

Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, February 1, 2022  
Wescustogo Hall & North Yarmouth Community Center

 ORIGINAL

**Call to Order** – (1:15:21) Brian Sites, James Moulton, Austin Harrell, David Reed, & Paul Hodgetts. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:10 PM.

**Select Board Appointments** – (1:16:40) Chairperson Sites moved to appoint Diane Barnes as the Town of North Yarmouth's General Assistance Administrator, Tax Collector, and Treasurer for a term to expire June 30, 2022. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites moved to terminate the interim Town Manager's contract with the Town of Cumberland as of January 31, 2022. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Moulton made comments. Chairperson Sites made comments thanking the interim Town Manager, Christopher Bolduc, for his services. **Vote: 5 Yes – 0 No.**

**Certificate of Settlement and Recommitment** – (1:18:38) Chairperson Sites moved that the Select Board accept and endorse the Certificate of Settlement of Taxes, as presented, from Christopher Bolduc, Tax Collector, for the fiscal years 2021 and 2022. Selectperson Harrell seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites moved that the Select Board recommit the outstanding taxes for fiscal years 2021 and 2022 to Diane Barnes, Tax Collector, and endorse the Certificate of Recommitment, as presented. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

**Special Presentation:**

**Hazard Mitigation Plan** – (1:19:37) Chief Payson, Fire Rescue Chief, and Margaret Cushing, Cumberland County EMA, presented the Hazard Mitigation Plan prepared for Cumberland County – North Yarmouth being included. Selectperson Reed inquired what the largest changes were to the document. Margaret Cushing responded that there were no changes other than including preliminary floodplain maps, which the town has not historically disapproved. Chairperson Sites inquired if the data was collected from the Housing of Urban Development (HUD). Selectperson Reed moved to suspend the rules to amend the agenda to include the resolution of adoption for the Hazard Mitigation Plan. Chairperson Sites seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites moved to adopt the resolution of adoption, by the Select Board, for the Hazard Mitigation Plan. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

**Minutes of Previous Meeting(s)** – (1:27:48) Chairperson Sites moved to table the minutes of January 19, 2022. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

**Public Comment - Non-Agenda Items:**

(1:28:31) Chairperson Sites read from a letter provided by the Historical Society regarding the town's history in 1922.

(1:32:25) Donna Palmer, Mountfort Road, expressed her work on the communications of the town. Donna Palmer commended the Town Clerk & Assistant Town Manager, Debbie Grover.

Katie Murphy, Mountfort Road & President of the North Yarmouth Historical Society, gave an update on the Old Town House Project.

Diane Morrison, Browndog Drive, inquired the records of the meeting. Diane Morrison asked for an update on the Broadcast Technician's time and monies spent on broadcasting. Furthermore, Diane Morrison inquired about the M.S.A.D. 51's progress on Sharp's Field.



Linc Merrill, North Road, asked for an update on the charter revisions and amendments. Mr. Merrill also asked for the Budget Committee's bylaws. Lastly, Linc Merrill commented on the agenda and the request for proposals for legal services.

Selectperson Reed suggested having Select Board liaisons onto the committees.

Paul Whitmarsh, Wild Turkey Lane, inquired about the written charges of the committees. Paul Whitmarsh echoed Selectperson Reed's comments on having Select Board liaisons to committees. Lastly, Paul Whitmarsh commented on the previous workshop discussion on the Select Board bylaws. Selectperson Reed stated that he would be working on updating his revisions based on the comments made tonight. Chairperson Sites responded to Paul Whitmarsh's inquiry about committee charges.

Chairperson Sites reported on the following upcoming date:

- March 7, 2022 – Papers for Municipal Officers
- April 14, 2022 – Papers for Municipal Officers due to the Clerk

June 14, 2022 Elections

- Two (2) Seats for Select Board
- Two (2) Seats for M.S.A.D. 51 Board of Directors
- Three (3) Seats for Budget Committee
- One (1) Seat on the Cemetery Commission

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

Town Manager's Report – (1:46:48) The Town Manager presented on the progress of the budget, Legal Services Request for Proposal (RFP), and that the deputy clerk position was vacant.

Department Head Reports – The Department Head Reports were included in the Board's meeting materials.

Second Quarter Capital Reserve Report – The Capital Reserve Report was included in the Board's packet.

### **Old Business:**

Appointment to Budget Committee – (1:48:54) Jay Fulton, New Gloucester Road, presented to the Select Board his qualifications for serving on the Budget Committee. Selectperson Reed asked Jay Fulton what characteristics he has that would serve the committee. Jay Fulton responded by highlighting his qualifications. Paul Whitmarsh, Wild Turkey Lane, presented to the Select Board his qualifications for serving on the Budget Committee. Selectperson Reed asked Paul Whitmarsh what items he would cut from the budget and what items he would save. Paul Whitmarsh explained that he would need to review the items to have a better understanding. Selectperson Moulton commented on the difficult decision. Selectperson Harrell asked if Paul Whitmarsh has served on any boards or committees before. Paul Whitmarsh answered in the negative. Selectperson Reed made comments supporting Jay Fulton's application. Selectperson Hodgetts made comments supporting Paul Whitmarsh's application. Selectperson Hodgetts moved to appoint Paul Whitmarsh to the Budget Committee. Selectperson Moulton seconded the motion. Discussion: Selectperson Reed provided more support for Jay Fulton due to his consistent applications for volunteering for the town as well as his qualifications. Selectperson Moulton shared that he agrees with Selectperson Reed's comments to an extent. Chairperson Sites added that he would prefer to see both individuals serve on committees. Selectperson Reed asked if Paul Whitmarsh would be interested in the vacant alternate position on the Economic Development & Sustainability Committee (EDSC). **Vote: 1 Yes – 4 No. (Chairperson Sites; Selectpersons Moulton, Harrell, & Reed)** The motion to appoint Paul Whitmarsh to the Budget Committee failed.

Selectperson Reed moved to appoint Jay Fulton to the Budget Committee for the unexpired term of June 30, 2023. Selectperson Harrell seconded the motion. Discussion: none. **Vote: 4 Yes – 1 No. (Selectperson Hodgetts)**

Economic Development & Sustainability Committee Resignation – (2:07:54) Chairperson Sites read a recommendation from EDSC to appoint Byron Kern as a full member of the committee. Chairperson Sites moved



that the Select Board promote Byron Kern, currently an alternate member on EDSC, to become a full member of the committee for the unexpired term of June 30, 2023. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites recommended that the Board expect an application for the alternate position for February 21, 2022. Kevin Robinson, EDSC Co-Chair, asked for the deadline to be in March. Selectperson Moulton inquired if the Board would have the opportunity to review all applications and the recommendation from EDSC. Chairperson Sites moved to call for applications for the open alternate position on the EDSC and to be received no later than February 21, 2022. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Select Board Code of Conduct – By consensus, the Board passed over the item for a later meeting. Having public comment for a future item was discussed by Chairperson Sites and Selectperson Reed.

Signing of Special Town Meeting (Election) Warrant – March 15, 2022 – (2:20:59) Chairperson Sites read the warrant into the record (posted in the meeting materials online). Selectperson Reed inquired if there was a mailer. Chairperson Sites moved that the Select Board endorse the Special Town Meeting Warrant for March 15, 2022. Selectperson Reed seconded the motion. Discussion: Selectperson Reed asked if there was a mailer and forum prior to the event. Chairperson Sites answered in the affirmative. **Vote: 5 Yes – 0 No.**

### **New Business:**

Annual Town Meeting Date – (2:25:06) Selectperson Hodgetts inquired why the Annual Town Meeting had to take place in April instead of a June date. Chairperson Sites clarified that the Board has no recourse to schedule the date later. Selectperson Reed suggested having the vote to amend the charter at the March 15<sup>th</sup> election. He withdrew his suggestion.

Chairperson Sites moved that the Select Board schedule the FY23 Annual Town Meeting for April 30, 2022. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites moved to have a joint workshop with the Budget Committee on February 9, 2022, at 6:00 PM to determine the budget schedule. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes - 0 No.**

Community Resilience Partnership – (2:36:45) The Board discussed the application provided in the meeting materials. Selectperson Reed inquired where their funding was coming from. Chairperson Sites responded from American Rescue Plan Funding. Selectperson Moulton inquired if the Town Manager was familiar with the organization. The Town Manager responded that she was not familiar. The Town Manager recommended the Board participate in the program. Selectperson Hodgetts inquired if there were any guarantees. Chairperson Sites responded that the application was competitive and made further comments regarding the program. Chairperson Sites clarified that the town was not being asked to commit cash, just in-kind services. Selectperson Reed asked if there were any pressing projects that would qualify for funding. Selectperson Moulton made comments on the competitiveness of the application. There was a discussion about possible projects the town could pursue with this grant.

Chairperson Sites asked the Town Manager to pursue the project and come back to the Board with a recommendation. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Accounts Payable – (2:56:45) Chairperson Sites moved to approve accounts payable in the amount of \$801,777.32, as presented for FY22. Selectperson Harrell seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Any Other Business – (2:57:20) Chairperson Sites read a communication from the Economic Development & Sustainability Committee. The full statement can be found on the town's video record of the meeting. Selectperson Hodgetts asked what the differences were of each of the adopted Remote Participation Policies. Chairperson Sites responded. Selectperson Hodgetts asked what the notification to the public was for public hearings. Selectperson Reed discussed the state's progress towards brown-tailed moth across the state. Selectperson Reed made a comment to have individuals speak into the microphone.

**Adjournment** – (3:03:33) Selectperson Reed moved to adjourn at 9:00 PM. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

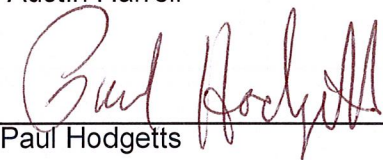


Brian Sites, Chair

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Austin Harrell

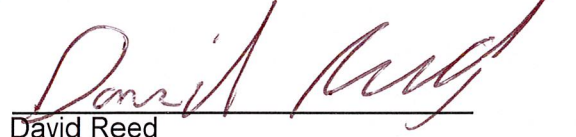
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Paul Hodgetts



James Moulton, Vice Chair



David Reed