

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, January 18, 2022  
Regular Business Meeting  
7:00 PM**

**Wescustogo Hall & North Yarmouth Community Center**

**I. Call to Order**

- Pledge of Allegiance

The format and structure for Select Board meetings are authorized and governed by our Town Charter and the Select Board Bylaws with overarching guidance from Maine Statutes. Select Board members are not collectively or individually allowed to speak about personnel matters and may only address personnel matters in an executive session per State Statute Title 1 § 401-410.

**II. Minutes of Previous Meeting(s)**

- [January 4, 2022](#)

**III. Public Comment - Non-Agenda Items**

Comments regarding non-agenda issues, concerns, commendations, or matters of general public information are welcome. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so respectfully and constructively. Topics relating to personnel matters cannot be acknowledged.

Each individual must be recognized by the Chair and will have up to three (3) minutes to speak. The Chair may recognize members of the public at their discretion and will prioritize individuals who have not spoken more than once.

**IV. Management Reports & Communications**

- [Town Office Report](#)
  - Citizen's Initiative Referendum
  - Summit Natural Gas
  - Reschedule Select Board Meeting
- Expense and Revenue Reports
  - [December Expense Report](#)
  - [December Revenue Report](#)

**V. Old Business**

- Stone's Cafe/Brew Pub Update
- [60-Day Comment Period](#)

**VI. New Business**

- [Vacancy – Budget Committee](#)
- Referendum Vote Forum Date

**VII. Accounts Payable - [Review & Approval](#)**

**VIII. Any Other Business**

Select Board Members: A reminder, the "any other business" section on the agenda is not to include previously discussed items, any formerly "settled items," personal matters, or Town personnel matters. Please submit your other business item(s) to the Town Manager, Chairman, or Vice-Chairman before the meeting by email or written letter dropped off at the Town Office. Thank you.

**IX. 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

## *II. Minutes of the Previous Meeting(s)*

January 18, 2021

### **Suggested Motion(s):**

- *Move to approve the minutes of January 4, 2022, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, January 4, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**Call to Order** – James Moulton, David Reed, and Paul Hodgetts were present. Chairperson Sites and Harrell provided notice to the interim Town Manager of their absence. The interim Town Manager, Christopher Bolduc, was also present. Vice-Chairperson Moulton called the meeting to order at approximately 7:08 PM.

**Public Hearing** - Selectperson Moulton moved to open the public hearing to amend the Fee Schedule. Selectperson Hodgetts seconded. Discussion: none. **Vote: 3 Yes – 0 No.**

The interim Town Manager gave a brief explanation of the proposed amendment. Selectperson Hodgetts inquired on why the cost for FOAA searching, from \$15 (per hour after one (1) hour) to \$25 (per hour after two (2) hours), was being proposed and if it could be reduced. The Interim Town Manager responded. Mike Mallory, Walnut Hill Road, inquired what pages were classified as \$.10 per page. It was clarified that it was black and white, 8 ½ x 11 white pages.

Selectperson Reed moved to close the public hearing. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No.**

Selectperson Hodgetts moved to adopt the Fee Schedule, as amended. Selectperson Reed seconded. Discussion: none. **Vote: 3 Yes – 0 No.**

**Appointments** – Diane Morrison gave a brief presentation to the Board. Selectperson Hodgetts inquired about another matter involving the Living Well in North Yarmouth Committee. Selectperson Reed moved to appoint Diane Morrison to the Living Well in North Yarmouth Committee for a term to expire June 30, 2022. Vice-Chairperson Moulton seconded. Discussion: none. **Vote: 3 Yes – 0 No.**

**Minutes of Previous Meeting(s)** – Selectperson Hodgetts move to approve the additional business meeting minutes of December 17, 2021, and meeting minutes of December 21, 2021, as presented. Selectperson Reed second to the motion. Discussion: none. **Vote: 3 Yes – 0 No.**

**Public Comment - Non-Agenda Items** – Linc Merrill, North Road, commented on a meeting between the interim Town Manager, Bill Young, Selectperson Moulton, and Selectperson Hodgetts. Mr. Merrill shared comments regarding the new Town Manager. Mr. Merrill stated that he felt the proposed brew hub, replacing the formerly known Stone's Café, should go through site plan review. Mr. Merrill stated that he is not opposed to the business itself but referenced concerns to the future use of the lot. Bill Young, Sweetser Road, Mike Mallory, Walnut Hill Road, and Scott Kerr, New Gloucester Road, made similar comments. Comments made by Mr. Merrill, Mr. Mallory, and Mr. Kerr stressed the need for the brewery proposed at the previously known Stone's Café to go through site plan review. It was stressed that the matter should not have to be appealed to the Zoning Board of Appeals. Selectperson Reed responded that he felt the decision is left to the Code Enforcement Officer and made further comments on the process outlined in the Land Use Ordinance. There was further discussion on the topic between the Select Board and members of the public. Selectperson Hodgetts stated that he felt the use of the building has changed and should be reviewed by the Planning Board. Anne Graham, Farms Edge Road, shared her concerns with the back-and-forth discussion between the public and Board. Rachel Whitmarsh, Wild Turkey Lane, asked if delaying the review of the use of the formerly Stone's Café as a brewery would affect the ability to appeal. Mr. Mallory asked if a permit has been issued. Mr. Young made additional comments on the topic. Vice-Chairperson Moulton commented on how the Board should move forward. Vice-Chairperson Moulton stated that the Board should discuss the item at the next meeting. Selectperson Reed made further comments on going through the appeals process. Steve Palmer, Mountfort Road, was concerned that the item was not placed on the agenda ahead of time. Vice-Chairperson Moulton made closing statements on the issues urging the public to bring forth any concerns on the Land Use Ordinance to the Select Board for further reviews. Vice-Chairperson Moulton moved to place an agenda item on the next agenda to address the proposed use of the formerly known, Stone's Café. Selectperson Reed seconded. Discussion: discussion took place in the public comment section. **Vote: 3 Yes – 0 No.**

Selectperson Reed inquired if the Board had the authority to override the Code Enforcement Officer's decision. The interim Town Manager responded that he would speak with the Code Enforcement Officer.

Vice-Chairperson Moulton and the interim Town Manager shared an update on the Sharp's Field Agreement. Vice-Chairperson Moulton recognized Diane Morrison, Browndog Drive, to speak. Ms. Morrison shared her concerns with the Board's discretion towards public comment.

**Management Reports & Communications:**

The Town Office Report can be found online, [www.northyarmouth.org](http://www.northyarmouth.org), or at the Town Office. Selectperson Hodgetts inquired if the interim Town Manager could recall the Fuel Island purchase recently approved by the Board. The interim Town Manager responded that the agreement has already been signed and was committed.

The interim Town Manager announced that the M.S.A.D #51 school committee would be present at the Select Board's February 15<sup>th</sup> business meeting.

**Old Business:**

None.

**New Business –**

**FOAA Policy Amendments** – Vice-Chairperson Moulton moved to amend the FOAA policy, as presented. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No.**

**Set Workshop Date – Select Board Bylaws Discussion** – Anne Graham, Farms Edge Road, was recognized. Ms. Graham suggested that the Board wait until the new Town Manager starts. Selectperson Reed responded that the discussion was with the Select Board but mentioned that he has engaged the new Town Manager for suggestions. Selectperson Reed moved that the Select Board have a workshop to review the Select Board bylaws on February 1, 2022. Vice-Chairperson Moulton seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No.**

**Accounts Payable** – Vice-Chairperson Moulton moved to approve accounts payable warrants 25 & 26 in the amount of \$779,700.05, as presented for FY22. Selectperson Reed seconded. Discussion: none. **Vote: 3 Yes – 0 No.**

**Any Other Business** – None.

**Adjournment** – Selectperson Reed moved to adjourn at approximately 8:02 PM. Selectperson Hodgetts seconded. Discussion: none. **Vote: 3 Yes – 0 No.**

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

\_\_\_\_\_  
Brian Sites, Chair

\_\_\_\_\_  
James Moulton, Vice Chair

\_\_\_\_\_  
Austin Harrell

\_\_\_\_\_  
David Reed

\_\_\_\_\_  
Paul Hodgetts

# Town of North Yarmouth Select Board Business

## *IV. Management Reports & Communications*

January 18, 2021

### **Reports Attached:**

- Town Office Report
- December Expense and Revenue Reports



## Town of North Yarmouth *Town Office Report*

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January 18, 2021

### **Citizen's Initiative Referendum:**

Included here, as a reminder, is the schedule of the following actions that will take place to move forward with holding an election on March 15<sup>th</sup> from the Assistant Town Manager. This was sent to the Board via email and this is just an added reminder:

- Select Board calls for the election – 12/21/2021
- [Planning Board posts a public notice for Public Hearing on Citizen's Referendum Petition – 1/3/2022](#)
- [Planning Board public hearing on Citizen's Referendum Petition](#)
- Select Board signs warrant for Special Town Meeting/Election – 2/1/2022 (Next Meeting)
- Absentee ballots are available – 2/14/2022
- Send mailers one (1) week prior to the election – 3/3/2022 – 3/8/2022
- Election Day – 3/15/2022

Links to the Planning Board meeting and notice are included.

As noted, the Board will need to sign the warrant at their next meeting. If residents have any questions, they can reach out to the Town Office and speak with Stacey Ruby, Deputy Clerk, or Debbie Grover, Town Clerk.

*Respectfully submitted,*

*Debbie Grover, Assistant Town Manager/Town Clerk*

### **Summit Natural Gas:**

*Verbal Report from Chris Bolduc, interim Town Manager*

### **Reschedule Select Board Meeting:**

The March 15<sup>th</sup> election will be an all-day event that will take up the Select Board's meeting space. The Board may want to consider rescheduling their March meeting to the following dates:

**Wednesday, March 23, 2022**

**OR**

**Tuesday, March 29, 2022**

If the Board wishes to meet another day other than Tuesday, please refer to the Select Board calendar.

Suggested Motion: *Move that the Select Board reschedule their March 15, 2022 business meeting to \_\_\_\_\_, 2022. Second, discussion and vote follow.*

**EXPENSE SUMMARY REPORT  
DECEMBER 2021**

Department	FY21 Budget	Debits	Credits	Unexpended Balance	%	FY22 Budget	Debits	Credits	Unexpended Balance	%
<b>110 - MUN ADMN</b>										
01 - OPERATIONS	352,767.00	179,330.24	6,359.63	179,796.39	49.03	386,816.00	192,246.16	119.12	194,688.96	49.67
02 - CONTR/PROF	119,958.00	43,690.97	0.00	76,267.03	36.42	126,226.00	86,843.04	0.00	39,382.96	68.80
Totals	472,725.00	223,021.21	6,359.63	256,063.42	45.83	513,042.00	279,089.20	119.12	234,071.92	54.38
<b>120 - COMM SVCS</b>										
01 - CEO/PLAN	115,375.00	56,294.04	35.00	59,115.96	48.76	141,329.00	56,915.14	0.00	84,413.86	40.27
02 - ECONOM DEV	90,000.00	2,040.13	0.00	87,959.87	2.27	500.00	103.00	0.00	397.00	20.60
03 - PKS/REC	7,850.00	1,517.80	79.50	6,411.70	18.32	14,700.00	2,929.50	0.00	11,770.50	19.93
04 - GENL ASST	8,288.00	310.00	0.00	7,978.00	3.74	4,688.00	502.00	0.00	4,186.00	10.71
05 - SOC SERVC	3,871.00	3,070.78	0.00	800.22	79.33	3,892.00	3,096.86	0.00	795.14	79.57
06 - CEMETERIES	1,815.00	2,171.47	0.00	- 356.47	119.64	1,615.00	157.40	0.00	1,457.60	9.75
07 - LIVING WELL	1,450.00	0.00	0.00	1,450.00	0.00	1,450.00	214.68	0.00	1,235.32	14.81
Totals	228,649.00	65,404.22	114.50	163,359.28	28.55	168,174.00	63,918.58	0.00	104,255.42	38.01
<b>125 - COMM CENTER</b>										
01 - OPERATIONS	60,561.00	28,075.75	0.00	32,485.25	46.36	61,521.00	32,942.02	0.00	28,578.98	53.55
Totals	60,561.00	28,075.75	0.00	32,485.25	46.36	61,521.00	32,942.02	0.00	28,578.98	53.55
<b>130 - PUBL SAFETY</b>										
01 - FIRE RESCUE	332,820.00	131,338.19	0.00	201,481.81	39.46	366,029.00	152,005.42	1,040.22	215,063.80	41.24
02 - CONTR/PROF	115,719.00	53,093.44	0.00	62,625.56	45.88	126,303.00	53,381.61	0.00	72,921.39	42.26
Totals	448,539.00	184,431.63	0.00	264,107.37	41.12	492,332.00	205,387.03	1,040.22	287,985.19	41.51
<b>140 - PUBLIC WORKS</b>										
01 - OPERATIONS	464,058.00	201,722.07	701.91	263,037.84	43.32	471,802.00	217,461.54	1,724.73	256,065.19	45.73
Totals	464,058.00	201,722.07	701.91	263,037.84	43.32	471,802.00	217,461.54	1,724.73	256,065.19	45.73
<b>145 - BLDGS/GRNDS</b>										
01 - OPERATIONS	43,639.00	18,611.28	0.00	25,027.72	42.65	44,814.00	16,463.96	0.00	28,350.04	36.74
02 - UTILITIES	51,130.00	17,924.59	0.00	33,205.41	35.06	46,351.00	20,854.79	0.00	25,496.21	44.99
03 - FACLTY MAINT	33,091.00	15,582.49	0.00	17,508.51	47.09	37,631.00	18,221.99	0.00	19,409.01	48.42
Totals	127,860.00	52,118.36	0.00	75,741.64	40.76	128,796.00	55,540.74	0.00	73,255.26	43.12
<b>150 - SW/RECYCLING</b>										
01 - SOLID WASTE	230,733.00	97,455.98	0.00	133,277.02	42.24	222,821.00	90,548.86	0.00	132,272.14	40.64
Totals	230,733.00	97,455.98	0.00	133,277.02	42.24	222,821.00	90,548.86	0.00	132,272.14	40.64
<b>160 - FIXED EXPENS</b>										
01 - DEBT SERVICE	280,650.00	229,137.50	0.00	51,512.50	81.65	275,400.00	226,512.50	0.00	48,887.50	82.25
02 - EE BENEFITS	444,881.00	167,555.74	114.75	277,440.01	37.64	416,811.00	170,269.93	0.00	246,541.07	40.85
03 - INSURANCE	46,906.00	23,056.50	0.00	23,849.50	49.15	45,774.00	43,595.00	0.00	2,179.00	95.24
04 - EDUCATION	7,898,211.00	3,949,105.44	0.00	3,949,105.56	50.00	8,230,390.00	4,115,195.17	0.00	4,115,194.83	50.00
05 - SHARED SVCS	201,577.00	50,394.25	0.00	151,182.75	25.00	321,651.00	80,412.75	0.00	241,238.25	25.00
06 - COUNTY TAX	416,874.00	380,619.00	0.00	36,255.00	91.30	395,947.00	395,947.00	0.00	0.00	100.00
Totals	9,289,099.00	4,799,868.43	114.75	4,489,345.32	51.67	9,685,973.00	5,031,932.35	0.00	4,654,040.65	51.95
<b>Final Totals</b>	<b>11,322,224.00</b>	<b>5,652,097.65</b>	<b>7,290.79</b>	<b>5,677,417.14</b>	<b>49.86</b>	<b>11,744,461.00</b>	<b>5,976,820.32</b>	<b>2,884.07</b>	<b>5,770,524.75</b>	<b>50.87</b>

REVENUE SUMMARY REPORT  
DECEMBER 2021

100 - REVENUES	FY21					FY22				
	Budget	Debits	Credits	Uncollected Balance	%	Budget	Debits	Credits	Uncollected Balance	%
4010 - AGENT FEES	12,100.00	0.00	8,913.25	21,013.25	73.66	13,000.00	0.00	8,137.50	4,862.50	62.60
4020 - RESCUE FEES	60,000.00	0.00	27,346.84	87,346.84	45.58	50,000.00	0.25	36,237.88	13,762.37	72.48
4030 - APPEALS	50.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	50.00	0.00
4040 - BETE REIMBURSEMENT	42,712.00	0.00	52,052.00	94,764.00	121.87	53,685.00	0.00	61,609.00	-7,924.00	114.76
4050 - BOAT EXCISE	5,950.00	3.00	1,897.30	7,844.30	31.84	5,500.00	0.00	1,436.40	4,063.60	26.12
4060 - BUILDING PERMITS	75,000.00	0.00	60,159.33	135,159.33	80.21	62,000.00	0.00	57,698.72	4,301.28	93.06
4067 - BURN PERMITS	240.00	0.00	0.00	240.00	0.00	200.00	0.00	80.00	120.00	40.00
4080 - CATV FRANCHISE FEES	30,000.00	500.00	15,023.44	44,523.44	48.41	30,000.00	0.00	13,857.23	16,142.77	46.19
4090 - CELL TOWER RENTAL	40,000.00	0.00	21,401.29	61,401.29	53.50	42,000.00	0.00	21,918.01	20,081.99	52.19
4100 - CEO FINES						0.00	0.00	0.00	0.00	-
4110 - CEO MISC. PERMITS	250.00	0.00	0.00	250.00	0.00	4,750.00	0.00	200.00	4,550.00	4.21
4115 - CEO ADMIN FEES						7,500.00	0.00	4,351.00	3,149.00	58.01
4130 - CLERK FEES	800.00	0.00	227.00	1,027.00	28.38	700.00	0.00	415.00	285.00	59.29
4140 - CUSTOMER SERV FEES	650.00	0.00	285.17	935.17	43.87	350.00	0.00	294.59	55.41	84.17
4150 - DOG LICENSE FEES	1,650.00	0.00	1,039.00	2,689.00	62.97	1,550.00	5.00	783.00	772.00	50.19
4155 - DONATIONS	0.00	0.00	75.00	75.00	-	0.00	0.00	0.00	0.00	-
4157 - PARK USE PERMIT DOGS	1,200.00	0.00	0.00	1,200.00	0.00	500.00	0.00	100.00	400.00	20.00
4160 - ELECTRICAL PERMITS	15,500.00	0.00	9,963.02	25,463.02	64.28	11,000.00	0.00	11,954.05	-954.05	108.67
4190 - FOAA FEES						0.00	0.00	171.60	-171.60	-
4200 - GENEALOGY SEARCH	150.00	0.00	15.00	165.00	10.00	0.00	0.00	0.00	0.00	-
4210 - GENERAL ASSISTANCE	2,500.00	0.00	0.00	2,500.00	0.00	700.00	0.00	0.00	700.00	0.00
4220 - HOMESTEAD EXEMPTION	333,594.00	0.00	293,265.00	626,859.00	87.91	323,222.00	0.00	323,353.00	-131.00	100.04
4230 - REN. ENERGY EXEMPTION	-	-	-	-	-	0.00	0.00	4,698.00	-4,698.00	-
4240 - INSURANCE CLAIMS	-	-	-	-	-	0.00	0.00	0.00	0.00	-
4255 - EMA REIMBURSEMENTS	-	-	-	-	-	8,000.00	0.00	0.00	8,000.00	0.00
4257 - CARES ACT - COVID19	-	-	-	-	-	0.00	0.00	0.00	0.00	-
4260 - LRAP	27,400.00	0.00	26,048.00	53,448.00	95.07	25,000.00	0.00	0.00	25,000.00	0.00
4265 - P&C POOL	5,500.00	0.00	5,025.00	10,525.00	91.36	5,000.00	0.00	4,555.00	445.00	91.10
4270 - MSAD ELECTIONS	1,600.00	2,520.90	2,520.90	1,600.00	0.00	1,700.00	0.00	0.00	1,700.00	0.00
4280 - MISC REVENUES	1,200.00	2,267.57	2,594.18	1,526.61	27.22	1,200.00	0.00	1.00	1,199.00	0.08
4290 - BMV EXCISE	828,750.00	448.78	575,818.31	1,404,119.53	69.43	950,000.00	0.00	533,138.71	416,861.29	56.12
4310 - PEER REVIEW	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
4320 - PLANNING BOARD	1,200.00	25.00	3,000.00	4,175.00	247.92	1,200.00	0.00	525.00	675.00	43.75
4330 - PLUMBING PERMITS	18,000.00	0.00	6,967.50	24,967.50	38.71	10,000.00	0.00	7,582.50	2,417.50	75.83
4335 - PRIVATE ROAD SIGNS	300.00	0.00	88.94	388.94	29.65	300.00	0.00	121.50	178.50	40.50
4340 - RENTAL FEES	10,200.00	0.00	5,525.00	15,725.00	54.17	10,200.00	0.00	5,525.00	4,675.00	54.17
4342 - (NEW) ROAD ORDINANCE PERMITS	-	-	-	-	-	0.00	0.00	100.00	-100.00	-
4345 - WH&CC FEES	51,970.00	600.00	1,295.00	52,665.00	1.34	51,400.00	6,967.00	17,749.35	40,617.65	20.98
4346 - WH&CC SPCL EVENTS	-	-	-	-	-	0.00	0.00	947.00	-947.00	-
4350 - REVENUE SHARING	271,799.00	0.00	192,622.02	464,421.02	70.87	423,770.00	0.00	285,715.54	138,054.46	67.42
4360 - SALE OF ASSETS	0.00	0.00	25.00	25.00	-	2,700.00	0.00	984.00	1,716.00	36.44
4370 - SITE PLAN REVIEW	1,200.00	0.00	250.00	1,450.00	20.83	750.00	250.00	250.00	750.00	0.00
4380 - SNOWMOBILE CLUBS	1,250.00	0.00	0.00	1,250.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
4390 - SOLID WASTE/RECY.	148,000.00	0.00	87,488.22	235,488.22	59.11	170,000.00	0.00	86,158.71	83,841.29	50.68
4400 - SW HAULER PERMIT	75.00	0.00	50.00	125.00	66.67	75.00	0.00	0.00	75.00	0.00
4420 - TAX INTEREST	15,000.00	57.40	9,634.27	24,576.87	63.85	12,000.00	0.00	10,697.14	1,302.86	89.14
4430 - TAX PENALTY	3,000.00	0.00	975.67	3,975.67	32.52	3,000.00	0.00	934.16	2,065.84	31.14
4450 - TIMBER HARVEST	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	-
4480 - TREE GROWTH	4,000.00	0.00	2,330.52	6,330.52	58.26	2,500.00	0.00	3,568.10	-1,068.10	142.72
4485 - CONSOLIDATED LEASE	6,000.00	0.00	3,000.00	9,000.00	50.00	6,000.00	0.00	0.00	6,000.00	0.00
4500 - VETERAN'S EXEMPTION	2,950.00	0.00	2,153.00	5,103.00	72.98	2,200.00	0.00	2,099.00	101.00	95.41
4510 - VITAL RECORDS	3,100.00	0.00	1,591.80	4,691.80	51.35	2,600.00	0.00	1,366.60	1,233.40	52.56
<b>Final Totals</b>	<b>2,030,840.00</b>	<b>6,422.65</b>	<b>1,420,665.97</b>	<b>3,445,083.32</b>	<b>69.64</b>	<b>2,298,302.00</b>	<b>7,222.25</b>	<b>1,509,313.29</b>	<b>796,210.96</b>	<b>65.36</b>



# Town of North Yarmouth Select Board Business

## *V. Old Business*

January 18, 2021

### **Action Item(s)**

- **Stone's Café/Brew Pub Updates:**

Discussion led by Chairperson Sites and interim Town Manager Bolduc

- **60 – Day Comment Period:**

Included in the Board's packets are the comments from residents in response to the 60-day comment period requested by the Board.

Discussion led by Chairperson Sites.

**60 Day Open Comment Period**  
**Suggestions for possible Charter Changes.**  
**October 10<sup>th</sup> – December 10<sup>th</sup>, 2021**

**13 Submissions Received**

**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Friday, October 8, 2021 11:21:19 AM

---

Submitted on Friday, October 8, 2021 - 11:21am  
Submitted by anonymous user: 165.225.220.217  
Submitted values are:

Name of Resident Submitting Comment(s): Austin Harrell  
Your Steet Address: 444 Gray Road  
Telephone Number: 3033584579  
Enter Your Comments Here: Would like to see a code of conduct adopted for the Select Board as well as a residency requirement for the Select Board and committees.  
Upload Documents:  
Your Email Address (optional): [harrellar@gmail.com](mailto:harrellar@gmail.com)  
Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:  
<https://www.northyarmouth.org/node/130111/submission/4301>

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To: <a href="mailto:townclerk@northyarmouth.org">townclerk@northyarmouth.org</a>	Message Score: 1	High (60): <b>Pass</b>
From: bounces+13876194-7318-townclerk=northyarmouth.org@sendgrid.net	My Spam Blocking Level: Medium	Medium (75): <b>Pass</b>
		Low (90): <b>Pass</b>
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**TOWN OF NORTH YARMOUTH**  
*The Town Where Others Began.*

**Town Charter - Open Comment Form**

The Open Comment Period for Possible Amendments or Revisions to the Town Charter is open for 60 days, beginning October 10th and ending December 8th.

Submitter's Name: Debbie Grover

*(required)*

Submitter's Street Address: 80 Pembroke Peak

*(required)*

Telephone Number: 207-829-1275 Email Address: \_\_\_\_\_

*(required)*

Comment(s): \_\_\_\_\_

1. All elected officials must be registered to vote and reside in North Yarmouth .
2. All appointed board and committee members must reside in North Yarmouth .
3. Enact a "recall process" for elected officials.
4. Alternate board and committee members move up to a voting member of the board or committee upon approval of the board/committee members when there is a vacant seat created due to resignation or voting member does not wish to be re-appointed.

By checking this box, I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

Submitter's Signature *(required)*

10/12/2021

Date

**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Thursday, October 21, 2021 8:54:10 AM

---

Submitted on Thursday, October 21, 2021 - 8:54am  
Submitted by anonymous user: 108.183.156.121  
Submitted values are:

Name of Resident Submitting Comment(s): Alvin K Ahlers  
Your Steet Address: 1203 North Road  
Telephone Number: 12078293159

Enter Your Comments Here: Agenda for Select Board meetings should be posted one week in advance of meeting. This will provide residents an opportunity to prepare for such meeting and for the Board adequate time to prepare (read and digest written materials needed for the meeting).

Upload Documents:

Your Email Address (optional): [aahlers@maine.rr.com](mailto:aahlers@maine.rr.com)

Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:

<https://www.northyarmouth.org/node/130111/submission/4306>

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**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Friday, October 22, 2021 10:20:04 AM

---

Submitted on Friday, October 22, 2021 - 10:19am  
Submitted by anonymous user: 2603:7080:4701:caaa:8c1d:a0e8:6b3:da21  
Submitted values are:

Name of Resident Submitting Comment(s): Chris Cabot  
Your Steet Address: 418 Walnut Hill Road  
Telephone Number: 2074006681

Enter Your Comments Here: I recommend that North Yarmouth move to a town council form of government. The urgency required by many topics these days does not match well with an annual town meeting format.

Upload Documents:

Your Email Address (optional): [chris.c.cabot@gmail.com](mailto:chris.c.cabot@gmail.com)

Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:  
<https://www.northyarmouth.org/node/130111/submission/4311>

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**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Monday, November 1, 2021 10:57:58 AM

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Submitted on Monday, November 1, 2021 - 10:57am  
Submitted by anonymous user: 2603:7080:4740:38:acd1:e88c:a58d:c81  
Submitted values are:

Name of Resident Submitting Comment(s): Rob Wood  
Your Steet Address: 116 Milliken Road  
Telephone Number: 2078295592

Enter Your Comments Here: I believe the current charter has done us well. We knew there would be bumps when we went from Administrative Assistant to Town Manager and there have been. I do not feel it is a good idea to go to a town council form of government. It would expedite many matters but also allow a small group (the counselors) to make important decisions such as ordinances and expenditures.

Upload Documents:

Your Email Address (optional): [robwood717@gmail.com](mailto:robwood717@gmail.com)

Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:  
<https://www.northyarmouth.org/node/130111/submission/4316>

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From: bounces+13876194-7318-

My Spam Blocking Level: Medium

Medium (75): **Pass**

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Town of  
**North Yarmouth**  
M A I N E

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[Home](#) > [Government](#) > [Boards/Committees](#) > [Select Board](#) > [Town Charter - Open Comment Form](#) > [Webform results](#) > [Town Charter - Open Comment Form](#)

#### Submission information

Form: [Town Charter - Open Comment Form](#) [1]  
Submitted by Anonymous (not verified)  
November 6, 2021 - 2:50pm  
67.255.254.193

#### Name of Resident Submitting Comment(s).

John K Fulton

#### Your Steet Address

739 New Gloucester Road

#### Telephone Number

12077477945

#### Enter Your Comments Here

I suggest that we add a requirement for all standing committees: "Qualifications for all Committees: Voting members of a standing committee shall be registered voters of the town and also maintain a permanent, principal residence in the town at all times during their term of office". Others can serve as non-voting advisors only."

#### Upload Documents

#### Your Email Address (optional)

databasejay@gmail.com

#### Certification

By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

Source URL: <https://www.northyarmouth.org/node/130111/submission/4321>

#### Links

[1] <https://www.northyarmouth.org/select-board/webforms/town-charter-open-comment-form>



**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Wednesday, November 24, 2021 2:07:51 PM

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Submitted on Wednesday, November 24, 2021 - 2:07pm  
Submitted by anonymous user: 108.183.156.121  
Submitted values are:

Name of Resident Submitting Comment(s): Alvin K Ahlers  
Your Street Address: 1203 North Road  
Telephone Number: 12078293159

Enter Your Comments Here: I would suggest that the Town stop appointing "alternate members" to committees. If a person is appointed to a committee, they should be totally involved. They should be able to participate in any deliberation and to vote on issues before the committee.

Upload Documents:

Your Email Address (optional): [aahlers@maine.rr.com](mailto:aahlers@maine.rr.com)

Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:

<https://www.northyarmouth.org/node/130111/submission/4331>

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**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Wednesday, December 1, 2021 2:16:31 PM

---

Submitted on Wednesday, December 1, 2021 - 2:16pm  
Submitted by anonymous user: 98.2.209.7  
Submitted values are:

Name of Resident Submitting Comment(s): Annie Graham  
Your Steet Address: 97 Farms Edge Rd  
Telephone Number: 2077128253  
Enter Your Comments Here:

The Town Charter which was revised during 2012-2013 time period is comprehensive and well done. It is noteworthy that it was initially established in 1982. The Charter Commission was a broad representation of residents with expertise in law, engineering and government who did an exemplary job.

Here are my recommendations for minor revisions:

- Board of Selectmen should be changed to Select Board throughout the document.
- Selectman should be changed to Select Person throughout the document.
- All Select Board meetings will be conducted by the Roberts Rules of Order. Select Board meetings are not public hearings.
- All members of the Select Board, elected and appointed committee and board members must have a permanent, principal residence in North Yarmouth at all times during term of service. This is noted for only the Select Board now. (A current member of the Budget Committee is not residing in town. This should disqualify this individual.)
- It should be noted that no person who wishes to serve the town in any capacity will be discriminated against due to gender, race or ethnicity.

I would strongly urge the Select Board to not have a new Charter Commission. It is unnecessary and costly.

Thank you for soliciting suggestions for revisions.

Respectfully submitted,

Annie Graham

Upload Documents:

Your Email Address (optional): [apgraham1@gmail.com](mailto:apgraham1@gmail.com)

Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:  
<https://www.northyarmouth.org/node/130111/submission/4336>

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Message Score: 1

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Medium (75): **Pass**

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**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Tuesday, December 7, 2021 10:22:03 AM

---

Submitted on Tuesday, December 7, 2021 - 10:21am  
Submitted by anonymous user: 67.253.78.209  
Submitted values are:

Name of Resident Submitting Comment(s): Audrey Lones  
Your Steet Address: 107 Baston Rd  
Telephone Number: 2073291302

Enter Your Comments Here:

Our current town charter does not have any egregious problems that would warrant the creation of a Charter Commission at this time.

It has been less than 10 years since the town adopted the current charter which made a major change in our town's form of government to Select Board, Town Manager, Town Meeting from Select Board, Administrative Assistant, Town Meeting.

This was an important step to improve and professionalize operational management of the town considering its rapid rate of growth since 2010 and the anticipated further pressure due to regional growth.

It is highly unusual for a Charter Commission to be convened so soon after the adoption of a new charter, particularly since there has been no evidence that our town's recent challenges are due to a fault in the charter itself.

The town's most recent approach to making minor changes to the charter through warrant articles should continue until such time that the town's size and services are projected to grow at a higher rate than the past decade.

Upload Documents:

Your Email Address (optional): [audrey@alum.mit.edu](mailto:audrey@alum.mit.edu)

Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:  
<https://www.northyarmouth.org/node/130111/submission/4341>

**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Thursday, December 9, 2021 11:03:46 AM

---

Submitted on Thursday, December 9, 2021 - 11:03am  
Submitted by anonymous user: 74.77.162.155  
Submitted values are:

Name of Resident Submitting Comment(s): Scott Kerr

Your Steet Address: 37 NEW GLOUCESTER RD

Telephone Number: 2073295799

Enter Your Comments Here: see attached

Upload Documents:

[https://www.northyarmouth.org/system/files/webform/scott\\_kerr\\_charter\\_co...](https://www.northyarmouth.org/system/files/webform/scott_kerr_charter_co...)

Your Email Address (optional): [scottkerr@maine.rr.com](mailto:scottkerr@maine.rr.com)

Cerftiation : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:

<https://www.northyarmouth.org/node/130111/submission/4346>

Scott Kerr

[scottkerr@maine.rr.com](mailto:scottkerr@maine.rr.com)

207-329-5799

NY Charter comments 2021-12-07

Some months ago, I started writing these comments on the 2013 Charter to show that the time had come to update the Charter and to point out a lack of overall vision, some purposeful and some not so purposeful provisions of the Charter and changes that might clarify the purpose and roles of North Yarmouth's Town government to spark an interest in studying the Charter. There now seems to be a more general interest in revisiting the Charter. My purpose has shifted to showing the breadth of need for an overall vision and procedures to help achieve the vision of harmonious and productive town government. I have studied the Charter and government in collaboration with several residents with extensive experience in Town government, service on scores of boards, management experience, work as consultants, accountants and auditors of organizations. This memo reflects their input and the input of others in the community.

I will

- summarize the 2013 Charter Commission's Summary Report on the then proposed Charter,
- describe what the Summary does and does not cover,
- describe what the Summary includes but which the Charter does not include,
- suggest some higher-level aspects of good governance that the Summary and the Charter do not include,
- suggest changes in the details of the existing Charter
- and list other areas that should be covered by a Charter based in part on contemplating questions about governance that people have asked and not found addressed by the Charter.

### **Summary of the 2013 Charter Commission's Summary Report**

In June 2013, NY residents voted to replace the 1982 Charter rather than to simply amend it for an eight time and adopted NY's first Charter that provided for a Select Board and a Town Manager rather than a Board of Selectmen and Administrative Assistant. The Charter Commission's Summary Report that appeared in the Town's Annual Report for Fiscal Year 2013 detailed the background of the NY Charter, the Commission's composition and process and the view that the Board of Selectmen was faced with the growing demands of municipal government and that it was time to replace the position of administrative assistant to the BOS with a stronger Town Manager position to ease the burdens on the BOS and to more clearly define the relationship between the SB and the Town Manager, who is referred to as the chief executive and administrative officer, to shift more of the day-to-day responsibilities of government from the SB to the manager which will be overseen by the SB to streamline Town

government. The summary is well written and worth reading to help one understand the context of the current Charter and the everchanging needs of a town and its charter which regulates the relationships between the various political bodies in NY.

The summary describes the elimination of some committees, the need for some ad hoc rather than perpetual committees as and when needs arise for specific problems and issues and the need for better definition of the committees' roles and responsibilities.

The summary addressed at great length

- low Town Meeting attendance,
- moving the TM date from June to April and
- the possibility of changing the meeting date again to improve attendance
- and the concept of changing from the current Town Meeting form of government to a Town Council a form of government in which presumably Town Councilors would be elected to vote on all issues and there would be no Town Meeting. Presumably some issues would or could be voted on at the polls by the residents. The Commission concluded that NY had not yet reached but might in the future the point where a majority of the residents wanted to abandon the SB and the Town meeting.

The Commission was very supportive of the valuable purpose of the Budget Committee which had been very hard to fill serving as an extra set of eyes on critical financial issues and serving as an entry point for residents to become involved in town government. The report expressed concern that the old charter did not provide enough guidance for the BC.

In several places the Summary refers to a need for less vagueness in defining and regulating roles, responsibilities and relationships of and among various municipal bodies, the need to get more people involved and the reality that needs change and that the form of Town government may need to change. The Summary concludes stating that "the new Charter is a step forward ... (and) should not be the end of the road".

### **Comments on the Summary Report and the Charter**

The Summary Report calls for the charter to regulate the relationships between the bodies and to better define roles, responsibilities and relationships (the 3Rs). These are appropriate goals. Unfortunately, the Summary makes these assertions and shows how some of the details of the Charter improve on the details of the prior charter but never lays out the actual organization of Town government. The Charter does not clearly define the 3Rs and the relative authority within a hierarchy of the resident voters, Select Board, Town Manager, Boards, Committees, department heads and employees. An organizational chart can provide a visual image that can succinctly summarize the relationships which can be further defined in text.

The Summary Report lays out some great goals, but the Charter does not deliver on these goals. The charter is a collection of detail that is not coordinated. This disparity may create an understanding problem. When one reads what looks like a comprehensive summary some readers will assume that the Charter reflects the summary and as the reader hits the second page of details will assume that the Charter delivers on the Summary and stop reading. An age-old dictum of writing is to tell them what you are going to tell them, tell them and then tell them what you told them. If you tell them what you are going to tell them and then tell them something different you get contradiction and confusion.

On Page 3 the Summary states that “the Administrative Assistant position should be replaced by a Town Manager” which the “Charter Commission (CC) does not contemplate (as) a revolutionary change in NY governance” and “not a substantial change”. The Summary goes on to say that “the Town Manager will be the chief executive and administrative officer” ... “to shift more of the day-to-day responsibilities of government from the Selectmen to the manager”. The Summary says that “the Manager will be overseen by the Selectmen ...to reduce the day-to-day burden on the Selectman”.

I see a conflict between the concepts of not making substantial or revolutionary changes and in having a Chief Executive and Administrative officer and the concept. I also see a conflict between the Chief Executive and Administrative Officer and adding a Town Manager to reduce the day-to-day burdens. These conflicts have led to powers being sought or asserted that were not seemingly intended and need to be resolved.

Under the prior Charter the Selectmen clearly were elected to be the political leaders and the Administrative Assistant carried out the Selectmen’s directions of day-to-day activities. The “chief executive and administrative officer” language, which also appears in the Charter, has been interpreted by some to mean that the Town Manager is the chief executive and administrative officer of more than just the day-to-day responsibilities of government that the manager was intended to relieve the Selectmen of. Regarding the manager as the chief executive and administrative officer having the power to make political determinations, to set policy and to manage more than the day-to-day would ignore that the manger will be overseen by the Selectmen and the change would not be revolutionary and substantial.

The language of the Charter in Article II regarding the Select Board makes no mention of the SB overseeing, directing, consulting, conducting performance reviews or anything else with the TM. In Article III regarding the Town Manager any executive and administrative functions not granted to the TM will be reserved to the SB. Other than choosing a TM based on the TM’s qualifications, knowledge and integrity the Charter says nothing about the SB regarding the

Town Manager other than lengthy detail on removing the Town Manager. These omissions are serious shortcomings that have led to serious conflicting perspectives.

The Charter calls for the SB and the Budget Committee, in a purely advisory role, to review and approve a preliminary budget prepared by the Town Manager. Nowhere does the Charter call for the SB to assess the condition, position or needs of the Town or its government and give direction to the Town Manager or prioritize needs for the preparation of goals, activities and a budget. If one assumes that before preparing a budget that one would establish a vision, goals and activities to reach the goals then those highly political steps seem to fall to the Town Manager who was hired to relieve the SB of some of the burden of the day-to-day governmental activities and not apparently to be the political leader of the Town. There is no clarity about who is in charge or procedures to deliver a budget or what kinds of budgets might be used or recommended.

The Charter calls for the SB to annually review and prioritize goals and objectives of ad hoc committees. But it says nothing about creating a vision, goals, objectives, giving direction and reviewing the performance for the Town, for permanent committees or for the TM. Clearly the voters elected the Selectpersons to be the political leaders of the Town and the head of a hierarchy of managers to carry out tasks. The Charter needs to reflect that political reality.

At an operational level the charter isolated the SB from the running of the Town and from the employees which prevents the SB from learning what is actually going on particularly when things are not going well or being managed well. In its letter to management of the Town the Auditor said that cash was not being balanced or reconciled to the bank statement. This is hard to imagine. The reconciliation ties the entire trial balance and financial statements to an external anchor that is verifiable. That tells us of one or two problems. One problem would be that the Town Manager and the staff did not know that banks statements should be reconciled. Or the staff knew and was afraid to point this out to the SB for fear of retribution by the TM. Either reason is bad. The SB or a finance committee needs to be involved with the operation to know that the town is actually being managed.

The Charter includes no preamble outlining the overriding purpose of the Charter or outlining the hierarchy of authority. The Charter has long lists of details but no overview and connecting matrix. This Charter should establish the relationships and roles of the residents/voters, select board members, select board, committees, Town Manager, Town employees, contractors to Town and vendors. The preamble should state that the concepts of the preamble govern the details of the Charter.

The charter includes no definitions of terms which allows people to select which meaning of words they want to be applicable to their role and intentions.



The Charter does not state where political authority comes from and who has the authority to create political policy and make political decisions. It should say that the voters elect the SB to be the political authorities who establish priorities and goals and delegate tasks to the TM and committees, direct, supervise and review their work and as appropriate approve the work and implement it or submit it to the voters for enactment. The TM and committees do not create political policy.

The Summary Report talked about changing to a Town Council form of government. That would be a substantial and revolutionary change. In a Town Council form of government, the voters elect several Town councilors who run the affairs of the Town. There is no Town Meeting and no direct vote by the voters on the budget and ordinances unless a referendum is requested.

In the last decade several controversial subjects have been voted on. Sometimes the vote is at Town Meeting and sometimes the vote is at the polls. Some votes in either venue have sometimes been overridden by subsequent votes in the other venue. Town meeting is a wonderful idea in which people present their ideas and the voters vote. The polls may not allow ideas to be fully described and promoted. I like the public discussion but 5 to 50 times as many people will go to the polls, particularly when national issues are on the ballots, as will come to Town Meeting which can drag on and on with much relevant and irrelevant commentary. Some of the Town's foundational documents have been passed into law by less than 150 voters who stayed to the last hour of the meeting. It is not hard for proponents of an idea to get a small number of supporters to come to Town Meeting (especially Special Town Meetings) and have their article passed or for opponents representing a small faction to defeat a proposal that might benefit a larger population. Different portions of the population will stop by the polls versus spend several hours in Town Meeting. Passing articles via venue shopping is not healthy. The next step is that opponents propose a ballot initiative to undo what was passed at small meeting. This is not a healthy way to run the Town.

As I studied the Charter, I had the impression that the CC had experience on boards and advising on some aspects of municipal government but not in municipal budgeting, management or creating governing structures in the context of the resources of a Town.

A charter creates a governing structure and mechanisms for management. There is no perfect organizing structure for all organizations. The structure should be organized to deal with and in the context of the goals of the Town, how much direct say the folks want, the actual knowledge of the folks that want a say or want to be involved and the resources that the community wants to dedicate to the problems of management. The organizers need to resist the effort to find a simplistic answers to complicated problems that have to be understood in their context.

If the Town wants to spend \$70,000 on a Town Manager, then the structure should not give the TM unlimited power because \$70,000 doesn't buy the skills etc. needed to run the Town

without significant insight and support from the SB and committee members. At the \$70,000 price tag the TM needs to be especially collaborative and willing to accept support and direction. The Charter should reflect the skills available for what the Town can or will pay and create strong committees of clearly capable people providing support in many areas and not just people who “want to be involved” with no clear ability to contribute substance. One must ask, “how good are the people who will run for office or volunteer?”. The answer may reveal how much the Town will have to pay for good help and requirements for boards and committees.

For \$150,00 the Town may need less SB, consultant and committee contribution. In my book smart, knowledgeable and collaborative pays for itself in the long run.

Another element in creating a structure is how rewarding other than compensation is the job of Town Manager. Are the residents supportive of capable people? Is the job itself rewarding. How long will a Town Manager stay based on pay and interest. If both are low and turnover is high, then the structure should encourage institutional memory and strong committees that will outlast a TM in a steppingstone position.

What is the breaking point between a charter amendment and charter revision? An amendment takes less time and is easier to implement. We can list issues to change and/or draft new language for the attorney to review of all our concerns and have the attorney tell us what we can change as an amendment and what requires a revision or an entire rewriting. We might be able get much of what we want with a preamble that may be an amendment which would affect much of our line-by-line changes. We might hit some big or high points with an amendment and then pursue other issues as a revision.

Rather than waiting for up to two years for either a revision or amendment to change some aspects of town government, the SB could appoint ad hoc committees to deal with some issues. The SB could appoint an ad hoc finance committee to carefully review and advise on various issues including insurance coverage, capital planning, regionalization of some functions, etc.

Following are **specific comments on specific sections of the Charter** (which may be best read with the Charter in front of you beside the comments). Some of the comments will be applicable to additional sections of the Charter. Because there are many details in the Charter that do not support the goals of the Summary Report this is lengthy and an arduous read.

As you read this think about controversies and unfortunate outcomes that might have been avoided and how you might change or add to the Charter to avoid them in the future and add to my list.

I 1 a – **Town Meeting** There is no provision for change in the date of the Town Meeting for extraordinary situations as to choosing the month of meeting or as to the date of establishing the meeting date. This led to the awkward adjournment of the Town Meeting at the April 2021 meeting that had little attendance and could easily have been voted down and the meeting would have had to go on with a limited number of folks in attendance. Governor Mills issued an executive order establishing a State of Civil Emergency. The Charter did not allow for even that level of disruption to allow a change in dates.

The Summary Report talked about trying to get more attendance by switching the TM from June to April. Some people complain that the meeting date chosen in April has fallen on the weekend at the beginning or the end of the MSAD 51 vacation and on religious holidays. A date in April or May mud season might be more flexible than just in April. The SB might be encouraged to set the date with an eye to minimizing conflicts that might reduce attendance and being sure that there is enough time to enhance the Town Warrant and Budget. The only certainty in life is that life is uncertain. There should be the flexibility to deal with uncertainty.

The charter should have (footnotes for) cross references to where a subject is discussed elsewhere.

I 1 2 – **Elections** The Charter includes the phrase “except as otherwise provided for”. Are there any exceptions elsewhere? Without knowing if there are exceptions it is hard for a reader to understand the meaning of this phrase.

II 1- **Select Board** – Address how to deal with unexpired terms or cross reference to where it is dealt with. See II 5 c

Might there be provisions for holding over a member if a replacement has not been elected?

II 2– **Qualifications.** Should there be any qualifications other than residing in NY. If there are qualifications for an office who should be the judge of a person being qualified?

When someone runs for a position on the SB or a committee should the candidate make any statement of their qualifications and experience and platform or position on current and expected issues? Should the voters have any idea of what the candidate knows, believes, thinks, acts or has experience in?

II 3 a – **Chair of SB** There should be mention of how the SB will manage the TM. Should the SB Chair be the primary and not the exclusive supervisor of the Town Manager?

There is an “a” section but no “b” section under Chair of SB. What was left of an apparently earlier draft?

There is no reference to or authority for a Vice Chair and the VC’s responsibilities, duties, role, etc.

There is no reference to or authority for subcommittees of the SB

II 4 – The section title should say SB so that may not be interpreted as powers and duties of the chair

## Page 2 of 9

### II 4 – SB Powers and Duties

II 4 e – **Goals for ad hoc.** This speaks to annually reviewing and prioritizing the goals and objectives of ad hoc committees. There is no mention of common management procedures such as establish a purpose, setting goals, etc.

This only affects ad hoc committees and there is no mention anywhere of doing the same thing for the standing committees. It should add “all” committees and add supervise, review and direct and add “at least annually”.

II

II 4 f – **Budget** The SB shall develop goals, objectives and actions and upon these the SB, TM and Budget Committee and other committees should discuss the Town’s needs etc. and the SB should give direction for next years’ annual operating and longer-term capital and TIF budgets for TM to draft budget for review cycles with the SB and BC. With consideration given to the TM and BC suggestions the SB approve an annual and longer-term capital item and TIF budgets for inclusion in the Town Warrant. The same process will be used for any interim budget proposals.

The Charter should set some standards and procedures for the budget preparation. It should suggest some preferred budgeting tools such a zero base, line item, etc.

Is it appropriate to budget and vote to fund reserves and then have the Town Manager decide how to spend the reserves without the Town’s vote?

The Charter does not give the impression that the CC had experience in municipal budgeting.

II 4 g – **Appointments** Rather than appoint until the end of a term which might be 2 ½ years away make the appointment until the next June election. This section includes to replace in the event of “removal”. I see no authority, provision or procedure for the removal of a committee member. There should be a mechanism and criteria for removal. There is too long process to remove the TM in III 5.

The SB should be evaluating members in the context of the goals etc. and evaluating the needs of the committee and of prospective new appointments so that the committee goals can be met and so that there is diversity of reasonable opinion on the committee.

Prospective committee members should be evaluated on qualifications, understanding of Town and its needs. Service should be to benefit the Town and not to benefit new people whose motivation is “becoming involved in the community”.

II 4 h – **Assessor** Appoint the assessor. The SB should be able to give some guidance as to how, within the confines of the law and court cases, the SB would like the assessing to be done. This guidance might apply to personal property and the questions of should it be taxed and how should it be valued. It should apply to the degree to which the assessor actually studies the assessed property and the complexity of the assessing model. This might apply to the actual usability of land as an example. State law and court cases make a taxpayer prove what the value of their property is. This is a virtually impossible task even with the aid of expensive consultants. Having the assessing be comprehensive is a first step in creating equity. Land value can be a function of zoning, environmental rules, topography, shape and accessibility. In my experience on the BAR some assessors have given little thought to these issues. Heavily used personal property has been assessed as if it were immortal with inadequate attention to condition, depreciation and market value.

The assessing function has been inadequately funded resulting in poor tax maps, skimpy tax records on line for public to review to find Assessor omissions and mistakes

II 4 i – **Amend and Enact ordinances** SB should be more involved in the creation of new ordinances with periodic review as ordinances develop. Committees creating ordinances have taken on political roles and created policy that should be the province of the SB.

II 4 j – **SB dealing with employees** delete “solely”.

The SB should give direction to the TM who carries out the SB’s direction.

The SB should be able to communicate with the departments heads so that they have some idea of how well or poorly the TM is running things. Better to know what is going on than to have good people quit because they have no audience.

There should be some “whistleblower” protections and sanctioned ways for the staff to point out what they perceive to be short comings in planning, policy, capability and execution.

NY’s recent audit and management letter pointed out serious shortcomings in NY’s bookkeeping and accounting which it is hard to imagine that some in the office did not have at least some sense that things were not right. If they did not they did not understand the concepts of bookkeeping, accounting and internal controls.

The SB should be looking for external feedback on the Town Manager’s performance from various sources including management in neighboring Towns and close contact with the Auditor.

II 4 j+ - Add recusal criteria

The Town has been managed via superficial surveys that asked “what do you want” with no balancing of benefits and the associated costs. Many people answer “yes, I want this” with no

concept of the tax cost or how it might actually affect other areas. Someone needs to be being sure that bad surveys do not misdirect the Town.

II 5 – **SB forfeitures and prohibitions** add no longer a resident with exceptions for emergency temporary dislocations

II 5 a i – **Qualifications** this item refers to an SB member forfeiting the member’s office for lacking any qualifications of office. The only qualification in the Charter is being an NY resident and there are no capability or performance qualifications mentioned in the Charter  
Are there any qualifications in the law?

**Page 3 of 9**

III 1 – **Town Manager Role** The Charter does not say that the Town Manager works for the SB, at the SB’s direction, at the pleasure of the SB to serve the needs of the Town. I think that it should.

III 2 – **TM qualifications** after “shall be chosen” add “and reviewed and retained” by the SB and add experience and based on a thorough investigation of prior experience. Hiding behind the privacy of personnel decisions and executive session in prior employment should in and of itself be disqualifying.

If a candidate will be chosen based on “integrity of character” a selection committee needs to be able to get others to tell them about the candidate. The candidate should waive any right to recrimination against people who tell the SB the truth about the candidate’s integrity and prior employment.

A candidate should be a collaborator and not a dictator.

III 3 a – **Roles and Responsibilities Executive** add under the direction and supervision of the SB to execute the will of the SB and the voters.

III 3 b – **Competitive Bid threshold** set this very low. Add other reviews and approvals by SB for purchases and contracts etc.

Before committing to major purchases review with SB

III 3 c – **Attendance** should some committee meetings be added  
Should “may attend other committee etc. meetings” be added? See III 3 I for cross reference.

III 3 d – **Management recommendations** add “recommendation to the SB for the SB’s approval”.

Add to concept of efficiency of operation.

III 3 e – **Responsible to SB and reporting** add direction by SB for administration. This should be moved to under “a”

**Page 4 of 9**

III 3 f – “execute” is the wrong word. It looks like it should be “Enforce all laws etc.”

III 3 g – **Committee appointments** before appointment and confirmation the SB should review the departments’ achievements, goals and needs to establish the direction of the department and approve the hiring so that a hiring is purposeful.

The SB and not the TM appoints

What does the second sentence say or mean?

III 3 i – **TM administrative control** This item gives TM power hire and fire all folks. There should be consultation with and approval of SB. Firing all the clerks in the Town Hall was not necessarily a good idea for her first month. The Bill Young and Fire Department issue suggests that having the TM be able to create controversy and liabilities for the Town without consultation with SB is a bad idea.

III 3 j – **TM removing employees** all these things should be with consultation and approval of SB. Not to “have exclusive authority ...”. RR removing BY on her own was clearly a poor move done poorly.

III 3 k – **TM appoints town employees** this seems redundant and give the TM too much authority and give the SB too little ability to intervene when things are going astray.

Last sentence. The SB should be able to do these things and ask to the TM to address them per the SB’s direction. Someone needs to be monitoring and directing behavior.

III 3 l – **TM as liaison** first sentence is partially redundant regarding attendance at various meeting. See “c”

What does the second sentence about helping taxpayers mean?

III 3 m – **TM reports financial condition** this should be on a projected and actual basis. More detail is needed about what informed means and how the information is tied to benchmarks such as the bank statement. NY needs some version of a controller or financial manager that is independent of the TM. A member of a finance committee could periodically look at the books to be sure that procedures and financial positions are on track. Failure should be cause for dismissal.

III 3 n – **TM collect data etc. for budget etc.** see II 4 f. This item discusses the collection of data. Before one collects data one should have a goal and discuss history and direction and after having some political direction from SB and BC to guide collecting data and preparing the preliminary budget for further sounds of discussion and review.

Budget should have adequate annotation so that changes and purposes are clear and so that it can be understood without a coach.

III 4 **Compensation.** Compensation shall be adequate to attract and retain highly qualified people. Do not save \$10,000 to hire someone who costs the Town hundreds of thousands of dollars through incompetence and/or arrogance.

III 5 a – **Removal and suspension of TM** Include an emergency action provision that is immediate. These procedures take too long to prevent an about to be discharged TM to continue to conduct business and control the staff to do unwanted activities or to cover up.

Include cutting off communication with Town staff and any involvement with Town activities Does there need to be a “cause” which suggests an incident rather than a general disapproval of capability, stability, performance, procedures etc.

## Page 5 of 9

III 5 b – **TM appoints successor** If the TM is being removed, disabled or absent the SB should be appointing a temporary or permanent replacement. The SB might seek input from the TM as it deems appropriate. Having a person being fired appoint a successor is bizarre. TM’s contract should not be for a long term and can provide for nothing that conflicts with the charter.

III 6 – **Regional cooperation** Poorly written. SB should be able to approve some regional cooperation until next town meeting.

Article III includes:

Nothing about assistant TM or assistant to the TM, roles etc. Succession?

Nothing about Interim TM

## IV 1 – **Electing and appointing boards.**

The Charter might be more instructive relative to committees if the committees were consulted about the functioning of the committees.

No qualifications are mentioned for the members or for committees as a whole in terms of having a balance of capability, experience, training, residency, perspectives etc.

No instructions about by-laws and what should be in them.



I would also point out that bylaws are a code of conduct and a set of rules meant to limit their actions, they do not grant authority. Authority comes from us through the SB. By-laws should come from the SB.

There are no instructions as to what constitutes a quorum, how to deal with alternates or any rules of order. Leaving these items to a committee's by-laws seems a bit haphazard and subject to manipulation.

There is nothing about rules of order for the conduct of meetings.

No mention of what constitutes an illegal meeting. No mention of town email accounts and record keeping.

Should layout parameters for surveys etc. to assess the residents' interests. Surveys should not be just a list of would you likes but include the likely costs and outcomes of the choices offered. The purpose and activity of the boards etc. seem to be assumed from the title or name of the board etc. Purpose and activity should be spelled out. Defining a committee's role by reference to rules it creates for itself is bad policy. See the PB's description which is entirely dependent upon the land use ordinance. There is not statement as to who, what or how the land use ordinance is proposed and reviewed etc. So the PB has created its own set of rules to govern its purview and behavior.

The SB shall review and direct the goals, agenda and activities of the various boards (other than independent boards such as the MSAD and the YWD) and their members. These boards etc. do not exist to create new political directions with consultation with and approval of the SB.

I would put the MSAD and the YWD references in a separate subsection and the Budget and Cemetery Committee and Commission (what is the difference and the meaning of these titles?) in their own subsection with the comments above.

#### **IV 1 b – Budget Committee**

This should be a budget and finance committee that works year round. To get a finance committee started the SB could create it as an ad hoc committee.

These budget procedures should be cross referenced to the SB and TM sections and not be in conflict. Conflict of language gives different parties a (false) basis for not acting as the charter and voters intended.

i and ii - should be written as the SB section and should be written to describe a process of SB, TM and BC reviewing accomplishments and needs. The SB should be deciding on a direction that the BC and TM flesh out for another round of review and public input and more SB direction moving toward a proposal for the Town Meeting budget warrant articles. The BC has recently not been a big contributor in the budget process and has no input after the process.

The BC could be a significant financial etc. resource for the SB. The committee should include people capable of financial analysis, know commercial insurance, be able to create a good capital improvement plan within our needs and not a few peoples' wants, deal with RFPs and purchasing. A finance committee can also serve as an audit committee. As there is not

apparently a Treasurer who actually does something the FC could serve a treasury or comptroller function. The voters should not expect every member of the SB to have all the skills, but the skills should be available to the SB and TM. The skills can come from a fiancé committee.

iii - attend public hearings on budget and Town Meeting.

iv – consultative and advisory

The Town Meeting Warrant may include BC recommended budget amounts that differ from the SB's recommended amounts as an alternative to be voted on as an amendment to an article. (This inclusion in the warrant will serve as notice to the voters if the CB Amount is higher than the SB amount that this choice will be made at TM and will override the general prohibition against increasing a budget amount that is noticed via public hearings and publication of the warrant.) There should be a written explanation of the BC's reasoning in addition to a BC member talking about it at TM. There was a lack of clarity at the last Town Meeting about allowing a BC alternative budget amount. It seemed to me that the warrant had adequately alerted voters to the possibility but apparently this should be addressed in the Charter to avoid confusion.

IV 1 d – **YWD** There should be something about the NY representative to the YWD represents the Town's, NY rate payers and communicates with the SB about the needs of NY and the YWD direction. The NY representatives seem to have done very little for NY and reported very little to NY.

## Page 6 of 9

IV 1 d – **Cemetery**. There is no provision for officers or for procedures. Second sentence and system of management is out of order. The commission should assess needs and goals, set the policies and then deal with the budget. This is service business. Treat it as such.

IV 2 – **Appointed Boards** No qualifications as to capability, experience, training, residency etc. How are vacancies dealt with? The SB should be setting goals and objectives and assessing the capabilities of the members and the needs of the committees and appoint folks who meet the needs of the committees and their purposes.

IV 2 a - **BAR**. Regular meeting. There have been years when no one complained and there were no meetings. Should there be an organizational meeting even if there is not business? There should be a published set of procedures for people who are unhappy with the assessment of their properties.  
What is the purpose of the BAR?

There are no references to State law and court cases that define how the BAR functions or the obligations of taxpayers and their petitions for relief or the necessity that taxpayers prove what their assessment should be.

**IV 2 b – Planning Board.**

Alternates. When do they vote? The Charter seems to say if a regular member is absent (does not say if a regular is recused means that they are not effectively present but one could interpret it that way) then an alternate will vote. Practice by the PB does not seem to have had alternates voting unless there would otherwise not have been a quorum. If a chair rather than the charter can determine when an alternate can vote then the chair can control who votes based on what outcome the chair desires if the chair knows or suspects they know how the alternate might vote.

The PB duties are defined by PB created ordinances. They should be defined by the charter and the SB.

Conduct of public hearings and meetings including public comment?

The Charter does not say who or what or what processes creates now zoning. The POB has acted as an ordinance review and promulgation committee with no goal setting by the SB. There is no reference to the Comprehensive Plan or how it influences zoning.

**IV 2 c – ZBA**

The only description of duties is by reference to the Town’s ordinances which are massive documents where the ZBA is a side issue and not analyzed by voters as a management document

**IV 2 d – Parks and Recreation**

‘I and ii’ seem repetitive and poorly constructed. Advise, supervise, oversee and make recommendations don’t seem to fully describe a process political direction, goals and tasks. There should be some reference to the SB giving P&R direction and priorities to manage the properties.

**IV 2 e – Shellfish** What is the legislation referenced and what role does the Yarmouth ordinance allow to NY?  
What does it do?

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**IV 2 f – EDSC**

The EDSC shall execute such duties as prescribed in the town comprehensive plan, strategic development plan and charge of responsibilities established by the SB. Without reading those documents, I suspect that there may be conflicts between them, differing claims of authority and differing priorities. The charter should give some summary of the purpose and that the role

is ultimately governed by the current SB with some guidance from the other two documents which may be well out of date at a particular time.

Sustainability could refer to many municipal functions

This type of drafting seems to suggest that there was more work to do in making rules for committees than the CC had time for.

#### IV 2 g – **NY School Fund**

There should be some reference to purpose other than the Fund's by-laws and whatever the SB says.

#### IV 2 h – **Wescustogo Hall**

No guidance as to goals, purposes, priorities or supervision and direction by SB.

The SB should be creating a business plan with a budget for operations and capital expenditures.

This should not be an independent fiefdom.

Rental income. What groups to serve? How to relate to Cumberland Rec?

What does "is no longer validating" mean in the last sentence?

#### IV 3 – **Ad Hoc Committees**

The preamble is disjointed and not logically sequential.

There are no criteria including residency as a qualification for serving.

Where in the Charter are Living Well and Events and Flags committees?

Why is there no Public Safety Committee that anticipates needs and capabilities within the Town and regionally?

IV 3 a – **SB Goals** This should provide for ongoing SB direction and review and be correlated to e.

IV 4 b – **Appoint members** This should be in the introductory paragraph and b should be before a.

There is no provision for how by-laws are created or approved and how they might relate to other Town documents including the charter or how the SB might periodically direct revision of rules that are not being followed or that should be changed.

Efficient operation is only one criterium by which to devise and judge by-laws.

There is not mention of the Knight's Pond Joint Standing Committee and how NY representatives are selected or what they are expected to do.

## V General Provisions

### V 1 – Amendments

Maine statutes are vague about what amendment and revisions to charter are and how voting should be conducted. More section in the Statue deal with amendments and revision than are included in 2101 through 2109.

### Page 9 of 9

V 5 – **Liberal construction** of Town powers. This Charter is not about the Town's powers. It is about the respective powers of the subsets of Town government so "the powers of the town under this charter shall be construed liberally" seems meaningless. It might say that the powers of the SB are to be construed V 2 - **Effective Date**. This should include the dates of original creation and of all the amendments

V 4 – **Conflicts of Interest** This section addresses only financial conflicts of interest. It might also address other non-financial conflicts.

Section V might address initiating a process via SB initiative, request to the SB or by petition if the SB does not initiate a process.

liberally i.e., by giving the SB more power.

The End! (sort of)

### Other Things to consider

The need for an Organizational chart

Establishing annual etc. visions, goals, performance reviews, etc.

The positions of some people or consultants that have recently worked for the Town are not mentioned in the Charter and there is not framework for establishing goals or oversight including:

Town Planner

Community Center manager

Electing Board Chairs.

At first meeting. No language on what to do if that is not possible.

In the case of no quorum being present one could say that there was no meeting until there were enough members to create a quorum

No language for later votes even if the chair becomes vacant

No language for public recall or removal of a member by the SB or by committee. Page 2 of 9 Art II-4-g "SB shall have the authority to appoint members to elected boards in the event of removal, disability etc.

#### Alternates

How should alternates be dealt with in terms of:

- Their role

- Voting

- Part of quorum calculation

- Are they needed or should their number be added to the number of regular members?

The Charter reads "an alternate may only vote in the absence of a regular member" and mentions alternates i

Do they automatically get to vote if a regular member is absent or can the chair make rules as to who votes and possibly control the vote to favor the chair's wishes?

#### Co-chairs of committees

This possibility is not addressed in the affirmative or negative in the Charter.

Can co-chairs be an option for practical considerations or if no one gets a plurality when the voting has an equal number of members at the organizational meeting

- Can a co-chair who gains a majority oust a minority cochair?

- Should cochairs have equal rights, responsibilities and authorities

- Do they co-chair everything including meetings or alternate setting the agenda and running the meeting

- Do they alternate or share some duties?

- How do they build an agenda? Include both cochairs' issues

#### Nothing about conduct of meetings

- Public, on-line, conduct, rules, public comment, encouraging public comment

- No mention of governing rules such as Roberts or the Maine Moderators

#### Meeting minutes

Quality of meeting minutes and availability. Is public comment in the minutes. The minutes are minutes only if they reflect what was said or at least a reference to the subject mentioned.

Should the minutes be recorded and prepared by someone other than the committee selling their agendas?

#### Studies and Surveys.

Some surveys on which town direction has been based have been benefit surveys done with no context or practicality or cost.

NY has paid large sums of money for studies to prove political point that were seriously imbalanced

#### Creation of committee by-laws

Some committees, but not all, are empowered to create by-laws governing their conduct and scope of authority. In some cases these by-laws have been buried in 100 page ordinances that are voted up or down for the whole 100 pages. These powers and rules should be created by the Charter or by the SB and ratified by the voters.

In a case of disability or absence the TM appoints TM's temporary replacement in III-5 b. Unless it is in the case of an emergency and for a very short time period the SB should be making the appointment

There should be a Public Safety Committee for fire and rescue and police (even if the police issue is only to continue to rely on random drives through Town by random deputy sheriffs)

#### Training or orientation of committee members

The Charter should say all boards and committee members shall be trained and advised of the pertinent statutes regarding their meetings and the towns conflict of interest policy. Intentional violations make the member subject to removal by the Select Board who are required to investigate any situation brought to their attention.

#### Filling vacant committee seats

The Charter should be specific relative to all committees how and when new members become members with within the State's laws on the subject. Recent issues have included election versus appointment and the time the vacancy was created relative to the length of the unexpired term and the net municipal election.

**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Thursday, December 9, 2021 11:21:38 AM

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Submitted on Thursday, December 9, 2021 - 11:21am  
Submitted by anonymous user: 74.77.162.228  
Submitted values are:

Name of Resident Submitting Comment(s): Audrey Farber

Your Steet Address: 410 Walnut Hill Rd

Telephone Number: 2073181747

Enter Your Comments Here: I don't have any comments but I thought I should comment to that effect — no problems with current charter as-is

Upload Documents:

Your Email Address (optional):

Cerftiation : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:

<https://www.northyarmouth.org/node/130111/submission/4351>



**From:** [Town of North Yarmouth ME via Town of North Yarmouth ME](#)  
**To:** [Debbie Allen Grover](#)  
**Subject:** Form submission from: Town Charter - Open Comment Form  
**Date:** Friday, December 10, 2021 3:44:46 PM

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Submitted on Friday, December 10, 2021 - 3:44pm  
Submitted by anonymous user: 67.253.238.86  
Submitted values are:

Name of Resident Submitting Comment(s): Katie Murphy  
Your Steet Address: 440 Mountfort Rd  
Telephone Number: 5952997  
Enter Your Comments Here:  
Charter comments  
Katie Murphy  
[katie@univoicehistory.com](mailto:katie@univoicehistory.com)

#### Article I

- 1 a. on a Saturday in April of each year: Delete. Reason: the pandemic showed that we unfortunately can't always be this specific.
3. Question: In general—it is true as was implied by a speaker at the last SB meeting that local rules/regulations supercede state?
- 4.a-c “as required by law” – not sure what the law requires re: how notice should be given? In this day and age of multiple ways of notice, should there be specificity?
- 4e. Re: ad hoc. I think the SB has recently reviewed ALL committees annually, not just ad hoc committees?

#### Article III

- 2b. Suggest inserting “within the town of North Yarmouth” to make it clear that s/he could live elsewhere and serve on a board/commission there.
- 3b. Suggest inserting “in consultation with Town department heads”
- 3d. “ordinance changes” – does this conflict with the responsibilities of the Planning Board? Should that collaboration be made clear?
- 3l. Delete “to” (and to attend...)

#### Article IV

- a. Change MSAD to MSAD#51.

Comment in general re: the Budget Committee—I applaud the work that this committee does. They meet with individual town departments and look closely at the details. We are fortunate to have these volunteers. My information comes from Pam Ames, a longtime budget committee member who has served faithfully and professionally.

4b. Bylaws: Suggest a check of town website to be sure bylaws of all committees are posted and can be easily found.

#### Article V

3b. Change “selectmen” to selectperson

#### General comments:

I was glad to read through the Charter and see our town organization so clearly laid out. I applaud the committee that put this together—a very diverse group, as I recall—who looked to other charters as models, consulted with MMA, and shaped this document to fit and reflect our town.

If the purpose of some, in critique of this Charter, is to revert back to a system with a town administrator vs. a town manager, I would highly caution against such a backward move.

Select Board members should not be in the position of overseeing personnel. This is a managerial responsibility. It is deeply disturbing to consider that select board members—serving practically as volunteers with no dedicated, compensated time and with no HR training or experience—should be in the position of personnel oversight.

Katie Murphy  
December 10, 2021

#### Upload Documents:

Your Email Address (optional): [katie@univoicehistory.com](mailto:katie@univoicehistory.com)

Certification : By checking this box I certify that I am a resident of the Town of North Yarmouth and I am the person making/submitting this comment(s).

The results of this submission may be viewed at:  
<https://www.northyarmouth.org/node/130111/submission/4356>

# Town of North Yarmouth

## Select Board Business

### VI. *New Business*

January 18, 2021

#### **Action Item(s)**

- **Vacancy – Budget Committee:**

Amy Page of the Budget Committee has recently resigned from her position due to a move out of town. This leaves one (1) vacancy on the committee that can either be filled by the Board by an appointment until the next election or by an election called by the Board.

- Charter Authority:

“In the case of elected positions described in Article IV below (M.S.A.D. 51 Board of Directors, Budget Committee, Yarmouth Water District, and Cemetery Commission), the Select Board shall have the authority to appoint members to otherwise elected committee positions in the event of removal, disability, or resignation and in the event no qualified candidate is elected on a secret ballot. Such appointments shall be for the unexpired term of such position.”

- Term: June 30, 2023

- Other Applicants:

The Board has one interested applicant (application attached).

- **Referendum Vote Forum Date:**

Item led by Chairperson Sites. The Select Board’s calendar for January, February, and March is attached for reference.



# TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

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

- Board of Assessment Review
- Budget Committee
- Economic Development and Sustainability Committee
- Events Committee
- Flag Committee
- Joint Standing Committee
- Living Well in North Yarmouth
- North Yarmouth School Fund Trustee
- Parks & Recreation Committee
- Planning Board
- Prince Memorial Library Advisory Board
- Recycling Advisory Committee
- Shellfish Conservation Commission
- Zoning Board of Appeal

Please provide the following information:

Name: JOHN K FULTON (JAY)  
 Email: DATABASE-JAY@GMAIL.COM  
 Mailing Address: 739 New Gloucester Road, North Yarmouth, ME 04097  
 Phone: \_\_\_\_\_

- Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. I am interested in helping to review recommendations, and to develop consensus for new ones
- Do you have any relevant experience, training or credentials that you would like us to consider? Yes. Previously work on 3 committees, and a technical background from work prior to retirement.  
ACADEMIC DEGREE Bachelor of Science : E-BUSINESS 2003
- Have you ever served on any boards/ committees before? If so, when and where? in order: communications committee, Living Well and the recently completed solar committee

John K Fulton (John) 2018 thru 2021  
 Volunteer Signature Date 6/30/2021

Please email this form to [manager@northyarmouth.org](mailto:manager@northyarmouth.org), mail to 10 Village Square Road, North Yarmouth, ME 04097, or drop it off at the Town Office; (207)829-3705

# Town of North Yarmouth Select Board Business

## *VII. Accounts Payable*

January 18, 2021

### **Action Item(s)**

- *Move to approve accounts payable warrants 27, 28, & 29 in the amount of \$210,675.98. Second, discussion and vote follow.*



# TOWN OF NORTH YARMOUTH



Authorization of accounts payable for the Fiscal Year 2022 totaling:

Payroll:	\$ 45,514.39
*Town Payables:	\$ 166,161.59
	<hr/>
<b>TOTAL</b>	<b>\$ 210,675.98</b>

\*Itemized warrants 27, 28 & 29 attached.

Board of Selectpersons

\_\_\_\_\_  
Austin Harrell

\_\_\_\_\_  
Paul Hodgetts

\_\_\_\_\_  
Brian Sites- Chair

\_\_\_\_\_  
James Moulton- Vice Chair

\_\_\_\_\_  
David Reed

Dated: January 18, 2022

WARRANT: 27

Check	D / D	Check	Employee	Gross Pay
10903	100.00	15.44	005 GREGORY PAYSON	125.00
14577	48.58	0.00	123 ARTHUR L WOODCOCK JR	52.60
14578	765.07	0.00	402 ANTHONY C REGIS	828.44
14579	177.32	0.00	404 DANIEL P GEARY	192.00
14580	919.98	0.00	405 STEPHEN A GEARY SR.	996.18
14581	95.38	0.00	406 VERNON C GOFF JR	103.28
14582	278.04	0.00	408 FORTUNAT MUELLER	409.36
14583	848.50	0.00	412 DAVID R HYDE	918.78
14584	381.51	0.00	414 WENDELL RAY WOODCOCK JR	413.11
14585	22.16	0.00	417 JONATHAN S. EDDY	24.00
14586	62.18	0.00	423 CHARLES T. HANSEL	67.33
14587	232.73	0.00	424 ROBERT J BIRD	252.00
14588	95.38	0.00	437 KEVIN F O'SULLIVAN	103.28
14589	846.23	0.00	439 WENDELL R. WOODCOCK SR	916.33
14590	115.44	0.00	441 RICHARD D LOWELL	125.00
14591	301.04	0.00	445 SUZANNE E AUBREY	325.98
14592	620.02	0.00	447 JUSTIN L DERI	671.37
14593	1,345.52	0.00	448 KODY N COPP	1,456.98
14594	525.77	0.00	456 SEAN R. WOODCOCK	569.33
14595	394.70	0.00	457 ADAM C FOSTER	453.11
14596	28.06	0.00	464 JUAN D MESONES	30.38
14597	117.82	0.00	472 CAROLINE DAVENPORT MARIN	127.58
14598	563.07	0.00	478 ANNE K SMITH	609.71
14599	274.90	0.00	488 GUY H LOVELL III	297.68
14600	0.00	0.00	499 NICHOLAS D. HUTCHINS	103.28
14601	355.73	0.00	513 ALAN S MORRISON	385.20
14602	256.97	0.00	514 THEODORE W EDWARDS	278.25
14603	735.60	0.00	515 NICHOLAS J THIBEAULT	796.53
14604	299.19	0.00	516 MARTIN A KREMER	323.98
14605	0.00	10,806.89	D / D 6 NORWAY SAVINGS BANK	
14606	0.00	59.13	T & A 2 Maine SIT	
14607	0.00	1,989.18	T & A 1 Norway Savings Bank	

WARRANT: 27

Check	D / D	Check	Employee	Gross Pay
<b>Total</b>	<b>10,806.89</b>	<b>12,870.64</b>		<b>11,956.05</b>

<b>Put into A/P</b>	<b>2,048.31</b>
<b>Taken out of A/P</b>	<b>(2,048.31)</b>
<b>Total Payroll</b>	<b>12,870.64</b>

<b>Count</b>	
Checks	32



WARRANT: 28

Check	D / D	Check	Employee	Gross Pay
10904	0.00	145.45	120 CARL S DAVIS	157.50
14608	2,143.12	0.00	002 DEBORAH ALLEN GROVER	3,030.40
14609	1,855.69	0.00	011 RYAN S KEITH	2,551.20
14610	1,201.44	0.00	012 STACEY M RUBY	1,534.40
14611	1,092.75	0.00	013 CHERYL C. TRENOWETH	1,524.00
14612	1,660.57	0.00	015 DRAVEN L WALKER	2,296.16
14613	1,127.31	0.00	016 TRACEY J COX	1,672.01
14614	1,534.98	0.00	070 LISA J THOMPSON	2,143.20
14615	2,639.60	0.00	103 CLARK M BASTON	3,497.76
14616	1,464.03	0.00	117 SETH N.D. PIERCE	1,988.76
14617	1,573.05	0.00	126 NICHOLAS J. THIBEAULT	2,373.89
14618	1,324.59	0.00	128 KODY N COPP	1,727.17
14619	476.93	0.00	315 HOWARD A PALMER III	567.00
14620	143.14	0.00	416 HUNTER M TALLMAN	155.00
14621	609.76	0.00	419 CRAIG J WADE	777.00
14622	1,155.85	0.00	451 NICHOLAS DANIEL HUTCHINS	1,556.67
14623	337.87	0.00	452 ANNA K. ALLARD	420.00
14624	1,202.89	0.00	500 GREGORY A. PAYSON	2,474.40
14625	0.00	21,543.57	D / D 6 NORWAY SAVINGS BANK	
14626	0.00	1,053.27	T & A 2 Maine SIT	
14627	0.00	6,592.85	T & A 1 Norway Savings BAnk	
<b>Total</b>	<b>21,543.57</b>	<b>29,335.14</b>		<b>30,446.52</b>

<b>Put into A/P</b>	<b>10,954.73</b>
<b>Taken out of A/P</b>	<b>(7,646.12)</b>
<b>Total Payroll</b>	<b>32,643.75</b>

<b>Count</b>	
Checks	21

Warrant 29

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00206 AAA FIRE EXTINGUISHER CO INC</b>						
0232	42151	01	INVOICE 10996120821	WH&CC INSP		
			<i>Fire extinguisher Inspection</i>			
			INVOICE 10996120821	E 145-03-5522-00	268.50	0.00
			BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT			
			Vendor Total-		268.50	
<b>00001 ADMIRAL FIRE &amp; SAFETY, INC</b>						
0232	42152	01	INVOICE 219480	NYFRD		
			<i>Adapter</i>			
			INVOICE 219480	E 130-01-5522-00	252.15	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		252.15	
0232	42152	01	INVOICE 219479	NYFRD		
			<i>Connectors/Adapters</i>			
			INVOICE 219479	E 130-01-5522-00	2,147.50	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		2,147.50	
0232	42152	01	INVOICE 219597	NYFRD DRY HYD R		
			<i>Mill Rd Dry Hydrant repair</i>			
			INVOICE 219597	E 130-01-5522-00	371.15	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		371.15	
			Vendor Total-		2,770.80	
<b>00702 ADOBE</b>						
0232	333333	01	JANUARY ADOBE PRO			
			JANUARY ADOBE PRO	E 110-01-5216-00	107.56	0.00
			MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE			
			Vendor Total-		107.56	
<b>00402 AFLAC</b>						
0232	42153	01	INVOICE 637734	DECEMBER		
			INVOICE 637734	G 10-402-00	48.48	0.00
			GENERAL / AFLAC			
			Vendor Total-		48.48	
<b>01339 ALLEGIANCE TRUCKS</b>						
0232	42154	01	INVOICE R501002247:01	NYFRD T53 PMP S		
			<i>Tank 53 Pump service</i>			
			INVOICE R501002247:01	E 130-01-5522-00	981.82	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		981.82	
0232	42154	01	INVOICE R501002089:02	NYFRD E51 REPR		
			<i>ESI Valve repair</i>			
			INVOICE R501002089:02	E 130-01-5522-00	953.62	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		953.62	
			Vendor Total-		1,935.44	
<b>00517 AMAZON CAPITAL SERVICES, INC</b>						
0232	42155	01	INVOICE 1RT7-VPVY-1349	OFFICE SUPPLY		
			<i>Document Sorter</i>			
			INVOICE 1RT7-VPVY-1349	E 110-01-5224-00	35.32	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		35.32	
0232	42155	01	INVOICE 1773-FHX9-LNLH	BUDGET BINDERS		
			<i>Budget binders</i>			
			INVOICE 1773-FHX9-LNLH	E 110-01-5224-00	32.80	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		32.80	
0232	42155	01	INVOICE 1711-WJWR-FYVQ	NYFRD ID MAKER		
			<i>ID Printer</i>			
			INVOICE 1711-WJWR-FYVQ	E 130-01-5140-00	1,395.00	0.00
			PUBL SAFETY / FIRE RESCUE - TRAINING / TRAINING			
			Invoice Total-		1,395.00	

Warrant 29

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0232	42155	01	INVOICE 1VWG-QVLK-3VL3	NYFRD		
INVOICE 1VWG-QVLK-3VL3	E 130-01-5522-00		<i>Quick release Clips</i>		27.98	0.00
	PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT					
			Invoice Total-		27.98	
0232	42155	01	INVOICE 1XWQ-71GV-GGQ4	CUSTODIAL		
INVOICE 1XWQ-71GV-GGQ4	E 145-01-5516-00		<i>Bissell Carpet Sweeper</i>		32.88	0.00
	BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY					
			Invoice Total-		32.88	
0232	42155	01	INVOICE 1L6H-X6KY-4J9R	PWD		
INVOICE 1L6H-X6KY-4J9R	E 140-01-5526-00		<i>Drum Dolly / Guard</i>		265.71	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		265.71	
			Vendor Total-		1,789.69	
00194 AT & T MOBILITY						
0232	42156	01	11/23-12/22 SRVC			
11/23-12/22 SRVC	E 130-01-5130-00				15.24	0.00
	PUBL SAFETY / FIRE RESCUE - ALLOWANCES / ALLOWANCES					
11/23-12/22 SRVC	E 145-02-5412-00				186.10	0.00
	BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET					
			Vendor Total-		201.34	
01343 AWSI						
0232	42157	01	INVOICE 506313	ANNUAL FEE		
INVOICE 506313	E 110-01-5150-00		<i>Testing Fee</i>		25.00	0.00
	MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER					
			Vendor Total-		25.00	
00362 B & H PHOTO VIDEO						
0232	42158	01	INVOICE 197530362	BRD CASTING CBL		
INVOICE 197530362	E 110-01-5224-00		<i>Cables for broadcasting</i>		55.01	0.00
	MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL					
			Vendor Total-		55.01	
00168 BASTON, CLARK M						
0232	42159	01	PPE REIMBURSEMENT	BOOTS		
PPE REIMBURSEMENT	E 140-01-5534-00				250.00	0.00
	PUBLIC WORKS / OPERATIONS - PPE / PPE					
			Vendor Total-		250.00	
01312 BLUE HAVEN SOLAR LLC						
0232	42160	01	INVOICE 159	OCT-DEC SOLAR		
INVOICE 159	E 145-02-5415-00				2,805.00	0.00
	BLDGS/GRNDS / UTILITIES - SOLAR PNLs / SOLAR PNLs					
			Vendor Total-		2,805.00	
00967 BOSTON FIRE GEAR						
0232	42161	01	INVOICE 1361	NYFRD UNIFORMS		
INVOICE 1361	E 130-01-5534-00		<i>FD Hats</i>		404.00	0.00
	PUBL SAFETY / FIRE RESCUE - PPE / PPE					
			Vendor Total-		404.00	
01326 CALTOPO LLC						
0232	333333	01	INVOICE 61CE9F66-0003	SOFTWARE YEARLY		
INVOICE 61CE9F66-0003	E 110-01-5216-00		<i>mapping software</i>		50.00	0.00
	MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE					
			Vendor Total-		50.00	
00016 CASCO BAY FORD						
0232	42162	01	INVOICE 423241	NYFRD REPAIR EX		
			<i>Explorer oil change</i>			

Warrant 29

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INVOICE 423241			E 130-01-5522-00		71.05	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			<b>Vendor Total-</b>		<b>71.05</b>	
<b>00025 CENTRAL MAINE POWER COMPANY</b>						
0232	42163	01	3501-4313-304	STREET LIGHTS		
3501-4313-304			E 130-02-5332-00		169.98	0.00
			PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS			
			<b>Vendor Total-</b>		<b>169.98</b>	
<b>00887 CIVICPLUS, INC.</b>						
0232	42164	01	INVOICE 220747	WEBSIT RENEWAL		
INVOICE 220747			E 110-02-5318-00		1,967.96	0.00
			MUN ADMN / CONTR/PROF - WEBSITE / WEBSITE			
			<b>Vendor Total-</b>		<b>1,967.96</b>	
<b>00026 COASTAL ACE HARDWARE INC</b>						
0232	42165	01	INVOICE 194119	NYFRD		
INVOICE 194119			E 130-01-5522-00		18.99	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>18.99</b>	
0232	42165	01	INVOICE 194005	OUTLET REPAIR		
INVOICE 194005			E 145-03-5520-00		24.99	0.00
			BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS			
			<b>Invoice Total-</b>		<b>24.99</b>	
0232	42165	01	INVOICE 194042	CUSTODIAL		
INVOICE 194042			E 145-01-5516-00		58.75	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Invoice Total-</b>		<b>58.75</b>	
0232	42165	01	INVOICE 194236	NYFRD		
INVOICE 194236			E 130-01-5522-00		47.97	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>47.97</b>	
0232	42165	01	INVOICE 193588	WH&CC		
INVOICE 193588			E 125-01-5244-00		39.00	0.00
			COMM CENTER / OPERATIONS - PROG SUPPL / PROG SUPPL			
			<b>Invoice Total-</b>		<b>39.00</b>	
0232	42165	01	INVOICE 193937	ICE MELT		
INVOICE 193937			E 140-01-5572-00		1,031.52	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
			<b>Invoice Total-</b>		<b>1,031.52</b>	
0232	42165	01	INVOICE 193749	NYFRD REPAIRS		
INVOICE 193749			E 145-03-5520-00		49.94	0.00
			BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS			
			<b>Invoice Total-</b>		<b>49.94</b>	
0232	42165	01	INVOICE 194476	NYFRD BATTERY		
INVOICE 194476			E 130-01-5522-00		14.99	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>14.99</b>	
			<b>Vendor Total-</b>		<b>1,286.15</b>	
<b>00889 CUMBERLAND COUNTY FINANCE OFFICE</b>						
0232	42166	01	INVOICE 3642	2ND HALF DISPTC		
INVOICE 3642			E 130-02-5324-00		14,203.50	0.00
			PUBL SAFETY / CONTR/PROF - DISPATCH / DISPATCH			
			<b>Vendor Total-</b>		<b>14,203.50</b>	
<b>00091 CUMBERLAND COUNTY REGISTRY OF DEEDS</b>						

Warrant 29

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0232	42167	01	DECEMBER TRANSFERS			
DECEMBER TRANSFERS			E 110-01-5212-00		41.00	0.00
			MUN ADMN / OPERATIONS - REG OF DEEDS / REG OF DEEDS			
			Vendor Total-		41.00	
00564 DENNIS K. BURKE INC						
0232	42168	01	INVOICE 1304521	PWD/NYFRD DSL		
INVOICE 1304521			E 140-01-5526-00		360.95	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
INVOICE 1304521			E 130-01-5526-00		157.64	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		518.59	
0232	42168	01	INVOICE 1309733	PWD DIESEL		
INVOICE 1309733			E 140-01-5526-00		763.54	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		763.54	
0232	42168	01	INVOICE 1302197	NYFRD GAS		
INVOICE 1302197			E 130-01-5526-00		427.23	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		427.23	
0232	42168	01	INVOICE 1304523	PWD/NYFRD GAS		
INVOICE 1304523			E 140-01-5526-00		257.88	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
INVOICE 1304523			E 130-01-5526-00		139.92	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		397.80	
0232	42168	01	INVOICE 1306807	PWD GAS		
INVOICE 1306807			E 140-01-5526-00		265.19	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		265.19	
0232	42168	01	INVOICE 1309732	PWD GAS		
INVOICE 1309732			E 140-01-5526-00		213.49	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		213.49	
0232	42168	01	INVOICE 1312365	PWD GAS		
INVOICE 1312365			E 140-01-5526-00		265.19	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		265.19	
			Vendor Total-		2,851.03	
00613 DROPBOX.COM						
0232	333333	01	YEARLY SUBSCRIPTION			
YEARLY SUBSCRIPTION			E 110-01-5216-00		199.00	0.00
			MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE			
			Vendor Total-		199.00	
00116 ECO MAINE						
0232	42169	01	DECEMBER TONAGE RECYCLING			
DECEMBER TONAGE RECYCLING			E 150-01-5670-00		1,597.75	0.00
			SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE			
			Invoice Total-		1,597.75	
0232	42169	01	DECEMBER TONAGE			
DECEMBER TONAGE			E 150-01-5670-00		5,674.07	0.00
			SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE			
			Invoice Total-		5,674.07	
			Vendor Total-		7,271.82	

Warrant 29

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00611 GARBAGE TO GARDEN</b>						
0232	42170	01	INVOICE 20284	DECEMBER		
INVOICE 20284			E 150-01-5688-00		274.48	0.00
			SW/RECYCLING / SOLID WASTE - G2G / G2G			
			<b>Vendor Total-</b>		<b>274.48</b>	
<b>00051 GREATER PORTLAND</b>						
0232	42171	01	INVOICE 8117	2ND HALF DUES		
INVOICE 8117			E 110-01-5150-00		3,209.00	0.00
			MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER			
			<b>Vendor Total-</b>		<b>3,209.00</b>	
<b>01040 GREENWOOD EMERGENCY VEHICLES, INC</b>						
0232	42172	01	<i>E 52 Foam repair</i> INVOICE 97923	NYFRD E-52 REPR		
INVOICE 97923			E 130-01-5524-00		2,338.49	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			<b>Vendor Total-</b>		<b>2,338.49</b>	
<b>00033 GROVER, DEBORAH ALLEN</b>						
0232	42173	01	STAFF REIMBURSEMENT	DECEMBER		
MILEAGE			E 110-01-5130-00		19.60	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
CELLPHONE			E 110-01-5130-00		45.00	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
			<b>Vendor Total-</b>		<b>64.60</b>	
<b>00886 HARRISON SHRADER ENTERPRISES</b>						
0232	42174	01	<i>wireless headsets</i> INVOICE F-246464	NYFRD HEAD SETS		
INVOICE F-246464			E 130-01-5522-00		5,185.80	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>5,185.80</b>	
0232	42174	01	INVOICE F-246487	NYFRD		
INVOICE F-246487			E 130-01-5522-00 <i>inspection of tools</i>		170.00	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>170.00</b>	
			<b>Vendor Total-</b>		<b>5,355.80</b>	
<b>00042 HOWARD P. FAIRFIELD, LLC</b>						
0232	42175	01	<i>Plow pin repair</i> INVOICE 7851702	PWD PLOW RPR		
INVOICE 7851702			E 140-01-5524-00		73.67	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			<b>Vendor Total-</b>		<b>73.67</b>	
<b>00803 HYDRAULIC HOSE &amp; ASSEMBLIES, INC</b>						
0232	42176	01	<i>Misc. parts</i> INVOICE 5019786-01	PWD		
INVOICE 5019786-01			E 140-01-5544-00		439.30	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			<b>Vendor Total-</b>		<b>439.30</b>	
<b>00075 INLAND FISHERIES &amp; WILDLIFE</b>						
0232	42149	01	DECEMBER COLLECTIONS	BOAT STICKERS		
DECEMBER COLLECTIONS			G 10-220-02		3,005.75	0.00
			GENERAL / IF&W STATE			
DECEMBER COLLECTIONS			R 100-4050		4.00	0.00
			REVENUES - BOAT EXCISE			
			<b>Vendor Total-</b>		<b>3,009.75</b>	
<b>00203 ION NETWORKING</b>						
0232	42177	01	INVOICE 35368	WH&CC JAN		
INVOICE 35368			E 110-02-5322-00		48.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			Invoice Total-		48.00	
0232	42177	01	INVOICE 35367	PUBLIC WRKS JAN		
INVOICE 35367			E 110-02-5322-00		96.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			Invoice Total-		96.00	
0232	42177	01	INVOICE 35366	NYFRD JAN		
INVOICE 35366			E 110-02-5322-00		240.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			Invoice Total-		240.00	
0232	42177	01	INVOICE 35365	TWN OFF/SFTWRE		
INVOICE 35365			E 110-02-5322-00		1,827.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			Invoice Total-		1,827.00	
			Vendor Total-		2,211.00	
<b>01366 KIMBALL MIDWEST</b>						
0232	42178	01	INVOICE 9480582	PWD		
INVOICE 9480582			E 140-01-5544-00 <i>wheels/disc's</i>		186.16	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		186.16	
0232	42178	01	INVOICE 9424680	PWD		
INVOICE 9424680			E 140-01-5544-00 <i>Brass fittings</i>		456.76	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		456.76	
			Vendor Total-		642.92	
<b>00812 LAWSON PRODUCTS, INC</b>						
0232	42179	01	INVOICE 9309107757	PWD		
INVOICE 9309107757			E 140-01-5544-00 <i>fittings/bits/fuses</i>		191.46	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Vendor Total-		191.46	
<b>00072 MAINE MUNICIPAL EMPLOYEES</b>						
0232	42180	01	JANUARY			
EMPLOYER HEALTH			E 160-02-5710-00		17,032.12	0.00
			FIXED EXPENS / EE BENEFITS - HEALTH INSUR / HEALTH INSUR			
EMPLOYER DENTAL			E 160-02-5720-00		1,146.73	0.00
			FIXED EXPENS / EE BENEFITS - DENTAL INSUR / DENTAL INSUR			
EMPLOYEE HEALTH			G 10-230-08		3,039.80	0.00
			GENERAL / MMEHT BENEFI			
EMPLOYEE DENTAL			G 10-230-08		214.56	0.00
			GENERAL / MMEHT BENEFI			
EMPLOYEE LIFE INS			G 10-230-08		12.00	0.00
			GENERAL / MMEHT BENEFI			
EMPLOYEE INCOME PROTECTI			G 10-230-07		595.10	0.00
			GENERAL / INCM PROTECT			
VSP VISION			G 10-403-00		106.68	0.00
			GENERAL / VSP VISION			
			Vendor Total-		22,146.99	
<b>00862 MAINE OXY/SPEC AIR SPECIALTY GASES</b>						
0232	42181	01	INVOICE 32413152	PWD		
INVOICE 32413152			E 140-01-5544-00 <i>Relay switch</i>		66.80	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		66.80	
0232	42181	01	INVOICE 32413141	PWD		
INVOICE 32413141			E 140-01-5544-00 <i>Tanks &amp; Gas</i>		422.77	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES						
Invoice Total-					422.77	
0232	42181	01	INVOICE 32408612	PWD		
INVOICE 32408612			E 140-01-5544-00 <i>Gauging tip</i>		74.10	0.00
PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES						
Invoice Total-					74.10	
0232	42181	01	INVOICE 32408610	PWD		
INVOICE 32408610			E 140-01-5544-00 <i>Shield cups</i>		209.94	0.00
PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES						
Invoice Total-					209.94	
0232	42181	01	INVOICE 32408611	PWD		
INVOICE 32408611			E 140-01-5544-00 <i>thermal tips</i>		55.60	0.00
PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES						
Invoice Total-					55.60	
Vendor Total-					829.21	
00484 MEDICAL REIMBURSEMENT						
0232	42182	01	INVOICE 7240	DECEMBER		
INVOICE 7240			E 130-01-5531-00		431.72	0.00
PUBL SAFETY / FIRE RESCUE - RESCOLLSVC / RESCOLLSVC						
Vendor Total-					431.72	
00302 MORTON SALT, INC						
0232	42183	01	INVOICE 5402461780	SALT		
INVOICE 5402461780			E 140-01-5572-00		3,769.88	0.00
PUBLIC WORKS / OPERATIONS - SALT / SALT						
Invoice Total-					3,769.88	
0232	42183	01	INVOICE 5402473611	SALT		
INVOICE 5402473611			E 140-01-5572-00		4,067.64	0.00
PUBLIC WORKS / OPERATIONS - SALT / SALT						
Invoice Total-					4,067.64	
Vendor Total-					7,837.52	
01420 NORTH YARMOUTH MEMORIAL CORP						
0232	42184	01	REIMBURSEMENT	FOUNTAIN		
REIMBURSEMENT			E 120-03-5635-00		2,625.00	0.00
COMM SVCS / PKS/REC - PARK MAINT / PARK MAINT						
Vendor Total-					2,625.00	
00084 PERMA LINE CORP						
0232	42185	01	INVOICE 190027	SIGNS		
INVOICE 190027			E 140-01-5552-00		384.05	0.00
PUBLIC WORKS / OPERATIONS - SIGNS / SIGNS						
Vendor Total-					384.05	
01397 PIERCE, SETH						
0232	42186	01	PPE REIMBURSEMENT	BOOTS		
PPE REIMBURSEMENT			E 140-01-5534-00		130.02	0.00
PUBLIC WORKS / OPERATIONS - PPE / PPE						
Vendor Total-					130.02	
00350 PINE TREE WASTE, INC						
0232	42187	01	INVOICE 2789419	DUMPSTER		
INVOICE 2789419			E 150-01-5685-00		148.40	0.00
SW/RECYCLING / SOLID WASTE - HHW COLLECT / HHW COLLECT						
Vendor Total-					148.40	
00379 PRC INDUSTRIAL SUPPLY						
0232	42188	01	INVOICE 1372250-01	PWD CUTTING EDG		
			<i>Cutting Edge</i>			



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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INVOICE 1372250-01			E 140-01-5570-00		540.00	0.00
			PUBLIC WORKS / OPERATIONS - CUTTING EDGE / CUTTING EDGE			
				Invoice Total-	540.00	
0232	42188	01	INVOICE 1372451-01	PWD CUTTING EDG		
INVOICE 1372451-01			E 140-01-5570-00	<i>Cutting edge gasket</i>	40.00	0.00
			PUBLIC WORKS / OPERATIONS - CUTTING EDGE / CUTTING EDGE			
				Invoice Total-	40.00	
				Vendor Total-	580.00	
00330 RADIO COMMUNICATIONS MANAGEMENT INC						
0232	42189	01	INVOICE 91104	NYFRD REPAIR		
INVOICE 91104			E 130-01-5522-00	<i>Pager repair</i>	141.50	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
				Vendor Total-	141.50	
00780 READYREFRESH BY NESTLE						
0232	42190	01	INVOICE 01L0447975178	ADDITIONAL WTR		
INVOICE 01L0447975178			E 145-03-5520-00	<i>Bottled water for meetings</i>	139.71	0.00
			BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS			
				Vendor Total-	139.71	
00014 SECRETARY OF STATE, MAINE						
0232	42150	01	12/27-1/03 COLLECTIONS			
12/27-1/03 COLLECTIONS			G 10-220-01		6,222.10	0.00
			GENERAL / BMV STATE			
				Invoice Total-	6,222.10	
0232	42191	01	1/3-1/10 COLLECTIONS			
1/3-1/10 COLLECTIONS			G 10-220-01		8,990.33	0.00
			GENERAL / BMV STATE			
				Invoice Total-	8,990.33	
				Vendor Total-	15,212.43	
00102 SPECTRUM						
0232	42192	01	68 MEMORIAL HWY	12/22-1/21		
68 MEMORIAL HWY			E 145-02-5412-00		119.99	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
				Vendor Total-	119.99	
00101 STAPLES CREDIT PLAN						
0232	42193	01	DECEMBER PURCHASES			
DECEMBER PURCHASES			E 110-01-5224-00	<i>Misc. Office supplies</i>	142.45	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
DECEMBER PURCHASES			E 145-01-5516-00	<i>paper towels</i>	16.99	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
				Vendor Total-	159.44	
00155 THE SHERWIN WILLIAMS CO						
0232	42194	01	INVOICE 0128-4	PWD STRIPING		
INVOICE 0128-4			E 140-01-5560-00	<i>Paint Strainer</i>	15.41	0.00
			PUBLIC WORKS / OPERATIONS - STRIPING / STRIPING			
				Vendor Total-	15.41	
00755 TOOLIN LLC						
0232	42195	01	INVOICE 71332	SCAN TOOL UPDTE		
INVOICE 71332			E 140-01-5544-00	<i>Update of Scan Software</i>	1,591.98	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
				Vendor Total-	1,591.98	
00446 TOWN HALL STREAMS						
0232	42196	01	INVOICE 13663	JANUARY		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INVOICE 13663			E 110-02-5322-00		200.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			Vendor Total-		200.00	
00605 TRAFFORD SUPPLY						
0232	42197	01	INVOICE 4778	PWD PLOW CBLE		
INVOICE 4778			E 140-01-5524-00		151.87	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Vendor Total-		151.87	
00124 TREASURER STATE OF MAINE						
0232	42198	01	DECEMBER DOG REPORT			
DECEMBER DOG REPORT			G 10-220-03		88.00	0.00
			GENERAL / DOG LICENSE			
			Vendor Total-		88.00	
00181 TREASURER, STATE OF MAINE						
0232	42199	01	NOTICE 1012901210928			
NOTICE 1012901210928			G 10-401-00		160.00	0.00
			GENERAL / EMP DEDUCT			
			Vendor Total-		160.00	
00454 Treasurer, State of Maine						
0232	42200	01	Q-4 PLUMBING REPORT	SSWD & INTERNAL		*** SEPARATE ***
Q-4 PLUMBING REPORT			G 10-220-08		1,737.50	0.00
			GENERAL / PLMBING FEES			
			Invoice Total-		1,737.50	
0232	42201	01	Q-4 PLUMBING REPORT	DEP		*** SEPARATE ***
Q-4 PLUMBING REPORT			G 10-220-09		195.00	0.00
			GENERAL / DEP SSWD			
			Invoice Total-		195.00	
			Vendor Total-		1,932.50	
00991 TREASURER, STATE OF MAINE						
0232	42202	01	7/1-12/31 VITALS REPORT			
BIRTHS			G 10-220-05		55.60	0.00
			GENERAL / BIRTH STATE			
DEATHS			G 10-220-06		29.60	0.00
			GENERAL / DEATH STATE			
MARRIAGES			G 10-220-07		79.20	0.00
			GENERAL / MARRIAGE ST			
			Vendor Total-		164.40	
00397 UNIFIRST CORPORATION						
0232	42203	01	INVOICE 1040144710	PWD UNI/FLR MAT		
INVOICE 1040144710			E 145-03-5514-00		22.01	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
INVOICE 1040144710			E 140-01-5130-00		88.37	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			Invoice Total-		110.38	
0232	42203	01	INVOICE 1040144711	PWD RAGS		
INVOICE 1040144711			E 140-01-5544-00		16.15	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		16.15	
0232	42203	01	INVOICE 1040142094	PWD UNI/FLR MAT		
INVOICE 1040142094			E 145-03-5514-00		22.01	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
INVOICE 1040142094			E 140-01-5130-00		88.37	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	110.38	
0232	42203	01	INVOICE 1040142098	FIRE STATION		
INVOICE 1040142098	E 145-03-5514-00				30.10	0.00
				BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS		
				Invoice Total-	30.10	
0232	42203	01	INVOICE 1040142095	WH&CC FLR MATS		
INVOICE 1040142095	E 145-03-5514-00				74.45	0.00
				BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS		
				Invoice Total-	74.45	
0232	42203	01	INVOICE 1040142097	TOWN OFFICE MAT		
INVOICE 1040142097	E 145-03-5514-00				29.03	0.00
				BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS		
				Invoice Total-	29.03	
				Vendor Total-	370.49	
01026 VIKING-CIVES OF MAINE	<i>Dump body for plow truck Replacement</i>					
0232	42204	01	INVOICE 4511128	PWD DMP BDY		
INVOICE 4511128	E 220-21-5920-30				45,865.00	0.00
				CAPITAL RESV / PWD/FRD - CAPTL RESV / CAP RSV PWD		
				Vendor Total-	45,865.00	
01151 VISION GOVERNMENT SOLUTIONS, INC	<i>Assesing Software</i>					
0232	42205	01	INVOICE 8628	WEB HOSTING		
INVOICE 8628	E 110-01-5216-00				1,694.00	0.00
				MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE		
				Vendor Total-	1,694.00	
00128 YARMOUTH WATER DISTRICT						
0232	42206	01	000800051001	463 WALNUT HLL		
000800051001	E 145-02-5420-00				59.36	0.00
				BLDGS/GRNDS / UTILITIES - WATER / WATER		
				Invoice Total-	59.36	
0232	42206	01	000600311001	HYDRANTS		
000600311001	E 130-02-5330-00				5,384.83	0.00
				PUBL SAFETY / CONTR/PROF - HYDRANTS / HYDRANTS		
				Invoice Total-	5,384.83	
				Vendor Total-	5,444.19	
01303 ZOOM VIDEO COMMUNICATIONS INC						
0232	333333	01	INVOICE 125923315	1/3-2/2 SRVC FD		
INVOICE 125923315	E 110-01-5216-00				14.99	0.00
				MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE		
				Vendor Total-	14.99	
				Prepaid Total-	9,603.40	
				Current Total-	155,558.19	
				EFT Total-	0.00	
				Warrant Total-	165,161.59	