

**Town of North Yarmouth  
Select Board  
Meeting Minutes February 21, 2023, 6:00 PM Executive Session  
Meeting 7:00 PM**

**Executive Session**-(0:00-1:27:55) 1 M.R.S. § 405 (6)(A) to discuss personnel matters.

**Chairperson Sites, seconded by selectperson Hodgetts moved to enter executive session at 6:00 PM. Vote 5 Yes/0 No.**

**Call to Order**: (1:27:56-1:28:41)- Members Present: Brian Sites, Chairperson, Amy Haile, V. Chair, Paul Hodgetts, Selectperson, Katherine Perrin, Selectperson, and Andrea Berry, Selectperson, and Diane Barnes, Town Manager. Chairperson Sites called the meeting to order at 7:15 PM. Pledge of Allegiance. **Chairperson Sites, seconded by select person Perrin moved to enter regular session at 7:15 PM. Vote 5 Yes/0 No.**

**History Minutes**: (1:28:42-1:33:00)-Presented by Chairperson Sites- The history of North Yarmouth Town Meetings.

**Special Presentations**-(1:33:01-2:27:38)

Fire Station Study presented by Andrew Hyland, President of Port City Architecture

Port City Architecture (PCA) was hired by the Town of North Yarmouth, Maine, in late July 2022 to study the town's Fire/EMS Department's building and space needs. The purpose of the study is to examine the current facility, assess the department's current and future space needs required to provide safe and efficient modern firefighting and rescue services to the community, and recommend a renovation/addition to the current facility or recommend the construction of a new facility.

The facility is lacking modern safety features. There is no sprinkler system and no vehicle exhaust system as required by code. There is no decontamination room. The turn-out gear is stored in the apparatus bay instead of in a designated space which is a health hazard to the staff. The main door to the facility is recessed and unmarked. Most visitors enter through the dayroom and bunk room areas disrupting the private living areas of the staff. The roof is leaking in multiple locations. The building is split between two levels and is not ADA accessible. A ramp would need to be installed to meet ADA code. The two bathrooms are not ADA accessible.

Based on their space programming analysis, the current Fire Department facility has inadequate space for their needs. The Fire Department requires 14,000 square feet, but the current facility is only 7,300 square feet. The Fire Department needs to almost double their current space. In addition, they will need exterior space to park fifteen to twenty staff vehicles and five to ten public visitors at a minimum.

The current Fire Department facility does not meet modern firefighting and EMS needs or health and safety requirements, and it does not contain many required support spaces. The current facility has limited bedrooms, a small dayroom, and inadequate office space. All the apparatus bays are too small and are separated into two distinct areas. The upper bays are especially inadequate, and even the smaller equipment barely fits through the overhead doors. The upper apparatus bays are barely deep enough to fit the assigned apparatus equipment. This is a potential hazard for damage to the equipment, staff, and building. Storage is at a bare minimum and does not meet their current needs, much less for the department's future needs. The building envelope is poorly insulated. The exterior walls consist of a brick façade with a CMU backup interior structure. It is unknown if there is any rigid insulation between the masonry wythes or insulation in the CMU cavities, but most likely there is not. Additional insulation and possibly new windows should be provided if the building is renovated.

Greg Payson, Fire Chief explained that the building is over 30 years old, and they have outgrown it. Population has increased and services have increased. The biggest focus of this study is to inform the town of these issues and move forward to obtain a resolution.

Chairperson Sites asked when is it critical that we renovate or rebuild the Fire Station?

Chief Payson advised that he would like to have a new/renovated fire station within the next 5 years. The cost increases every year.

Vice Chair Haile wants to make sure this plan meets the needs of the town for many years in the future.

Chief Payson advised that this plan would meet their needs, but work is still needed on the plan. This is phase 1-4. He would like to get the next phases 5-11 completed.

Chairperson Sites advised five years is a long time to go without sprinklers and ADA showers; are there mission critical stuff needed between now and time it takes for a new building to be built?

Chief Payson advised that the roof, sprinklers, and ventilation system are the most critical needs at this time. These will be in his next budget.

Andrew Hyland, President of Port City Architecture advised that the Select Board should know how they are going to proceed regarding the building before installing a new sprinkler system.

Selectperson Perrin asked what would the deliverable be from the next phase?

Andrew Hyland, President of Port City Architecture advised a floor, plan, site plan, 3D Model, a detailed cost estimate and narrative. This would be enough to take to the voters.

Selectperson Perrin asked if in the cost estimate would include an expected contingency percentage for a project of this magnitude.

Andrew Hyland, President of Port City Architecture advised it would.

Selectperson Berry asked if we would renovate or build a new building?

Chief Payson advised that Port City Architecture will review to see if renovation/expansion is possible.

Selectperson Perrin asked for the timing of the next phase.

Andrew Hyland, President of Port City Architecture advised 3-5 months.

Judy Potter Walnut Hill Road asked if the parking would disrupt the Old Town House.

Chief Payson advised that he did not have an answer, but he will address it in the next phase.

Chairperson Sites advised this is all new information for everyone. There is a lot of discussion needed. No one has planned to build a new fire station. We must have information before we make decisions. This all we are doing right now.

**Consent Agenda:** (2:27:39-2:27:52)

Municipal Accounts Payable Warrants

#69 \$ 6,968.11

#72 \$120,726.93

Municipal Payroll Warrants

#70 \$ 39,386.22

Special Town Meeting Minutes-February 4, 2023

Select Board Minutes-February 7, 2023

**Selectperson Perrin, seconded by Selectperson Berry moved to approve the consent agenda as presented. Vote 5 Yes/0 No.**

**Public Comment:**

No public comment

**Management Reports & Communications (2:27:53-2:36:07)**

EDSC-Selectperson Perrin- The Forum Dialog event on January 26, 2023, was well attended, The next meeting February 23, 2023, 630 PM.

Zoning Board of Appeals-Selectperson Hodgetts- Deacon Hayes project was sent back to the planning board on February 1, 2023. There will be a ZBA appeal hearing on March 08, 2023, regarding Code Enforcement Officer's January 17, 2023, issue of building permit for the construction of single-family home and subservice waste disposal system to an owner on Cluff Road.

Parks-Selectperson Berry- The Parks Committee will be coming to the March 7, 2023, Select Board Meeting to do a presentation on the Chandler Brook management plan. They will be coming to the Select Board to present Baston Park Phase 2 plans.

Recreation Advisory Board-Selectperson Haile- Stated that they meet twice a year. They have not meet yet this year.

Planning Board-Selectperson Hodgetts- Provided an update from February 14, 2023, meeting. Well and Good Brewing public hearing is scheduled for March 14, 2023, 5:30 PM. Deacon Hayes Commons public hearing is scheduled for March 14, 2023, 6:30 PM. Carriage Hill Subdivision was approved. Assured Solar did a sketch plan review. A workshop is scheduled for February 28, 2023, to discuss North Star Planning's recommended changes to the Land Use Ordinance resulting from their audit work. The Planning Board is going to discuss Solar ordinance changes. They are looking to review the land Use ordinance on wastewater. This will probably go to the Select Board for review.

Joint Standing Committee-Selectperson Berry-Nothing to report.

Waste Reduction Committee-Selectperson Berry-Working on a plan for the year. Organize four different speakers to come during the year to help the town to improve the way they are thinking about waste. They are on hand to help with waste management regionalization.

Living Well in NY-Selectperson Haile-Canceled the meeting for February. Next Meeting in March.

Walnut Hill Parkway-Selectpersons Sites & Hodgetts- Nothing to report.

School Fund Committee Perrin- The Committee met on February 15, 2023. She was not able to attend but was told that they held the election of officers, discussed award amounts 2023 and a school fund investment policy.

**Town Manager's Report, Diane Barnes: (2:36:08-2:42)**

**North Yarmouth Elections**

Nomination papers will be available on March 6<sup>th</sup>.

**Casella Automated System Update**

Casella is working with Clark to confirm which roads the ASL will be able to go down, and which roads it can't.

She will be submitting a grant through The Recycling Partnership to help offset the cost of recycling totes. If successful, the grant will reimburse the Town \$15 per tote and a \$1 per household for printing and postage costs for education. They will take care of the education and provide us with updates and materials for our website.

### Audio/Visual Project

A team is scheduled to start the cabling during the full week of February 27<sup>th</sup>.

### Joint Meeting North Yarmouth/Cumberland/MSAD #51

The Town Manager received an email from MSAD #51 regarding a joint meeting between the North Yarmouth, Cumberland and MSAD #51. They are proposing April 12<sup>th</sup> at 6:00pm. The proposed agenda items are Budget Sharing and Update on the School Building Project. Please let me know if this date and time works for you. April 12<sup>th</sup> is on a Wednesday, so it won't interfere with our budget meetings.

### Cumberland County Tax Assessment FY 24

The Town Manager refuted a Facebook post regarding the claim that North Yarmouth's County Taxes were increasing by \$400,000. Below is a breakdown of the proposed FY 24 costs and the current year budget:

FY 24-year assessment: \$400,468

FY 23 assessment: \$376,893 (\$23,575)

1<sup>st</sup> payment of short year: \$ 36,103

Net difference is an increase of \$ 59,678.

### Central Maine Power

CMP is undertaking a series of line projects-known as Distribution Line Inspections that includes replacing poles and cross arms, line transfers, and correcting any deficiencies in the lines. The project locations are as follows: Brickyard Road, Doughty Road, East Gray Road, Gray Road, Haskell Road, Hayes Road Ext., New Gloucester Road, Prince Well Road, Walnut Hill Road, and Wescustogo Road. Cianbro has been contracted to do the work which is anticipated to begin on 2/20 with a duration of approximately 5 weeks. Diane Barnes, Town Manager advised not everything is accurate on Facebook and if you have questions on the town's budget to contact her.

### Financial Report-Presented by Diane Barnes, Town Manager.

Legal, advertising and waste management in the red, but everything else looks good. Revenue looking good. The current budget is on track.

### Old Business-(2:42:01-2:54:25)

Board & Committee Codes of Conduct Policy.

Chairperson Sites advised that they are working to create a set of standards for all boards and committees, build on and update the current codes and reinforce and establish the chain of commands.

**Vice Chairperson Haile seconded by Selectperson Berry motioned to approve a workshop on Monday February 27, 2023, at 7:00 PM. Vote 5 Yes/0 No.**

### New Business-(2:54:26-2:57:05)

#### Dispatch Services Contract Renewal

Cumberland County, through its communications Department, provides the Town of North Yarmouth with Communication services for appropriate service providers. These include, but are not limited to, Fire, Rescue, Animal Control, Public Works etc. and access for use of CodeRed emergency alert system. There are no changes to the contract except for the costs as outlined below:

The contract is based on a per capita fee of \$8.27 for FY 24, \$8.52 for FY 25, and \$8.78 for FY 26 using a population of 4,072. The contract will have an annual escalator of 3%. The contract fee also includes a \$600.00 annual I am responding license.

The expiring contract costs are listed below:

The contract is based on a per capita fee of \$7.57 for FY 21, \$7.80 for FY 22, and \$8.03 for FY 23 using a population of 3,565. The contract will have an annual escalator of 3%. The contract fee also includes a \$600.00 annual I am responding license.

**Selectperson Hodgetts, seconded by Vice Chairperson Haile moved to approve the contract as written and authorize the Town Manager to execute the document. Vote 5 Yes/0 No.**

Select Board Committee Liaison- The role of a Select Board Committee Liaison is to be a conduit of information and resources between the Select Board and the committee to increase efficiency, reduce confusion, and produce positive outcomes for the citizens of North Yarmouth. Liaisons should be assigned by the second regular meeting of a new Select Board being sworn in.

Liaisons should:

- Know and understand the founding intent of the committee as well as any charge established by the Select Board for the committee.
- Have routine contact with the committee chair(s) to understand committee activities as well as any resource needs or requests to fulfill their charge.
- Read and be familiar with relevant issues on committee agendas prior to the meetings.
- Attend committee meetings/activities and serve as an interactive resource by participating in any committee/subcommittee/forum discussions as needed or requested by the committee.
- Provide a regular liaison report to the Select Board which includes progress toward the committee's charge; resources needed to fulfill its charge; any work undertaken that may alter, amend, conflict with, or create new town policies, established ordinances, Select Board goals, or the committee charge.

Selectperson Hodgetts wants time to review this. Chairperson sites advised that this item be added to old business for the next meeting.

Budget Committee & Cemetery Committee Vacancy Discussion- The Select Board discussion determined that these positions will be on the next election for the residents to decide.

Mike Mallory, Walnut Hill Road made a comment about the charter and term of the elected officials.

#### **Any Other Business-**

Select Board Goals Update Goals were discussed, and the progress made on them.

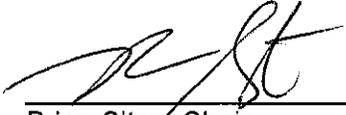
Chairperson Sites advised he will send out a document for the Select Board to review. They will have a discussion on it at the next meeting.

#### **Adjournment:**

**Selectperson Perrin, seconded by Chairperson Sites moved to adjourn at 9:15 PM. vote 5 Yes/0 No.**

Karen Casale, Recording Secretary

Select Board



Brian Sites, Chair



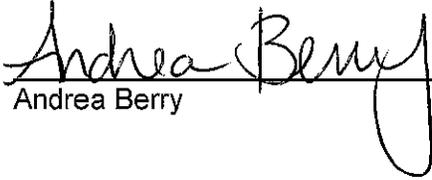
Amy Haile, Vice Chair



Paul Hodgetts



Katherine Perrin



Andrea Berry