

**Town of North Yarmouth
Select Board Meeting Minutes
April 16, 2024**

Select Board Members

Amy Haile, Chairperson
Andrea Berry, Vice Chairperson
Katherine Maloney, Board Member
Karl Cyr, Board Member
Paul Hodgetts, Board Member

1. Call to Order (56:50 – 57:15)

A. Pledge of Allegiance.

Amy Haile, Chairperson, Andrea Berry, Vice Chairperson, Karl Cyr, Board Member, Paul Hodgetts, Board Member, Diane Barnes, Town Manager, in attendance.

Katherine Maloney, Board Member, was excused but joined the meeting at the beginning of new business.

2. Appointments (57:15 – 59:55)

A. Shellfish Commission Appointment

Motion to Appoint Rachael Whitmarsh as a member of the Shellfish Commission with a term ending 6/30/2026. Motion by Amy Haile, seconded by Paul Hodgetts. Vote 4-0.

Karl Cyr said he was happy to find someone as invested and interested as Rachael is going to get involved.

B. Open Space & Planning Committee Resignation

Andrea Berry explained that an email was missed in which Harry Nelson expressed that he was not interested in being appointed to the committee. Another applicant has applied and she expects the position to be filled shortly.

Motion to accept Harry Nelson's resignation from the Open Space & Planning Committee. Motion by Amy Haile, seconded by Andrea. Vote 4-0.

3. Announcements (59:55 – 1:00)

None.

4. Public Comment – Non-Agenda Items (1:00:00 – 1:04:00)

Please state your name and address and keep comments to 3 minutes.

Nelson Smith, 364 Ledge Road, asked about high water usage for the Community Center building. Got in touch with the Water District at the suggestion of the Town Manager. The building has an 8-inch feed, not under the hydrant rental, has a 2–3-inch feed and treated as a commercial account. He found out the water district was not aware that the town office was sprinkled. Community Center may be able to be metered down to create substantial savings. Asked about the dry hydrant and the river. There is a water line under the river that could freeze if water levels get too low.

5. New Business (1:04:00 – 1:34:05)

Motion to move the Waste Reduction Committee report to New Business by Amy Haile, seconded by Andrea Berry. Vote 5-0.

Keith Bubblo from the Waste Reduction Committee made an announcement. The Waste Reduction Committee has an initiative centered around Earth Day. They will have roadside cleanup through the month of May. They will use some of the budget to buy some trash bags. They hope to receive donations of clink bags from the fire department. As people bring their waste to the dump, they will give out the clean bags and encourage people to take a walk in their neighborhood and pick up the trash that they find along the roads. They will be putting together a Facebook page and will encourage people to take pictures of their cleanup and post it on the website. There will be more information coming out online for that shortly.

Kit Maloney asked if there was a policy covering committee Facebook accounts.

Diane Barnes said the policy just states that the Town Manager can authorize it.

A. MSAD #51 Warrant and Election Notice

The voters of the Town of North Yarmouth are being notified that a Maine School Administrative District No. 51 referendum election will be held at Wescustogo Hall and North Yarmouth Community Center on Tuesday, June 11, 2024 for the purpose of determining the following question:

Question 1: Do you favor authorizing the school board of Maine School Administrative District No. 51 (the "District") to issue bonds or notes in the name of the District in an amount not to exceed \$53,492,000 to construct and equip a new preK-grade 1 primary school building, a maintenance building, and an addition to Mabel I. Wilson School on the District's Cumberland campus (the "Project"), which Project shall also include a new artificial turf athletic field, vehicular circulation improvements, and other improvements to and reconfiguration of Mabel I. Wilson School; and to acquire and convey such easements and other real estate interests as the school board deems necessary for the Project?

Motion to countersign the warrant and notice of election made by Amy Haile, seconded by Andrea Berry. Vote 5-0.

Paul Hodgetts asked if this includes the half-acre at \$450,000.

Amy Haile thought it was included under other real estate interests. She continued to say there was a lot of information and encourage people to go to the meetings to find out more.

B. Forest Management Plan Service Agreement

The proposed forest management plan agreement will allow 207 Forestry Consulting Services, LLC, to prepare two (2) new forest management plans for the Town of North Yarmouth on the Town Forest and Chandler Brook Preserve Parcels in 2024. The forest management plans will meet Maine Forest Service Stewardship Standards.

The estimated cost to prepare the forest management plans to stewardship standards is \$4,500 which will include formal inventories.

Diane Barnes explained that this is something that the Parks committee has been working on with Paul Larrivee for quite a while. He wrote the grant rights, and the actual agreement is identical to what he does for other communities. This is a standard agreement to create a forest management plan, for the Town Forest and Chandler Brook Preserve.

Andrea Berry wanted to clarify that the creation of the forest management plan does not implicitly agree to manage the forest in exactly the way that it is presented.

Diane Barnes agreed that this is to develop the plan not to execute it. Money has already been set aside in the capital reserve account.

Karl Cyr asked about the \$4,500 limit, but the contract says not to exceed \$5,000.

Diane Barnes explained that the contractor thinks it will be \$4,500 but the contract was written not to exceed \$5,000 just in case of overage.

Motion to approve and authorize the Town Manager to execute the agreement. Motion made by Amy Haile, seconded by Karl Cyr. Vote 5-0.

C. Land Acquisition - Tax Map 7 Lot 34-016 (0 Village View Lane)

The Town of North Yarmouth has an opportunity to acquire approximately 5.9 acres of land at 0 Village View Lane, Tax Map 7, Lot 34-016 from Ben Grover for a purchase price of \$15,000.

This will allow the Town to construct a permanent trail through this property to Knight's Pond Preserve. Completing a loop trail around Knight's Pond is something that this community has wanted for a long time.

This purchase and the authorization to expend funds from the Future Land Reserve account or the TIF

(Recreational Trails) will need voter approval.

Motion to authorize an article on the Annual Town Meeting Warrant for the purchase of Tax Map 7, Lot 34-016. Motion by Amy Haile, seconded by Karl Cyr.

Paul Hodgetts asked about another parcel that had been given to the town when Village View was done.

Amy Haile and Diane Barnes stated that was a different parcel.

Andrea Berry brought up the map from Alan Stearns at the Royal River Conservation Trust. She showed that there is one nonpublic accessible gap around Knights Pond. The planned Grover Town transaction and future trail construction is the 5.9-acre parcel to be purchased, a critical parcel for the Knights Pond Preserve. It allows full access all the way around the pond. They are planning plank bridges and trail amendments to continue the trail through swampy areas.

Diane Barnes said they wouldn't find the parcel on the tax maps because it was assessed incorrectly for FY 24 and was corrected by a supplemental tax bill.

Kit Maloney said parking will be available at the bottom of Wildlife Lane.

Andrea Berry said there were additional public parking spaces around the Town green and fire department. There are plans to continue to improve the accessibility of the pond itself with potentially a platform and pathways, but none of that can happen until the land is purchased and under control of the town.

Michael Sweatt, 15 Wild Turkey Lane, wanted the Town Manager to address the tax map to clearly reference the public domain on the warrant.

Diane Barnes said that the public maps are being updated to include the lot and should be done soon.

Michael Mallory, 551 Walnut Hill Road, asked about an earlier plan for trail building and whether there might be pushback from people living on Village View.

Andrea Berry said that in the interim the trail access is from the top of Wildlife Lane because there is dense, hard to manage brush elsewhere. After that trail is cut, then the trail access will be down at the parking lot. The property is owned by the Town, and it was part of the original development. This is a no cut area; the trail will be through a wooded area.

Robert Wood, 116 Milliken Road, came to say the Town should be very happy and proud. The Parks Committee, Royal River Conservation, and Ben Grover deserve kudos. Three years of work and the trail will be a great addition to the Town. Thank you to everyone who helped make it happen.

Nelson Smith, 364 Ledge Road, formerly of 448 Walton Hill Road, had questions. Will the access be walking only, snowmobiles, dirt bikes, mountain bikes, or any number of other conveyances? These have been concerns in the past. He thought the land was given to the Town several years ago, but none of those things could be taken care of, and that's why it never got completed.

Andrea Berry said these questions should be answered when the Parks Committee goes through their process.

Amy Haile amended the motion to authorize an article on the Annual Town Meeting Warrant for the purchase of Tax Map 7, Lot 34-016 and authorize to expend funds from the TIF under Recreational Trails. Karl Cyr seconded the amended motion. Vote 5-0

6. Old Business (1:34:05)

None

7. Consent Agenda (1:34:05 – 1:39:40)

- A. Payroll Warrants & Municipal Accounts Payable Warrants
- B. Select Board Minutes of March 19, 2024
- C. Select Board Minutes of April 2, 2024

Motion to accept the consent agenda as presented made by Amy Haile, seconded by Kit Maloney.

Paul Hodgetts requested to discuss the North Star Planning Services Contract.

Motion to move the contract for North Star Planning Services out of the consent agenda made by Amy Haile, seconded by Paul Hodgetts. Vote 5-0.

Motion to accept the consent agenda as presented without the contract for North Star Planning Services made by Amy Haile, seconded by Kit Maloney. Vote 5-0.

Motion to accept the contract for North Star Planning services as written made by Amy Haile, seconded by Kit Maloney.

Paul Hodgetts asked about the limit of the contract and whether the hourly rate had gone up.

Diane Barnes said the limit of the contract will be budgetary. Whatever will be approved in the budget the Town should not go over. The budget discussion should be next week.

Paul Hodgetts asked to move the acceptance of this item next week after the budget discussion.

Amy Haile said that the budget limit isn't something negotiated into the contract. The contract holds the hourly rate and basically says that the Town wants to work with that contractor for another year. The Town will then set a limit on the amount that can be spent with that contractor through the budget process. It is not up to the contractor to negotiate the amount spent on the contracted services.

Paul Hodgetts was good with that explanation.

Vote 5-0.

8. Management Reports & Communications (1:39:40 – 1:59:55)

A. Select Board Committee Reports:

1. EDSC-Kit Maloney

- Hosted a sidewalk forum and received over 100 responses to the online survey.
- Will discuss the input during their next meeting.
- Working on a presentation for the Select Board and planned to present by the end of May. Their May meeting will be after the Select Board's last meeting, so they would like to extend the deadline to June.
- EDSC has requested an ongoing standard request to record meetings.

2. Parks-Karl Cyr

- The land acquisition has a lot of excitement.
- The weather has delayed progress on the Village Center Trail, but will be working this spring.
- Working on cleaning up issues with ordinances.
- Signs are inconsistent in presentation and information. Consistent language in ordinance will drive sign updates.

3. Joint Standing Committee-Amy Haile, Andrea Berry

- Discussed land acquisition and forest management plan.
 - The May meeting will be focused on the Knight's Pond project and a celebration/promotion of the connection between North Yarmouth and Cumberland to the park from Village Center.
- Also discussed financial breakdown of the MSAD 51 budget between Cumberland and North Yarmouth.
 - At the end of June more than 50% of the Cumberland delegation will not be seated.
 - Decided to wait until the full new boards are seated and Cumberland has a new Town Manager, so all representatives to the joint standing committee will be present for the discussion.
 - Will invite the legal team to speak to process and education once full boards are seated.
 - Both towns will be collecting data until the fall and have a agreement to work together as partners in this process.
 - They agreed that the percentage breakdown of costs between the communities should be

evaluated every few years.

4. Waste Reduction Committee-Andrea Berry

Presented during new business.

5. Walnut Hill Parkway-Paul Hodgetts, Kit Maloney

Not meeting until October

6. Recreation Advisory Board-Karl Cyr

- Discussion around impact of new turf field.
 - Relieving pressure on Twin Brooks.
 - Scheduling during weather opens up possibilities.
 - Competing with the school for facility space.
- Still working out logistics of building a playground at Twin Brooks.

7. School Fund Committee-Paul Hodgetts

- Meeting 4/17/24

8. Prince Memorial Library-Amy Haile

- Updates on library cards and internal refurbishing of teen section.
- The new building is a long term project that will be discussed by another committee with representation from the Library and Historical Society.

9. Shellfish Commission-Karl Cyr

- Fully staffed with new committee member.

10. Budget Committee-Andrea Berry

- Budget Committee meets weekly on Thursdays and follows the same budget discussion schedule as Select Board.

11. Open Space & Planning-Andrea Berry & Karl Cyr

- Working to schedule the committee's first meeting.

B. Town Manager Report: 4/16/2024

Fuel Bid

North Yarmouth recently participated in the fuel bid process through Maine Power Options. Price for the upcoming year beginning October 1, 2024, and was able to obtain fixed pricing for the following:

	New Rates	Current Pricing
#2 Fuel Oil	\$2.8475	\$2.782
Gasoline	\$2.7430	\$2.72
Diesel	\$2.9364	\$2.79

Automated Trash and Recycling Update

We are tentatively scheduled to deliver carts during the week of July 22nd and begin the automated process during the week of July 29th. There will be 3 collection days instead of 2 when the automated service starts. I have ordered 200 additional carts based on recent information from the Assessor.

C. Department Reports

Included in the agenda packet.

D. Financial Reports-Third Quarter FY 24

Included in the agenda packet.

Diane Barnes reported that everything was on target. There was an emergency purchase of a garage door on the salt shed damaged during the recent storm. Overall expenses will come in under budget due to personnel vacancies not being filled.

9. Any Other Business (1:59:55 – 2:02:30)

Paul Hodgetts asked if anything had ever happened concerning the Deacon Hayes Commons easement between Parsons Road and the property line. He thought there had been a meeting regarding one of the houses sitting high and issues with the steps and sidewalks.

Diane Barnes said there is an issue with the sidewalks, and she didn't know what the result would be. DEP, the new Code Enforcement Officer Tammy Munson, and the engineer will be involved.

Andrea Berry said Karl Cyr, Diane Barnes, and she would be meeting with the Yarmouth Town Manager and two members of their council at 9:00 am, 4/17/2024 to discuss the dam removal project.

Paul Hodgetts said that the Royal River Conservation announced a meeting with the Yarmouth Town Council on

April 25th to discuss the dams. He asked to find out the time of the meeting and whether it will be public or broadcast.

10. **Adjournment (2:02:30 – 2:02:40)**

Amy Haile made a motion to adjourn the meeting, seconded by Paul Hodgetts 7:57pm. Vote 5-0



Amy Haile, Chairperson

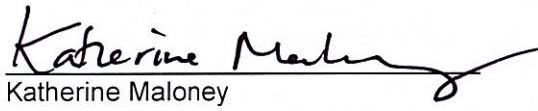
Select Board



Andrea Berry, Vice Chairperson

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