

Town of North Yarmouth Select Board Business

Summary of Recommended Motions & Other Action Items

February 21, 2023

Motion to enter into executive session- Time_____

Motion_____, Second _____ Vote_____

Motion to enter regular session-Time_____

Motion_____, Second _____ Vote_____

VI. Consent Agenda

Motion_____, Second _____ Vote_____

- A. Municipal Accounts Payable Warrants
 - #69 \$ 6,968.11
 - #72 \$120,726.93
- B. Municipal Payroll Warrants
 - #70 \$ 39,386.22
- C. Special Town Meeting Minutes-February 4, 2023
- D. Select Board Minutes-February 7, 2023

Suggested Motion

To approve the consent agenda as presented.

X. New Business

- A. 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.

Town of North Yarmouth Select Board Business

Summary of Recommended Motions & Other Action Items

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 or 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 or 3%. The contract fee also includes a \$600.00 annual I am responding license.

There are no other changes to the contract

Suggested Motion

Approve the contract as written and authorize the Town Manager to execute the document.

Motion _____, Second _____ Vote _____

Town of North Yarmouth

Phase 1 Findings - Fire Department Study

October 7th, 2022



Purpose of the Study

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. This is followed by a schematic floor plan, a schematic site plan, and a 3D model of the chosen concept. We would then provide an estimate of the total project cost of the project. These materials would be utilized to explain the needs and the conceptual solution to the public for funding and construction.

To start the process the town authorized phase 1 of the study to include a space needs programming evaluation for the department, an assessment of the existing facility, and a preliminary recommendation of whether to pursue a renovation/addition or a new facility (Items 1 through 4 of our proposal.)

Space Programming

Our initial task was to interview the Fire Department staff to determine the physical space requirements necessary to meet the needs of the town. We based the space program on current needs plus projected growth for the next twenty years. We sized individual rooms and spaces on the needs requested by the department and then compared them to benchmarks from similar sized towns employing modern fire and EMS practices to get the appropriate space needs for current needs and future growth (see attached space program document.)

Based on our 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.



Initial Facility Assessment

Our second task was to provide an analysis of the existing building's current condition, systems, code compliance, and energy usage. This was to begin an assessment of the suitability of the existing facility to house a modern fire/EMS department. During the space programming sessions, we reviewed existing plans of the building, field measured the existing fire station, drew a scaled digital base plan in CADD, and evaluated the building's functionality and existing engineering systems (see existing conditions floor plans and site plan).



Architectural Assessment

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.



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.



Circulation is confusing. 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; You can see the stained gypsum ceilings throughout the facility. 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.



Mechanical Assessment

The two boilers are Viessmann Vitola 200's and look to be in good condition. They should continually be maintained until not monetarily feasible. We recommend adding heat pumps or gas fired energy star packaged units for better efficiency overall, and to provide air conditioning in the summer. Ventilation should be provided throughout the facility and the building's air should be pressurized to keep carcinogens from the apparatus bays out of the working and living areas.



Electrical Assessment

Electrically, the building's lighting is fluorescent strip lighting in most areas and should be replaced with LED fixtures for energy efficiency and better lighting within the spaces. The electrical service is old and inadequate in size. It will need to be replaced if the building is expanded. The building generator will also have to be upsized for the future.

Structural Assessment

It is unlikely that the existing building complies with current IBC essential facility seismic requirements. If a renovation scenario is selected, the structure will have to be analyzed by our structural engineer to recommend ways to bring the facility up to code.

Options to relocate to a new facility

A number of options were explored for relocation of the Fire Department. We limited the parcels to nearby town owned property to avoid land purchase costs and to limit the impact on existing proximity to service calls. We looked at lot 76, map 7 (Memorial Park), Lot 85, map 7 (Wescustogo Community Center), Lot 27, map 8 (northeast side of Oak Hill Road), and Lot 34, Map 8 (Eleanor Hayes Town Forest). (see map in addendum)

All indications are that Memorial Park is not a viable option as it is an important open space area for the town. We looked at the Wescustogo site. The only option there was placing the building on the existing baseball field and relocating the field on top on the leach field to the north of the community center. This idea would likely be unpopular, and the associated costs with removing the field and relocating it elsewhere did not make sense. The topography at Oak Hill Road is steep and challenging and would most likely result in increased site costs, especially for a one-story building and a reasonably level parking and apron space for the apparatus. The Eleanor Hayes parcel has potential for a relocation site, but similar to Memorial Park, it is also an important open space area for the town.

Options to stay on the existing site

In addition to reviewing potential relocation sites in the vicinity, we also examined how the new space needs program could be accommodated on the existing site



(see attached conceptual floor plans and site Plan.) **The attached plans are not a proposed solution. Their purpose is to determine if a solution on the existing site is possible.** It was apparent that there was not enough room on the site to accommodate a one-story addition. As noted earlier the existing apparatus bays are all deficient, especially the upper bays. Because it is essentially unuseful space, we looked at removing the upper bays and the attached living quarters. With this section of the building removed, we can provide a two-story addition that will provide four double drive-thru bays and necessary support spaces on the first floor. A smaller second floor footprint will accommodate all of the living areas required for the station in a private environment that is close to the apparatus by stair or fire pole. The remaining existing building could accommodate the offices and training areas and provide a proper public front door to the facility.

We examined some very preliminary ideas of how the site might be arranged for safe egress of emergency vehicles and separated public parking. There appears to be room on the site to situate the new two story apparatus bay in between the two existing drives on either side of the existing building and provide turning radii to both route 115 and route 9 from the south side bays and to route 115 from the north side bays. The site should be configured to discourage the public shortcut through the south drive connecting route 115 and route 9 and dedicate this to emergency egress.

Recommendation

Based on the information presented above, our recommendation is to pursue a renovation/addition scenario at the existing site. Our diagrams show that at least one scenario is possible with the removal of the upper portion of the existing building from the upper apparatus bay to the day room. With that section removed a two-story addition would accommodate the current and future space needs of the North Yarmouth Fire/EMS station for years to come. The renovation will allow for modern EMS and firefighting practices to be implemented. The rebuilding of the apparatus bays will provide the space required to run an efficient and safe station and provide a better living environment within the building for the staff. A full upgrade of the mechanical and electrical systems and improvement of the thermal envelope will reduce annual operational costs. Temporary housing would be needed for the station as the addition would require removal of the existing housing area and bathrooms. The apparatus equipment from the upper bay would need to be relocated for the addition to take place. As shown by the following rough cost estimates the cost for a renovation/addition project will be less than the cost of a new station at a relocated site, especially if the selected site was at the Wescustogo



site.

Rough Costs

The current estimated costs for similar recent turn-key public safety projects are approximately \$525 a square foot for brand new construction and \$325 a square foot for renovations.

New Station Costs

- The rough cost of a new Turn-Key Fire Station of 16,500 square feet = **\$8,662,500**
- Removal and relocation of a sports field = **\$1,500,000**
- **Total Cost for a new station = \$10,162,500**

Renovation and addition Costs

- Renovated space of 3,500 square feet = **\$1,137,500**
- New two-story addition Turn-Key Fire Station of 13,000 square feet = **\$6,825,000**
- Temporary Housing/restroom facilities = **\$50,000 – 100,000**
- **Total Cost for an addition and renovation = \$8,062,500**

Conclusion

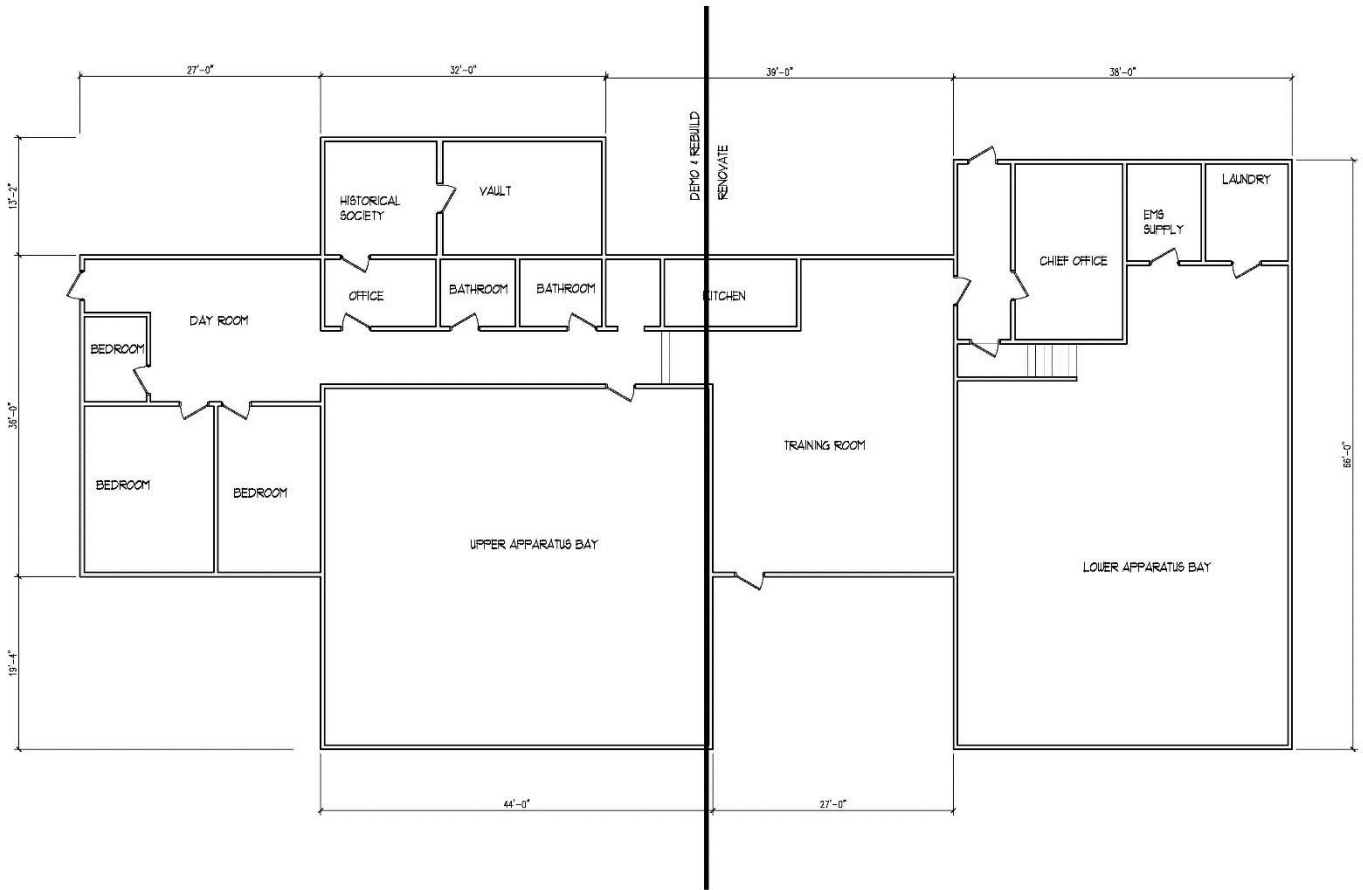
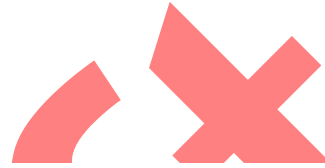
The renovation/addition option proposed by this Phase 1 of the report would provide a brand-new facility designed to accommodate modern firefighting and EMS procedures. It will provide a safe and healthy environment for the staff and will enhance recruiting of the most talented first responders in the state. The fire station will be adequately sized for their current needs as well as the future growth and will incorporate modern firefighting and EMS features. The new apparatus bays on the site will reduce risk of accidents and give the Fire Department an easy drive-in/out to respond to calls more efficiently.

APPENDIX 1
Site Plan - Existing



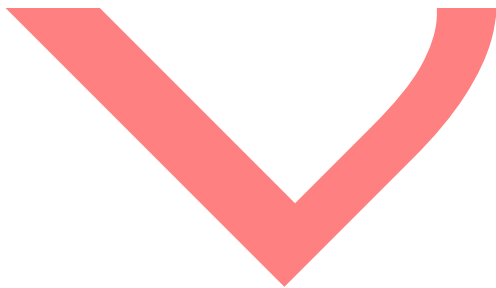
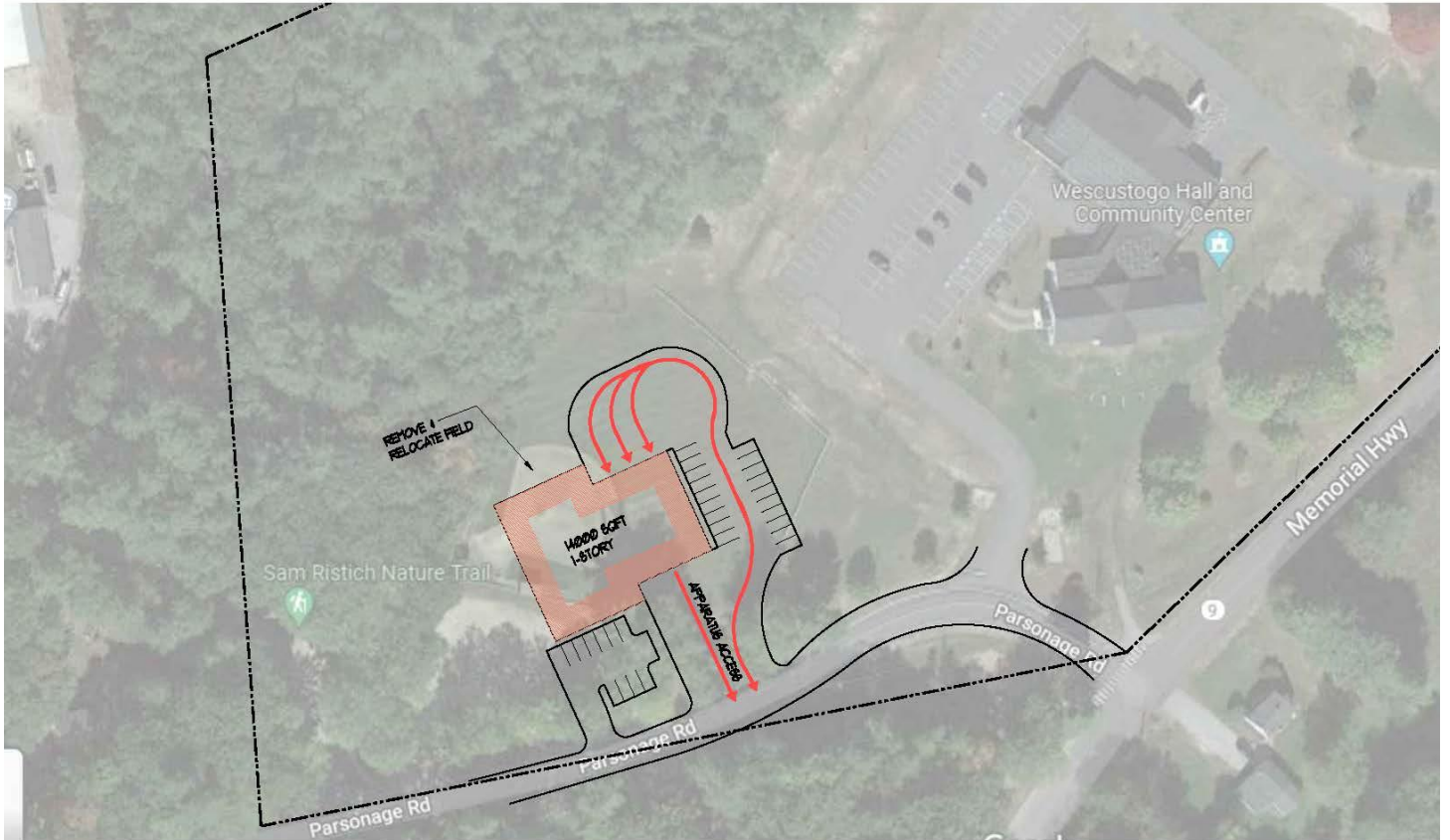
APPENDIX 2

Floor Plan - Existing



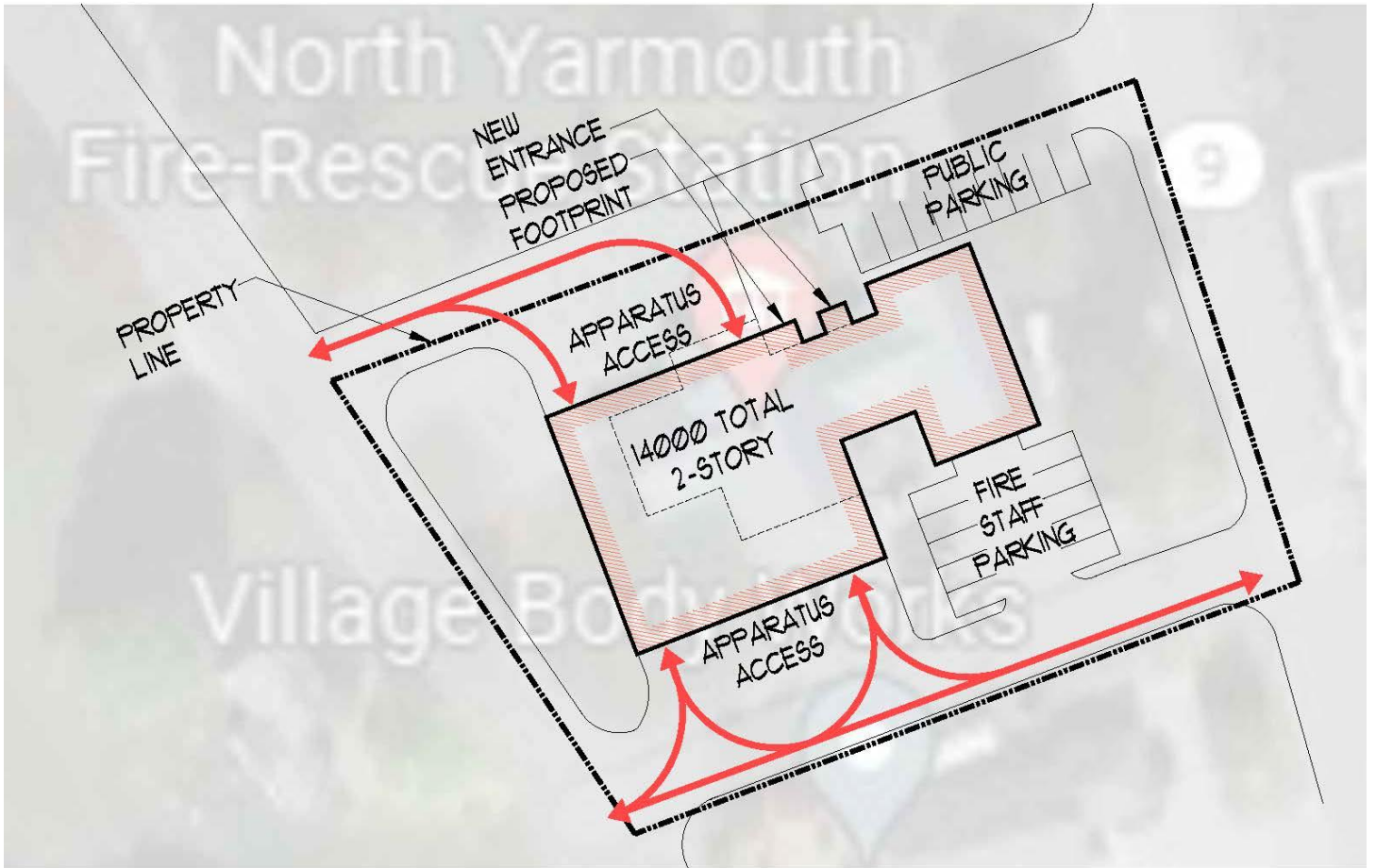
APPENDIX 3

Site Plan – Possible Relocation



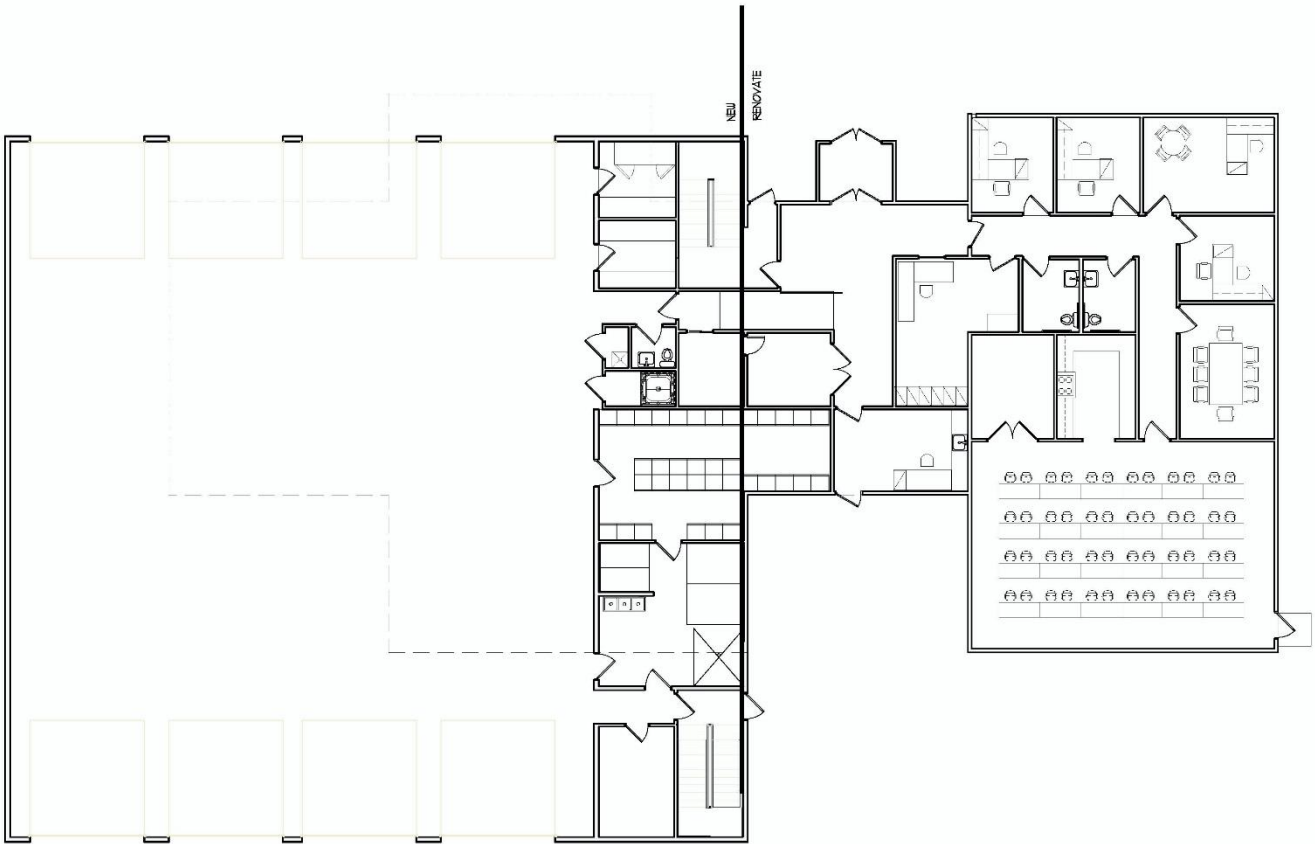
APPENDIX 4

Site Plan – Possible Expansion on Existing Site



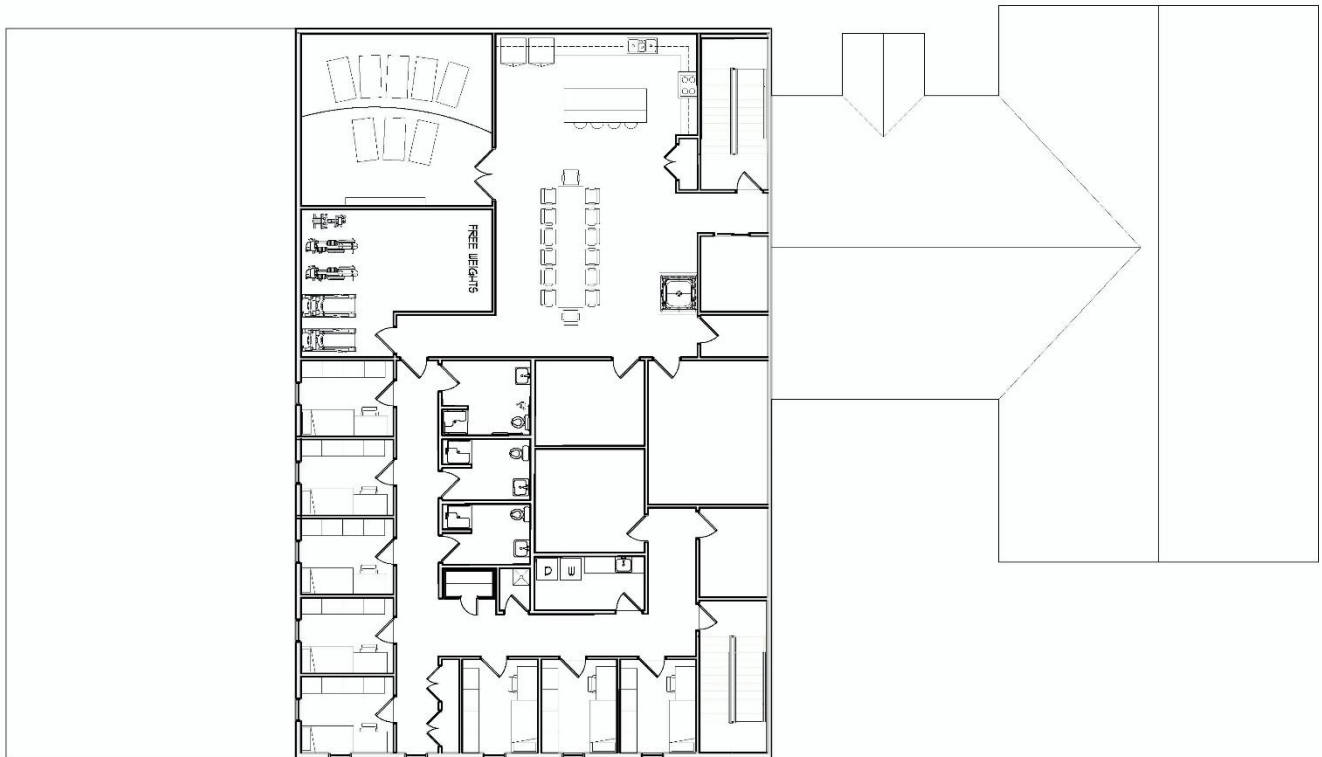
APPENDIX 5

Floor Plan – Possible Expansion Layout First Floor



APPENDIX 6

Floor Plan – Possible Expansion Layout Second Floor





**Town of North Yarmouth, Maine
Special Town Meeting Minutes
February 4, 2023**

To: Clark M. Baston, a resident in the Town of North Yarmouth, County of Cumberland, and the State of Maine.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of North Yarmouth, Maine qualified by law to vote in town affairs, to meet at the Wescustogo Hall & North Yarmouth Community Center located in North Yarmouth, Maine on Saturday the 4th day of February A.D. 2023, at ten (10) o'clock in the forenoon, then and there to act upon Articles 1 through 3 as set out below, to wit:

The Registrar of Voters gives notice that citizens will be able to register to vote on February 4, 2023, from 9:30 AM to the close of the meeting.

10:00am meeting called to order with sixty-nine (69) registered voters of North Yarmouth present in the audience.

ARTICLE 1: To elect a Moderator by written ballot to preside over the said meeting.

Board Member Perrin, seconded by Board Member Berry moved to nominate John David Kennedy as moderator. Vote was unanimous and John David Kennedy elected moderator.

ARTICLE 2: To see if the Town will vote to adopt the Maine Moderator's Manual as prepared by the Maine Municipal Association as the parliamentary procedure at Town Meeting for the ensuing year.

Moderator asked for a motion for Article 2. Chairperson Sites seconded by Board Member Haile moved to adopt the Maine Moderator's Manual as prepared by the Maine Municipal Association as the parliamentary procedure at Town Meetings for the ensuing year. All in Favor. Carries without objection.

Board Member Hodgetts, Seconded by Board Member Perrin moved to allow nonresident employees and the town Attorney to speak during today's town meeting. All in favor. Carries without objection.

ARTICLE 3: To see if the Town will vote to adopt the First Amendment to the Village Omnibus Municipal Development and Tax Increment Financing (TIF) District as recommended by the Select Board following a public hearing held on January 17, 2023, and as presented to this Town Meeting; and to adopt the following findings:

WHEREAS, the Town is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to adopt a Tax Increment Financing District and Development Program; and

WHEREAS, the Town designated the Village Omnibus Municipal Development and Tax Increment Financing (TIF) District (the “District”) and approved a municipal tax increment financing district development program for said District (the “Development Program”) by Town Meeting on April 6, 2019; and

WHEREAS, the Commissioner of the Maine Department of Economic and Community Development (“DECD”) approved the designation of the District and adoption of the Development Program by letter dated July 29, 2019 to be effective for a term of thirty (30) years following the effective date of the DECD approval through June 30, 2049; and

WHEREAS, the Town desires to amend the District and Development Program as presented to the Town Meeting this day and as has been on file in the Town Clerk’s Office at Town Hall in order to expand the opportunities for commercial development and new employment within the Town for residents of the Town and surrounding communities, which are expected to improve and broaden the tax base of the Town and improve the general economy of the Town, the region and the State of Maine; and

WHEREAS, the Town has held a public hearing on January 17, 2023 on the proposed First Amendment to the District in accordance with the requirements of 30-A MRSA §5226(1) upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and

WHEREAS, the Town considered all evidence presented during the public hearing with regard to any adverse economic effect on or substantial detriment to any existing business in the Town; and

WHEREAS, it is anticipated that the Commissioner of the Maine Department of Economic and Community Development (“DECD”) will approve the First Amendment to the District and Development Program;

NOW THEREFORE, BE IT HEREBY VOTED BY THE TOWN:

Section 1. The Town hereby finds and determines that:

- (a) Adoption and implementation of the District and the Development Program will generate substantial economic benefits for the Town and its residents, including employment opportunities, broadened and improved tax base and economic stimulus, and therefore constitute a good and valid public purpose and will contribute to the economic growth or well-being of the inhabitants of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town; and
- (b) Adoption and implementation of the District and the Development Program will not result in a substantial detriment to any existing business in the Town, and any adverse economic effect of the District and the Development Program on any existing business in the Town is outweighed by the contributions expected to be made by the projects and improvements described in the District and the Development Program to the economic

growth or well-being of the Town or to the betterment of the health, welfare or safety of the inhabitants of the Town; and

(c) The District and the Development Program satisfy the statutory conditions for approval set forth in 30-A M.R.S. § 5223(3), except as otherwise exempt, as follows:

1. At least 25% of the real property within the District is in a blighted area, in need of rehabilitation, redevelopment or conservation work, or is suitable for commercial or arts district use;
2. The total area of the District does not exceed 2% of the total acreage of the Town and the total area of all TIF Districts within the Town does not exceed 5% of the total acreage of the Town; and
3. The original assessed value of the District plus the original assessed value of any other TIF Districts within the Town does not exceed 5% of the total value of taxable property within the Town as of April 1, 2022.

Section 2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town hereby designates the proposed First Amendment to the North Yarmouth Village Omnibus Municipal Tax Increment Financing District, as presented to this Town Meeting.

Section 3. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town hereby adopts the Development Program for the District in the form presented to this Town Meeting.

Section 4. Said designation of the District and adoption of the Development Program shall automatically become final upon approval of the voters at this Town Meeting and shall take full force and effect upon approval of the District and Development Program by the Commissioner of the State of Maine Department of Economic and Community Development (DECD), without requirement of any further action by the Town, the Select Board, or any other party.

Section 5. Pursuant to the provisions of 30-A M.R.S.A. §5227, the percentage of the Increased Assessed Value to be retained as Captured Assessed Value in the District and the term of said District is confirmed as set forth in the Development Program.

Section 6. Following final designation of the District and adoption of the Development Program by the Town, the Chair of the Select Board, or his designee, be and hereby is authorized and directed, on behalf of the Town of North Yarmouth, Maine, to submit to the Commissioner of DECD for review and approval, pursuant to the requirements of 30-A M.R.S.A. §5226(2), the application and such other documentation as may be necessary or appropriate for the final approval of this District and the Development Program. The Chair of the Select Board, or his/her/their designee, is further authorized and empowered, at his/her/their discretion from time to time, to make such technical revisions to the District or the Development Program for the District, or to the scope, cost or description of the public improvements to be financed with the portion of tax increment revenues

generated by the District and retained by the Town as described in the Development Program, as the Chair of the Select Board, or his/her/their designee, deems reasonably necessary or convenient in order to facilitate the process for review and approval of the District and Development Program by DECD, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the District and the Development Program.

Section 7. The Chair of the Select Board be and hereby is authorized, empowered, and directed to enter into any Credit Enhancement Agreement contemplated by the Development Program, in the name of and on behalf of the Town, subject to the requirements of notice and hearing as set forth in the Development Program.

Board Member Haile, seconded by Board Member Berry moved to see if the Town will vote to adopt the First Amendment to the Village Omnibus Municipal Development and Tax Increment Financing (TIF) District as recommended by the Select Board following a public hearing held January 17, 2023, and as presented to this Town Meeting. And adopt the finding as set forth in Article 3 of the warrant for this special town meeting.

Alyssa Tibbetts, Attorney for the Town of North Yarmouth explained Article 3.

Article 3 seeks to remove certain parcels from the District that have been developed for residential purposes and to add one adjacent parcel that may be used for commercial development; To revise the acreage and Original Assessed Value consistent with the amendment of the District boundaries; To provide updated estimates of the tax increment revenues and tax shifts for extended term of the District; and To add authorized project costs related to public safety and affordable housing, and update the estimated project costs to include the additional estimated tax increment revenues to be captured during the extended term of the District.

When the district was originally adopted in 2019, there were specific project costs identified for the usage of TIF revenue. This amendment seeks to add to those project costs, expand on capital expenditures on Public Safety and Fire Protection. The second amendment to the project cost table, due to a change in Maine State Law, is to allow for the use of TIF revenue for the development of affordable housing. These provide the authorization to use TIF revenue it is not a requirement, but it must be in the table for the town to use TIF revenue for those purposes.

Public Comments:

Dave McLaughlin 47 Stowell Brooke, asked if the town could explain the vision they have for affordable housing. These projects are usually done around public transportation and services and he does not understand the vision.

Attorney Tibbetts explained the types of project costs related to affordable housing the TIF funds cover are purchase of land, financing costs, construction costs, professional service fees, infrastructure, public facilities, and public safety. The TIF funds would assist developers to develop affordable housing.

Chairperson Sites stated these are not guaranteed projects. This allows us to access to public water and sewer. If we can use this TIF to get water to our project site this would be a qualified cost.

Part of this TIF funding could go a long way toward incentivizing a developer to put that type of housing in. There are no plans. It just gives us a menu of options to look at in the future.

Mike Mallory, Walnut Hill Road, asked what the Town is trying to do with Affordable Housing? Chairperson Sites advised there are no plans. We are trying to have the option to do something in the future. Vice Chairperson Haile speaks and advises all we are doing is giving us choices and options.

Rob Taisey, Mountfort Road, asked if there are restrictions on TIF Money? Chairperson Site advised we are bringing in more revenue than projected. We are trying to slow down the revenue growth so we do not end up with a big pile of money the state will penalize us on.

Chris Pynchon, Sligo Road, asked Chairperson Sites to repeat the information.

Attorney Tibbetts states that the revenue from the TIF is captured and sheltered for us to 30 years. If you have sheltered a significant amount of tax revenue and at the end of the 30 years and you have not spent the capture revenue in accordance with the plan and State Law, then those revenues should not have been sheltered and should have gone back in the general fund.

Andy Walsh, Firefly Lane, asked if the existing funds in the TIF get returned to the general fund once the acreage is reduced from 268 to 114?

Attorney Tibbetts stated that any revenue captured to date will remain in the TIF account even after properties are removed.

Nelson Smith, Ledge Road, if we ran the waterline up Chase Hill, the suggested site for a school, would we be allowed to use TIF funds?

Attorney Tibbetts explains construction of water services for commercial services and users along the way. There is the ability to connect infrastructure on affordable housing project as an affordable use. If the only connection of water would be for a school, it would not be allowed. You cannot use TIF revenue solely for governmental purposes.

Chairperson Sites clarifies any project that would come up would have to be presented to the town. He cautions everyone getting to hung up on affordable housing and water lines. These are guidelines to give use opportunities.

Scott Bernardy, 942 Sligo Road, advised that he came in late and has not read the package. He says he has not heard what the Town wants to change. Board Member Haile refers to the package. The changes we are adding are on page 3 a-d.

Sol Dostilio, Parsonage Road, asked which properties are coming out and which are going in and why?

Chairperson Sites refers to page 9-12 of the package. Page 11 you will see a list to be removed. These have already been developed. The only property we are adding back in is leach field and has no value.

Paul Whitmarsh 10 Wild Turkey Lane, asked if the Select Board can approve an affordable housing use of funds without town vote?

Attorney Tibbetts states that the Omnibus Municipal Development Agreement requires the Select Board to hold a Public Hearing before the Select Board could enter into any agreements.

Link Merrill, North Road., asked for clarification that credit enhancements can't be done by the selectboard only?

Chairperson Sites advised a credit enhancement can be initiated by the selectboard, but any expenditure would have to come back to town meeting vote.

Moderator called for a 10-minute recess at 11:00am.

Attorney Tibbetts stated that Credit Enhancement agreements require a public hearing conducted by the board and voter approval at Town Meeting.

Chris Pynchon, Sligo Road, asked what is driving the timing of this vote? What are the immediate ramifications of a no vote? Could this come back up again?

Chairperson Sites advised these amendments need to get to the State by March 1, 2023, to be effective for 2024 tax years. Originally projected 30-year revenue was 2 million. If this is not amended, we will have over 15 million in the TIF. We are trying to bring this down to 9 million, a more reasonable figure. We are adding the other items at the same time.

Moderator calls the question, article 3 passes by a large majority, but not unanimous (3 no votes).

Moderator asked for a motion to dismiss. Perrin so moved. All in favor. None opposed.

Respectfully Submitted.

Karen Casale, Recording Secretary

Select Board

Brian Sites, Chairperson

Amy Haile, Vice Chairperson

Paul Hodgetts

Andrea Berry

Katherine Perrin

A True Copy.

Attest: _____, Deborah Grover, Town Clerk

**Town of North Yarmouth
Select Board
Meeting Minutes of February 07, 2023, 6:00 PM**

Executive Session- 1 M.R. S. § 405 (6)(A) to discuss personnel matters.

Chairperson Sites, seconded by Vice Chairperson Haile moved to enter into executive session at 6:00PM. Vote 4 Yes/0 No.

Vice Chairperson Haile seconded by Selectperson Perrin moved to exit the executive session and move to a regular session at 6:30 PM. Vote 4 Yes/0 No.

Call to Order- Members Present: Brian Sites, Chairperson, Amy Haile, Vice Chairperson, Katherine Perrin, Selectperson, Andrea Berry, Selectperson, and Diane Barnes, Town Manager. Paul Hodgetts, Absent and excused by Chairperson Sites..

Pledge of Allegiance-

History Minutes: (46:13-48:11) **Boston Post Cane-Presented by Vice Chairperson Haile**

The town is looking for the next holder of the Boston Post Cane! The Cane is ceremoniously presented to the oldest citizen in towns throughout New England. The Cane is part of an interesting tradition. The idea was conceived in 1909 by Edwin Grozier, publisher of the Boston Post newspaper (now long out of print). Grozier had the canes—or, walking sticks—constructed of seasoned, polished ebony from Congo, Africa. They were topped with a 14-carat gold head, engraved by hand with the words “Presented by the Boston Post to the oldest citizen of (name of town). To Be Transmitted.” The cane’s end is also tipped with a gold cap. Somewhere around 500 canes were manufactured and distributed. (For some reason, Connecticut got none and Vermont only two.)

The canes were originally earmarked for the oldest *male* resident of the towns, but because of complaints, the practice was amended in 1930 to include women. Only about 200 canes survive, perhaps because some people refused to accept theirs, superstitiously fearing that it meant they would soon die. You will find the cane at the Town Office, displayed in a case made especially for it by North Yarmouth craftsman Guy Watson. Some years back, it was decided that the recipients will hold the honor, but not the physical cane. North Yarmouth has discharged this trust faithfully. If you have an idea about who the recipient of the Cane should be, tell a Select Board member, or contact our Town Clerk, Debbie Grover!



Appointments-(48:12-48:54)

EDSC Resignation-Kevin Robinson

Vice Chairperson Haile seconded by Selectperson Perrin moved to accept Kevin Robinsons resignation from the EDSC. Vote 4 Yes/0 No.

Special Presentation-(48:55-1:06:18)

PACTS Project Engineering Design and Cost Update- presented by Mandy Olver from Olver Associates.

50-50 funding half PACTS and half from the town. Objective of the project is pedestrian safety improvements on Cumberland Road and Walnut Hill Road.

The Town of North Yarmouth has entered into a Three-Party Municipal Partnership Agreement with MDOT and Portland Area Comprehensive Transportation System (PACTS) for proposed improvements to Walnut Hill & Cumberland Road.

The scope of the project consists of upgrading the intersection of Cumberland Road and Pea Lane to meet ADA standards, as well as drainage improvements and reconfiguration of the intersection of Cumberland Road and Walnut Hill Road.

The preliminary cost estimates for this project should be about \$600,000. Currently, we are requesting permission to solicit bids for this project.

Public Comment

Bill Young Sweetser Road. Why do we need the sidewalk? What is the justification?

Diane Barns, Town Manager working on sidewalk master plan. The intent is to connect to Pea Lane, but not currently. Sites PACTS funding weird zone that projects qualify. It does not cover Pea Lane. We are trying to capitalize on the funding with the money available to us.

Nelson Smith, Ledge Road- He against running the sidewalk against the road due to a death in Yarmouth on sidewalk. We can set it back and would like us to reconsider.

Chairperson Sites asks Mandy Olver what the studies are of the safety of one sidewalk verses the other. She thinks the speed is a concern. It comes down to speed and not the type of sidewalk. We talked about a setback, but it was very intrusive to people’s properties. It is a nicer walk with a setback, but the reality is that there is not always space for it.

Dan Merrill Sligo Road. There is a lot of traffic coming from Cumberland. He asked if there is going to be a crosswalk there too. Mandy Olver advised there is already a crosswalk there. The goal is trying to make it safer.

Nelson Smith, Ledge Road. Comments on granite sidewalks damaging plows and tires. Wants the committee to think about that.

Selectperson Perrin seconded Selectperson Berry moved to authorize the Town Manager and Town Engineer to solicit bids for the PACTS Project W.I.N. #025813.00. Vote 4 Yes/0 No.

Consent Agenda-(1:06:19-1:07:34)

Municipal Accounts Payable Warrants

#65 \$ 19,341.64

#66 \$953,346.80

#68 \$ 3,420.56

Municipal Payroll Warrants

#63 \$ 46,805.23

#67 \$ 46,705.76

Vice Chairperson Haile, seconded by Selectperson Perrin moved to approve the consent Agenda as presented. Vote 4 Yes/0 No.

Public Comment-(1:07:35-1:09:20)

Mike Mallory, Walnut Hill Road, stated that the Electric bill is over \$3000.00 a month, and wanted to know if we are sure the solar panels are working properly? What would be the cost without them?

Diane Barnes, Town Manager stated as far as we know the solar panels are working properly. We went through that whole exercise last year. The electric rates have increased, and the building is used a lot more this year than last.

Special Presentation-(1:09:21-2:07:25)

LD 2003 Update-presented by Matt Panfil, Planning Director, GPCOG.

This will impact North Yarmouth's land use ordinance. On March 7, 2023, there will be a webinar.

-Short term rentals- no changes.

-Accessory dwelling units- required to be allowed in every zoning district.

-Affordable Housing Density Bonus- there will be changes to the percentage of being affordable and term.

-No longer have zoning that allows for single family residential. Lot that already has a home you must allow 2 additional lots if it meets zoning standards and sewer and water standards. This is a big change. He does not know how the state will enforce this yet. Waiting on Webinar in March for more clarity.

Selectperson Berry asked if all these rules will supersede any density standards the town has? She advised to let us know how to sign up for the webinar.

Matt advised they would supersede the density standards the town has. He will make sure everyone is aware of how view and participate in the Webinar on March 7, 2023.

Public Comments-

Rich Parenteau, 52 Pine Ridge Road, asked how growth areas are defined.

Matt Panfil advised growth areas have been defined in the Town's comprehensive plan.

Bill Young, Sweetser Road, asked if environmental concerns had been considered?

Matt Panfil advised that those concerns had not been considered. They are focusing on the housing shortage.

Mike Mallory, Walnut Hill Road, asked if density increases are allowed but not required with this law.

Matt advised you are required to allow for accessory units, you do not have to, and you can regulate them. They do not count toward a rate of growth ordinance or density. They are exempt from that.

Kit Maloney, Walnut Hill Road, wanted to share that page 19, 41, and 71 of the comprehensive plans and are identified as suitable growth areas.

EV Charging Stations-Fortunat Mueller, President ReVision Energy

Those were donated to the town by Nissan for solar projects. They are Basic level 2 charging stations and are not smart chargers. The current chargers consume about 10.5 KW when in use and cost \$.75 per hour with solar power rate. All cars will charge at the same rate. Cars with bigger batteries takes longer. A car will no longer charge once the battery is full.

Selectperson Berry asked how most towns handle the use of these changing stations?

Fortunat advised most towns keep it open as we do here. Portland has level 3 chargers, but they do not charge. It costs over \$7000 to put a level 3 machines in.

Public comments-

Nelson Smith, Ledge Road, asked if the Town could put the machines on timer? He is concerned that nonresidents can park there. He is concerned that people are parking overnight not allowing others to use the machine.

Fortunat Mueller stated that a timer can be installed on the machines or just turn of the breaker.

Cumberland/North Yarmouth Little League-Improvements to Softball- presented by Josh Whitmore. The Cumberland/North Yarmouth Little League seeks approval from the Select Board, to apply for a building permit for the following improvements to the Softball field located at WH &NYCC:

- Relocated existing storage shed.
- Install underground utilities (electricity & water).
- Remove and relocated existing parking barriers and install new parking barrier.
- Construct new Snack Shack/Announcers Booth.
- Feed underground power to new scoreboard.

All expenses will be the sole responsibility of the Cumberland North Yarmouth Little League. Donors and volunteers will assist in the project go create a better recreation facility for the community.

Selectperson Berry advised that improvement would change the field for girls and will have a huge impact. Selectperson Perrin advised she supports the plan.

Chairperson Sites asked if this will be done by licensed and insured contractors and Josh advised yes.

Chairperson Sites asked Diane Barnes, Town Manager to investigate a lease agreement.

Selectperson Berry seconded by Selectperson Perrin motioned to approve the project and authorize CNYLL to apply for a building permit for improvements to the Softball Field. Vote 4 yes/0.

Old Business: (2:07:26-2:09:28)

Board and Committee Appointment Process

Vice Chairperson Haile, seconded by Selectperson Berry moved to approve the Board and Committee Appointment Process as Presented. Vote 4 Yes/0 No.

New Business: (2:09:29-)

Waiver of Foreclosure

The Municipal Treasurer, when authorized by the Select Board, may waive the foreclosure of a tax lien mortgage by recording a waiver of foreclosure in the registry of deeds in which the tax lien certificate is recorded before the right of redemption shall expire. (36 M.R.S., Chapter 105 § 944, "Foreclosure for equitable relief, procedure).

Chairperson Sites, seconded by Selectperson Perrin moved that the Select Board authorize the Treasurer to file a waiver of foreclosure for account #143, Hilda Gladstone, 111 Mountfort Rd., Map Lot 003-091, for the 2020 tax lien mortgage in the Cumberland County Registry of Deeds. Second, discussion and vote follow. Vote 4 Yes/0 No.

Audio Visual Broadcasting Equipment-Change Order #1

This change order is to include AV systems in additional building spaces that were excluded from the bid RFP as outlined below:

Merrill Room- Projection Screen
 Anderson Room – Camera and Microphones
 Gymnasium-Portable Production Equipment

The total lump sum for this proposal is \$37,059.11 bringing the total for this project to \$181,114.75. This project is funded through the American Rescue Plan Act (ARPA) and has an estimated budget of \$200,000.

The Town received \$408,573.60 and the voters approved at the April 30, 2022, Annual Town Meeting, to designate \$372,000 of ARPA funds for this project and the Sweetser Road Culvert project.

Vice Chairperson Haile, seconded by selectperson Berry moved to approve change order #1 for the Audio/Visual Broadcasting Equipment. Vote 4 Yes/0 No.

Sweetser Road Culvert Bid Award

On January 24th, 2023, bids were opened for the Sweetser Road Culvert Replacement project. Five bids were received as follows:

Contractor	Location	Crossing Complete	Raise Road	Guard Rail	Total Bid
<u>Skid Steer Svs., LLC</u>	Naples, ME	\$394,578.00	\$12,578.00	\$13,578.00	\$420,734.00
<u>St. Laurent & Son, Inc.</u>	Lewiston, ME North Yarmouth, ME	\$698,897.00	\$19,250.00	\$4,850.00	\$722,997.00
<u>A.H. Grover</u> Alternate #1		\$375,298.00	\$7,000.00	\$5,575.00	\$387,873.00
Alternate #2		\$303,000.00	\$7,000.00	\$5,575.00	\$315,575.00
<u>J. Pratt Construction, Inc.</u>	Hebron, ME	\$267,000.00	\$7,000.00	\$5,575.00	\$279,575.00
<u>Storey Brothers, Inc.</u>	Cumberland, ME	\$409,898.00	\$2,500.00	\$4,400.00	\$416,798.00
		\$471,945.00	\$9,730.00	\$5,340.00	\$487,015.00

The low bidder is A.H. Grover Inc. The bid documents were examined by Dirigo Engineering, and they found everything to be in order. A.H. Grover, Inc. provided an alternative to the primary design of a precast box bridge and lower price using a 4-sided box culvert. This type of construction is allowed on their plans, and they support using this product.

The funding for this project comes from three sources as follows:

1. DEP Stream Crossing Grant \$125,000
 2. ARPA Funds \$172,000
- \$297,000

The Audio-Visual has an estimated balance of 18,885.25 that can be re-allocated to this project to cover the \$18,575 difference.

Selectperson Perrin, Seconded by Vice Chairperson moved to award the bid for the Sweetser Road Culvert project to A. H. Grover, bid Alternate #1 for a total bid package of \$315,575 and allocated \$18,575 from the Audio-Visual project to fully fund this project and authorize the Town Manager to execute the contract documents. Vote 4 Yes/0 No.

Write-Off Personal Property Tax

A 2021 business and equipment tax were assessed to Tender Years Learning Center that is currently delinquent. The Tax Collector has not been successful in collecting the tax. Since this is a 2021 tax, it is too late to file a UCC Lien on the property.

The 2021 were assessed as of April 1, 2020, and a lien would have need to be filed by 4/1/2022. Two months is not enough time to begin the collection process on delinquent taxes therefore, the Tax Collector is recommending that the Select Board write-off the 2021 Personal Property Tax assessed to Tender Years Learning Center in the amount of \$288.44 that has a principal balance of \$248.25 and accrued interest of \$40.19 through February 7, 2023, due to the inability to collect the tax.

Chairperson Sites, Seconded by Vice Chairperson Haile moved to approve the write-off of personal property taxes assessed to Tender Years Learning Center in the amount of \$288.44. Vote 4 Yes/0 N.

Adjournment: (3:46:41-3:47)

Vice Chairperson Haile, seconded by Selectperson Perrin moved to adjourn at 8:15pm. Vote 4 Yes/ 0 No.

Karen Casale, Recording Secretary

Select Board

Brian Sites, Chair

Amy Haile, Vice Chair

Paul Hodgetts

Katherine Perrin

Andrea Berry

Town Manager Monthly Project Agenda (March 2023)

The following list includes goals for work to be completed within specific projects in the following month. This in no way represents a list of all work done within this department, nor does it guarantee that all items will be completed exactly on schedule. The constantly changing requirements placed by the public and internal service aspect of my department along with cooperation with outside agencies will always come into play when scheduling projects within the town.

Department	Project	Items to Complete
Town Manager	<ul style="list-style-type: none"> • CIP • Budget • GPCOG • Solid Waste/Recycling • Department Head Meetings • Ordinance Amendment • PACTS Funding • Audit • Annual Town Report • Select Board Goals • Street Name Project • Personnel Policy Review • Employee Appreciation • Fee Schedule Update 	<p>Complete work on a comprehensive capital improvement plan-ongoing</p> <p>Complete the FY 24 budget restructuring-ongoing</p> <p>Attend monthly PACTS Policy Committee meetings-ongoing</p> <p>Complete grant for recycling totes</p> <p>Schedule monthly department head meetings-ongoing</p> <p>Review ordinance for proposed amendments-ongoing</p> <p>Pre-bid meeting and open bids for PACTS project</p> <p>Complete the FY 22 audit</p> <p>Finalize Annual Town Report</p> <p>Continue working on Manager’s portion of Select Board Goals</p> <p>Review of alike street names, met with Fire Chief and CEO, researching process to make name changes-ongoing</p> <p>Work with Debbie on updating the personnel policy-ongoing</p> <p>Work with Debbie on ideas to present to the SB for employee appreciation and service</p> <p>Work with Department Heads during budget process.</p>

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
110 - MUNICIPAL ADMINISTRATION	633,623.00	395,755.27	23,172.00	261,039.73	58.80
01 - MUNICIPAL ADMIN OPERATIONS	475,339.00	263,213.14	12,489.42	224,615.28	52.75
5100 - FULL TIME WAGES	356,063.00	195,460.27	4,113.07	164,715.80	53.74
5110 - OTHER WAGES	6,500.00	0.00	0.00	6,500.00	0.00
5120 - OVER TIME WAGES	5,000.00	1,255.02	0.00	3,744.98	25.10
5130 - ALLOWANCES	3,290.00	1,729.11	0.00	1,560.89	52.56
5140 - TRAINING	1,855.00	1,435.00	0.00	420.00	77.36
5143 - MDOL SAFETY FINES	500.00	0.00	0.00	500.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	8,478.00	5,348.00	3,868.00	6,998.00	17.46
5210 - POSTAGE	7,640.00	3,936.50	0.00	3,703.50	51.52
5212 - REGISTRY OF DEEDS	900.00	542.00	418.00	776.00	13.78
5214 - ADVERTISING	1,500.00	2,930.67	0.00	-1,430.67	195.38
5216 - SOFTWARE	41,708.00	26,765.76	675.48	15,617.72	62.55
5218 - PRINTING	13,890.00	2,947.31	0.00	10,942.69	21.22
5220 - BANK FEES	100.00	0.00	0.00	100.00	0.00
5222 - SPECIAL EVENTS	2,750.00	877.09	0.00	1,872.91	31.89
5224 - OFFICE SUPPLIES	12,000.00	7,936.85	746.82	4,809.97	59.92
5226 - OFFICE EQUIPMENT	5,165.00	5,053.08	13.99	125.91	97.56
5228 - ELECTIONS/REGISTRAR OF VOTERS	8,000.00	4,342.42	0.00	3,657.58	54.28
5520 - GENERAL REPAIRS	0.00	2,654.06	2,654.06	0.00	----
02 - CONTRACTS/PROFESSIONAL SERVICE	136,662.00	113,081.55	9,402.31	32,982.76	75.87
5226 - OFFICE EQUIPMENT	0.00	4,869.96	4,869.96	0.00	----
5310 - AUDITOR	15,750.00	14,800.00	4,532.35	5,482.35	65.19
5312 - ASSESSOR	54,702.00	31,909.50	0.00	22,792.50	58.33
5316 - LEGAL	20,000.00	34,770.53	0.00	-14,770.53	173.85
5318 - WEBSITE	4,670.00	2,457.36	0.00	2,212.64	52.62
5322 - TECHNOLOGY	41,540.00	24,274.20	0.00	17,265.80	58.44
03 - TOWN OFFICE	0.00	43.56	23.57	-19.99	----
5516 - CUSTODIAL MAINTENANCE SUPPLIES	0.00	43.56	23.57	-19.99	----
05 - ASSESSING,CEO & PLANNING	0.00	564.50	0.00	-564.50	----
5214 - ADVERTISING	0.00	564.50	0.00	-564.50	----
09 - TIF EXPENSES	7,737.00	7,736.00	0.00	1.00	99.99
6100 - TIF GPCOG	7,737.00	7,736.00	0.00	1.00	99.99
10 - CAPITAL RESERVES	13,885.00	11,116.52	1,256.70	4,025.18	71.01
6200 - CAPITAL RESERVE TECHNOLOGY	13,885.00	11,116.52	1,256.70	4,025.18	71.01

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ---- DEBITS	CREDITS	UNEXPENDED BALANCE	PERCENT SPENT
120 - COMMUNITY SERVICES CONT'D					
120 - COMMUNITY SERVICES	218,337.00	100,414.97	2,824.25	120,746.28	44.70
01 - CEO SERVICES & PLANNING	153,320.00	87,897.91	2,645.30	68,067.39	55.60
5100 - FULL TIME WAGES	123,200.00	65,476.54	404.05	58,127.51	52.82
5130 - ALLOWANCES	1,920.00	1,175.44	0.00	744.56	61.22
5140 - TRAINING	2,000.00	1,919.83	175.00	255.17	87.24
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	700.00	672.75	0.00	27.25	96.11
5600 - ENGINEERING & PEER REVIEW	5,000.00	2,370.00	1,575.00	4,205.00	15.90
5610 - PLANNING BOARD	20,500.00	16,283.35	491.25	4,707.90	77.03
03 - PARKS & RECREATION	7,300.00	1,859.92	0.00	5,440.08	25.48
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	3,200.00	1,200.00	0.00	2,000.00	37.50
5635 - PARK MAINTENANCE	4,000.00	659.92	0.00	3,340.08	16.50
5640 - PARKS COMMITTEE	100.00	0.00	0.00	100.00	0.00
04 - GENERAL ASSISTANCE	2,650.00	1,919.90	0.00	730.10	72.45
5645 - OUT SOURCE SERVICES FOR GA	1,650.00	960.00	0.00	690.00	58.18
5647 - GA INTERPRETERS SERVICE	0.00	500.00	0.00	-500.00	----
5650 - GENERAL ASSISTANCE	1,000.00	459.90	0.00	540.10	45.99
05 - SOCIAL SERVICES	7,492.00	7,670.95	178.95	0.00	100.00
5601 - REGIONAL TRANSPORTATION	500.00	500.00	0.00	0.00	100.00
5603 - NORTHERN LIGHT HEALTH	500.00	500.00	0.00	0.00	100.00
5604 - MAINE HEALTH HOME CARE	500.00	500.00	0.00	0.00	100.00
5605 - LIFEFLIGHT	892.00	892.00	0.00	0.00	100.00
5606 - SO. MAINE AGENCY OF AGING	1,000.00	1,000.00	0.00	0.00	100.00
5607 - MAINE PUBLIC RADIO	100.00	100.00	0.00	0.00	100.00
5608 - NY VETERANS MEMORIAL CORP	0.00	178.95	178.95	0.00	----
5609 - OPPORTUNITY ALLIANCE	2,000.00	2,000.00	0.00	0.00	100.00
5611 - THROUGH THESE DOORS	2,000.00	2,000.00	0.00	0.00	100.00
06 - CEMETERIES	5,560.00	85.45	0.00	5,474.55	1.54
5130 - ALLOWANCES	250.00	0.00	0.00	250.00	0.00
5140 - TRAINING	230.00	0.00	0.00	230.00	0.00
5525 - MAINTENANCE/SUPPLIES	5,080.00	85.45	0.00	4,994.55	1.68
07 - LIVING WELL	1,200.00	404.88	0.00	795.12	33.74
5625 - GENERAL EXPENSE	1,200.00	404.88	0.00	795.12	33.74
08 - RECYCLING COMMITTEE	1,500.00	84.71	0.00	1,415.29	5.65
5625 - GENERAL EXPENSE	1,500.00	84.71	0.00	1,415.29	5.65
09 - TAX INCREMENT FINANCING	39,315.00	491.25	0.00	38,823.75	1.25
6101 - TIF ADMIN	15,000.00	491.25	0.00	14,508.75	3.28
6102 - TIF EDSC	5,000.00	0.00	0.00	5,000.00	0.00
6103 - TIF RECREATION TRAILS	17,815.00	0.00	0.00	17,815.00	0.00
6104 - TIF PROFESSIONAL SERVICES	1,500.00	0.00	0.00	1,500.00	0.00

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
125 - COMMUNITY CENTER CONT'D					
125 - COMMUNITY CENTER	121,806.00	54,558.52	792.48	68,039.96	44.14
01 - OPERATIONS	121,806.00	54,558.52	792.48	68,039.96	44.14
5100 - FULL TIME WAGES	98,539.00	52,164.70	684.05	47,058.35	52.24
5130 - ALLOWANCES	740.00	194.50	0.00	545.50	26.28
5140 - TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	45.00	60.00	0.00	-15.00	133.33
5222 - SPECIAL EVENTS	16,562.00	650.84	0.00	15,911.16	3.93
5240 - CONTRACT SERVICES	920.00	0.00	0.00	920.00	0.00
5242 - MARKETING/PRINTING/ADVERTISING	1,000.00	599.44	0.00	400.56	59.94
5244 - PROGRAM SUPPLIES	2,500.00	809.08	28.47	1,719.39	31.22
5516 - CUSTODIAL MAINTENANCE SUPPLIES	0.00	79.96	79.96	0.00	----

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
130 - PUBLIC SAFETY CONT'D					
130 - PUBLIC SAFETY	494,746.00	273,713.10	585.00	221,617.90	55.21
01 - FIRE RESCUE DEPARTMENT	369,266.00	210,403.78	585.00	159,447.22	56.82
5100 - FULL TIME WAGES	72,047.00	41,568.00	0.00	30,479.00	57.70
5110 - OTHER WAGES	146,587.00	68,702.50	0.00	77,884.50	46.87
5130 - ALLOWANCES	4,311.00	3,143.27	0.00	1,167.73	72.91
5140 - TRAINING	13,775.00	5,606.38	39.66	8,208.28	40.41
5145 - PHYSICALS & HEP B SHOTS	7,140.00	4,003.42	0.00	3,136.58	56.07
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	3,220.00	3,187.75	0.00	32.25	99.00
5520 - GENERAL REPAIRS	0.00	129.99	129.99	0.00	----
5522 - EQUIPMENT MAINTENANCE &REPAIRS	34,743.00	27,009.89	0.00	7,733.11	77.74
5524 - VEHICLE MAINTENANCE	25,550.00	25,569.91	280.99	261.08	98.98
5526 - GAS/DIESEL	8,450.00	7,039.68	0.00	1,410.32	83.31
5528 - LIFEPAK 15	1,710.00	0.00	0.00	1,710.00	0.00
5530 - PARAMEDIC SERVICE	15,900.00	7,200.00	0.00	8,700.00	45.28
5531 - RESCUE FEE COLLECTION SERVICE	5,000.00	2,625.76	0.00	2,374.24	52.52
5532 - MEDICAL SUPPLIES	15,000.00	11,401.40	134.36	3,732.96	75.11
5534 - PERSONAL PROTECTIVE EQUIPMENT	14,833.00	2,989.51	0.00	11,843.49	20.15
5535 - EMERGENCY MANAGEMENT / WARMIN	1,000.00	226.32	0.00	773.68	22.63
02 - CONTRACTS / PROFESSIONAL SVCS	125,480.00	63,309.32	0.00	62,170.68	50.45
5324 - DISPATCH SERVICES	29,207.00	14,603.50	0.00	14,603.50	50.00
5326 - ANIMAL CONTROL SERVICES	27,205.00	9,855.50	0.00	17,349.50	36.23
5330 - HYDRANTS	65,000.00	37,693.81	0.00	27,306.19	57.99
5332 - STREET LIGHTS	2,500.00	1,156.51	0.00	1,343.49	46.26
5334 - CCSD SPEED PATROLS	1,568.00	0.00	0.00	1,568.00	0.00

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ---- DEBITS	CREDITS	UNEXPENDED BALANCE	PERCENT SPENT
140 - PUBLIC WORKS CONT'D					
140 - PUBLIC WORKS	653,784.00	329,901.79	16,721.52	340,603.73	47.90
00 - PUBLIC WORKS	0.00	916.44	916.44	0.00	----
5524 - VEHICLE MAINTENANCE	0.00	458.22	458.22	0.00	----
5544 - SUPPLIES	0.00	458.22	458.22	0.00	----
01 - OPERATIONS	530,827.00	286,096.19	14,732.94	259,463.75	51.12
5100 - FULL TIME WAGES	263,346.00	140,225.99	3,954.41	127,074.42	51.75
5110 - OTHER WAGES	12,931.00	7,920.52	0.00	5,010.48	61.25
5120 - OVER TIME WAGES	25,000.00	16,806.56	0.00	8,193.44	67.23
5130 - ALLOWANCES	3,115.00	4,714.01	863.94	-735.07	123.60
5140 - TRAINING	500.00	130.00	0.00	370.00	26.00
5145 - PHYSICALS & HEP B SHOTS	500.00	297.96	0.00	202.04	59.59
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	300.00	229.00	0.00	71.00	76.33
5160 - DRUG TESTING	450.00	664.00	0.00	-214.00	147.56
5224 - OFFICE SUPPLIES	0.00	229.11	229.11	0.00	----
5520 - GENERAL REPAIRS	0.00	426.66	426.66	0.00	----
5522 - EQUIPMENT MAINTENANCE & REPAIRS	5,500.00	4,154.98	518.00	1,863.02	66.13
5524 - VEHICLE MAINTENANCE	30,000.00	21,246.38	1,137.09	9,890.71	67.03
5526 - GAS/DIESEL	30,000.00	13,103.21	6,954.84	23,851.63	20.49
5534 - PERSONAL PROTECTIVE EQUIPMENT	2,920.00	810.00	0.00	2,110.00	27.74
5540 - RADIO REPAIRS	2,500.00	478.83	0.00	2,021.17	19.15
5542 - EQUIPMENT RENTALS	2,220.00	129.75	0.00	2,090.25	5.84
5544 - SUPPLIES	12,000.00	7,997.82	408.89	4,411.07	63.24
5548 - LUBRICANTS	4,420.00	799.15	0.00	3,620.85	18.08
5550 - TIRES	10,650.00	2,215.62	0.00	8,434.38	20.80
5552 - SIGNS	7,500.00	6,197.65	0.00	1,302.35	82.64
5554 - CULVERTS	7,410.00	2,828.76	0.00	4,581.24	38.17
5556 - COLD PATCH	1,500.00	1,580.00	240.00	160.00	89.33
5558 - CRACK SEALING	4,125.00	3,608.85	0.00	516.15	87.49
5560 - STRIPING	14,900.00	11,429.75	0.00	3,470.25	76.71
5562 - SWEEPING/CATCH BASINS	2,055.00	0.00	0.00	2,055.00	0.00
5564 - TREE CUTTING	3,500.00	70.00	0.00	3,430.00	2.00
5566 - EROSION CONTROL	4,950.00	236.00	0.00	4,714.00	4.77
5568 - GRAVEL PIT OPERATIONS	500.00	0.00	0.00	500.00	0.00
5570 - CUTTING EDGES	13,050.00	6,999.16	0.00	6,050.84	53.63
5572 - SALT	56,760.00	23,865.69	0.00	32,894.31	42.05
5574 - LIQUID CALCIUM CHLORIDE	6,200.00	6,700.78	0.00	-500.78	108.08
5578 - SAFETY INSPECTIONS	2,025.00	0.00	0.00	2,025.00	0.00
09 - TAX INCREMENT FINANCING	9,500.00	7,396.36	0.00	2,103.64	77.86
6105 - TIF STREET SAFETY	9,500.00	7,396.36	0.00	2,103.64	77.86
10 - CAPITAL RESERVES	113,457.00	35,492.80	1,072.14	79,036.34	30.34
6201 - CIP RESERVE ROADWAYS	80,977.00	3,519.92	1,072.14	78,529.22	3.02
6202 - CIP RESERVE HEAVY EQUIP	32,480.00	31,972.88	0.00	507.12	98.44

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
145 - BULDINGS & GROUNDS CONT'D					
145 - BULDINGS & GROUNDS	146,651.00	64,236.40	2,476.71	84,891.31	42.11
01 - CUSTODIAL	43,380.00	22,752.05	750.68	21,378.63	50.72
5100 - FULL TIME WAGES	36,400.00	18,385.00	0.00	18,015.00	50.51
5130 - ALLOWANCES	880.00	445.72	185.88	620.16	29.53
5516 - CUSTODIAL MAINTENANCE SUPPLIES	6,100.00	3,380.10	23.57	2,743.47	55.03
5520 - GENERAL REPAIRS	0.00	541.23	541.23	0.00	----
02 - UTILITIES	60,984.00	24,401.32	21.73	36,604.41	39.98
5410 - PHONE	5,450.00	3,776.70	0.00	1,673.30	69.30
5412 - INTERNET CABLE	8,440.00	4,087.87	0.00	4,352.13	48.43
5414 - ELECTRICITY	16,700.00	11,004.40	21.73	5,717.33	65.76
5415 - SOLAR PANEL LEASE	17,700.00	1,848.71	0.00	15,851.29	10.44
5416 - HEAT	5,000.00	601.46	0.00	4,398.54	12.03
5418 - PROPANE	3,000.00	725.79	0.00	2,274.21	24.19
5420 - WATER	4,694.00	2,356.39	0.00	2,337.61	50.20
03 - FACILITY MAINTENANCE	36,178.00	15,883.03	1,704.30	21,999.27	39.19
5510 - ALARMS	4,088.00	2,485.59	0.00	1,602.41	60.80
5512 - PEST CONTROL	2,060.00	435.00	0.00	1,625.00	21.12
5514 - FLOOR MATS	4,000.00	1,694.43	263.68	2,569.25	35.77
5518 - LAND FILL COVER (MOWING)	325.00	325.00	0.00	0.00	100.00
5520 - GENERAL REPAIRS	15,200.00	6,307.18	1,440.62	10,333.44	32.02
5522 - EQUIPMENT MAINTENANCE &REPAIRS	10,505.00	4,635.83	0.00	5,869.17	44.13
10 - CAPITAL RESERVES	6,109.00	1,200.00	0.00	4,909.00	19.64
6203 - CIP RESERVE MUNICIPAL FACILITY	4,109.00	0.00	0.00	4,109.00	0.00
6204 - CIP RESERVE CONTINGENCY	2,000.00	1,200.00	0.00	800.00	60.00

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
150 - SOLID WASTE & RECYCLING CONT'D					
150 - SOLID WASTE & RECYCLING	245,806.00	134,948.02	0.00	110,857.98	54.90
01 - SOLID WASTE	245,806.00	134,948.02	0.00	110,857.98	54.90
5655 - MSW DISPOSAL	72,299.00	54,703.11	0.00	17,595.89	75.66
5660 - RECYCLABLES COLLECTION	72,299.00	39,977.01	0.00	32,321.99	55.29
5665 - MSW COLLECTION SURCHARGE	300.00	0.00	0.00	300.00	0.00
5670 - ECOMAINE TONAGE	87,908.00	38,399.04	0.00	49,508.96	43.68
5685 - CLEANUP DAY	10,000.00	301.66	0.00	9,698.34	3.02
5688 - GARBAGE TO GARDEN	3,000.00	1,567.20	0.00	1,432.80	52.24

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
160 - FIXED EXPENSES CONT'D					
160 - FIXED EXPENSES	11,153,432.76	6,458,534.85	3,379.05	4,698,276.96	57.88
01 - DEBT SERVICE	270,150.00	223,887.50	0.00	46,262.50	82.88
5700 - DEBT SERVICES	270,150.00	223,887.50	0.00	46,262.50	82.88
02 - EMPLOYEE BENEFITS	434,917.00	231,144.62	3,379.05	207,151.43	52.37
5710 - HEALTH & LIFE INSURANCE	228,876.00	128,044.84	2,858.55	103,689.71	54.70
5720 - DENTAL INSURANCE	16,745.00	8,706.48	449.86	8,488.38	49.31
5730 - ICMA RETIREMENT	49,654.00	23,088.77	0.00	26,565.23	46.50
5740 - FICA	84,976.00	44,143.99	0.00	40,832.01	51.95
5750 - WORKERS COMPENSATION	39,196.00	25,350.30	0.00	13,845.70	64.68
5760 - UNEMPLOYMENT	9,984.00	1,409.84	70.64	8,644.80	13.41
5765 - EARNED PAY LEAVE	4,986.00	400.40	0.00	4,585.60	8.03
5770 - EDUCATIONAL INCENTIVE	500.00	0.00	0.00	500.00	0.00
03 - MUNICIPAL INSURANCE	48,063.00	45,525.00	0.00	2,538.00	94.72
5780 - FIREFIGHTER'S SUPPLEMENTAL INS	2,046.00	1,224.00	0.00	822.00	59.82
5790 - PROPERTY/CASUALTY/VOLUNTEER	46,017.00	44,301.00	0.00	1,716.00	96.27
04 - MSAD #51 - EDUCATION	8,850,145.00	5,162,584.45	0.00	3,687,560.55	58.33
5830 - EDUCATION MSAD #51	8,850,145.00	5,162,584.45	0.00	3,687,560.55	58.33
05 - NY/CUMBERLAND SHARED SERVICES	271,211.00	67,803.00	0.00	203,408.00	25.00
5800 - PRINCE MEMORIAL LIBRARY	190,155.00	47,539.00	0.00	142,616.00	25.00
5810 - RECREATION	81,056.00	20,264.00	0.00	60,792.00	25.00
06 - COUNTY TAX	376,893.00	376,893.00	0.00	0.00	100.00
5840 - COUNTY TAXES	376,893.00	376,893.00	0.00	0.00	100.00
07 - OVERLAY	341,100.37	70,220.58	0.00	270,879.79	20.59
5850 - OVERLAY	341,100.37	70,220.58	0.00	270,879.79	20.59
09 - VILLAGE CENTER TIF DISTRICT	560,953.39	280,476.70	0.00	280,476.69	50.00
5852 - TIF VILLAGE CENTER	560,953.39	280,476.70	0.00	280,476.69	50.00

SELECT BOARD EXPENSE REPORT

FUND: 10
JULY TO JANUARY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
170 - CAPITAL RES. APPROPRIATIONS CONT'D					
170 - CAPITAL RES. APPROPRIATIONS	197,289.00	98,644.50	0.00	98,644.50	50.00
23 - FUTURE LAND RESERVE	10,000.00	5,000.00	0.00	5,000.00	50.00
5899 - BUDGETED RESERVE APPROPRIATION	10,000.00	5,000.00	0.00	5,000.00	50.00
25 - MUNICIPAL FACILITIES RESERVE	37,566.00	18,783.00	0.00	18,783.00	50.00
5899 - BUDGETED RESERVE APPROPRIATION	37,566.00	18,783.00	0.00	18,783.00	50.00
26 - CONTIGENCY RESERVE	20,000.00	10,000.00	0.00	10,000.00	50.00
5899 - BUDGETED RESERVE APPROPRIATION	20,000.00	10,000.00	0.00	10,000.00	50.00
31 - ROADWAY RESERVE	124,723.00	62,361.50	0.00	62,361.50	50.00
5899 - BUDGETED RESERVE APPROPRIATION	124,723.00	62,361.50	0.00	62,361.50	50.00
32 - RECORDS PRESERVATION RESERVE	5,000.00	2,500.00	0.00	2,500.00	50.00
5899 - BUDGETED RESERVE APPROPRIATION	5,000.00	2,500.00	0.00	2,500.00	50.00
Final Totals	13,865,474.76	7,910,707.42	49,951.01	6,004,718.35	56.69

SELECT BOARD REVENUE REPORT

DEPARTMENT(S): 100
JULY TO JANUARY

ACCOUNT	BUDGET NET	YTD NET	UNCOLL BALANCE	PCT COLL
100 - REVENUES	13,865,474.77	12,838,731.70	1,026,743.07	92.59
4010 - AGENT FEES	12,000.00	9,994.00	2,006.00	83.28
4020 - RESCUE FEES	60,000.00	52,077.72	7,922.28	86.80
4021 - INTEREST INCOME	0.00	16,589.20	-16,589.20	----
4030 - APPEALS	50.00	250.00	-200.00	500.00
4035 - BAD CHECK FEES	0.00	40.00	-40.00	----
4040 - BETE REIMBURSEMENT	69,063.27	69,063.00	0.27	100.00
4050 - BOAT EXCISE	4,200.00	1,814.40	2,385.60	43.20
4060 - BUILDING PERMITS	75,000.00	43,842.48	31,157.52	58.46
4067 - BURN PERMITS - ONLINE	200.00	0.00	200.00	0.00
4070 - CASH SHORT/OVER	0.00	6.21	-6.21	----
4080 - CATV FRANCHISE FEES	30,000.00	0.00	30,000.00	0.00
4090 - CELL TOWER RENTAL	45,000.00	33,666.12	11,333.88	74.81
4100 - CEO FINES	500.00	50.00	450.00	10.00
4110 - CEO MISC. PERMITS	500.00	675.00	-175.00	135.00
4115 - CEO ADMINISTRATION FEES	13,725.00	4,165.00	9,560.00	30.35
4130 - CLERK FEES	500.00	440.00	60.00	88.00
4140 - CUSTOMER SERVICES FEES	350.00	352.37	-2.37	100.68
4150 - DOG LICENSE FEES / ACO SERVICE	0.00	795.00	-795.00	----
4157 - PARK USE PERMIT DOGS	500.00	100.00	400.00	20.00
4160 - ELECTRICAL PERMITS	20,000.00	8,682.09	11,317.91	43.41
4190 - FOAA FEES	200.00	0.00	200.00	0.00
4200 - GENEALOGY SEARCH	50.00	0.00	50.00	0.00
4210 - GENERAL ASSISTANCE	700.00	0.00	700.00	0.00
4220 - HOMESTEAD EXEMPTION	399,947.60	282,693.00	117,254.60	70.68
4230 - RENEWABLE ENERGY EXEMPTION	0.00	6,398.00	-6,398.00	----
4260 - LOCAL ROAD ASSISTANCE PROGRAM	25,000.00	27,760.00	-2,760.00	111.04
4265 - PROPERTY & CASUALTY POOL	5,000.00	2,470.00	2,530.00	49.40
4270 - MSAD ELECTIONS	1,700.00	2,622.99	-922.99	154.29
4280 - MISC REVENUES	1,200.00	110.17	1,089.83	9.18
4290 - BMV EXCISE	950,000.00	615,560.20	334,439.80	64.80
4320 - PLANNING BOARD	2,400.00	2,750.00	-350.00	114.58
4330 - PLUMBING PERMITS	18,300.00	5,374.50	12,925.50	29.37
4335 - PRIVATE ROAD SIGNS	300.00	825.15	-525.15	275.05
4340 - SHARP HOUSE RENTAL FEES	10,200.00	6,375.00	3,825.00	62.50
4342 - ROAD ORDINANCE PERMITS	500.00	50.00	450.00	10.00
4345 - WH&CC FEES	77,305.00	11,655.40	65,649.60	15.08
4350 - REVENUE SHARING	696,729.00	445,146.34	251,582.66	63.89
4360 - SALE OF ASSETS	1,000.00	0.00	1,000.00	0.00
4370 - SITE PLAN REVIEW	1,500.00	500.00	1,000.00	33.33
4390 - SOLID WASTE/RECYCLING	170,000.00	68,067.26	101,932.74	40.04
4400 - SW HAULER PERMIT	75.00	0.00	75.00	0.00
4410 - TAX COMMITMENT	10,843,651.90	10,843,652.15	-0.25	100.00
4415 - TAX SUPPLEMENTAL	0.00	70,165.40	-70,165.40	----
4420 - TAX INTEREST	10,000.00	6,490.69	3,509.31	64.91
4480 - TREE GROWTH EXEMPTION	2,500.00	4,309.89	-1,809.89	172.40
4485 - CONSOLIDATED COMM. LEASE	6,000.00	0.00	6,000.00	0.00
4500 - VETERAN'S EXEMPTION	2,200.00	0.00	2,200.00	0.00
4510 - VITAL RECORDS	2,000.00	1,938.00	62.00	96.90
4991 - WH DONATIONS	15,000.00	10,000.00	5,000.00	66.67
4992 - WH PROCEEDS TRANSFER IN	23,928.00	23,928.00	0.00	100.00
4993 - TRANSFER IN TIF	133,049.00	107,120.61	25,928.39	80.51
4994 - TRANSFER IN RESERVE	133,451.00	50,166.36	83,284.64	37.59

SELECT BOARD REVENUE REPORT

DEPARTMENT(S): 100
JULY TO JANUARY

ACCOUNT	BUDGET NET	YTD NET	UNCOLL BALANCE	PCT COLL
Final Totals CONT'D				
Final Totals	13,865,474.77	12,838,731.70	1,026,743.07	92.59

**Town of North Yarmouth
Boards and Committees Standard of Conduct Policy**

- I. **PURPOSE** The Town recognizes that all individuals elected and/or appointed by the Town must maintain and enforce respectful discourse with their fellow elected and/or appointed members, with those who work for the Town, those who volunteer their time and services on behalf of the Town and members of the public by striving at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides a centralized standard of conduct for all elected and appointed officials in the Town.

- II. **APPLICABILITY** This policy and all its sections shall apply to all elected and appointed officials acting on behalf of the Town and covers all their actions and communications whether spoken or written including but not limited to all electronic communications including social media.
- III. **CODE OF CONDUCT** All Town elected and appointed officials are expected to act honestly, conscientiously, reasonably and in good faith always having regard to their responsibilities, the interests of the Town and the welfare of its residents.

~~The Town elected and appointed officials must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Manager, and/or Town Staff.~~

~~All elected and appointed officials must fully comply with the Town's Anti-Harassment and Anti-Discrimination Policy.~~

~~Further, all elected and appointed officials of the Town must assume the following responsibilities:~~

A. Conduct Generally and in Relation to the Community

~~The following guidelines are to be followed in relation to an Official's conduct generally and in relation to the community:~~

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Remember that you are seen as a representative of the Town of North Yarmouth at all times and you should conduct yourself accordingly in the community.

- Recognize that the chief function of local government always is to serve the best interests of all residents of the community.
- Demonstrate respect for the public that you serve.
- Conduct yourself in a manner that imparts public confidence in our local government and your position in it.
- Be well-informed concerning the local and state duties of a board/committee member.
- Never appear to represent the opinion of your board/committee except when specifically authorized by a recorded vote to do so.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally, or financially from your board/committee position.

Safeguard confidential information.

Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.

- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.

The following actions would be cause for accountability review by the Select Board:

- Failure to safeguard, or publicly sharing, confidential information.
- Failure to comply as fully as possible with all Town policies, including, without limitation, the following:
 - Harassment and Discrimination Policy
 - Fraud Policy
- Failure to comply as fully as possible with all applicable laws, including, without limitation, the following:
 - The Open Meeting Law (Title 1, Chapter 13 §403)
 - The Conflicts of Interest Statute (Title 30-A, Chapter 123 §2605)

B. Conduct ~~in~~ Relation ~~t~~o Other Elected ~~a~~nd Appointed Officials

The following guidelines are to be followed in relation to an Official's conduct in relation to other elected and appointed officials:

- Treat all members of the board/committee to which you belong with respect despite differences of opinion; keeping in mind that professional

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respect does not preclude honest differences of opinion but requires respect within those differences.

- Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chairperson should you for any reason be unable or unwilling to continue to serve. ~~Formal notice to resign from a board/committee requires written notification to the Town Manager.~~
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on ~~quasi-judicial~~ matters that will come before the board/committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- ~~Uphold the intent of executive session and respect the privileged communication that exists in executive session.~~
- Make decisions only after all facts on a question have been presented and discussed.

The following actions would be cause for accountability review by the Select Board:

- Publicly rebuking or making accusations about another elected or appointed official without following the accountability protocol.
- Failure to uphold the intent of executive session by publicly sharing the privileged communication that exists in executive session.
- Attempting outside of legal meetings to bind your board/committee to actions without express authority to do so.

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C. Conduct in Relation to the Town Manager

The following guidelines are to be followed in relation to an Official's conduct in relation to the Town Manager:

- Refrain from giving orders or directions to the Town Manager for action as an individual board/committee member.
- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Manager full responsibility for discharging his or her disposition and/ or solutions.
- ~~Refrain from giving orders or directions to the Town Manager for action as an individual board/committee member.~~
- Refrain from providing information to the Town Manager that you would not be willing to share with other board/committee members.

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The following actions would be cause for accountability review by the Select Board:

- Giving orders or directions to the Town Manager for action as an individual board/committee member.
- Subverting the administrative chain of command to give orders or direction to employees under the purview of the Town Manager.

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D. Conduct in Relation to Town Staff

D.

The following guidelines are to be followed in relation to an Official's relation to Town Staff:

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- Treat all town staff as a vital asset of your local government and the work of your board/committee. Recognize them as professionals and respect the abilities, experience, and dignity of everyone.
- As part of your board/committee work, channel all instructions to, or requests for assistance from, town staff through the Town Manager.
- Treat all staff as professionals and respect the abilities, experience, and dignity of everyone.
- Refrain from giving instructions to or requesting assistance from Town staff but rather channel all such activities through the Town Manager.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Manager through private communication.
- Officials who interact with Town staff must do so in a respectful manner and understand employees ~~should not be expected~~ have been instructed not to take direction from any individual official on any matter.

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The following actions would be cause for accountability review by the Select Board:

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- Publicly criticizing an individual employee or a department without seeking resolution or redress from the Town Manager.
- Disrespecting, or trying to obstruct, a town employee in the course of their official town duties.

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E. E. Conduct on Social Media

The following guidelines are to be followed in relation to an Official's relation to Town Staff:

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- ~~Remember that their~~One's online persona reflects their character; it is encumbant on officials to demonstrate respect for the public that you serve.
- All officials are expected and required to conduct themselves online in a manner consistent with the Town's policies and standards of conduct.
- ~~Officials must not reveal any confidential or privileged information about the Town, its constituents, or its contractors.~~
- Officials shall be as honest and accurate as possible when posting information or news.
- ~~Officials should not use social media to post rumors or conjecture about the Town, its employees, constituents, officials, suppliers, vendors, or contractors.~~
- ~~Officials may only express their personal opinions and should never represent themselves on social media as a spokesperson for the Town, unless specifically designated to do so.~~
- It is recommended that officials refrain from providing public opinions on a matter before their Committee. Comments include "liking" a post or other similar responses on a social media site.
- ~~Officials should~~ make a clear distinction between personal and campaign social media accounts.
- ~~Consult the Town Manager for applicable record retention schedule and method, before deleting posts or comments, or blocking citizen social media accounts.~~
- Provide a link back to the Town's official website when posting Town information.
- Remember that any online communication, no matter the intended audience, has the potential to become public record.
- Respect all laws governing copyright and fair use.
- The following actions would be cause for accountability review by the Select Board:
 - Revealing in social media posts confidential or privileged information about the Town, its constituents, or its contractors.
 - Using social media to post rumors or conjecture about the Town, its employees, constituents, officials, suppliers, vendors, or contractors.
 - Representing oneself on social media as a spokesperson for the Town, without being specifically designated to do so.
 - Personal attacks on other officials, town employees and constituents.
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IV. ~~ENFORCEMENT~~Accountability Measures and Review

Example 1

~~If any elected or appointed official is accused of violating the Town's Harassment and Discrimination Policy, the Town Manager shall refer the matter for investigation to a disinterested outside firm or individual qualified to investigate the alleged conduct. The Town Manager shall not be obliged to obtain any additional authority; this Code shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Manager. The Town Manager shall share the reported findings and recommendations with the elected official's board/ committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter.~~

~~In addition to any other remedies or enforcement options available under the law, each board or committee may vote to censure any elected/appointed member and the appointing authority may decline to reappoint an individual who violates any provision of this Code of Conduct.~~

~~If an elected or appointed official is accused of violating any other provision of this Code of Conduct, the board or committee that the official represents or if applicable the appointing authority may take such action as is authorized by law and as it deems fit or it may vote upon request of the Town Manager or on its own to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Manager. The Town Manager shall share the reported findings and recommendations with the board/committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter. These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law.~~

Example 2

- ~~1. Self-Enforcing (members~~All officials must sign a statement affirming that they will uphold the standards of the Conduct Policy upon taking office or accepting appointment).
- ~~2. Board of Select~~persons as well as men (Chairs of Boards, Commissions and Committees and the Town ~~Administrator~~Manager have the additional responsibility to intervene when actions of members appear to violate the code.
3. Complaints from any member of a Board, Commission or Committee goes directly to ~~Board of the Selectmen~~Select Board. Complaints from public can be directed to the Select

Board or Town Administrator/Manager who may consult with Board Chair one another and/or Town Attorney.

4. -

For Select Board related concerns, The following actions should take place:

~~—Consequences~~

~~—Reprimand~~

~~—Formal censure for elected officials.~~

~~—Suspension or loss of committee assignment~~

~~—~~

~~—Example 3~~

A. 1. If City Councilor/Selectperson believes another member/Selectperson has violated the conduct code, they should first attempt to informally address and resolve the matter with the other member if appropriate.

B. 2. If ~~not~~ issue is not resolved, the complaining City Councilor/Selectperson may ask for an executive session to discuss their complaint.

C. 3. ~~The~~ City Councilor/Selectperson against which the complaint is made shall be given reasonable advance notice of the meeting at which the matter will be discussed and have the right to be heard. They may also choose to have the discussion in open session.

Consequences

~~Sanction, including a public statement as to the reason.~~

~~Sanction may be in form of oral reprimand, written reprimand, or formal sanction.~~

~~Severe offenses may result in expulsion from office (requires super-majority vote).~~

Accountability Actions

Once complaint has been heard by the Select Board, the Select Board may move and vote by majority for one one the following actions:

- Reprimand for elected or appointed officials, with recommendations for actions over future violations
- Formal censure for elected officials
- Recommendation of loss of committee assignment (motion and vote to that recommendation to take place at the next posted meeting of the Select Board)

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~~Based on a review of these municipalities and other model Codes of Ethics/Conduct from various civic institutions, initial review by a Town Administrator or Board/Council in executive session is important so as to eliminate any spurious claims from being made broadly public. If after initial review of the complaint there is concern a violation has occurred, a transparent public process to address the issues best maintains public trust.~~

DRAFT

[Draft Version: February 16, 2023 \(Brian Sites\)](#)

AGREEMENT BETWEEN CUMBERLAND COUNTY AND THE TOWN OF

**NORTH YARMOUTH
“COMMUNICATION SERVICES”**

THIS AGREEMENT, effective July 1, 2023 is entered into by and between the COUNTY OF CUMBERLAND (hereinafter referred to as “the County”) with a principal place of business at 142 Federal Street, Portland, Maine and the TOWN OF NORTH YARMOUTH (hereinafter referred as “the Town”) with a principal place of business 10 Village Square Road North Yarmouth , Maine, 04097.

WITNESSETH

WHEREAS, pursuant to Title 30-A MRSA §107 and §453 the County Commissioners are authorized to establish a regional communications center and to contract with municipalities within the County that either the County or Municipality may perform; and
WHEREAS, the Town is desirous of contracting with the County for Communication Services which are more particularly described herein; and

WHEREAS, the County is willing to provide said Communication Services;

NOW, THEREFORE, in consideration of the mutual promises by each party to the other and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties covenant and agree as follows:

1. SERVICES

The County agrees, through its Communications Department, to provide the Town with Communication services for appropriate service providers. These include, but are not limited to, Fire, Rescue, Animal Control, Marine Safety, Public Works and access for use of the CODERED emergency alert system. The County shall:

- (A) Provide adequate facilities, equipment and personnel to carry out the purposes stated in the PSAP standards of the State of Maine.
- (B) Provide call answering which shall include all emergency and non-emergency calls for service.
- (C) Provide dispatching service which shall include dispatching personnel and equipment for emergency and non-emergency calls for service, dispatching for all ongoing incidents, as well as coordination of all support services as deemed appropriate by the incident commanders and / or authorized agency personnel.
- (D) Provide a warrant repository for participating agencies.
- (E) Provide all services in the most cost effective and efficient manner possible.
- (F) Ensure that all calls for service in the Town are dispatched to the appropriate service providers for the Town.

2. TERM

A. The initial term of this Agreement shall be three years from its effective date. This Agreement shall be automatically renewed without affirmative action by the parties for successive one-year periods on its anniversary date, until notice of termination is given. Notice of termination shall be given in writing by either party no less than ninety (90) days prior to the actual termination. If the Town fails to appropriate funds at town meeting, the agreement may be terminated. The term shall continue from year to year thereafter until terminated as provided herein.

B. Notwithstanding the above provisions, this Agreement may be terminated as follows:

1. By the Town if:
 - a. the County fails to provide sufficient personnel or equipment to perform the services detailed herein.
 - b. the County discontinues the service; or
 - c. the County fails to comply with the material terms of this Agreement.
2. By the County if:
 - a. the Town fails to make all payments required under the terms of the Agreement
 - b. the Town fails to abide by all Cumberland County RCC Policies and procedures.
 - c. the Town fails to comply with the material terms of this agreement.
3. A ninety (90) day written notice of termination must be provided, stating the grounds for termination and providing the other party an opportunity to cure the defect during said ninety (90) day period.

3. ADMINISTRATION

Pursuant to the provisions of Title 30-A M.R.S.A. Section 453, The County Commissioners, after consulting with municipal officers, will set policies for the Communications Center. The Cumberland County Communications Director shall be responsible for the administration and operation of the Communications Center.

A. Board of Directors.

A Board of Directors will be established to serve as a liaison between the Town/Agency and the Communications Department; review and recommend policies for the Communications Center; and review and recommend a budget for the Communications Center.

1. Composition The Board of Directors shall consist of one representative / designee from each of the participating agencies, (contracting with Cumberland County for Communications Service) and an “at-large” member of the community from each of the County Commissioners Districts. Communities for which the County is exclusively providing PSAP services may participate by appointing a non-voting member.

2. Term of Members The term of Board of Directors Members shall be three (3) years, except that one-third (1/3) of the initial committee shall be elected for a one-year term, one-third (1/3) for a two-year term and one-third (1/3) for three-year term. One-third of the members shall be appointed or re-appointed each year. Any representative may be appointed to successive terms without limit. The term of the initial committee members shall be determined by random selection. The same procedure will apply to all non-voting members.

3. Vacancies. Any vacancy on the Board shall be filled within 30 days after the vacancy occurs. The officials from the Town / Agency which the member represents make the appointments. An appointee to a vacancy shall serve until the expiration of the term of his / her predecessor and may be re-appointed.

B. Law Enforcement Committee. A law enforcement committee, comprised of representatives of each law enforcement agency served by the CCRCC will be established and shall have the responsibility and authority to promulgate policy and procedures for complete oversight of the teletype system and its usage. The Communications Director shall be responsible for maintaining training and certification of all communications officers to ensure compliance with all state regulations pertaining to the teletype system.

C. Technical Committee. A technical committee will be established to provide assistance to the Communications Department in the area of current technology and advice on future enhancements. The technical committee, comprised of individuals with expertise in communications such as radio, computers and diversified communications skills, operates on an as needed basis as scheduled by the Communications Director.

D. Acquisition, holding and disposal of Real and personal property. Any real and personal property acquired or used in the performance of this contract shall be the Property of Cumberland County. As such, acquisition, use and disposal of such property shall be in accordance with policies and procedures of Cumberland County.

E. Authority of the County Commissioners. This agreement shall not limit the County Commissioners' power to contract with other political subdivisions, quasi-municipal corporations, agencies or other enterprises to perform the services specified in this agreement, nor shall it restrict or curtail any authority otherwise bestowed by law upon the County Commissioners.

F. Indemnity. The County agrees to indemnify and hold harmless the Town from any and all liability, loss or damage arising out of the County's performance or failure to perform any of its obligations set forth in this agreement. The County further agrees to defend any claims brought or actions filed against the Town with respect to the County's performance or nonperformance of this agreement, whether such claims or actions are rightfully or wrongfully brought or filed.

The Town agrees to indemnify and hold harmless the County from any and all loss, liability or damage arising out of the Town's performance or failure to perform any of its obligations set forth in this agreement. The Town further agrees to defend the any claims brought or actions filed against the County with respect to the Town's performance or nonperformance of this agreement, whether such claims or actions are rightfully or wrongfully brought or filed.

G. Costs.

The Town agrees to pay the County \$ 33,675.44 for emergency communications service from July 1, 2023 to June 30, 2024.

The Town agrees to pay the County \$ 34,693.44 for emergency communications service from July 1, 2024 to June 30, 2025.

The Town agrees to pay the County \$ 35,734.24 for emergency communications service from July 1, 2025 to June 30, 2026.

This contract is based on a per capita fee of \$8.27 for 2023 / 2024 and \$8.52 for 2024 / 2025 and \$8.78 for 2025 / 2026 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.*

1. The Town may make payments of equal installments on a monthly basis, semi-annual payments as long as the full contract amount is paid prior to the end of the contract period.
2. The town will be consistent with its payments and shall make their last payment for the contract period no later than 15 days prior to the end of the contract term.

H. ENTIRE AGREEMENT

This instrument embodies the entire agreement of the parties and may not be amended or changed unless in writing executed by all parties. There are no promised terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

IN WITNESS WHEREOF, the TOWN of NORTH YARMOUTH By order duly adopted by its Selectmen, Town Manager or Council, has caused this Agreement to be signed by the Selectmen, Town Manager or Council and the COUNTY OF CUMBERLAND, by order of the County Commissioners, has caused this Agreement to be subscribed by the Chairman of said Board and the seal of said board to be affixed thereto and attested by the Clerk of said Board, all as of the day and year first above written.

By: _____
Chairman, Board of Commissioners

By: _____
Town of NORTH YARMOUTH
It's Authorized Representative

Date:

Date:

The following is presented by the Chair for consideration as an amendment to the Town of North Yarmouth -- Select Board Bylaws

SECTION [TBD] – SELECT BOARD COMMITTEE LIAISONS

The role of a Select Board Committee Liaison is to be a conduit of information and resources between the Select Board and the committee in order 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.

A) Types of Liaisons

Select Board Liaisons are assigned to:

- *Appointed Boards, Commissions, and Committees* – As described in Article IV Section 2 of the Town Charter
- *Ad Hoc Committees* – As described in Article IV Section 3 of the Town Charter

B) Liaison Expectations

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.

Goal	Strategy	Action Step	Who will do it? Select Board, Town Manager, or Committee(s)?	Select Board Lead	Progress
Goal 1: Improve Communications & Resident Engagement	Improve Communications	Replace or repair our audio & video equipment in WH&CC	Town Manager	Amy Haile	
		Standardize format and content of staff and committee reports, agendas, and minutes	Select Board	Amy Haile	
		Ask GPCOG/MMA for examples of successful town communications and engagement practices and how those processes get implemented	Town Manager	Amy Haile	
	Resident Engagement	Review Committee Charges: Through Select Board liaisons, determine how each committee defines its purpose/mission; Align stated committee purpose/mission with needs/direction of the town and state statute	Select Board	Brian Sites & Kate Perrin	
		Review Committee Appointment Process: Standardize the committee member selection and appointment process across committees; Create a volunteer recruitment and nomination template with room for committee-specific questions; Promote our committee opportunities and recruit new community members to get involved	Select Board	Amy Haile	
		Clearly Defined Process: Begin to develop a process to review Comprehensive Plan and Land Use Ordinances	Select Board/Town Manager/Committees	Kate Perrin & Brian Sites	
Goal	Strategy	Action Step	Who will do it? Select Board, Town Manager, or Committee(s)?	Select Board Lead	Progress
Goals 2: Work Effectively with Our Strategic Partners	Fire, Public Safety, Waste Management Regionalization	Work with county leaders and ensure North Yarmouth is included in regionalization conversations about fire, public safety, and waste management	Town Manager	Paul Hodgetts	
	Ensure new school project includes strong North Yarmouth input	Recommend that one-half of the new school build committee be North Yarmouth Residents, including representation from the North Yarmouth Select Board; Be a continued voice for North Yarmouth's interests in communications	Select Board	Kate Perrin	
		Support School Committee in hosting multiple project information and listening sessions in North Yarmouth, including a public walk through of the site	Select Board/Town Manager	Kate Perrin	
		Pursue a strong fire and safety partnership with the town of Cumberland regarding school safety coverage	Town Manager	Kate Perrin	
	Protect our groundwater, working in partnership with Yarmouth Water District	Ensure safety in development in groundwater overlay	Town Manager	Paul Hodgetts	
Goal	Strategy	Action Step	Who will do it? Select Board, Town Manager, or Committee(s)?	Select Board Lead	Progress
Goals 3: Craft a Plan for Land Conservation and Open Space	Begin the process to develop a Land Conservation and Open Space Plan through community engagement-	Select Board articulates goals and priorities for a Land Conservation and Open Space Plan	Select Board	Andrea Berry & Brian Sites	
		Create an Ad-Hoc Committee to lead this process	Select Board	Andrea Berry & Brian Sites	
		Seek community input on creating an open space plan through visioning sessions, surveys, and community events	Select Board/Committee	Andrea Berry & Brian Sites	
	Leverage conservation partnerships	Work closely with Royal River Conservation Trust, Skyline Farm, Yarmouth Water District, Maine Farm Land Trust, North Yarmouth Historical Society and other regional conservation organizations to strategically expand protected land in North Yarmouth	Select Board/Committees	Andrea Berry	
	Improve town assets	Move the WH&CC outdoor use project forward under new facility and town leadership	Town Manager	Andrea Berry	