move their meeting at 7pm so that they can conduct their business on the same night. **Vote: 4-0 Yes.**

New Business – (1:26:18-1:33:08)-

Chairperson Sites stated that at the last meeting the Select Board touched on the Board and Committee conduct and social media policy. A draft will be presented on November 15th.

The Planning Board and EDSC is working on LUO. There is LD 2003 as well as general cleanup that we have been speaking with Ben Smith, Planner to assist us with. The Select Board needs to set milestones around the process. He will be working with the Town Manager in the background to set a timeline.

Selectperson Berry said that she has heard from many voters both for and against the proposed LUO changes about the complicated nature of the changes and how they appear on the ballot. She said people are unhappy about the information that is out there. She feels that the Town Meeting model is the best forum to send LUO changes in the future as it provides an opportunity to explain and answer questions before they vote. She will commit to sending complicated issues to Town Meeting rather than a referendum in the future.

Selectperson Perrin said this was one of her main concerns that she raised the night that the Board voted to send this to referendum.

Selectperson Haile brought up the anonymous letter that was sent to the residents on the proposed changes to the LUO. She said the letter did not come from the Town. As a Select Board we have looked into the various rules and laws of the State of Maine and have talked with the Ethics Commission. She feels that the residents of North Yarmouth should know who is persuading them to vote in a certain way and that they should always consider the source. If you have an opinion that you are not proud of, maybe you shouldn't be saying it.

Any Other Business- (1:33:08-1:33:14)

Chairperson Sites excused Selectperson Hodgetts from tonight's meeting.

Adjournment- (1:33:14-1:33:23)

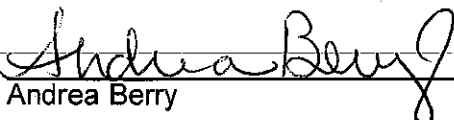
Selectperson Perrin, seconded by Selectperson Haile moved to adjourn at 8:20pm. **Vote: 4 Yes.**

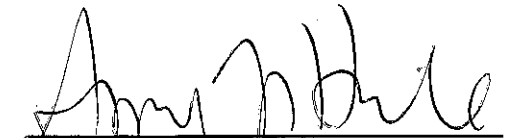

Diane Barnes
Town Manager/Recording Secretary

Select Board


Brian Sites, Chair

Paul Hodgetts


Andrea Berry


Amy Haile, Vice Chair

Katherine Perrin