

**Town of North Yarmouth
Select Board
Meeting Minutes of December 4, 2018**

 **ORIGINAL**

Call to Order

Members Present: Jennifer Speirs, Stephen Morrison, William Whitten, Anne Graham, and James Moulton. Town Manager Rosemary Roy was also present.

Minutes of Previous Meeting(s)

Chairperson Speirs moved to table the minutes of November 20, 2018. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Public Comment - Non-Agenda Items

None.

Management Reports & Communications:

Town Manager's Report Highlights:

- Affective March 1, 2019, there will be a 9% increase in water fees.
- With the assistance of some volunteer's, research has begun what other towns have used for survey questions relating to the new laws for adult marijuana use.
- The joint meeting between the Cumberland Council and North Yarmouth Select Board will be held on December 19th at 6:00 pm at the Cumberland Town Office.
- Repairs to the Fire Rescue Station will begin December 17th. The Town Office is in the process of finalizing the order of installations, construction, and pricing to launch the project sometime in January.

Old Business

Wescustogo Hall & Community Center Project:

- **Change Order #3 - Wood Rot:** Chairperson Speirs moved to approve change order number 3 in the amount of \$4,674.22. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**
- Code Enforcement Officer Ryan Keith gave a brief project update. Footers have been poured; walls are formed up to be poured. Interior plumbing at the pre-existing gym is ongoing. Gable end wall has been framed. The project is progressing on schedule.

Finance Policy - First Draft Review: The Select Board reviewed the draft finance policy presented by Town Manager Roy. The Select Board requested changes be made, including combining Section B.3-Service Contracts with Section B.2-Products, Goods & Equipment; Adding in a section that describes the Purchasing Agent; The Select Board unanimously agreed to strike Section B.3.D from the policy. Town Manager Roy will make changes and bring a final draft for review to the next meeting.

New Business

Personal Property - Letter from Assessor: The Select Board reviewed letters received from the Town of North Yarmouth and Town of Cumberland's assessors. Selectperson Graham will place a follow-up phone call to State Representative Sharp regarding the personal property tax letters that have previously been sent. Selectperson Graham moved that personal property tax is included in the fiscal year July 1, 2019, to July 30, 2020, not to be included in the current fiscal year. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.** Chairperson Speirs moved to amend the previous motion. Personal Property Tax will be included in the July 1, 2019 – June 30,

2020, Fiscal Year; there will be no supplemental tax for the current fiscal year. The Assessor, acting as an agent of the state, in performing his or her duties will not be directed by the Select Board in terms of any additional mailing or notifications to the public. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No.**

January - First Regular Meeting Date Change: Chairperson Speirs moved to cancel the Select Board meeting on January 1, 2019. Selectperson Whitten seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 21 & 22 in the amount of \$450,836.21. Selectperson Whitten seconded the motion. Discussion: Selectperson Moulton asked what the charge from Fairfield was. Town Manager Roy explained that it was the new Public Works truck and plow. **Vote 5 Yes – 0 No.**

Any Other Business

None.

Executive Session

Chairperson Speirs moved that the Select Board in accordance with our roles and responsibilities enter into executive session pursuant to Title 1 MRSA § 405 6 (A) with Town Manager Rosemary Roy to discuss a personnel matter. seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No.**

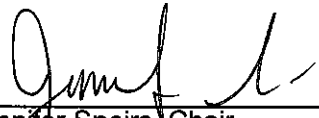
The Select Board came out of Executive Session at 9:45 PM. No action was taken.

Adjournment

Chairperson Speirs moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board



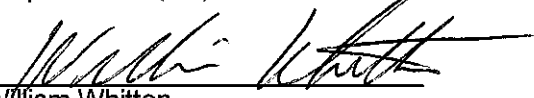
Jennifer Speirs, Chair



Stephen Morrison, Vice Chair



Anne Graham



William Whitten



James Moulton