

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, February 15, 2022
Regular Business Meeting
7:00 PM**

Wescustogo Hall & North Yarmouth Community Center

I. Select Board Workshop @ 5:30 PM with M.S.A.D. 51

II. 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.

III. Appointments (pg. 2 – pg. 3)

- Zoning Board of Appeals – Paul Napolitano

IV. Special Presentations (pg. 4 – pg. 7)

- Summit Natural Gas

V. Announcements

VI. Consent Agenda (pg. 8 – pg. 29)

Items under “Consent Agenda” are routine items that require Board action but typically do not contain much discussion. The consent agenda does not call for any discussion, but any Select Board member may request a particular item to be removed by a vote of the Select Board to be discussed further under “Old Business”.

- Minutes of January 18, 2022
- Minutes of February 1, 2022
- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants

VII. 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.

VIII. Management Reports & Communications (pg. 30 – pg. 47)

- Town Manager's Report
 - Public Hearing Notification Requirements
 - Committee Remote Participation Policy – Adopted Policies
- Expense & Revenue Reports

IX. Old Business (pg. 48)

- None.

X. New Business (pg. 49 – pg. 55)

- Economic Development & Sustainability Committee – Select Board Charge
- Economic Development & Sustainability Committee Proposed Bylaws Review
- Land Donation – Construction Aggregate, Inc. (Phase II) – Warrant Consideration
- Treasurer's Disbursement Policy

XI. Any Other Business

XII. 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

III. Appointments

February 15, 2022

Action Item(s):

1) Appointment to Zoning Board of Appeals – Paul Napolitano

In the Board's packets is an application provided to the Town Office for the appointment of Paul Napolitano to the Zoning Board of Appeals. The Board has three (3) positions open, one (1) being a full membership:

- Michael Traister, Ch. (2022)
- Norman L. Smith (2024)
- Thaddeus Day (2022)
- Jim Briggs (2023)
- VACANCY (2023)
- VACANCY – ALTERNATE (2024)
- VACANCY – ALTERNATE (2023)

The purpose of the Zoning Board of Appeals is to hear and decide on administrative appeals of decisions made by the Code Enforcement Officer. In addition, the Board hears decisions made through variance applications and conditional use applications. The most recent meeting was on March 28, 2017.

Suggested Motion:

Move to appoint Paul Napolitano to the Zoning Board of Appeals for a term to expire June 30, 2023. Second, discussion and vote follow.



**TOWN OF NORTH YARMOUTH
BOARD & COMMITTEES
Volunteer Form**

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

- | | |
|--|---|
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> North Yarmouth School Fund Trustee |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Events Committee | <input type="checkbox"/> Prince Memorial Library Advisory Board |
| <input type="checkbox"/> Flag Committee | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Joint Standing Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Living Well in North Yarmouth | <input checked="" type="checkbox"/> Zoning Board of Appeal |

Please provide the following information:

Name: Paul R. Napolitano
Email: raggedrider1@maine.rr.com
Mailing Address: 107 Millridge Road, North Yarmouth, Maine
Phone: 329-4417

1. 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. The board has two vacancies and I have time to volunteer
2. Do you have any relevant experience, training or credentials that you would like us to consider? _____
3. Have you ever served on any boards/ committees before? If so, when and where? Board of Select for years

Paul R. Napolitano
Volunteer Signature

1/12/22
Date

Please email this form to 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

IV. Special Presentations

February 15, 2022

Special Presentation(s):

1) Summit Natural Gas

In the Select Board's packets, please find included a presentation from representatives of Summit Natural Gas who have been invited to attend this meeting to discuss their efforts in expanding natural gas service into North Yarmouth.





Summit's Commitment to Maine

Supporting Rural Economic Development and Sustainable Communities



\$350 MILLION

Summit has invested to make natural gas available to families, businesses and industrial customers.



\$3 MILLION

Energy efficiency rebates Summit has given to convert customers from oil to natural gas.

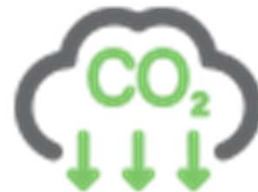
OUR MISSION:

Summit Natural Gas of Maine is committed to delivering clean, safe, affordable, and reliable energy solutions to our customers through exceptional service and a strong commitment to our communities.



COMMUNITY GIVING:

Summit made **\$20,000** available during 2021 to support great causes in the communities we serve. Our Employee VTO Program allowed team members to **volunteer** at the Royal River Trust's Memak Preserve, where we helped kick off the Adopt a Trail Program!



EMISSIONS REDUCTION:

By converting homes and industrial customers from oil to natural gas we've been able to reduce emissions by 70k metrics tons since coming to Maine. **That's equivalent to taking 15k cars off the road forever.**

Maine's Low-Carbon Future

Summit is Pioneering Renewable Fuels to Reduce Emissions

Summit is working to decarbonize its energy infrastructure and help lead Maine into a Low-Carbon future. In Clinton, ME, our parent company, Summit Utilities, is developing the **Peaks Renewables Dairy Waste Digester** that will create renewable natural gas (RNG) from cow manure. Once operational in the facility will annually produce **130,000 mmbtus of RNG** – that's equivalent to **45%** of SNGME's residential demand! **The digester will eliminate 22-34K of CO₂e annually, which is like removing 6,000+ cars from the road.**

“Digesters like the one that will be deployed in Clinton will go a long way in our ongoing and vital efforts to reduce greenhouse gas emissions...”

- U.S. Rep. Chellie Pingree

The Clinton site will also host a **first of its kind** on system Power to Gas (P2G) demonstration project, thanks to a **\$5 million renewable fuels grant from the Biden Administration**. P2G technology is considered critical to the development of **green hydrogen** as a clean energy source and Summit is proud to be leading the way in Maine.



Town of North Yarmouth Select Board Business

VI. *Consent Agenda*

February 15, 2022

Action Items(s):

Note: Items under “Consent Agenda” are routine items that require Board action but typically do not contain much discussion. The consent agenda does not call for any discussion, but any Select Board member may request a particular item to be removed by a vote of the Select Board to be discussed further under “Old Business”.

Suggestion Motion(s):

- 1) *Move to approve the consent agenda, as presented.* Second, discussion and vote follow.
- 2) If the Board would like to have further discussion on a particular item: *Move to discuss and act upon _____ (example: Minutes of January 18, 2022) under Old Business of the agenda.* Second, discussion and vote follow.

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, January 18, 2022
Wescustogo Hall & North Yarmouth Community Center**

Call to Order – (7:48) Brian Sites, James Moulton, Austin Harrell, David Reed, and Paul Hodgetts. The interim Town Manager, Christopher Bolduc, was also present at the meeting. Chairperson Sites called the meeting to order at approximately 7:03 PM.

Chairperson Sites made brief remarks regarding the move of the Old Town House at the beginning of the meeting.

Chairperson Sites notified the Board that the agenda has changed slightly, removing the Hazard Mitigation Plan off for consideration at a future meeting.

Minutes of Previous Meeting(s) – (13:24) Chairperson Sites notified the Board that due to his absence at the last meeting, he would recuse himself. Selectperson Hodgetts moved to approve the minutes of January 4, 2022. Selectperson Reed seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No – 2 Abstain.**
(Chairperson Sites and Selectperson Harrell)

Public Comment - Non-Agenda Items – (14:03) Chairperson Sites asked the interim Town Manager to report on the status of the brewpub discussion referenced under “Old Business”. The Town Manager reported that the owners of the formerly known Stone’s Café will be proposing only using the facility for a restaurant, not a microbrewery. Donna Palmer, Mountfort Road, commented on the history of the senior housing discussion in North Yarmouth. Ms. Palmer thanked Ben Grover for his work in establishing a new senior housing project in North Yarmouth. Linc Merrill, North Road, made comments regarding the agenda changing and a disparity in the due dates of the agenda request forms. Mr. Merrill asked the Select Board to ask the Planning Board to further review the Land Use Ordinance. Mr. Merrill asked if the interim Town Manager had a question regarding a change of use later down the line at Stone’s Café and if that would require the owners to go through site plan review. The Town Manager responded. Judy Potter, Walnut Hill Road, commented on the broadcasting quality of the last Planning Board meeting. Ms. Potter requested that the handouts for the Annual Town Meeting be available ten (10) days prior to the meeting. Anne Graham, Farms Edge Road, commented on the Select Board’s procedure for public comment and general rules of order. Mike Mallory, Walnut Hill Road, commented on the Planning Board’s Remote Participation Policy. Mr. Mallory also shared his concerns with how committees conducted business. Jeff Brown, Mountfort Road, shared comments regarding committee agendas, specifically the Planning Board. Ms. Potter inquired about the individual committee’s Remote Participation Policies. Ms. Potter requested documentation on any changes made by the committees on the Remote Participation Policy. Paul Whitmarsh, Wild Turkey Lane, commented on the Select Board creating a town-wide Zoom policy. Selectperson Reed stated that it should be discussed how committees should conduct Zoom meetings or when it’s appropriate.

Management Reports & Communications:

(34:05) The Town Office Report can be found on the town’s website, www.northyarmouth.org.

The Board agreed to move their regular business meeting from March 15, 2022 to March 29, 2022.

Old Business:

Stone’s Café/Brew Pub Updates – (38:49) Chairperson Sites recognized Rich Parenteau. Mr. Parenteau asked a question about site plan review for future consideration.

60-Day Comment Period – (39:27) Chairperson Sites gave a presentation to the Board. Selectperson Reed commented on the appropriate place to include the Board’s code of conduct and recall provisions in the charter. There was a discussion between the Chairperson and the public. Selectperson Reed stated that there should be uniformity in how the committees meet. Chairperson Sites allowed further public comment. Mr. Parenteau made a comment on the presentation. Mr. Mallory inquired if the Board is ready to discuss a Town Council form of government. Ms. Palmer asked what the timeframe would be to bring changes to a future town meeting. Mr. Merrill commented that the Board should focus on the least complex items first. Jeff Brown suggested that the

Select Board include a provision to address when materials are posted for the boards. Paul Whitmarsh, Wild Turkey Lane, commented on how to improve other committee and board meetings. Steve Palmer asked for further clarification on the process of bringing items to town meeting. Ms. Graham asked the Board to consider the pros and cons of Town Meeting-Select Board-Town Manager form of government vs. Town Council-Town Manager form of government. Selectperson Reed elaborated on his reasons for supporting a Town Council form of government.

New Business:

Vacancy – Budget Committee – Chairperson Sites announced the open position on the committee. Selectperson Reed stated his support for Jay Fulton’s application.

Referendum Vote Forum Date – (1:10:22) Selectperson Reed suggested having a forum that allowed for both proponents and opponents present for discussion. Chairperson Sites recognized Mr. Merrill. Mr. Merrill responded that he was willing to attend and present at a forum, however, stated that he was not sure if the forum was necessary and was not sure who the opponents were to the petition. Selectperson Moulton made comments to the Board regarding other issues with the charter mentioned by a group of individuals. Mr. Palmer was recognized. Steve Palmer commented that he believes the public should have the opportunity to be heard and learn about the petition. Mr. Palmer stated that he did not feel there was enough time to consider the petition prior to an election. Chairperson Sites suggested Wednesday, March 9, 2022 as a date for a community forum. Mr. Whitmarsh was recognized. Mr. Whitmarsh commented on why a forum would be needed if a public hearing has already taken place. Chairperson Sites responded that he has heard from residents their concerns with passing items without public input. Furthermore, the Chairperson commented that the process requires a public hearing but added that he was offering another opportunity for residents who may have not been involved in the process prior. Selectperson Reed added that he felt it would be odd not to have a debate over a topic prior to a town meeting. Mr. Merrill requested another date for the forum. Selectperson Reed recommended Tuesday, March 1st, 2022. Selectperson Reed moved to set a forum on Tuesday, March 1, 2022. Selectperson Harrell seconded the motion. Discussion: Selectperson Moulton inquired about the agenda items for the meeting. Chairperson Sites responded that the date was all that was being voted on. Selectperson Reed responded that the forum would be a two (2) hour discussion on just the petition language. **Vote: 5 Yes – 0 No.**

Accounts Payable – (1:26:24) Chairperson Sites moved to approve accounts payable warrants 27, 28, & 29 in the amount of \$210,675.98. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Any Other Business – (1:27:00) Selectperson Reed discussed public comment as a future discussion item to address committees and boards who do not typically allow public comment as an item on their agenda. Selectperson Hodgetts stated that he wanted to discuss Roberts Rules of Order and public comment at committee and board meetings at the next workshop. Selectperson Reed responded that there should be more discussion on if the Select Board is to mandate that all committees include public comment and what formats would be allowed. Selectperson Hodgetts wanted to discuss Zoom meetings with other boards and committees. Selectperson Hodgetts inquired about the status of Sharp’s Field. Selectperson Harrell commented that each committee was allowed to adopt its own policy. The interim Town Manager responded that the Select Board adopted a policy that the committees would also adopt a similar policy. Selectperson Reed made further comments.

Adjournment – (1:33:29) Selectperson Hodgetts moved to adjourn at approximately 8:30 PM. Selectperson Reed seconded. Discussion: none. **Vote: 5 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

DRAFT

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

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

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

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

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

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

Special Presentation:

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

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

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

Public Comment - Non-Agenda Items:

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

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

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

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

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

Selectperson Reed suggested having Select Board liaisons onto the committees.

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

Chairperson Sites reported on the following upcoming date:

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

June 14, 2022 Elections

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

Management Reports & Communications:

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

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

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

Old Business:

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

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

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

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

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

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

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

New Business:

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

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

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

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

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

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

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

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

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

James Moulton, Vice Chair

Austin Harrell

David Reed

Paul Hodgetts

DRAFT



TOWN OF NORTH YARMOUTH



Authorization of accounts payable for the Fiscal Year 2022 totaling:

Payroll:	\$ 38,357.91
*Town Payables:	\$ 103,618.26
	<hr/>
TOTAL	\$ 141,976.17

*Itemized warrants 32 & 33 attached.

Board of Selectpersons

Austin Harrell

Paul Hodgetts

Brian Sites- Chair

James Moulton- Vice Chair

David Reed

Dated: February 15, 2022

Warrant 33

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00531 A-COPI						
0268	42245	02	INVOICE 26AR646506	WASTE TNR CARTR		
INVOICE 26AR646506	E 110-01-5224-00				80.00	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
Vendor Total-					80.00	
00001 ADMIRAL FIRE & SAFETY, INC						
0268	42246	02	INVOICE 220083	NYFRD E-51		
INVOICE 220083	E 130-01-5522-00				254.00	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
Invoice Total-					254.00	
0268	42246	02	INVOICE 217875	NYFRD UNIFORMS		
INVOICE 217875	E 130-01-5140-00				25.00	0.00
			PUBL SAFETY / FIRE RESCUE - TRAINING / TRAINING			
Invoice Total-					25.00	
Vendor Total-					279.00	
00402 AFLAC						
0268	42247	02	INVOICE 108601	JANUARY		
AFLAC	G 10-402-00				48.48	0.00
			GENERAL / AFLAC			
Vendor Total-					48.48	
00517 AMAZON CAPITAL SERVICES, INC						
0268	333333	02	ANNUAL MEMBERSHIP			
ANNUAL MEMBERSHIP	E 110-01-5150-00				179.00	0.00
			MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER			
Invoice Total-					179.00	
0268	42248	02	INVOICE 1JHP-1NQR-HYTT	OFFICE SUPPLY		
INVOICE 1JHP-1NQR-HYTT	E 110-01-5224-00				58.74	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
Invoice Total-					58.74	
0268	42248	02	INVOICE 1P9F-M39Q-XXN6	OFFICE SUPPLY		
INVOICE 1P9F-M39Q-XXN6	E 110-01-5224-00				99.06	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
Invoice Total-					99.06	
0268	42248	02	INVOICE 1WM7-CCGY-TTYX	NYFRD		
INVOICE 1WM7-CCGY-TTYX	E 130-01-5524-00				13.99	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
Invoice Total-					13.99	
Vendor Total-					350.79	
00194 AT & T MOBILITY						
0268	42249	02	12/23-1/22 SRVC			
12/23-1/22 SRVC	E 130-01-5130-00				15.17	0.00
			PUBL SAFETY / FIRE RESCUE - ALLOWANCES / ALLOWANCES			
12/23-1/22 SRVC	E 145-02-5412-00				186.10	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
Vendor Total-					201.27	
00009 BERNSTEIN, SHUR, SAWYER & NELSON						
0268	42250	02	INVOICE 4004660	CONTRACT REVIEW		
INVOICE 4004660	E 110-02-5316-00				770.00	0.00
			MUN ADMN / CONTR/PROF - LEGAL / LEGAL			
Invoice Total-					770.00	
0268	42250	02	INVOICE 4004659	GENERAL		
INVOICE 4004659	E 110-02-5316-00				1,258.50	0.00
			MUN ADMN / CONTR/PROF - LEGAL / LEGAL			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	1,258.50	
				Vendor Total-	2,028.50	
00332 BOUND TREE MEDICAL LLC						
0268	42251	02	INVOICE 64435295	NYFRD MED SUP		
INVOICE 64435295			E 130-01-5532-00		11.64	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
				Invoice Total-	11.64	
0268	42251	02	INVOICE 84381942	NYFRD MED SUP		
INVOICE 84381942			E 130-01-5532-00		162.74	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
				Invoice Total-	162.74	
0268	42251	02	INVOICE 84365335	NYFRD MED SUP		
INVOICE 84365335			E 130-01-5532-00		13.75	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
				Invoice Total-	13.75	
0268	42251	02	INVOICE 84362594	NYFRD MED SUP		
INVOICE 84362594			E 130-01-5532-00		863.10	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
				Invoice Total-	863.10	
0268	42251	02	INVOICE 84362595	NYFRD MED SUP		
INVOICE 84362595			E 130-01-5532-00		5.40	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
				Invoice Total-	5.40	
0268	42251	02	INVOICE 84369384	NYFRD MED SUP		
INVOICE 84369384			E 130-01-5532-00		149.75	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
				Invoice Total-	149.75	
0268	42251	02	INVOICE 84360932	NYFRD MED SUP		
INVOICE 84360932			E 130-01-5532-00		138.15	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
				Invoice Total-	138.15	
				Vendor Total-	1,344.53	
00025 CENTRAL MAINE POWER COMPANY						
0268	42252	02	3501-4313-304	STREET LIGHTS		
STREET LIGHTS			E 130-02-5332-00		188.17	0.00
			PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS			
				Vendor Total-	188.17	
00095 CHARLIE BURNHAM HEATING SERVICE, INC						
0268	42253	02	INVOICE 313025	SRVC CALL FD		
INVOICE 313025			E 145-03-5520-00	<i>No heat Service</i>	1,129.70	0.00
			BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS	<i>Cell</i>		
				Vendor Total-	1,129.70	
01421 CLEAR AIR. LLC						
0268	42254	02	INVOICE 26864	COVID PPE		
INVOICE 26864			E 110-01-5995-00	<i>Respirators</i>	1,110.00	0.00
			MUN ADMN / OPERATIONS - COVID19 / COVID19			
				Vendor Total-	1,110.00	
00026 COASTAL ACE HARDWARE INC						
0268	42255	02	INVOICE 194846	PWD SANDR RPR		
INVOICE 194846			E 140-01-5524-00	<i>Hinges for Covers</i>	51.96	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
				Invoice Total-	51.96	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0268	42255	02	INVOICE 194505	PWD SUPPLY		
INVOICE 194505			E 140-01-5544-00 <i>ice scraper, deicer</i>		33.55	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		33.55	
0268	42255	02	INVOICE 194788	NYFRD A-56 TMR		
INVOICE 194788			E 130-01-5522-00 <i>wall timer</i>		21.99	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		21.99	
0268	42255	02	INVOICE 194602	NYFRD NZZLE		
INVOICE 194602			E 130-01-5522-00 <i>Hose nozzle</i>		27.98	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		27.98	
0268	42255	02	INVOICE 194479	NYFRD PPE		
INVOICE 194479			E 130-01-5534-00 <i>Heavy weight drill bit</i>		4.99	0.00
			PUBL SAFETY / FIRE RESCUE - PPE / PPE			
			Invoice Total-		4.99	
0268	42255	02	INVOICE 195136	PWD/CUST		
INVOICE 195136			E 140-01-5544-00 <i>brush dump keys</i>		12.95	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
INVOICE 195136			E 145-03-5520-00 <i>light bulbs</i>		17.98	0.00
			BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS			
			Invoice Total-		30.93	
			Vendor Total-		171.40	
00868 COMMAND PEST SERVICES						
0268	42256	02	INVOICE 14015	TOWN OFFICE		
INVOICE 14015			E 145-03-5512-00		50.00	0.00
			BLDGS/GRNDS / FACLTY MAINT - PEST CONTROL / PEST CONTROL			
			Invoice Total-		50.00	
0268	42256	02	INVOICE 14013	FIRE STATION		
INVOICE 14013			E 145-03-5512-00		50.00	0.00
			BLDGS/GRNDS / FACLTY MAINT - PEST CONTROL / PEST CONTROL			
			Invoice Total-		50.00	
			Vendor Total-		100.00	
00091 CUMBERLAND COUNTY REGISTRY OF DEEDS						
0268	42257	02	DISCHARGES			
DISCHARGES			E 110-01-5212-00		114.00	0.00
			MUN ADMN / OPERATIONS - REG OF DEEDS / REG OF DEEDS			
			Invoice Total-		114.00	
0268	42257	02	JANUARY TRANSFERS			
JANUARY TRANSFERS			E 110-01-5212-00		47.00	0.00
			MUN ADMN / OPERATIONS - REG OF DEEDS / REG OF DEEDS			
			Invoice Total-		47.00	
			Vendor Total-		161.00	
00791 DEAD RIVER COMPANY						
0268	42258	02	INVOICE 31701	FD HEATING FUEL		
INVOICE 31701			E 145-02-5416-00		528.77	0.00
			BLDGS/GRNDS / UTILITIES - HEAT / HEAT			
			Vendor Total-		528.77	
00564 DENNIS K. BURKE INC						
0268	42259	02	INVOICE 1313999	WH&CC GEN FUEL		
INVOICE 1313999			E 145-02-5418-00		65.67	0.00
			BLDGS/GRNDS / UTILITIES - PROPANE / PROPANE			
			Invoice Total-		65.67	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0268	42259	02	INVOICE 1314285	PWD/NYFRD DSL		
INVOICE 1314285	E 140-01-5526-00				1,049.53	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
INVOICE 1314285	E 130-01-5526-00				70.01	0.00
	PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		1,119.54	
0268	42259	02	INVOICE 1314793	PWD DIESEL		
INVOICE 1314793	E 140-01-5526-00				1,025.92	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		1,025.92	
0268	42259	02	INVOICE 1319493	PWD DIESEL		
INVOICE 1319493	E 140-01-5526-00				430.63	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		430.63	
0268	42259	02	INVOICE 1320476	PWD DIESEL		
INVOICE 1320476	E 140-01-5526-00				1,116.97	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		1,116.97	
0268	42259	02	INVOICE 1320473	PWD GAS		
INVOICE 1320473	E 140-01-5526-00				351.65	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		351.65	
0268	42259	02	INVOICE 1322254	PWD GAS		
INVOICE 1322254	E 140-01-5526-00				219.58	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		219.58	
0268	42259	02	INVOICE 1316853	PWD/NYFRD GAS		
GAS/DIESEL	E 140-01-5526-00				15.18	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
INVOICE 1316853	E 130-01-5526-00				462.18	0.00
	PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL					
			Invoice Total-		477.36	
			Vendor Total-		4,807.32	
00106 DENNISON LUBRICANTS INC.						
0268	42260	02	INVOICE 3544277	DIESEL ADDITIVE		
INVOICE 3544277	E 140-01-5526-00				448.58	0.00
	PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL					
			Vendor Total-		448.58	
00292 DIRIGO WASTE OIL						
0268	42261	02	INVOICE 36178	PUMP WST OIL FR		
INVOICE 36178	E 145-03-5520-00		<i>waste oil pump</i>		621.70	0.00
	BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS					
			Vendor Total-		621.70	
00266 DOWNEAST SIGNS						
0268	42262	02	INVOICE 302142	TRUCK LETTERING		
INVOICE 302142	E 140-01-5524-00		<i>tail gate chevrons</i>		300.00	0.00
	PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN					
INVOICE 302142	E 220-21-5920-30		<i>New truck lettering</i>		600.00	0.00
	CAPITAL RESV / PWD/FRD - CAPTL RESV / CAP RSV PWD					
			Vendor Total-		900.00	
00116 ECO MAINE						
0268	42263	02	JANUARY TONAGE	RECYCLING		
JANUARY TONAGE	E 150-01-5670-00				1,056.65	0.00
	SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE					

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	1,056.65	
0268	42263	02	JANUARY TONAGE			
JANUARY TONAGE			E 150-01-5670-00		4,463.06	0.00
				SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE		
				Invoice Total-	4,463.06	
				Vendor Total-	5,519.71	
01422 FIRST RESPONDER GRANTS, LLC						
0268	333333	02	NYFRD TRAINING	GRANT WRITING		
NYFRD TRAINING			E 110-01-5140-00		511.00	0.00
				MUN ADMN / OPERATIONS - TRAINING / TRAINING		
				Vendor Total-	511.00	
00615 GOODWIN, CHERYL						
0268	42264	02	STAFF REIMBURESMET	OCT-DEC MILEAGE		
STAFF REIMBURESMET			E 110-01-5130-00		28.75	0.00
				MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES		
				Vendor Total-	28.75	
00033 GROVER, DEBORAH ALLEN						
0268	42265	02	STAFF REIMBURSEMENT	JANUARY		
MILEAGE			E 110-01-5130-00		14.36	0.00
				MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES		
CELLPHONE			E 110-01-5130-00		45.00	0.00
				MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES		
				Vendor Total-	59.36	
00054 HANNAFORD YARMOUTH #8188						
0268	333333	02	STORM COVERAGE			
STORM COVERAGE			E 130-01-5535-00		159.47	0.00
				PUBL SAFETY / FIRE RESCUE - EMRGNCY MANA / EMRGNCY MANA		
				Vendor Total-	159.47	
01423 HOWE, CHRISTINE						
0268	42266	02	OVER PAYMENT REFUND			
OVER PAYMENT REFUND			R 100-4130		31.77	0.00
				REVENUES - CLERK FEES		
				Vendor Total-	31.77	
00803 HYDRAULIC HOSE & ASSEMBLIES, INC						
0268	42267	02	INVOICE 5020517-01	PWD SIDEWLK MCH		
INVOICE 5020517-01			E 140-01-5570-00		94.58	0.00
				PUBLIC WORKS / OPERATIONS - CUTTING EDGE / CUTTING EDGE		
				Vendor Total-	94.58	
00075 INLAND FISHERIES & WILDLIFE						
0268	42242	02	JANUARY COLLECTIONS			
JANUARY COLLECTIONS			G 10-220-02		5,025.36	0.00
				GENERAL / IF&W STATE		
				Vendor Total-	5,025.36	
00203 ION NETWORKING						
0268	42268	02	INVOICE 35873	TOWN OFFICE FEB		
INVOICE 35873			E 110-02-5322-00		1,844.50	0.00
				MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY		
				Invoice Total-	1,844.50	
0268	42268	02	INVOICE 35874	FIRE DEPT		
INVOICE 35874			E 110-02-5322-00		240.00	0.00
				MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY		
				Invoice Total-	240.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
0268	42268	02	INVOICE 35875	PWD FEB		
INVOICE 35875	E 110-02-5322-00				96.00	0.00
	MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY					
			Invoice Total-		96.00	
0268	42268	02	INVOICE 35876	WH&CC FEB		
INVOICE 35876	E 110-02-5322-00				48.00	0.00
	MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY					
			Invoice Total-		48.00	
			Vendor Total-		2,228.50	
00060 JORDAN EQUIPMENT CO						
0268	42269	02	INVOICE P68396	PWD		
INVOICE P68396	E 140-01-5570-00		Side walk machine		644.00	0.00
	PUBLIC WORKS / OPERATIONS - CUTTING EDGE / CUTTING EDGE					
			Invoice Total-		644.00	
0268	42269	02	INVOICE P68633	PWD		
INVOICE P68633	E 140-01-5570-00		Side walk machine		163.10	0.00
	PUBLIC WORKS / OPERATIONS - CUTTING EDGE / CUTTING EDGE					
			Invoice Total-		163.10	
			Vendor Total-		807.10	
01366 KIMBALL MIDWEST						
0268	42270	02	INVOICE 9527855	PWD		
INVOICE 9527855	E 140-01-5524-00		Planograph fitting		88.93	0.00
	PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN					
			Invoice Total-		88.93	
0268	42270	02	INVOICE 9524343	PWD		
INVOICE 9524343	E 140-01-5544-00		misc. nuts, bolts, screws		143.60	0.00
	PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES					
			Invoice Total-		143.60	
0268	42270	02	INVOICE 9585234	PWD		
INVOICE 9585234	E 140-01-5544-00		Gloves		91.96	0.00
	PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES					
			Invoice Total-		91.96	
0268	42270	02	INVOICE 9581203	NYFRD		
INVOICE 9581203	E 130-01-5522-00		Assortment		229.00	0.00
	PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT					
			Invoice Total-		229.00	
			Vendor Total-		553.49	
01195 MAINE COMMERCIAL TIRE, INC.						
0268	42271	02	INVOICE 400313037	PWD		
INVOICE 400313037	E 140-01-5550-00				339.46	0.00
	PUBLIC WORKS / OPERATIONS - TIRES / TIRES					
			Vendor Total-		339.46	
01218 MAINE INFORMATION NETWORK						
0268	42272	02	INVOICE 3709906	BACKGROUND		
INVOICE 3709906	E 110-01-5150-00				81.00	0.00
	MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER					
			Vendor Total-		81.00	
00071 MAINE MEDICAL CENTER						
0268	42273	02	INVOICE I114492	NYFRD MED SUP		
INVOICE I114492	E 130-01-5532-00				23.55	0.00
	PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES					
			Vendor Total-		23.55	
00862 MAINE OXY/SPEC AIR SPECIALTY GASES						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0268	42274	02	INVOICE 32410130	PWD COIL SPRING		
INVOICE 32410130			E 140-01-5544-00 <i>Welding Supply</i>		45.42	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		45.42	
0268	42274	02	INVOICE 32410129	PWD THRLM ELCTR		
INVOICE 32410129			E 140-01-5544-00 <i>Welding Supply</i>		165.16	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		165.16	
			Vendor Total-		210.58	
01278 MAINE RECREATION & PARK ASSOCIATION						
0268	42275	02	INVOICE 2541	MEMBERSHIP		
INVOICE 2541			E 125-01-5150-00		45.00	0.00
			COMM CENTER / OPERATIONS - DUES/MEMBER / DUES/MEMBER			
			Vendor Total-		45.00	
00320 MATHESON TRI-GAS INC						
0268	42276	02	INVOICE 24965607	NYFRD MED SUP		
INVOICE 24965607			E 130-01-5532-00		61.90	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			Vendor Total-		61.90	
00484 MEDICAL REIMBURSEMENT						
0268	42277	02	INVOICE 7302	JANUARY		
INVOICE 7302			E 130-01-5531-00		550.77	0.00
			PUBL SAFETY / FIRE RESCUE - RESCOLLSVC / RESCOLLSVC			
			Vendor Total-		550.77	
00640 MMTCTA						
0268	42278	02	MEMBERSHIP	C. GOODWIN		
MEMBERSHIP			E 110-01-5150-00		30.00	0.00
			MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER			
			Vendor Total-		30.00	
00139 MOONLITE SNOSKIMMERS, INC						
0268	42279	02	YEARLY REIMBURSEMENT			
YEARLY REIMBURSEMENT			E 120-03-5630-00		566.01	0.00
			COMM SVCS / PKS/REC - SNOWMOBILE / SNOWMOBILE			
			Vendor Total-		566.01	
00302 MORTON SALT, INC						
0268	42280	02	INVOICE 5402486074	SALT		
INVOICE 5402486074			E 140-01-5572-00		5,895.91	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
			Invoice Total-		5,895.91	
0268	42280	02	INVOICE 5402497858	SALT		
INVOICE 5402497858			E 140-01-5572-00		1,969.21	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
			Invoice Total-		1,969.21	
0268	42280	02	INVOICE 5402501881	SALT		
INVOICE 5402501881			E 140-01-5572-00		1,932.22	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
			Invoice Total-		1,932.22	
0268	42280	02	INVOICE 5402505831	SALT		
INVOICE 5402505831			E 140-01-5572-00		5,434.88	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
			Invoice Total-		5,434.88	
			Vendor Total-		15,232.22	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00073 MTCMA						
0268	42281	02	MEMBERSHIP	D. BARNES		
MEMBERSHIP	E 110-01-5150-00				165.00	0.00
	MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER					
			Vendor Total-		165.00	
00048 NAPA AUTO PARTS						
0268	42282	02	INVOICE 3784-837654	PWD 6-13		
INVOICE 3784-837654	E 140-01-5524-00		<i>Bulbs</i>		3.72	0.00
	PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN					
			Invoice Total-		3.72	
0268	42282	02	INVOICE 3784-838384	PWD WIPR BLADES		
INVOICE 3784-838384	E 140-01-5524-00		<i>Wiper blades</i>		136.82	0.00
	PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN					
			Invoice Total-		136.82	
0268	42282	02	INVOICE 3784-834576	NYFRD E-52		
INVOICE 3784-834576	E 130-01-5524-00		<i>led lite kit</i>		53.70	0.00
	PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN					
			Invoice Total-		53.70	
0268	42282	02	INVOICE 3784-834815	NYFRD A56/CAR1		
INVOICE 3784-834815	E 130-01-5524-00		<i>oil filters, air filters</i>		144.31	0.00
	PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN					
			Invoice Total-		144.31	
0268	42282	02	INVOICE 3784-835280	PWD 3-19		
INVOICE 3784-835280	E 130-01-5524-00		<i>Mirror</i>		17.34	0.00
	PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN					
			Invoice Total-		17.34	
0268	42282	02	INVOICE 3784-836804	PWD LFT BATT		
INVOICE 3784-836804	E 140-01-5544-00		<i>lift battery</i>		364.22	0.00
	PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES					
			Invoice Total-		364.22	
0268	42282	02	INVOICE 3784-837574	NYFRD VEH CLNR		
INVOICE 3784-837574	E 130-01-5524-00		<i>Car wash</i>		79.98	0.00
	PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN					
			Invoice Total-		79.98	
			Vendor Total-		800.09	
00335 NEW ENGLAND CEMETERY ASSOCIATION						
0268	42283	02	MEMBERSHIP			
MEMBERSHIP	E 110-01-5150-00				50.00	0.00
	MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER					
			Vendor Total-		50.00	
00084 PERMA LINE CORP						
0268	42284	02	INVOICE 190460	SIGNS		
INVOICE 190460	E 140-01-5552-00		<i>Street Signs</i>		84.17	0.00
	PUBLIC WORKS / OPERATIONS - SIGNS / SIGNS					
			Invoice Total-		84.17	
0268	42284	02	INVOICE 190474	PWD SIGNS		
INVOICE 190474	E 140-01-5552-00		<i>Supplies for Signs</i>		66.85	0.00
	PUBLIC WORKS / OPERATIONS - SIGNS / SIGNS					
			Invoice Total-		66.85	
			Vendor Total-		151.02	
00780 READYREFRESH BY NESTLE						
0268	42285	02	INVOICE 02A0447975178			
INVOICE 02A0447975178	E 145-03-5520-00				11.00	0.00

Warrant 33

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS					
Vendor Total-				11.00	
00483 ROYAL RIVER CONSERVATION TRUST					
0268	42286	02	PURCHASE OF LAND	KNIGHTS POND	
PURCHASE OF LAND	E 220-23-5920-00			42,465.00	0.00
CAPITAL RESV / FUTURE LAND - CAPTL RESV / CAPTL RESV					
Vendor Total-				42,465.00	
00138 ROYAL RIVER SNOWMOBILE CLUB					
0268	42287	02	YEARLY REIMBURSEMENT		
YEARLY REIMBURSEMENT	E 120-03-5630-00			566.01	0.00
COMM SVCS / PKS/REC - SNOWMOBILE / SNOWMOBILE					
Vendor Total-				566.01	
00347 RUBY, STACEY					
0268	42288	02	STAFF REIMBURSEMENT	JANUARY	
STAFF REIMBURSEMENT	E 110-01-5130-00			15.00	0.00
MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES					
Vendor Total-				15.00	
00014 SECRETARY OF STATE, MAINE					
0268	42241	02	1/24-1/31 COLLECTIONS		
1/24-1/31 COLLECTIONS	G 10-220-01			1,726.56	0.00
GENERAL / BMV STATE					
Invoice Total-				1,726.56	
0268	42289	02	1/31-2/7 COLLECTIONS		
1/31-2/7 COLLECTIONS	G 10-220-01			4,919.00	0.00
GENERAL / BMV STATE					
Invoice Total-				4,919.00	
Vendor Total-				6,645.56	
00654 SNAP-ON					
0268	42290	02	INVOICE 01122264138	PWD HOSES	
INVOICE 01122264138	E 140-01-5524-00			91.50	0.00
PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN					
0268	42290	02	INVOICE 01122264138	PWD HOSES	
INVOICE 01122264138	E 140-01-5544-00			57.50	0.00
PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES					
Invoice Total-				149.00	
0268	42290	02	INVOICE 01192264372	PWD HOSES	
INVOICE 01192264372	E 140-01-5544-00			115.00	0.00
PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES					
Invoice Total-				115.00	
Vendor Total-				264.00	
00183 SOMATEX INC					
0268	42291	02	INVOICE 28040-1	PWD INSPECTIONS	
INVOICE 28040-1	E 140-01-5578-00		Crane & Hoist insp.	690.00	0.00
PUBLIC WORKS / OPERATIONS - SAFETY INSPE / SAFETY INSPE					
Vendor Total-				690.00	
00102 SPECTRUM					
0268	42292	02	1/12-2/1 SRVC	120 MEMORIAL	
1/12-2/1 SRVC	E 145-02-5412-00			145.11	0.00
BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET					
Invoice Total-				145.11	
0268	42292	02	1/12-2/11 SRVC	10 VILLAGE TV	
1/12-2/11 SRVC	E 145-02-5412-00			33.36	0.00
BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET					

Warrant 33

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	33.36	
0268	42292	02	1/22-2/21 SRVC	68 MEMORIAL		
1/22-2/21 SRVC	E 145-02-5412-00				119.99	0.00
				BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET		
				Invoice Total-	119.99	
				Vendor Total-	298.46	
00101 STAPLES CREDIT PLAN						
0268	42293	02	JANUARY PURCHASES	OFFICE SUPPLY		
JANUARY PURCHASES	E 110-01-5224-00				227.86	0.00
				MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL		
				Vendor Total-	227.86	
00604 STRATTARD ELECTRIC						
0268	42294	02	REPAIR TO OUTSIDE LIGHTS	FIRE STATION		
REPAIR TO OUTSIDE LIGHTS	E 145-03-5520-00		replace multiple lights		1,150.99	0.00
				BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS		
				Vendor Total-	1,150.99	
00940 TEAM EJP PORTLAND, ME						
0268	42295	02	INVOICE 5971867	NYFRD		
INVOICE 5971867	E 130-01-5522-00		Dry Hydrant Repair mill Rd		44.60	0.00
				PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT		
				Invoice Total-	44.60	
0268	42295	02	INVOICE 5971869	NYFRD DRY HYD R		
INVOICE 5971869	E 130-01-5522-00				56.92	0.00
				PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT		
				Invoice Total-	56.92	
				Vendor Total-	101.52	
01230 THE ODORITE COMPANY INC.						
0268	42296	02	INVOICE 189291	WH&CC VAC		
INVOICE 189291	E 145-03-5520-00		Vaccum		497.50	0.00
				BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS		
				Invoice Total-	497.50	
0268	42296	02	INVOICE 189167	CUSTODIAL		
INVOICE 189167	E 145-01-5516-00		Scrub		74.95	0.00
				BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY		
				Invoice Total-	74.95	
0268	42296	02	INVOICE 189057	CUSTODIAL		
INVOICE 189057	E 145-01-5516-00		paper towels, cleaning supplies		157.03	0.00
				BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY		
				Invoice Total-	157.03	
				Vendor Total-	729.48	
01424 THE SNOWMAN GROUP						
0268	42297	02	INVOICE 165794	ABSENTEE ENVL		
INVOICE 165794	E 110-01-5228-00				312.32	0.00
				MUN ADMN / OPERATIONS - ELECTION/REG / ELECTION/REG		
				Vendor Total-	312.32	
00755 TOOLIN LLC						
0268	42298	02	INVOICE 57200	PWD		
INVOICE 57200	E 140-01-5544-00		magnetic clip		10.99	0.00
				PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES		
				Invoice Total-	10.99	
0268	42298	02	INVOICE 70570	NYFRD CHAIN SAW		
INVOICE 70570	E 130-01-5522-00				116.97	0.00

A / P Warrant

Warrant 33

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT						
Invoice Total-					116.97	
Vendor Total-					127.96	
00446 TOWN HALL STREAMS						
0268	42299	02	INVOICE 13733	FEBRUARY		
INVOICE 13733			E 110-02-5322-00		200.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
Vendor Total-					200.00	
00124 TREASURER STATE OF MAINE						
0268	42300	02	INV DEP0113221BWG001673	BIO MED PERMIT		
INV DEP0113221BWG001673			E 130-01-5150-00		25.00	0.00
			PUBL SAFETY / FIRE RESCUE - DUES/MEMBER / DUES/MEMBER			
Vendor Total-					25.00	
00181 TREASURER, STATE OF MAINE						
0268	42301	02	NOTICE 1012901210928			
NOTICE 1012901210928			G 10-401-00		160.00	0.00
			GENERAL / EMP DEDUCT			
Vendor Total-					160.00	
00397 UNIFIRST CORPORATION						
0268	42302	02	INVOICE 1040151809	FIRE STATION		
INVOICE 1040151809			E 145-03-5514-00		30.10	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
Invoice Total-					30.10	
0268	42302	02	INVOICE 1040151808	TOWN OFFICE		
INVOICE 1040151808			E 145-03-5514-00		29.03	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
Invoice Total-					29.03	
0268	42302	02	INVOICE 1040151804	WH&CC		
INVOICE 1040151804			E 145-03-5514-00		74.45	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
Invoice Total-					74.45	
0268	42302	02	INVOICE 1040151803	PWD UNI/FLR MAT		
INVOICE 1040151803			E 145-03-5514-00		22.01	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
INVOICE 1040151803			E 140-01-5130-00		88.37	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
Invoice Total-					110.38	
0268	42302	02	INVOICE 1040154215	PWD UNI/FLR MAT		
INVOICE 1040154215			E 145-03-5514-00		22.01	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
INVOICE 1040154215			E 140-01-5130-00		87.98	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
Invoice Total-					109.99	
0268	42302	02	INVOICE 1040154217	PWD RAGS		
INVOICE 1040154217			E 140-01-5544-00		16.15	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
Invoice Total-					16.15	
0268	42302	02	INVOICE 1040149436	PWD UNI/FLR MAT		
INVOICE 1040149436			E 145-03-5514-00		22.01	0.00
			BLDGS/GRNDS / FACLTy MAINT - FLOOR MATS / FLOOR MATS			
INVOICE 1040149436			E 140-01-5130-00		88.37	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
Invoice Total-					110.38	
Vendor Total-					480.48	

Warrant 33

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00161 UNITED STATES POSTAL SERVICE						
0268	42244	02	BULK MAILER	NEWS LETTER		
BULK MAILER	E 110-01-5210-00				322.68	0.00
	MUN ADMN / OPERATIONS - POSTAGE / POSTAGE					
			Vendor Total-		322.68	
01026 VIKING-CIVES OF MAINE						
0268	42303	02	INVOICE 4512720	PWD 6-13		
INVOICE 4512720	E 140-01-5524-00				512.60	0.00
	PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN					
			Vendor Total-		512.60	
00729 W.B. MASON CO INC						
0268	42304	02	INVOICE 226857797	NYFRD		
INVOICE 226857797	E 130-01-5522-00		<i>batteries</i>		17.56	0.00
	PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT					
			Invoice Total-		17.56	
0268	42304	02	INVOICE 226906601	CUSTODIAL		
INVOICE 226906601	E 145-01-5516-00		<i>map Heads</i>		50.97	0.00
	BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY					
			Invoice Total-		50.97	
0268	42304	02	INVOICE 226726902	PAPER		
INVOICE 226726902	E 110-01-5224-00				27.47	0.00
	MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL					
			Invoice Total-		27.47	
0268	42304	02	INVOICE 226724838	OFFICE SUPPLY		
INVOICE 226724838	E 110-01-5224-00		<i>office supply</i>		273.56	0.00
	MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL					
			Invoice Total-		273.56	
			Vendor Total-		369.56	
00974 ZAZZLE						
0268	333333	02	NAME PLATES			
NAME PLATES	E 110-01-5224-00				102.89	0.00
	MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL					
			Vendor Total-		102.89	
01303 ZOOM VIDEO COMMUNICATIONS INC						
0268	333333	02	INVOICE 131285506	2/3-3/2 SRVC FD		
INVOICE 131285506	E 110-01-5216-00				14.99	0.00
	MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE					
			Vendor Total-		14.99	
			Prepaid Total-		8,041.95	
			Current Total-		95,576.31	
			EFT Total-		0.00	
			Warrant Total-		103,618.26	

Town of North Yarmouth Select Board Business

VIII. Management Reports & Communications

February 15, 2022

Report(s):

- 1) **Town Manager's Report** – Included herein.
- 2) **Expense & Revenue Reports** – Included herein.



Town of North Yarmouth *Town Manager's Report*

February 15, 2022

1) Public Hearing Notification Requirements: The following information comes from the Town Clerk regarding public notifications for town meetings & elections:

Annual/Special Town Meeting

- Date must be set by February 1st of each year. (Charter)
- Date must be held on a Saturday in April (Charter)
- Public Hearing for Ordinances (all but Zoning)
 - 10 days prior to the election
 - 7 days prior, notice must be sent out with an attested copy of the document
 - Complete a return when the document is posted in public
- Public Hearing for Zoning Ordinances
 - Held at least 10 days prior to a Town Meeting
 - 13 days prior to the public hearings, a notice must be posted and published (2) twice in a newspaper that has a general circulation in the municipality. The date of the first publication must be at least 12 days before the hearing. The date of the second (2nd) publication must be at least 7 days before the hearing.
- 7 days prior to a town meeting, the warrant must be posted.
- Return of the warrant posting should be filed on the date the warrant was posted in a public place.
- A moderator shall be elected at the beginning of a town meeting.

Secret Ballots (Candidate)

- 100 days prior to the election – Nominations papers are available.
- 60 days prior to the election is the deadline to file nomination papers with the Clerk.
- 30 days prior to the election, absentee ballots must be available to the voters
 - Shortened Nomination Process: 30-A M.R.S. § 2528(4)(E) and 260: Must be filed by-election).
 - Nomination papers available as few as 10 days prior to the filing deadline.
 - Filing deadline can be shortened to as few as 14 days prior to the election.
 - Absentee ballots are still required to be available 30 days prior to the election.
- Declared write-in candidates must give written notice to the Clerk 45 days prior to the election
- Vacancies can be filled by the Select Board as allowed by the Town Charter or Maine State Statute.



Town of North Yarmouth *Town Manager's Report*

Secret Ballots (Referendum)

- 10 days prior to the election, a public hearing must be held.
- 7 days prior to a public hearing, a public notice must be posted with an attested copy of the document.
- Complete a return when the document is posted in public.
- Absentee ballots available 30 days prior to election day.

2) Committee Remote Participation Policy – Adopted Policies: Included in the Board's packets are all the Remote Participation Policies adopted by the following committees: Living Well in North Yarmouth, the Select Board, Planning Board, and Recycling Advisory Committee. All the policies are essentially identical to each other except that Living Well in North Yarmouth and Planning Board added the following sections/lines:

Living Well in North Yarmouth:

- Section III. Remote Participation by Committee Members, § D.: "When meeting in public may run the risk of jeopardizing the health and safety of committee members.

Planning Board

- Section II., Appointed Boards & Committee's Adoption of Remote Participation: The section was removed from the version recommended by the Select Board. This section was a repeat of the State Statute (1 M.R.S. § 403-B) and does not change the intent of the policy.
- Section IV., Remote Participation by Meeting Presenter: It seems that the Planning Board added the same requirements as expected of members for presenters and included that they must meet the technical requirements to be able to present.

All committees and boards who have adopted the policy thus far have held public hearings posted on the town's calendar. Copies of their policies are included in this packet but also are published on the town's website under "Ordinances & Policies" (left-hand side of the page on various pages – Select Board & Town Clerk pages).

3) Town Manager Barnes – Verbal Communications



Memo

To: Diane Barnes, Town Manager

From: Debbie Grover, Town Clerk

Date: February 7, 2022

Subject: Charter Amendment

My recommendation would be for the Select Board to place the Charter Amendment on a ballot for the November 8, 2022, election. Due to recent changes to State Law.

Title 30-A MRSA Sections 2104, 2105 and 2528 require the following.

- 1) Any Charter amendment/revision must be done by secret ballot (referendum format).
- 2) Select Board must call for the election at minimum of 60 days prior to election day.
- 3) If a majority of the ballots cast on any question under subsections 1 or 2 favor acceptance, the new charter, charter revision, charter modification or charter amendment becomes effective as provided in this subsection, provided the total number of votes cast for and against the question equals or exceeds 30% of the total votes cast in the municipality at the last gubernatorial election. North Yarmouth had 2,440 votes cast in the 2018 gubernatorial election, therefore we would need a minimum of 732 votes casts to pass the charter amendment/revision. Traditionally our highest voter turnout is at the November election.

Proposed Timeline:

- Sep 6 - Select Board call for Public Hearing on Charter Amendment
- Sep 15 & 22 Post Notice of Public Hearing in local newspaper (The Forecaster – comes out every Thursday)
- Sep 27 - Public Hearing
- Oct. 4 - Select Board call for Special Election
- Oct. 11- Absentee Ballots Available
- Oct. 24 - Post Warrant (aka notice of election) and sample ballot at 5 public places in town
- Nov. 8 - Election Day

NORTH YARMOUTH VOTER PARTICIPATION HISTORY

(LARGE ELECTIONS PRESIDENTIAL OR GOVERNOR)

VOTING HISTORY ELECTION	No. of Registered Voters	Number of Votes Cast	Voter Turn Out Percentage	Number of Absentee Ballots
Governor 11-1-2006	3181	1,916	61%	256
President 11-4-2008	3154	2439	78%	800
Governor 11-2-2010	3192	2079	66%	446
President 11-6-2012	3075	2483	81%	619
Governor 11-4-2014	3074	2176	71%	452
President 11-8-2016	3276	2656	81%	974
Governor 11-6-18	3368	2440	73%	673
President 11-3-2020	3642	2995	82%	1985

VOTING HISTORY ELECTION DATE	No. of Registered Voters	Number of Votes Cast	Voter Turn Out Percentage	Number of Absentee Ballots	ELECTION TYPE
Tuesday, Nov 2, 2021	3,697	1,832	50	489	State Referendum
Tuesday, June 8, 2021	3,701	1,007	27	153	Annual Municipal Officers and MSAD Budget
Tuesday, March 23, 2021	3,707	623	17	113	Special Municipa Election - municipal - Select BD Seat
Tuesday, July 14, 2020	3,475	1,541	44	934	State Primary & Referendum, Municipal Officers & Referendum, MSAD BVR
Tuesday, March 3, 2020	3,427	1,729	50	245	Presidential Preference Primary & Referendum, Municipal Officer
Tuesday, Nov 5, 2019	3,423	621	18	48	State Referendum & Local YWD position
Tuesday, June 11, 2019	3,421	258	8	3	municipal officers & BVR
Tuesday, June 12, 2018	3,310	1,464	45	127	State Primary & Referendum, Municipal Officers, BVR
Tuesday, Nov 7, 2017	3,299	1,343	41	144	State of Maine Referendum
Tuesday, June 13, 2017	3,335	524	16	13	State Referendum, Municipal Officers, BVR
Tuesday, Aug 2, 2016	3,142	601	19	89	Run Off Election for Selectman seat
Tuesday, June 14, 2016	3,114	1,362	44	121	State Primary, Municipal Officers & Referendum, BVR
Tuesday, Nov 3, 2015	3,110	1,466	48	149	State & Town Referendum
Monday, Sept 21, 2015	3,083	660	22%	65	Special Municipal Election - municipal
Tuesday, June 9, 2015	3,078	347	12	13	Municipal Officers, BVR,
Tuesday, June 10, 2014	3,055	425	14%	14	State Primary, Municipal Officers, BVR
Tuesday, Nov 5, 2013	3116	600	20	44	State Referendum
Tuesday, June 11, 2013	3119	572	18	8	Municipal Officers, Charter ?, BVR,
Tuesday, June 12, 2012	2877	762	27%	17	Municipal Officers, Charter ?, BVR,
Tuesday, June 14, 2011	2979	482	16%	26	Municipal Officers, Closing Drowne RD, BVR,
Tuesday, June 8, 2010	3134	1408	45%	110	Municipal Officers, BVR, State Primary & Referendum
Tuesday, June 16, 2009	3079	486	16%	15	BVR
Tuesday, June 9, 2009	3079	324	11%	9	Municipal Officers
Tuesday, May 26, 2009	3079	247	8%	BVR	BVR
Tuesday, June 10, 2008	2962	603	20%		State Primary & Referendum
Tuesday, May 20, 2008	2962	208	7%		BVR
Friday, May 16, 2008	2962	240	8%		Municipal Officers

§2104. Charter amendments; procedure

1. Municipal officers. The municipal officers may determine that amendments to the municipal charter should be considered and, by order, provide for notice and hearing on them in the same manner as provided in subsection 5, paragraph A. Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election held at least 30 days after the order is passed; or they may order a special election to be held at least 30 days from the date of the order for the purpose of voting on the proposed amendments.

A. Each amendment shall be limited to a single subject, but more than one section of the charter may be amended as long as it is germane to that subject. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Alternative statements of a single amendment are prohibited. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Petition by voters. On the written petition of a number of voters equal to at least 20% of the number of votes cast in a municipality at the last gubernatorial election, but in no case less than 10, the municipal officers, by order, shall provide that proposed amendments to the municipal charter be placed on a ballot in accordance with paragraphs A and B.

A. Each amendment shall be limited to a single subject, but more than one section of the charter may be amended as long as it is germane to that subject. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Alternative statements of a single amendment are prohibited. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

3. Petition procedure. The petition forms shall carry the following legend in bold lettering at the top of the face of each form.

"Municipality of ..."

"Each of the undersigned voters respectfully requests the municipal officers to provide for the amendment of the municipal charter as set out below."

No more than one subject may be included in a petition.

In all other respects, the form, content and procedures governing amendment petitions shall be the same as provided for charter revision and adoption petitions under section 2102, including procedures relating to filing, sufficiency and amendments.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

4. Amendment constituting revision. At the request of the petitioners' committee, the petition form shall also contain the following language:

"Each of the undersigned voters further requests that if the municipal officers determine that the amendment set out below would, if adopted, constitute a revision of the charter, then this petition shall be treated as a request for a charter commission."

Upon receipt of a petition containing this language, the municipal officers, if they determine with the advice of an attorney that the proposed amendment would constitute a revision of the charter, shall treat the petition as a request for a charter commission and follow the procedures applicable to such a request. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

5. Action on petition. The following procedures shall be followed upon receipt of a petition certified to be sufficient.

A. Within 10 days after a petition is determined to be sufficient, the municipal officers, by order, shall provide for a public hearing on the proposed amendment. At least 7 days before the hearing, they shall publish a notice of the hearing in a newspaper having general circulation in the municipality. The notice must contain the text of the proposed amendment and a brief explanation. The hearing shall be conducted by the municipal officers or a committee appointed by them. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Within 7 days after the public hearing, the municipal officers or the committee appointed by them shall file with the municipal clerk a report containing the final draft of the proposed amendment and a written opinion by an attorney admitted to the bar of this State that the proposed amendment does not contain any provision prohibited by the general laws, the United States Constitution or the Constitution of Maine. In the case of a committee report, a copy shall also be filed with the municipal officers. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. On all petitions filed more than 120 days before the end of the current municipal year, the municipal officers shall order the proposed amendment to be submitted to the voters at the next regular or special municipal election held within that year after the final report is filed. If no such election will be held before the end of the current municipal year, the municipal officers shall order a special election to be held before the end of the current municipal year for the purpose of voting on the proposed amendment. Unrelated charter amendments shall be submitted to the voters as separate questions. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

6. Summary of amendment. When the municipal officers determine that it is not practical to print the proposed amendment on the ballot and that a summary would not misrepresent the subject matter of the proposed amendment, the municipal officers shall include in their order a summary of the proposed amendment, prepared subject to the requirements of section 2105, subsection 3, paragraph C, and instruction to the clerk to include the summary on the ballot instead of the text of the proposed amendment.

[PL 1991, c. 622, Pt. X, §10 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 1991, c. 622, §X10 (AMD).

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§2105. Submission to voters

The method of voting at municipal elections, when a question relating to a charter adoption, a charter revision, a charter modification or a charter amendment is involved, shall be in the manner prescribed for municipal elections under sections 2528 to 2532, even if the municipality has not accepted the provisions of section 2528. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Charter revision or adoption. Except as provided in paragraph A, in the case of a charter revision or a charter adoption, the question to be submitted to the voters shall be in substance as follows:

"Shall the municipality approve the (charter revision) (new charter) recommended by the charter commission?"

A. If the charter commission, in its final report under section 2103, subsection 5, recommends that the present charter continue in force with only minor modifications, those modifications may be submitted to the voters in as many separate questions as the commission finds practicable. The determination to submit the charter revision in separate questions under this paragraph and the number and content of these questions must be made by a majority of the charter commission.

(1) If a charter commission decides to submit the charter revision in separate questions under this paragraph, each question to be submitted to the voters shall be in substance as follows:

"Shall the municipality approve the charter modification recommended by the charter commission and reprinted (summarized) below?" [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Charter amendment. In the case of a charter amendment the question to be submitted to the voters shall be in substance as follows:

"Shall the municipality approve the charter amendment reprinted (summarized) below?"

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

3. Voter information. Reports shall be made available and summaries prepared and made available as follows.

A. In the case of a charter revision or charter adoption, at least 2 weeks before the election, the municipal officers shall:

- (1) Have the final report of the charter commission printed;
- (2) Make copies of the report available to the voters in the clerk's office; and
- (3) Post the report in the same manner that proposed ordinances are posted. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. In the case of a charter amendment, at least 2 weeks before the election, the municipal officers shall:

- (1) Have the proposed amendment and any summary of the amendment prepared under this section printed;
- (2) Make copies available to the voters in the clerk's office; and

(3) Post the amendment and any summary of that amendment in the same manner that proposed ordinances are posted. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Any summary must fairly describe the content of the proposed amendment and may not contain information designed to promote or oppose the amendment. [PL 1991, c. 622, Pt. X, §11 (AMD).]

[PL 1991, c. 622, Pt. X, §11 (AMD).]

4. Effective date. If a majority of the ballots cast on any question under subsection 1 or 2 favor acceptance, the new charter, charter revision, charter modification or charter amendment becomes effective as provided in this subsection, provided the total number of votes cast for and against the question equals or exceeds 30% of the total votes cast in the municipality at the last gubernatorial election.

A. Except as provided in subparagraph (1), new charters, charter revisions or charter modifications adopted by the voters take effect on the first day of the next succeeding municipal year.

(1) New charters, charter revisions or charter modifications take effect immediately for the purpose of conducting any elections required by the new provisions. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. Charter amendments adopted by the voters take effect on the date determined by the municipal officers, but not later than the first day of the next municipal year. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 1991, c. 622, §X11 (AMD).

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§2528. Secret ballot

The following provisions govern a town's use of a secret ballot for the election of town officials or for municipal referenda elections. A vote by secret ballot takes precedence over a vote by any other means at the same meeting. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Acceptance by town. When any town accepts this section at a meeting held at least 90 days before the annual meeting, the provisions of this section apply to the election of all town officials required by section 2525 to be elected by ballot, except the moderator, who shall be elected as provided in section 2524, subsection 2.

A. The provisions of this section relating to the nomination of town officials by political caucus apply only when a town separately accepts those provisions at a meeting held at least 90 days before the annual meeting. If any town accepts those provisions, they remain effective until the town votes otherwise. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. A town may accept only the provisions of subsection 4, relating to the nomination of town officials, as provided in section 2527. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Designation, number and terms of officials. At the time of acceptance, the town shall determine, by a separate article in the warrant, which other officials are to be elected according to this section, and may determine the number and terms of members of the select board, assessors and overseers according to section 2526.

A. After the determination under this subsection, a town may not change the designation, number or terms of town officials, except at a meeting held at least 90 days before the annual meeting. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 2021, c. 275, §33 (AMD).]

3. Voting place specified; polls. The warrant for a town meeting for the election of officials must specify the voting place, which must be in the same building or a building nearby where the meeting is to be held. The warrant for a town meeting for the election of officials that occurs at the same time as voting in federal, state or county elections, but not at the same time as a town meeting held for other purposes, may specify the same voting places as those used by the town for federal, state or county elections. The warrant must specify the time of opening and closing the polls, which must be kept open at least 4 consecutive hours.

A. In the warrant for a town meeting under this section, the municipal officers may designate the date of the election and designate another date within 14 days of the date set for elections as the time for considering the other articles of business in the warrant. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 2003, c. 569, §1 (AMD).]

4. Nomination papers; caucuses. The nomination for any office shall be made by nomination papers or by political caucus as provided in this subsection.

A. The municipal clerk shall make nomination papers available to prospective candidates during the 40 days before the filing deadline. Before issuing nomination papers, the clerk must complete each sheet by writing in the name of the candidate and the title and term of office being sought.

(1) Nomination papers must be signed by the following number of voters based on the population of the town according to the last Federal Decennial Census of the United States:

- (a) Not less than 3 nor more than 10 in towns with a population of 200 or less;
- (b) Not less than 10 nor more than 25 in towns with a population of 201 to 500; and
- (c) Not less than 25 nor more than 100 in towns with a population of more than 500.

(2) Each voter who signs a nomination paper shall add the voter's residence with the street and number, if any. The voter may sign as many nomination papers for each office as the voter chooses, regardless of the number of vacancies to be filled. [PL 1995, c. 102, §1 (AMD).]

B. At the end of the list of candidates for each office, there must be left as many blank spaces as there are vacancies to be filled in which a voter may write in the name and, if residence in the municipality is not a requirement to hold office, municipality of residence of any person for whom the voter desires to vote. A sticker may not be used to vote for a write-in candidate in any municipal election other than a primary election. [PL 1991, c. 83, §1 (AMD).]

C. Completed nomination papers or certificates of political caucus nomination must be filed with the clerk during business hours by the 60th day prior to election day. They must be accompanied by the written consent of the person proposed as a candidate agreeing:

- (1) To accept the nomination if nominated;
- (2) Not to withdraw; and
- (3) If elected at the municipal election, to qualify as such municipal officer.

When these papers and certificates are filed, the clerk shall make them available to public inspection under proper protective regulations. The clerk shall keep them in the office for 6 months. [PL 2017, c. 248, §9 (AMD).]

D. A nomination paper or a certificate of political caucus nomination that complies with this section is valid unless a written objection to it is made to the municipal officers by the 58th day prior to election day.

- (1) If an objection is made, the clerk shall immediately notify the candidate affected by it.
- (2) The municipal officers shall determine objections arising in the case of nominations. Their decision is final. [PL 2017, c. 475, Pt. C, §9 (AMD).]

E. Notwithstanding this subsection, when the municipal officers determine to fill a vacancy under section 2602, which must be filled by election, the municipal officers may designate a shorter time period for the availability of nomination papers, but not less than 10 days before the filing deadline, and may designate a shorter time period for the final date for filing nomination papers, but not less than the 14th day before election day. Notice of the designation shall be posted in the same place or places as town meeting warrants are posted and local representatives of the media shall be notified of the designation. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 2017, c. 475, Pt. C, §9 (AMD).]

5. Referendum questions. By order of the municipal officers or on the written petition of a number of voters equal to at least 10% of the number of votes cast in the town at the last gubernatorial election, but in no case less than 10, the municipal officers shall have a particular article placed on the

next ballot printed or shall call a special town meeting for its consideration. A petition or order under this subsection is subject to the filing provisions governing nomination papers under subsection 4.

The municipal officers shall hold a public hearing on the subject of the article at least 10 days before the day for voting on the article. The public hearing must be held in a manner that solicits and allows for a discussion on the merits of the article. At least 7 days before the date set for the hearing, the municipal officers shall give notice of the public hearing by having a copy of the proposed article, together with the time and place of hearing, posted in the same manner required for posting a warrant for a town meeting under section 2523. The municipal officers shall make a return on the original notice stating the manner of notice and the time it was given.

A. The requirement for public hearing is not a prerequisite to the valid issuance of any bond, note or other obligation of a municipality authorized to borrow money by vote under any such particular article. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. If a particular article to be voted on by secret ballot requests an appropriation of money by the municipality, the article, when printed in the warrant and on the ballot, must be accompanied by a recommendation of the municipal officers.

(1) If by town meeting vote or charter provision, a budget committee has been established to review proposed town expenditures, the recommendations of the budget committee shall be printed in addition to those of the municipal officers.

(2) If the action affects the school budget, a recommendation by the school board shall be printed in addition to those of the municipal officers and the budget committee, if any. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. If the warrant for a town meeting contains only articles for the election of the moderator and one or more referendum questions to be voted on by secret ballot, the municipal officers may specify the same voting places as those used by the town for federal, state or county elections. [PL 2003, c. 569, §2 (NEW).]
[PL 2021, c. 185, §1 (AMD).]

6. Ballots, specimen ballots and instruction cards. The clerk shall prepare ballots, specimen ballots and instruction cards according to the following provisions.

A. The ballot shall contain the names of properly nominated candidates arranged under the proper office designation in alphabetical order by last name. It may contain no other names. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. At the end of the list of candidates for each office, there must be left as many blank spaces as there are vacancies to be filled in which a voter may write in the name and, if residence in the municipality is not a requirement to hold office, municipality of residence of any person for whom the voter desires to vote. A sticker may not be used to vote for a write-in candidate in any municipal election other than a primary election. [PL 1991, c. 83, §2 (AMD).]

C. Any question or questions required by law to be submitted to a vote must be printed either below the list of candidates or on a separate ballot from the ballot listing candidates. Notwithstanding the provision of Title 21-A, section 906, subsection 7 requiring sequential numbering of ballot questions, the questions may be listed on the ballot using sequential capital letters of the alphabet instead of sequential numbers in accordance with section 2501, subsection 4. All other provisions of Title 21-A, section 906, subsection 7 apply. If a separate ballot is used, this ballot must be a different color than the ballot listing candidates. [PL 2019, c. 58, §2 (AMD).]

D. There must be a place on the ballot for the voter to designate the voter's choice. [PL 2019, c. 636, §20 (RPR).]

E. Words of explanation such as "Vote for one" and "Vote yes or no" may be printed on the ballot. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

F. Ballots must be uniform in size. On the ballot must appear "Official Ballot for the Town of . . .," the date of election and a facsimile of the signature of the clerk. [PL 1993, c. 608, §7 (AMD).]

G. A sufficient number of ballots shall be printed, photocopied or otherwise mechanically reproduced and furnished, and a record of the number shall be kept by the clerk. The printed ballots shall be packaged in convenient blocks so that they may be removed separately. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

H. Ten or more specimen ballots printed on paper of a distinctive color without the endorsement of the clerk shall be provided. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

I. Instruction cards containing the substance of Title 21-A, sections 671 to 674, 681, 682, 692 and 693, to guide voters in obtaining and marking ballots and to inform them of penalties for improper conduct shall be printed. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

J. The ballots and specimen ballots shall be packed in sealed packages with marks on the outside specifying the number of each enclosed. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

K. When voting machines are used, the clerk shall prepare and furnish ballot labels that comply, as nearly as practicable, with the provisions of this section which apply to ballots. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[PL 2019, c. 636, §20 (AMD).]

6-A. Candidate withdrawal; new ballots. The following provisions govern the withdrawal of a candidate from an elective race.

A. A candidate may withdraw from an elective race by notifying the municipal clerk in writing of the candidate's intent to withdraw and the reason for withdrawal at least 60 days before the election. This notice must be signed by the candidate and must be notarized. [PL 2017, c. 475, Pt. C, §10 (AMD).]

B. Within the 60-day period before an election, the municipal clerk may allow a candidate to withdraw from an elective race. A candidate who requests to withdraw within the 60-day period before an election shall notify the municipal clerk in writing of the candidate's intent to withdraw and the reason for withdrawal. This notice must be signed by the candidate and must be notarized. [PL 2017, c. 475, Pt. C, §10 (AMD).]

C. The municipal clerk shall ensure that new ballots are produced, if necessary, to reflect the withdrawal of a candidate from an elective race. [PL 1993, c. 608, §8 (NEW).]
[PL 2017, c. 475, Pt. C, §10 (AMD).]

6-B. Inspection of ballots in an election. Upon receipt of a package or box containing absentee ballots for an election, the municipal clerk may open the sealed package or box of ballots and verify

that the ballots do not contain any errors and that the correct number of ballots has been received. The clerk may then proceed to issue absentee ballots in response to pending requests. Upon receipt of a package or box containing regular ballots for an election, the clerk may open, in the presence of one or more witnesses, the sealed package or box of ballots and verify that the ballots do not contain any errors and that the correct number of ballots has been received. Ballots to be used for testing electronic tabulating devices may be removed at this time and immediately marked with the word "TEST" across the front side of the ballot in black or blue indelible ink. The clerk shall keep a record of the number of ballots used for testing purposes and seal the record with the test ballots in a container labeled "TEST BALLOTS" at the conclusion of the testing. The clerk shall then reseal the package or box of regular ballots and secure the package or box of ballots until election day, when it is delivered to the warden at the polling place.

[PL 2007, c. 19, §1 (NEW).]

7. Specimen ballot posted. At least 4 days before the election, the clerk shall have posted in one or more conspicuous, public places a specimen ballot or a list, substantially in the form of a ballot, containing the name and office designation of each candidate.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

8. Ballot clerks. Before the polls are opened, the municipal officers shall appoint the necessary number of ballot clerks as provided in Title 21-A, section 503-A. When there are vacancies after the polls are opened, the moderator shall appoint replacement clerks. The ballot clerks must be sworn before assuming their duties.

A. On election day, before the polls are opened, the clerk shall deliver the ballots to the ballot clerks and shall post an instruction card at each voting compartment and at least 3 instruction cards and 5 specimen ballots in the voting room outside the guardrail enclosure. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. The ballot clerks shall give a receipt to the clerk for the ballots received by them. The clerk shall keep the receipt in the clerk's office for 6 months. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Ballots may not be delivered to the voters until the moderator has been elected. The moderator may appoint a qualified person to act as temporary moderator during a temporary absence from the polling place. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

D. The municipal officers shall prepare a duplicate incoming voting list for the use of the ballot clerks. The law pertaining to incoming voting lists applies equally to duplicate incoming voting lists. [PL 2019, c. 64, §4 (AMD).]

[PL 2019, c. 64, §4 (AMD).]

9. After votes counted, ballots delivered to clerk. After the ballot clerks have counted and tabulated the votes cast, the moderator shall deliver the ballots to the clerk who shall seal them in a suitable package and keep them in the clerk's office for 2 months.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

10. Election by plurality vote; tie vote. Election must be by plurality vote. In the case of a tie vote, the meeting must be adjourned to a day certain, when ballots are again cast for the candidates tied for the office in question, unless all but one tied candidate withdraw from a subsequent election by delivering written notice of withdrawal signed by the candidate and notarized to the municipal offices within the 7-day period following the election. After the 7-day period has expired, the municipal

officers shall call a run-off election between the remaining candidates by posting a warrant in the manner required for calling a town meeting. If only one candidate remains, that candidate is declared the winner and sworn into office.

If the meeting is adjourned sine die before a tie vote is resolved or the tie vote is discovered after the meeting adjourns sine die and more than one candidate remains, a new meeting must be called to conduct a run-off election by the method described in this subsection.

[PL 1997, c. 733, §1 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§A18-20,C8, C10 (AMD). PL 1991, c. 83, §§1,2 (AMD). PL 1991, c. 323 (AMD). PL 1993, c. 608, §§6-8 (AMD). PL 1995, c. 13, §1 (AMD). PL 1995, c. 102, §1 (AMD). PL 1997, c. 733, §1 (AMD). PL 2003, c. 569, §§1,2 (AMD). PL 2007, c. 19, §1 (AMD). PL 2017, c. 248, §9 (AMD). PL 2017, c. 475, Pt. C, §§9, 10 (AMD). PL 2019, c. 58, §2 (AMD). PL 2019, c. 64, §4 (AMD). PL 2019, c. 636, §20 (AMD). PL 2021, c. 185, §1 (AMD). PL 2021, c. 275, §33 (AMD).

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**EXPENSE SUMMARY REPORT
JANUARY 2022**

Department	FY21 Budget	Debits	Credits	Uncollected Balance	%	FY22 Budget	Debits	Credits	Uncollected Balance	%
110 - MUNICIPAL ADMINISTRATION										
01 - OPERATIONS	352,767.00	214,829.78	9,901.02	147,838.24	58.09	386,816.00	215,799.33	119.12	171,135.79	55.76
02 - CONTR/PROF	119,958.00	53,018.14	0.00	66,939.86	44.20	126,226.00	101,155.08	0.00	25,070.92	80.14
Totals	472,725.00	267,847.92	9,901.02	214,778.10	54.57	513,042.00	316,954.41	119.12	196,206.71	61.76
120 - COMMUNITY SERVICES										
01 - CEO/PLAN	115,375.00	64,740.65	35.00	50,669.35	56.08	141,329.00	65,406.55	0.00	75,922.45	46.28
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	1,597.30	79.50	6,332.20	19.34	14,700.00	7,554.50	0.00	7,145.50	51.39
04 - GENL ASST	8,288.00	632.38	0.00	7,655.62	7.63	4,688.00	552.00	0.00	4,136.00	11.77
05 - SOC SERVC	3,871.00	3,090.13	0.00	780.87	79.83	3,892.00	3,116.99	0.00	775.01	80.09
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	657.23	0.00	792.77	45.33	1,450.00	392.16	0.00	1,057.84	27.05
Totals	228,649.00	74,929.29	114.50	153,834.21	32.72	168,174.00	77,282.60	0.00	90,891.40	45.95
125 - COMMUNITY CENTER										
01 - OPERATIONS	60,561.00	32,798.88	0.00	27,762.12	54.16	61,521.00	37,501.49	0.00	24,019.51	60.96
Totals	60,561.00	32,798.88	0.00	27,762.12	54.16	61,521.00	37,501.49	0.00	24,019.51	60.96
130 - PUBLIC SAFETY										
01 - FIRE RESCUE	332,820.00	167,821.49	151.00	165,149.51	50.38	366,029.00	192,004.51	1,040.22	175,064.71	52.17
02 - CONTR/PROF	115,719.00	53,374.11	0.00	62,344.89	46.12	126,303.00	73,550.77	0.00	52,752.23	58.23
Totals	448,539.00	221,195.60	151.00	227,494.40	49.28	492,332.00	265,555.28	1,040.22	227,816.94	53.73
140 - PUBLIC WORKS										
01 - OPERATIONS	464,058.00	250,669.10	701.91	214,090.81	53.87	471,802.00	267,498.55	1,724.73	206,028.18	56.33
Totals	464,058.00	250,669.10	701.91	214,090.81	53.87	471,802.00	267,498.55	1,724.73	206,028.18	56.33
145 - BUILDINGS & GROUNDS										
01 - OPERATIONS	43,639.00	21,388.91	0.00	22,250.09	49.01	44,814.00	16,613.48	0.00	28,200.52	37.07
02 - UTILITIES	51,130.00	23,319.52	0.00	27,810.48	45.61	46,351.00	28,117.45	0.00	18,233.55	60.66
03 - FACLT Y MAINT	33,091.00	19,189.41	0.00	13,901.59	57.99	37,631.00	19,055.59	0.00	18,575.41	50.64
Totals	127,860.00	63,897.84	0.00	63,962.16	50.03	128,796.00	63,786.52	0.00	65,009.48	49.53
150 - SOLID WASTE & RECYCLING										
01 - SOLID WASTE	230,733.00	116,211.08	0.00	114,521.92	50.37	222,821.00	98,243.56	0.00	124,577.44	44.09
Totals	230,733.00	116,211.08	0.00	114,521.92	50.37	222,821.00	98,243.56	0.00	124,577.44	44.09
160 - FIXED EXPENSES										
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	209,754.37	0.00	235,126.63	47.15	416,811.00	209,219.95	0.00	207,591.05	50.20
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	4,607,289.68	0.00	3,290,921.32	58.33	8,230,390.00	4,801,061.02	0.00	3,429,328.98	58.33
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	5,500,251.30	0.00	3,788,847.70	59.21	9,685,973.00	5,756,748.22	0.00	3,929,224.78	59.43
Final Totals	11,322,224.00	6,527,801.01	10,868.43	4,805,291.42	57.56	11,744,461.00	6,883,570.63	2,884.07	4,863,774.44	58.59

REVENUE SUMMARY REPORT

January 2022

100 - REVENUES	FY21 Budget	Debits	Credits	Uncollected Balance	%	FY22 Budget	Debits	Credits	Uncollected Balance	%
4010 - AGENT FEES	12,100.00	0.00	9,941.25	2,158.75	82.16	13,000.00	0.00	9,286.50	3,713.50	71.43
4020 - RESCUE FEES	60,000.00	0.00	36,272.91	23,727.09	60.45	50,000.00	0.25	44,215.88	5,784.37	88.43
4022 - FRD TRAINING REIMB.	-	-	-	-	-	0.00	0.00	0.00	0.00	0.00
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	-9,340.00	121.87	53,685.00	0.00	61,609.00	-7,924.00	114.76
4050 - BOAT EXCISE	5,950.00	3.00	2,426.20	3,526.80	40.73	5,500.00	4.00	1,653.10	3,850.90	29.98
4060 - BUILDING PERMITS	75,000.00	0.00	66,526.86	8,473.14	88.70	62,000.00	0.00	68,073.36	-6,073.36	109.80
4067 - BURN PERMITS - ONLINE	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	18,635.10	11,864.90	60.45	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	18,598.71	53.50	42,000.00	0.00	29,750.35	12,249.65	70.83
4100 - CEO FINES	-	-	-	-	-	0.00	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	300.00	4,450.00	6.32
4115 - CEO ADMIN FEES	-	-	-	-	-	7,500.00	0.00	5,251.00	2,249.00	70.01
4130 - CLERK FEES	800.00	0.00	300.00	500.00	37.50	700.00	0.00	497.00	203.00	71.00
4140 - CUSTOMER SERV. FEES	650.00	0.00	461.67	188.33	71.03	350.00	0.00	330.59	19.41	94.45
4150 - DOG LICENSE FEES	1,650.00	0.00	1,444.00	206.00	87.52	1,550.00	8.00	1,231.00	327.00	78.90
4155 - DONATIONS	0.00	0.00	75.00	-75.00	-	0.00	0.00	0.00	0.00	0.00
4157 - PARK USE PERMIT DOGS	1,200.00	0.00	50.00	1,150.00	4.17	500.00	0.00	100.00	400.00	20.00
4160 - ELECTRICAL PERMITS	15,500.00	0.00	10,828.58	4,671.42	69.86	11,000.00	0.00	17,771.53	-6,771.53	161.56
4190 - FOAA FEES	-	-	-	-	-	0.00	0.00	171.60	-171.60	0.00
4200 - GENEALOGY SEARCH	150.00	0.00	15.00	135.00	10.00	0.00	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	40,329.00	87.91	323,222.00	0.00	323,353.00	-131.00	100.04
4230 - REN. ENERGY EXEMPT	-	-	-	-	-	0.00	0.00	4,698.00	-4,698.00	0.00
4240 - INSURANCE CLAIM	-	-	-	-	-	0.00	0.00	0.00	0.00	0.00
4255 - EMA REIMBURSEMENT	-	-	-	-	-	8,000.00	0.00	0.00	8,000.00	0.00
4257 - CARES ACT - COVID19	-	-	-	-	-	0.00	0.00	0.00	0.00	0.00
4260 - LOCAL ROAD ASSISTANCE	27,400.00	0.00	26,048.00	1,352.00	95.07	25,000.00	0.00	0.00	25,000.00	0.00
4265 - PROPERTY & CASUALTY	5,500.00	0.00	5,025.00	475.00	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	7,471.15	7,797.76	873.39	27.22	1,200.00	0.00	1.00	1,199.00	0.08
4290 - BMV EXCISE	828,750.00	668.70	647,410.29	182,008.41	78.04	950,000.00	0.00	616,170.63	333,829.37	64.86
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	3,950.00	-2,725.00	327.08	1,200.00	0.00	525.00	675.00	43.75
4330 - PLUMBING PERMITS	18,000.00	0.00	8,017.50	9,982.50	44.54	10,000.00	0.00	9,045.00	955.00	90.45
4335 - PRIVATE ROAD SIGNS	300.00	0.00	88.94	211.06	29.65	300.00	0.00	121.50	178.50	40.50
4340 - RENTAL FEES	10,200.00	0.00	6,375.00	3,825.00	62.50	10,200.00	0.00	6,375.00	3,825.00	62.50
4342 - (NEW) ROAD ORDINANCE PERMITS	-	-	-	-	-	0.00	0.00	150.00	-150.00	0.00
4345 - WH&CC FEES	51,970.00	600.00	1,295.00	51,275.00	1.34	51,400.00	6,967.00	20,055.35	38,311.65	25.46
4346 - WH&CC SPCL EVENTS	-	-	-	-	-	0.00	0.00	947.00	-947.00	0.00
4350 - REVENUE SHARING	271,799.00	0.00	227,440.67	44,358.33	83.68	423,770.00	0.00	331,928.67	91,841.33	78.33
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	1,000.00	200.00	83.33	750.00	250.00	500.00	500.00	33.33
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 - SW/RECYCLING	148,000.00	38,845.65	159,374.52	27,471.13	81.44	170,000.00	0.00	109,328.71	60,671.29	64.31
4400 - SW HAULER PERMIT	75.00	0.00	100.00	-25.00	133.33	75.00	0.00	0.00	75.00	0.00
4420 - TAX INTEREST	15,000.00	57.40	11,244.19	3,813.21	74.58	12,000.00	0.00	12,123.66	-123.66	101.03
4430 - TAX PENALTY	3,000.00	0.00	1,103.77	1,896.23	36.79	3,000.00	0.00	1,151.60	1,848.40	38.39
4450 - TIMBER HARVEST	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
4480 - TREE GROWTH EXEMPT.	4,000.00	0.00	2,330.52	1,669.48	58.26	2,500.00	0.00	3,568.10	-1,068.10	142.72
4485 - CONSOLIDATED COMM.	6,000.00	0.00	3,500.00	2,500.00	58.33	6,000.00	0.00	0.00	6,000.00	0.00
4500 - VETERAN'S EXEMPTION	2,950.00	0.00	2,153.00	797.00	72.98	2,200.00	0.00	2,099.00	101.00	95.41
4510 - VITAL RECORDS	3,100.00	0.00	1,694.00	1,406.00	54.65	2,600.00	0.00	1,670.60	929.40	64.25
Final Totals	2,030,840.00	50,691.80	1,632,188.92	449,342.88	77.87	2,298,302.00	7,229.25	1,703,528.96	602,002.29	73.81

Town of North Yarmouth Select Board Business

IX. Old Business

February 15, 2022

Action Item(s):

None.

Town of North Yarmouth

Select Board Business

X. *New Business*

February 15, 2022

Action Item(s):

1) Economic Development & Sustainability Committee – Select Board Charge:

Discussion item led by Chairperson Sites.

2) Economic Development & Sustainability Committee Proposed Bylaws Review:

Included herein are proposed bylaws drafted by the Economic Development & Sustainability Committee. The committee has asked the Select Board to review them.

3) Land Donation – Construction Aggregate, Inc. (Phase II) – Warrant Consideration:

Included in the Board's packets is a letter received from Construction Aggregate, Inc. in regards to a donation from them to the town for Lot 25 located at Phase II of Village Center Estates. The property consists of 13.17 acres and abuts right of way access to the recently purchased property from the Royal River Conservation Trust made at the Annual Town Meeting on April 24, 2021 (June 19, 2021).

It is asked that the Select Board consider this property donation at April 30, 2022, Annual Town Meeting.

Suggested Motion: Move that the Select Board respond to Construction Aggregate's letter by placing the land donation of Lot 25 in Phase II of Village Center Estates on the April 30, 2022, Annual Town Meeting. Second, discussion and vote follow.

4) Treasurer's Disbursement Policy:

Included herein is a memo to recommend the Select Board adopt the Treasurers' Disbursement Policy, as presented.

Suggestion Motion: Move that the Select Board adopt the Treasurer's Disbursement Policy, as presented. Second, discussion and vote follow.

Town of North Yarmouth Economic Development & Sustainability Committee Bylaws

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for committee meetings and to promote the fair, orderly and efficient conduct of the Committee's proceedings and affairs. These bylaws shall follow the guideline of Robert's Rules to govern the committee's practices and procedures except as otherwise provided by Maine Law, North Yarmouth Charter, North Yarmouth Committee Policy and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers and Duties

- A. Officers of the committee shall consist of a "Chairperson" (and optionally a "Co-Chairperson") and a "Secretary" to be chosen annually (in compliance with the town charter) at the first regular meeting in July of each year by and from among Committee members unless otherwise prohibited by law.
- B. The Chairperson(s) shall preside at all meetings and shall have the authority to rule on matters and procedure to maintain order. The Chairperson(s) shall set the agenda previous to meetings, determine the course of the proceedings, and take any actions as may be necessary and consistent with these bylaws (or other law) to enable the Committee to perform its duties and conduct its affairs.
- C. In the case of co-Chairpersons, both will collaborate on the agenda prior to meetings and one will preside at each meeting while the other acts as vice chair, either in an alternating or predetermined order. In the absence of a chairperson whose turn it might be, the other Chairperson shall preside at the meeting.
- D. The Secretary or designee shall maintain a permanent record of all Committee meetings, all documents and all correspondence of the committee, which shall be a public record except as otherwise prohibited by law.
- E. In the case that an officer misses two (2) consecutive meetings without approved notice, resigns or requests to step down from the position, the committee, at the next regular meeting and in accordance with North Yarmouth charter, shall choose a replacement officer by majority vote from existing committee members.

Section 3. Meetings

- A. The regular meeting shall generally be held on the fourth Thursday of each month.
- B. The annual organizational meeting of the committee shall be the first regular meeting in July of each year.
- C. Special meetings may be scheduled by the chairperson or any individual co-chair with no less than forty-eight (48) hours written notice of the time, place and business of the meeting. This notice shall be given to each member of the committee and shall be posted on all Town forms of electronic media communications and designated public locations.
- D. The chairperson or any individual co-chair shall call a special meeting within ten (10) days receipt of a written request from any three (3) members of the committee whose request shall specify the matters to be considered at said special meeting.
- E. Regular meeting outline;
 - 1. Call to order.
 - 2. Pledge of Allegiance.
 - 3. Approval of the previous meeting minutes.
 - 4. Agenda items (old business).
 - 5. New business.
 - 6. Public comment.
 - 7. Any other business (discussion as time permits).
 - 8. Adjournment.
- F. All regular meetings of the committee shall be open to the public. No votes may be taken by the committee except in public meetings. Any meeting that consists of at least a quorum of regular members will be considered an Official meeting and subject to Maine law, Town of North Yarmouth charter and committee policy.
- G. Subcommittee meetings consisting of (3) members or less do not constitute a quorum and is not considered an official meeting.

Section 4. Voting

- A. A quorum shall consist of (4) regular members, a majority of (7) regular members.
- B. All matters shall be decided by a show of hands. Decisions on any matter shall require an affirmative of a quorum.
- C. A vote without majority shall be considered a failure of the motion.
- D. Any members with a conflict of interest or appearance of a conflict, as stated in North Yarmouth Charter, shall recuse themselves from a vote and not count as part of the quorum.
- E. An alternate member shall replace a regular member who is:
 - 1. Disqualified from voting by reculsion
 - 2. Unable to attend a meeting
 - 3. Absent from a regular meeting due to late arrival of more than 10 minutes.

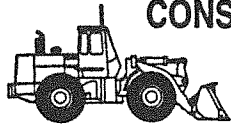
Section 5. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 6. Amendments

These bylaws may be amended at any time in writing by a majority vote of the committee on the proposed amendment.

Adopted:



CONSTRUCTION AGGREGATE, INC.

P.O. Box 307

CUMBERLAND, MAINE 04021

PH: (207) 829-3373

January 10, 2022

Town of North Yarmouth

Interim Town Manager – Chris Bolduc

The intent of this letter is to notify the Town, that Construction Aggregate, Inc., would like to gift Lot 25 at Village Center Estates Phase 2 to the Town of North Yarmouth. This property was intended to be gifted to the Town as part of the approvals of the Village Center Estates Phase 2 plan.

The property consists of 13.17 acres and is described on the recorded plan C-102 which is recorded and dated August 12, 2021 at 1:27pm in the Plan Book 221 Page 436.

I would request this be added to the April 2022 Town meeting warrant. The property has had the property taxes paid in full to June 2022 and is owned by Construction Aggregate, Inc.

Sincerely,

A handwritten signature in black ink that reads "Ben". The signature is stylized with a large, looped initial 'B'.

Ben Grover

Construction Aggregate, Inc.

MEMO

To: Select Board

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: February 15, 2022

Agenda Items 2021 – 245 A to L

Policy on Treasurer’s Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees

Title 30-A M.R.S.A. § 5603 provides several ways in which disbursement of municipal funds for employees’ wages, benefits and state fees may be approved by less than a majority of the Select Board without a public meeting.

2. Duties. The treasurer shall:

A. Except as provided in subparagraphs (1) and (2), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees’ wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [2009, c. 6, §1 (AMD).]

Select Board Motion

Approve the adoption of the Municipal Disbursement Warrants policy as presented.

Town of North Yarmouth
Policy on Treasurer's Disbursement Warrants for
Municipal Employee Wages, Benefits, & State Fees

Purpose: This policy allows designated municipal officers (select board), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for wages, benefits, & state fees only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(1)(3), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages, benefits, and state fees only:

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Brian Sites, Chair, James Moulton, V. Chair, Austin Harrell, Paul Hodgetts, & David Reed.

The Chair of the municipal officers designates any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on February 15, 2022.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The treasurer shall remind the municipal officers to consider renewing this policy on or before the first Select Board meeting in July.

Original. The clerk will maintain the original copy of this policy on file.

Dated: _____

MUNICIPAL OFFICERS:

Brian Sites, Chair

Paul Hodgetts

James Moulton, V. Chair

David Reed

Austin Harrell