

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, April 16, 2024
Regular Business Meeting
6:30 PM or
Immediately Following Budget Workshop
Wescustogo Hall & North Yarmouth Community Center**

Select Board Members

Amy Haile, Chair
Karl Cyr, Board Member

Andrea Berry, Vice Chair
Paul Hodgetts, Board Member

Katherine Maloney, Board Member

1. Call to Order

A. Pledge of Allegiance

2. Appointments

- A. Shellfish Commission Appointment
- B. Open Space & Planning Committee Resignation

3. Announcements

4. Public Comment-Non-Agenda Items

5. New Business

- A. MSAD #51 Warrant and Election Notice
- B. Forest Management Plan Service Agreement
- C. Land Acquisition - Tax Map 7 Lot 34-016 (0 Village View Lane)

6. Old Business

7. Consent Agenda

- A. Payroll Warrants & Municipal Accounts Payable Warrants
- B. Select Board Minutes of March 19, 2024
- C. Select Board Minutes of April 2, 2024
- D. North Star Planning Services Contract 7.1.2024-6.30.2025

8. Management Reports & Communications

- A. Select Board Committee Reports:
 - 1. EDSC-Kit Maloney
 - 2. Parks-Karl Cyr
 - 3. Joint Standing Committee-Amy Haile, Andrea Berry
 - 4. Waste Reduction Committee-Andrea Berry
 - 5. Walnut Hill Parkway-Paul Hodgetts, Kit Maloney
 - 6. Recreation Advisory Board-Karl Cyr
 - 7. School Fund Committee-Paul Hodgetts
 - 8. Prince Memorial Library-Amy Haile
 - 9. Shellfish Commission-Karl Cyr
 - 10. Budget Committee-Andrea Berry
 - 11. Open Space & Planning-Andrea Berry, Karl Cyr
- B. Town Manager's Report
- C. Department Reports
- D. Financial Reports-Third Quarter FY 24

9. Any Other Business

10. Adjournment

REMINDERS TO THE ATTENDING PUBLIC: Please mute all digital devices; Select Board meetings are open to the public, but the public may not speak unless recognized by the Chairperson first. **Workshops:** The public is welcome to attend workshops and listen to the discussion that takes place. The purpose of holding a workshop is to provide the Select Board with the opportunity to focus on specific town matters to later present at a regular business meeting. Therefore, public participation is limited to only regular business meetings of the Select Board.

Town of North Yarmouth

Select Board Business

Summary of Recommended Motions & Other Action Items

April 16, 2024

3. *Appointments*

A. Shellfish Commission Appointment

Rachael Whitmarsh

Suggested Motion

Appoint Rachael Whitmarsh as a member of the Shellfish Commission with a term ending 6/30/2026.

Motion _____, Second _____ Vote _____

5. *New Business*

A. MSAD #51 Warrant and Election Notice

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

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

Suggested Motion

To Countersign the warrant and notice of election.

Motion _____, Second _____ Vote _____

Town of North Yarmouth

Select Board Business

Summary of Recommended Motions & Other Action Items

B. Forest Management Plan Service Agreement

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

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

Suggested Motion

Approve and authorize the Town Manager to execute the agreement.

Motion _____, **Second** _____ **Vote** _____

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

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

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

This purchase and the authorization to expend funds from the Future Land Reserve account or the TIF (Recreational Trails) will need voter approval.

Suggested Motion

Authorize an article on the Annual Town Meeting Warrant for the purchase of Tax Map 7, Lot 34-016.

Motion _____, **Second** _____ **Vote** _____

Town of North Yarmouth Select Board Business

Summary of Recommended Motions & Other Action Items

8. Consent Agenda

- A. Municipal Accounts Payable Warrants
 - #80 \$ 6,757.12
 - #81 \$ 4,424.93
 - #82 \$108,165.99
- Municipal Payroll Warrants
 - #83 \$ 53,806.32
- B. Select Board Minutes of March 19, 2024
- C. Select Board Minutes of April 2, 2024
- D. North Star Planning Services Contract Renewal

Suggested Motion

To approve the consent agenda as presented.

Motion _____, **Second** _____ **Vote** _____

Submission #31

[View](#)

[Edit](#)

[Delete](#)

[Previous submission](#)

[Next submission](#)

[Print](#) [Resend e-mails](#)

Submission information

Form: [Boards & Committees Volunteer Application](#)

Submitted by Anonymous (not verified)

February 29, 2024 - 9:41pm

67.253.72.43

Select the Board(s) or Committee(s) you would like to serve on:

Please choose one or two board(s) or committee(s) below. Your first option will be considered by the Select Board. Your second option will be considered if your first option is not available. You do not need to choose two options but may if you choose.

1st Option

Shellfish Conservation Commission

2nd Option

Name:

Rachael Whitmarsh

Phone Number:

Email:

Mailing Address

Please Provide the Following Information:

1. Please give a short narrative as to why you would like to be appointed to the Board(s) or Committee(s) you have selected above:

Shellfish rights are a vital part of North Yarmouth's history. I have read the ordinance and published commission minutes, as well as archive records of the ordinance, its history, and the legislative action that preserves the right. It is an area that has been long neglected by recent officials. The current commission has a diverse and knowledgeable membership. However, it is imperative to maintain the representation of the commercial fishing industry on this committee. From listening to discussions of commission members and speaking with another clammer, the knowledge and perspective of a commercial fisherman is critical, and it would be more valuable to appoint another commercial fisherman over a layman resident (including me). I believe active North Yarmouth representation on this commission is vital to preserving the resource the

commission is entrusted. This would be best served by expanding the commercial fishing industry's representation on the commission. However, I would work passionately to support the goals and charge of the commission until an additional industry representative is identified.

2. Do you have any relevant experience, training or credentials that you would like us to consider?

I have actively attended shellfish commission meetings since Sept 2023. I participated in the Sept 2023 survey. I have also advocated for the commission to seek support from North Yarmouth officials, and to educate North Yarmouth residents about the importance of this committee's work. Previously, I was the Greenworks coordinator for Augusta Jaycees - working to support and develop environmental skills education programs, including helping to secure a grant to build an outdoor learning amphitheater at the Augusta Audubon and coordinating volunteers to initiate the groundbreaking of the project. In college, I was a summer intern/engineering assistant with the Army Corps of Engineers on a select team conducting a survey of the Ohio River from the Pittsburgh District through the Huntington and Louisville Districts and into the Mississippi River; work included assessment of current industry impact and recovery efforts of previous commercial sites; additionally, we surveyed multiple tributaries in multiple states along the Ohio River; this work and other Corps projects focused on all levels of land to waterbody impact and processes within each watershed. For more than 30 years, I have sought ways to consciously live my life with intention, including choosing responsible materials/products or behaviors BEFORE they were mainstream or commercially/municipally available. Supporting the shellfish commission work is a natural extension of this personal philosophy.

3. Have you ever served on any boards/committees before? If so, when and where?

Church Council (current treasurer), Nonstop Nordic (secretary 2020-21), American Flyers Booster Club (Communications/Webmaster 2013-16), Jaycees (1993-96)

Date:

February 29, 2024

[Previous submission](#)

[Next submission](#)

**WARRANT AND NOTICE OF ELECTION
TO CALL MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 51 REFERENDUM
(20-A M.R.S. §§ 1501-04)**

TO: Debbie Allen Grover, a resident of Maine School Administrative District No. 51, composed of the Towns of Cumberland and North Yarmouth, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Maine School Administrative District No. 51, namely, the Towns of Cumberland and North Yarmouth, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF NORTH YARMOUTH
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 51 REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Cumberland County, ss.

State of Maine

TO: Clark M. Baston, Resident of the Town of North Yarmouth: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE TOWN OF NORTH YARMOUTH: You are hereby notified that a Maine School Administrative District No. 51 referendum election will be held at Wescustogo Hall & North Yarmouth Community Center, 120 Memorial Highway in the Town of North Yarmouth on Tuesday, June 11, 2024 for the purpose of determining the following question:

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

The polls must be opened at 7:00 A.M. and closed at 8:00 P.M.

The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to vote, and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, April 1, 2024 at Cumberland, Maine.

Thomas McGowan
Mark
Christina Mitchell
John Cannon
KM Wine

Bill Hill
Steve Galland
Paul St
Anthony

A majority of the School Board of Maine School Administrative District No. 51

A true copy of the Warrant and Notice of Election, attest:

Debbie Allen Grover
Debbie Allen Grover
Resident of
Maine School Administrative District No. 51

Countersigned this _____ day of _____, 2024 at the Town of North Yarmouth, Maine.

A majority of the municipal officers of the Town of North Yarmouth

A true copy of the Warrant and Notice of Election, attest:

Debbie Allen Grover, Municipal Clerk
Town of North Yarmouth

RETURN

Cumberland County, ss.

State of Maine

TO: The School Board of Maine School Administrative District No. 51
_____, 2024

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of the Town of North Yarmouth, an attested copy of this warrant and notice of election, directing the municipal officers of said municipality to call a Maine School Administrative District No. 51 referendum at said time and place and for the purposes therein stated.

Debbie Allen Grover
Resident of
Maine School Administrative District No. 51

RETURN

Cumberland County, ss.

State of Maine

TO: The municipal officers of the Town of North Yarmouth

I certify that I have notified the voters of the Town of North Yarmouth of the time and place of the Maine School Administrative District No. 51 referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at the Town of North Yarmouth: _____, 2024

Clark M. Baston, Resident
Town of North Yarmouth, Maine

AGREEMENT

I. PARTIES

This contract (hereinafter referred to as "Agreement") is made and entered into on this 16th day of April 2024, by and between the Inhabitants of the Town of North Yarmouth with a mailing address of 10 Village Square Road, North Yarmouth, Maine 04097 (hereinafter referred to as "Town"); and 207 Forestry Consulting Services, LLC, with a mailing address of P.O. Box 181, New Gloucester, ME 04260 (hereinafter referred to as "Consultant"). In consideration of the mutual promises contained herein, Consultant agrees to perform the following services for the Town.

II. SCOPE OF WORK

In consideration of the compensation set forth herein, the Contractor shall perform the services as outlined in and attached hereto as Exhibit A.

III. COMMENCEMENT AND COMPLETION

The Contractor will commence work on or before April 17, 2024 and will complete work on or before April 17, 2026.

IV. PAYMENT TERMS

The Consultant shall submit invoices as specified in Exhibit A. The Consultant understands that the payment for completion of the services outlined in Section II shall not exceed Five Thousand Dollars (\$5,000.00) per year, and the Consultant agrees to perform the services on that basis. Invoices shall list separately all out of pocket expenses being billed. Hourly rate for consulting services, field or office: \$95.00/hour. Hourly rate for travel to required meetings: \$50.00/hour

V. TERMINATION

Either party may terminate this Agreement for cause after giving the other party written notice and a reasonable opportunity to cure. The Town may terminate without cause by giving the Consultant fourteen (14) days notice, and compensating the Consultant equitably to the termination date.

VI. DISPUTE RESOLUTION

Any controversy or claim arising out of or related to this Agreement, which cannot be resolved between the parties shall be submitted to the Maine Superior Court (Cumberland County). This agreement shall be governed by Maine law.

VII. QUALIFICATIONS

The Consultant represents it holds, and will continue to hold during the term hereof any and all qualifications, licenses and certifications required to perform its services in Maine. The consultant shall perform all services in accordance with professional standards.

VIII. SUBCONTRACTORS

The Consultant shall be fully responsible to the Town for the acts and omissions of any subcontractors, and of persons either directly or indirectly employed by it, and shall hold subcontractors to the same terms and conditions as Consultant is held under this Agreement. No subcontractors shall be retained on this Agreement without the specific prior written approval of the Town.

IX. INSURANCE

The Consultant shall purchase and maintain Workers' Compensation Insurance, General Public Liability and Property Damage Insurance including vehicle coverage and professional liability insurance, all with limits and terms satisfactory to the Town. The Town shall be named as an additional insured on the liability policy.

X. INDEMNIFICATION

The Consultant will indemnify and hold harmless the Town, its officers, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Agreement by the Consultant, its officials, employees, agents and subcontractors.

XI. ENTIRE AGREEMENT

This Agreement and its attachments represent and contain the entire agreement between the parties. Prior discussions or verbal representations by the parties that are not contained in this Agreement and its attachments are not a part of this Agreement. Where there is any conflict between the provisions of this Agreement and the provisions of any attachment, the provisions of this Agreement shall control.

Date: 4/9/24

Paul Larrivee

By: Paul Larrivee, Owner

Date: _____

INHABITANTS OF THE
TOWN OF NORTH YARMOUTH,
MAINE

By: _____
Diane Barnes, Town Manager

Exhibit A

1. Prepare (2) two new forest management plans for the Town of North Yarmouth on the Town Forest and Chandler Brook Preserve Parcels in 2024. The forest management plans will meet Maine Forest Service Stewardship Standards. Estimated cost to prepare the forest management plans to stewardship standards is \$4,500.00 Formal inventories will be completed for the new forest management plans.
2. 207 Forestry will provide forestry advice on an as needed basis for the Town of North Yarmouth at the rates outlined in the agreement in Section IV, Payment Terms.



CONSTRUCTION AGGREGATE, INC.

P.O. Box 307

Cumberland, Maine 04021

April 10, 2024

Diane M. Barnes
Town of North Yarmouth
10 Village Square RD
North Yarmouth, ME 04097

Reference: Tax Map 7 Lot 34-016

Dear Diane,

Following up on our telephone conversation I am offering to sell the 5.92 acres that abuts the Knight's Pond Preserve [a value of \$74,000] for the sum of \$15,000, gifting the additional value of \$59,000 to the Town.

The value of the property is determined by the cost to Construction Aggregate, Inc. per the corporation's account. The purchase price for the 104 acres owned by the Smith family was 1.3 million dollars. This is a financial cost basis of \$12,500 per acre booked/recorded against Construction Aggregate, Inc. finances, therefore determining value of \$74,000 for the 5.92 acres.

Please let me know if the Town is interested.

Respectfully,

Ben

Ben Grover
President

FOURTH SUPPLEMENTAL – MARCH 12, 2024

**SUPPLEMENTAL TAX WARRANT
STATE OF MAINE**

County of Cumberland

To **Diane M. Barnes**, Tax Collector of the Municipality of North Yarmouth, within said County of Cumberland.

Greetings;

Hereby are committed to you a true list of the assessments of the polls and estates of the persons hereinafter named. You are hereby directed to levy and collect from each of the persons named in said list his respective portion, therein set down, of the sum of: \$193.72 it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by me to you and dated the 12th day of July, 2023 are extended thereto; and I do hereby certify that the list of assessments of polls and estates of the persons named in the said list is a supplemental assessment laid by virtue of Title 36, M.S.R.A., Section 713, as amended, and that the polls and estates and the assessments thereon as set forth in said list were either invalid, void or omitted by mistake from the original list committed to you under my warrant dated the 12th day of July, 2023.

Given my hand this 12th Day of March, 2024.

MUNICIPAL ASSESSOR

}

Assessor of
North
Yarmouth

Robert Sutherland, CMA

Taxes: \$193.72

SUPPLEMENTAL TAX CERTIFICATE

I, the undersigned, Assessor of the Municipality of North Yarmouth, hereby certify the foregoing list of polls and estates and assessments thereon, recorded in RE page 1 through page 347 and PP page 1 through 24 of this book, were either invalid, void, or omitted by mistake from our original invoice and valuation and list of assessments dated the 12th day of July, 2023, that these lists are supplemental to the aforesaid original invoice, valuation and list of assessments dated the 12th day of July, 2023 and are made by virtue of Title 36, M.R.S.A., Section 713, as amended.

Given my hand this 12th Day of March, 2024.

MUNICIPAL ASSESSOR

}

Assessor of
North
Yarmouth

Robert Sutherland, CMA

Taxes: \$193.72

TOWN OF NORTH YARMOUTH - FOURTH SUPPLEMENTAL - MARCH 12, 2024

2023-2024 FISCAL YEAR

REAL ESTATE	PROPERTY LOCATION	Map/Lot	PP Assessment	Land Assessment	Building Assessment	Exempt	Taxable Value	Tax
Owner/Mailing Address CONSTRUCTION AGGREGATE INC PO BOX 307 CUMBERLAND, ME 04021	0 VILLAGE VIEW LN	7-34-16	\$0	\$10,100	\$0	\$0	\$10,100	\$193.72
				5.9 AC				

Tax Rate = \$0.01918 \$10,100 \$193.72



Cumberland County Regional Assessing
25 Pearl Street, Portland, ME 04101
207-699-2475 • cumberlandcounty.org
Robert Sutherland, Director/Assessor

Maine
Cumberland County

March 2th, 2024

Construction Aggregate Inc
PO Box 307
Cumberland, ME 04021

2023/2024 NOTICE OF SUPPLEMENTAL PROPERTY TAX

Location: 0 VILLAGE VIEW LN MBLU: 007/034/016

Dear Property Owner(s),

This letter has been sent to notify you that the above entity has been assessed a supplemental tax by the Town of North Yarmouth for the real property located at: MBLU 007-034-016

REASON: PORTION RETAINED FROM TRANSFER, BOOK 38517 PAGE 216

SUPPLEMENTAL TAX:	\$193.72
--------------------------	-----------------

The Tax Collector has been notified. We recommend contacting the Tax Collector with any questions you may have in regard to payment at 207-839-3705.

Sincerely,

Robert Sutherland , CMA
North Yarmouth Town Assessor

CURRENT OWNER CONSTRUCTION AGGREGATE INC.	TOPO	UTILITIES	STRT / ROAD	LOCATION
PO BOX 307				
CUMBERLAND ME 04021	SUPPLEMENTAL DATA All Prcl ID 007-034-016 OLD DATA TAX CLAS CALLBAC MKT TREE GR GIS ID			
			Assoc Pid#	

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC
CONSTRUCTION AGGREGATE INC.	38517	0216	08-05-2021	U	V	541,982	0
SMITH, NORMAN L. 1/2 INT	12863	0144	12-21-1996	U	V	0	1
Total		0.00					

EXEMPTIONS		Code	Description	Number	Amount	Comm Int
Year						
Total						

ASSESSING NEIGHBORHOOD		Code	Description	Number	Amount	Comm Int
Nbhd						
0001		B	Tracing			
Total						

PLAN BOOK 219 PAGE 133

NOTES

APPRAISED VALUE SUMMARY

Appraised Bldg. Value (Card) 0
 Appraised Xf (B) Value (Bldg) 0
 Appraised Ob (B) Value (Bldg) 0
 Appraised Land Value (Bldg) 10,100
 Special Land Value 0
 Total Appraised Parcel Value 10,100
 Valuation Method C
 Exemptions 0

Total Appraised Parcel Value 10,100

BUILDING PERMIT RECORD		Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	
VISIT / CHANGE HISTORY <td>Date</td> <td>Id</td> <td>Type</td> <td>Is</td> <td>Cd</td> <td colspan="4">Purpose/Result</td>		Date	Id	Type	Is	Cd	Purpose/Result				
Total Appraised Parcel Value		10,100									

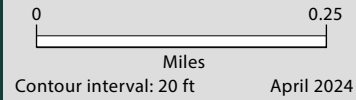
LAND LINE VALUATION SECTION															
B Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustmen	Adj Unit P	Land Value
1	RES ACLNDV M				43,560 SF	1.74	1.00000	5	0.10	50	1.000	ACCESS	1.0000	0.17	7,600
1	RES ACLNDV M				4,900 AC	5,000.00	1.00000	0	0.10	50	1.000		1.0417	500	2,500
Total Card Land Units										5.90	AC	Parcel Total Land Area 5.90	Total Land Value		10,100

This signature acknowledges a visit by a Data Collector or Assessor

Knight's Pond Preserve

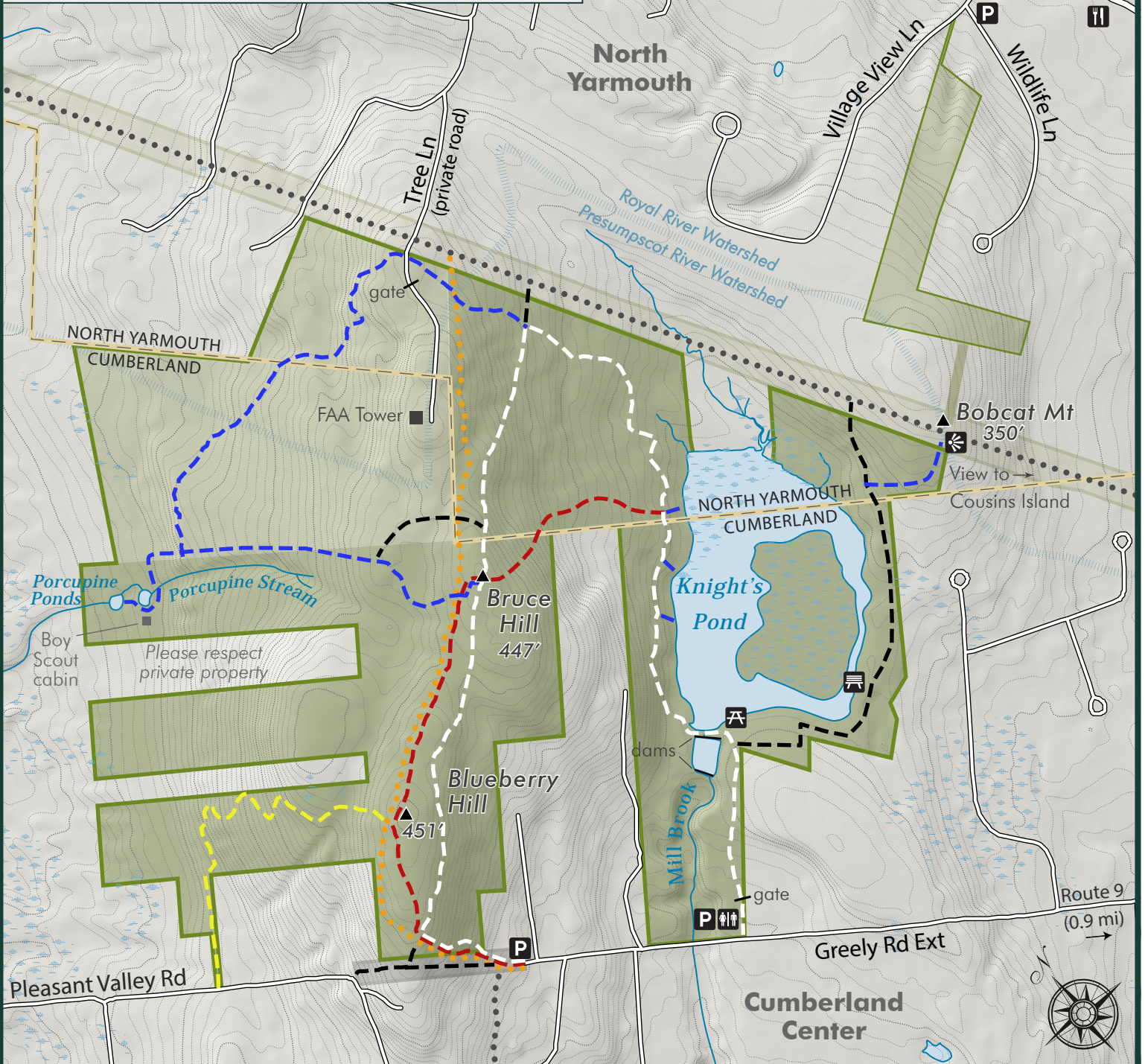


- Color-Blazed Trail
- Other Trail
- Orange-Blazed Snowmobile Trail
- Other Snowmobile Trail (selected)
- Parking
- Portable Toilet
- Picnic Area
- Bench
- Knight's Pond Preserve
- Conservation Easement (FAA)
- Powerline Corridor
- Other Public Land



April 2024

Getting There: Trailhead parking exists at 477 Greely Road Extension, Cumberland Center, and Wildlife Lane, North Yarmouth.



**Town of North Yarmouth
Select Board Meeting Minutes
March 19, 2024, 6:30 PM**

Select Board Members

Amy Haile, Chairperson
Karl Cyr, Board Member

Andrea Berry, Vice Chairperson
Paul Hodgetts, Board Member

Katherine Maloney, Board Member

1. Call to Order (16:00 – 17:30)

A. Pledge of Allegiance.

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

Katherine Maloney, Board Member, excused. The Select Board wishes the Maloney family well on the birth of their daughter, Dottie.

3. Special Presentation (17:30 – 24:00)

A. Greely High School Boys Class B Indoor Track 2024 State Champions

B. Greely High School Girls Nordic Ski Team State Champions

Two state champion teams were present to accept proclamations from the Select Board. Proclamations were read aloud congratulating and thanking the Greeley High School teams for their many accomplishments over the course of their respective seasons.

2. Appointments (24:00 – 30:10)

A. Animal Control Officer (ACO) – Michael Dark

Discussion:

Paul Hodgetts asked if the select board had just appointed someone else and what happened to that person. Amy Haile stated that the prior ACO had resigned and hopefully Michael Dark will stay for a while.

Paul Hodgetts asked if this was through Cumberland. Amy Haile affirmed.

Motion to appoint Michael Dark as ACO for a term ending 6/30/2024 made by Amy Haile. Seconded by Andrea Berry. Motion passed 4-0.

B. GPCOG Delegates & Alternates

The Greater Portland Council of Government's (GPCOG) General Assembly & Annual Summit are coming up on Thursday, May 30, 2024. The event will be in person on the beautiful campus of St. Joseph's College in Standish. The lead-in to the Annual Summit is the GPCOG General Assembly meeting. GPCOG's General Assembly is made of delegates from GPCOG members, and Town of North Yarmouth is allowed two delegates and an alternate. Last year, our delegates were:

Delegate 1: Amy Haile

Delegate 2: Kit Maloney

Alternate: NA

Discussion:

Andrea Berry asked if Amy Haile had attended last year. Amy said she had not been able to attend because of a work conflict. Kit Maloney did attend and enjoyed meeting people and learning about what was going on in other towns.

Paul Hodgetts asked what was served for food. Amy Haile said she didn't know but does believe there was a happy hour. She said she would be happy to attend again but herself and Andrea meet with GPCOG a lot so there is an opportunity if someone else would like to attend.

Karl Cyr stated that he would be interested but wasn't sure that the date worked for his schedule. He also asked if the delegates had to be Select Board members, pointing out that Kit attended before she was voted onto the board. Amy Haile said that was true and that Kit attended as the head of the EDSC committee as a volunteer and she had felt it would be helpful to Kit due to Kit's connection with Economic Development.

Amy Haile asked if this was something that needed to be decided on today. Diane Barnes stated that GPCOG wanted the names as soon as possible and that the delegates should be familiar with GPCOG.

Andrea Berry suggested inviting someone from the group working with GPCOG on the climate action plan but said it would be fine if it was two Select Board members. Diane Barnes stated that the delegates are typically from the elected body and then an alternate could come from one of the other committees.

Motion to appoint Karl Cyr and Kit Maloney as member delegates to the GPCOG General Assembly and Annual Summit made by Amy Haile. Seconded by Andrea Berry. Motion passed 4-0.

4. Announcements (30:10)

None.

5. Public Comment – Non-Agenda Items (30:10 – 31:00)

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

None.

6. New Business (31:00 – 54:55)

A. Ed MacDonald Safety Scholarship Grant Acceptance

The North Yarmouth Fire Department has been awarded \$1,850 from the Ed MacDonald Safety Scholarship to fund a Low Angle Rescue Class for the department. This grant is offered through MMA's Workers' Compensation Fund. The purpose of this grant is to assist its' Workers' Compensation Fund members in their safety efforts. This grant is designed to fund equipment or items that reduce the risk of injury to workers and promote safe and healthy conditions in the workplace.

Discussion:

Paul Hodgetts asked for an explanation of the Low Angle Rescue Class. Fire Chief Gregory Payson stated the class is specifically designed to help with wilderness rescue calls and properly train to use rope systems to bring patients up over embankments and use a Stokes stretcher safely. It has been a very busy four months for calls in North Yarmouth, Gray, and New Gloucester, a weird season, and he expects that to continue. This class will help prepare to bring patients safely back up to roads.

Paul Hodgetts asked if the Town would have to donate any money. Chief Payson stated that the Town would pay for the class up front and then submit documentation and those funds would be paid back. It's 100% funded by the state.

Motion to accept the grant funds and authorize the Town Manager to execute documents made by Amy Haile. Seconded by Paul Hodgetts. Motion Passed 4-0.

B. Floodplain Management Ordinance

North Yarmouth recently received a Letter of Final Determination (LFD) from the Federal Emergency

Management Agency (FEMA) which sets the effective date of the new Digital Flood Insurance Rate Maps for Cumberland County for June 20, 2024.

The LFD marks the beginning of a six-month time period for communities to update their local Floodplain Management Ordinances to reflect any changes since the last ordinance was adopted and to incorporate the new map date.

Participation in the NFIP provides protection to those members of North Yarmouth who may be affected by flooding. In addition, federal flood insurance is available to those who have federally backed mortgages in the floodplain. Another benefit is that North Yarmouth is eligible for disaster funding and low interest loan when our county is in a declared disaster area.

If the updated Floodplain Management Ordinance is not adopted prior to June 20th, North Yarmouth will be suspended from the National Flood Insurance Program on June 21st. Flood insurance policies cannot be renewed, and new policies cannot be written if our community is suspended.

*State of Maine Department of Agriculture, Conservation & Forestry, Bureau of Resource Information & Land Use Planning

Discussion:

Amy Haile stated that from discussions with the Town Manager she understood that this is something set by the state and FEMA and there is a level of importance in accepting it to protect folks' insurance and flood insurance as well as the Town's ability to apply for grants.

Paul Hodgetts said that it was a very long document and he saw a lot of changes in it and then saw that the Town had done their own off that. He saw the federal one in here and then we have flood plain management. Diane Barnes stated that it was the same one, there is a summary sheet and then the actual ordinance that is blue lined to show in the ordinance what the changes are and there is a clean copy in there as well.

Paul Hodgetts asked if this is all basically federally controlled and that there are no options. Diane Barnes stated that was right.

Andrea Berry asked if this needed to go through the standard public hearing process. Diane Barnes stated that was not required.

Motion to authorize the proposed ordinance amendment to go on the Annual Town Meeting Warrant made by Amy Haile. Seconded by Andrea Berry. Motion passed 4-0.

C. LUO- Proposed Amendments to Section 1.7

The state statute dealing with zoning ordinances (30-A M.R.S. § 4352) does not specify the process or procedure for LUO amendments; it merely requires a public hearing at the planning board before a zoning ordinance or amendment can be adopted. The Town's LUO (section 1.7) does not have a procedure (including time frames) for amending zoning ordinances.

This proposal specifies the process and procedure including timelines for amendments to the LUO.

Discussion:

Paul Hodgetts stated that he was not able to review the document prior to the meeting as he could not find the document in the packet. Amy Haile stated that Section 1.7 was on page 72 right before the power point and offered a few minutes to review.

Paul Hodgetts asked if the changes could be put off at all and requested more time to review the document and make his mind up. Amy Haile stated that the changes were more of a process thing and the question on timing would be sending the document to the planning board for a public hearing.

Amy Haile said candidly that the planning board is up against a lot of timing issues, and she would

rather not hold off. She stated that if Paul didn't feel comfortable reviewing the document and voting then she didn't want him to rush. Paul Hodgetts stated that he didn't want to vote on it, because he hadn't had the chance to really read it. He can vote on it, but he would vote no if he voted on it now.

Amy Haile asked how the rest of the Select Board members felt. She stated that it was more of a timing issue and out of consideration for the planning board than anything else.

Andrea Berry asked if this was something that had been created last year and that had been discussed at multiple points during the last Select Board fiscal year and is being brought back now because it wasn't at that point moved forward. Amy Haile stated that the board had run out of time and just got caught up with other things. She offered a few minutes to review the changes.

Karl Cyr asked where this would fit in with other LUO changes that had been discussed. There is a challenge with multiple layers of changes being weaved into one document at the same time. Diane Barnes stated that this doesn't affect any of those. Karl Cyr stated that was because this is a part of the ordinance that isn't being touched by the other changes. Diane Barnes said that was correct and this change is in section 1.7 of the ordinance, the administration part for initiation of proposed amendments.

Karl Cyr clarified that this was something discussed potentially this time last year that just never made the agenda. Amy Haile said that was right.

Andrea Berry asked what the timeline would look like if this was bumped to the first meeting in April, and if that would put the Planning Board under a tight time crunch. Diane Barnes stated that if this is moved to the next Meeting the Select Board can still require that the Planning Board hold a public hearing, they just have to hold it before the annual Town Meeting. The Select Board can still put it on the Town Meeting warrant, but the Planning Board has to hold the public hearing before the Town Meeting, but the document would go on the warrant as is without any changes based on feedback gathered at the public hearing.

Andrea Berry asked if the loss of feedback from the public would happen if we waited to send this to the planning board until the next meeting but if the Select Board sent it this meeting, then the information from the public that the planning board hears would have a chance to be included. Diane Barnes stated that they cannot make any changes but sending it now allows the planning board to bring back any comments or recommendations from the public to be taken into consideration before it goes on the warrant.

Andrea Berry asked again that if they wait to send the ordinance change to the Planning Board until the next meeting does the Planning Board lose the opportunity to hear those recommendations. Diane Barnes stated that the Planning Board must put a notice of the public hearing in the paper for two weeks and it would be scheduled at their next meeting, which would be the second Tuesday in April. The timing of setting a public hearing and the requirements of putting notice in the paper, takes the longest time.

Andrea Barry asked for extra data on the select board deadline on getting this onto the warrant. Diane Barnes stated that they have to approve the warrant at the second meeting in May. Andrea Berry asked if they wait to send this to the Planning Board at the first Select Board meeting in April if the Planning Board could post the notice and the public hearing could then be held at the second Planning Board meeting in April. Diane Barnes stated that the second meeting of the Planning Board is typically a workshop, not a regular meeting unless they have scheduled a special meeting.

Amy Haile asked timing wise does the November election count as a Town Meeting. Diane Barnes stated they could do this as a referendum and that was certainly an option. Amy Haile stated that the most important piece of the ordinance is putting structure where there was not structure before, particularly around timing and process. As a lot of changes were made, it felt like that was a gap.

Karl Cyr stated that the reasoning behind the change makes sense, but he was with Paul in terms of needing to read it to try to understand it. Ben from North Star is currently looking at procedural changes to recommend. Is this something that he's looked at and agreed to? He didn't question the motivations behind it, but there are multiple layers of changes to the LUO and he wanted to make sure this wasn't being patchworked.

Amy Haile stated it was addressing different parts of the land use ordinance, so it might feel like that, because so many people are looking at pieces of the LUO. She feels this might have been why it didn't go forward last time. She hoped it would help the process, but if folks feel like they want to wait and look at it later, or not look at it for this town meeting but think about it as a referendum in November, that could be done as well. She doesn't want to lose track of it like last time, because this comes up when there are a lot of amendments, and they are looking for timing and then they look for the amendment that should have been passed. That's her only concern with kicking this can down the road again, but it's true that there are a lot of changes being considered for the land use ordinance right now.

Andrea Berry stated that she has been very consistent with her desire for procedure, policy, and structure, so she is very interested in being able to lay out a very clear policy for how amendments happen. She thinks that is a piece of clarity that the community will benefit from, and she doesn't want to lose it again. She doesn't want to perpetually kick the can down the road, but if Select Board members can move it to the next meeting and have time to review and feel comfortable then she is okay with that.

Diane Barnes asked if this should be added to the next agenda. Andrea Berry agreed. Amy Haile withdrew the motion.

Judy Potter, 551 Walnut Hill Road, remembered Brian bringing this forth at the last meeting he was here and then hadn't heard any discussion. She asked when the Select Board discussed this. Amy Haile stated that it is the same document. Judy Potter asked when it was discussed in public. Amy Haile said that she thought Andrea meant it was discussed last year by the three that were already on the Select Board, along with Brian and Kate. Judy Potter doesn't remember public discussion, just that Brian presented and dropped it in the Select Board's hands. Andrea Berry replied that she was referring to the fact that the Select Board members had seen this before, it has been part of a meeting before, this isn't the first time.

Judy Potter, 551 Walnut Hill Road, stated that discussions and decisions need to be held in public. That's the Maine public access law, so when things are discussed, it would be nice to have them done in public, so the public knows what is being discussed. Andrea Berry stated that wasn't what she was saying at all. She was saying that this was brought before the board before and is something that they have had a chance to look at in the past. They are now postponing this, Amy withdrew the motion, and so there will be another chance for discussion at the first meeting in April.

Karl Cyr commented that Paul Hodgetts didn't recall discussing this as a member of the board and Karl had never heard of this before it was on the agenda, because this is the first time there has been a discussion about it with this board. Amy Haile stated that it made a lot of sense, and the board will absolutely spend more time on it next time.

Paul Hodgetts stated that he remembers Brian bringing it up but doesn't remember the discussion. Amy Haile stated that there were several changes happening at the time and she remembers getting more of a gist than details. It being more of a clarifying process, she is usually behind that, but there can be a lot more conversation about it.

D. Planning Board & Shellfish Applications & Interview Process

The Select Board has received an application for the Planning Board and an application for the

Shellfish Commission and would like to set up opportunities to talk to those candidates.

Motion for Andrea Berry and Amy Haile to schedule conduct interviews for the Planning Board made by Amy Haile. Seconded by Andrea Berry. Motion passed 4-0.

Motion for Paul Hodgetts and Karl Cyr to schedule and conduct interviews of Shellfish Commission made by Amy Haile. Seconded by Paul Hodgetts. Motion passed 4-0.

7. Old Business (54:55 – 3:02:20)

A. Property Tax Assistance Ordinance Amendment - Presentation

Amy Haile presented. To reorient, this is a discussion on how the Town helps seniors through property tax assistance programs. Mike Mallory and others from the public have brought information on what was being done in other towns. Amy Haile and Kit Maloney have also done research to figure out what will work well for the community.

The current program's purpose is to provide property tax assistance. Eligibility was limited to those 70 years of age and older with \$40,000 or below household income. It was a flat benefit, so if you qualified you received \$1,000 in assistance from the Town of North Yarmouth.

The rationale behind the changes was that the Select Board wasn't sure they were doing the best job of helping those who needed it. They researched a lot of communities with tiered benefits and wanted to explore the possibility of offering more and rethinking the income level along with utilizing resources at the state level to streamline the application process.

2024 Proposed changes include:

- Tiered benefits based on percentage of property tax to household income.
- Increased max benefit to \$1,500.
- Increased max household income to \$50,000.
- The following table shows proposed tiers:

Benefit Base as Percentage of Property Tax to Household Adjusted Gross Income (Range)	Benefit Amount
8%-12%	\$350.00
12.01%-16%	\$500.00
16.01%-20%	\$750.00
20.01%-24%	\$1,000.00
24.01%-28%	\$1,250.00
28.01% and over	\$1,500.00

Diane Barnes had taken Kit Maloney and Amy Haile's proposed tier changes to legal, and they said the benefit ratio needed to be included in the tiered rates to address need more specifically. Flat rates based on income are not allowed and that isn't what was seen in neighboring communities. This takes into consideration more nuance and impact and fine tunes need. As this change is made for the coming year and the results are analyzed, more changes could be coming in following years. Can the income level increase? Can the age change?

Discussion:

Andrea Berry asked if this same tiered structure would be a part of the 2025 changes as well. Amy Haile said it would be and Andrea stated that she would ask the rest of her questions after the rest of the presentation.

Diane Barnes stated that the table shows the benefit base as a percentage of your property tax or rent to household income; that is a requirement under state statute that wasn't a part of the

ordinance before. Moving forward the ordinance will be in compliance with the law. Karl Cyr asked if the ratio of tax to income was the part that was not in compliance. Diane replied that he was right. He asked if the state dictates the tiers. Diane stated that is up to the municipality.

Karl Cyr asked if someone who had been receiving this benefit in the past might receive less of a benefit based on the tiers provided. Amy Haile said yes. Diane Barnes stated that there would also be some that receive more. Amy Haile stated that with the increased income there is also the ability to help more people. Karl Cyr stated that in the current ordinance if you make \$40,001 you were not even able to be considered.

Paul Hodgetts asked how much was in the original fund when started. Diane stated that she didn't know what was in the fund when it was started, but in the last two years the most that was spent was \$34,000. Amy Haile stated that they had done the math and with the \$40,000 income the total would come in beneath that which is why they felt comfortable increasing the benefit amount to \$1,500 and the income level to \$50,000. Paul asked if it would come down lower this way. Amy replied that it would if the limit stayed at \$40,000, but what we've heard folks asking is if we could increase it to \$50,000, and they felt comfortable with their calculations increasing it to \$50,000.

Andrea Berry asked if this is specifically for the money already allocated by the town for this fiscal year. So, with the proposed changes for 2025, we have more flexibility as a town because that's coming into budget. Diane replied that there is a dollar amount attached to the warrant article for this, so she can add to it whatever the balance is. If more people apply that qualify than anticipated than the benefit amount will be prorated to fit the approved budget, but it's hard to predict. Andrea Berry said taxes were due the day before the meeting, so there should be an estimate before town meeting. Diane stated that these changes affect the FY 2025 budget. The applications won't be ready until after the Town Meeting and will need to be adjusted based on the approval of the changes. The proposed changes in the 2024 Town Meeting will be applied in FY 2025.

Amy Haile said there were calculations in the packet around applications and income bands that include all who applied. But it doesn't include the people who didn't apply. There will be a bit of a learning curve.

Mike Mallory, 551 Walnut Hill Road, said that in looking at the numbers the first question that comes to mind is have we done this to help more people or to fit the program into the budget that we already have. Using an example of someone who is 75 years old that makes \$40,000 a year, that person pays \$10,000 a year in property taxes to receive a \$1,250 benefit. This means that they live in at least a half million-dollar house, which probably wasn't even a quarter of that value when they bought it. That, to me, is indicative of a bigger problem which is runaway property values. Is this chart to fit our budget or is it to try and help more folks. We have a lot of folks that make less than \$40,000.

Amy Haile asked if he wanted them to raise the amount and stated that by raising the income they were going to be helping more people.

Mike Mallory stated that the Town is asking that someone spend 28% of their total income on taxes to receive the maximum benefit. The benefit amounts aren't bad, but the percentages may need to be changed.

Karl Cyr stated that the answer is yes to Mike's question of whether the chart was built to fit the current budget. The ratio and the current proposed changes are expanding eligibility and an attempt to make the process more equitable and then you can look at adding more funds to the budget.

Andrea Berry stated that this first part is making the process more equitable, and it isn't addressing the second part which will be talked about during the budget process.

Karl Cyr said that in the budget process if it's decided that this is a huge priority that they want to spend a million dollars on then you allocate that during the budget process. This is working within the current knowledge; the constraints are based on historical use of these funds. This doesn't assume that everyone will be keen on increasing the budget but that is an option. He thinks that this is really a great step forward. It shouldn't be done; it should be looked at next year and ask if this had the outcomes we were looking for. Did it help more people who are struggling with taxes? Then the decision will have to be made as to how much money the Town wants to budget for that goal.

Amy Haile said we could set aside this enormous budget for this and help people with their taxes. Another question is as Mike stated is it that people's houses are so much more expensive? Is age the issue? Should we change it to be younger and help more people? Or is it the income level? There are three different pieces to play around with and it makes her nervous to raise the budget amount immediately. She will go over the next thought processes later in the presentation and this will need to continue to be looked at to address which of the three elements will be the biggest pinch point for the community.

Mike Mallory, 551 Walnut Hill Road, stated that he doesn't qualify for this, but the board is running the risk of telling people they will help them out as long as it doesn't cost anything extra.

Diane wanted to address something Mike said earlier. Out of all the applicants nobody has a tax bill that is even close to \$10,000. \$5,000 is the max, most are in the 3,000 to 5,000 range. Also there are some individuals making between \$20,000 and \$30,000 and those are the people who need help and that is where the 28% and over is going to come in because they are going to get a better benefit than what they are getting right now. If this was in place, the Town could have helped 6 more people that applied and maybe more that didn't apply.

Mike Mallory, 551 Walnut Hill Road, stated that if it is being done just to be easier on the budget it's not being done right.

Karl Cyr stated that the board isn't trying to be easy on the budget. The income range could be raised to 800,000 and the age lowered to 40 and spread it around, but that wouldn't be good. It's a matter of trying to dial into those three variables and make sure you address the right issue.

Link Merrill, 1572 North Road, asked that the board move on and explain the next slide because it explains how to determine what a household income is, gross vs. adjusted. If you explain the income formula, the process makes more sense.

2025 Proposed changes include:

- Applicants must demonstrate that they have received a tax credit under the provisions of the State of Maine Property Tax Fairness Credit Program, in accordance with 36 M.R.S. § 5219-KK.
- Applicants who do not file an income tax return but receive Social Security benefits must submit their SSA-1099 form with the application.
- Applicants must file for tax assistance with the Town no later than July 31st.
- Benefit base will be property taxes paid or rent constituting property taxes paid, less the amount received under the State of Maine Property Tax Fairness Credit Program (for applications filed on or after July 1, 2025).

If the tax bill was \$2,000 but applicant received \$1,000 from the state, the amount considered would be the amount not covered by the state.

Benefits will be calculated to provide greater benefits proportionally.

Income will have the same meaning as income defined in 36 MRS §6201 (9). This is the current

formula being used to calculate income threshold for benefits now. It's an adjusted gross.

Discussion:

Amy Haile concluded that her purpose in presenting today was not to take action, and to Mike and Karl's points, this does need to continue to be a living, breathing document that is checked regularly to measure who is being helped, who is not being helped and what changes need to be considered going forward.

Link Merrill, 1572 North Road, stated that the table might look like the Town believes that 10-16% of a household income is a tax bill. It looks like the Town is setting a goal for acceptable amounts of taxes and the table would be excessively high. Be careful on presentation and promotion because on a straight gross basis people will have a coronary if they see those numbers.

Mike Mallory, 551 Walnut Hill Road, just to reiterate, unintended consequences are still consequences and they're very real.

Paul Hodgetts asked if the property tax fairness program is the deferred tax program.

Diane Barnes stated that they are different programs, but if someone qualifies for the state property tax fairness credit program that they can also qualify for a sales tax refund as well depending on income. Applicants can receive up to \$2,000 on the property tax fairness.

Andrea Berry said that she thinks it would be helpful to operationalize when this ordinance should be reviewed. She has seen very clearly over the last few years how much the economy has shifted, how much housing prices have changed, and revaluations happen on a certain schedule, so it would be valuable to include a timeframe for review in the ordinance. Diane Barnes asked if this is something they wanted a scheduled review written in the ordinance. Karl Cyr suggested every three years to signal to select boards moving forward that this is something important to review. Amy Haile suggested an annual review for the first three years as they continue to look at changes. Diane Barnes suggested the wording 'at least once every three years' to give the flexibility to review sooner if necessary and not tie anyone's hands. Karl Cyr said it will be good to refresh something that has been neglected.

Amy Haile stated that she could look more at percentages but after a year of research she wanted to share where they were.

Diane Barnes stated that with so many changes no one will know the answer as to what this is going to do and how much it will cost. As long as you aren't worried about the cost going in, you will help more people and give a better benefit to the people who need it the most.

Andrea Berry said this was money well spent. As they move through the budget process over the next few years this is an important place to consider allocating funds, and the money will be doing what she thinks the government should do, which is supporting folks who are struggling. In the future if the number of people who apply and qualify increases to the point where the funds are exceeded, and it forces a proration of benefits then that will be brought to the Select Board to review.

Judy Potter, 551 Walnut Hill Road, thanked the Select Board for this because it is very important. She would like them to consider not just the people making \$40,000, there are middle class people who are suffering too, and she would like the \$50,000 limit to be raised a little higher.

Amy Haile said that this will be put on an agenda for April.

B. LD 2003 - Send to Planning Board for Public Hearing

LD 2003 was passed by the State Legislature and signed by the Governor in April 2022, and went into effect July 27, 2022. The goal of the new law is to alleviate the housing affordability issues in Maine by increasing housing opportunities.

LD 1706 amends LD 2003 by extending the implementation date of July 1, 2003, to July 1, 2024, for municipalities that enact ordinances by voters at an annual town meeting.

The law requires towns and cities to increase housing density allowed in their zoning ordinance in several different ways:

- It requires municipalities to allow additional units on lots zoned for single-family homes.
- It requires municipalities to allow at least one accessory dwelling unit on lots with existing single-family homes.
- In some areas, it requires municipalities to allow 2 ½ times the currently allowed housing units for developments where most of the units meet standard affordability definitions.
- The extent of the law's requirements are determined by "growth areas".

'Southern Maine Planning and Development Commission

Amy Haile said that GPCOG came to discuss LD 2003 changes that need to take place and their red-lined version of the land use ordinance now needs to be sent to the Planning Board for public hearing so it can go before Town Meeting in June. GPCOG will be presenting the changes at the next Planning Board meeting.

Diane Barnes said that there may be changes to the document brought to public hearing as GPCOG and North Star Planning will be working together on any overlapping changes with the two red-lined versions of the land use ordinance.

Discussion:

Amy Haile stated that GPCOG is suggesting changes to the current land use ordinance that would bring it into compliance with the law. If the Town decides to refuse the changes, the law will rule supreme, and the Town would have to submit to the law, and it would open the Town to lawsuits. Simultaneously with this change, the Select Board has been making changes to the land use ordinance with North Star Planning addressing mostly other aspects of the ordinance and there is some overlap, so this presents a bit of a challenge for the planning board to manage the changes. She would like to make sure that this is able to be included in the warrant for the Town Meeting.

Karl Cyr stated that it sounds like North Star and GPCOG are working together but these changes will still have to be considered separately. Not impossible, that one could be accepted, and one could not. Amy Haile stated that it was discussed at the prior meeting that there is a way to word the articles so that they don't cancel each other out.

Karl Cyr asked if they would be voting on two motions and there would be one public hearing to discuss both items and then they would be on separate but potentially conditional warrants. Diane Barnes said she thinks it will be two separate public hearings.

Karl Cyr asked if there is potentially a third public hearing and a separate warrant article required to discuss the ordinance change discussed earlier in this meeting.

Paul Hodgetts asked when the anticipated time for the changes to be done with the two entities working together on changes. Amy Haile believed it was next Tuesday. Diane Barnes wasn't sure but stated that they both knew the timeline.

Jeff Brown, 470 Moffet Road, Planning Board – GPCOG, North Star, and the Planning Board will be workshopping this, and will come up with a document that to present as a warrant out of our workshop. That is what will go to public hearing.

Amy Haile asked if North Star will be attending the Planning Board meeting. Jeff Brown said they would be. Amy Haile and Karl Cyr thanked Jeff for the update and clarification.

Paul Whitmarsh, 110 Wild Turkey Lane, Planning Board – The Planning Board plans to combine the edits so that all overlap is written into one article. Traditionally each section of the LUO ends up as a separate warrant article. Each warrant will contain the changes from both LD 2003 and the North Star recommendations. At their April meeting they will make the motion to hold a public hearing as long as everything is workshopped through on the 26th.

Amy Haile asked whether the Planning Board was creating a different warrant from the warrant that the Select Board was sending to them.

Paul Whitmarsh said typically, the Planning Board created the warrants and would send the proposal through the Town for legal review and then hold a public hearing and send that to the Select Board to approve to be included in Town Meeting.

Amy Haile asked what they are asking the Planning Board to do at this time. Diane explained that the Select Board is directing the Planning Board to hold a public hearing. Karl Cyr stated that the Planning Board is taking the two versions and piecing them together into a document that can be taken to a public hearing.

Paul Whitmarsh stated that whatever comes out of their workshop will be sent to the Town for legal review, so the public hearing is held with the correct legal language.

Diane Barnes stated that the notice requirements will take up over two weeks.

Paul Whitmarsh said the Planning Board's timeline includes a vote at their next business meeting to send the documents to legal first and then to public hearing after legal review. The public hearing would be the first meeting on the 2nd Tuesday in May.

Diane Barnes said she would review the deadline for setting and posting the warrant articles before the Town Meeting.

Andrea Berry asked if the Select Board is following a state required process in this directive. She wants to make sure that all requirements are met.

Paul Whitmarsh said that the state is mandating that this is adopted at Town Meeting. The Town Meeting can vote it down if they want.

Amy Haile stated that it's the Select Board's job to make it a choice for the Town Meeting.

Andrea Berry expressed comfort in hearing that the Planning Board taking this initiative to public hearing is already within process and she wanted to make sure that the Select Board didn't need to take this additional step of directing the Planning Board to have the public hearing as part of their responsibilities to LD 2003.

Diane Barnes stated that it is no different than any other land use ordinance amendment. It has to go to a public hearing and then the Select Board has to approve the warrant article by the timeline set forth by Mark Bower.

Paul Whitmarsh said that the Planning Board will meet with Matt Panfil of GPCOG on March 26th. Ben Smith of North Star Planning will be there as well. They have been in touch to find where the changes overlap. The Planning Board will work through each section to make sure that all changes are included and the changes for each section will go out as a separate warrant article.

Amy Haile thanked Paul Whitmarsh for the explanation of the plan and rescinded the motion with the acknowledgement that all were in agreement that the Planning Board had a workable plan.

C. Land Use Audit - Send to PB for Public Hearing

Discussion and motion not necessary as these changes will be coordinated between GPCOG and North Star Planning by the Planning Board at their March 26th meeting. At the Planning Board's next business meeting on April 10th the changes will be voted on to go to legal review and then a public hearing. Public hearing to be held on the second Tuesday in May.

D. Sign Ordinance Amendment

Discussion:

Amy Haile stated that the Select Board has been discussing an electric sign and to continue the discussion the Town would need a change of ordinance. Mark Bower came up with language and the Select Board voted to send it to the Planning Board for a public hearing. There was discussion at the March 12th Planning Board meeting surrounding issues with the ordinance as written. She had planned to call for a vote to send the ordinance to a public hearing as it had been written, but she knew the Planning Board had issues with that. She asked if it was the Planning Board's interpretation that all changes to the land use ordinance needed to originate and be written by the Planning Board.

Paul Whitmarsh, 110 Wild Turkey Lane, Planning Board – As stated earlier, all changes, with the exception of citizen initiates, went from the Planning Board up. Select Board can come up with the idea and request a change, but the Planning Board would then from their position of familiarity with the land use ordinance would work that issue and make the change, if necessary, otherwise be able to answer. They have had citizens try to get different things onto a Planning Board agenda for them to be able to do that too. Previously it has always originated at the Planning Board level for the actual start, discussion, and language. The idea can come from somewhere else but the actual language that gets written, in this Town, originated in the Planning Board other than citizen's initiative.

Amy Haile thought it was in part where the clarifying land use ordinance Section 1.7 came up earlier in the meeting. Can the Select Board come up with an ordinance? Understanding the concerns the Planning Board had with the way it was taken under, she wanted to share Mark Bower's concern with the current ordinance language. She said he was concerned that variances are only available to provide property owners with relief from dimensional requirements, quote, including but not limited to, street frontage, percent of lot coverage, and setback requirements. Therefore, I do not believe the ZBA (zoning board of appeals) could issue a variance to exempt anyone, including the town, from the town sign regulations. Even if a variance was available, the town would need to meet the, quote, undue hardship standard, which is very difficult to meet. She thought that is why in his perspective creating this additional piece was the way to go as opposed to a variance. At the end of the day, she would like the Planning Board to make it so that someday the Town could have an electric sign. If with the ZBA consideration that's not the case, then maybe the change to the sign ordinance is necessary.

Paul Whitmarsh said he had been looking at section 10.1.8 and the availability of the town to not follow the sign ordinance as written. It allows for site plan review but may need an amendment with a provision that would allow the Planning Board to waive the other restrictions for the Town. He went on to say that in the March 12th meeting the discussion came up from three different people on the Planning Board that the Town didn't feel it had to follow the same rules as its citizens. The changes as written provided a broad exemption for the Town that isn't granted to anyone else. Amending 10.1.8 would give the Planning Board the authority to grant the exemption through site plan review and apply different restrictions for both the Town and other members of the community. He said that the ordinance amendment language was written in a way that does not give authority to any Town residents, board members or committees. No one had a problem with the sign, but the ordinance change felt like a really broad brush for a really small problem.

Amy Haile said conversely her concern would be that the Town's ability to put up a sign would be at the whim of either the Planning Board or the ZBA.

Paul Whitmarsh said ultimately, yes, it would be up to the Planning Board or if there is an appeal the ZBA. You would end up doing a site plan review and holding a public hearing on it. If the town wanted to put up a sign you would want to get the public's input and then decide from there. Residents are appointed to different boards, and he hadn't heard any issues with the sign but next year that could change. But a broad exemption where the people have zero say is maybe a step too far.

Karl Cyr asked if the amendment to the sign ordinance was passed would Planning Board approval still be required in some way.

Paul Whitmarsh said no, the amendment is a complete exemption. To exaggerate the point, the Town could put up a billboard, obviously that is a ridiculous assumption but there are zero exceptions, it is a complete exemption from the sign ordinance section of the land use ordinance. That is where the Planning Board felt there should be some input from site plan review.

Andrea Berry said based on Mark Bower's opinion that a variance is not possible she would like to take a vote to say that the Select Board requests that the Planning Board bring forth a workable proposal so that the Town can have an electric sign. She doesn't want to find this stuck in a cycle of legal struggle. She would like to issue a directive to have the planning board go through the process of identifying necessary changes for legal review, hold a public hearing and bring their suggested language back to the Select Board.

Paul Whitmarsh stated that he would be very supportive of such a vote and he believes that revising the site plan review language allows the town to put up signs that don't meet current restrictions. He also stated that he couldn't guarantee the time frame with so many other changes.

Andrea Berry stated that the Select Board was trying to be proactive knowing that communication is a priority and a goal of the Select Board and having the ability to have a sign is an important part of being able to apply for grant funding, so the Town doesn't have to pay for the sign. The Town needs to go through the process to prepare to be fiscally responsible as a board, and as a town, to avoid incurring large amounts of cost. The time frame is more flexible than the other items in terms of the land use ordinance and yet it is not unimportant. Delays will cause a longer process to get approved grant funding so that the sign can be purchased. Her goal is to set this up so she doesn't have to ask townspeople for increased taxes pay for the cost of the sign.

Paul Whitmarsh said the Planning Board would do their best. Amy Haile thanked him for being present to have this conversation with the board.

Motion to request of the Planning Board an update to the land use ordinance that would allow for an electronic sign for municipal purposes made by Amy Haile. Seconded by Andrea Berry. Motion passed 4-0.

E. Yarmouth's Dam Removal Initiative

This discussion is on the agenda because the Select Board is keeping this at the forefront.

Andrea Berry stated that she and Karl Cyr had met with the Royal River Conservation Trust recently and talked about the Dam Removal Initiative. The Royal River Conservation Trust is the land trust that is covering North Yarmouth and they have taken the positive, encouraging stance on the prospect of dam removal. Andrea and Karl were able to learn a bit about their perspective, but at this time there isn't anything more specific to report. There was encouragement to meet with Yarmouth Town Council to get an update and to offer feedback that North Yarmouth would like to be a part of the conversation and included in the decision-making process.

Karl Cyr has heard from Yarmouth Town Council that the expectation is that they will have to take into consideration our consultation and we would likely have to have formal approval of any action taken.

Diane Barnes read a statement given to her by the Fire Chief from ISO insurance regarding statements made by Norman Miller regarding the river and fire protection at a previous meeting. Removing a dry hydrant in your fire protection area may not have any effects on the actual score of your survey. The area where you would see negative effects would be for properties that are falling within the 1000-foot radius from the dry hydrant. Right now, those properties are considered covered by a credible water source; removing that hydrant would cause the insurance rates to increase, because they would not have credible water source within a thousand-foot radius.

Paul Hodgetts said that in his opinion it would affect a greater area than the one-thousand-foot radius, because other properties also use the Royal River as a source and don't have a dry hydrant set up.

Marty Kramer, 621 Sligo Road, would like the board to be actively involved in this process, not merely observing, or asking Yarmouth and the Army Corp of Engineers. There was a public hearing last month. They will be proposing a remedy to Yarmouth and Yarmouth doesn't have to accept it but it's a process and is going to take another year or two before anything happens. He doesn't want to wait to be invited to the table by Yarmouth. He would like the Select Board to have their legal department look into the permit process, and state statutes regarding the upstream consequences of dam removal. He would like the board to also look into property owners' rights, and property valuations within the Town tax base that might be affected. There are intermediate remedies for fish passage that should be researched and promoted including extending the rapids. He is suggesting the board take an active position on remediation that isn't so drastic. He suggested that the Town contribute to the fish ladder maintenance fees to be more involved and proactive.

Linc Merrill, 1572 North Road, talked about issues from a cost standpoint. He doesn't want to be passive on this issue. He asked how does the water drop and additional dry land on his properties affect his tax bill? And what does it mean for current ordinance? Do the resource protection, setbacks, flood zones, maps all need to be rewritten? He said the Town can't afford to be passive about this. He thinks it's important to recreation and agreed that supporting the fish ladders might be beneficial.

Chris Herreid, 823 North Road, agrees that the Town needs to engage with North Yarmouth because when the river goes back into its banks it will affect things. He's paying attention to the Klamath River dam removal in California. There are four dams being removed and hundreds of miles of salmon restoration that will revolutionize the area. He believes the dam removal will help the fish and wildlife and that property values would go up with the river in its natural state.

Paul Hodgetts stated that the Royal River Conservation people had stated that the dam removal would drop the river level 6 feet last year and came back this year and said it would be 3.5 – 5 feet, and that the Army Corps of Engineers had not done a study on this.

Amy Haile stated there are many implications and differing information coming from sources regarding the impacts. There is a public hearing in June to ask those questions and figure out what the changes are.

Andrea Berry thinks it would be helpful as a board to identify members of the board and the Parks Committee or other members of the town to actively participate in the conversation. She wants to understand what is happening in Yarmouth and understand what the wider community thinks about this. She asked when should that be triggered?

Karl Cyr stated that there is a USACE section 206 study biweekly project update from March 11th that talks about, specifically, the drawdown at Boston Park being approximately two feet during normal annual median flow conditions.

Marty Kramer, 621 Sligo Road, said that number is from 6 miles above the dam, and it gets shallow quickly and at Chandler Brook there is 10-12 inches. The river ranges from 4 to 30 feet. He does a lot

of canoeing on the river, and he can stick his paddle to the bottom in several spots. Stantec original estimate was a 5–8-foot drop. He doesn't believe it has been mapped completely. He doesn't believe the salmon will ever come back as the river isn't fast enough or cold enough.

Amy Haile agreed with Andrea Berry on a proactive delegation approach on this clear passion point for the Town. She asked that it be added to the agenda for the next meeting to discuss who should be involved and expectations.

Andrea Berry thanked the members of the community for keeping this on the board's radar and feels that it is important to hear from all sides and perspectives. Marty Kramer has been to a few meetings and she's excited to jump in and hear all perspectives and see where the community lands.

Amy Haile joined Andrea in thanking Chris Herod and Linc Merrill for their remarks. She felt that the Board received a nice wide perspective of the things to take into consideration.

F. Committee Policy Amendment-Discussion

Amy Haile would like to discuss committee meetings being recorded by request. Most committee meetings are held monthly so she would like to see the decision to record made at a meeting, and 4 weeks before the next meeting requests come through the liaison to Diane who can work with staff on scheduling. The request gives the Town flexibility with scheduling rooms but doesn't prohibit committees meeting when scheduling doesn't permit recording. Select Board, Planning Board, and Zoning Board of Appeals meetings will still be required to be recorded.

Andrea Berry said this falls in line with the request of the Waste Reduction Committee.

Amy Haile said the EDSC wanted to be able to record.

Paul Hodgetts doesn't believe it should be a request, he believes it should just be done. Recent meeting minutes were inaccurate, and people had to go back and listen to the recording. It's a useful tool. If they change their meeting time it can still be recorded even if it isn't streamed it would be available later on. He doesn't understand why it's such a big deal.

Amy Haile said that if it's a requirement then it has to be enforced for all committees and it will significantly shift what is available for rooms, community activities, and staffing. For the Boards it is required, whereas for committees it is nice to have. She thinks making it something requested is a good compromise. She asked if Paul was asking that recording be required.

Paul Hodgetts said the meetings could be recorded even if they aren't streamed but be recorded and available online.

Amy Haile wasn't sure what the video capabilities are for each room.

Karl Cyr asked if this would be a change to current policy. Amy Haile said it would be.

Judy Potter, 551 Walnut Hill Road, EDSC said they wanted their meetings recorded. Kit said if it was cancelled it wouldn't be mandated but they could have it recorded in another room and be able to be watched the next day. That's an important committee, there's a lot going on, and people want that recorded.

Amy Haile said she had heard that, but she is offering a different compromise.

Karl Cyr said what is being proposed enables the option to record. There isn't a policy today that would require or even create a path for a committee to request to have their meeting recorded and there isn't recording equipment set up in all the spaces to properly record meetings so there would need to be an investment in more recording equipment.

Diane Barnes said that availability and staffing are going to be the issues. The other two rooms are busy all the time and there is no way for current staff to be able to do every committee meeting and other work within regular hours. Someone won't be able to use rooms if every committee is recorded and this is supposed to be a community center. The Anderson room wasn't included in the original hardware upgrade for audio, but the Grover Room can be used.

Paul Whitmarsh, 110 Wild Turkey Lane, said he isn't against the compromise as long as the end goal is to record all the meetings. Decisions are made and money is spent, and it would be nice to know the background before it gets to the Select Board. Hundreds of thousands of dollars were invested with the expectation that all the meetings would be recorded. He would like to see the Select Board keep working towards the goal of all meetings being recorded even if it isn't something that can happen right now within the limitations.

Amy Haile agreed. She would like to propose this change and wait to see how it goes and adjust as needed. She suggested that if equipment wasn't available maybe a tripod with a phone could be used. She wanted to clarify that she understands EDSC is a passion point for folks and there are conversations and background that could be recorded, but she wants to be clear they do not spend money, they do need to come to Select Board for financial approval. If they had statutory responsibilities like Select Board, Planning Board and Zoning Board of Appeals then they would be held to a different standard.

Rachel Whitmarsh, 110 Wild Turkey Lane, said that she likes to watch all the committees and asked what is needed to expand the recording access. She was disappointed to hear that the committee work wasn't opened up to the town as she understood it would be at the Town Meeting. As the Select Board works towards expanding communication and getting involvement, she would love for them to keep this in mind.

Amy Haile agreed and said that another issue is physical space. At the end of the day, it is really about access to the meetings. Maybe these meetings could be recorded and posted. All of the committees should have minutes that are being posted but video is great so can we modify that making sure we see the purpose at the end of this.

Paul Hodgetts said when the system was first put in it was stated that chairs would be able to run it.

Diane Barnes said for the sophisticated equipment it's not that easy.

Amy Haile noted that there were upgrades to it as well.

Paul Hodgetts said that one of the EDSC meetings he attended wasn't recorded and microphones weren't used so the audience couldn't hear the meeting.

Andrea Berry felt that it was important to remember that for this policy change the EDSC can request on a regular basis that meetings be recorded. Waste reduction just had an event and had to partner with the library to broadcast and record the event. There are lots of levers at play here. Last year or two years ago there was a huge conversation around the amount of revenue that this building is bringing in. Taking up this room and the other room more and more specifically for broadcast meetings is going to impact substantially the amount of revenue that's coming in. Then there's also the other layer of hiring additional staff where we're still struggling to get the part-time staff that we've approved. There are varying requests to keep our taxes low and continue to lower them and balancing that with knowing that we're taking minutes of meetings and looking at that balance seems like an important thing. She does not disagree with the fact that recording meetings is an important opportunity and if we can do it we should. She is very passionate about writing in the ability for committees to request recording. Waste Reduction isn't considered at all right now and has a very substantial impact on the Town's bottom line when it comes to managing waste streams. She feels that this is a continuation of

distrust or questions around the EDSC being one of the major pushes about this. She wants to continue to help focus on making shifts to operationalize and create policy and procedure to bring real clarity to the work. Putting something in place doesn't mean that that's what it is forever, but right now there is nothing. She feels that it is very important to take the emotions out of one committee vs. another committee and instead look at how to improve overall. This would be short term and then gather more information regarding financial implications of improving recording and staffing, lost revenue, cost of additional technology, and then make informed decisions moving forward.

Paul Hodgetts asked if there was a lot of overlap with meeting schedules. Amy Haile replied that there were other events using the spaces as well. Paul offered to train on the equipment and learn how to record the meetings and volunteer his time for the project.

Judy Potter, 551 Walnut Hill Road, brought the public facilities use policy and listed the uses of the building. The first thing is for Town and public emergencies. The second thing is for town boards and committee meetings. The seventh thing is for special interest groups. This building was done for meetings to be held. It was not just supposed to be a source of revenue. In this new policy who gets to choose what meeting will be recorded. The public decided that EDSC should be recorded, and the public brought that to the attention of the Select Board and the Town Manager, and they agreed. If the public wants this then it shouldn't be committee members who make that decision.

Amy Haile answered that the public does not decide which meetings get broadcast now. The board that agreed to record and broadcast EDSC meetings was a different board, times have changed how the building is being used and how many groups are involved. What the Select Board is doing now is trying to expand the recordings to include other groups. They are still having meetings, just expanding the use of the recordings.

Karl Cyr requested that the discussion be tabled. Amy Haile agreed.

8. Consent Agenda (3:02:21 – 3:02:40)

- A. Payroll Warrants & Municipal Accounts Payable Warrants
- B. Select Board Minutes of 2/20/2024
- C. Select Board Special Meeting Minutes of 02/27/2024
- D. FY 24 Audit and Fixed Assets Engagement Letters

Motion to accept the consent agenda as presented made by Amy Haile. Seconded by Karl Cyr. Motion passed 4-0.

9. Management Reports & Communications (3:02:40 – 3:13:25)

A. Select Board Committee Reports:

- 1. EDSC-Amy Haile spoke in Kit Maloney's absence.
Sidewalk forum will be March 28th and hope that people can attend.
- 2. Parks-Karl Cyr
There has been positive movement on the Village Center Trail. Bob has met with Ben Grover and they walked the land and marked the entrance. Karl believes they mapped out where the trail will go.
- 3. Joint Standing Committee-Amy Haile, Andrea Berry
Meeting coming up in April. Cumberland Town Council began discussions around the percentage distribution breakdown between Cumberland and North Yarmouth. They will bring that to the Joint Standing Committee. Numbers and questions are being prepared to continue conversations from previous meetings.
- 4. Waste Reduction Committee-Andrea Berry
Wonderful event on March 9th talking about diversion from the waste stream and particularly things that schools and other large institutions can do to prioritize composting and to reduce food waste overall. It is available as a recording on the library's website. Suzanne Lee, who is a resident and also works at the University of Maine was the presenter.

5. Walnut Hill Parkway-Paul Hodgetts, Kit Maloney ‘
October updates
6. Recreation Advisory Board-Karl Cyr
No meeting
7. School Fund Committee-Paul Hodgetts
Nothing
8. Prince Memorial Library-Amy Haile
Meeting on the 20th to discuss fundraising around the expansion that was originally discussed before COVID and they are trying to reignite.
9. Shellfish Commission-Karl Cyr
No updates. There is an applicant for that seat.
10. Budget Committee-Andrea Berry
April begins budget season.
11. Open Space & Planning-Andrea Berry & Karl Cyr
7 openings and 10 applicants and interviews were conducted.

Andrea heard from others that didn’t apply after hearing the number of applicants. One of the folks recommended that 18-24 months is a long time, and not a long time with the amount of work that needs to be done. The suggestion was made to identify and appoint alternates to avoid losing momentum through the long process. When they bring full position appointments to the first meeting in April, they would like to also bring three alternates. These would be non-voting appointments unless voting member was unavailable, at which point the chair would recognize one to act as a full voting member.

Karl said it seemed like a lot of people but a lot of the work that will need to be done will be independent research and working in tools like GIS and looking up deeds and trying to understand things. What they found was a good mix of skills and then a fair amount of redundancy and it seems like having everybody potentially would be a strength rather than just being more noise. They aren’t keeping everyone because they don’t want to say no, they want to keep everyone because they provide good skills and energy that can be leveraged.

12. Town Manager, Diane Barnes

Select Board Reminders

Nomination Papers are available now for the June 11th Election of Municipal Officers. Nomination papers must be filed with the Clerk’s Office no later than 5pm on April 11th.

- 1 seat for Select Board (3-year terms)
- 1 seat for MSAD#51 Board of Directors (3-year term)
- 3 seats for Budget Committee (3-year terms)
- 1 seat for Cemetery Commission (5-year term)
- 1 seat for Yarmouth Water District Trustee (3-year term)

Cleanup Day is scheduled for Saturday, May 4th 8am – 1pm

Candidates Night is scheduled for Wednesday, May 22nd at 6:30pm

Election Day Tuesday, June 11th 7am – 8pm

Ballots: State Primary Ballot, 2 MSAD 51 Referendums & Municipal Officers

Annual Town Meeting is Monday, June 17th at 6:30pm

County Assessing: The current Assessor for Cumberland County Assessing is stepping down from his current duties but will remain part of the team. He has agreed to stay on in his current capacity to complete the FY 25 commitments for member communities.

Ben Scipione, CEO, has tendered his resignation. He has accepted a position in the private sector. His last day of work will be March 28th. We will be advertising the position as soon as

possible.

Amy Haile reminded everyone that there would be a regular meeting the first Tuesday in April and that budget meetings would be each Tuesday after that for the month of April at 6 pm.

10. Any Other Business (3:13:25 – 3:13:30)

None

11. Adjournment (3:13:30)

Motion to adjourn made by Amy Haile. Seconded by Paul Hodgetts. Motion passed 4-0.

Select Board

Amy Haile, Chairperson

Andrea Berry, Vice Chairperson

Paul Hodgetts

Karl Cyr

Katherine Maloney

**Town of North Yarmouth
Select Board Meeting Minutes
April 2, 2024, 6:30 PM**

Select Board Members

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

1. Call to Order (18:30 – 19:00)

A. Pledge of Allegiance.

Amy Haile, Andrea Berry, Karl Cyr, Paul Hodgetts, Katherine Maloney, and Diane Barnes, Town Manager in attendance. Kit Maloney's new baby, Dottie, was also in attendance, and Amy Haile officially welcomed her to the meeting after her long-awaited arrival.

2. Special Presentation (19:00 – 23:00)

A. Spirit of America Proclamation

Amy Haile presented the 2024 Spirit of America tribute recognizing three different groups in an awesome representation of the collaboration between communities. Folks from all three groups were present to watch the tribute and accept the award.

The 2024 North Yarmouth, Maine Spirit of America Foundation Tribute honors the volunteers from North Yarmouth's Parks Committee, Royal River Conservation Trust, and the Cumberland Recreational Trails Committee for commendable community service.

3. Appointments (23:00 – 25:10)

A. Election Clerks-Bi-annual Appointment

The municipal officers shall appoint election clerks by May 1st of each general election year to serve at each voting place during the time that polls are open and as counters after the polls close. The election clerks shall be appointed for a 2-year term.

Democratic

Elizabeth Chandler
John Fulton
Sheryl Jameson
Kristen Linstrom
Audrey Lones
Stanley Saucier
Steven Smith
Gregory Soper
Virginia VanDyke
Robert Wood

Republican

Charles T. Hansel
Margaret Hansel
Stacey Holden
David Hyde
James Knight
Lois Knight
Ann Seitz
James Smith
Rebecca Tiedemann
Gail Turner

A motion to appoint the list of Election clerks as presented with a term ending 6/30/2026 was made by Amy Haile. Seconded by Katherine Maloney. Motion passed 5-0.

7. Old Business (25:10 – 31:10)

A. Open Space & Planning Committee Member Amendment

Amy Haile proposed a change to the Open Space and Planning Committee membership as follows.

The Committee will consist of seven (7) voting members and three (3) alternate members made up of North Yarmouth residents, and one (1) or two (2) non-voting Select Board Liaison(s). The Select Board

may also appoint additional non-voting liaisons from local conservation organizations or other interested parties as appropriate. The term of the Committee shall be two years, which may be extended by the Select Board for additional terms if deemed necessary.

Discussion:

Amy Haile requested that Karl Cyr and Andrea Berry explain the need for the proposed change to the committee.

Andrea Berry stated that there were several questions from applicants about the duration of time. This is a time-bound intensive process, and if in some situation someone would need to step down over the two-year appointment due to a life change or just the inability to make meetings, there was concern that potentially the process would lose momentum. The inclusion of alternate members keeps that process moving forward and allows for additional voices and people with different types of skills added to the committee.

Paul Whitmarsh, 110 Wild Turkey Lane, interjected with a point of order and asked that a motion be made to move this discussion from old business to the appointments portion of the meeting.

A motion to take up old business out of order of the agenda was made by Amy Haile. Seconded by Andrea Berry. Motion passed 5-0.

Paul Hodgetts pointed out that the North Yarmouth Open Space Planning Committee document states it is an Ad Hoc Committee, and the Town of North Yarmouth Committee Policy, to be addressed later in the meeting, states that it's a standing committee.

Amy Haile agreed and stated that they could make an amendment to the policy when they addressed the policy later in the meeting.

A motion to approve the amendment to the committee membership as presented was made by Amy Haile. Seconded by Karl Cyr. Motion passed 5-0.

3. Appointments (31:10 – 37:45)

B. Open Space & Planning Committee Appointments

Amy Haile presented the following proposed members and alternate members of the committee.

Voting Member

Rob Wood
Scott Bernady
Christopher Franklin
Laurie Gilman
Chris Cabot
Steve Morrison
Stacey Cramp

Alternate Member

Harry Nelson
Keith Bubblo
Scott Douglas

Discussion:

Andrea Berry clarified that the reason that this term is ending 6/30/2024 is to finish out this fiscal year and then the same people will be presented in the appointment process for the two full years starting in the beginning of next fiscal year.

Diane Barnes stated that she'll be bringing the whole slate of appointments to be approved in June before the terms expire.

Andrea Berry wanted to thank all of the people who applied for this committee. She stated it was really thrilling to have so much energy, and enthusiasm about this committee and about this process. She deeply appreciates all the time and energy and thought that went into applications and interviews.

She had nothing but wonderful things to say about them and is very excited to be supporting their work after their appointment.

Karl Cyr echoed the same sentiments. He stated that it was difficult to determine who to appoint as the three alternates, but a lot of folks openly said they would participate even if not a voting member, which was very appreciated. The group has good energy and the mix of skill set that the committee has will be very strong for its charge. He is excited to see what they can do.

Amy Haile agreed that the Town is very lucky with the appointment of this group of individuals.

A motion to appoint the slate of members to the Open Space and Planning Committee as presented with a term ending 6/30/2024 was made by Amy Haile. Seconded by Andrea Berry. Motion passed 5-0.

C. Code Enforcement Officer Appointment

Amy Haile said that recently the Town Manager was on the news to speak about the new Code Enforcement arrangement with Gray. Amy expressed excitement and appreciation that when the previous code enforcement officer put in notice Diane Barnes knew she had a problem to solve. She reached out to her network and Gray stepped forward and helped with a solution. Tammy Munson, Code Enforcement Officer for the Town of Gray, has already been to the Town Office and met with Casey Bacon, Code Enforcement Administrative Assistant, and all are excited about the arrangement.

Discussion:

Paul Hodgetts asked when she will be working.

Diane Barnes stated that she will not just be sitting in the office as that would be a wasted resource. Casey will be setting appointments and Tammy will be available by appointment to come and inspect. She has already been on one this week. She will only be in the office if needed for a specific reason.

Paul Hodgetts asked if the Town will be dealing with just Tammy Munson or if her assistants in Gray would be helping as well.

Diane Barnes said all three will be involved as needed. The term will be through the end of the fiscal year to start and then there will be the option to re-appoint for an annual term.

Karl Cyr asked if this was something that could be a long-term arrangement or just a stop gap.

Diane Barnes said they would be evaluating that and would be working on a memorandum of understanding (MOU) that will be brought back to the Select Board. Two years ago, she would have said no, but with things dying down some she thinks it is doable. Between Tammy Munson and the two part-time assistants there is more than one person available to do inspections.

A motion to appoint Tammy Munson as Code Enforcement Officer with a term ending 6/30/2024 was made by Amy Haile. Seconded by Katherine Maloney. Motion passed 5-0.

4. Announcements (37:45 – 37:50)

None.

5. Public Comment – Non-Agenda Items (37:50 – 59:00)

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

Audrey Lones, 107 Baston Road, felt that the Select Board pulled together a great committee for Open Space. The Town's fortunate to have residents with this diverse set of technical skills. She was hopeful that some money had been budgeted to support this committee for whatever technical assistance they need.

Leanne Candura, 176 Christopher Road, lcandura@msad51.org, Chair of the MSAD 51 Board of Directors,

brought the Select Board some important updates. The School Board has been looking for a solution for the community regarding the growing student population for several years. The proposal at 80 Gray Road failed in November 2022 and they are working to find other options. They worked to remove features and lower the cost of the 80 Gray Road project from 80+ million to below 74 million. With the acquisition of land contiguous to campus made possible by taxpayers, they have looked at planning an on-campus solution. She thanked the Towns of Cumberland and North Yarmouth and their staff, elected leadership, and community members who have spoken or written to the board. The School Board and administration have been working to balance priorities. Three guiding priorities are providing appropriate space to serve the students, keeping the short- and long-term costs to the communities as low as possible, and long-term sustainability of the facilities and district. The one-campus plan best accomplishes goals and balances priorities. The 80 Gray Road plan did not include any updates to the existing Cumberland campus, including many that were badly needed. To make a one-campus model work, they needed to address issues within the campus itself. This new plan encompasses key features that set up the district for long-term sustainability and provides our students and community with value for the money. This project represents a reduction of almost 25 million dollars and addresses long-term issues that will set the schools up for success for the next decade. Changes were made based on input from the community, they want a cost-conscious solution that is sustainable for the long term and one where more things wouldn't be added year after year that weren't included in the vision the first time. On April 1, 2024, the School Board unanimously voted to send this project to referendum on June 11th. The School Board will be working until then to ensure information is dispersed to the community regarding the cost and benefits of the project. She brought a list of events and a handout with a QR code that will be posted around town to make information on the project available to the community.

Paul Whitmarsh, 110 Wild Turkey Lane, brought to the attention of the Select Board that his wife, who had applied for the Shellfish Commission open position, was being interviewed under the standing committees of statutory responsibilities. He doesn't believe that is the correct procedure. He said that it is nice to see that applications are available online but that there had been discussion around redacting personal information so that cell phones and email addresses wouldn't be publicly available as they were in the Select Board packet.

Karl Cyr stated that it was his understanding that there needed to be an interview. He was hoping to have the interview done in time for the meeting, but scheduling was difficult during the previous week. He understood an interview to be part of the process that he needed to follow.

Amy Haile was under the impression that an interview needed to be conducted as well but didn't have the policy in front of her. She said she could take another look.

Paul Hodgetts remembered Eliza Bachelder being appointed to EDSC from a recommendation to the board and they didn't do a normal process for the appointment process. He was wondering if they could move forward with the appointment with the time crunch and two committee members already recommending Rachael Whitmarsh. The committee was supposed to meet and might not be able to have a quorum.

Andrea Berry thought the Select Board held up Eliza Bachelder's appointment so she could go through the process.

Paul Hodgetts stated that the appointment was held up when she was applying as an alternate member, but when she applied to a full position, they moved based on the recommendation of the EDSC as he remembers.

Andrea Berry stated her memory of events was different, but they have a process that was set up and it's important to go through the process even for single applicants to committees. They just did 10 interviews and are about to go through more for single applicants. They did 15-minute zoom interviews, and they were flexible and available.

Amy Haile asked if the question had come up before the meeting. Paul Hodgetts affirmed that it had. Amy

Haile stated that if people have a question regarding a process, they should contact someone before the meeting to ask the question. She wanted to pause the conversation and get back to the meeting, and not decide without all the information.

Karl Cyr stated that he felt that doing the interview covered all bases.

Amy Haile looked up the North Yarmouth Committee Appointment Process approved February 7, 2023 https://www.northyarmouth.org/sites/g/files/vyhlif1006/f/uploads/ny_committees-appointment_process_2.7.2023.pdf. She asked if the Shellfish Conservation Committee was a standing committee, received a general affirmation, and went through the process for appointments to standing committee.

Standing Committees [LIST]		
Task	Responsible Party	Recommended Timeline (6 Weeks)
Notify Select Board of vacancy	Committee Chair	ASAP
Create job description with desired candidate qualifications and application deadline	Committee Chair and SB Liaison	6 weeks from application deadline
Coordinate outreach via town website, town Facebook, and town weekly email	Town Manager	4 weeks and 2 weeks from application deadline
Coordinate outreach via committee Facebook, committee member outreach	Committee Chair	4 weeks and 2 weeks from application deadline
Complete application	Candidate	
Send all applications to Select Board liaison and committee chair	Town Manager	rolling basis
Develop interview subcommittee of committee chair and committee members	Committee Chair	1 week before application deadline
Develop interview questions	Candidate Review Subcommittee	1 week before application deadline
Approve interview questions for legality	Town Manager	1 week before application deadline

**North Yarmouth Select Board
Committee Appointment Process**
approved February 7, 2023

Task	Responsible Party	Recommended Timeline (6 Weeks)
Conduct interviews and discuss candidate qualifications	Candidate Review Subcommittee	1 week after application deadline
Share candidate qualifications and recommendation with committee, hold vote to recommend candidate	Candidate Review Subcommittee	2 weeks after application deadline
Recommend candidate to Select Board for appointment	Candidate Review Subcommittee	2 weeks after application deadline
Discuss and vote on candidate appointment per Town Charter	Select Board	Meeting following recommendation
Discuss candidate(s) qualifications and vote on candidate(s) appointment per Town Charter	Select Board	1st Select Board meeting following completion of interviews
Notify candidates not selected	Town Manager	Within a week after Select Board selection

Amy Haile asked if anyone was saying they shouldn't interview her.

Paul Hodgetts stated he wasn't saying that, but with the timeline, where the interview fell apart last week, and the meeting wouldn't have a quorum, he just wanted to bring it up.

Amy Haile stated that she was glad he had as she had to look it up to review the process and that it now feels that doing the interview is the right course of action not only for the Select Board but also for the applicant.

Paul Whitmarsh pointed out that conducting the interviews fell under the tasks of the interview subcommittee of committee chair and committee members, not the Select Board.

Amy Haile said that was a great point.

Mike Mallory, 551 Walnut Hill Road, came up to pass out documentation on what he would be addressing

later in the meeting.

Karl Cyr asked if there was an interview subcommittee.

Amy Haile clarified that what is being pointed out is there is an inconsistency with the standing committee process. Clarification is needed regarding developing the interview subcommittee of committee chair and committee members. The addition of other interested parties or other relevant parties may be necessary. In the unusual case of the Shellfish Commission, she is not sure how interested they are in being part of this process. She felt that the conversation should be paused to either make an amendment to the standing committee appointment process at the next meeting and/or invite the Shellfish Commission to do the interview for consistency.

Andrea Berry stated that it seemed reasonable to ask the Shellfish Commission if they would like to do the interview or if they would like to have Karl and Paul do the interview.

Amy Haile said she had gone through a similar process with the library and they were delighted to have a say.

Paul Hodgetts asked if they would be able to get an answer from the Shellfish Commission by Friday in time for the scheduled interview.

Amy Haile stated that the Board should also look at how they want to reword the language. In the meantime, she recommended reaching out to the Shellfish Commission and asking if they would like to join the interview.

Karl Cyr asked if the Shellfish Commission does the interview and gives the thumbs up, can Rachael Whitmarsh then be appointed at the next meeting. Amy Haile agreed. Karl Cyr then stated that he agreed they should also look at amending the appointment process.

Amy Haile stated that when they were originally thinking about process, they were thinking about committees just for North Yarmouth. Adding some flexibility could be discussed.

Karl Cyr suggested adding language requiring committee members representing North Yarmouth for shared or multi-town committees.

Andrea Berry agreed that there are quite a few committees that fall under that category, and they may need a separate section for those.

Amy Haile also suggested adding the Select Board Liasson to the interview process. She then asked if the Board agreed as to the next steps.

Karl Cyr said they would reach out to the Shellfish Commission to conduct the interview and ask for their recommendation.

Andrea Berry also suggested offering to allow them to abdicate the role so they could continue with the interview process.

Paul Hodgetts stated that Len Kaminow had recommended her when he spoke previously at a meeting.

Amy Haile said they should follow the rules and since it has been pointed out that there is an error in the rules, that would be a good thing to address.

Alicia Dostilio of the Economic Development and Sustainability Committee (EDSC) stated that with the last two members they went through the interview subcommittee process and recommendation to the Select Board for appointment.

6. **New Business (59:00)**

None

7. **Old Business (59:00 – 2:35:10)**

A. Property Tax Assistance Ordinance

One of the Select Board Goals for fiscal year 2024 is to review and make amendments to the Property Tax Assistance Ordinance.

After legal review of the existing ordinance, certain sections needed to be updated as follows:

- The reference to Title 36, Chapter 908-A is incorrect.
- The ordinance uses the term “credit” instead of “benefit”- changes were made throughout.
- The statute requires benefits for renters as well, and so “rent constituting property taxes accrued: needed to be spelled out in the ordinance.
- The statute says to calculate benefits “in a way that provides greater benefits proportionally to applicants with lower incomes in relation to their property taxes accrued or rent constituting property taxes accrued”. This proposed amendment takes this into account.
- Proposing to increase Household Income to \$50,000.
- Household Income shall have the same meaning as “income”, as defined in 36 M.R.S § 6201 (9).
- Applicants who do not file an income tax return but receive Social Security benefits must submit their SSA-1099 form with the application.
- Applications filed on or after July 1, 2025 for the FY 26 benefit year, must show proof that they have received a tax credit under the provisions of the State of Maine Property Tax Fairness Credit Program in accordance with 36 M.R.S. § 5219-KK.

Discussion:

Amy Haile asked for any comments or questions from the Select Board first.

Paul Hodgetts said he thinks they are lowering the amount that people were receiving. More people will be included with a higher income, but no more money is being applied to this immediately in the budget. He asked if someone makes \$20,000 and has property tax of \$4,000 what will they receive for a benefit? Would anyone hit the \$1,500 benefit?

The table below lists the benefits that correspond with the benefit base as a percentage of household income.

<u>Benefit Base as Percentage of Household Income (Range)</u>	<u>Benefit Amount</u>
<u>8%-12%</u>	<u>\$350.00</u>
<u>12.01%-16%</u>	<u>\$500.00</u>
<u>16.01%-20%</u>	<u>\$750.00</u>
<u>20.01%-24%</u>	<u>\$1,000.00</u>
<u>24.01%-28%</u>	<u>\$1,250.00</u>
<u>28.01% and over</u>	<u>\$1,500.00</u>

Amy Haile said looking at the chart if someone’s property tax is 20% of their income they would receive a \$1,000 benefit. She stated that the percentages were based on last year’s applications and there are people who will receive the highest benefit. If someone has a tax bill that is 28% of their income, they will receive the highest benefit. The Select Board will be looking at this and adjusting year to year. Some people who received \$1,000 in the past will not receive \$1,000 this year, but proportionally their tax burden is different from someone receiving a higher benefit. Hopefully by being able to offer more money to those with the greatest need and by increasing the income limit this will make more of a

difference for more people in their property tax burden.

Diane Barnes stated that section 10, regarding periodic review or the ordinance, was added after the last meeting and that was the only difference.

Karl Cyr questioned whether at least every three years might be confusing or ambiguous, and whether future boards would recognize the intent.

Amy Haile stated that 'at least three' was how it was written to give flexibility, because they discussed reviewing the set up every year early on but that might not be necessary later.

Paul Hodgetts stated that they could review every year if they want.

Karl Cyr wanted to add 'once' before 'every three years' to make it very clear that this should never go more than three years without being reviewed.

Diane Barnes stated that they could add the word to the document.

Mike Mallory, 551 Walnut Hill Road, passed out a table showing the property tax bill people will be required to pay at each income level to receive each level of benefit. The income level has increased to \$50,000 annually. To receive a \$1,500 benefit at that income, a person has to have a \$14,000 tax bill. People that bought a \$200,000 house 30 years ago, now have a house worth \$600,000. If they are still making \$30,000, they have a big tax bill in order to receive a modest benefit. He has brought up Yarmouth before and stated that they take 4% of your income and you have to have a tax bill of \$3,800. Whatever you pay over 4% of your income, they give you half of that back up to a maximum of \$1,200. Somebody making \$20,000 a year will need a \$5,600 tax bill in order to receive \$1,500. He doesn't see how this will do any real help for the people who need it. The limit is increased so that means more people will be eligible. He thought this should be tabled until they find something that is going to work. Decreasing the benefit to \$350 for someone who used to receive \$1,000 is not a reason to be patting ourselves on the back. People need help and he doesn't see this helping.

Judy Potter, 551 Walnut Hill Road, wanted to echo Mike's speech. Yarmouth's income threshold is \$107,000, and there are people getting \$1,200 back. \$50,000 is close to poverty level and she thinks it's sad that that's all the income level was raised. And the tax at 28% is a high tax rate. Diane said that nobody pays over \$10,000 in taxes. She just doesn't see how this is going to help, especially when you have a 10% Town budget increase, 12% electricity increase, 19% insurance policy increase due to flooding, fires and volcanoes, food increases, gas, heating, and everything else. She just doesn't see this helping the seniors at all and she's really upset that the Town isn't doing more for them.

Katherine Maloney said that in looking at the comparisons handed out by Mike Mallory, she agrees that the \$1,500 benefit might not be reached by some of the examples just thrown out in the discussion. In reviewing the new policy, she looked at how this would affect the people who had submitted applications last year. She feels that they are still offering a very good benefit, if not the top benefit of the surrounding communities, whilst extending the benefit max from \$1,000 to \$1,500. This also makes sure that the Town avoids what she saw in Yarmouth's numbers, where a significant number of people are getting between \$20 to \$100. It adds up when a lot of people get that. They sent her a spreadsheet and she went through hundreds of data points. She is grateful for Diane Barnes's leadership and for the thoughtfulness and research behind this and that the Board is writing in a regular review process to allow it to evolve as they learn more. She feels confident that this offers a good package to seniors in the area.

Andrea Berry recalled what Kit Maloney was describing in the North Yarmouth numbers. The point of the process is to ensure that people who are truly struggling are getting more. She understood from the numbers Diane Barnes had run that the folks who are struggling the most are going up from \$1,000 to \$1,500, which is the core goal. She stated that someone with a \$300,000 home will pay approximately \$6,000 in taxes and someone with a bigger home will pay more. She feels that folks

who are paying a disproportionate amount of their income towards their taxes are going to receive more money. Statute also requires this to be set up on a percentage basis and using the numbers of the people who had applied for the program in the past felt like the right choice.

Mike Mallory, 551 Walnut Hill Road, said someone making \$20 to \$30,000 a year is not going to be able to afford a house with a \$10,000 tax bill, so that demographic will never be able to access that benefit. When was the last time any of us tried to live on \$20,000 a year? He thinks the Select Board is making a big mistake if they pass this.

Paul Whitmarsh, 110 Wild Turkey Lane, thought it should shock everyone that someone is paying 28% of their income in property taxes. He felt that it was unsustainable, and they wouldn't last in the house. He hopes that the Select Board will think about the people paying 30% of their income on their tax bill during budget season.

Karl Cyr added that all the comments made were relevant and this was an important problem. The Select Board is amending an ordinance that hasn't been touched on in 7 years and is updating the benefit and increasing the income level. It doesn't fully solve the problem, and building something that requires future boards to review it and keep it in mind is probably the best thing to be done. This is a good thing to do now, it's an incremental improvement.

Amy Haile agreed and appreciated Karl's statements and wanted to remind that this is one of many benefits. This partners with aid from the state and she wanted to better inform folks as to other aid available to offer some relief. It's hard to have to be in a position to offer benefits, but she is glad they can do this and continue to look at this.

A motion to approve the amendments to the Property Tax Ordinance and authorize the ordinance to be included in the June 17th annual town meeting warrant for voter approval was made by Amy Haile. Seconded by Andrea Berry. Motion passed 4-1. Paul Hodgetts opposed.

B. Committee Policy Amendment

The proposed amendments consist of the following:

- Added and updated current committee and boards list
- Added Remote Participation Policy
- Added Qualifications and Appointment Process
- Added Broadcasting Committee & Board Meetings

Amy Haile stated this was another topic from the meeting last week. It's straightforward and redlined in the packet. The change that Paul Hodgetts noted earlier will be made to remove the Open Space and Planning Committee from the list of standing committees. Section 8 Broadcasting Committee & Board Meetings has been discussed for a while. As written, broadcasting committee meetings shall be upon request and room availability. The request must be made to the Select Board Liaison one month prior to the scheduled meeting. For this section, committees mean the following, Parks Committee, Economic Development and Sustainability, Joint Standing Committee, Waste Reduction Committee, School Fund Committee, and Open Space and Planning Committee.

Discussion:

Paul Hodgetts asked why the Parks and Waste Committee are being held in the community room. He would like to see all meetings of all committees recorded.

Amy Haile said this was the first step towards that, this is a shift to give the ability to more committees to be broadcast and recorded and then as space and facilities allow more can be discussed. For this discussion, the focus is making sure that people know how to request and how their requests will be handled.

Paul Hodgetts stated that recording is a tool and very useful when mistakes are made in meeting

minutes. Mistakes have been made in the Select Board meeting minutes. If there isn't a recording, how do you know that a mistake was made?

Amy Haile said that was why statutory committees are required to be recorded.

Paul Hodgetts said other committees are important too and asked if this was a money thing.

Amy Haile replied that there is no denying their importance but there are legal implications of mistakes that are different. There are timing, space and priority issues within the community center.

Paul Hodgetts didn't see the issue with space or timing. The meetings are on different nights. He is at a loss as to why they can't at least be recorded.

Karl Cyr thought it was worth having that conversation as a separate topic but it's not relevant to this amendment now. That would be a separate discussion to amend the policy. He thinks it is worth thinking about, the technology is there. AI is available in recordings to take minutes and public comment with names attached so it's all searchable and findable. There are benefits and costs involved that should be discussed at a different time.

Katherine Maloney said after meetings discussing this change in depth and checking in with the EDSC as liaison two things emerged as priorities. Certain meetings should be able to be broadcast, and not all meetings should be required to be broadcast because of the implications that has on scheduling issues. She felt that this updated language checks off both of those important considerations.

Andrea Berry stated that she thinks this gives a much wider group of committees the opportunity to be broadcast and she appreciates the opportunity to give them access when there are high interest topics. She has seen meetings where committee members would have wished the meeting had been recorded but also had discussions where appreciation was expressed for the flexibility that this amendment allows.

Amy Haile felt that there was a need to be careful when using the terms broadcast and recording interchangeably. Recording and posting after would be different from broadcasting. For this amendment, broadening the opportunity and making clear the process for requesting meetings be broadcast are the issues.

Paul Hodgetts said that sound quality for meetings should also be addressed. He attended an EDSC meeting that wasn't recorded that couldn't be heard.

Amy Haile stated that she would love for him to take charge of that issue and run with it. It's different than this, but it's related and should be researched and addressed.

Katherine Maloney said that it would be appropriate to ask for people to speak up so the audience could be heard during meetings.

Amy Haile said it could also be possible to ask for the meeting to have microphones.

Andrea Berry stated it could also be a room configuration problem.

Amy Haile felt like the issues of broadcasting vs. recording, sound quality, and room set up are valuable discussion topics that should be addressed as separate issues to continue working on.

Katherine Maloney wanted to amend the amended policy to allow more flexibility surrounding the timeframe for scheduling meetings.

Amy Haile said that the timeframe for scheduling meetings was put in place to avoid last minute changes that won't be able to be accommodated.

Karl Cyr suggested using the wording 'will make a reasonable effort'.

Andrea Berry suggested changing 'must' to 'should' in the second sentence and asked about adding staffing availability to the first sentence of Section 8.

Amy Haile said that would be a good addition. She would like to assume good intent by all town employees.

Katherine Maloney stated that she didn't expect that staff would turn down a request for being a day or two late, but she wanted to give the flexibility for a committee member to feel comfortable to ask.

Paul Hodgetts asked why the EDSC meeting in December was cancelled and he didn't know about it for 45 days.

Amy Haile said she didn't know and asked to move on. She hoped to move forward to clarity and process.

Paul Hodgetts said in his opinion that is always the problem with the Select Board. Everyone wants to move forward, and nobody wants to look back.

Alicia Dostilio of the Economic Development and Sustainability Committee (EDSC) wanted to gain clarity. Kit had asked if they would like the meetings to continue to be recorded and the consensus was that nobody wants being able to be recorded to stop a meeting because they only have one a month. However, the preference is, since the room is set up and it has for several years been recorded the consensus was that the entire committee would like that to continue. The recording of that meeting is available to be reviewed and she asked if the Select Board had seen it. She is concerned that the committee was asked, and she feels like the Board is ignoring the answer.

Katherine Maloney stated that she had reported on that meeting to the Select Board. They did receive the update even if they didn't watch the meeting. She also stated that she could understand where the committee members might feel that they were being ignored, but that she would personally be surprised if anything changed for the EDSC. Since there was a consensus all around, she felt that they would just get in the rhythm of making requests monthly but that now they would not be so confined around rescheduling.

Alicia Dostilio stated that she was concerned about the bigger message and that it looks like the EDSC is just optics and decisions are being made separately from the committee.

Amy Haile said there are times when the Select Board asks, 'what do you think', but they are gathering input from a variety of sources and must take other things into consideration. Then they can't always do exactly what one group wants. She stated that is government writ at large. She doesn't feel that the EDSC wasn't heard or that they are being disrespected or ignored, just that other things were taken into consideration. If EDSC would still like to be recorded, then they still have the opportunity to do that. She feels this is a common misconception when the Select Board cannot follow an individual's or group's instructions to the letter.

Alicia Dostilio asked what triggered the discussion around recording the EDSC meeting.

Amy Haile stated she believed it was a meeting conflict that prompted the discussion that non-statutory meetings didn't need to be limited by recording.

Katherine Maloney stated that she thought maybe they were talking about two different meetings. She thought there was a December meeting that the decision was made not to record because no committees that were non-statutory were being recorded. That kicked off this discussion at the Select Board meeting where time was spent talking about just not having any non-statutory committee

meetings recorded. The public was heard, and the vote was delayed, to give time to connect with committees so something that was more thoughtfully inclusive of committee feedback could be created. She felt this policy achieved that by allowing recordings and allowing flexibility to meet outside of recording.

Alicia Dostilio asked why they changed something that wasn't broken. She agrees that no one should be limited by recording and importance is across the board, but it's hard to wrap her head around why they are making it a different requirement. EDSC isn't the issue, it's always in this room on the same day.

Andrea Berry stated that this is about all of the committees, EDSC is just one of the committees that are in consideration in this process. The same discussion was had with all committees. This piece of the policy was created to reflect the feedback from all the committees. This is the Select Board looking at the entire committee process around broadcasting committees and creating a process that makes room for what the EDSC has been doing and has asked for, as well as the other committees' requests. This policy allows the flexibility for the EDSC to be able to have meetings that aren't recorded if it's going to impact the ability of the committee to meet and allows for other committees to request to be recorded that are currently not being recorded at any time. This is the compromise that makes it possible for every committee to have access to recording. She wanted to reflect that the Select Board is in the process of taking the information gathered to create a policy that works for the entire Town.

Alicia Dostilio said that her point was that it was unnecessary to pull from one committee to add everyone else in.

Karl Cyr said he might have lost the plot. There wasn't a broadcasting policy for these committees before and this is an amendment to the Committees policy to add the option for committees to broadcast their meetings where there was not an option before in policy language.

Amy Haile said that was correct.

Judy Potter, 551 Walnut Hill Road, said this building was built to have meetings in. That's why it was built, so it was the number one priority. She thinks they need to look at that and make sure that the meetings are held here. She also asked how anyone was going to know a month ahead of time that they had something important to be recorded.

Amy Haile stated that she chose the month because these committees meet monthly. Events and upcoming agendas are discussed within the meetings.

Judy Potter went on to say that all the committee meetings are on different days so there is really no reason why they couldn't all be recorded. It's an important communication tool, which is a goal of the Board. Letting people know what's going on in the committees is good communication for the Board to promote. She feels that the Select Board is eliminating the residents and putting all ownership with the committee and that isn't a good idea.

Paul Whitmarsh, 110 Wild Turkey Lane, had something other than the broadcast section to address. Amy mentioned that broadcasting and recording are being conflated. The equipment and capability are available to record every single meeting in any room. An iPad could be used to record, and Jackson could be asked to upload it the next time he works. There should be at least one person on every committee that can operate an iPad. It is more important to record than to broadcast, because if he has the time to watch it live then he can come and watch it in person. It is when he is not able to attend or watch that he wants to be able to refer back to the meeting, especially as budget season approaches and people are talking about the reasons behind the budget they are looking for. Section 5 B contains conflicting information regarding when the committee chairperson submits their recommendations to the Select Board and or Town Manager. Section 5 D also needs clarifying wording on the state and local laws that require expertise to be appointed. He thinks that the document should be bounced off the committee appointment policy to make sure that the two don't conflict and confuse people.

Andrea Berry, speaking to 5 D, stated that she didn't believe that specific expertise was being required in state and local laws. She thinks it's specific expertise in state and local laws such as an understanding of the land use ordinance.

Paul Whitmarsh suggested taking 'the' out before 'specific expertise'.

Amy Haile suggested changing the wording in 5 B from 'after the appointment process' to 'after the interview process'.

Karl Cyr asked about the Remote Participation Policy item. The Parks Committee asked for clarity regarding what that was.

Diane Barnes stated that each committee would have to have their own Remote Participation Policy in place to meet remotely. For each of the committees that have adopted one, the policy is the same as the Select Board's.

Karl Cyr clarified that a committee would already have a policy or would just need to adopt the general template of a policy.

A motion to approve the amendments to the Committee Policy as presented was made by Amy Haile. Katherine Maloney seconded the motion. Motion passed 4-1. Paul Hodgetts opposed.

C. Open Space & Planning Committee Member Amendment

Addressed and approved during 3. Appointments (25:10 – 31:10).

D. LOU – Proposed Amendments to Section 1.7

Amy Haile introduced another topic from the last meeting. Everyone has had time to review the proposed Land Use Ordinance amendment. The intention is to put clarity on the process for amendment to the Land Use Ordinance. Having the time to review was helpful as she found the Select Board had started talking about this last year at around the same time and was brought forward in goals from August or September of 2022 from the fiscal year before. The origins predate everyone on the Board except Paul and the concept is to provide clarity for all as to how to make amendments. This is a process-oriented document. The Select Board received an email from the Chair of the Planning Board with thoughts and reflections on it. She talked to him before the meeting and let him know that she couldn't review the documents side by side, but there is another document out there for review. Taking into consideration what is on the Planning Board's plate right now with the other time sensitive projects under their review, she suggested pushing pause on this amendment.

Karl Cyr has taken a deeper look at the Select Board proposed amendments document, and he thinks overall it's a good idea to look at amending this section as what is there is inadequate. It explains how something is ratified but doesn't explain how an amendment would get to that point. This amendment does that. He doesn't want the amendment to be dropped but believes this should be a post budget planning discussion that collaborates with the Planning Board. He doesn't have any major concerns with what was written and believes it does a good job of outlining the possible paths to amendment as he understood them. Specifics surrounding when it will be considered and the process to get it to the Town Meeting are important and this does a good job of that. This may be the first draft and will have to go through some iteration to get there.

Paul Whitmarsh, 110 Wild Turkey Lane, apologized for the timing of his email. He said that what he sent was just a rough draft drawn up by him, after the last meeting prior to the workshop, trying to capture the historical process that had been used to amend the land use ordinance and add some framework and procedures that would allow feedback back and forth between the boards. He put it on the workshop agenda so he could get it to the Planning Board without holding an illegal meeting. He wanted to make sure it was out there for the public and the other members to look at and discuss it as a first draft. He agreed it would be good to codify the procedure. He expressed concern with the version

that the Select Board was discussing and felt it created a pay to play situation surrounding fees. He doesn't want to see groups of residents trying to make changes get lost in a money game that large outside developers would be more than willing to pay. He did not put any time frames or state law references in his very rough first draft. He hasn't workshopped it with the Planning Board yet, and he wants their input and the Select Board's input.

Amy Haile pointed out that the Select Board's version has already been through legal once. She wondered what would work timing-wise to get the amendment ready for a November ballot, so September time frame.

Paul Whitmarsh stated that the time frame would be doable if other projects don't take time away from this.

Amy Haile asked if he had redlined changes to the Select Board document.

Paul Whitmarsh stated that it was a completely different document. Just a one-page rough draft.

Amy Haile said this sounded like a nice summer reading project and asked the rest of the Select Board if they felt waiting for summer was okay.

Andrea Berry stated that she would like to see the Select Board's version and Paul Whitmarsh's version go to the Planning Board to be workshopped and discussed together, to pull together both documents into a single cohesive version.

Paul Whitmarsh asked for clarification.

Andrea clarified that she hadn't had much time to compare the two documents before the meeting, but what she saw was very different to what the Select Board is discussing. She doesn't want two sets of competing documents floating out there. She wants the Planning Board to look at both documents for reference when workshopping to use the useful and effective pieces of both to create a combined document that will be strongest as a policy.

Paul Whitmarsh stated that he was happy to bring this document forward to the Planning Board and he wanted to work together with the Select Board to make sure that they include their input. He will use the Select Board's version as a reference document to pull parts to merge in order to complete it. The Planning Board will only end up going to the Public Hearing with a single document.

Rachael Whitmarsh, 110 Wild Turkey Lane, was curious about the push for both of these. She stated that the document presented by the Select Board had been drafted by the previous chair on his own initiative, who used Town resources for something he identified as a personal thing. She was confused by the tone she was hearing. She said it sounds like the Select Board is saying their document has to take precedence because it went through legal. She stated that this was never workshopped or developed in public and was delivered at his last meeting and dropped off the radar until very recently. She asked why the Select Board didn't go to the Planning Board to work in collaboration to move this forward. She said it seems very intractable, that the Select Board was insisting their piece be a part of the final document. Her perception is there is a recurring tone coming out in the way things are discussed. Residents are bringing things forward and the way it is coming out the Select Board is showing no openness to consideration or willingness to amend.

Karl Cyr said that he doesn't have a history with this document and there are a lot of parts of it that make sense to him. When compared to the Land Use Ordinance, it details very specific processes. He didn't see it as a pay to play, but rather that processes initiated by a group of citizens could end up costing the Town resources. He saw this document as protecting the Town from incurring those costs and thought the pay to play perspective was interesting. He doesn't see the amendment as an immediate problem, but something that should be edited and discussed before moving forward. It's written in a way that could be dropped in a document today, but he wants the time to test it out and

make sure everyone is comfortable with it because it is a serious change. This is a good start, but the Planning Board will be able to look at it and edit from a point of experience.

Rachael Whitmarsh said she appreciated that and was just shocked to see a four page, very explicit document to address what was originally less than a page, but she agrees the Town needs something like this.

E. Yarmouth's Dam Removal Initiative

Andrea Berry said this was on the agenda to continue to recognize this as an ongoing point of discussion for the Select Board. She wanted to report that the Town of Yarmouth reached out through one of their councilors and the interim town manager to invite her, Karl, and Diane to have an initial discussion to learn more about the process and to discuss a list of questions to bring to the Army Corps. They also want to set up a time to discuss the findings after they come out, knowing that there will also be a public comment process. She is appreciative to the Town of Yarmouth for bringing the Town of North Yarmouth into the initial conversation in a formal way and opening the opportunity to submit questions prior to findings being finalized.

8. Consent Agenda (2:35:10 – 2:35:30)

A. Payroll Warrants

#78 \$ 54,726.61

B. Municipal Accounts Payable Warrants

#76 \$ 3,011.70

#77 \$ 3,389.56

#79 \$861,297.26

Motion to accept the consent agenda as presented made by Amy Haile. Seconded by Karl Cyr. Motion passed 5-0.

9. Management Reports & Communications (2:35:30 – 2:35:35)

A. Town Manager Report: None

10. Any Other Business (2:35:35 – 2:35:10)

Andrea Berry thanked Katherine Maloney for bringing the baby, who had the most amazing baby participation in a meeting ever. Amy Haile agreed and welcomed her to any other meetings.

11. Adjournment (2:35:10 – 2:35:20)

Motion to adjourn at 8:51pm made by Amy Haile. Seconded by Andrea Berry. Motion passed 5-0.

Select Board

Amy Haile, Chairperson

Andrea Berry, Vice Chairperson

Paul Hodgetts

Karl Cyr

Katherine Maloney



Town of North Yarmouth
Code Enforcement Department
Quarterly Report
January-March 2024

Permit Comparison

<u>Permit Type</u>	<u>Q3 2023</u>	<u>Q3 2024</u>
Occupancy Certificates	CC 1 / CO 10 / CU 3	CC 6 / CO 2 / CU 0
Building Permits	29	14
New Homes	12	3
Plumbing Permits	15	15
Septic Permits	7	5
Electric Permits	26	24
Subdivisions	1	0
Contract Zoning	0	0

CEO Overview

The subdivision approved in Q3 of 2023 was the Carriage Hill Extension project which has started construction.

Respectfully,
Ben Scipione

Submitted by Cassandra Bacon
Administrative Assistant
Date: 4/8//2024



Town of North Yarmouth Quarterly Department Head Report Fire Rescue Department

Reporting Period: 3rd Quarter January 2024 through March 2024

Activity	FY2023	FY 2024
Medical Calls	58	59
Fire Calls	49	48
Patient Evaluations	51	50
Transports	38	40
Public Assistance	7	5
Vehicle Accidents	8	3
Mutual Aid	15	24
Unauthorized Burning	0	0
Total Incidents	107	107

Changes/Updates

Over the last quarter continue to transition into our NIFIRs reporting system due to our previous program being phased out by the manufacturer. We are still Very much in the learning stage of the program's capabilities. Our new program is called first-due, and it encompasses 4 programs in one.

Over the last quarter, one of our live-in students has completed his Advanced EMT program and is now practicing at the Advanced EMT Level.

Project(s) Update

1. Port City Architecture is still working on the Green the station assessment study. With everything else going on, we have not completed anymore work on the assessment. I am looking to have a meeting with Port City to go over the results of the green space and discuss next steps.
2. The new Engine – Squad-51 is now in service. We took delivery of Squad-51 on January 30th. We spent the next two weeks installing all the department equipment on the truck, Radio Communications Management completed the radio installation on the truck on February 6th. Greenwood Emergency Vehicles completed the factory Inservice on the new engine on two dates: February 17th 2024 and again on February 24th. We had 18 members complete the factory in service. Members completed their driver training on the truck over the next few weeks. Squad-51 officially went in service on February 21st with members that had been certified on the truck.
3. The past few months have been steady for our UTV. We have responded to Gray 3 times, New Gloucester 2 times, and 1 incident in the town of North Yarmouth. On all incidents our UTV played an important role is the rescue of the person involved. Our UTV was utilized in all incidents to transport the patient out of the woods to the awaiting ambulance.



Town of North Yarmouth Quarterly Department Head Report Fire Rescue Department

4. Roof repairs are still being completed at the station. The contractor has been working around the cold and wet weather to get this completed. They are in the final stages of completing the project. Once the roof repairs are complete, we will have a contractor come in and make the repairs to the ceilings.
5. On January 18th, 2024, Our fulltime Firefighter paramedic begin his shift. We hired Mike Watts who worked for many years at Standish Fire prior to being hired at the Town of North Yarmouth
6. On March 23rd, North Yarmouth experienced a wind/snow and sleet storm that crippled the town for numerous days. The department responded to multiple calls for service to include a Wilderness Rescue on the power line on New Gloucester Road and Town Farm. Crews spent about 2 hours in the snow/wind/sleet making an effective rescue. The department also stood up a warming shelter at the Fire Rescue station which about 20 residents took advantage of. We offered a warm shower, coffee, sandwiches, electricity for charging items, and water.

Coming Up

In November 2023, North Yarmouth Fire Rescue requested radios through a grant awarded to Cumberland County Regional Communications Center. The CCRCC approved our request of 27 portable radios and 7 mobile radios to help update our aging radio systems. This is a value of approximately \$50,828.27.

North Yarmouth Fire Rescue has received a grant for \$1850.00 to hold a low angle rescue class. This class will better prepare our members in the use of ropes and equipment when in the wilderness. This training will greatly enhance the departments capabilities during wilderness rescue calls with our UTV. The Grant is provided by the Ed McDonald Safety Scholarship from MMA. The class will be held on June 1st, 2024.

Respectfully Submitted,
April 9, 2024

Gregory Payson
Fire Rescue Chief/EMA Director/ Public Health Officer, Fire Rescue Department



Town of North Yarmouth

Quarterly Report – Municipal Administration Department

Reporting Period: **January | February | March - FY24**

Voter Registration

Fiscal Year	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
2023	1533	135	2	1043	1082	3795
2024	1547	126	2	1053	1132	3868

Elections

- March 5, 2024, Presidential Primary, North Yarmouth had a 22% voter turnout.
- Tuesday, June 11, 2024 – State Primary | MSAD 51 Referendums | Municipal Officers
 - An additional ballot scanning machine has been rented due to the number of ballots for this election and State ballots cannot be scanned with local ballots.
 - Nomination papers for Municipal Officers have been available since March 4th and need to be filed with the Clerk’s office no later than April 11th at 5pm.
 - April 14, 2024, MSAD 51 and Municipal draft ballots will be submitted to ES&S for printing and programing.
 - Absentee Ballots available May 10, 2024.
 - Candidates Night is Wednesday, May 22, 2024, 6:30pm.

<u>Communications</u>	<i>(number of subscribers)</i>	FY23	FY24
• Reminders From Town Hall		1009	1060
• Facebook		1810	1993
• Instagram		707	731
• Twitter		375	385
• TextMyGov (Opt-Ins/Help Notification Messages)		60	140
• Town Hall Streams – Live Connections*		667	151

*Note: Connections are not necessarily 1 person per meeting, if someone lost their connection 5 times and reconnected 5 times, those numbers are included in these totals. See Attached Reports.

Notes

- Calendar year end reporting completed for Federal, State, IRS, MSHA and OSHA.
- Budgets for Fiscal Year 2025 working with Town Manager and Department Heads.
- Renewal packets for MMA Property and Casualty have been completed.
- Filings for Workers Compensation Audit have been completed.
- Preparing for Spring burials has begun in the cemeteries and in the office.
- Cleanup Day confirmed for Saturday, May 4, 2024 (8am to 1pm).
- Moderator for the June 17, 2024, Annual Town Meeting has been confirmed.

Submitted by Debbie Grover, Assistant Town Manager



Quarterly Report - Public Works Department 2024-January/February/March

General Maintenance of Parks & Grounds

- Dump trash cans at Parks, restock dog waste bags.
- Moved warning signs back from riverbank erosion areas due to the many river flooding events this year.
- Grade parks parking lots and driveways.
- Split rail fence repairs

PW Building Maintenance:

- Extra Snow removal at WH&CC for snow sliding of solar panels. To prevent flooding of building.
- Salt shed door issues, door will not close, process of replacing door with new.
- Waste Oil furnace (New last year) hit by power surge and melted control board

Heavy Equipment:

- Maintenance of equipment
- Assist Fire/rescue with maintenance of Fire rescue equipment.

Road Maintenance:

- Repair and install street signs at various locations.
- Pick up roadkill.
- Tree, limb and brush removal due to winter storms
- Pothole patching.
- Spring road heavy load road postings- Started Feb.15-ended April 4th.

Other:

- Open Wood Waste facility as needed.
- Hosted at WH&CC a Maine DOT- Local roads center, Work Zone Safety class, Attended by Public Works and other public agencies from all over southern Maine, including all our public works employees.
- Installed public information signs as directed by the Town clerk.
- Assist WH&CC and other town depts as requested.
- Pick up waste oil for winter heat.
- On-call snowplow driver taking Class b commercial driver's class
- Winter salt usage: Budget for 850 tons per year, Purchased for the 23-24 season, 716 tons for 22 storms up until April 1st.
- Work on pw's annual budget for 24-25.
- Wood waste facility -brush pile ground- and removed to Re energy power plant in Jay, Maine
- Clean up of Dirty adult diapers on Walnut Hill Road, Cumberland road and Doughty road .

Changes/Updates:

- Working on underground culvert inventory
- Working on. "Municipal Disaster Debris management plan"
- Updates, additions, correct conflicts with LUO, and other corrections to Road Ordinance

Projects:

- Working on Sligo Road/Toddy brook culvert- Smart Stream Crossing, replacement grant process and Olver engineering.
- Working on New Sidewalk from end of last years sidewalk project to Baston Road. Sections to be built as a PACTS project and by developer of Crossroads development.
- New section of Sidewalk to be built in village center area by developer of Village view development.
- New section of sidewalk to be built by developer of Village green apartments.
- New section of sidewalk under construction at Deacon Hays development
-

Storms: 14 winter storms, 8-January,3 -February, 3 -March



Town of North Yarmouth Quarterly Department Head Report Wescustogo Hall & North Yarmouth Community Center

Reporting Period: January 2023 – March 2023

Department Head: Jackie Hersey

STATISTICS

Usage	January	February	March
Open Gym	34	33	33
Pickleball	301	381	339
Meetings	10	9	8
Programs	102	104	105
Community Groups/Programs	19	20	23
Rentals	8	6	10
TOTALS	474	553	518
Operating Hours	January	February	March
Monthly	278	272	254
Weekly Average	69.5	68	63.5

REPORT

The past quarter has been bustling here at the Community Center. There were several nights during the week where we had a program, event, meeting, or community gathering in every room. Pickleball continued to reach maximum attendance in nearly every session available, kiddie gym gained in popularity, and we've pulled more library events to the center.

In January, we hosted Prince Memorial's Square-Dancing event, which brought all ages together for a fun-filled night. We also hosted our local Girl Scout troops for a movie night and provided a space for their cookie rally, which included troops from neighboring towns.

In February, we hosted the Prince Memorial Library's Storytelling Supper, which brought over 80 people together and speakers from all over. We also made a partnership with the American Red Cross to house a blood drive every other month for the foreseeable future. All the drives to-date have collected at least the collection goal with several exceeding it. We also worked with GHS for their Pathways event, which included performances, interviews, and presentations from several students.

In the month of March, we had 3 teams reach out and reserve the gym. These practices alone brought in \$1,200 in rental fees. We also saw an increase in rentals, particularly birthday party packages. GHS Girls and Boys basketball teams both held their end of the season sports banquets with us in March and the GHS Hunger Banquet was held in the Merrill Room.



Town of North Yarmouth Quarterly Department Head Report Wescustogo Hall & North Yarmouth Community Center

The Community Center continues to provide space multiple times a week for community-based gatherings like Boy Scouts, Cub Scouts, Girl Scouts, Storytimes and GHS events/meetings at no cost.

Respectfully Submitted,

Jackie Hersey
Wescustogo Hall & North Yarmouth Community Center Director

EXPENSE SUMMARY REPORT
DEPARTMENT(S): 110 - 170
JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
110 - MUNICIPAL ADMINISTRATION	1,916,710.00	11,474,433.80	8,697,860.74	6,727.03	8,691,133.71	2,783,300.09	75.74
01 - MUNICIPAL ADMIN OPERATIONS	610,302.00	610,302.00	417,557.95	4,468.85	413,089.10	197,212.90	67.69
5100 - FULL TIME WAGES	375,430.00	375,430.00	268,323.83	2,267.70	266,056.13	109,373.87	70.87
5112 - SELECT BOARD STIPEND	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.00
5120 - OVER TIME WAGES	5,000.00	5,000.00	1,760.26	0.00	1,760.26	3,239.74	35.21
5130 - ALLOWANCES	3,980.00	3,980.00	1,495.46	0.00	1,495.46	2,484.54	37.57
5140 - TRAINING	2,000.00	2,000.00	815.00	130.00	685.00	1,315.00	34.25
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	7,863.00	7,863.00	7,544.39	0.00	7,544.39	318.61	95.95
5210 - POSTAGE	4,900.00	4,900.00	3,611.38	49.92	3,561.46	1,338.54	72.68
5214 - ADVERTISING	3,500.00	3,500.00	605.30	0.00	605.30	2,894.70	17.29
5218 - PRINTING	10,855.00	10,855.00	3,307.14	0.00	3,307.14	7,547.86	30.47
5220 - BANK FEES	0.00	0.00	34.20	0.00	34.20	-34.20	---
5222 - SPECIAL EVENTS	1,750.00	1,750.00	907.47	10.55	896.92	853.08	51.25
5224 - OFFICE SUPPLIES	8,000.00	8,000.00	4,221.89	59.56	4,162.33	3,837.67	52.03
5226 - OFFICE EQUIPMENT	10,190.00	10,190.00	10,078.13	0.00	10,078.13	111.87	98.90
5228 - ELECTIONS/REGISTRAR OF VOTERS	12,605.00	12,605.00	862.48	0.00	862.48	11,742.52	6.84
5710 - HEALTH & LIFE INSURANCE	78,647.00	78,647.00	59,922.66	674.49	59,248.17	19,398.83	75.33
5715 - HEALTH PAYOUT	2,834.00	2,834.00	1,362.11	0.00	1,362.11	1,471.89	48.06
5720 - DENTAL INSURANCE	4,871.00	4,871.00	3,832.13	0.00	3,832.13	1,038.87	78.67
5730 - ICMA RETIREMENT	0.00	0.00	10,303.84	0.00	10,303.84	-10,303.84	---
5735 - MEPEERS RETIREMENT	38,804.00	38,804.00	15,039.11	510.17	14,528.94	24,275.06	37.44
5740 - FICA	29,601.00	29,601.00	21,247.90	0.00	21,247.90	8,353.10	71.78
5750 - WORKERS COMPENSATION	1,395.00	1,395.00	1,430.00	35.00	1,395.00	0.00	100.00
5760 - UNEMPLOYMENT	1,577.00	1,577.00	121.81	0.00	121.81	1,455.19	7.72
5775 - LIFE OVER 50K	0.00	0.00	731.46	731.46	0.00	0.00	---
02 - CONTRACTS/PROFESSIONAL SERVICE	112,610.00	112,610.00	79,004.90	0.00	79,004.90	33,605.10	70.16
5310 - AUDITOR	18,000.00	18,000.00	18,800.00	0.00	18,800.00	-800.00	104.44
5316 - LEGAL	50,000.00	50,000.00	28,735.41	0.00	28,735.41	21,264.59	57.47
5318 - WEBSITE	2,170.00	2,170.00	2,761.31	0.00	2,761.31	-591.31	127.25
5322 - TECHNOLOGY	42,440.00	42,440.00	28,708.18	0.00	28,708.18	13,731.82	67.64
03 - TOWN OFFICE	83,014.00	83,014.00	84,129.53	1,981.42	82,148.11	865.89	98.96
5410 - PHONE	7,000.00	7,000.00	4,328.11	0.00	4,328.11	2,671.89	61.83
5412 - INTERNET CABLE	2,295.00	2,295.00	1,655.59	0.00	1,655.59	639.41	72.14
5414 - ELECTRICITY	7,000.00	7,000.00	4,511.44	0.00	4,511.44	2,488.56	64.45
5418 - PROPANE	300.00	300.00	0.00	0.00	0.00	300.00	0.00
5420 - WATER	238.00	238.00	178.08	0.00	178.08	59.92	74.82
5510 - ALARMS	1,000.00	1,000.00	1,412.73	450.00	962.73	37.27	96.27
5512 - PEST CONTROL	4,525.00	4,525.00	450.00	0.00	450.00	4,075.00	9.94

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
110 - MUNICIPAL ADMINISTRATION CONT'D							
5514 - FLOOR MATS	816.00	816.00	587.16	44.25	542.91	273.09	66.53
5516 - CUSTODIAL MAINTENANCE SUPPLIES	1,415.00	1,415.00	889.61	53.85	835.76	579.24	59.06
5517 - BUILDING REPAIRS	2,625.00	2,625.00	13,394.67	0.00	13,394.67	-10,769.67	510.27
5900 - CAPITAL PROJECTS	55,400.00	55,400.00	56,722.14	1,433.32	55,288.82	111.18	99.80
5958 - GENERATOR EXPENSE	400.00	400.00	0.00	0.00	0.00	400.00	0.00
04 - MUNICIPAL INSURANCE	46,516.00	46,516.00	48,334.00	0.00	48,334.00	-1,818.00	103.91
5790 - PROPERTY/CASUALTY/VOLUNTEER	46,516.00	46,516.00	48,334.00	0.00	48,334.00	-1,818.00	103.91
05 - ASSESSING,CEO & PLANNING	318,350.00	318,350.00	225,392.18	272.92	225,119.26	93,230.74	70.71
5100 - FULL TIME WAGES	130,687.00	130,687.00	95,765.16	0.00	95,765.16	34,921.84	73.28
5120 - OVER TIME WAGES	3,000.00	3,000.00	1,145.40	0.00	1,145.40	1,854.60	38.18
5130 - ALLOWANCES	2,100.00	2,100.00	2,107.88	0.00	2,107.88	-7.88	100.38
5140 - TRAINING	2,000.00	2,000.00	285.00	0.00	285.00	1,715.00	14.25
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	800.00	800.00	776.25	0.00	776.25	23.75	97.03
5210 - POSTAGE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
5212 - REGISTRY OF DEEDS	300.00	300.00	0.00	0.00	0.00	300.00	0.00
5214 - ADVERTISING	1,000.00	1,000.00	212.00	0.00	212.00	788.00	21.20
5216 - SOFTWARE	5,250.00	5,250.00	5,250.00	0.00	5,250.00	0.00	100.00
5217 - MAPPING EXPENSE	10,500.00	10,500.00	8,395.00	0.00	8,395.00	2,105.00	79.95
5218 - PRINTING	250.00	250.00	0.00	0.00	0.00	250.00	0.00
5224 - OFFICE SUPPLIES	500.00	500.00	401.78	0.00	401.78	98.22	80.36
5226 - OFFICE EQUIPMENT	500.00	500.00	477.00	250.00	227.00	273.00	45.40
5241 - PROFESSIONAL SERVICES	2,900.00	2,900.00	2,900.00	0.00	2,900.00	0.00	100.00
5312 - ASSESSOR	56,890.00	56,890.00	42,213.99	0.00	42,213.99	14,676.01	74.20
5313 - PLANNER CONTRACT	20,000.00	20,000.00	8,866.50	0.00	8,866.50	11,133.50	44.33
5600 - ENGINEERING & PEER REVIEW	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
5710 - HEALTH & LIFE INSURANCE	50,000.00	50,000.00	36,568.77	0.00	36,568.77	13,431.23	73.14
5720 - DENTAL INSURANCE	1,510.00	1,510.00	1,088.64	0.00	1,088.64	421.36	72.10
5730 - ICMA RETIREMENT	0.00	0.00	544.53	0.00	544.53	-544.53	----
5735 - MEPEERS RETIREMENT	13,636.00	13,636.00	8,831.59	0.00	8,831.59	4,804.41	64.77
5740 - FICA	10,227.00	10,227.00	7,265.77	0.00	7,265.77	2,961.23	71.04
5750 - WORKERS COMPENSATION	2,274.00	2,274.00	2,274.00	0.00	2,274.00	0.00	100.00
5760 - UNEMPLOYMENT	526.00	526.00	0.00	0.00	0.00	526.00	0.00
5775 - LIFE OVER 50K	0.00	0.00	22.92	22.92	0.00	0.00	----
06 - TECHNOLOGY	44,447.00	44,447.00	34,711.03	0.00	34,711.03	9,735.97	78.10
5216 - SOFTWARE	28,947.00	28,947.00	23,745.67	0.00	23,745.67	5,201.33	82.03
5322 - TECHNOLOGY	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00	100.00
5522 - EQUIPMENT MAINTENANCE & REPAIRS	5,500.00	5,500.00	965.36	0.00	965.36	4,534.64	17.55

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	UNEXPENDED BALANCE	PERCENT SPENT
110 - MUNICIPAL ADMINISTRATION CONT'D							
08 - DEBT SERVICE	264,900.00	264,900.00	221,262.50	0.00	221,262.50	43,637.50	83.53
5700 - WH&NYCC DEBT	264,900.00	264,900.00	221,262.50	0.00	221,262.50	43,637.50	83.53
11 - MISCELLANEOUS GEN GOVERNMENT	436,571.00	9,994,294.80	7,587,468.65	3.84	7,587,464.81	2,406,829.99	75.92
5830 - EDUCATION MSAD #51	0.00	9,144,530.00	6,858,397.78	0.00	6,858,397.78	2,286,132.22	75.00
5840 - COUNTY TAXES	436,571.00	436,571.00	436,889.39	0.00	436,889.39	-318.39	100.07
5850 - OVERLAY	0.00	144,182.80	23,170.48	3.84	23,166.64	121,016.16	16.07
5852 - TIF VILLAGE CENTER	0.00	269,011.00	269,011.00	0.00	269,011.00	0.00	100.00

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET		CURR MNTH		YTD UNEXPENDED		PERCENT SPENT
	ORIGINAL	NET	DEBITS	CREDITS	NET	BALANCE	
120 - COMMUNITY SERVICES CONT'D	16,768.00	16,768.00	14,265.94	1.57	14,264.37	2,503.63	85.07
120 - COMMUNITY SERVICES	0.00	0.00	1.57	1.57	0.00	0.00	----
01 - CEO SERVICES & PLANNING	0.00	0.00	1.57	1.57	0.00	0.00	----
5740 - FICA	0.00	0.00	1.57	1.57	0.00	0.00	----
04 - GENERAL ASSISTANCE	6,900.00	6,900.00	4,396.37	0.00	4,396.37	2,503.63	63.72
5645 - OUT SOURCE SERVICES FOR GA	3,300.00	3,300.00	2,816.67	0.00	2,816.67	483.33	85.35
5647 - GA INTERPRETERS SERVICE	600.00	600.00	450.00	0.00	450.00	150.00	75.00
5650 - GENERAL ASSISTANCE	3,000.00	3,000.00	1,129.70	0.00	1,129.70	1,870.30	37.66
05 - SOCIAL SERVICES	9,868.00	9,868.00	9,868.00	0.00	9,868.00	0.00	100.00
5601 - REGIONAL TRANSPORTATION	500.00	500.00	500.00	0.00	500.00	0.00	100.00
5603 - NORTHERN LIGHT HEALTH	500.00	500.00	500.00	0.00	500.00	0.00	100.00
5604 - MAINE HEALTH HOME CARE	500.00	500.00	500.00	0.00	500.00	0.00	100.00
5605 - LIFEFLIGHT	1,018.00	1,018.00	1,018.00	0.00	1,018.00	0.00	100.00
5606 - SO. MAINE AGENCY OF AGING	1,250.00	1,250.00	1,250.00	0.00	1,250.00	0.00	100.00
5607 - MAINE PUBLIC RADIO	100.00	100.00	100.00	0.00	100.00	0.00	100.00
5609 - OPPORTUNITY ALLIANCE	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	100.00
5611 - THROUGH THESE DOORS	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00	100.00

EXPENSE SUMMARY REPORT
DEPARTMENT(S): 110 - 170
JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
125 - COMMUNITY CENTER CONT'D	605,318.00	605,318.00	224,401.18	2,059.43	222,341.75	382,976.25	36.73
125 - COMMUNITY CENTER	359,468.00	359,468.00	224,401.18	2,059.43	222,341.75	137,126.25	61.85
01 - OPERATIONS	155,584.00	155,584.00	107,367.23	0.00	107,367.23	48,216.77	69.01
5100 - FULL TIME WAGES	19,240.00	19,240.00	0.00	0.00	0.00	19,240.00	0.00
5110 - OTHER WAGES	1,000.00	1,000.00	2,286.05	0.00	2,286.05	-1,286.05	228.61
5120 - OVER TIME WAGES	1,000.00	1,000.00	816.02	0.00	816.02	183.98	81.60
5130 - ALLOWANCES	250.00	250.00	0.00	0.00	0.00	250.00	0.00
5140 - TRAINING	60.00	60.00	0.00	0.00	0.00	60.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	0.00	0.00	92.00	0.00	92.00	-92.00	----
5214 - ADVERTISING	500.00	500.00	144.00	263.99	-119.99	619.99	-24.00
5216 - SOFTWARE	10,000.00	10,000.00	665.81	0.00	665.81	9,334.19	6.66
5222 - SPECIAL EVENTS	5,000.00	5,000.00	396.76	0.00	396.76	4,603.24	7.94
5224 - OFFICE SUPPLIES	3,461.00	3,461.00	2,786.68	0.00	2,786.68	674.32	80.52
5226 - OFFICE EQUIPMENT	6,710.00	6,710.00	4,999.00	0.00	4,999.00	1,711.00	74.50
5240 - CONTRACT SERVICES	1,000.00	1,000.00	208.00	0.00	208.00	792.00	20.80
5242 - MARKETING/PRINTING/ADVERTISING	3,325.00	3,325.00	353.08	0.00	353.08	2,971.92	10.62
5244 - PROGRAM SUPPLIES	1,020.00	1,020.00	1,620.59	0.00	1,620.59	-600.59	158.88
5317 - LICENSES	1,500.00	1,500.00	1,792.58	0.00	1,792.58	-292.58	119.51
5412 - INTERNET CABLE	22,700.00	22,700.00	13,473.74	0.00	13,473.74	9,226.26	59.36
5414 - ELECTRICITY	13,590.00	13,590.00	5,528.87	0.00	5,528.87	8,061.13	40.68
5415 - SOLAR PANEL LEASE	3,602.00	3,602.00	2,701.20	0.00	2,701.20	900.80	74.99
5420 - WATER	1,050.00	1,050.00	225.00	0.00	225.00	825.00	21.43
5510 - ALARMS	660.00	660.00	495.00	0.00	495.00	165.00	75.00
5512 - PEST CONTROL	800.00	800.00	1,601.97	0.00	1,601.97	-801.97	200.25
5514 - FLOOR MATS	3,329.00	3,329.00	4,485.69	1,717.44	2,768.25	560.75	83.16
5516 - CUSTODIAL MAINTENANCE SUPPLIES	11,734.00	11,734.00	1,096.38	0.00	1,096.38	10,637.62	9.34
5517 - BUILDING REPAIRS	1,449.00	1,449.00	5,671.38	0.00	5,671.38	-4,222.38	391.40
5522 - EQUIPMENT MAINTENANCE & REPAIRS	1,060.00	1,060.00	1,129.34	0.00	1,129.34	-69.34	106.54
5526 - GAS/DIESEL	36,754.00	36,754.00	26,880.33	0.00	26,880.33	9,873.67	73.14
5710 - HEALTH & LIFE INSURANCE	2,834.00	2,834.00	0.00	0.00	0.00	2,834.00	0.00
5715 - HEALTH PAYOUT	1,878.00	1,878.00	1,354.14	0.00	1,354.14	523.86	72.11
5720 - DENTAL INSURANCE	0.00	0.00	5,704.04	69.36	5,634.68	-5,634.68	----
5730 - ICMA RETIREMENT	15,972.00	15,972.00	4,158.12	0.00	4,158.12	11,813.88	26.03
5735 - MEPEERS RETIREMENT	13,451.00	13,451.00	8,316.54	0.00	8,316.54	5,134.46	61.83
5740 - FICA	2,492.00	2,492.00	2,492.00	0.00	2,492.00	0.00	100.00
5750 - WORKERS COMPENSATION	1,052.00	1,052.00	0.00	0.00	0.00	1,052.00	0.00
5760 - UNEMPLOYMENT	0.00	0.00	8.64	8.64	0.00	0.00	----
5775 - LIFE OVER 50K	14,811.00	14,811.00	14,811.00	0.00	14,811.00	0.00	100.00

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	UNEXPENDED BALANCE	PERCENT SPENT
125 - COMMUNITY CENTER CONT'D							
5958 - GENERATOR EXPENSE	600.00	600.00	740.00	0.00	740.00	-140.00	123.33
02 - CONTRACTED SVS	245,850.00	245,850.00	0.00	0.00	0.00	245,850.00	0.00
5800 - PRINCE MEMORIAL LIBRARY	214,905.00	214,905.00	0.00	0.00	0.00	214,905.00	0.00
5810 - RECREATION	30,945.00	30,945.00	0.00	0.00	0.00	30,945.00	0.00

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
128 - COMMITTEES CONT'D	3,400.00	3,400.00	1,596.19	0.00	1,596.19	1,803.81	46.95
128 - COMMITTEES	1,100.00	1,100.00	1,000.00	0.00	1,000.00	100.00	90.91
03 - PARKS COMMITTEE	1,000.00	1,000.00	1,000.00	0.00	1,000.00	0.00	100.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	100.00	100.00	0.00	0.00	0.00	100.00	0.00
5640 - PARKS COMMITTEE	1,200.00	1,200.00	264.55	0.00	264.55	935.45	22.05
07 - LIVING WELL	1,200.00	1,200.00	264.55	0.00	264.55	935.45	22.05
5625 - GENERAL EXPENSE	1,100.00	1,100.00	331.64	0.00	331.64	768.36	30.15
08 - WASTE REDUCTION	1,100.00	1,100.00	331.64	0.00	331.64	768.36	30.15
5625 - GENERAL EXPENSE							

EXPENSE SUMMARY REPORT
DEPARTMENT(S): 110 - 170
JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
130 - PUBLIC SAFETY CONT'D							
130 - PUBLIC SAFETY	909,375.00	909,375.00	586,006.98	28,050.56	557,956.42	351,418.58	61.36
01 - FIRE RESCUE DEPARTMENT	775,729.00	775,729.00	508,055.55	21,045.77	487,009.78	288,719.22	62.78
5100 - FULL TIME WAGES	111,120.00	111,120.00	68,571.60	0.00	68,571.60	42,548.40	61.71
5110 - OTHER WAGES	166,640.00	166,640.00	78,683.10	0.00	78,683.10	87,956.90	47.22
5120 - OVER TIME WAGES	3,011.00	3,011.00	714.00	0.00	714.00	2,297.00	23.71
5130 - ALLOWANCES	4,415.00	4,415.00	3,270.38	0.00	3,270.38	1,144.62	74.07
5140 - TRAINING	11,775.00	11,775.00	9,486.29	69.79	9,416.50	2,358.50	79.97
5145 - PHYSICALS & HEP B SHOTS	7,140.00	7,140.00	3,569.00	0.00	3,569.00	3,571.00	49.99
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	3,545.00	3,545.00	4,099.25	0.00	4,099.25	-554.25	115.63
5151 - Bad Account	0.00	0.00	199.00	199.00	0.00	0.00	----
5211 - CELL PHONE REIMBURSEMENT	1,980.00	1,980.00	1,404.53	0.00	1,404.53	575.47	70.94
5214 - ADVERTISING	0.00	0.00	92.00	0.00	92.00	-92.00	----
5216 - SOFTWARE	10,995.00	10,995.00	8,214.71	0.00	8,214.71	2,780.29	74.71
5222 - SPECIAL EVENTS	1,250.00	1,250.00	1,108.09	0.00	1,108.09	141.91	88.65
5224 - OFFICE SUPPLIES	1,300.00	1,300.00	463.73	0.00	463.73	836.27	35.67
5226 - OFFICE EQUIPMENT	5,870.00	5,870.00	5,306.35	0.00	5,306.35	563.65	90.40
5240 - CONTRACT SERVICES	8,162.00	8,162.00	6,332.80	0.00	6,332.80	1,829.20	77.59
5412 - INTERNET CABLE	1,440.00	1,440.00	1,499.88	0.00	1,499.88	-59.88	104.16
5414 - ELECTRICITY	3,780.00	3,780.00	2,597.93	0.00	2,597.93	1,182.07	68.73
5418 - PROPANE	1,200.00	1,200.00	877.90	0.00	877.90	322.10	73.16
5420 - WATER	560.00	560.00	257.36	0.00	257.36	302.64	45.96
5510 - ALARMS	800.00	800.00	762.60	0.00	762.60	37.40	95.33
5512 - PEST CONTROL	200.00	200.00	405.00	0.00	405.00	-205.00	202.50
5514 - FLOOR MATS	900.00	900.00	776.78	0.00	776.78	123.22	86.31
5516 - CUSTODIAL MAINTENANCE SUPPLIES	2,100.00	2,100.00	926.75	0.00	926.75	1,173.25	44.13
5517 - BUILDING REPAIRS	4,120.00	4,120.00	3,303.64	0.00	3,303.64	816.36	80.19
5522 - EQUIPMENT MAINTENANCE & REPAIRS	32,126.00	32,126.00	30,005.06	45.88	29,959.18	2,166.82	93.26
5524 - VEHICLE MAINTENANCE	36,900.00	36,900.00	27,197.43	273.54	26,923.89	9,976.11	72.96
5526 - GAS/DIESEL	13,000.00	13,000.00	9,153.01	1,585.54	7,567.47	5,432.53	58.21
5527 - HEATING EXPENSE	4,900.00	4,900.00	4,702.33	0.00	4,702.33	197.67	95.97
5530 - PARAMEDIC SERVICE	15,900.00	15,900.00	7,200.00	0.00	7,200.00	8,700.00	45.28
5531 - RESCUE FEE COLLECTION SERVICE	5,000.00	5,000.00	6,101.06	0.00	6,101.06	-1,101.06	122.02
5532 - MEDICAL SUPPLIES	15,000.00	15,000.00	12,852.93	0.00	12,852.93	2,147.07	85.69
5534 - PERSONAL PROTECTIVE EQUIPMENT	23,025.00	23,025.00	18,292.63	0.00	18,292.63	4,732.37	79.45
5535 - EMERGENCY MANAGEMENT / WARMII	1,000.00	1,000.00	827.85	0.00	827.85	172.15	82.79
5710 - HEALTH & LIFE INSURANCE	36,800.00	36,800.00	22,083.49	0.00	22,083.49	14,716.51	60.01
5720 - DENTAL INSURANCE	2,134.00	2,134.00	1,269.73	0.00	1,269.73	864.27	59.50
5730 - ICMA RETIREMENT	0.00	0.00	341.67	0.00	341.67	-341.67	----

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
130 - PUBLIC SAFETY CONT'D							
5735 - MEPEERS RETIREMENT	14,863.00	14,863.00	8,060.98	0.00	8,060.98	6,802.02	54.24
5740 - FICA	21,632.00	21,632.00	11,404.53	0.00	11,404.53	10,227.47	52.72
5750 - WORKERS COMPENSATION	28,344.00	28,344.00	12,301.75	0.00	12,301.75	16,042.25	43.40
5760 - UNEMPLOYMENT	9,724.00	9,724.00	599.79	0.00	599.79	9,124.21	6.17
5775 - LIFE OVER 50K	0.00	0.00	75.90	75.90	0.00	0.00	---
5780 - FIREFIGHTER'S SUPPLEMENTAL INS	1,678.00	1,678.00	1,292.00	0.00	1,292.00	386.00	77.00
5900 - CAPITAL PROJECTS	160,600.00	160,600.00	130,975.74	18,796.12	112,179.62	48,420.38	69.85
5958 - GENERATOR EXPENSE	800.00	800.00	395.00	0.00	395.00	405.00	49.38
02 - CONTRACTS / PROFESSIONAL SVCS	133,646.00	133,646.00	77,951.43	7,004.79	70,946.64	62,699.36	53.09
5324 - DISPATCH SERVICES	33,676.00	33,676.00	16,837.72	0.00	16,837.72	16,838.28	50.00
5326 - ANIMAL CONTROL SERVICES	25,000.00	25,000.00	4,463.68	0.00	4,463.68	20,536.32	17.85
5327 - ANIMAL SHELTER	4,276.00	4,276.00	4,275.60	0.00	4,275.60	0.40	99.99
5330 - HYDRANTS	65,000.00	65,000.00	43,078.64	0.00	43,078.64	21,921.36	66.27
5332 - STREET LIGHTS	4,000.00	4,000.00	1,784.30	0.00	1,784.30	2,215.70	44.61
5334 - CCSD SPEED PATROLS	1,694.00	1,694.00	500.00	0.00	500.00	1,194.00	29.52
5740 - FICA	0.00	0.00	11.49	4.79	6.70	-6.70	---
5900 - CAPITAL PROJECTS	0.00	0.00	7,000.00	7,000.00	0.00	0.00	---

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
140 - PUBLIC WORKS CONT'D	950,632.00	950,632.00	737,080.81	48,430.65	688,650.16	261,981.84	72.44
140 - PUBLIC WORKS	560,230.00	560,230.00	461,458.17	34,836.77	426,621.40	133,608.60	76.15
01 - OPERATIONS	134,994.00	134,994.00	93,563.85	225.00	93,338.85	41,655.15	69.14
5100 - FULL TIME WAGES	12,720.00	12,720.00	6,201.57	0.00	6,201.57	6,518.43	48.75
5110 - OTHER WAGES	5,000.00	5,000.00	2,900.47	0.00	2,900.47	2,099.53	58.01
5120 - OVER TIME WAGES	6,675.00	6,675.00	4,622.87	603.76	4,019.11	2,655.89	60.21
5130 - ALLOWANCES	1,000.00	1,000.00	745.00	0.00	745.00	255.00	74.50
5140 - TRAINING	500.00	500.00	0.00	0.00	0.00	500.00	0.00
5145 - PHYSICALS & HEP B SHOTS	300.00	300.00	50.00	0.00	50.00	250.00	16.67
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	775.00	775.00	987.00	0.00	987.00	-212.00	127.35
5160 - DRUG TESTING	12,600.00	12,600.00	6,500.00	0.00	6,500.00	6,100.00	51.59
5216 - SOFTWARE	1,000.00	1,000.00	124.09	0.00	124.09	875.91	12.41
5224 - OFFICE SUPPLIES	5,000.00	5,000.00	3,672.88	0.00	3,672.88	1,327.12	73.46
5241 - PROFESSIONAL SERVICES	400.00	400.00	407.00	0.00	407.00	-7.00	101.75
5317 - LICENSES	1,200.00	1,200.00	679.93	0.00	679.93	520.07	56.66
5412 - INTERNET CABLE	4,975.00	4,975.00	4,391.56	0.00	4,391.56	583.44	88.27
5414 - ELECTRICITY	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
5416 - HEAT	350.00	350.00	72.00	0.00	72.00	278.00	20.57
5418 - PROPANE	600.00	600.00	179.93	0.00	179.93	420.07	29.99
5420 - WATER	600.00	600.00	600.00	0.00	600.00	0.00	100.00
5510 - ALARMS	600.00	600.00	0.00	0.00	0.00	600.00	0.00
5512 - PEST CONTROL	1,300.00	1,300.00	1,551.16	0.00	1,551.16	-251.16	119.32
5514 - FLOOR MATS	1,050.00	1,050.00	719.51	0.00	719.51	330.49	68.52
5516 - CUSTODIAL MAINTENANCE SUPPLIES	3,600.00	3,600.00	994.55	0.00	994.55	2,605.45	27.63
5517 - BUILDING REPAIRS	375.00	375.00	350.00	0.00	350.00	25.00	93.33
5518 - LAND FILL COVER (MOWING)	3,000.00	3,000.00	2,890.54	0.00	2,890.54	109.46	96.35
5522 - EQUIPMENT MAINTENANCE & REPAIRS	18,000.00	18,000.00	17,432.22	2,799.77	14,632.45	3,367.55	81.29
5524 - VEHICLE MAINTENANCE	8,600.00	8,600.00	15,027.62	6,186.85	8,840.77	-240.77	102.80
5526 - GAS/DIESEL	3,000.00	3,000.00	1,210.05	0.00	1,210.05	1,789.95	40.34
5534 - PERSONAL PROTECTIVE EQUIPMENT	2,500.00	2,500.00	364.43	0.00	364.43	2,135.57	14.58
5540 - RADIO REPAIRS	2,200.00	2,200.00	571.50	0.00	571.50	1,628.50	25.98
5542 - EQUIPMENT RENTALS	5,500.00	5,500.00	5,449.99	0.00	5,449.99	50.01	99.09
5543 - EQUIPMENT PURCHASES	4,000.00	4,000.00	5,791.48	52.12	5,739.36	-1,739.36	143.48
5544 - SUPPLIES	4,420.00	4,420.00	2,179.64	0.00	2,179.64	2,240.36	49.31
5548 - LUBRICANTS	13,500.00	13,500.00	3,728.40	0.00	3,728.40	9,771.60	27.62
5550 - TIRES	10,000.00	10,000.00	5,144.85	0.00	5,144.85	4,855.15	51.45
5552 - SIGNS	7,500.00	7,500.00	68.41	0.00	68.41	7,431.59	0.91
5554 - CULVERTS	7,200.00	7,200.00	3,807.30	0.00	3,807.30	3,392.70	52.88
5558 - CRACK SEALING							

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
140 - PUBLIC WORKS CONT'D							
5560 - STRIPING	15,645.00	15,645.00	12,313.31	0.00	12,313.31	3,331.69	78.70
5562 - SWEEPING/CATCH BASINS	2,158.00	2,158.00	0.00	0.00	0.00	2,158.00	0.00
5564 - TREE CUTTING	6,000.00	6,000.00	5,800.00	0.00	5,800.00	200.00	96.67
5566 - EROSION CONTROL	5,197.00	5,197.00	2,879.20	0.00	2,879.20	2,317.80	55.40
5568 - GRAVEL PIT OPERATIONS	21,000.00	21,000.00	21,000.00	0.00	21,000.00	0.00	100.00
5570 - CUTTING EDGES	3,750.00	3,750.00	24.53	0.00	24.53	3,725.47	0.65
5572 - SALT	0.00	0.00	7,109.05	7,109.05	0.00	0.00	---
5578 - SAFETY INSPECTIONS	2,025.00	2,025.00	725.00	0.00	725.00	1,300.00	35.80
5580 - PAVING	126,073.00	126,073.00	126,073.00	0.00	126,073.00	0.00	100.00
5710 - HEALTH & LIFE INSURANCE	30,163.00	30,163.00	21,811.35	0.00	21,811.35	8,351.65	72.31
5715 - HEALTH PAYOUT	708.00	708.00	0.00	0.00	0.00	708.00	0.00
5720 - DENTAL INSURANCE	1,451.00	1,451.00	1,071.75	0.00	1,071.75	379.25	73.86
5730 - ICMA RETIREMENT	0.00	0.00	888.68	0.00	888.68	-888.68	---
5735 - MEPEERS RETIREMENT	13,060.00	13,060.00	16,161.05	0.00	16,161.05	-3,101.05	123.74
5740 - FICA	12,152.00	12,152.00	8,851.70	0.00	8,851.70	3,300.30	72.84
5750 - WORKERS COMPENSATION	10,064.00	10,064.00	5,057.75	0.00	5,057.75	5,006.25	50.26
5760 - UNEMPLOYMENT	1,050.00	1,050.00	91.08	0.00	91.08	958.92	8.67
5775 - LIFE OVER 50K	0.00	0.00	174.24	174.24	0.00	0.00	---
5900 - CAPITAL PROJECTS	23,000.00	23,000.00	38,446.68	17,685.98	20,760.70	2,239.30	90.26
5958 - GENERATOR EXPENSE	700.00	700.00	0.00	0.00	0.00	700.00	0.00
02 - WINTER OPERATIONS	374,962.00	374,962.00	272,711.89	13,263.88	259,448.01	115,513.99	69.19
5100 - FULL TIME WAGES	134,995.00	134,995.00	100,221.39	0.00	100,221.39	34,773.61	74.24
5110 - OTHER WAGES	0.00	0.00	5,277.55	5,277.55	0.00	0.00	---
5120 - OVER TIME WAGES	30,000.00	30,000.00	22,187.61	0.00	22,187.61	7,812.39	73.96
5214 - ADVERTISING	0.00	0.00	104.00	0.00	104.00	-104.00	---
5522 - EQUIPMENT MAINTENANCE & REPAIRS	3,000.00	3,000.00	2,195.69	0.00	2,195.69	804.31	73.19
5524 - VEHICLE MAINTENANCE	18,000.00	18,000.00	13,431.79	50.00	13,381.79	4,618.21	74.34
5526 - GAS/DIESEL	17,200.00	17,200.00	19,525.45	7,936.33	11,589.12	5,610.88	67.38
5543 - EQUIPMENT PURCHASES	6,500.00	6,500.00	5,663.00	0.00	5,663.00	837.00	87.12
5544 - SUPPLIES	9,500.00	9,500.00	2,968.13	0.00	2,968.13	6,531.87	31.24
5556 - COLD PATCH	2,200.00	2,200.00	1,340.00	0.00	1,340.00	860.00	60.91
5570 - CUTTING EDGES	10,700.00	10,700.00	9,834.99	0.00	9,834.99	865.01	91.92
5572 - SALT	68,386.00	68,386.00	41,885.53	0.00	41,885.53	26,500.47	61.25
5574 - LIQUID CALCIUM CHLORIDE	8,900.00	8,900.00	8,056.79	0.00	8,056.79	843.21	90.53
5710 - HEALTH & LIFE INSURANCE	30,162.00	30,162.00	22,639.26	0.00	22,639.26	7,522.74	75.06
5715 - HEALTH PAYOUT	708.00	708.00	0.00	0.00	0.00	708.00	0.00
5720 - DENTAL INSURANCE	1,452.00	1,452.00	1,203.69	0.00	1,203.69	248.31	82.90
5735 - MEPEERS RETIREMENT	13,060.00	13,060.00	0.00	0.00	0.00	13,060.00	0.00

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
140 - PUBLIC WORKS CONT'D							
5740 - FICA	12,153.00	12,153.00	9,076.61	0.00	9,076.61	3,076.39	74.69
5750 - WORKERS COMPENSATION	6,993.00	6,993.00	6,993.00	0.00	6,993.00	0.00	100.00
5760 - UNEMPLOYMENT	1,053.00	1,053.00	107.41	0.00	107.41	945.59	10.20
03 - PARKS	4,220.00	4,220.00	2,490.16	0.00	2,490.16	1,729.84	59.01
5420 - WATER	220.00	220.00	59.36	0.00	59.36	160.64	26.98
5635 - PARK MAINTENANCE	4,000.00	4,000.00	2,430.80	0.00	2,430.80	1,569.20	60.77
06 - CEMETERIES	11,220.00	11,220.00	420.59	330.00	90.59	11,129.41	0.81
5420 - WATER	220.00	220.00	0.00	0.00	0.00	220.00	0.00
5525 - MAINTENANCE/SUPPLIES	2,000.00	2,000.00	420.59	330.00	90.59	1,909.41	4.53
5900 - CAPITAL PROJECTS	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.00

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	YTD UNEXPENDED BALANCE	PERCENT SPENT
150 - SOLID WASTE & RECYCLING CONT'D	528,780.00	528,780.00	415,709.01	0.00	415,709.01	113,070.99	78.62
150 - SOLID WASTE & RECYCLING	528,780.00	528,780.00	415,709.01	0.00	415,709.01	113,070.99	78.62
01 - SOLID WASTE	113,250.00	113,250.00	85,212.49	0.00	85,212.49	28,037.51	75.24
5655 - MSW DISPOSAL	113,250.00	113,250.00	84,251.92	0.00	84,251.92	28,998.08	74.39
5660 - RECYCLABLES COLLECTION	87,500.00	87,500.00	59,472.50	0.00	59,472.50	28,027.50	67.97
5670 - ECOMAINE TONAGE	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
5685 - CLEANUP DAY	4,780.00	4,780.00	2,742.00	0.00	2,742.00	2,038.00	57.36
5688 - GARBAGE TO GARDEN	195,000.00	195,000.00	184,030.10	0.00	184,030.10	10,969.90	94.37
5690 - TOTE PURCHASES							

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
160 - FIXED EXPENSES CONT'D	0.00	0.00	126,503.52	3,579.52	122,924.00	-122,924.00	----
160 - FIXED EXPENSES	0.00	0.00	3,253.45	3,253.45	0.00	0.00	----
02 - EMPLOYEE BENEFITS	0.00	0.00	3,253.45	3,253.45	0.00	0.00	----
5740 - FICA							
05 - NY/CUMBERLAND SHARED SERVICES	0.00	0.00	122,924.00	0.00	122,924.00	-122,924.00	----
5800 - PRINCE MEMORIAL LIBRARY	0.00	0.00	107,452.00	0.00	107,452.00	-107,452.00	----
5810 - RECREATION	0.00	0.00	15,472.00	0.00	15,472.00	-15,472.00	----
07 - OVERLAY	0.00	0.00	326.07	326.07	0.00	0.00	----
5850 - OVERLAY	0.00	0.00	326.07	326.07	0.00	0.00	----

EXPENSE SUMMARY REPORT

DEPARTMENT(S): 110 - 170

JULY TO MARCH

ACCOUNT	BUDGET ORIGINAL	BUDGET NET	CURR MNTH DEBITS	CURR MNTH CREDITS	YTD UNEXPENDED NET	PERCENT SPENT
170 - CAPITAL RES. APPROPRIATIONS CONT'D	150,000.00	150,000.00	150,000.00	0.00	150,000.00	100.00
170 - CAPITAL RES. APPROPRIATIONS	150,000.00	150,000.00	150,000.00	0.00	150,000.00	100.00
01 - BUDGETED APPROPRIATION	150,000.00	150,000.00	150,000.00	0.00	150,000.00	100.00
5895 - EQUIPMENT RESERVE	5,080,983.00	14,638,706.80	10,953,424.37	88,848.76	10,864,575.61	74.22
Final Totals						

REVENUE SUMMARY REPORT
DEPARTMENT(S): 100
JULY TO MARCH

ACCOUNT	BUDGET NET	YTD NET	UNCOLL BALANCE	PCT COLL
100 - REVENUES	14,638,706.81	14,243,188.23	395,518.58	97.30
4010 - AGENT FEES	15,000.00	13,129.00	1,871.00	87.53
4020 - RESCUE FEES	70,000.00	99,494.66	-29,494.66	142.14
4021 - INTEREST INCOME	70,000.00	118,672.10	-48,672.10	169.53
4030 - APPEALS	50.00	0.00	50.00	0.00
4035 - BAD CHECK FEES	0.00	80.00	-80.00	----
4040 - BETE REIMBURSEMENT	70,047.28	70,047.00	0.28	100.00
4050 - BOAT EXCISE	4,200.00	2,888.80	1,311.20	68.78
4060 - BUILDING PERMITS	65,000.00	26,380.71	38,619.29	40.59
4070 - CASH SHORT/OVER	0.00	-8.33	8.33	----
4080 - CATV FRANCHISE FEES	30,000.00	13,989.29	16,010.71	46.63
4090 - CELL TOWER RENTAL	45,000.00	38,698.84	6,301.16	86.00
4100 - CEO FINES	100.00	0.00	100.00	0.00
4110 - CEO MISC. PERMITS	800.00	450.00	350.00	56.25
4115 - CEO ADMINISTRATION FEES	8,000.00	5,225.00	2,775.00	65.31
4130 - CLERK FEES	600.00	750.00	-150.00	125.00
4140 - CUSTOMER SERVICES FEES	500.00	393.52	106.48	78.70
4156 - GRANTS RECIVABLE - FUND 10	15,000.00	0.00	15,000.00	0.00
4157 - PARK USE PERMIT DOGS	500.00	0.00	500.00	0.00
4160 - ELECTRICAL PERMITS	11,000.00	12,688.75	-1,688.75	115.35
4190 - FOAA FEES	0.00	186.25	-186.25	----
4200 - GENEALOGY SEARCH	0.00	15.00	-15.00	----
4210 - GENERAL ASSISTANCE	2,100.00	0.00	2,100.00	0.00
4220 - HOMESTEAD EXEMPTION	391,551.07	275,237.00	116,314.07	70.29
4230 - RENEWABLE ENERGY EXEMPTION	0.00	345.00	-345.00	----
4255 - EMA REIMBURSEMENTS	0.00	10,716.51	-10,716.51	----
4260 - LOCAL ROAD ASSISTANCE PROGRAM	27,000.00	32,012.00	-5,012.00	118.56
4265 - PROPERTY & CASUALTY POOL	2,500.00	0.00	2,500.00	0.00
4270 - MSAD ELECTIONS	1,700.00	0.00	1,700.00	0.00
4280 - MISC REVENUES	200.00	15,313.78	-15,113.78	999.99
4290 - BMV EXCISE	1,000,000.00	865,964.35	134,035.65	86.60
4320 - PLANNING BOARD	3,000.00	500.00	2,500.00	16.67
4330 - PLUMBING PERMITS	10,000.00	5,903.75	4,096.25	59.04
4335 - PRIVATE ROAD SIGNS	800.00	295.26	504.74	36.91
4340 - SHARP HOUSE RENTAL FEES	10,200.00	8,075.00	2,125.00	79.17
4342 - ROAD ORDINANCE PERMITS	100.00	425.00	-325.00	425.00
4343 - SOLAR TAX REIMBURSEMENT	0.00	7,266.00	-7,266.00	----
4345 - WH&CC FEES	25,000.00	15,640.00	9,360.00	62.56
4350 - REVENUE SHARING	748,498.00	574,343.87	174,154.13	76.73
4370 - SITE PLAN REVIEW	1,500.00	0.00	1,500.00	0.00
4390 - SOLID WASTE/RECYCLING	100,000.00	120,290.80	-20,290.80	120.29
4400 - SW HAULER PERMIT	75.00	0.00	75.00	0.00
4410 - TAX COMMITMENT	11,785,285.46	11,785,285.98	-0.52	100.00
4415 - TAX SUPPLEMENTAL	0.00	18,368.68	-18,368.68	----
4420 - TAX INTEREST	15,000.00	5,091.58	9,908.42	33.94
4480 - TREE GROWTH EXEMPTION	4,300.00	4,551.68	-251.68	105.85
4485 - CONSOLIDATED COMM. LEASE	6,000.00	4,500.00	1,500.00	75.00
4500 - VETERAN'S EXEMPTION	2,200.00	0.00	2,200.00	0.00
4510 - VITAL RECORDS	3,000.00	2,081.40	918.60	69.38
4991 - WH DONATIONS	15,000.00	10,000.00	5,000.00	66.67
4993 - TRANSFER IN TIF	77,900.00	77,900.00	0.00	100.00
Final Totals	14,638,706.81	14,243,188.23	395,518.58	97.30

April 11, 2024

Diane Barnes, Town Manager
North Yarmouth Town Office
10 Village Square Road
North Yarmouth, ME 04097

Subject: Letter of Agreement, Municipal Planning Services 2024-2025

Hello Diane,

This letter of agreement (Agreement) is between the Town of North Yarmouth, Maine (“TOWN”) and North Star Planning (“PLANNER”), with a place of business at 49 Pineland Drive, Suite 102, New Gloucester ME 04260. Pursuant to this Agreement, PLANNER will complete work based on the approved Work Scope, below, and as directed by the Town Manager and Code Enforcement Officer.

Work Scope

1. Planning Board Support & Development Review, as requested by the Code Enforcement Officer.
 - a. Review proposed development that requires Planning Board approval for compliance with Town ordinances and regulations.
 - Coordinate reviews with the Town staff through the Code Enforcement Officer.
 - Attend daytime meetings with staff, developers, and/or potential applicants on an as needed basis in order to review and explain various regulatory and procedural requirements.
 - Correspond with applicants directly, as authorized by the Code Enforcement Officer.
 - b. Prepare materials for Planning Board packets, including draft findings and conclusions with permit conditions. The departmental Executive Assistant is to distribute the packets to Board members and post agendas, hearing notices and meeting packets to the Town website and other posting locations.
 - c. Attend Planning Board meetings as required. These meetings are generally scheduled for the 2st and 4rd Tuesdays.
 - d. Correspond with Code Enforcement Officer or Planning Board Chair, as needed.

2. Provide policy advice and provide targeted updates of TOWN Ordinance as directed by the Code Enforcement Officer.
3. Other tasks as assigned and agreed to in advance to clarify task scope and authorized billable hours.

Timeframe

This agreement shall remain in effect from July 1, 2024 through June 30, 2025, unless sooner terminated by either party at any time for any reason upon written notice with fourteen (14) calendar days' notice.

Compensation

The Town Manager will authorize compensation by the TOWN for work completed on a time and materials basis. These services will be billed based on the following rates:

- Principal Planner = \$160/hour
- Senior Planner = \$150-135/hour
- Planner = \$125-110/hour
- Associate Planner = \$100/hour

Billing associated with this Scope of Work shall be submitted monthly. Invoices will be due upon receipt. Payments are to be reported to the IRS in accordance with applicable regulations (Form 1099-MISC).

Insurance

PLANNER will provide TOWN with proof of liability insurance, naming TOWN (and its officers, officials, employees, agents, insurers, and representatives) as an additional insured under the insurance policy. Notwithstanding the foregoing, nothing shall be construed to waive the TOWN'S statutory immunities, defenses, and limits to liability for any claim brought against PLANNER or the TOWN under the Maine Tort Claims Act.

General

All work products completed or under development are the property of the TOWN and any work in progress under development at the end of this agreement shall be transmitted to the TOWN, in editable format, within three days of the termination date or expiration of this Agreement.

Contractor Status

PLANNER is an independent contractor, and the parties acknowledge that nothing in this Agreement shall confer an employer-employee relationship with TOWN. PLANNER shall be responsive to obtain, maintain and provide unemployment insurance coverage and workers compensation coverage, and shall provide TOWN with proof of such coverage before commencing work.

Governing Law

The parties agree that this Agreement shall be construed, interpreted, and governed by the laws and in the courts of the State of Maine.

Sincerely,

North Star Planning, LLC
Ben Smith, AICP
Principal

TOWN

PLANNER

Town of North Yarmouth, Maine

North Star Planning, LLC

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____