

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, April 19, 2022  
Select Board Workshop with Planning Board  
6:00 PM  
Regular Business Meeting  
7:00 PM**

**Wescustogo Hall & North Yarmouth Community Center**

**Select Board Members**

Brian Sites, Chairperson

James Moulton, Vice-Chairperson

David Reed, Board Member

Paul Hodgetts, Board Member

**I. Call to Order**

- Pledge of Allegiance
- History Minute

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

**II. Public Hearing(s) – Management of Tax Acquired Property Ordinance**

**III. Appointments**

**IV. Special Presentations**

**V. Announcements**

**VI. Consent Agenda**

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”

- Municipal Accounts Payable Warrants
- Municipal Payroll Warrants
- April 5, 2022, Business Meeting Minutes
- March 30, 2022, Business Meeting Minutes (Revised)
- March 29, 2022, Business Meeting Minutes (Revised)
- February 1, 2022, Business Meeting Minutes (Revised)

**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**

- Town Manager’s Report
- March Financial Reports

**IX. Old Business**

- Candidates Night

**X. New Business**

- MOU (Regional Waste Collection)
- Amend Employee Holiday Schedule
- Application for Catering Permit – Rachel’s on the Green
- Management of Tax Acquired Property Ordinance – Certification to the Clerk – Annual Town Meeting
- Land Use Ordinance – Certification to the Clerk – Annual Town Meeting
- Authorization of Annual Town Meeting Warrant

**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

## II. Public Hearing(s)

April 19, 2022

### **OPENING THE PUBLIC HEARING**

*Move that the Select Board open the Public Hearing on amendments to the Management of Tax Acquired Property Ordinance. Second, discussion and vote follow.*

### **AUDIENCE PARTICIPATION**

Once the Chair opens the public hearing, those present who wish to speak may approach the microphone and address the Select Board Chair. Please use the microphone and state your name and street address for the record.

### **CLOSE THE PUBLIC HEARING**

*Move that the Select Board close the Public Hearing on amendments to the Management of Tax Acquired Property Ordinance. Second, discussion and vote follow.*

### **TOWN MEETING CONSIDERATION**

*Move that the Select Board accept the amendments to the Management of Tax Acquired Property Ordinance, as presented, and place a warrant article for Town Meeting consideration on the April 30, 2022, Town Meeting Warrant. Second, discussion and vote follow.*

### **Town Manager/Tax Collector Comments:**

To comply with Maine's senior tax lien foreclosure law, an amendment to the Management of Tax Acquired Property Ordinance is required. The added language states that the Municipal Officers shall use the special sale process required by 36 M.R.S. § 943-V for qualifying homestead property if they choose to sell the property.

The law enacted in 2018 requires the qualifying homestead properties to be listed with a licensed real estate broker for at least six (6) months.

Town of North Yarmouth



Select Board

**NOTICE OF PUBLIC HEARING**

Tuesday, April 19, 2022

7:00 PM

Wescustogo Hall & North Yarmouth Community  
Center

RE: Management of Tax Acquired Property  
Ordinance

**TOWN OF NORTH YARMOUTH**  
**Management of Tax Acquired Property Ordinance**

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**Article 1. Purpose**

1.1 The purpose of this ordinance is to establish procedures/guidelines for the management, administration and disposition of real property acquired for nonpayment of taxes by the Town of North Yarmouth in accordance with Title 36 M.R.S, § 942 and 943, as amended.

**Article 2. Analysis of Potentially Acquirable Property for Unacceptable Liabilities**

2.1 Annually, thirty (30) days before Notices of Foreclosure are sent, an evaluation of those potential liabilities that might be assumed by the Town shall be conducted with special attention to situations involving hazardous waste, public safety problems, and landlord responsibilities so that waiver of foreclosure recommendations (that conforms to all laws) can be acted upon by the Tax Collector/Treasurer with the consultation of the Select Board.

**Article 3. Management of Tax Acquired Property Pending Final Disposition**

3.1 Following the foreclosure of the tax lien mortgage, the Tax Collector/Treasurer by certified mail return-receipt, shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the property will be disposed of in accordance with this ordinance, a copy of which shall be included with the notification.

3.2 The Tax Collector/Treasurer shall prepare a list of properties acquired and submit a copy to the Select Board. The list will include:

A. A fact sheet on all properties identifying current use, assessed value, size, location, zoning, and other relevant data, and

B. A recommendation on each tax acquired property based on the following substance:

1. Retain the property for town purposes.

a) The property has or will have recreational value or economic value to the Town;

b) The property has or will have potential for public facility or additions to public facilities;

c) The property has or will have potential use for the inhabitants of North Yarmouth as determined by the Select Board (i.e., forest land, park land, etc.)

2. Retain the property and lease it.

3. Donate the property to some appropriate non-profit organization whose mission benefits North Yarmouth citizens in general.

4. Other uses.

3.3 The responsibility for the management of tax acquired property rests with the Select Board. The Select Board's decision regarding the action plan for the final disposition of property shall:

A. Determine whether the Town's best interest would be served by immediately disposing of the property (consider potential liability interest in owning the property);

**TOWN OF NORTH YARMOUTH**  
**Management of Tax Acquired Property Ordinance**

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- B. Determine and obtain, if necessary, a level of insurance required to protect the town's interest in the property and to protect the Town from liability;
  - C. Determine if and when any occupants of tax acquired property shall be required to vacate the property;
  - D. Determine whether a rental fee should be charged to any occupants of the property. A rental fee shall not be imposed unless the Town has acquired sufficient liability insurance;
  - E. Notwithstanding the provisions of Article 6, Property to be Sold, the Select Board shall determine any special conditions, if any, for property sales. Title 14 M.R.S, 8104-A.
- 3.4 In the event the taxpayer in possession or taxpayer lessee possession has ceased for sixty (60) consecutive days, the Town Manager shall obtain liability coverage for the property.

**Article 4. Review of Tax Acquired Properties**

- 4.1 The Town Manager may also recommend that the Town retain the property on a temporary basis if, in his or her judgment, the immediate sale would cause the occupants to be placed on public assistance.
- 4.2 The Town Manager shall forward the recommendations to the Select Board who shall make the final determination regarding property disposition.

**Article 5. Repurchase of Tax Acquired Property**

- 5.1 The party from whom the property was acquired may repurchase the property by paying all outstanding property taxes, including the total amount of all delinquent property taxes, plus the total taxes for the current tax year (and an estimated amount for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property including, but not limited to, insurance, noticing and other related costs. The Town may also require the payment of any other delinquent taxes or obligations due to the Town
- 5.2 The party from whom the property was acquired may, upon approval of the Town Manager, enter into a written agreement to make reasonable payments to satisfy the obligations set forth in section 5.1 above, pursuant to the conditions set forth in Title 33 M.R.S, § 481 and 482, in exchange for a promise of the Town to give a municipal quit claim deed if all of the terms and conditions of the payment agreement are fulfilled by the obligor.

**Article 6. Property to be Sold**

- 6.1 If the Town Manager and the Select Board decide to sell the property by advertised sale, the Select Board shall establish a sale date. Except that the Municipal Officers shall use the special sale process by 36 M.R.S. § 943-C for qualifying homestead property if they choose to sell it to anyone than the former owner (s). The Town Manager shall publish a notice of the sale of the tax-acquired property in a local newspaper. Said notice shall be published at least three (3) times with the last publication at least fourteen (14) days prior to the sale. The notice shall be posted in the Municipal Office and at least two other conspicuous places within North Yarmouth. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain the following information for each piece of property:

**TOWN OF NORTH YARMOUTH**  
**Management of Tax Acquired Property Ordinance**

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- A. Brief description of the property, i.e., land, building, mobile home, etc.;
  - B. Location of the property including Map and Lot numbers;
  - C. Brief description of the conditions of the sale;
  - D. Minimum bid; and
  - E. Required deposit.
- 6.2 The Select Board will determine the minimum bid for any tax acquired property. The minimum bid shall be at least, but not limited to, the total of all outstanding taxes, including estimated taxes for the current year if the conveyance is prior to commitment and the actual amount of taxes for the current year is not yet known, interest, lien costs, and any other actual costs, such as legal and insurance costs.
- 6.3 Bids shall be publicly opened and read on the date and at the time specified.
- 6.4 The Town Manager shall review all bids and make recommendations to the Select Board. The Select Board shall determine the successful bidder.
- 6.5 The Town Manager shall notify the successful bidder by certified mail.
- 6.6 The Town of North Yarmouth reserves the right to reject any or all bids, accept any bid (not necessarily the highest) and waive any of the requirements of this policy should the Select Board, in its sole determination, judge such actions to be in the best interest of the Town of North Yarmouth. Instances, where this right may be invoked, include but are not limited to determining if the town would benefit greater by a use proposed by a party other than the highest bidder.
- 6.7 Should the Select Board reject all bids; the property may again be offered for public sale without notification to the prior owner.
- 6.8 The bid deposit of the successful bidder shall be retained as a credit towards the purchase price. All other deposits shall be returned to the bidders.
- 6.9 The Select Board shall require payment in full from the successful bidder within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30) days, the Town shall retain the bid deposit and title to the property. The Select Board may offer the property to the next highest bidder who shall also have thirty (30) days to make payments in full.
- 6.10 Title to tax acquired property shall be transferred only by means of a Municipal Quit Claim Deed.
- 6.11 The successful bidder shall be responsible for the removal of any and all occupants and contents of purchased tax acquired property.

# Town of North Yarmouth Select Board Business

## VI. *Consent Agenda*

April 19, 2022

Consent Agenda Items are considered routine and will be considered for adoption by one (1) motion with no separate discussion unless a Select Board member requests an item be removed.

- Municipal Accounts Payable Warrants
- Municipal Payroll Warrants
- April 5, 2022, Business Meeting Minutes

### **Revised Minutes:**

- March 30, 2022, Business Meeting Minutes (Revised)
- March 29, 2022, Business Meeting Minutes (Revised)
- February 1, 2022, Business Meeting Minutes (Revised)

### **APPROVE CONSENT AGENDA AS PRESENTED**

*Move that the Select Board approve the Consent Agenda, as presented. Second, discussion and vote follow.*

OR

### **FURTHER DISCUSSION**

*Move to remove \_\_\_\_\_ from the Consent Agenda for further discussion under “Any Other Business”. Second, discussion and vote follow.*



# TOWN OF NORTH YARMOUTH



## Authorization of accounts payable for the Fiscal Year 2022 totaling:

Payroll:	\$ 36,020.74
Town Payables:	\$ 129,953.27
<b>TOTAL</b>	<b>\$ 165,974.01</b>

Itemized warrants 45, 46 and 47 attached.

### Board of Selectpersons

\_\_\_\_\_  
Brian Sites- Chairperson

\_\_\_\_\_  
James Moulton- Vice Chairperson

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

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

\_\_\_\_\_  
*vacant*  
*vacant*

Dated: April 19, 2022



Warrant 45

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>0075 INLAND FISHERIES &amp; WILDLIFE</b>						
0358	42490	04	MARCH 2022			
MARCH 2022	G 10-220-02				996.06	0.00
	GENERAL / IF&W STATE					
			<b>Vendor Total-</b>		<b>996.06</b>	
<b>00014 SECRETARY OF STATE, MAINE</b>						
0358	42491	04	3/28 - 4/4 COLLECTIONS			<b>*** SEPARATE ***</b>
3/28 - 4/4 COLLECTIONS	G 10-220-01				4,924.68	0.00
	GENERAL / BMV STATE					
			<b>Invoice Total-</b>		<b>4,924.68</b>	
0358	42492	04	4/4 - 4/11 COLLECTIONS			<b>*** SEPARATE ***</b>
4/4 - 4/11 COLLECTIONS	G 10-220-01				13,392.14	0.00
	GENERAL / BMV STATE					
			<b>Invoice Total-</b>		<b>13,392.14</b>	
			<b>Vendor Total-</b>		<b>18,316.82</b>	
<b>00124 TREASURER STATE OF MAINE</b>						
0358	333333	04	1QTR 2022 UNEMPLOYEMENT			
1QTR 2022 UNEMPLOYEMENT	E 160-02-5760-00				2,820.45	0.00
	FIXED EXPENS / EE BENEFITS - UNEMPLOYMENT / UNEMPLOYMENT					
			<b>Vendor Total-</b>		<b>2,820.45</b>	
<b>00181 TREASURER, STATE OF MAINE</b>						
0358	42493	04	NOTICE#1012901210928	CASE#001480294S		
NOTICE#1012901210928	G 10-401-00				160.00	0.00
	GENERAL / EMP DEDUCT					
			<b>Vendor Total-</b>		<b>160.00</b>	
			<b>Prepaid Total-</b>		<b>2,820.45</b>	
			<b>Current Total-</b>		<b>19,472.88</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>22,293.33</b>	

Select Board Member's Signataure: 

Select Board Member's Name Printed: BRIAN SITES

Date: April 12, 2022

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>01391 A+ ATHLETIC PRODUCTS INC</b>						
0362	42495	04	INV#1322	WHCC		
INV#1322			E 110-01-5224-00		75.00	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Vendor Total-</b>		<b>75.00</b>	
<b>00456 A-1 LOCKBOX INC</b>						
0362	42496	04	INV#30718	TOWN OFFICE		
INV#30718			E 110-01-5224-00		193.00	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Vendor Total-</b>		<b>193.00</b>	
<b>00402 AFLAC</b>						
0362	42497	04	INV#870378			
AFLAC			G 10-402-00		48.48	0.00
			GENERAL / AFLAC			
			<b>Vendor Total-</b>		<b>48.48</b>	
<b>00517 AMAZON CAPITAL SERVICES, INC</b>						
0362	42498	04	INV#14ND-KNQL-LH9Q	FRD		
FRD			E 110-01-5224-00		79.99	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Invoice Total-</b>		<b>79.99</b>	
0362	42498	04	INV#1K6K-J9R4-9LK1	RCPT PRINTER		
ADMIN SUPPLY			E 110-01-5226-00		289.98	0.00
			MUN ADMN / OPERATIONS - OFFICE EQUIP / OFFICE EQUIP			
			<b>Invoice Total-</b>		<b>289.98</b>	
			<b>Vendor Total-</b>		<b>369.97</b>	
<b>00194 AT &amp; T MOBILITY</b>						
0362	42499	04	FEB & MARCH			
FIRE RESCUE			E 130-01-5130-00		30.34	0.00
			PUBL SAFETY / FIRE RESCUE - ALLOWANCES / ALLOWANCES			
ADMIN			E 145-02-5412-00		372.20	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
			<b>Vendor Total-</b>		<b>402.54</b>	
<b>00823 BAYSIDE EMPLOYEE HEALTH CENTER</b>						
0362	42500	04	INV#227204	FRD		
INV#227204			E 130-01-5145-00		201.00	0.00
			PUBL SAFETY / FIRE RESCUE - PHYCLS/HEP B / PHYCLS/HEP B			
			<b>Invoice Total-</b>		<b>201.00</b>	
0362	42500	04	INV#227299	PWD		
INV#227299			E 140-01-5534-00		279.00	0.00
			PUBLIC WORKS / OPERATIONS - PPE / PPE			
			<b>Invoice Total-</b>		<b>279.00</b>	
			<b>Vendor Total-</b>		<b>480.00</b>	
<b>01312 BLUE HAVEN SOLAR LLC</b>						
0362	42501	04	INV#191	SOLAR JAN-MAR		
INV#191			E 145-02-5415-00		2,983.72	0.00
			BLDGS/GRNDS / UTILITIES - SOLAR PNLS / SOLAR PNLS			
			<b>Vendor Total-</b>		<b>2,983.72</b>	
<b>00332 BOUND TREE MEDICAL LLC</b>						
0362	42502	04	INV#84474085			
INV#84474085			E 130-01-5532-00		7.69	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			<b>Invoice Total-</b>		<b>7.69</b>	

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0362	42502	04	INV#84471863			
INV#84471863			E 130-01-5532-00		219.76	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			<b>Invoice Total-</b>		<b>219.76</b>	
			<b>Vendor Total-</b>		<b>227.45</b>	
<b>01431 BROWN, KEVIN</b>						
0362	42503	04	CHIMNEY REMOVAL TOWN OFFI			
CHIMNEY REMOVAL TOWN OFFI			E 220-25-5920-00		2,800.00	0.00
			CAPITAL RESV / MUN FACIL - CAPTL RESV / CAPTL RESV			
			<b>Vendor Total-</b>		<b>2,800.00</b>	
<b>01440 CARDMEMBER SERVICE</b>						
0362	42504	04	APRIL			
ZAZZLE			E 110-01-5224-00		49.48	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
ADOBE			E 110-01-5216-00		107.56	0.00
			MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE			
ZOOM			E 110-01-5216-00		14.99	0.00
			MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE			
FIRE MARSHALL			E 125-01-5242-00		117.00	0.00
			COMM CENTER / OPERATIONS - MKG PRNT ADV / MKG PRNT ADV			
			<b>Vendor Total-</b>		<b>289.03</b>	
<b>00025 CENTRAL MAINE POWER COMPANY</b>						
0362	42505	04	STREET LIGHTS - MARCH			
STREET LIGHTS			E 130-02-5332-00		369.86	0.00
			PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS			
			<b>Vendor Total-</b>		<b>369.86</b>	
<b>00095 CHARLIE BURNHAM HEATING SERVICE, INC</b>						
0362	42506	04	INV#323540	FRD UNIT 1		
INV#323540			E 145-03-5522-00		254.95	0.00
			BLDGS/GRNDS / FACLTY MAINT - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>254.95</b>	
0362	42506	04	INV#323542	FRD UNIT 2		
INV#323542			E 145-03-5522-00		254.95	0.00
			BLDGS/GRNDS / FACLTY MAINT - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>254.95</b>	
0362	42506	04	INV#323543	RENTAL HOUSE		
INV#323543			E 145-03-5522-00		352.57	0.00
			BLDGS/GRNDS / FACLTY MAINT - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>352.57</b>	
			<b>Vendor Total-</b>		<b>862.47</b>	
<b>01425 CHARTER COMMUNICATIONS</b>						
0362	42507	04	INV#662819101032422			
INV#662819101032422			E 145-02-5412-00		239.98	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
			<b>Vendor Total-</b>		<b>239.98</b>	
<b>00026 COASTAL ACE HARDWARE INC</b>						
0362	42508	04	INV#197191	TOWN OFFICE		
INV#197191			E 145-03-5520-00		79.99	0.00
			BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS			
			<b>Invoice Total-</b>		<b>79.99</b>	
0362	42508	04	INV#197306	RENTAL HOUSE		
INV#197306			E 145-03-5520-00		57.11	0.00
			BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS			

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>Invoice Total-</b>					<b>57.11</b>	
0362	42508	04	INV#197314	RENTAL HOUSE		
INV#197314			E 145-03-5520-00		49.98	0.00
BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS						
<b>Invoice Total-</b>					<b>49.98</b>	
<b>Vendor Total-</b>					<b>187.08</b>	
<b>00868 COMMAND PEST SERVICES</b>						
0362	42509	04	INV#20857	WHCC		
INV#20857			E 145-03-5512-00		150.00	0.00
BLDGS/GRNDS / FACLT Y MAINT - PEST CONTROL / PEST CONTROL						
<b>Invoice Total-</b>					<b>150.00</b>	
0362	42509	04	INV#20904	WHCC		
INV#20904			E 145-03-5512-00		60.00	0.00
BLDGS/GRNDS / FACLT Y MAINT - PEST CONTROL / PEST CONTROL						
<b>Invoice Total-</b>					<b>60.00</b>	
<b>Vendor Total-</b>					<b>210.00</b>	
<b>00222 CONWAY SHIELDS</b>						
0362	42510	04	INV#0489172	FRD		
INV#0489172			E 130-01-5534-00		251.13	0.00
PUBL SAFETY / FIRE RESCUE - PPE / PPE						
<b>Vendor Total-</b>					<b>251.13</b>	
<b>00091 CUMBERLAND COUNTY REGISTRY OF DEEDS</b>						
0362	42511	04	MARCH TRANSFERS			
MARCH TRANSFERS			E 110-01-5212-00		57.00	0.00
MUN ADMN / OPERATIONS - REG OF DEEDS / REG OF DEEDS						
<b>Vendor Total-</b>					<b>57.00</b>	
<b>00029 CUMBERLAND FIRE DEPARTMENT</b>						
0362	42512	04	INV#HEARTSAVER	FRD		
INV#HEARTSAVER			E 140-01-5140-00		78.75	0.00
PUBLIC WORKS / OPERATIONS - TRAINING / TRAINING						
INV#HEARTSAVER			E 110-01-5140-00		112.25	0.00
MUN ADMN / OPERATIONS - TRAINING / TRAINING						
<b>Vendor Total-</b>					<b>191.00</b>	
<b>00668 CUNNINGHAM SECURITY SYSTEMS</b>						
0362	42513	04	INV#119752	TOWN OFFICE		
INV#119752			E 145-03-5510-00		185.74	0.00
BLDGS/GRNDS / FACLT Y MAINT - ALARMS / ALARMS						
<b>Vendor Total-</b>					<b>185.74</b>	
<b>00791 DEAD RIVER COMPANY</b>						
0362	42514	04	INV#90629			
INV#90629			E 145-02-5416-00		1,264.12	0.00
BLDGS/GRNDS / UTILITIES - HEAT / HEAT						
<b>Vendor Total-</b>					<b>1,264.12</b>	
<b>00564 DENNIS K. BURKE INC</b>						
0362	42515	04	INV#1348500			
GAS/DIESEL			E 130-01-5526-00		50.39	0.00
PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL						
<b>Invoice Total-</b>					<b>50.39</b>	
0362	42515	04	INV#1345651			
GAS/DIESEL			E 130-01-5526-00		728.66	0.00
PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL						
<b>Invoice Total-</b>					<b>728.66</b>	

Warrant 46

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0362	42515	04	INV#1351241			
GAS/DIESEL			E 130-01-5526-00		397.80	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
			<b>Invoice Total-</b>		<b>397.80</b>	
0362	42515	04	INV#1351244			
GAS/DIESEL			E 130-01-5526-00		470.38	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
			<b>Invoice Total-</b>		<b>470.38</b>	
			<b>Vendor Total-</b>		<b>1,647.23</b>	
<b>00116 ECO MAINE</b>						
0362	42516	04	INV# MARCH SOLID WASTE			
INV# MARCH SOLID WASTE			E 150-01-5670-00		5,270.12	0.00
			SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE			
			<b>Invoice Total-</b>		<b>5,270.12</b>	
0362	42516	04	INV#FEB 2022 RECYCLING			
INV#FEB 2022 RECYCLING			E 150-01-5670-00		1,060.85	0.00
			SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE			
			<b>Invoice Total-</b>		<b>1,060.85</b>	
0362	42516	04	INV# MAR 2022 RECYCLING			
INV# MAR 2022 RECYCLING			E 150-01-5670-00		1,239.16	0.00
			SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE			
			<b>Invoice Total-</b>		<b>1,239.16</b>	
			<b>Vendor Total-</b>		<b>7,570.13</b>	
<b>00611 GARBAGE TO GARDEN</b>						
0362	42517	04	INV#21063	MARCH		
INV#21063			E 150-01-5688-00		273.20	0.00
			SW/RECYCLING / SOLID WASTE - G2G / G2G			
			<b>Vendor Total-</b>		<b>273.20</b>	
<b>00097 GRAINGER</b>						
0362	42518	04	INV#9258945063	FRD		
INV#9258945063			E 130-01-5524-00		37.54	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			<b>Vendor Total-</b>		<b>37.54</b>	
<b>00203 ION NETWORKING</b>						
0362	42519	04	INV#36703			
INV#36703			E 110-02-5322-00		1,968.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>1,968.00</b>	
0362	42519	04	INV#36704			
INV#36704			E 110-02-5322-00		288.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>288.00</b>	
0362	42519	04	INV#36705			
INV#36705			E 110-02-5322-00		96.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>96.00</b>	
0362	42519	04	INV#36706			
INV#36706			E 110-02-5322-00		48.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>48.00</b>	
			<b>Vendor Total-</b>		<b>2,400.00</b>	
<b>00412 JENSEN BAIRD GARDNER &amp; HENRY</b>						
0362	42520	04	INV#318585	MARCH		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INV#318585			E 110-02-5316-00		1,125.00	0.00
			MUN ADMN / CONTR/PROF - LEGAL / LEGAL			
INV#318585			E 400-30-5910-11		112.50	0.00
			SPECIAL FNDS / VCTIFD-EXP - VCTIFD-CAV / PROF SVCS			
<b>Vendor Total-</b>					<b>1,237.50</b>	
<b>01236 KEITH, RYAN</b>						
0362	42521	04	CEO EXPENSE	MILEAGE & CELLP		
DEC 2021			E 120-01-5130-00		111.19	0.00
			COMM SVCS / CEO/PLAN - ALLOWANCES / ALLOWANCES			
JAN 2022			E 120-01-5130-00		114.27	0.00
			COMM SVCS / CEO/PLAN - ALLOWANCES / ALLOWANCES			
FEB 2022			E 120-01-5130-00		108.84	0.00
			COMM SVCS / CEO/PLAN - ALLOWANCES / ALLOWANCES			
MAR 2022			E 120-01-5130-00		138.46	0.00
			COMM SVCS / CEO/PLAN - ALLOWANCES / ALLOWANCES			
<b>Vendor Total-</b>					<b>472.76</b>	
<b>00396 LOWE'S</b>						
0362	42522	04	INV#2328191	RENTAL HOUSE		
INV#2328191			E 145-03-5520-00		75.06	0.00
			BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS			
INV#2328191			E 130-01-5526-00		37.96	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
<b>Vendor Total-</b>					<b>113.02</b>	
<b>01195 MAINE COMMERCIAL TIRE, INC.</b>						
0362	42523	04	INV#400315141	FRD 54		
INV#400315141			E 130-01-5522-00		181.04	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
<b>Vendor Total-</b>					<b>181.04</b>	
<b>01218 MAINE INFORMATION NETWORK</b>						
0362	42524	04	INV#3749066			
BACKGROUND CHECK			E 110-01-5130-00		27.00	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
REFUND T.PULLEN			R 100-4280		233.63	0.00
			REVENUES - MISC REVENUE			
<b>Vendor Total-</b>					<b>260.63</b>	
<b>00070 MAINE MUNICIPAL ASSOCIATION</b>						
0362	42525	04	ENVIRONMENTAL CHALLENGES	FEB 24		
DAVID REED			E 110-01-5140-00		45.00	0.00
			MUN ADMN / OPERATIONS - TRAINING / TRAINING			
ROBERT ABBOTT			E 120-03-5640-00		45.00	0.00
			COMM SVCS / PKS/REC - PARK&REC COM / PARK&REC COM			
<b>Vendor Total-</b>					<b>90.00</b>	
<b>00484 MEDICAL REIMBURSEMENT</b>						
0362	42526	04	INV#7426	MARCH		
INV#7426			E 130-01-5531-00		705.63	0.00
			PUBL SAFETY / FIRE RESCUE - RESCOLLSVC / RESCOLLSVC			
<b>Vendor Total-</b>					<b>705.63</b>	
<b>01429 NORTH STAR PLANNING, LLC</b>						
0362	42527	04	INV#MARCH 2022	PLANNING SRVC		
PLANNER SERVICE			E 120-01-5610-00		3,676.50	0.00
			COMM SVCS / CEO/PLAN - PLANNING BRD / PLANNING BRD			
<b>Vendor Total-</b>					<b>3,676.50</b>	
<b>00215 O'CONNOR GMC</b>						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0362	42528	04	INV#779993	PWD		
INV#779993			E 140-01-5524-00		89.96	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			<b>Vendor Total-</b>		<b>89.96</b>	
<b>00088 OPPORTUNITY ALLIANCE</b>						
0362	42529	04	INV#GA032022	MARCH		
INV#GA032022			E 120-04-5645-00		24.00	0.00
			COMM SVCS / GENL ASST - GA OUTSOURCE / GA OUTSOURCE			
			<b>Vendor Total-</b>		<b>24.00</b>	
<b>00350 PINE TREE WASTE, INC</b>						
0362	42530	04	INV#2841433			
HOUSE HOLD TRASH			E 150-01-5655-00		5,819.45	0.00
			SW/RECYCLING / SOLID WASTE - MSW DISPOSAL / MSW DISPOSAL			
RECYCLING			E 150-01-5660-00		5,819.44	0.00
			SW/RECYCLING / SOLID WASTE - RECYCLABLES / RECYCLABLES			
			<b>Invoice Total-</b>		<b>11,638.89</b>	
0362	42530	04	INV#284772			
FIRE STATION			E 150-01-5655-00		61.22	0.00
			SW/RECYCLING / SOLID WASTE - MSW DISPOSAL / MSW DISPOSAL			
			<b>Invoice Total-</b>		<b>61.22</b>	
			<b>Vendor Total-</b>		<b>11,700.11</b>	
<b>00423 POWER PRODUCT SYSTEMS, LLC.</b>						
0362	42531	04	INV#1268152	WHCC		
INV#1268152			E 145-03-5522-00		1,080.55	0.00
			BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT			
			<b>Vendor Total-</b>		<b>1,080.55</b>	
<b>00330 RADIO COMMUNICATIONS MANAGEMENT INC</b>						
0362	42552	04	INV#92384	FRD'		
FRD			E 130-01-5535-00		40.00	0.00
			PUBL SAFETY / FIRE RESCUE - EMRGNCY MANA / EMRGNCY MANA			
			<b>Vendor Total-</b>		<b>40.00</b>	
<b>01426 SMITH, MARI-MELINDA</b>						
0362	42553	04	CUSTODIAN EXPENSE			
MILEAGE			E 145-01-5130-00		32.35	0.00
			BLDGS/GRNDS / OPERATIONS - ALLOWANCES / ALLOWANCES			
REIMBURSEMENT			E 145-01-5516-00		37.82	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Vendor Total-</b>		<b>70.17</b>	
<b>00101 STAPLES CREDIT PLAN</b>						
0362	42554	04	MARCH SUPPLIES			
MARCH SUPPLIES			E 110-01-5224-00		700.31	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Vendor Total-</b>		<b>700.31</b>	
<b>01439 STROM, LORRY</b>						
0362	42555	04	OVERPAYMENT	CERTIFIED COPY		
OVERPAYMENT			R 100-4510		13.00	0.00
			REVENUES - VITAL RECORD			
OVERPAYMENT			G 10-220-07		2.00	0.00
			GENERAL / MARRIAGE ST			
			<b>Vendor Total-</b>		<b>15.00</b>	
<b>01220 SUN JOURNAL</b>						
0362	42556	04	NOMINATION PAPERS			
NOMINATION PAPERS			E 110-01-5214-00		114.00	0.00

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
MUN ADMN / OPERATIONS - ADVERTISING / ADVERTISING						
<b>Vendor Total-</b>					<b>114.00</b>	
<b>01388 TEXTMYGOV</b>						
0362	42557	04	INV#500631			
INV#500631			E 220-22-5920-00		2,300.00	0.00
CAPITAL RESV / TECH/COMMUN - CAPTL RESV / CAPTL RESV						
<b>Vendor Total-</b>					<b>2,300.00</b>	
<b>00989 THOMPSON, LISA</b>						
0362	42558	04	MARCH EXPENSE			
ALLOWANCES WHCC			E 125-01-5130-00		149.13	0.00
COMM CENTER / OPERATIONS - ALLOWANCES / ALLOWANCES						
PROGRAM SUPPLIES WHCC			E 125-01-5244-00		31.07	0.00
COMM CENTER / OPERATIONS - PROG SUPPL / PROG SUPPL						
<b>Vendor Total-</b>					<b>180.20</b>	
<b>00446 TOWN HALL STREAMS</b>						
0362	42559	04	INV#13876			
INV#13876			E 110-02-5322-00		200.00	0.00
MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY						
<b>Vendor Total-</b>					<b>200.00</b>	
<b>00407 TOWN OF GRAY</b>						
0362	42560	04	INV#20220401	FRD		
INV#20220401			E 130-01-5145-00		1,370.00	0.00
PUBL SAFETY / FIRE RESCUE - PHYCLS/HEP B / PHYCLS/HEP B						
<b>Vendor Total-</b>					<b>1,370.00</b>	
<b>00124 TREASURER STATE OF MAINE</b>						
0362	42561	04	INV#4263	PRESSURE VESSEL		<b>*** SEPARATE ***</b>
INV#4263			E 145-03-5522-00		250.00	0.00
BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT						
<b>Invoice Total-</b>					<b>250.00</b>	
0362	42562	04	NOTICE#1012901210928	CASE#001480294S		
NOTICE#1012901210928			G 10-220-03		160.00	0.00
GENERAL / DOG LICENSE						
<b>Invoice Total-</b>					<b>160.00</b>	
<b>Vendor Total-</b>					<b>410.00</b>	
<b>00858 U.S. BANK</b>						
0362	42563	04	INVOICE 1960649	WHCC BOND PYMNT		
INVOICE 1960649			E 160-01-5700-00		48,887.50	0.00
FIXED EXPENS / DEBT SERVICE - DEBT SERVICE / DEBT SERVICE						
<b>Vendor Total-</b>					<b>48,887.50</b>	
<b>00397 UNIFIRST CORPORATION</b>						
0362	42564	04	INV#1040175345			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.09	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
PWD UNIFORMS			E 140-01-5130-00		67.18	0.00
PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES						
<b>Invoice Total-</b>					<b>102.27</b>	
0362	42564	04	INV#1040175346			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		80.95	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
<b>Invoice Total-</b>					<b>80.95</b>	
0362	42564	04	INV#1040175352			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00



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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
<b>Invoice Total-</b>					<b>33.53</b>	
0362	42564	04	INV#1040175351			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		32.39	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
<b>Invoice Total-</b>					<b>32.39</b>	
0362	42564	04	INV#1040177686			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.09	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
PWD UNIFORMS			E 140-01-5130-00		58.40	0.00
PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES						
<b>Invoice Total-</b>					<b>93.49</b>	
<b>Vendor Total-</b>					<b>342.63</b>	
<b>00161 UNITED STATES POSTAL SERVICE</b>						
0362	42565	04	POSTAGE APRIL NEWSLETTER			
POSTAGE APRIL NEWSLETTER			E 110-01-5210-00		322.68	0.00
MUN ADMN / OPERATIONS - POSTAGE / POSTAGE						
<b>Vendor Total-</b>					<b>322.68</b>	
<b>00935 WALKER, DRAVEN</b>						
0362	42566	04	Jul 2021-MAR 2022 EXPENSE			
MILEAGE			E 110-01-5130-00		127.85	0.00
MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES						
SUPPLY REIMBURSEMENT			E 110-01-5224-00		117.81	0.00
MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL						
<b>Vendor Total-</b>					<b>245.66</b>	
<b>01144 WITMER PUBLIC SAFETY GROUP, INC.</b>						
0362	42567	04	INV15709	FRD		
INV15709			E 130-01-5534-00		66.76	0.00
PUBL SAFETY / FIRE RESCUE - PPE / PPE						
<b>Vendor Total-</b>					<b>66.76</b>	
<b>00182 XPRESS COPY SERVICES</b>						
0362	42568	04	INV#183607			
INV#183607			E 110-01-5224-00		280.59	0.00
MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL						
<b>Invoice Total-</b>					<b>280.59</b>	
0362	42568	04	INV#184287			
INV#184287			E 110-01-5218-00		213.00	0.00
MUN ADMN / OPERATIONS - PRINTING / PRINTING						
<b>Invoice Total-</b>					<b>213.00</b>	
0362	42568	04	INV#184234			
INV#184234			E 110-01-5218-00		1,625.06	0.00
MUN ADMN / OPERATIONS - PRINTING / PRINTING						
<b>Invoice Total-</b>					<b>1,625.06</b>	
<b>Vendor Total-</b>					<b>2,118.65</b>	
<b>01352 YANKEE FORD</b>						
0362	42569	04	INV#55331	FRD		
INV#55331			E 130-01-5524-00		565.70	0.00
PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN						
<b>Vendor Total-</b>					<b>565.70</b>	
<b>00128 YARMOUTH WATER DISTRICT</b>						
0362	42570	04	APRIL HYDRANTS			
HYDRANTS			E 130-02-5330-00		5,384.83	0.00
PUBL SAFETY / CONTR/PROF - HYDRANTS / HYDRANTS						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				<b>Invoice Total-</b>	<b>5,384.83</b>	
0362	42570	04	40 PARSONAGE RD	3RD QUARTER		
WATER SUPPLY			E 110-03-5420-00		59.36	0.00
			MUN ADMN - WATER / WATER			
				<b>Invoice Total-</b>	<b>59.36</b>	
0362	42570	04	10 VILLAGE SQUARE RD	3RD QUARTER		
WATER SUPPLY			E 110-03-5420-00		59.36	0.00
			MUN ADMN - WATER / WATER			
				<b>Invoice Total-</b>	<b>59.36</b>	
0362	42570	04	463 WALNUT HILL RD	3RD QUARTER		
WATER SUPPLY			E 145-02-5420-00		59.36	0.00
			BLDGS/GRNDS / UTILITIES - WATER / WATER			
				<b>Invoice Total-</b>	<b>59.36</b>	
0362	42570	04	120 MEMORIAL HGWAY	3RD QUARTER		
WATER SUPPLY			E 145-02-5420-00		900.40	0.00
			BLDGS/GRNDS / UTILITIES - WATER / WATER			
				<b>Invoice Total-</b>	<b>900.40</b>	
				<b>Vendor Total-</b>	<b>6,463.31</b>	
				<b>Prepaid Total-</b>	<b>0.00</b>	
				<b>Current Total-</b>	<b>107,659.94</b>	
				<b>EFT Total-</b>	<b>0.00</b>	
				<b>Warrant Total-</b>	<b>107,659.94</b>	

Select Board Member's Signataure: \_\_\_\_\_

Select Board Member's Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, April 5, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**Call to Order (7:13)** – Brian Sites, James Moulton, David Reed, & Paul Hodgetts were present. Chairperson Sites called the meeting to order at 7:00 PM.

**Appointments** – none.

**Special Presentation (07:40)** – Chairperson Sites read a proclamation to the Board regarding the recognition of the Girl's Track Team from Greely High School. Ron Smith, RHR Smith, CPA, CFE (Auditor), gave a presentation to the Select Board regarding the Fiscal Year 2021 audit. The Auditor discussed the state of the Undesignated Fund Balance and the property tax due dates. The Auditor recommended increasing the Undesignated Fund Balance and adjusting the property tax due dates to two (2) payments rather than four (4). Chairperson Sites and Selectperson Reed inquired about the Undesignated Fund Balance. Selectperson Moulton made additional comments to the public regarding the property tax payments.

**Announcements** –

**Consent Agenda (30:49)** – Selectperson Moulton moved to approve the consent agenda, as presented. Selectperson Hodgetts seconded the motion. Discussion: Paul Hodgetts asked that "Mr. Robinson" be addressed using his full name, "Kevin Robinson". Selectperson Hodgetts addressed February 1, 2022, to change "Eric Robinson" to "Kevin Robinson". Selectperson Hodgetts asked that the full names of all the minutes be spelled out. The Board, by consensus, tabled the March 29<sup>th</sup> minutes. Selectperson Moulton moved to amend his motion to remove the March 29<sup>th</sup> minutes. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

**Public Comment - Non-Agenda Items** – Rich Parenteau, Pine Ridge Road, commented on the due dates for the payments in two (2) rather than four (4) payments. Selectperson Moulton and Chairperson Sites responded to Rich Parenteau. The Board had a discussion with the Town Manager regarding Rich Parenteau's question. Andrea Berry, Memorial Highway, requested the Select Board provide childcare at the Annual Town Meeting. The Town Manager responded that she spoke with the Cumberland Recreation Director to organize childcare. Selectperson Reed stated his agreements with having childcare and included that the Town should organize to have food available at Annual Town Meeting. Eliza Bachelder, Walnut Hill Road, commented on the need for remote access at town events and shared concerns from another resident regarding communication with the Select Board. The Board responded to Eliza Bachelder's comments. Eliza Bachelder requested that a shuttle service be provided for Annual Town Meeting.

**Management Reports & Communications (1:00:02)**

**Town Manager's Report** – The Town Manager reported on the Tax Acquired Property Ordinance needing amendments to be agreeable to Title 36 of the State statute regarding tax acquired property in regards to elderly individuals. The Town Manager requested the Board hold a public hearing at their next meeting.

By consensus, the Board called a public hearing for April 19, 2022 for the purposes of amending the Tax Acquired Property Ordinance.

**Old Business:**

**Call for Public Hearing – Select Board Bylaws (1:03:11)** – Chairperson Sites moved that the Select Board call for a public hearing on April 19, 2022, for amending the Select Board Bylaws. Selectperson Reed seconded the motion. Discussion: Selectperson Moulton inquired on why the rush on approving the bylaws. Selectperson Hodgetts requested that he see the changes on paper. Selectperson Reed stated that he was open to any changes. Chairperson Sites stated that he would appreciate the items being codified. Chairperson Sites moved to amend to have the date on May 3, 2022. Selectperson Hodgetts seconded the amendment. **Vote: 3 Yes – 1 No. (Selectperson Moulton)**

EDSC Committee Charges (1:11:25) – Chairperson Sites read the following charge: “The Economic Development & Sustainability Committee will review, in conjunction with the Select Board, the Planning Board, fellow volunteer committees, and from a wide array of North Yarmouth residents the 2018 Comprehensive Plan and how the plan is believed to be in service of the future of the Town. The goal of this charge is supporting the North Yarmouth community and the local economy to garner context and feedback through multiple avenues of input including, but not limited to, workshops and public forums. A presentation to the Select Board after the completion of the review would be required”. Selectperson Reed moved to adopt the charge as written. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton stated that the charge was well written. Kevin Robinson, Co-Chair of the Economic Development & Sustainability Committee, stated his agreements with the language presented by Chairperson Sites. Selectperson Reed moved to amend the charge. Selectperson Reed withdrew his motion. **Vote: 4 Yes – 0 No.**

**New Business –**

Candidate’s Night (1:16:00) – Selectperson Hodgetts stated that he felt the dates presented by the Town Manager were too late in relation to when the absentee ballots are sent out. Selectperson Reed stated his agreement. The Town Manager responded that there are usually more voters attending the vote rather than voting absentee. The Town Manager responded that she would come to the next meeting to report to the Board on her findings. The item was tabled by the consensus of the Board.

Award Bid for Civil Engineering Services (1:20:18) – Selectperson Moulton moved that the Select Board award the bid for Civil Engineering Services to Olver Associates Inc. Selectperson Reed seconded the motion. Discussion: Selectperson Hodgetts inquired if there was a cap on what the Town would pay for engineering services. The Town Manager responded that Olver Associates would provide a rate depending on the project. Selectperson Moulton and Chairperson Sites referenced the Town’s Financial Policy. The Town Manager emphasized that the costs would be upfront and transparent before the work would be completed. **Vote: 4 Yes – 0 No.**

**Any Other Business (1:25:35)** – Selectperson Hodgetts requested amendments to the February 1, 2022, business meeting minutes. Selectperson Hodgetts requested the following changes:

- February 1, 2022 – Agenda item “Economic Development & Sustainability Committee Resignation”, second paragraph: Incorrectly listed as ‘Eric’ Robinson, should be stated as ‘Kevin’ Robinson.

Selectperson Reed commented on the Community Recreation Forum hosted the night before.

Chairperson Sites commented on the Recycling Committee’s scheduled “Swap n’ Shop” that will take place on the same day as Clean Up Day.

**Adjournment (1:30:32)** - Selectperson Hodgetts moved to adjourn at 8:25 PM. Selectperson Reed seconded the motion. Discussion: none.

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

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Brian Sites, Chair

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

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

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Paul Hodgetts

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Wednesday, March 30, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**Call to Order** – Brian Sites, James Moulton, David Reed, and Paul Hodgetts. Chairperson Sites called the joint workshop at 5:30 PM.

*Note: The Select Board called a workshop to discuss the final budget presented by the Town Manager. The Board then entered a meeting to decide the final amounts that will be published on the draft warrant to be presented at their April 19, 2022, Select Board Business Meeting.*

*To watch the discussion prior to the Select Board's budget decisions, visit the Town's website.*

**Select Board Budget Decisions**

Revenues – The Town Manager presented the revenues for FY2023.

Municipal Administration Department (39:14) – Chairperson Sites moved to place on the warrant the Town Manager's recommended Municipal Administration Department budget in the amount of \$6235,886.00. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

*Note: The Budget Committee also recommends this appropriation.*

Community Services Department (1:09:39) – The Town Manager reported a reduction of \$11,245.00 to the Tax Increment Financing District Plan for signage upgrades. Selectperson Reed moved to place the Budget Committee's recommended Community Services Department budget in the amount of \$219,337.00 on the warrant. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Moulton clarified with the Town Manager that the Budget Committee can't list a higher expense on the warrant. The Town Manager explained that the Budget Committee can only offer a reduction. Selectperson Moulton shared his concerns with the \$100 appropriation for Maine Public Radio. **Vote: 3 Yes – 1 No. (Selectperson Moulton).**

*Note: The Budget Committee reduced the Town Manager's proposed budget by \$250.00 under the line item for Social Services. Their final budget recommendation was \$219,337.00.*

Community Center Department (1:14:06) – Selectperson Reed moved to place on the warrant the Town Manager's recommended Community Center budget in the amount of \$121,806.00. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts shared his concerns with the Facility Programmer position. Selectperson Hodgetts also inquired about the expense for the Golf Tournament. The Community Center Director responded that there would be a profit after the expenses. Selectperson Reed asked for an explanation of the revenues proposed by the Town Manager and the Community Center Director. The Director explained her proposed fee increases and fee schedule recommendations she provided to the Town Manager for Select Board consideration at a future meeting. The Director also explained her reasons for increasing the rental rates for various spaces of the facility and the special event rates on the fee schedule. The fee schedule is expected to be brought to the Board for consideration that will reflect the Director's recommended rates for FY23. Chairperson Sites asked if there was an impact study for having the additional position. The Town Manager responded in the negative. Selectperson Reed stated that he was in favor of the position. Selectperson Moulton moved the question. **Vote: 3 Yes – 1 No. (Selectperson Hodgetts)**

*Note: The Budget Committee recommended the Town Manager's budget for the Community Center Department.*

Public Safety Department (1:54:28) – Selectperson Reed moved to accept the Town Manager's recommendation for the Public Safety Department budget in the amount of \$494,746.00. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

*Note: The Budget Committee recommended the Town Manager's budget for the Public Safety Department.*

Public Works Department (1:34:46) – Selectperson Reed moved to place on the warrant the Budget Committee's recommended Public Works Department budget in the amount of \$653,784.00. Selectperson Moulton seconded the motion. Discussion: Chairperson Sites stated that he felt the brown-tailed moth expense was important to leave in the budget. Selectperson Reed responded that the spraying would not be effective enough and suggested a study be done. **Vote: 4 Yes – 0 No.**

*Note: The Budget Committee recommended an amount of \$658,784.00, a reduction of \$20,750.00 which was recommended by the Town Manager for town-wide spraying to repel brown-tailed moths.*

Buildings & Grounds (1:43:51) – Selectperson Reed moved to place on the warrant, as amended by the Town Manager and Budget Committee, the Buildings and Grounds budget in the amount of \$146,651.00. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts inquired if the Veteran's Memorial Corp water bill was still being funded. The Town Manager answered in the affirmative. **Vote: 4 Yes – 0 No.**

*Note: The Budget Committee recommended the Town Manager's budget, with the mentioned amendments.*

Solid Waste & Recycling (1:45:25) – Selectperson Reed moved to place on the warrant the Town managers recommend Solid Waste & Recycling budget in the amount of \$245,806.00. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Hodgetts inquired if Clean Up Day was included in the budget. Chairperson Sites responded in the affirmative. **Vote: 4 Yes – 0 No.**

Fixed Expenses (1:56:39) – Selectperson Hodgetts moved to place on the warrant the Town Manager's recommended budget for Fixed Expenses in the amount of \$1,401,234.00. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

*Note: The Budget Committee recommended the Town Manager's budget for Fixed Expenses.*

Capital Improvement Plan (1:59:21) – Selectperson Reed moved to place on the warrant the Town Manager's recommended budget in the amount of \$197,289.00. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Reed inquired if the American Rescue Plan funds would reduce the needed appropriation into capital reserves. The Town Manager responded in the affirmative. **Vote: 4 Yes – 0 No.**

*Note: The Budget Committee recommended the Town Manager's budget for the Capital Improvement Plan.*

Tax Increment Financing – The Town Manager stated that the line items have already been approved by the Select Board.

American Rescue Plan Funding – The item was tabled to a future meeting.

**Adjournment (2:13:11)** – Chairperson Sites adjourned the meeting at 7:48 PM.

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

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Brian Sites, Chair

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James Moulton, Vice Chair

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David Reed

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

DRAFT

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, March 29, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**Call to Order (9:40)** – Brian Sites, James Moulton, David Reed, and Paul Hodgetts were present. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:05 PM.

**Special Presentation (11:06):**

Prince Memorial Library – The Prince Memorial Library gave a presentation to the Select Board. The presentation can be found on the Town’s website, [www.northyarmouth.org](http://www.northyarmouth.org). Selectperson Moulton inquired how the cost share from Cumberland and North Yarmouth was assessed between the two (2) Towns. Thomas Bennett, Library Director, responded that the Town’s share of the cost for all operations does not include capital improvement costs (construction costs). Selectperson Reed inquired on this topic further. Thomas Bennett responded that the Town of North Yarmouth did not pay for the expansion of the library, however, residents from both Towns did donate towards the costs when the Prince Memorial Library was expanding in 1994. Judy Potter, Walnut Hill Road, inquired about how the expansion would affect the garden space at the library. Thomas Bennett responded that the expansion would not affect the gardens.

**Announcements (39:01)** – Chairperson Sites announced that there was no historical moment for this meeting. The Town Manager announced that the Select Board and Town Manager want to recognize the Greely High School Girls Track and Field Team.

**Consent Agenda (40:16)** – Selectperson Moulton moved to approve the consent agenda, as presented. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

**Public Comment - Non-Agenda Items (41:48):**

Ginny Van Dyke, Delwin Drive, thanked Selectperson Reed for his presence at the Living Well in North Yarmouth Committee meetings.

Judy Potter, Walnut Hill Road, inquired about the AP Warrants not being in the meeting packets. Judy Potter discussed the average income of residents in the Town. Judy Potter also inquired if the Senior Assistance Program could be adjusted to allow more applicants to be eligible for the program. Steve Palmer, Mountfort Road, made comments regarding the average and median income of the residents in Town.

Anne Graham, Farms Edge Road, commented on an incident at the March 15, 2022 Special Election Referendum. Anne Graham suggested that the Board adopt a code of ethics for each elected official and nominee.

**Management Reports & Communications (49:01):**

Town Manager’s Report: The Town Manager reminded the Select Board that the Town Office will be closed on March 31, 2022 for staff to attend training. The Town Manager also recognized Debbie Grover, Assistant Town Manager, for an award she received from Eco Maine.

Department Head Reports: The Department Head Reports can be found on the Town’s website, [www.northyarmouth.org](http://www.northyarmouth.org).

Expense and Revenue Reports: The expense and revenue reports for the month of February can be found on the Town’s website, [www.northyarmouth.org](http://www.northyarmouth.org).

**Old Business:**

Economic Development & Sustainability Committee Charge (51:06): Chairperson Sites read two (2) letters sent from the Co-Chairs of the Economic Development & Sustainability Committee (EDSC). The Committee Co-Chairs requested that the Select Board provide them a charge to review the Comprehensive Plan and provide



recommendations to the Select Board. Selectperson Reed responded that he felt the scope presented was too broad. Chairperson Sites inquired how the committee developed their report to the Board regarding the definition of “rural character”. Kit Maloney, EDSC Co-Chair, responded that the committee discussed the topic and accomplished informal surveys. Kit Maloney emphasized that the committee’s intent was not to rewrite the Comprehensive Plan. Selectperson Reed inquired how their review of the plan would tie in with economic development. Kit Maloney responded that the document was a constant discussion at the committee meetings. Selectperson Moulton added that he felt that he wanted a new Board to be elected before proceeding any further. Chairperson Sites responded that he felt the Board should move forward with charging EDSC to review the Comprehensive Plan. Selectperson Reed offered an alternative solution. Selectperson Hodgetts responded that he agreed to move forward with the requested charge. Chairperson Sites further discussed the Board’s previous charge to EDSC to further investigate what “rural” means in North Yarmouth’s terms. Kit Maloney agreed with Chairperson Site’s comment. Selectperson Reed stated that the Board should pursue hiring an Economic Development Consultant. Selectperson Hodgetts asked if EDSC would have the capacity to reach out to commercial businesses. Kit Maloney responded with comments supporting a contracted Economic Development Consultant, Kevin Robinson disagreed with this approach.

*Public Recognition:* Kevin Robinson stated that he believed the committee should explore the infrastructure first, then work with a consultant. Rich Parenteau, a committee member, commented on the committee’s difficulty with defining the term “rural”, emphasizing that the topic is subjective. Jason Fetigan, Greely Road, provided his opinions of what rural character means to him. Steve Palmer, Mountfort Road, provided comment on the Town’s previous actions to support professional help. Mike Mallory, Walnut Hill Road, commented on the process for defining “rural character”. Paul Whitmarsh, Wild Turkey Lane, commented on the Town’s recent changes in policy.

Selectperson Moulton moved to accept the Economic Development and Sustainability’s requested charge of seeking input from the Select Board, Planning Board, fellow volunteer committees, and from a wide variety of North Yarmouth residents through multiple avenues of input including but not limited to multiple workshops and public forums; including the “rural” character charge previously voted on by the Select Board. Selectperson Reed seconded the motion. Discussion: Selectperson Moulton and Selectperson Reed discussed the current direction of the Economic Development & Sustainability Committee. Chairperson Sites made comments clarifying what the Board’s intentions are in defining policy by giving the stated charges to the Economic Development & Sustainability Committee. The Select Board agreed to define the expectations for deliverables at the next meeting. Selectperson Moulton withdrew his motion. Selectperson Reed withdrew his second. The item was tabled to the next meeting.

Select Board Boards & Committees Liaison (1:33:41):

- Budget Committee → Chairperson Sites
- Board of Assessment Review → Chairperson Sites
- Economic Development & Sustainability Committee → Selectperson Reed
- North Yarmouth School Fund Committee → Selectperson Moulton
- Parks and Recreation Committee → Selectperson Moulton
- Planning Board → Selectperson Hodgetts
- Wescustogo Hall Committee → Selectperson Hodgetts
- Zoning Board of Appeals → Selectperson Hodgetts
- Recreation Advisory Board → Selectperson Moulton
- Flag Committee → Selectperson Reed
- Living Well in North Yarmouth Committee → Selectperson Reed
- Recycling Advisory Committee → Chairperson Sites

Selectperson Moulton moved to appoint the Select Board members, as follows. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Select Board Bylaws (1:40:41): Selectperson Reed presented the changes to the Select Board. The requested changes are as follows:

- Selectperson Reed requested that Section 2(G) be amended by striking the language, “Roll call votes shall be recorded by listing the members present and how they voted.”

- Selectperson Reed commented that the Section 3(I) should be amended to list “Announcements & Future Agenda Items” and replace “Any Other Business” with the new item.
- Selectperson Reed requested that the language, “the public has the right to comment on ‘New Business Items’” be added to Section 4(A).
- Chairperson Sites recommended that Section 4(A) include the language, “the public has the right to comment on ‘New Business’ and ‘Old Business’ items”. Chairperson Sites commented that the public should speak about a particular agenda item rather than just “New Business”. The Town Manager recommended a distinction on the agenda. Selectperson Hodgetts suggested that the item be tabled. By consensus, the Board tabled the discussion on Section 4(A) of the Select Board Bylaws.

Selectperson Reed continued with his presentation of recommended changes to the Bylaws. Chairperson Sites inquired about “Section 10 – Decorum & Order”. Selectperson Hodgetts shared his concern with how the public may present themselves when speaking, specifically the language “debating”.

*Public Recognition:* Chairperson Sites allowed public comment. Anne Graham, Farms Edge Road, commented on her approval of the bylaws presented. Judy Potter, Walnut Hill Road, asked if the Board would be calling a public hearing. Steve Palmer, stated that the Board should codify the public’s participation in a discussion item. Paul Whitmarsh addressed the issue of the video cutting out at a recent Planning Board Meeting. Mike Mallory inquired about why the Board is not adopting “Roberts Rules of Order”.

The Board decided to move the item to a future meeting.

**New Business:**

Application of Payments to Unpaid Taxes (2:07:22):

Chairperson Sites moved to order the application of payments to unpaid taxes as requested by the Treasurer and Tax Collector per M.R.S. Title 36, § 906. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No – 1 Abstention.** (Selectperson Reed)

Solicit Bids for Public Safety Facility Study (2:08:29):

Chairperson Sites moved to authorize the Town Manager and Fire Chief to solicit bids for the Public Safety Facility Study. Selectperson Reed seconded the motion. Discussion: Selectperson Moulton inquired if the funds were being taken from the Tax Increment Financing District Plan Funds. Chief Payson explained the purpose of the study. Selectperson Moulton inquired if the item is considered a TIF expenditure and if there was a prorated share for funding the study. Selectperson Hodgetts inquired if the study was looking into a new Fire Rescue Station. Chief Payson stated that the study was requested to decide how to move forward. Selectperson Reed inquired if the study would be covered by the TIF if it was legal to move forward. The Town Manager recommended the Board to move forward with approval but would inquire about the Select Board’s concerns. **Vote: 4 Yes – 0 No.**

*Public Recognition:* Chairperson Sites recognized the public. Bill Young, Sweetser Road, discussed the definitions of how to utilize the Tax Increment Financing Plan. Bill Young made comments about his disagreements with the current use of the Tax Increment Financing Plan. Amy Haile, North Road, shared comments supporting the study. Rich Parenteau, Pine Ridge Road, commented that the Town needs to develop a plan on how to spend the funds. Board members, Moulton and Sites, emphasized that the Board was seeking to just solicit bids.

Committee Policy (2:22:21): The Board agreed to table the agenda item.

Acceptance of 2021 Stream Crossing Public Infrastructure Projects Grant (2:23:04): The Town Manager presented the agenda item. Selectperson Reed moved to accept the 2021 Stream Crossing Public Infrastructure Improvements Project Grant in the amount of \$125,000 and authorize the Town Manager to negotiate and sign all the necessary documents including a written contract with the Department. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton clarified if the project was already planned for. The Town Manager answered in the affirmative. **Vote: 4 Yes – 0 No.**

*Public Recognition:* Chairperson Sites recognized Paul Whitmarsh. Paul Whitmarsh inquired about the Town's liability for signing the documents if funding was not approved. The Town Manager responded that she did not see any concerns with the Board moving forward.

Joint Town Solar Committee (2:26:59): Chairperson Sites presented the item. Chairperson Sites moved that the Select Board approve being part of the joint Solar Committee and appoint residents Chris Byers and Fortunat Mueller. Discussion: The Executive Assistant to the Town Manager asked for clarification on the term and if the proposed committee would be an entity created by the Town. Chairperson Sites referenced his memo which included the term and who would be responsible for the group. **Vote: 4 Yes – 0 No.**

Any Other Business (2:32:24) – Selectperson Moulton reported on the status of Sharp's Field. Selectperson Hodgetts shared his concerns with meetings occurring at the same time. Selectperson Hodgetts reported on information (PSA) coming from Maine DEP. Selectperson Reed inquired if the Chairperson Sites had a timeline for discussing zoning and the Comprehensive Plan. Chairperson Sites responded that the Board has given that charge for the Economic Development & Sustainability Committee.

Adjournment (2:38:16) – Selectperson Reed moved to adjourn at 9:33 PM. Discussion: none. **Vote: 4 Yes – 0 No.**

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

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

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

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

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

**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. ~~Margaret s.~~ Cushing responded that there were no changes other than including preliminary floodplain maps, which the town has not historically disapproved. Chairperson Sites inquired if the data was collected from the Housing of Urban Development (HUD). Selectperson Reed moved to suspend the rules to amend the agenda to include the resolution of adoption for the Hazard Mitigation Plan. Chairperson Sites seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

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

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

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

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

(1:32:25) Donna Palmer, Mountfort Road, expressed her work on the communications of the town. ~~Donna 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. ~~DianeMs.~~ Morrison asked for an update on the Broadcast Technician's time and monies spent on broadcasting. Furthermore, ~~DianeMs.~~ Morrison inquired about the M.S.A.D. 51's progress on Sharp's Field.

Linc Merrill, North Road, asked for an update on the charter revisions and amendments. Mr. Merrill also asked for the Budget Committee's bylaws. Lastly, ~~Linc 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. ~~Paul Mr.~~ Whitmarsh echoed Selectperson Reed's comments on having Select Board liaisons to committees. Lastly, ~~Paul 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 ~~Paul 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 ~~Jay Mr.~~ Fulton what characteristics he has that would serve the committee. ~~Jay 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 ~~Paul Mr.~~ Whitmarsh what items he would cut from the budget and what items he would save. ~~Paul 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 ~~Paul Mr.~~ Whitmarsh has served on any boards or committees before. ~~Paul Mr.~~ Whitmarsh answered in the negative. Selectperson Reed made comments supporting Jay Fulton's application. Selectperson Hodgetts made comments supporting ~~Paul 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 ~~Paul 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 ~~Paul 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. Kevin Erie Robinson, EDSC Co-Chair, asked for the deadline to be in March. Selectperson Moulton inquired if the Board would have the opportunity to review all applications and the recommendation from EDSC. Chairperson Sites moved to call for applications for the open alternate position on the EDSC and to be received no later than February 21, 2022. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

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

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

#### **New Business:**

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

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

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

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

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

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

**Any Other Business** – (2:57:20) Chairperson Sites read a communication from the Economic Development & Sustainability Committee. The full statement can be found on the town's video record of the meeting. Selectperson Hodgetts asked what the differences were of each of the adopted Remote Participation Policies. Chairperson Sites responded. Selectperson Hodgetts asked what the notification to the public was for public

hearings. Selectperson Reed discussed the state's progress towards brown-tailed moth across the state. Selectperson Reed made a comment to have individuals speak into the microphone.

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

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

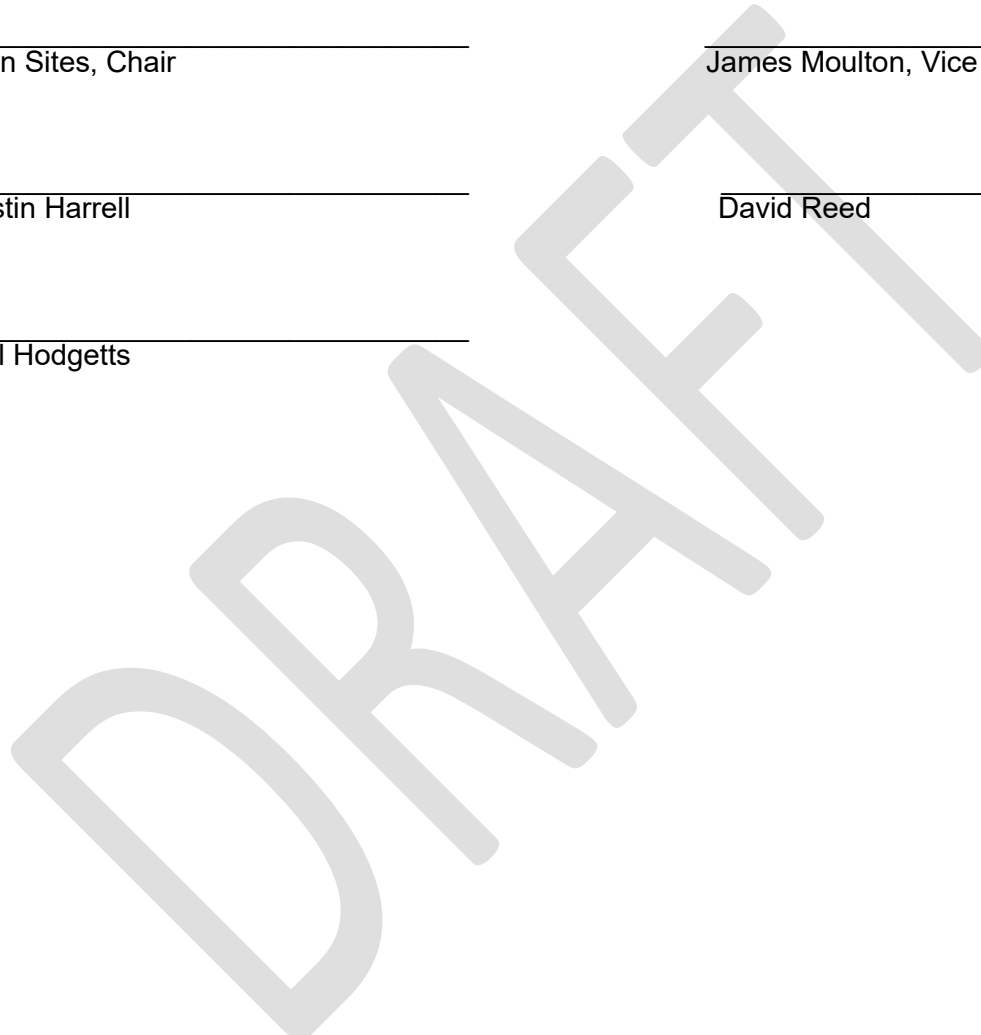
\_\_\_\_\_  
Brian Sites, Chair

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

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

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David Reed

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Paul Hodgetts



# Town of North Yarmouth

## Select Board Business

### *VIII. Management Reports & Communications*

April 19, 2022

The Town Manager's Report is a verbal or written report to the Select Board to announce or discuss matters taking place in the Town of North Yarmouth. Also included in Management Reports & Communications are Department Head Reports, Financial Reports, and all necessary reports or communications that are of interest to the Select Board.

#### **Included herein:**

- Town Manager's Report
- March Financial Reports



**EXPENSE SUMMARY REPORT  
MARCH 2022**

Department	FY21 Budget	Debits	Credits	Unexpended Balance	%	FY22 Budget	Debits	Credits	Unexpended Balance	%
<b>110 - MUNICIPAL ADMINISTRATION</b>										
01 - OPERATIONS	352,767.00	267,400.60	11,401.02	96,767.42	72.57	386,816.00	277,828.99	765.12	109,752.13	71.63
02 - CONTR/PROF	119,958.00	81,947.98	-	38,010.02	68.31	126,226.00	135,245.74	-	(9,019.74)	107.15
<b>Totals</b>	<b>472,725.00</b>	<b>349,348.58</b>	<b>11,401.02</b>	<b>134,777.44</b>	<b>71.49</b>	<b>513,042.00</b>	<b>413,074.73</b>	<b>765.12</b>	<b>100,732.39</b>	<b>80.37</b>
<b>120 - COMMUNITY SERVICES</b>										
01 - CEO/PLAN	115,375.00	81,799.98	35.00	33,610.02	70.87	141,329.00	87,398.01	-	53,930.99	61.84
02 - ECONOM DEV	90,000.00	2,040.13	-	87,959.87	2.27	500.00	103.00	-	397.00	20.60
03 - PKS/REC	7,850.00	1,682.96	79.50	6,246.54	20.43	14,700.00	8,706.90	2,625.00	8,618.10	41.37
04 - GENL ASST	8,288.00	792.38	-	7,495.62	9.56	4,688.00	868.00	-	3,820.00	18.52
05 - SOC SERVC	3,871.00	3,128.34	-	742.66	80.81	3,892.00	3,137.97	-	754.03	80.63
06 - CEMETERIES	1,815.00	2,259.75	-	(444.75)	124.50	1,615.00	157.40	-	1,457.60	9.75
07 - LIVING WELL	1,450.00	1,248.91	-	201.09	86.13	1,450.00	472.01	25.00	1,002.99	30.83
<b>Totals</b>	<b>228,649.00</b>	<b>92,952.45</b>	<b>114.50</b>	<b>135,811.05</b>	<b>40.60</b>	<b>168,174.00</b>	<b>100,843.29</b>	<b>2,650.00</b>	<b>69,980.71</b>	<b>58.39</b>
<b>125 - COMMUNITY CENTER</b>										
01 - OPERATIONS	60,561.00	41,813.81	-	18,747.19	69.04	61,521.00	46,865.27	-	14,655.73	76.18
<b>Totals</b>	<b>60,561.00</b>	<b>41,813.81</b>	<b>-</b>	<b>18,747.19</b>	<b>69.04</b>	<b>61,521.00</b>	<b>46,865.27</b>	<b>-</b>	<b>14,655.73</b>	<b>76.18</b>
<b>130 - PUBLIC SAFETY</b>										
01 - FIRE RESCUE	332,820.00	214,527.32	151.00	118,443.68	64.41	366,029.00	232,229.51	1,773.63	135,573.12	62.96
02 - CONTR/PROF	115,719.00	77,174.55	-	38,544.45	66.69	126,303.00	90,477.96	-	35,825.04	71.64
<b>Totals</b>	<b>448,539.00</b>	<b>291,701.87</b>	<b>151.00</b>	<b>156,988.13</b>	<b>65.00</b>	<b>492,332.00</b>	<b>322,707.47</b>	<b>1,773.63</b>	<b>171,398.16</b>	<b>65.19</b>
<b>140 - PUBLIC WORKS</b>										
01 - OPERATIONS	464,058.00	329,922.17	749.83	134,885.66	70.93	471,802.00	384,773.34	1,724.73	88,753.39	81.19
<b>Totals</b>	<b>464,058.00</b>	<b>329,922.17</b>	<b>749.83</b>	<b>134,885.66</b>	<b>70.93</b>	<b>471,802.00</b>	<b>384,773.34</b>	<b>1,724.73</b>	<b>88,753.39</b>	<b>81.19</b>
<b>145 - BUILDINGS &amp; GROUNDS</b>										
01 - OPERATIONS	43,639.00	26,689.58	-	16,949.42	61.16	44,814.00	21,808.57	-	23,005.43	48.66
02 - UTILITIES	51,130.00	34,943.01	-	16,186.99	68.34	46,351.00	46,036.98	-	314.02	99.32
03 - FACLTY MAINT	33,091.00	24,609.02	-	8,481.98	74.37	37,631.00	27,848.65	-	9,782.35	74.00
<b>Totals</b>	<b>127,860.00</b>	<b>86,241.61</b>	<b>-</b>	<b>41,618.39</b>	<b>67.45</b>	<b>128,796.00</b>	<b>95,694.20</b>	<b>-</b>	<b>33,101.80</b>	<b>74.30</b>
<b>150 - SOLID WASTE &amp; RECYCLING</b>										
01 - SOLID WASTE	230,733.00	151,092.34	-	79,640.66	65.48	222,821.00	145,528.09	-	77,292.91	65.31
<b>Totals</b>	<b>230,733.00</b>	<b>151,092.34</b>	<b>-</b>	<b>79,640.66</b>	<b>65.48</b>	<b>222,821.00</b>	<b>145,528.09</b>	<b>-</b>	<b>77,292.91</b>	<b>65.31</b>
<b>160 - FIXED EXPENSES</b>										
01 - DEBT SERVICE	280,650.00	229,137.50	-	51,512.50	81.65	275,400.00	226,512.50	-	48,887.50	82.25
02 - EE BENEFITS	444,881.00	265,252.45	114.75	179,743.30	59.60	416,811.00	285,724.95	-	131,086.05	68.55
03 - INSURANCE	46,906.00	44,331.00	-	2,575.00	94.51	45,774.00	43,595.00	-	2,179.00	95.24
04 - EDUCATION	7,898,211.00	5,923,658.16	-	1,974,552.84	75.00	8,230,390.00	6,172,792.72	-	2,057,597.28	75.00
05 - SHARED SVCS	201,577.00	50,394.25	-	151,182.75	25.00	321,651.00	160,825.50	-	160,825.50	50.00
06 - COUNTY TAX	416,874.00	380,619.00	-	36,255.00	91.30	395,947.00	395,947.00	-	-	100.00
<b>Totals</b>	<b>9,289,099.00</b>	<b>6,893,392.36</b>	<b>114.75</b>	<b>2,395,821.39</b>	<b>74.21</b>	<b>9,685,973.00</b>	<b>7,285,397.67</b>	<b>-</b>	<b>2,400,575.33</b>	<b>75.22</b>
<b>Final Totals</b>	<b>11,322,224.00</b>	<b>8,236,465.19</b>	<b>12,531.10</b>	<b>3,098,289.91</b>	<b>72.64</b>	<b>11,744,461.00</b>	<b>8,794,884.06</b>	<b>6,913.48</b>	<b>2,956,490.42</b>	<b>74.83</b>

**REVENUE SUMMARY REPORT**  
**March 2022**

100 - REVENUES	FY21					FY22				
	Budget	Debits	Credits	Uncollected Balance	%	Budget	Debits	Credits	Uncollected Balance	%
4010 - AGENT FEES	12,100.00	-	12,432.25	(332.25)	102.75	13,000.00	0.00	11,811.50	1,188.50	90.86
4020 - RESCUE FEES	60,000.00	-	47,817.44	12,182.56	79.70	50,000.00	0.25	56,971.28	-6,971.03	113.94
4022 - FRD TRAINING REIMB.	-	-	-	-	0.00	0.00	0.00	0.00	- 0.00	0.00
4030 - APPEALS	50.00	-	-	50.00	0.00	50.00	0.00	0.00	50.00	0.00
4040 - BETE REIMBURSEMENT	42,712.00	-	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	3,613.70	2,339.30	60.68	5,500.00	4.00	2,774.60	2,729.40	50.37
4060 - BUILDING PERMITS	75,000.00	-	76,770.59	(1,770.59)	102.36	62,000.00	0.00	111,874.60	-49,874.60	180.44
4067 - BURN PERMITS - ONLINE	240.00	-	202.00	38.00	84.17	200.00	0.00	80.00	120.00	40.00
4080 - CATV FRANCHISE FEES	30,000.00	500.00	33,984.01	(3,484.01)	111.61	30,000.00	0.00	28,674.56	1,325.44	95.58
4090 - CELL TOWER RENTAL	40,000.00	-	32,236.27	7,763.73	80.59	42,000.00	0.00	38,015.91	3,984.09	90.51
4110 - CEO MISC. PERMITS	250.00	-	25.00	225.00	10.00	4,750.00	0.00	450.00	4,300.00	9.47
4115 - CEO ADMIN FEES	-	-	-	-	0.00	7,500.00	0.00	7,326.00	174.00	97.68
4130 - CLERK FEES	800.00	-	318.00	482.00	39.75	700.00	31.77	583.00	148.77	78.75
4140 - CUSTOMER SERV. FEES	650.00	-	621.25	28.75	95.58	350.00	0.00	434.65	-84.65	124.19
4150 - DOG LICENSE FEES	1,650.00	-	1,472.00	178.00	89.21	1,550.00	1,700.00	1,700.00	1,550.00	0.00
4155 - DONATIONS	-	-	75.00	(75.00)	0.00	0.00	0.00	0.00	0.00	0.00
4156 - GRANTS RECIVABLE	-	-	-	-	0.00	0.00	0.00	800.00	-800.00	0.00
4157 - PARK USE PERMIT DOGS	1,200.00	-	100.00	1,100.00	8.33	500.00	0.00	150.00	350.00	30.00
4160 - ELECTRICAL PERMITS	15,500.00	-	11,735.59	3,764.41	75.71	11,000.00	0.00	21,575.69	-10,575.69	196.14
4190 - FOAA FEES	-	-	207.00	(207.00)	0.00	0.00	0.00	221.60	-221.60	0.00
4200 - GENEALOGY SEARCH	150.00	-	45.00	105.00	30.00	0.00	0.00	0.00	- 0.00	0.00
4210 - GENERAL ASSISTANCE	2,500.00	-	-	2,500.00	0.00	700.00	0.00	0.00	700.00	0.00
4220 - HOMESTEAD EXEMPTION	333,594.00	-	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	0.00	4,698.00	-4,698.00	0.00
4240 - INSURANCE CLAIM	-	-	-	-	0.00	0.00	0.00	0.00	- 0.00	0.00
4255 - EMA REIMBURSEMENT	-	-	-	-	0.00	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	0.00
4260 - LOCAL ROAD ASSISTANC	27,400.00	-	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	-	5,025.00	475.00	91.36	5,000.00	0.00	4,982.00	18.00	99.64
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	8,121.16	549.99	54.17	1,200.00	300.00	869.23	630.77	47.44
4290 - BMV EXCISE	828,750.00	668.70	821,030.18	8,388.52	98.99	950,000.00	0.00	776,753.41	173,246.59	81.76
4310 - PEER REVIEW	1,000.00	-	-	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	4,300.00	(3,075.00)	356.25	1,200.00	0.00	525.00	675.00	43.75
4330 - PLUMBING PERMITS	18,000.00	-	8,655.00	9,345.00	48.08	10,000.00	0.00	13,245.00	-3,245.00	132.45
4335 - PRIVATE ROAD SIGNS	300.00	-	88.94	211.06	29.65	300.00	0.00	121.50	178.50	40.50
4340 - RENTAL FEES	10,200.00	-	8,075.00	2,125.00	79.17	10,200.00	0.00	8,075.00	2,125.00	79.17
4342 - ROAD ORD. PERMITS	-	-	-	-	0.00	0.00	0.00	250.00	-250.00	0.00
4345 - WH&CC FEES	51,970.00	4,345.00	6,650.00	49,665.00	4.44	51,400.00	6,967.00	28,435.35	29,931.65	41.77
4346 - WH&CC SPCL EVENTS	-	-	-	-	0.00	0.00	0.00	947.00	-947.00	0.00
4350 - REVENUE SHARING	271,799.00	-	297,939.16	(26,140.16)	109.62	423,770.00	53,504.13	463,660.03	13,614.10	96.79
4360 - SALE OF ASSETS	-	-	2,525.00	(2,525.00)	0.00	2,700.00	0.00	984.00	1,716.00	36.44
4370 - SITE PLAN REVIEW	1,200.00	-	1,000.00	200.00	83.33	750.00	250.00	750.00	250.00	66.67
4380 - SNOWMOBILE CLUBS	1,250.00	1,211.46	1,211.46	1,250.00	0.00	1,000.00	0.00	1,132.02	-132.02	113.20
4390 - SOLID WASTE/REC.	148,000.00	38,845.65	188,813.97	(1,968.32)	101.33	170,000.00	0.00	157,318.71	12,681.29	92.54
4400 - SW HAULER PERMIT	75.00	-	150.00	(75.00)	200.00	75.00	0.00	25.00	50.00	33.33
4420 - TAX INTEREST	15,000.00	66.28	13,570.69	1,495.59	90.03	12,000.00	16.76	14,290.45	-2,273.69	118.95
4430 - TAX PENALTY	3,000.00	-	1,535.66	1,464.34	51.19	3,000.00	1,389.62	1,389.62	3,000.00	0.00
4450 - TIMBER HARVEST	5,000.00	-	-	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
4480 - TREE GROWTH EXEMPT.	4,000.00	-	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	-	4,500.00	1,500.00	75.00	6,000.00	0.00	0.00	6,000.00	0.00
4500 - VETERAN'S EXEMPTION	2,950.00	-	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	-	2,079.60	1,020.40	67.08	2,600.00	0.00	2,018.20	581.80	77.62
4991 - WH DONATION	-	-	-	-	0.00	0.00	0.00	30,054.22	-30,054.22	0.00
<b>Final Totals</b>	<b>2,030,840.00</b>	<b>55,657.14</b>	<b>1,975,295.34</b>	<b>111,201.80</b>	<b>94.52</b>	<b>2,298,302.00</b>	<b>64,163.53</b>	<b>2,184,596.23</b>	<b>177,869.30</b>	<b>92.26</b>

# Town of North Yarmouth Select Board Business

## *IX. Old Business*

April 19, 2022

### **Candidate's Night:**

The following dates are available for Candidate's Night at the Wescustogo Hall & North Yarmouth Community Center:

- Mondays: May 9<sup>th</sup>, May 23<sup>rd</sup>
- Tuesdays: May 24, May 31<sup>st</sup>
- Wednesday: May 25<sup>th</sup>
- Thursdays: May 5<sup>th</sup>, May 12<sup>th</sup>

# Town of North Yarmouth

## Select Board Business

### X. *New Business*

April 19, 2022

#### **Memorandum of Understanding (MOU) – Regional Waste Collection:**

The purposes of this MOU are (1) to memorialize that the Parties are interested in pursuing a long-term agreement by and among certain owner member municipalities (“Participating Municipalities”) and **ecomaine** to provide for the regional collection of municipal solid waste and recyclable materials for transport to **ecomaine**; (2) to provide a general overview of the areas of future discussions between the Parties; and (3) to confirm that the Parties agree to negotiate in good faith to accomplish the goal of regionalized waste collection.

This MOU is intended to be a confirmation of interest between the Parties in pursuing negotiations for a definitive agreement as described in this MOU and shall not constitute a binding agreement between and among the Participating Municipalities and **ecomaine**. The list of terms outlined above is not exhaustive.

#### **SUGGESTED MOTION**

*Move to authorize the Town Manager to sign the Memorandum of Understanding which shall confirm North Yarmouth’s commitment to negotiate in good faith and work towards the mutual goal of a regional waste collection program. Second, discussion and vote follow.*

#### **Amending Employee Holiday Schedule:**

In June 2021, Governor Mills signed legislation into law marking June 19<sup>th</sup> as an official State Holiday after President Biden signed legislation making Juneteenth a Federal Holiday by preserving June 19<sup>th</sup> as a national day to commemorate the end of slavery in the United States.

It is customary for the Town of North Yarmouth to observe holidays established by the State of Maine.

#### **SUGGESTED MOTION**

*Move that the Select Board amend the Personnel Policy to add June 19<sup>th</sup>, as a recognized holiday for full-time employees. Second, discussion and vote follow.*

# Town of North Yarmouth Select Board Business

## X. *New Business*

### **Application for Catering Permit – Rachel’s on the Green:**

Rachel’s on the Green is applying for an Off-Premises Catering permit through the Bureau of Alcoholic Beverages and Lottery Operations division of Liquor Licensing and Enforcement to be allowed to serve alcohol at an event at the Wescustogo Hall & North Yarmouth Community Center on April 29<sup>th</sup>. The event is called “Love On our Community” and is a benefit for Foundation 51. The event includes a dinner, a silent auction, and music with a live band.

The intent is to raise funds for Foundation 51, a non-profit group that provided funding for teaching curriculum in the MSAD #51 School District for such projects as outdoor education, music and culture. The Foundation 51 board is comprised of local parents, teachers and residents working together for the mission of this organization. The fundraiser is their biggest annual event and has not happened since 2019 due to the pandemic.

The Municipal Officers must confirm that they approve the sale of alcohol for this event.

### **SUGGESTED MOTION**

*Move to approve and sign the Application for a Catering Permit for Rachel’s on the Green. Second, discussion and vote follow.*

### **Management of Tax Acquired Property Ordinance – Certification to the Clerk – Annual Town Meeting:**

The purpose of this item is to approve the proposed amendments to the Management of Tax Acquired Property Ordinance that will be included on the Annual Town Meeting warrant and to certify to the Town Clerk said amendments.

### **SUGGESTED MOTION**

*Move that the Select Board approve and certify the proposed amendments to the Management of Tax Acquired Property Ordinance to be placed before the townspeople at the April 30, 2022, Annual Town Meeting. Second, discussion and vote follow.*

# Town of North Yarmouth

## Select Board Business

### X. *New Business*

#### **Land Use Ordinance – Certification to the Clerk – Annual Town Meeting:**

The purpose of this item is to approve the proposed amendments to the Land Use Ordinance, as presented by the Planning Board, that will be included on the Annual Town Meeting warrant and to certify to the Town Clerk said amendments.

#### **SUGGESTED MOTION**

*Move that the Select Board approve and certify the proposed amendments to the Land Use Ordinance to be placed before the townspeople at the April 30, 2022, Annual Town Meeting. Second, discussion and vote follow.*

#### **Authorization of Annual Town Meeting Warrant:**

The purpose to endorse the warrant, as presented, so that the warrant can be posted seven (7) days prior to the Annual Town Meeting.

**Included:** The Town Meeting Warrant along with all supporting documentation that will be presented at Town Meeting. Hard copies will be available at Town Meeting or may be requested at the Town Office. The packet will also be available on the Town's website.

#### **SUGGESTION MOTION**

*Move that the Select Board endorse the Annual Town Meeting Warrant for April 30, 2022, as presented. Second, discussion and vote follow.*

## MEMORANDUM OF UNDERSTANDING REGIONAL WASTE COLLECTION

This Memorandum of Understanding (“MOU”), dated April \_\_, 2022, is by and among the parties signing below. The purposes of this MOU are (1) to memorialize that the Parties are interested in pursuing a long-term agreement by and among certain owner member municipalities (“Participating Municipalities”) and **ecomaine** to provide for the regional collection of municipal solid waste and recyclable materials for transport to **ecomaine**; (2) to provide a general overview of the areas of future discussion between the Parties; and (3) to confirm that the Parties agree to negotiate in good faith to accomplish the goal of regionalized waste collection. In furtherance of that goal, the Parties state as follows:

1. **ecomaine** is a nonprofit, quasi-municipal corporation formed pursuant to State law (38 M.R.S.A. § 1304-B) for the purpose of owning and operating a regional solid waste management system for the mutual environmental and civic benefit of its member communities.

2. The various owner members are parties to the Interlocal Solid Waste Agreement dated December 1, 2005, which authorizes **ecomaine** to implement and operate a regional solid waste management system through its Board of Directors on behalf of the owner members for the purpose of providing solid waste disposal services for domestic and commercial solid waste generated within said municipalities.

3. Also under the Interlocal Agreement, the **ecomaine** Board of Directors is required to operate and maintain a solid waste management program and foster, develop and review policies, plans and priorities for such program, in order to ensure effective solid waste system operation, communication and coordination among the owner members.

4. To that end, **ecomaine** conducted a feasibility study on the subject of regional waste collection, and the conclusion of the study was that there is a potential for significant cost savings to owner members that would result from regionalized collection.

5. **ecomaine** is willing to facilitate a regionalized collection program by entering into a Regional Collection Service Agreement with the owner members who have expressed interest in such a program. Such an agreement would include various terms and conditions, and the key terms are identified below:

**A. Bid Process.** Under the plan that has been discussed, **ecomaine** would conduct a request for proposals (RFP) to find haulers interested in serving the Participating Municipalities through a regional curbside collection program, for a term of at least 10 years. The RFP process and award of bid would be performed by **ecomaine** on behalf of the Participating Municipalities.

**B. Term.** In order to find a hauler willing to bid on a contract that would result in meaningful cost savings, the Participating Municipalities would need to commit to an initial term of at least 10 years. As such, this would require a long-term commitment to the concept of regional waste collection on the part of Participating Municipalities.

- C. Automated Collection.** All haulers are moving in the direction of automated curbside collection of waste and recyclables using a cart-based system (one cart for MSW and a separate cart for recyclables). Therefore, the participating members would each need to convert their solid waste programs to a cart-based system, if they have not done so already. This could mean moving away from a pay-as-you-throw system for MSW, which is difficult to enforce with an automated, cart-based collection system. For Participating Municipalities that do not yet have a cart-based system, **ecomaine** would procure the carts in bulk, and the cost would be a pass-through to the Participating Municipalities.
- D. Customer Service.** Another aspect of the regional collection program, which would be a further benefit to Participating Municipalities, is that **ecomaine** would be the point of contact for any collection-related issues or complaints. That is, **ecomaine** would field calls from residents in the event of any problems with collection or the hauler, and **ecomaine** would be responsible for contacting the hauler to resolve the issue.
- E. Administration Fee.** Of course, there would be incremental administrative costs that **ecomaine** would incur in carrying out this program, and those would be expenses that would not benefit all owner members. Therefore, **ecomaine** would charge an administrative fee, in an amount to be determined, that would cover the incremental costs and be passed along to Participating Municipalities pursuant to an agreed-upon formula.

6. This MOU is intended to be a confirmation of interest between the parties in pursuing negotiations for a definitive agreement as described in this MOU and shall not constitute a binding agreement between and among the Participating Municipalities and **ecomaine**. The list of terms outlined above is not exhaustive.

7. Neither party intends, by setting forth in this MOU the terms of a possible future agreement, to create for itself or any other person, any legally binding obligation of liability. No subsequent oral agreement or conduct of the parties, including partial performance, shall be deemed to impose such obligation or liability.

8. No agreement shall be binding unless and until each party has reviewed and approved (in its sole discretion) a definitive written agreement incorporating all the terms, conditions, and obligations of the parties, and has duly executed and delivered such agreement. The legal rights and obligations of each party shall be only those that are set forth in the definitive written agreement.

9. By signing below, each party confirms that it has been duly authorized by its governing body (Board of Directors; Select Board; Town Council) to sign this MOU, which shall confirm each party's commitment to negotiate in good faith and work towards the parties' mutual goal of a regional waste collection program.

10. This MOU will expire if definitive written agreements are not executed within    months of the date of full execution of the same, unless extended by mutual written consent of the parties.



**ECO Maine, d/b/a ecomaine**

**Dated:**

---

Kevin Roche, CEO/General Manager

**Town of Cumberland**

**Dated:**

---

William Shane, Town Manager

**Town of Falmouth**

**Dated:**

---

Nathan Poore, Town Manager

**Town of Gorham**

**Dated:**

---

Ephrem Paraschak, Town Manager

**Town of North Yarmouth**

**Dated:**

---

Diane Barnes, Town Manager

**Town of Pownal**

**Dated:**

---

Rebecca Taylor-Chase, Town Administrator

**Town of Windham**

**Dated:**

---

Barry Tibbetts, Town Manager



STATE OF MAINE  
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

**Application for a Catering Permit**

**Section A: Licensee Information:**

1. Legal Name and DBA of the Licensee Catering the Event:
  - a. Legal Name: Rachel'[s on the Green
  - b. DBA: Rachel's on the Green
2. License No.: CAR-7551 Email: RachelsonthegreenatVH@gmail.com
3. Complete Mailing Address: 60 Val Halla Rd. Cumberland, ME 04021
4. Telephone/Mobile Number: (207) 829-2225

**Section B: Event Information:**

1. Title Event: Foundation 51 Spring Fling
2. Purpose of Event: Fundraiser
3. Type of Event: (check one)
 

Public	<input checked="" type="checkbox"/>	Indoor	<input checked="" type="checkbox"/>	Outdoor	<input type="checkbox"/>
Private	<input type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input type="checkbox"/>
4. Municipality where Event will take place: North Yarmouth
5. Complete Physical Address of Event:
 

Memorial Hwy #120, North yarmouth, ME 04097
6. Date of Event: April 14, 2022 Time: From 6pm To 11pm  
 Under Maine liquor laws, alcoholic beverages can **only** be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
7. Requesting party for your catering services:
 

<input checked="" type="checkbox"/>	Nonprofit Organization	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Business
-------------------------------------	------------------------	--------------------------	------------	--------------------------	----------
8. Mailing Address of Requesting Party: P.O. Box 545 Cumberland, ME 04021

**Please note:** In question 9, for a nonprofit or business requesting party, please provide the name of the nonprofit or business as well as the name of an individual to contact at the nonprofit or business. (continue to next page)

9. Contact Name of Requesting Party: Katie Holmes
- a. Contact Telephone/Mobile Number: 5137039516
- b. Contact Email address: acekatie@aol.com
10. Number of Persons Attending: 300
11. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)  
 The Westcustogo Hall is a space designed for community use and special events. The bar area is in the back right hand corner of the building net to the food set-up.
12. Will dancing be part of the event? Yes  No
- a. Does the venue have a dance license? Yes  No
- b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

**Section C: Signature of Licensee**

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: April 14, 2022



\_\_\_\_\_  
 Signature of Licensee or Duly Authorized Person

Celeste Ross  
 Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations  
 Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008  
 Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330

(continue to next page)

**Section D: For use by Municipal Officers and County Commissioners only  
Approval of an application for a catering event**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: \_\_\_\_\_.

Check only one:      City                    Town                    Unorganized Territory

Name of City/Town/Unorganized Territory: \_\_\_\_\_

Who is approving this application?    Municipal Officers  
    County Commissioners of \_\_\_\_\_ County

**Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of permit to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

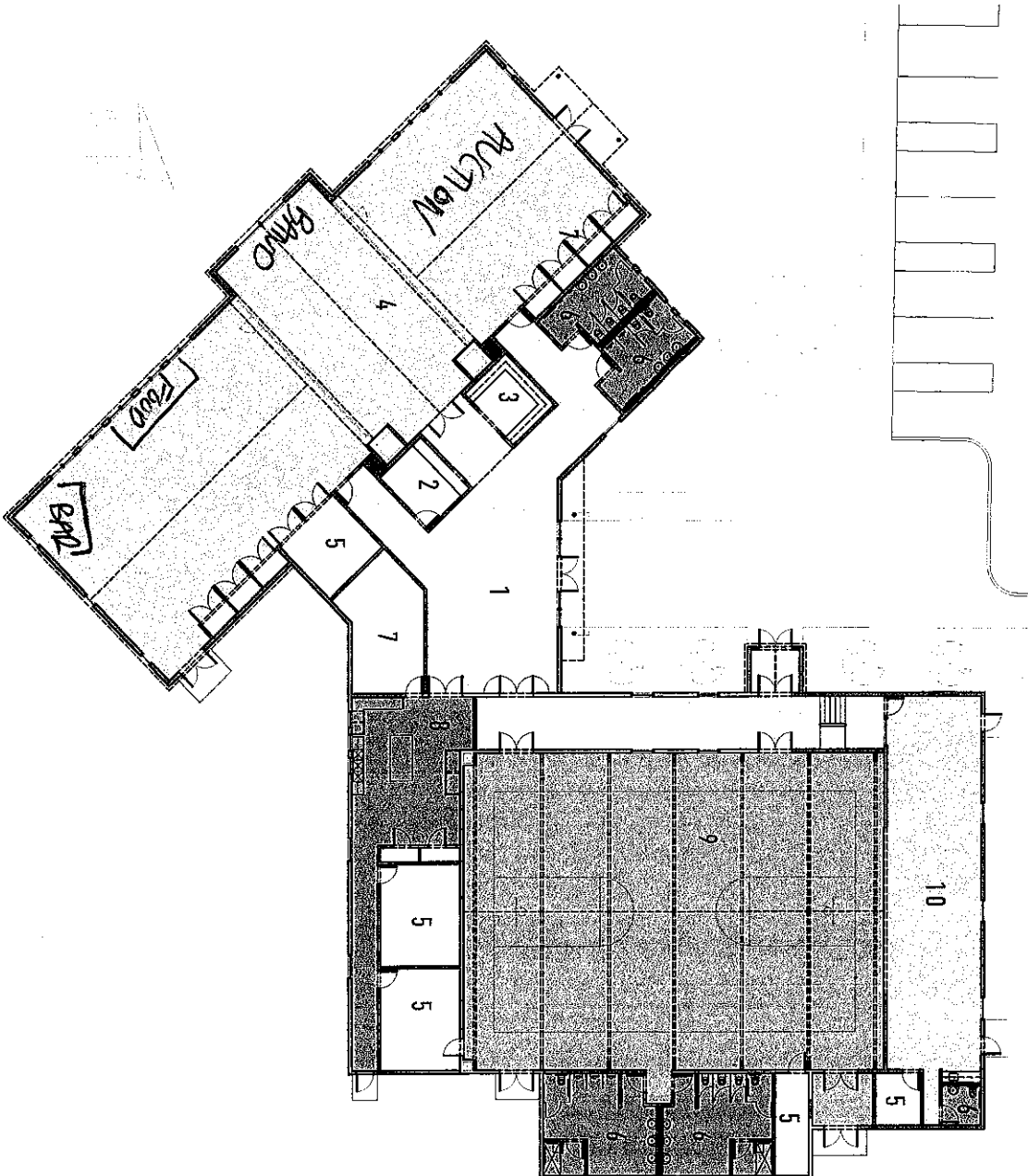
Signature of Officials	Printed Name and Title

**Section E: Application Fee; Other Information**

1. The application fee is \$10.00 per day; make checks payable to Treasurer State of Maine
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau’s Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

(continue to next page)

- LEGEND:
1. LOBBY
  2. RECEPTION/OFFICE
  3. COAT CHECK
  4. WESCUSTOGO HALL
  5. STORAGE
  6. BATHROOM
  7. MECHANICAL
  8. KITCHEN
  9. GYM
  10. COMMUNITY ROOM

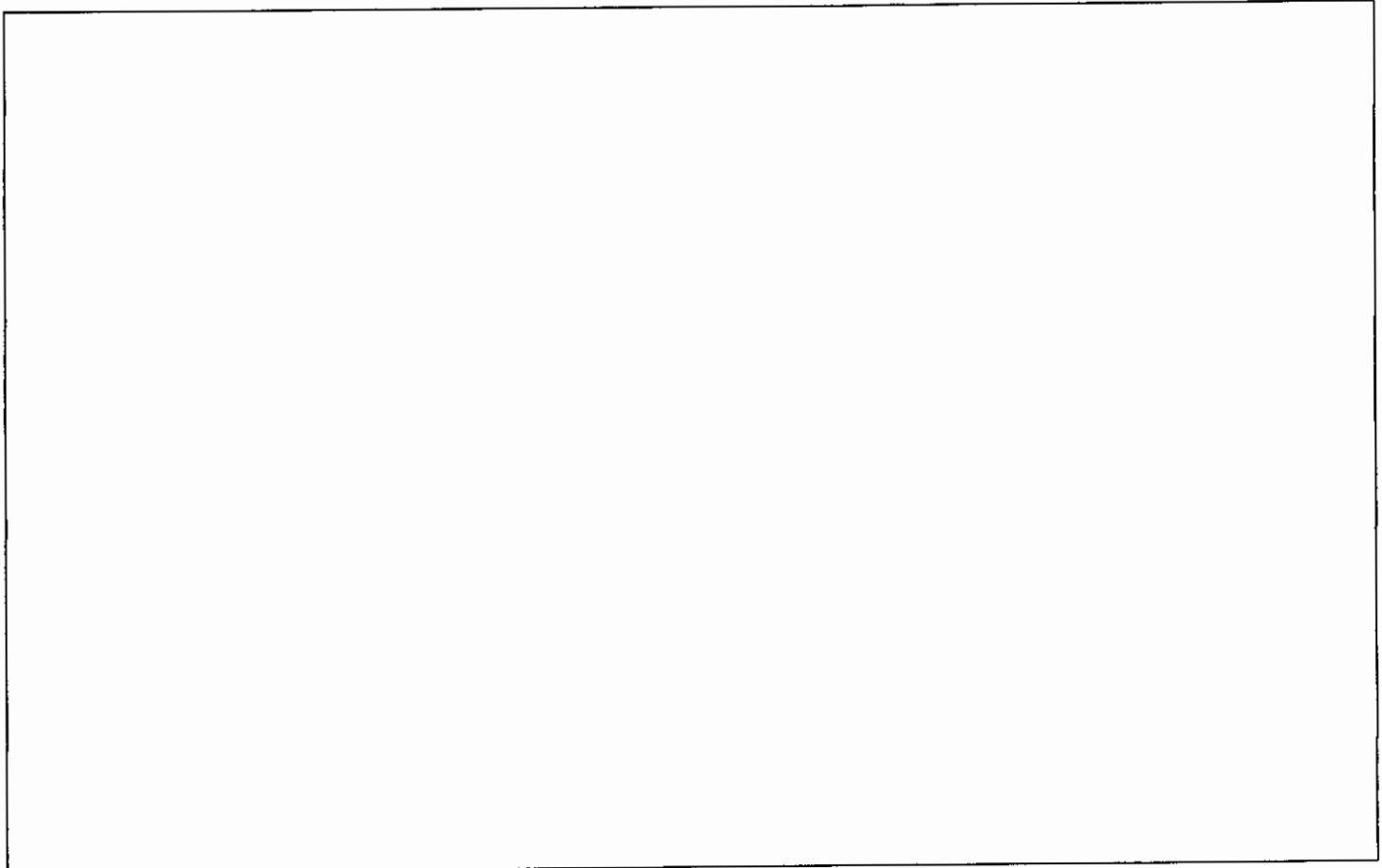


**Section F: Catering Permit Diagram for Outdoor Events**

**The following restrictions apply to outdoor events:**

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



**For Division Use Only**

Date Filed: _____		License No: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Deposit Date: _____
Date Approved: _____		Amt. Deposited: _____
Approved By: _____		Payment Type: _____



Town of North Yarmouth, Maine  
Annual Town Meeting Warrant  
April 30, 2022  
Fiscal Year July 1, 2022 - June 30, 2023

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

**GREETINGS:** In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of North Yarmouth, Maine qualified by law to vote in town affairs, to meet at the Wescustogo Hall & North Yarmouth Community Center located in North Yarmouth, Maine on Saturday the 30th day of April A.D. 2022, at nine (9) o'clock in the forenoon, then and there to act upon Articles 1 through 27 as set out below, to wit:

The Registrar of Voters gives notice that citizens will be able to register to vote on April 30, 2022, from 8:30 AM to the close of the meeting.

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

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

**ARTICLE 3:** To see if the Town will vote to authorize the Select Board to accept from Construction Aggregate, Inc. a gift of 13.17 acres of land on a portion of Tax Map 7, Lot 34, and which is depicted as Lot 25 on an approved subdivision plan entitled "Construction Aggregate Inc. Village Center Estates, Phase 2" and recorded in the Cumberland Registry of Deeds in Plan Book 222, Page 128, and to further authorize the Select Board to execute any documents related to the acceptance of said gift on such terms and conditions as it deems advisable.

(The plan described in the warrant article is available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting)

**Select Board recommends approval.**

**ARTICLE 4:** Shall an ordinance entitled "2022 Amendments to the Town of North Yarmouth Management of Tax Acquired Property Ordinance" be enacted?

(The proposed ordinance is available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.)

**Select Board recommends approval.**

**ARTICLE 5:** Shall an ordinance entitled "2022 Amendments to the Town of North Yarmouth, Maine Land Use Ordinance Regarding Site Plan Review and Conditional Use Procedures" be enacted?

(The proposed ordinance is available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.)

**Select Board recommends approval.**

**ARTICLE 6:** Shall an ordinance entitled "2022 Amendments to the Town of North Yarmouth, Maine Land Use Ordinance Regarding Subdivision Review Procedures and Criteria" be enacted?

(The proposed ordinance is available for review and inspection at the Town Clerk's Office and will be available at the Town Meeting.)

**Select Board recommends approval.**



**ARTICLE 7:** Shall an ordinance entitled “2022 Amendments to the Town of North Yarmouth, Maine Land Use Ordinance Regarding Zoning District Regulations” be enacted?

(The proposed ordinance is available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.)

**Select Board recommends approval.**

**ARTICLE 8:** Shall an ordinance entitled “2022 Amendments to the Town of North Yarmouth, Maine Land Use Ordinance Regarding Performance and Design Standards for Site Plan Review and Subdivision Review” be enacted?

(The proposed ordinance is available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.)

**Select Board recommends approval.**

**ARTICLE 9:** Shall an ordinance entitled “2022 Amendments to the Town of North Yarmouth, Maine Land Use Ordinance Regarding Definitions” be enacted?

(The proposed ordinance is available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.)

**ARTICLE 10:** To see if the Town will vote to raise and appropriate **\$560,993.00**, to transfer and appropriate **\$58,745.00** from the Village Omnibus Municipal Development and Tax Increment Financing District, and to transfer and appropriate **\$13,885.00** from the Technology Reserve, for a total appropriation of **\$633,623.00** for the **Municipal Administration Department**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 11:** To see if the Town will vote to raise and appropriate **\$164,480.00**, and to transfer and appropriate **\$53,857.00** from the Village Omnibus Municipal Development and Tax Increment Financing District, for a total appropriation of **\$218,337.00** for the **Community Services Department**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 12:** To see if the Town will vote to raise and appropriate **\$121,806.00** for the **Community Center Department**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 13:** To see if the Town will vote to raise and appropriate **\$494,746.00** for the **Public Safety Department**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 14:** To see if the Town will vote to raise and appropriate **\$519,880.00**, to transfer and appropriate **\$20,447.00** from the Village Omnibus Municipal Development and Tax Increment Financing District, transfer and appropriate **\$32,480.00** from the Heavy Equipment Reserve, and to transfer and appropriate **\$80,977.00** from the Roadway Reserves, for a total appropriation of **\$653,784.00** for the **Public Works Department**.

**Select Board and Budget Committee recommend approval.**



**ARTICLE 15:** To see if the Town will vote to raise and appropriate **\$140,542.00**, and to transfer and appropriate **\$6,109.00** from the Municipal Facilities Reserve, for a total appropriation of **\$146,651.00** for the **Buildings & Grounds Department**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 16:** To see if the Town will vote to raise and appropriate **\$245,806.00** for **Solid Waste & Recycling**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 17:** To see if the Town will vote to raise and appropriate **\$1,024,341.00** for **Fixed Expenses**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 18:** To see if the Town will vote to raise and appropriate **\$197,289.00** for **Capital Improvement Reserves**.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 19:** To see if the Town will vote to accept and apply **\$696,729.00** in **Municipal Revenue Sharing** and **\$1,856,083.00** in **other revenues**, for a total amount in **non-property taxes** of **\$2,552,812.00**, to reduce the total amount authorized to be raised by taxation, and to further authorize the Select Board and Treasurer to accept any additional revenues or funds that may be used to reduce the amount required to be raised by taxation.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 20:** To see if the Town will vote to appropriate and expend up to **\$372,000.00** from the **Coronavirus Local Fiscal Recovery Funds** (aka American Rescue Plan Act or ARPA funds) received by the Town from the federal government to furnish and install audio and visual equipment in the Wescustogo Hall and to fund the installation of a culvert located on Sweetser Road (a previously approved Capital Improvement Project), which are eligible government services as set forth in the U.S. Department of Treasury's Final Rule and as determined by the Select Board to be in the best interests of the Town.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 21: [Written ballot required by State statute.]** To see if the Town will vote to increase the property tax levy limit (LD1) of **\$1,000,245.00** established for the Town of North Yarmouth by State law if the municipal budget approved under the preceding articles results in a tax commitment that is greater than the property tax levy otherwise allowable.

**Select Board and Budget Committee recommend approval.**

**ARTICLE 22:** To see if the Town will vote to appropriate funds received from the registration of snowmobiles to be allocated to Town established snowmobile club(s) for the purpose of maintaining their snowmobile trails, on the condition that those trails be open to the public for snowmobile purposes at no charge during the snow season.

**Select Board and Budget Committee recommend approval.**

## **ARTICLE 23:**

- 1) To see if the Town will vote to make all taxes assessed for the Town's 2023 fiscal year, July 1, 2022, through June 30, 2023, due in two (2) installments, with the first half (1/2) of the total amount assessed due and payable on **September 15, 2022**, and the second half (1/2) due **March 15, 2023**; and to charge **interest** at the rate of four percent (**4.00%**) per year computed on a daily basis on any portion of the installment due that remains outstanding as of September 16, 2022 and March 16, 2023;
- 2) To see if the Town will vote to authorize the Tax Collector to accept payment of real estate property taxes not yet due or assessed at zero percent (0%) interest pursuant to 36 M.R.S. § 506;
- 3) To see if the Town will vote to authorize the Treasurer to release payment of tax abatements and applicable interest approved by the Town's Assessor from the property tax overlay account then, if necessary, from Unassigned Fund Balance; and
- 4) To see if the Town will vote to set the interest rate to be paid by the Town on overpaid and abated taxes at zero percent (0%), pursuant to 36 M.R.S. § 506-A.

***Select Board recommends approval.***

**ARTICLE 24:** To see if the Town will vote to authorize the Select Board and the Treasurer, on behalf of the Town and any of the Town's departments, to accept gifts, real estate, donations, and other funds, including trust funds that may be given or left to the Town, and to further authorize the Select Board to expend such sums of money as it deems necessary from these funds for their designated purposes. These expenditures may be reflected outside of the Town's approved budget.

***Select Board recommends approval.***

**ARTICLE 25:** To see if the Town will vote to authorize the Select Board, or the Treasurer acting in concurrence with the Select Board, to apply for State, federal (including Community Development Block Grants) and other grants on behalf of the Town for purposes deemed by the Select Board to be in the best interests of the Town; to accept such grants, including, when necessary, the authority to sign contracts and related documents and to accept conditions of approval; to appropriate such grant funds for any purpose for which the Town has appropriated funds in the Town's 2023 fiscal year, July 1, 2022, through June 30, 2023; and to authorize the Select Board to expend up to **\$25,000** from Unassigned Fund Balance, if necessary, as matching funds for any grant. These expenditures may be reflected outside of the Town's approved budget.

***Select Board recommends approval.***

**ARTICLE 26:** To see if the Town will vote to authorize the Select Board to authorize any overdrafts that may occur in Town operations during the fiscal year ending June 30, 2022, to be taken from Unassigned Fund Balance.

***Select Board recommends approval.***

**ARTICLE 27:** To see if the Town will vote to authorize the Select Board to dispose of Town-owned personal property with a value of \$25,000 or less, as determined by the Select Board, under such terms and conditions as it deems advisable, and to further authorize the Select Board to execute all documents necessary for the transfer of such property.

***Select Board recommends approval.***



Given unto our hands this 19<sup>th</sup> day of April 2022 at North Yarmouth, Maine.

Select Board

\_\_\_\_\_  
Brian Sites, Chairperson

\_\_\_\_\_  
James Moulton, Vice Chairperson

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

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

*A true copy of the warrant,*

*Attest: \_\_\_\_\_, Debbie Allen Grover, Town Clerk*

RETURN OF THE WARRANT

North Yarmouth, Maine \_\_\_\_\_, 2022

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said Town qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant at the Town Office, North Yarmouth Variety, Blue Seal Farm & Home, North Yarmouth Fire Rescue Station and Toddy Brook Café in said town, being public and conspicuous places in said town, on the \_\_\_\_ day of April 2022, being at least seven (7) days before the meeting.

\_\_\_\_\_  
Clark M. Baston, Resident

**WARRANT ARTICLE 3**

**(Pages 6-7)**



**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.

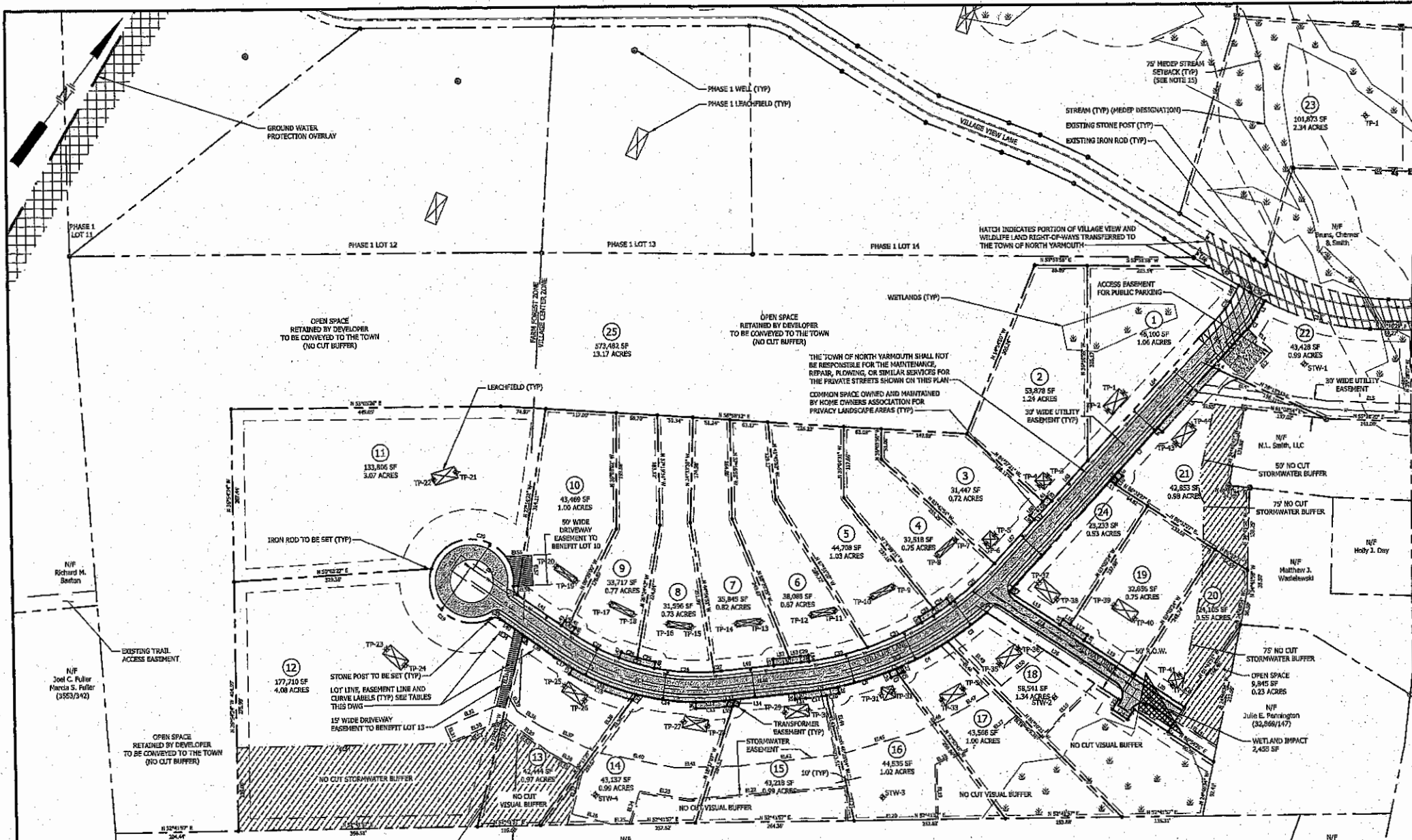
Sincerely,

A handwritten signature in black ink that reads "Ben".

Ben Grover

Construction Aggregate, Inc.

WARRANT ARTICLE 3



LOT CURVE TABLE with columns: CURVE (ARC LENGTH), RADIUS, DELTA ANGLE, CHORD BEARING, CHORD LENGTH

EASEMENT CURVE TABLE with columns: CURVE (ARC LENGTH), RADIUS, DELTA ANGLE, CHORD BEARING, CHORD LENGTH

EASEMENT LINE TABLE with columns: LINE BEARING, DISTANCE

LOT LINE TABLE with columns: LINE BEARING, DISTANCE

GENERAL NOTES:

- 1. BASE MAP DERIVED FROM SURVEY PERFORMED BY WAYNE T WOOD & CO. ENTITLED "PLAN OF LAND OF SMITH ON VILLAGE VIEW LANE IN NORTH YARMOUTH, MAINE FOR FREDERICK CHERNER, 4 PINEWOOD DR., CUMBERLAND CTR, ME 04021", DATED JANUARY, 2018.

SURVEYOR'S NOTES

- 1. OWNERS OF RECORD ARE GAIL S. BRUNS, CINDY A. CHERNER AND J. WHITMAN SMITH BY DEED OF DISTRIBUTION OF SIDNEY D. SMITH RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 12,863 ON PAGE 144.

SURVEYOR'S PLAN REFERENCE NOTES

- 1. "PLAN OF LAND ON MEMORIAL HIGHWAY IN NORTH YARMOUTH, MAINE FOR FREDERICK CHERNER" DATED SEPTEMBER 2017 BY WAYNE T. WOOD & CO.

ZONING NOTES:

- 1. PROPERTY OWNER: CONSTRUCTION AGGREGATE INC.

Table with columns: FARM FOREST ZONE, VILLAGE CENTER, MINIMUM LOT SIZE, MAXIMUM RESIDENTIAL DENSITY, etc.

ZONING NOTES (CONTINUED):

- 12. THE PROPERTY IS NOT WITHIN A FLOODPLAIN OR SHORELAND ZONE AS REFERENCED ON FEMA COMMUNITY PANEL 230202 0010 B.

STATE OF MAINE, CUMBERLAND COUNTY REGISTRY OF DEEDS RECEIVED April 05 2022 at 11 h 32 m A.M.

SUBDIVISION PLAN, APPROVED BY THE TOWN OF NORTH YARMOUTH PLANNING BOARD

CONSTRUCTION AGGREGATE INC. VILLAGE CENTER ESTATES, PHASE 2 NORTH YARMOUTH, MAINE SUBDIVISION PLAN

Small vertical text on the left edge of the page.

**TOWN OF NORTH YARMOUTH  
Management of Tax Acquired Property Ordinance**

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**Article 1. Purpose**

1.1 The purpose of this ordinance is to establish procedures/guidelines for the management, administration and disposition of real property acquired for nonpayment of taxes by the Town of North Yarmouth in accordance with Title 36 MRS, § 942 and 943, as amended.

**Article 2. Analysis of Potentially Acquirable Property for Unacceptable Liabilities**

2.1 Annually, thirty (30) days before Notices of Foreclosure are sent, an evaluation of those potential liabilities that might be assumed by the Town shall be conducted with special attention to situations involving hazardous waste, public safety problems, and landlord responsibilities so that waiver of foreclosure recommendations (that conforms to all laws) can be acted upon by the Tax Collector/Treasurer with the consultation of the Select Board.

**Article 3. Management of Tax Acquired Property Pending Final Disposition**

3.1 Following the foreclosure of the tax lien mortgage, the Tax Collector/Treasurer by certified mail return-receipt, shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the property will be disposed of in accordance with this ordinance, a copy of which shall be included with the notification.

3.2 The Tax Collector/Treasurer shall prepare a list of properties acquired and submit a copy to the Select Board. The list will include:

A. A fact sheet on all properties identifying current use, assessed value, size, location, zoning, and other relevant data, and

B. A recommendation on each tax acquired property based on the following substance:

1. Retain the property for town purposes.

a) The property has or will have recreational value or economic value to the Town;

b) The property has or will have potential for public facility or additions to public facilities;

c) The property has or will have potential use for the inhabitants of North Yarmouth as determined by the Select Board (i.e., forest land, park land, etc.)

2. Retain the property and lease it.

3. Donate the property to some appropriate non-profit organization whose mission benefits North Yarmouth citizens in general.

4. Other uses.

3.3 The responsibility for the management of tax acquired property rests with the Select Board. The Select Board's decision regarding the action plan for the final disposition of property shall:

A. Determine whether the Town's best interest would be served by immediately disposing of the property (consider potential liability interest in owning the property);

**TOWN OF NORTH YARMOUTH**  
**Management of Tax Acquired Property Ordinance**

---

- B. Determine and obtain, if necessary, a level of insurance required to protect the town's interest in the property and to protect the Town from liability;
  - C. Determine if and when any occupants of tax acquired property shall be required to vacate the property;
  - D. Determine whether a rental fee should be charged to any occupants of the property. A rental fee shall not be imposed unless the Town has acquired sufficient liability insurance;
  - E. Notwithstanding the provisions of Article 6, Property to be Sold, the Select Board shall determine any special conditions, if any, for property sales. Title 14 MRS, 8104-A.
- 3.4 In the event the taxpayer in possession or taxpayer lessee possession has ceased for sixty (60) consecutive days, the Town Manager shall obtain liability coverage for the property.

**Article 4. Review of Tax Acquired Properties**

- 4.1 The Town Manager may also recommend that the Town retain the property on a temporary basis if, in his or her judgment, the immediate sale would cause the occupants to be placed on public assistance.
- 4.2 The Town Manager shall forward the recommendations to the Select Board who shall make the final determination regarding property disposition.

**Article 5. Repurchase of Tax Acquired Property**

- 5.1 The party from whom the property was acquired may repurchase the property by paying all outstanding property taxes, including the total amount of all delinquent property taxes, plus the total taxes for the current tax year (and an estimated amount for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property including, but not limited to, insurance, noticing and other related costs. The Town may also require the payment of any other delinquent taxes or obligations due to the Town
- 5.2 The party from whom the property was acquired may, upon approval of the Town Manager, enter into a written agreement to make reasonable payments to satisfy the obligations set forth in section 5.1 above, pursuant to the conditions set forth in Title 33 MRS, § 481 and 482, in exchange for a promise of the Town to give a municipal quit claim deed if all of the terms and conditions of the payment agreement are fulfilled by the obligor.

**Article 6. Property to be Sold**

- 6.1 If the Town Manager and the Select Board decide to sell the property by advertised sale, the Select Board shall establish a sale date. Except that the Municipal Officers shall use the special sale process by 36 M.R.S. § 943-C for qualifying homestead property if they chose to sell it to anyone than the former owner(s). The Town Manager shall publish a notice of the sale of the tax-acquired property in a local newspaper. Said notice shall be published at least three (3) times with the last publication at least fourteen (14) days prior to the sale. The notice shall be posted in the Municipal Office and at least two other conspicuous places within North Yarmouth. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain the following information for each piece of property:



**TOWN OF NORTH YARMOUTH**  
**Management of Tax Acquired Property Ordinance**

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- A. Brief description of the property, i.e., land, building, mobile home, etc.;
  - B. Location of the property including Map and Lot numbers;
  - C. Brief description of the conditions of the sale;
  - D. Minimum bid; and
  - E. Required deposit.
- 6.2 The Select Board will determine the minimum bid for any tax acquired property. The minimum bid shall be at least, but not limited to, the total of all outstanding taxes, including estimated taxes for the current year if the conveyance is prior to commitment and the actual amount of taxes for the current year is not yet known, interest, lien costs, and any other actual costs, such as legal and insurance costs.
- 6.3 Bids shall be publicly opened and read on the date and at the time specified.
- 6.4 The Town Manager shall review all bids and make recommendations to the Select Board. The Select Board shall determine the successful bidder.
- 6.5 The Town Manager shall notify the successful bidder by certified mail.
- 6.6 The Town of North Yarmouth reserves the right to reject any or all bids, accept any bid (not necessarily the highest) and waive any of the requirements of this policy should the Select Board, in its sole determination, judge such actions to be in the best interest of the Town of North Yarmouth. Instances, where this right may be invoked, include but are not limited to determining if the town would benefit greater by a use proposed by a party other than the highest bidder.
- 6.7 Should the Select Board reject all bids; the property may again be offered for public sale without notification to the prior owner.
- 6.8 The bid deposit of the successful bidder shall be retained as a credit towards the purchase price. All other deposits shall be returned to the bidders.
- 6.9 The Select Board shall require payment in full from the successful bidder within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30) days, the Town shall retain the bid deposit and title to the property. The Select Board may offer the property to the next highest bidder who shall also have thirty (30) days to make payments in full.
- 6.10 Title to tax acquired property shall be transferred only by means of a Municipal Quit Claim Deed.
- 6.11 The successful bidder shall be responsible for the removal of any and all occupants and contents of purchased tax acquired property.

# Proposed Amendments



## Town of North Yarmouth Land Use Ordinance April 30, 2022

**WARRANT ARTICLE 5**

**Pages 12-13**

**IV. SITE PLAN REVIEW AND CONDITIONAL USE PROCEDURES**

**SECTION 4.4 PROCEDURES [AMENDED 6/19/21]**

**B. Application Submission and Review Procedures:** The applicant shall prepare and submit a Site Plan Review application, including a development plan and supporting documentation meeting the submission requirements set forth below. This material shall be submitted to the Code Enforcement Office (CEO).

~~3. The applicant shall notify by certified mail all property owners within 500 feet of the parcel on which a proposed development is located at least 14 days prior to the meeting at which the application is to be considered. The applicant shall submit evidence of such notification. The notice shall include an accurate description of the project and the availability of the application for review.~~

**PLEASE NOTE THAT BECAUSE WE ARE ELIMINATING PARAGRAPH 3 ALL SUBSEQUENT NUMBERS UNDER B. Application Submission and Review Procedures IN WILL CHANGE ACCORDINGLY**

~~6. **Public Hearing:** Upon a determination that a complete application has been submitted for review, the Planning Board may begin review of the site plan application or decide to schedule a public hearing is necessary. **A public hearing shall be required for all applications for a Conditional Use.** The hearing shall be held within 30 days of finding the application complete, or at the next regularly scheduled Board meeting, after the Board's determination it has received a complete application. The Board shall require that the applicant publish the notice of the date, time and place of the hearing in a newspaper of general circulation in the town at least 2 times, the date of the first publication to be at least 14 days prior to the hearing. The CEO shall specify the newspaper of general circulation. The applicant shall provide a copy of the published notice in the newspaper. The Planning Board shall require that the applicant give written notice of the date, time, and place of the hearing to all persons who received the notice in Subsection B.1, above.~~

5. **Public Hearing:** Upon a determination that a complete application has been submitted for review, the Planning Board may decide a public hearing is necessary. The hearing shall be held within thirty (30) days of finding the application complete, or at the next regularly scheduled Board meeting, after the Board's determination it has received a complete application, whichever occurs first. The CEO will publish the notice of the date, time, and place of the hearing in a newspaper of general circulation in the town & town website, the date of the publication to be at least seven (7) days prior to the hearing. The applicant shall notify all property owners within five hundred (500) ft of the parcel on which a proposed development is located at least fourteen (14) days prior to the meeting at which the application is to be considered. The notice shall include an accurate description of the project, date, time & location of the public hearing and the availability of the application for review via certified mail. The Applicant must contact the CEO for a butter list thirty (30) days prior to the meeting. Evidence of mailing shall be submitted to the CEO prior to the hearing; provided, however that the failure of any abutting property owner to receive a notice of public hearing shall not necessitate another hearing, nor shall it invalidate any decision of the Planning Board with regard to that particular application.

6. If the applicant wishes to submit additional information, the supplemental information must be submitted to the CEO at least ~~2 weeks~~ **fourteen (14) days** prior to the Planning Board meeting where it is to be considered, otherwise the supplemental information will not be considered at that meeting.

**E. Submission Requirements:**

3. **All Other Applications for Site Plan Review and/or Conditional Use Approval**, other than a single family dwelling, accessory apartment or home occupation, must contain the following information:
  3. A fully executed and signed copy of the application for site plan review, plus ten (10) copies **of the same or as requested by the CEO.**
  - c. ~~11~~ **Ten (10)** copies of written materials plus ~~11~~ **Ten (10)** sets of maps or drawings containing the information listed below. The written materials must be contained in a bound report. The original maps or drawings must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than 100 feet to the inch for that portion of the tract of land being proposed for development. ~~Copies may be reduced to a size of 8½ by 11 inches or~~ **Map sets may be reduced to a size of 11 by 17 inches.**

**G. Amendments:** [Amended 06/16/12]

Any alteration to a site which is inconsistent with the approved site plan shall require an amendment to the site plan. Any alteration other than alterations approved by the ~~Code Enforcement Officer~~ **CEO** pursuant to Section 4.4 (F) shall require Planning Board approval prior to the alteration. The applicant may request that changes to an approved site plan that are not subject to approval under Section 4.4 (F) be placed on the Planning Board Agenda .

Prior to placement on the Agenda, the applicant shall meet with the Code Enforcement Officer to review the proposed changes and shall provide ~~eleven (11)~~ **ten (10)** copies of the revised site plan to the ~~Code Enforcement Officer~~ **CEO** at least fourteen (14) days prior to the next regular Planning Board meeting together with such other materials, which the ~~Code Enforcement Officer~~ **CEO** may limit, to address the scope of the proposed change to the site plan. The Board, at its discretion, may limit their review to the proposed amendments and other related elements.

***WARRANT ARTICLE 6 (Pages 13-17)***

**V. SUBDIVISION REVIEW PROCEDURES AND CRITERIA**

**SECTION 5.5 MINOR SUBDIVISION [AMENDED 6/19/21]**

- A. **General:** The Planning Board may require, where it deems necessary to make a determination regarding the criteria for approval from Title 30-A M.R.S. §4404 (See Section 5.12 Subdivision Review Criteria), or the standards of this Ordinance, that a Minor Subdivision comply with some or all of the submission requirements for a Major Subdivision.
- B. **Procedure:**
  1. Within (6) months after the site visit by the Planning Board, the applicant shall submit an application to the ~~Code Enforcement Officer (CEO)~~ **CEO** for approval of a final plan at least thirty (30) days prior to a scheduled meeting of the Planning Board. Failure to submit the application within six (6) months shall require resubmission of the sketch plan to the Planning Board. The final plan shall approximate the layout shown on the sketch plan, plus any recommendations made by the Planning Board. [Amended 6/12/10]

4. The applicant, or his duly authorized representative, shall attend the meeting of the Planning Board to present the final plan. At the meeting at which an application for final plan approval of a minor subdivision is initially presented, the Planning Board shall issue a dated receipt to the applicant.

~~a. Issue a dated receipt to the applicant.~~

~~b. Require that the applicant notify in writing all owners of abutting property that an application for subdivision approval has been submitted, specifying the location of the proposed subdivision and including a general description of the project, and provide evidence that such notification was mailed.~~

- ~~7. **Public Hearing:** Upon a determination that a complete application has been submitted for review, the Planning Board may decide a public hearing is necessary. The hearing shall be held within thirty (30) days, or at the next regularly scheduled Planning Board meeting, after the Planning Board's determination that it has received a complete application. The Planning Board shall require that the applicant publish the notice of the date, time and place of the hearing in a newspaper of general circulation in the town at least two (2) times, the date of the first publication to be at least seven (7) days prior to the hearing. The CEO shall specify the newspaper of general circulation. The applicant shall provide a copy of the published notice in the newspaper. A copy of the notice shall also be mailed to the abutters.~~

6. **Public Hearing:** Upon a determination that a complete application has been submitted for review, the Planning Board may decide a public hearing is necessary. The hearing shall be held within thirty (30) days of finding the application complete, or at the next regularly scheduled Board meeting, after the Board's determination it has received a complete application, whichever occurs first. The CEO will publish the notice of the date, time, and place of the hearing in a newspaper of general circulation in the town & town website, the date of the publication to be at least seven (7) days prior to the hearing. The applicant shall notify all property owners within five hundred (500) ft of the parcel on which a proposed development is located at least fourteen (14) days prior to the meeting at which the application is to be considered. The notice shall include an accurate description of the project, date, time & location of the public hearing and the availability of the application for review via certified mail. The Applicant must contact the CEO for a butter list thirty (30) days prior to the meeting. Evidence of mailing shall be submitted to the CEO prior to the hearing; provided, however that the failure of any abutting property owner to receive a notice of public hearing shall not necessitate another hearing, nor shall it invalidate any decision of the Planning Board with regard to that particular application.

## SECTION 5.6 PRELIMINARY PLAN FOR MAJOR SUBDIVISION [AMENDED 6/19/21]

### A. Procedure:

5. At the meeting at which an application for preliminary plan approval of a major subdivision is initially presented, the Planning Board shall issue a dated receipt to the applicant.

~~a. Issue a dated receipt to the applicant.~~

~~b. Require that the applicant notify in writing all owners of abutting property that an application for subdivision approval has been submitted, specifying the location of the proposed subdivision and including a general description of the project, and provide evidence that such notification was mailed~~

~~8. **Public Hearing:** Upon determination that a complete application has been submitted for review, the Planning Board shall notify the applicant in writing of its determination. The Planning Board shall determine whether to require a public hearing on the preliminary plan application.~~

~~9. If the Planning Board decides a public hearing is necessary, the hearing shall be held within 30 days, or at the next regularly scheduled Planning Board meeting, after the Board's determination that it has received a complete application. The Planning Board shall require that the applicant publish the notice of the date, time and place of the hearing in a newspaper of general circulation in the town at least 2 times, the date of the first publication to be at least seven (7) days prior to the hearing. The CEO shall specify the newspaper of general circulation. The applicant shall provide a copy of the published notice in the newspaper. A copy of the notice shall also be mailed to the abutters.~~

8. **Public Hearing:** Upon a determination that a complete application has been submitted for review, the Planning Board may decide a public hearing is necessary. The hearing shall be held within thirty (30) days of finding the application complete, or at the next regularly scheduled Board meeting, after the Board's determination it has received a complete application, whichever occurs first. The CEO will publish the notice of the date, time, and place of the hearing in a newspaper of general circulation in the town & town website, the date of the publication to be at least seven (7) days prior to the hearing. The applicant shall notify all property owners within five hundred (500) ft of the parcel on which a proposed development is located at least fourteen (14) days prior to the meeting at which the application is to be considered. The notice shall include an accurate description of the project, date, time & location of the public hearing and the availability of the application for review via certified mail. The Applicant must contact the CEO for abutter list thirty (30) days prior to the meeting. Evidence of mailing shall be submitted to the CEO prior to the hearing; provided, however that the failure of any abutting property owner to receive a notice of public hearing shall not necessitate another hearing, nor shall it invalidate any decision of the Planning Board with regard to that particular application.

PLEASE NOTE THAT BECAUSE WE ARE ELIMINATING PARAGRAPH 8 AND 9 INTO ONE PARAGRAPH, ALL SUBSEQUENT NUMBERS UNDER A. Procedures IN WILL CHANGE ACCORDINGLY

B. **Submissions:** The preliminary plan application shall consist of the following items:

3. **Preliminary Plan:** The preliminary plan shall be submitted in ~~eight (8)~~ **ten (10)** copies of one or more maps or drawings, which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary plan shall be drawn to a scale of not more than one hundred (100) feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than two hundred (200) feet to the inch provided all necessary detail can easily be read. A copy of the subdivision plan(s) shall be eleven (11) by seventeen (17) inches. The CEO shall provide a copy of the reduced plan(s) plus all accompanying information shall be mailed to each Planning Board member no less than seven (7) days prior to the meeting. If any part of the subdivision is located within the Groundwater Protection Overlay District, a reduced copy of the plan and all accompanying material shall be provided to the Yarmouth Water District no less than seven (7) days prior to the meeting. A reduced copy of the plan and all accompanying material shall also be provided to other committees and/or conservation organizations as determined by the Planning Board, CEO or town planning office no less than seven (7) days prior to the meeting.

## SECTION 5.7 FINAL PLAN FOR MAJOR SUBDIVISION [AMENDED 6/19/21]

### A. Procedure.

- ~~6. **Public Hearing:** Upon determination that a complete application has been submitted for review, the Planning Board shall issue a dated receipt to the applicant. The Planning Board shall determine whether to require a public hearing on the final plan application.~~
- ~~7. If the Planning Board decides a public hearing is necessary, the hearing shall be held within thirty (30) days, or at the next regularly scheduled Planning Board meeting, after the Board's determination that it has received a complete application. The Planning Board shall require that the applicant publish a notice of the date, time and place of the hearing in a newspaper of local circulation at least two (2) times, the date of the first publication to be at least seven (7) days before the hearing. The applicant shall provide a copy of the published notice in the newspaper. In addition, the applicant shall post the notice of the hearing in at least three (3) prominent places within the municipality at least seven (7) days prior to the hearing. The CEO will specify the newspaper and three (3) prominent places for posting. A copy of the notice shall also be mailed to the abutters.~~
6. **Public Hearing:** Upon a determination that a complete application has been submitted for review, the Planning Board may decide a public hearing is necessary. The hearing shall be held within thirty (30) days of finding the application complete, or at the next regularly scheduled Board meeting, after the Board's determination it has received a complete application, whichever occurs first. The CEO will publish the notice of the date, time, and place of the hearing in a newspaper of general circulation in the town & town website, the date of the publication to be at least seven (7) days prior to the hearing. The applicant shall notify all property owners within five hundred (500) ft of the parcel on which a proposed development is located at least fourteen (14) days prior to the meeting at which the application is to be considered. The notice shall include an accurate description of the project, date, time & location of the public hearing and the availability of the application for review via certified mail. The Applicant must contact the CEO for an abutter list thirty (30) days prior to the meeting. Evidence of mailing shall be submitted to the CEO prior to the hearing; provided, however that the failure of any abutting property owner to receive a notice of public hearing shall not necessitate another hearing, nor shall it invalidate any decision of the Planning Board with regard to that particular application.

**PLEASE NOTE THAT BECAUSE WE ARE ELIMINATING PARAGRAPH 6 AND 7, ALL SUBSEQUENT NUMBERS UNDER A. Procedures IN CHANGE ACCORDINGLY**

- B. **Submissions:** The final plan shall consist of one or more maps or drawings drawn to a scale of not more than one hundred (100) feet to the inch. Plans for subdivisions containing more than one hundred (100) acres may be drawn at a scale of not more than two hundred (200) feet to the inch provided all necessary detail can easily be read. Plans shall be no larger than twenty-four (24) by thirty-six (36) inches in size, and shall have a margin of two (2) inches outside of the borderline on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be reserved on the plan for endorsement by the Planning Board. The final plan submission shall consist of one reproducible, stable-based transparency to be recorded at the Cumberland County Registry of Deeds, and a paper copy for review by the Planning Board. Following approval of the Final Plan by the Planning Board, the applicant shall submit a copy of the Final Plan as recorded at the Cumberland County Registry of Deeds, to include all recording information and Planning Board signatures.

In addition, the applicant shall submit ~~eight (8)~~ **ten (10)** copies of the final plan reduced to a size of eleven (11) by seventeen (17) inches, and all accompanying information. A copy of the final plan(s) and all accompanying information shall be provided to each Planning Board member no less than seven (7) days prior to the meeting. If any portion of the subdivision is located within the Groundwater Protection Overlay District a reduced copy of the final plan and all accompanying information shall also be provided to the Yarmouth Water District.

#### **SECTION 5.9 REVISIONS TO APPROVED PLANS FOR MINOR AND MAJOR SUBDIVISIONS**

- A. **Procedure:** An applicant for a revision to a previously approved plan shall, at least ~~fourteen (14)~~ **thirty (30)** days prior to a scheduled meeting of the Planning Board, request to be placed on the Planning Board's agenda. If the revision involves abandonment of the subdivision or the creation of additional lots or dwelling units, the procedures for preliminary plan approval shall be followed. If the revision involves only modifications of the approved plan, without the creation of additional lots or dwelling units, the procedures for final plan approval shall be followed. [Amended 6/18/11]
- B. **Submissions:** The applicant shall submit a copy of the approved plan as well as ~~eight (8)~~ **ten (10)** copies of the proposed revisions. The application shall also include enough supporting information to allow the Planning Board to make a determination that the proposed revisions meet the standards of these regulations and the criteria of the statute. The Planning Board is authorized to decide whether it has received adequate supporting information to make this decision. The revised plan shall indicate that it is the revision of a previously approved and recorded plan and shall show the title of the subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Cumberland County Registry of Deeds.



**WARRANT ARTICLE 7**

**Pages 18-26**

**VII. ZONING DISTRICT REGULATIONS**

<b>TABLE 7.1 LAND USES BY ZONING DISTRICT [AMENDED 5/17/08<sup>1</sup> 6/19/21]</b>							
<b>A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review) CU = Conditional Use (Planning Board Review); N = Prohibited Use</b>							
<b>USES***</b>	<b>Village Center</b>	<b>Village Residential</b>	<b>Farm and Forest</b>	<b>Resource Protection</b>	<b>Residential Shoreland</b>	<b>Royal River Overlay*</b>	<b>Groundwater Overlay*</b>
<b>Residential Uses</b>							
Single-family detached dwelling <sup>2</sup>	P	P	P	N	P	SPR	P
Duplex	P	P	P	N	P	N	P
Manufactured housing - individual lot <sup>4</sup>	P	P	P	N	P	SPR	P
Conversions - seasonal to year-round residences	P	P	P	N	P	SPR	P
Mobile Home Park	CU/SPR	SPR	N	N	N	N	N
Multiple Residential units in a permitted Building Type <sup>9</sup>	SPR	N	N	N	N	N	SPR
Accessory Apartment <sup>5</sup> [Amended 5/17/08]	P	P	P	N	N	N	P
Accessory use – Home Occupation <sup>6</sup>	P	P	P	N	SPR	SPR	SPR
Home heating fuel tanks & fuel storage (greater than 660 gallons of liquid fuel <sup>7</sup> per parcel of land)	SPR	SPR	SPR	N	N	N	N
Accessory use – Home Based Occupation <sup>8</sup> [Amended 5/30/09]	P	P	P	N	N	SPR	SPR
<b>Commercial and Industrial Uses</b>							
Beauty salons	SPR	CU/SPR	N	N	N	N	CU/SPR
Bed and breakfast	SPR	SPR	SPR**	N	N	N	SPR
Boat builders and refinishers	SPR	N	N	N	N	N	N
Business/professional office less than 2,000 sq ft gross floor area	SPR	SPR	CU/SPR* *	N	N	N	SPR
Business/professional office, 2,000 to 10,000 sq ft gross floor area	SPR	N	N	N	N	N	SPR
Retail sales/services, less than 2,000 sq ft gross floor area	SPR	SPR	N	N	N	N	SPR
Retail sales/services, 2,000 to 10,000 sq ft gross floor area	SPR	N	N	N	N	N	CU/SPR
Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch. **Can only be conversions of buildings in existence as of June 14, 2005 *** For all Use definitions please refer to Section XII							

<sup>1</sup> Tables were also reformatted to include blank lines for future amendments.

<sup>2</sup> Includes "community living arrangements" for 8 or fewer persons with disabilities as defined in 30-A M.R.S. Section 4357-A

<sup>3</sup> Single-family residential structures may be allowed by special exception only according to the provisions of Section 7-5. Special Exceptions. Two-family residential structures are prohibited.

<sup>4</sup> Shall meet the requirements of Section 11-5. Manufactured Housing On Individual Lots

<sup>5</sup> Shall meet the requirements of Section 11-1. Accessory Apartments

<sup>6</sup> Shall meet the requirements of Section 11-4. Home Occupations

<sup>7</sup> Propane tanks, or other tanks with liquefied gaseous fuels are allowed. Home heating fuel tanks and fuel storage of 660 gallons or less is allowed with all residential uses.

<sup>8</sup> Signs, exterior displays and any other indications of a home-based occupation in a residential zone require conditional use approval from the Planning Board [Amended 5/30/09]

<sup>9</sup> See Section X Section 10.4 for permitted Building Types.

<b>TABLE 7.1 LAND USES BY ZONING DISTRICT (continued from prior page)</b>							
<b>A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review) CU = Conditional Use (Planning Board Review); N = Prohibited Use</b>							
<b>USES***</b>	<b>Village Center</b>	<b>Village Residential</b>	<b>Farm and Forest</b>	<b>Resource Protection</b>	<b>Residential Shoreland</b>	<b>Royal River Overlay*</b>	<b>Groundwater Overlay*</b>
<b>Commercial and Industrial Uses (continued)</b>							
Retail sales/services with 10,000 sq ft gross floor area, or more	N	N	N	N	N	N	N
Restaurants with less than 2,000 sq ft gross floor area	SPR	SPR	CU/SPR **	N	N	N	SPR
Restaurants with 2,000 sq ft gross floor area, or more	SPR	SPR	CU/SPR**	N	N	N	CU/SPR
<b>Tavern</b>	<b>CU/SPR</b>	<b>CU/SPR</b>	<b>CU/SPR</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>CU/SPR</b>
<b>Small Brewery, Small Winery, or Small Distillery</b>	<b>CU/SPR</b>	<b>CU/SPR</b>	<b>CU/SPR</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>CU/SPR</b>
Takeout eating place	SPR	SPR	N	N	N	N	SPR
Drive-through eating place	N	N	N	N	N	N	N
Redemption center less than 2,000 sq ft gross floor area	SPR	N	N	N	N	N	N
Commercial food processors, other than those where food is raised on the premises (see Natural Resource Based Uses)	SPR	SPR	SPR	N	N	N	N
Financial institution	SPR	N	N	N	N	N	SPR
Financial institution with drive through	CU/SPR	N	N	N	N	N	CU/SPR
Laundromat	SPR	N	N	N	N	N	SPR <sup>1</sup>
Dry cleaners' drop-off, no dry cleaning - processing	SPR	SPR	N	N	N	N	SPR
Dry cleaners - processing	N	N	N	N	N	N	N
Printers and photo processors	SPR	CU/SPR	N	N	N	N	CU/SPR
Motor vehicle services/repairs and body shops/sales [limited to small operations; 10 or fewer vehicles on site at a time]	SPR	CU/SPR	CU/SPR	N	N	N	N
Gas and/or service stations, sale of gas accessory to retail	SPR	CU/SPR	N	N	N	N	N
Petroleum/petroleum product storage for retail/wholesale sales, including fuel oil distributors	N	N	N	N	N	N	N
Petroleum/petroleum product use/storage for business use; more than 660 gallons of liquid fuel per parcel	SPR	SPR	SPR	N	N	N	N
Petroleum/petroleum product use/storage for business use; 660 gallons or less of liquid fuel <sup>1</sup> per parcel	P	P	P	N	N	N	CU/SPR
Auto washing facilities	SPR	N	N	N	N	N	SPR <sup>1</sup>
Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch. **Can only be conversions of buildings in existence as of June 14, 2005 *** For all Use definitions please refer to Section XII							

**TABLE 7.1 LAND USES BY ZONING DISTRICT (continued from prior page)**

**A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)  
CU = Conditional Use (Planning Board Review); N = Prohibited Use**

<b>USES ****</b>	<b>Village Center</b>	<b>Village Residential</b>	<b>Farm and Forest</b>	<b>Resource Protection</b>	<b>Residential Shoreland</b>	<b>Royal River Overlay*</b>	<b>Groundwater Overlay*</b>
<b>Commercial and Industrial Uses (continued)</b>							
<del>Discharge of commercial or industrial</del> <b>Nondomestic</b> wastewater or wash water to an onsite septic disposal system	N	N	N	N	N	N	N
Light manufacturing, Warehousing & Storage, and Trucking & Distribution less than 5,000 sq ft gross floor area	SPR	SPR	SPR	N	N	N	CU/SPR***
Light manufacturing, 5,000 sq ft to 20,000 sq ft gross floor area	SPR	SPR	SPR	N	N	N	N
Warehousing & storage, 5,000 to 20,000 sq ft gross floor area	SPR	N	CU/SPR	N	N	N	N
Trucking & distribution facility, 5,000 to 20,000 sq ft gross floor area	SPR	N	CU/SPR	N	N	N	N
Wholesale business, research & development, light manufacturing, warehousing & storage, or trucking & distribution facility, 20,000 sq ft gross floor area or more	N	N	N	N	N	N	N
Excavating contractors and general contractors	SPR	SPR	SPR	N	N	N	SPR
Funeral homes	CU/SPR	CU/SPR	N	N	N	N	SPR
<del>Commercial/industrial</del> <b>Nondomestic</b> solid waste disposal, transfer station and/or recycling facility	N	N	N	N	N	N	N
Junkyard/auto graveyard/auto recycling	N	N	N	N	N	N	N

Notes: \*Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

\*\*Can only be conversions of buildings in existence as of June 14, 2005.

\*\*\*Except that the Planning Board may substitute "sq. ft. of Building Footprint" for "sq. ft. gross floor area", as long as the applicant shows that the additional square footage will not impact the site as far as standards of review such as parking, # of employees, and impervious surface restrictions, and any other requirements of review. [Amended 5/13/06]

\*\*\*\* For all Use definitions please refer to Section XII

TABLE 7.1 LAND USES BY ZONING DISTRICT (continued from prior page)							
A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review) CU = Conditional Use (Planning Board Review); N = Prohibited Use							
USES***	Village Center	Village Residential	Farm and Forest	Resource Protection <sup>1</sup>	Residential Shoreland <sup>1</sup>	Royal River Overlay*	Groundwater Overlay*
<b>Utility Uses</b>							
Essential services, excepting the following (a. and b.) <sup>2</sup> [Amended 5/17/08]	P	P	P	SPR	SPR	P	CU/SPR
a. Roadside distribution lines (34.5kV and lower)	P	P	P	P	P	P	P
b. non-roadside or cross-country distribution lines	P	P	P	SPR	SPR	SPR	P
Large scale ground mount solar energy system	SPR	SPR	SPR	N	N	N	SPR
Service drops, as defined, to allowed uses <sup>3</sup>	A	A	A	P	A	P	A
Public utility buildings	SPR	SPR	SPR	SPR	SPR	SPR	SPR
Oil pipelines	CU/SPR	CU/SPR	CU/SPR	CU/SPR	CU/SPR	CU/SPR	N
Telecommunications towers	SPR	CU/SPR	SPR	N	SPR	N	SPR
<b>Institutional Uses</b>							
Public and private schools	SPR	SPR	CU/SPR	N	N	N	SPR
Public and private schools over 50,000 sq ft	CU/SPR	N	N	N	N	N	CU/SPR
Day care and nursery schools	SPR	SPR	CU/SPR	N	N	N	SPR
Church including accessory residence	SPR	SPR	N	N	N	N	SPR
Cemetery <sup>5</sup>	SPR	SPR	P	N	N	N	N
Library and museum	SPR	SPR	N	N	N	N	SPR
Fraternal and social institutions	SPR	CU/SPR	CU/SPR	N	N	N	CU/SPR
Municipal and other governmental buildings	SPR	SPR	SPR	N	N	N	SPR
New municipal transfer stations	SPR	SPR	SPR	N	N	N	N
Municipal recycling facility	SPR	SPR	N	N	N	N	SPR
Nursing home/congregate care	SPR	CU/SPR	N	N	N	N	SPR <sup>4</sup>
Small non-residential facilities less than 5,000 sq.ft gross floor area for educational, scientific, or nature interpretation purposes	SPR	SPR	SPR	N	SPR	N	SPR
Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch. *** For all Use definitions please refer to Section XII							

<sup>1</sup> See restrictions Section 9-1. Residential Shoreland District and Resource Protection District Standards.

<sup>2</sup> Utilities (gas, water, power lines etc.) excluding service drops and buildings, as defined in Section XII. Definitions.

<sup>3</sup> Electric and/or telephone utility line extensions, see restrictions in Section 9-1. Residential Shoreland District and Resource Protection District Standards.

<sup>4</sup> Must be served by sewer or advanced wastewater treatment systems for on-site sewage disposal.

<sup>5</sup> See Family Burial Ground

**TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)**

**A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)  
CU = Conditional Use (Planning Board Review); N = Prohibited Use**

<b>USES***</b>	<b>Village Center</b>	<b>Village Residential</b>	<b>Farm and Forest</b>	<b>Resource Protection</b>	<b>Residential Shoreland</b>	<b>Royal River Overlay*</b>	<b>Groundwater Overlay†</b>
<b>Recreational Uses</b>							
Campground	N	N	SPR	N	SPR	CU/SPR	N
Individual campsite	P	P	P	P	P	P	P
Golf course including club house	SPR	SPR	SPR	CU/SPR <sup>1</sup>	SPR	N	N
Fully enclosed places of recreation	SPR	CU/SPR	N	N	N	N	SPR
Piers/Docks/Wharfs/Bridges – Permanent	P	P	P	SPR <sup>2</sup>	SPR <sup>2</sup>	SPR	SPR
Piers/Docks/Wharfs/Bridges – Temporary	P	P	P	P <sup>2</sup>	P <sup>2</sup>	P	P
Marinas/Sheds/Boating facilities	-	-	-	N	SPR	N	N
Non-intensive recreational uses not requiring structures, roads or parking facilities, such as hunting, fishing, hiking	A	A	A	A	A	A	A
Government and non-profit parks and outdoor recreation	P	P	P	CU/SPR	SPR	SPR	SPR
Public and private recreational areas involving no structural development; recreational trails	A	A	A	SPR	SPR	SPR	A
<b>Natural Resource Based Uses</b>							
Aquaculture	A	A	A	SPR	SPR	SPR	N
Agriculture <sup>3</sup>	A	A	A	SPR	A	A	SPR
Commercial processing of vegetables/crops raised on premises	P	P	P	N	SPR	N	SPR
Commercial processing of poultry and/or livestock raised on the premises (meat packer, slaughterhouse)	SPR	SPR	SPR	N	N	N	N
Storage, handling, processing, disposal and/or utilization of sludge/ash	N	N	N	N	N	N	N
Forest management activities, except timber harvesting	A	A	A	A	A	A	A
Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including “Allowed Uses” must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch. *** For all Use definitions please refer to Section XII							

<sup>1</sup> Clubhouse prohibited in Resource Protection District.

<sup>2</sup> Excluding bridges and other crossings not involving earth work, in which case no permit is required. [Adopted 5/17/08]

<sup>3</sup> Agriculture: The production, boarding, keeping or maintenance for sale or lease of plants and/or animals, including but not limited to: forages and sod crops; grains and seed crops; dairy animals and dairy products; poultry and poultry products; livestock; fruits and vegetables; Christmas trees; and ornamental and green house products. Agriculture does not include forest management and timber harvesting activities. Agricultural activities for personal use only, do not require a Permit from the Planning Board.

<b>TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)</b>							
<b>A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)</b>							
<b>CU = Conditional Use (Planning Board Review); N = Prohibited Use</b>							
<b>USES***</b>	<b>Village Center</b>	<b>Village Residential</b>	<b>Farm and Forest</b>	<b>Resource Protection</b>	<b>Residential Shoreland</b>	<b>Royal River Overlay*</b>	<b>Groundwater Overlay*</b>
<b>Natural Resource Based Uses (continued)</b>							
Timber harvesting	A	A	A	P	A	A	SPR <sup>1</sup>
Mineral exploration	N	N	P	N	P	A	N
Mineral extraction (including sand & gravel) 100 cubic yards to 999 cubic yards within any 12-month period	A	A	A	N	CU/SPR	N	CU/SPR
Commercial mineral extraction (including sand & gravel) 1,000 cubic yards or more within any 12-month period	N	N	SPR	N	N	N	N
Lumber yards including milling, distribution of wood products, wholesale/retail sales of building materials	SPR	SPR	CU/SPR	N	N	N	SPR
Commercial processing of wood including cutting, sawing, splitting, and chipping	SPR	SPR	SPR	N	N	N	SPR
Landscaping business, nursery, garden center	SPR	SPR	SPR	N	N	N	N
Soil and water conservation practices	A	A	A	A	A	A	A
Surveying and resource analysis	A	A	A	A	A	A	A
Wildlife management practices	A	A	A	A	A	A	A
Municipal and Public Safety Signs	SPR	SPR	SPR	SPR	SPR	SPR	SPR
Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.							
*** For all Use definitions please refer to Section XII							

<sup>1</sup> Permit required when timber harvest consists of more than 5 acres (this includes transportation or utility corridors).

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)							
A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review) CU = Conditional Use (Planning Board Review); N = Prohibited Use							
USES***	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
<b>Other Uses</b>							
Abandoned wells	N	N	N	N	N	N	N <sup>1</sup>
Private airstrip	P	P	P	N	CU/SPR	N	CU/SPR <sup>2</sup>
Commercial airport: fueling area or maintenance area	N	N	CU/SPR	N	N	N	N
Clearing or removal of vegetation for activities other than timber harvesting [Amended 5/17/08]	A	A	A	SPR	A	SPR	A
Demolition	P	P	P	P	P	P	P
Family Burial Ground [Amended 4/28/18]	SPR	SPR	SPR	SPR	SPR	SPR	SPR
Filling and earth moving of less than 10 cubic yards	A	A	A	P	A	A	A
Filling and earth moving of 10 cubic yards or more	A	A	A	SPR	P	P	P
Emergency operations and fire prevention activities	A	A	A	A	A	A	A
Land reclamation	P	P	P	SPR	P	SPR	SPR
Storage of chemicals, including herbicides, pesticides or fertilizers <u>other than</u> amounts normally associated with individual households or farms	SPR	SPR	SPR	N	N	N	N
Subsurface waste disposal and sewage systems	P	P	P	P	P	P	P
Advanced wastewater treatment systems	P	P	P	P	P	P	SPR
Storm water impoundments	SPR	SPR	SPR	N	N	N	SPR
Wastewater impoundments	N	N	N	N	N	N	N
Industrial waste disposal	N	N	N	N	N	N	N
Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.							
*** For all Use definitions please refer to Section XII							

<sup>1</sup> Must be filled with inert material; see Section 9-2. Groundwater Protection Overlay District: Best Management Standards.

<sup>2</sup> No more than 660 gallons of liquid fuel per parcel of land may be stored on-site.

Proposed changed to LUO Town of North Yarmouth Land Use Ordinance

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)							
A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review) CU = Conditional Use (Planning Board Review); N = Prohibited Use							
USES***	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
<b>Other Uses (continued)</b>							
Parking associated with single family and two-family dwellings, and non-commercial farmsteads	A	A	A	N <sup>1</sup>	SPR	SPR	A
Parking associated with uses other than single family and two-family dwellings, and non-commercial farmsteads	SPR	SPR	SPR	N	SPR	SPR	SPR
Road, driveway construction	P	P	P	N <sup>2</sup>	SPR	SPR	P
New or expanded driveway/entrance onto public road	P	P	P	N	SPR	SPR	P
Overnight storage or parking of vehicles and equipment containing over 50 gallons of fuel, excluding municipal storage and parking of vehicles	A	A	A	N	N	N	P
Covered sand and salt piles	P	P	P	N	N	N	SPR
Snow dumps	SPR	SPR	SPR	N	N	N	N
Railroad stations and railroad yards	CU/SPR	SPR	SPR	N	N	N	N
Underground fuel storage tanks, other than propane	P	P	P	N	N	N	N
Signs	P	P	P	P	P	SPR	P
<b>Notes:</b> *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch. *** For all Use definitions please refer to Section XII							

<sup>1</sup> See Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards

<sup>2</sup> Except as provided in Section IX. Section 9-1.L. [Amended 5/17/08]



**TABLE 7.2 SPACE AND DIMENSIONAL REQUIREMENTS [AMENDED 6/19/21]**

District	Minimum Lot Size (Acres)	Maximum Residential Density <sup>1</sup> (Acres)	Maximum Lot Coverage (%)	Street Frontage (feet)	Structure Setback From Property Lines(Feet) <sup>6</sup>			Maximum Structure Height (Feet)
					Front	Side	Rear	
Village Center <sup>2</sup>	1 acre <sup>4</sup>	N/A	70%	18' – 100'	0' MIN 20' MAX	0' MIN 25' MAX <i>on one side</i>	5' MIN	3 stories, no higher than 50 feet
Village Residential	1 acre	1 Residential unit per acre; Subdivisions – 1 residential unit per net residential acre	30%	Routes 9, 115 and 231 – Min 200 feet; Other streets – Min 100 feet	20' Min	10' MIN	10' MIN	2.5 stories, no higher than 35 feet
Farm and Forest <sup>5</sup>	3 acres	1 Residential unit per 3 acres; Subdivisions – 1 residential unit per 3 net residential acres	20%	Min 200 feet	50' Min	20' MIN	20' MIN	2.5 stories, no higher than 35 feet
Residential Shoreland	3 acres	1 Residential unit per 3 acres; Subdivisions – 1 residential unit per 3 net residential acres	20%	Min 200 feet	50' Min	20' MIN	20' MIN	35'
Resource Protection	3 acres	1 Residential unit per 3 acres; Subdivisions – 1 residential unit per 3 net residential acres	20%	Min 200 feet	50' Min	20' MIN	20' MIN	35'

**Table Continued on Next Page**

<sup>1</sup> See Subsection C. for calculation of “net residential acreage”, which is only applicable to subdivisions

<sup>2</sup> See Subsection D. for Pocket Neighborhood Standards.

<sup>3</sup> Not applicable to wireless communications towers, windmills, antennas, barn silos and structures having no floor area

<sup>4</sup> Minimum Lot Size:

- a. The minimum lot size can be reduced in the VC to 20,000 square feet when the lot is served by an advanced wastewater treatment system, or the existing system is retrofitted with an advanced wastewater system that meets or exceeds the state definition providing 50percent or more reduction in nitrates, and has demonstrated that water quality will not be degraded.
- b. The minimum lot size can be further reduced below 20,000 sf when that lot treats its wastewater on a separate lot that complies with Maine Subsurface Wastewater Disposal criteria.
- c. GPD or gallon per day design flows may be utilized when presented and proven to not exceed the assumed 4 bedroom or 360 gpdflows of a typical residential home per lot, this type of development requires Planning Board approval.
- d. Pocket Neighborhoods allow for the use of reduced lot size below 20,000 sf (as described in b. above) and can use gallons per day design flow(as described in c. above), if designed to comply with the standards of Subsection D.

<sup>5</sup> Open space or clustered subdivisions are mandatory and at least 50 percent of the total parcel must be preserved in open space pursuant toSection 11-3. Cluster Housing Development and Open Space Development.

<sup>6</sup> In the Village Center District, Civic Buildings (institutional uses) are exempt from maximum setback requirements. The recommended maximum front yard setback for Civic Buildings (institutional uses) is 60'.

**WARRANT ARTICLE 8 (Pages 27-28)**

**X. PERFORMANCE AND DESIGN STANDARDS FOR SITE PLAN REVIEW AND SUBDIVISION REVIEW**

**SECTION 10.17 SEWAGE DISPOSAL**

2. No on-site sewage treatment and disposal system greater than two thousand (2,000) gallon-per-day capacity shall be approved until the applicant has conducted a hydrogeologic assessment pursuant to Section 10.25 Water Quality, Subsection D. that demonstrates the following:
  - f. In the case of a brewery, winery, or distillery the Planning Board may require:
    1. The applicant to escrow funds for a third-party engineer to review the design of the wastewater disposal system and its safe containment system in order to prevent potential contamination to the area water supply.
    2. A document from the State of Maine verifying the wastewater disposal standards have been met.

**SECTION 10.23 RECREATION AND OPEN SPACE LAND ~~IN DEVELOPMENTS~~ [AMENDED 6/19/21]**

**B. Retention of Useable Open Space and Recreation Land ~~in Residential Developments:~~**

3. At least seventy five percent (75%) of the common open space shall be contiguous to other common open space area within the parcel being developed. Areas shall be considered contiguous if they are within one hundred (100) ft of each other and there are no impediments to access between areas.
4. No area of common open space shall be less than fifty (50) ft in its smallest dimension and less than ten thousand (10,000) sq ft in total, unless the proposed open space is sufficient to satisfy the requirements of this Section 10.23. Open space not meeting this standard may be permitted but must be for enhancement of the project and will not be counted toward the required common open space requirements.
5. The boundaries of any parcel of open space shall be marked by natural features wherever possible, such as hedgerows, stone walls, edges of woodlands, streams, or individual large trees. Where no such existing demarcations are present, additional plantings, fences, or other landscape features shall be added to enable residents or the public, if applicable, to distinguish where the open space ends and private lot areas begin. Where structural demarcations, such as fences are used, they shall be limited to the extend necessary to accomplish this objective.

D. **Ownership and Maintenance of Common Open Space and/or Recreation Land:**

4. The following items must be submitted with the subdivision application:
  - a. A description of all common open space and any other lands and facilities proposed to be owned by the Town, a conservation organization, or a homeowner's association, or that will be permanently protected by conservation easements. This description shall include a map indicating the approximate location of these lands and facilities.
  - b. A description of proposed ownership arrangements for the parcels identified in Section 10.23.D.1.
  - c. A description of the proposed conservation restrictions that will permanently protect these parcels.
  - d. A description of proposed arrangements and the responsible party for the long-term stewardship of the common open space including management objectives and techniques for each parcel or area.

**WARRANT ARTICLE 9 (Page 29)**

**XII.DEFINITIONS [AMENDED 6/19/21]**

**Commercial Wastewater:** Any wastewater from non-domestic sources, such as beauty salons or auto body repair shops, for example. This wastewater may contain hazardous materials and requires special treatment or disposal.

**Domestic Wastewater:** Any wastewater produced by ordinary living uses, including liquid waste containing animal or vegetable matter in suspension or solution, or the water-carried waste from the discharge of water closets, laundry tubs, washing machines, sinks, dishwashers, or other source of water-carried wastes of human origin. This definition includes wastewater from commercial, industrial, or residential sources which is of a similar quality (constituents and strength) to that produced by these same ordinary living uses.

**Non-Domestic Wastewater:** Any wastewater from commercial, industrial, or residential sources which has constituents unlike that of or of significantly higher strength than that of domestic wastewater.

**Restaurant:** A business establishment where food and drink are prepared, served, and consumed primarily within the principal building. Providing food to patrons shall clearly be the primary use and the serving of alcoholic beverages shall be ancillary (see Tavern).

**Small Brewery:** "Small brewery" means a facility that brews, lagers and kegs, bottles or packages its own malt liquor, not to exceed thirty thousand (30,000) barrels per year.

**Small Distillery:** "Small distillery" means a distiller that produces spirits in an amount that does not exceed fifty thousand (50,000) gallons per year.

**Small Winery:** "Small winery" means a facility that ferments, ages, and bottles:  
A. Up to fifty thousand (50,000) gallons per year of its own wine that is not hard cider and  
B. Up to three thousand (3,000) barrels per year of its own wine that is hard cider.

**Tavern:** A business establishment, serving either the public or a private party, where beverages and/or food are prepared, served, and consumed predominantly within the principal building. Serving beverages shall clearly be the primary use and providing food shall be ancillary (see Restaurant).

**Large Scale Solar System:** Ground Mount solar-electric system greater than five thousand (5,000) sq ft of air space.

**Open Space:** The portion of a lot or site which is maintained in its natural state or planted with grass, shrubs, trees or other vegetation and which is not occupied by buildings, structures or other impervious surfaces. A significant portion of the open space should include high value open space areas as identified in the Comprehensive Plan. ~~'s Open Space Plan.~~

**Open Space Development:** A subdivision with a very low residential density, less than one (1) residential unit on ten (10) acres, designed to preserve open space, and to permanently preserve high value openspace as defined in the Comprehensive Plan. ~~'s Open Space Plan.~~

**Town of North Yarmouth**

**July 1, 2022 - June 30, 2023**

**ANNUAL TOWN MEETING BUDGET RECOMMENDATION**

**APRIL 30, 2022**

**BUDGET SUMMARY**

<u>Municipal Department</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Difference</u>
<b>110 - MUNICIPAL ADMINISTRATION</b> Percent Increase : 24 %	\$ 513,042	\$ 633,623	\$ 120,581
<b>120 - COMMUNITY SERVICES</b> Percent Increase : 30 %	\$ 168,174	\$ 218,337	\$ 50,163
<b>125 - COMMUNITY CENTER</b> Percent Increase : 98 %	\$ 61,521	\$ 121,806	\$ 60,285
<b>130 - PUBLIC SAFETY</b> Percent Increase : 0.49 %	\$ 492,332	\$ 494,746	\$ 2,414
<b>140 - PUBLIC WORKS</b> Percent Increase : 39 %	\$ 471,802	\$ 653,784	\$ 181,982
<b>145 - BUILDINGS &amp; GROUNDS</b> Percent Increase : 14 %	\$ 128,796	\$ 146,651	\$ 17,855
<b>150 - SOLID WASTE / RECYCLING</b> Percent Increase : 10 %	\$ 222,821	\$ 245,806	\$ 22,985
<b>160 - FIXED EXPENSES</b> Percent Increase : -3 %	\$ 1,059,636	\$ 1,024,341	\$ (35,295)
<b>220 - CAPITAL RESERVES</b> Percent Increase : -74 %	\$ 744,613	\$ 197,289	\$ (547,324)

**All Municipal Expenses**

**(County Tax and School Assesment Not Included)**

	<u>FY2022</u>	<u>FY2023</u>	<u>Difference</u>
<b>Town Meeting Appropriations</b>	<b>\$ 3,862,737</b>	<b>\$ 3,736,383</b>	<b>\$ (126,354)</b>

**WARRANT ARTICLE 10**  
**FY23 BUDGET SUMMARY**  
**MUNICIPAL ADMINISTRATION - Dept. 110**

<b>Operations - Division 01</b>	<b>FY22 Approved</b>	<b>FY23 Proposed</b>	<b>Difference</b>
5100 FT Wages	\$ 277,434	\$ 356,063	\$ 78,629
5110 Other Wages	\$ 6,500	\$ 6,500	\$ -
5120 Overtime Wages	\$ 3,000	\$ 5,000	\$ 2,000
5130 Allowances	\$ 3,130	\$ 3,290	\$ 160
5140 Training	\$ 1,855	\$ 1,855	\$ -
5143 Safety Fines	\$ 500	\$ 500	\$ -
5150 Dues/Memberships/Licenses	\$ 14,718	\$ 8,478	\$ (6,240)
5210 Postage	\$ 7,290	\$ 7,640	\$ 350
5212 Registry of Deeds	\$ 2,500	\$ 900	\$ (1,600)
5214 Advertising	\$ 1,500	\$ 1,500	\$ -
5216 Software	\$ 30,204	\$ 41,708	\$ 11,504
5218 Printing	\$ 10,320	\$ 13,890	\$ 3,570
5220 Bank Fees	\$ 100	\$ 100	\$ -
5222 Special Events	\$ 2,750	\$ 2,750	\$ -
5224 Office Supplies	\$ 13,500	\$ 12,000	\$ (1,500)
5226 Office Equipment	\$ 5,165	\$ 5,165	\$ -
5228 Elections/Registrar	\$ 6,350	\$ 8,000	\$ 1,650
<b>Sub-Total</b>	<b>\$ 386,816</b>	<b>\$ 475,339</b>	<b>\$ 88,523</b>
<b>Contracted Services / Professional Services - Division 02</b>			
5310 Auditor	\$ 17,000	\$ 15,750	\$ (1,250)
5312 Assessor	\$ 52,598	\$ 54,702	\$ 2,104
5316 Legal	\$ 20,000	\$ 20,000	\$ -
5318 Website	\$ 4,568	\$ 4,670	\$ 102
5322 Technology	\$ 32,060	\$ 41,540	\$ 9,480
<b>Sub-Total</b>	<b>\$ 126,226</b>	<b>\$ 136,662</b>	<b>\$ 10,436</b>
<b>Tax Increment Financing</b>			
<b>NEW</b> Town Manager, Executive Assistant, Assessor, Deputy Clerk	\$ 33,434	\$ 51,008	\$ 17,573
<b>NEW</b> Greater Portland Council of Governments Dues	\$ -	\$ 7,737	\$ 7,737
<b>Sub-Total</b>	<b>\$ 33,434</b>	<b>\$ 58,745</b>	<b>\$ 25,310</b>
<b>Capital Reserves</b>			
<b>NEW</b> Technology Reserve	\$ -	\$ 13,885	\$ 13,885
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ 13,885</b>	<b>\$ 13,885</b>
<b>TAX INCREMENT FINANCING</b>	<b>N/A</b>	<b>\$ 58,745</b>	<b>\$ 58,745</b>
<b>CAPITAL RESERVES</b>	<b>N/A</b>	<b>\$ 13,885</b>	<b>\$ 13,885</b>
<b>DIVISION TOTALS</b>	<b>\$ 513,042</b>	<b>\$ 560,993</b>	<b>\$ 47,951</b>
<b>MUNICIPAL ADMINISTRATION TOTAL</b>	<b>\$ 513,042</b>	<b>\$ 633,623</b>	<b>\$ 120,581</b>

**WARRANT ARTICLE 11**

**Pages 32-33**

**FY23 BUDGET SUMMARY**

**COMMUNITY SERVICES - Dept. 120**

<b>Code Enforcement Operations - Division 01</b>		<b>FY22 Approved</b>	<b>FY23 Proposed</b>	<b>Difference</b>
<b>5100</b>	Full Time Wages	\$ 109,798	\$ 123,200	\$ 13,402
<b>5130</b>	Allowances	\$ 2,181	\$ 1,920	\$ (261)
<b>5140</b>	Training	\$ 1,400	\$ 2,000	\$ 600
<b>5150</b>	Dues/Subscr/Licenses	\$ 750	\$ 700	\$ (50)
<b>5600</b>	Peer Review	\$ 5,000	\$ 5,000	\$ -
<b>5610</b>	Planning Board	\$ 22,200	\$ 20,500	\$ (1,700)
	<b>Sub-Total</b>	<b>\$ 141,329</b>	<b>\$ 153,320</b>	<b>\$ 11,991</b>
<b>Planning &amp; Development - Division 02</b>				
<b>5620</b>	Planning & Development	\$ 500	\$ -	\$ (500)
	<b>Sub-Total</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ (500)</b>
<b>Parks &amp; Recreation - Division 03</b>				
<b>5150</b>	Dues/Memberships	\$ 3,200	\$ 3,200	\$ -
<b>5630</b>	Snowmobile Clubs	\$ 1,000	\$ -	\$ (1,000)
<b>5635</b>	Park Maintenance	\$ 8,400	\$ 4,000	\$ (4,400)
<b>5640</b>	Parks & Rec Committee	\$ 2,100	\$ 100	\$ (2,000)
	<b>Sub-Total</b>	<b>\$ 14,700</b>	<b>\$ 7,300</b>	<b>\$ (7,400)</b>
<b>General Assistance - Division 04</b>				
<b>5645</b>	Out Source Services	\$ 3,288	\$ 1,650	\$ (1,638)
<b>5650</b>	Assistance	\$ 1,400	\$ 1,000	\$ (400)
	<b>Sub-Total</b>	<b>\$ 4,688</b>	<b>\$ 2,650</b>	<b>\$ (2,038)</b>
<b>Social Service Agencies - Division 05</b>				
<b>5414</b>	NY Veteran's Memorial Corp.	\$ 892	\$ -	\$ (892)
<b>5601</b>	Regional Transportation	\$ 500	\$ 500	\$ -
<b>5603</b>	Northern Lights Health (formerly VNA)	\$ 500	\$ 500	\$ -
<b>5604</b>	Maine Health Care at Home	\$ 500	\$ 500	\$ -
<b>5605</b>	Lifeflight	\$ 500	\$ 892	\$ 392
<b>5606</b>	So. Maine Agency of Aging	\$ 1,000	\$ 1,000	\$ -
<b>NEW</b>	Maine Public Radio	\$ -	\$ 100	\$ -
<b>NEW</b>	Opportunity Alliance	\$ -	\$ 2,000	\$ -
<b>NEW</b>	Through These Doors	\$ -	\$ 2,000	\$ -
	<b>Sub-Total</b>	<b>\$ 3,892</b>	<b>\$ 7,492</b>	<b>\$ 3,600</b>
<b>Cemeteries - Division 06</b>				
	Operations			
<b>5130</b>	Allowances	\$ 250	\$ 250	\$ -
<b>5140</b>	Training	\$ 230	\$ 230	\$ -
<b>5525</b>	Maintenance Supplies	\$ 1,135	\$ 5,080	\$ 3,945
	<b>Sub-Total</b>	<b>\$ 1,615</b>	<b>\$ 5,560</b>	<b>\$ 3,945</b>
<b>Living Well - Division 07</b>				
	Operations			
<b>5625</b>	Printing, Programs, First Greeter & Misc.	\$ 1,450	\$ 1,200	\$ (250)
	<b>Sub-Total</b>	<b>\$ 1,450</b>	<b>\$ 1,200</b>	<b>\$ (250)</b>
<b>Recycling Advisory - Division 08</b>				
	Operations			
<b>NEW</b>	Committee Events & Supplies	\$ -	\$ 1,500	\$ 1,500
	<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>

**WARRANT ARTICLE 11**  
**FY23 BUDGET SUMMARY**  
**COMMUNITY SERVICES - Dept. 120**

**Tax Increment Financing**

<b>NEW Administrative Costs</b>	\$	10,661	\$	29,542	\$	18,882
<b>NEW Economic Development Committee Expenses</b>	\$	25,000	\$	5,000	\$	(20,000)
<b>NEW Recreation Trails (Transfer from TIF)</b>	\$	5,500	\$	17,815	\$	12,315
<b>NEW Professional Services (Transfer from TIF)</b>	\$	-	\$	1,500	\$	1,500
<b>Sub-Total</b>	\$	41,161	\$	53,857	\$	(1,118)
<b>TAX INCREMENT FINANCING</b>		N/A		\$	53,857	N/A
<b>DIVISION TOTALS</b>		\$	168,174	\$	164,480	\$ (3,694)
<b>COMMUNITY SERVICES TOTAL</b>		\$	168,174	\$	218,337	\$ 50,163



**WARRANT ARTICLE 12**  
**FY23 BUDGET SUMMARY**  
**COMMUNITY CENTER - Dept. 125**

<b>Community Center - Division 01</b>	<u>FY22 Approved</u>	<u>FY23 Proposed</u>	<u>Difference</u>
<b>5100 FT Wages</b>	\$ 55,731	\$ 98,539	\$ 42,808
<b>5130 Allowances</b>	\$ 740	\$ 740	\$ -
<b>5140 Training/Participation Fees</b>	\$ 2,000	\$ 1,500	\$ (500)
<b>5150 Dues/Memberships/Licenses</b>	\$ 50	\$ 45	\$ (5)
<b>5240 Center Contracted Services</b>	\$ 1,000	\$ 920	\$ (80)
<b>5242 Marketing/Printing/Advertising</b>	\$ 1,000	\$ 1,000	\$ -
<b>5244 Program Supplies</b>	\$ 1,000	\$ 2,500	\$ 1,500
<b>NEW Special Events</b>	\$ -	\$ 16,562	\$ -
<b>COMMUNITY CENTER TOTAL</b>	<b>\$ 61,521</b>	<b>\$ 121,806</b>	<b>\$ 60,285</b>

**WARRANT ARTICLE 13**  
**FY23 BUDGET SUMMARY**  
**PUBLIC SAFETY - Dept. 130**

<b>Fire Rescue Department - Division 01</b>	<b>FY22 Approved</b>	<b>FY23 Proposed</b>	<b>Difference</b>
<b>5100 Full Time Wages</b>	\$ 64,328	\$ 72,047	\$ 7,719
<b>5110 Other Wages</b>	\$ 152,988	\$ 146,587	\$ (6,401)
<b>5130 Allowances</b>	\$ 3,811	\$ 4,311	\$ 500
<b>5140 Training /Education</b>	\$ 12,125	\$ 13,775	\$ 1,650
<b>5145 Physicals</b>	\$ 9,030	\$ 7,140	\$ (1,890)
<b>5150 Dues/Membership/Licenses</b>	\$ 3,220	\$ 3,220	\$ -
<b>Sub-Total</b>	<b>\$ 245,502</b>	<b>\$ 247,080</b>	<b>\$ 1,578</b>
<b>Operating Expenses</b>			\$ -
<b>5522 Equipment Maintenance / Repairs</b>	\$ 33,465	\$ 34,743	\$ 1,278
<b>5524 Vehicle Maintenance</b>	\$ 26,500	\$ 25,550	\$ (950)
<b>5526 Gas / Diesel</b>	\$ 8,470	\$ 8,450	\$ (20)
<b>Sub-Total</b>	<b>\$ 68,435</b>	<b>\$ 68,743</b>	<b>\$ 308</b>
<b>Contracted / Professional Services</b>			\$ -
<b>5528 Lifepack 15</b>	\$ 1,710	\$ 1,710	\$ -
<b>5530 Paramedic Services</b>	\$ 15,900	\$ 15,900	\$ -
<b>Sub-Total</b>	<b>\$ 17,610</b>	<b>\$ 17,610</b>	<b>\$ -</b>
<b>Operating Supplies</b>			\$ -
<b>5531 Medical Reimbursements</b>	\$ 5,000	\$ 5,000	\$ -
<b>5532 Medical Supplies</b>	\$ 15,000	\$ 15,000	\$ -
<b>5534 Protective Equipment</b>	\$ 13,482	\$ 14,833	\$ 1,351
<b>5535 Warming Shelter - EMA Emergencies</b>	\$ 1,000	\$ 1,000	\$ -
<b>Sub-Total</b>	<b>\$ 34,482</b>	<b>\$ 35,833</b>	<b>\$ 1,351</b>
<b>NYFRD Total</b>	<b>\$ 366,029</b>	<b>\$ 369,266</b>	<b>\$ 3,237</b>
<b>Professional / Contracted Services - Division 02</b>			
<b>5324 Dispatch Service</b>	\$ 28,407	\$ 29,207	\$ 800
<b>5326 Animal Control Services</b>	\$ 25,544	\$ 27,205	\$ 1,661
<b>5330 Hydrants</b>	\$ 67,760	\$ 65,000	\$ (2,760)
<b>5334 Speed Patrols</b>	\$ 1,568	\$ 1,568	\$ -
<b>5355 Streetlights</b>	\$ 3,024	\$ 2,500	\$ (524)
<b>Sub-Total</b>	<b>\$ 126,303</b>	<b>\$ 125,480</b>	<b>\$ (823)</b>
<b>PUBLIC SAFETY TOTAL</b>	<b>\$ 492,332</b>	<b>\$ 494,746</b>	<b>\$ 2,414</b>

**WARRANT ARTICLE 14  
FY23 BUDGET SUMMARY**

**PUBLIC WORKS DEPARTMENT - Dept. 140**

<b>Public Works Department - Division 01</b>	<b>FY22 Approved</b>	<b>FY23 Proposed</b>	<b>Difference</b>
<b>5100 Full Time Wages</b>	\$ 251,517	\$ 263,346	\$ 11,829
<b>5110 Other Wages</b>	\$ 10,813	\$ 12,931	\$ 2,118
<b>5120 Overtime</b>	\$ 10,000	\$ 25,000	\$ 15,000
<b>5130 Allowances</b>	\$ 4,722	\$ 3,115	\$ (1,607)
<b>5140 Training</b>	\$ 500	\$ 500	\$ -
<b>5145 Physicals/shots</b>	\$ 500	\$ 500	\$ -
<b>5150 Dues/Memberships</b>	\$ 300	\$ 300	\$ -
<b>5160 Drug Testing</b>	\$ 450	\$ 450	\$ -
<b>5522 Small Equipment Repairs</b>	\$ 5,000	\$ 5,500	\$ 500
<b>5524 Vehicle / HE Maintenance</b>	\$ 25,000	\$ 30,000	\$ 5,000
<b>5526 Gas / Diesel</b>	\$ 25,000	\$ 30,000	\$ 5,000
<b>5534 Personal Protective Equipment</b>	\$ 3,658	\$ 2,920	\$ (738)
<b>5540 Radio Repairs</b>	\$ 1,500	\$ 2,500	\$ 1,000
<b>5542 Equipment Rentals</b>	\$ 1,800	\$ 2,220	\$ 420
<b>5544 Supplies</b>	\$ 7,774	\$ 12,000	\$ 4,226
<b>5548 Lubricants</b>	\$ 5,045	\$ 4,420	\$ (625)
<b>5550 Tires</b>	\$ 5,344	\$ 10,650	\$ 5,306
<b>5552 Signs</b>	\$ 5,500	\$ 7,500	\$ 2,000
<b>5554 Culverts</b>	\$ 6,800	\$ 7,410	\$ 610
<b>5556 Cold Patch</b>	\$ 1,000	\$ 1,500	\$ 500
<b>5557 Cold Mix</b>	\$ -	\$ -	\$ -
<b>5558 Crack Sealing</b>	\$ 3,750	\$ 4,125	\$ 375
<b>5560 Striping</b>	\$ 15,550	\$ 14,900	\$ (650)
<b>5562 Sweeping/Catch Basins</b>	\$ 3,500	\$ 2,055	\$ (1,445)
<b>5564 Tree Cutting</b>	\$ 3,500	\$ 3,500	\$ -
<b>5566 Erosion Control</b>	\$ 3,000	\$ 4,950	\$ 1,950
<b>5568 Gravel Pit Operations</b>	\$ 500	\$ 500	\$ -
<b>5570 Cutting Edges</b>	\$ 8,500	\$ 13,050	\$ 4,550
<b>5572 Salt</b>	\$ 50,554	\$ 56,761	\$ 6,207
<b>5574 Liquid De-Icer</b>	\$ 8,700	\$ 6,200	\$ (2,500)
<b>5578 Required Safety Inspections</b>	\$ 2,025	\$ 2,025	\$ -
<b>NEW Browntail Moth Spraying</b>	\$ -	\$ -	\$ -
<b>Sub-Total</b>	<b>\$ 471,802</b>	<b>\$ 519,880</b>	<b>\$ 48,078</b>
<b>Capital Reserves</b>			
<b>NEW Roadway Reserve Use</b>	\$ 333,889	\$ 80,977	\$ 80,977
<b>NEW Heavy Equipment Reserve</b>	\$ 228,662	\$ 32,480	\$ (196,182)
<b>Sub-Total</b>	<b>\$ 562,551</b>	<b>\$ 113,457</b>	<b>\$ (115,205)</b>
<b>Tax Increment Financing</b>			
<b>NEW Administrative Costs</b>	\$ 20,905	\$ 10,947	\$ (9,958)
<b>NEW Street Safety (Revenue from TIF)</b>	\$ 100,000	\$ 9,500	\$ 9,500
<b>Sub-Total</b>	<b>\$ 120,905</b>	<b>\$ 20,447</b>	<b>\$ (100,458)</b>
<b>TAX INCREMENT FINANCING</b>	<b>N/A</b>	<b>\$ 20,447</b>	<b>\$ 20,447</b>
<b>CAPITAL RESERVES</b>	<b>N/A</b>	<b>\$ 113,457</b>	<b>\$ 113,457</b>
<b>DIVISION TOTALS</b>	<b>\$ 471,802</b>	<b>\$ 519,880</b>	<b>\$ 48,078</b>
<b>PUBLIC WORKS TOTAL</b>	<b>\$ 471,802</b>	<b>\$ 653,784</b>	<b>\$ 181,982</b>

**WARRANT ARTICLE 15**  
**FY23 BUDGET SUMMARY**  
**BUILDINGS & GROUNDS - Dept. 145**

<b>Operations - Division 01</b>	<b>FY22 Approved</b>	<b>FY23 Proposed</b>	<b>Difference</b>
<b>5110 FT Wages</b>	\$ 38,534	\$ 36,400	\$ (2,134)
<b>5130 Allowances</b>	\$ 680	\$ 880	\$ 200
<b>5516 Custodial Maintenance Supplies</b>	\$ 5,600	\$ 6,100	\$ 500
<b>Sub-Total</b>	<b>\$ 44,814</b>	<b>\$ 43,380</b>	<b>\$ (1,434)</b>
<b>Utilities - Division 02</b>			
<b>5410 Phone</b>	\$ 5,300	\$ 5,450	\$ 150
<b>5412 Internet</b>	\$ 9,438	\$ 8,440	\$ (998)
<b>5414 Electricity</b>	\$ 5,700	\$ 16,700	\$ 11,000
<b>5415 Solar</b>	\$ 13,100	\$ 17,700	\$ 4,600
<b>5416 Heat</b>	\$ 4,000	\$ 5,000	\$ 1,000
<b>5418 Propane</b>	\$ 4,000	\$ 3,000	\$ (1,000)
<b>5420 Water</b>	\$ 4,813	\$ 4,694	\$ (119)
<b>Sub-Total</b>	<b>\$ 46,351</b>	<b>\$ 60,984</b>	<b>\$ 14,633</b>
<b>Facility Maintenance - Division 03</b>			
<b>5510 Alarms</b>	\$ 3,988	\$ 4,088	\$ 100
<b>5512 Pest Control</b>	\$ 2,060	\$ 2,060	\$ -
<b>5514 Floor Mats</b>	\$ 4,427	\$ 4,000	\$ (427)
<b>5518 Land Fill Cover</b>	\$ 325	\$ 325	\$ -
<b>5520 General Repairs &amp; Maintenance</b>	\$ 13,400	\$ 15,200	\$ 1,800
<b>5522 Equipment Maintenance</b>	\$ 13,431	\$ 10,505	\$ (2,926)
<b>Sub-Total</b>	<b>\$ 37,631</b>	<b>\$ 36,178</b>	<b>\$ (1,453)</b>
<b>Capital Reserves</b>			
<b>NEW Municipal Reserves</b>	N/A	\$ 4,109	\$ 4,109
<b>NEW Contingency Reserve</b>	N/A	\$ 2,000	\$ 2,000
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ 6,109</b>	<b>\$ 6,109</b>
<b>CAPITAL RESERVES</b>	<b>N/A</b>	<b>\$ 6,109</b>	<b>\$ 6,109</b>
<b>DIVISION TOTALS</b>	<b>\$ 128,796</b>	<b>\$ 140,542</b>	<b>\$ 11,746</b>
<b>BUILDINGS &amp; GROUNDS TOTAL</b>	<b>\$ 128,796</b>	<b>\$ 146,651</b>	<b>\$ 17,855</b>

**WARRANT ARTICLE 16**  
**FY23 BUDGET SUMMARY**  
**SOLID WASTE / RECYCLING - Dept. 150**

<b>Professional/Contracted Services - Division 01</b>	<b>FY22 Approved</b>	<b>FY23 Proposed</b>	<b>Difference</b>
<b>5655 MSW Disposal</b>	\$ 68,200	\$ 72,299	\$ 4,099
<b>5660 Recyclables Collection</b>	\$ 68,200	\$ 72,299	\$ 4,099
<b>5665 MSW Collection Surcharge</b>	\$ 300	\$ 300	\$ -
<b>5670 Ecomaine Tonage</b>	\$ 73,121	\$ 87,908	\$ 14,787
<b>5680 PAYT Disposal Bags</b>	\$ -	\$ -	\$ -
<b>5685 HHW Collection / Clean Up Day</b>	\$ 8,000	\$ 10,000	\$ 2,000
<b>5688 Garbage to Garden Composting</b>	\$ 3,500	\$ 3,000	\$ (500)
<b>5690 Compost &amp; Recycling Containers</b>	\$ -	\$ -	\$ -
<b>NEW Recycling &amp; Trash Informational Fair</b>	\$ 1,500	\$ -	\$ (1,500)
<b>SOLID WASTE/RECYCLING TOTAL</b>	<b>\$ 222,821</b>	<b>\$ 245,806</b>	<b>\$ 22,985</b>

**WARRANT ARTICLE 17**  
**FY23 BUDGET SUMMARY**  
**FIXED EXPENSES - Dept. 160**

	<u>FY22 Approved</u>	<u>FY23 Proposed</u>	<u>Difference</u>
<b>Debt Service - Division 01</b>			
5700 Debt Service	\$ 275,400	\$ 270,150	\$ (5,250)
Sub-Total	\$ 275,400	\$ 270,150	\$ (5,250)
<b>Employee Benefits - Division 02</b>			
5705 Employee Wage Benefits	\$ 15,000	\$ -	\$ (15,000)
5710 Health & Life Insurance	\$ 225,755	\$ 228,876	\$ 3,121
5720 Dental Insurance	\$ 14,038	\$ 16,745	\$ 2,707
5730 ICMA Retirement	\$ 42,831	\$ 49,654	\$ 6,823
5740 FICA	\$ 71,809	\$ 84,976	\$ 13,167
5750 Workman's Compensation	\$ 35,633	\$ 39,196	\$ 3,563
5760 Unemployment	\$ 6,819	\$ 9,984	\$ 3,165
5765 Earned Pay Leave	\$ 4,426	\$ 4,986	\$ 560
5770 Educational Incentive	\$ 500	\$ 500	\$ -
Sub-Total	\$ 416,811	\$ 434,917	\$ 18,106
<b>Municipal Insurance - Division 03</b>			
5780 Supplemental Insurance (FF's & Volunteers)	\$ 1,949	\$ 2,046	\$ 97
5790 Property & Casualty	\$ 43,825	\$ 46,016	\$ 2,191
Sub-Total	\$ 45,774	\$ 48,063	\$ 2,289
<b>Shared Services NY/Cumberland - Division 05</b>			
5800 Prince Memorial Library	\$ 192,435	\$ 190,155	\$ (2,280)
5810 Recreation	\$ 129,216	\$ 81,056	\$ (48,160)
Sub-Total	\$ 321,651	\$ 271,211	\$ (50,440)
<b>FIXED EXPENSES TOTAL</b>	<b>\$ 1,059,636</b>	<b>\$ 1,024,341</b>	<b>\$ (35,295)</b>

Warrant Article 16 is a vote to accept a total of **\$ 1,024,341** of Municipal Fixed Expenses for FY23. The Education Tax and County Tax, as published by the School District and Cumberland County, respectively, are shown below. Those budgets are approved at separate elections from the Town of North Yarmouth's Annual Town Meeting.

	<u>FY22 Approved</u>	<u>FY23 Proposed</u>	<u>Difference</u>
Proposed Education Tax	\$ 8,230,390	\$ 8,818,445	\$ 588,055
Approved County Tax	\$ 395,947	\$ 376,893	\$ (19,054)

**WARRANT ARTICLE 18**  
**FY23 BUDGET SUMMARY**  
**CAPITAL RESERVES - Dept. 220**

	FY22 Appropriation	FY23 Appropriated	Difference
Heavy Equipment Reserve	\$ 170,000.00	\$ -	\$ (170,000)
Technology/Communications Reserve	\$ 5,000.00	\$ -	\$ (5,000)
Future Land Reserve	\$ 10,000.00	\$ 10,000	\$ -
Parks and Recreation Reserve	\$ 5,000.00	\$ -	\$ (5,000)
Municipal Facilities & Reserve	\$ 205,000.00	\$ 37,566	\$ (167,434)
Contingency Reserve	\$ 5,000.00	\$ 20,000	\$ 15,000
Roadway Reserve	\$ 335,000.00	\$ 124,723	\$ (210,277)
Records Preserve Reserve	\$ 9,613.00	\$ 5,000	\$ (4,613)
<b>CAPITAL RESERVE TOTAL</b>	<b>\$ 744,613</b>	<b>\$ 197,289</b>	<b>\$ (547,324)</b>

**WARRANT ARTICLE 19**  
**Pages 41-42**

**TOWN OF NORTH YARMOUTH**  
**Revenue Summary & FY23 Anticipated Revenues**

<b>Acct #</b>	<b>REVENUE ACCOUNT</b>	<b>FY22 Approved</b>	<b>FY22 Actual July - March</b>	<b>FY23 Projected Revenues</b>
4010	AGENT FEES	\$ 13,000	\$ 11,812	\$ 12,000
4020	RESCUE FEES	\$ 50,000	\$ 56,971	\$ 60,000
4030	APPEALS	\$ 50	\$ -	\$ 50
4040	BETE REIMBURSEMENT	\$ 53,685	\$ 61,609	N/A
4050	BOAT EXCISE	\$ 5,500	\$ 2,771	\$ 4,200
4060	BUILDING PERMITS	\$ 62,000	\$ 111,875	\$ 75,000
4067	BURN PERMITS - ONLINE	\$ 200	\$ 80	\$ 200
4080	CATV FRANCHISE FEES	\$ 30,000	\$ 28,675	\$ 30,000
4090	CELL TOWER RENTAL	\$ 42,000	\$ 38,016	\$ 45,000
4100	CEO FINES	\$ -	\$ -	\$ 500
4110	CEO MISC PERMITS	\$ 4,750	\$ 450	\$ 500
4115	CEO ADMIN FEES	\$ 7,500	\$ 7,326	\$ 13,725
4120	CEO POWNAL SERVICE	\$ -	\$ -	N/A
4130	CLERK FEES	\$ 700	\$ 551	\$ 500
4140	CUSTOMER SVC FEES	\$ 350	\$ 435	\$ 350
4150	DOG LICENSES/FEES	\$ 1,550	\$ -	\$ -
4157	PARK USE PERMITS/DOGS	\$ 500	\$ 150	\$ 500
4160	ELECTRICAL PERMITS	\$ 11,000	\$ 21,576	\$ 20,000
4190	FOAA FEES	\$ -	\$ 222	\$ 200
4200	GENEOLOGY SEARCH	\$ -	\$ -	\$ 50
4210	GENERAL ASST REIMBMT	\$ 700	\$ -	\$ 700
4220	HOMESTEAD EXEMPT	\$ 323,222	\$ 323,353	N/A
4240	INSURANCE CLAIMS	\$ -	\$ -	\$ -
4255	EMA REIMBURSEMENTS	\$ 8,000	\$ -	\$ -
4257	CARES ACT - COVID19	\$ -	\$ -	\$ -
4260	LOCAL ROAD ASSIST	\$ 25,000	\$ -	\$ 25,000
4265	PROPERTY&CASUALTY	\$ 5,000	\$ 4,982	\$ 5,000
4270	MSAD ELECTIONS	\$ 1,700	\$ -	\$ 1,700
4280	MISC REVENUES	\$ 1,200	\$ 569	\$ 1,200
4290	MOTOR VEHICLE EXCISE	\$ 950,000	\$ 776,753	\$ 950,000
4310	PEER REVIEW	\$ 1,000	\$ -	\$ -
4320	PLANNING BOARD	\$ 1,200	\$ 525	\$ 2,400
4330	PLUMBING PERMITS	\$ 10,000	\$ 13,245	\$ 18,300



**WARRANT ARTICLE 19**

**TOWN OF NORTH YARMOUTH  
Revenue Summary & FY23 Anticipated Revenues**

<b>Acct #</b>	<b>REVENUE ACCOUNT</b>	<b>FY22 Approved</b>	<b>FY22 Actual July - March</b>	<b>FY23 Projected Revenues</b>
4335	PRIVATE ROAD SIGNS	\$ 300	\$ 122	\$ 300
4340	RENTAL FEES	\$ 10,200	\$ 8,075	\$ 10,200
4342	ROAD ORD. PERMITS	\$ -	\$ 250	\$ 500
4345	WH&CC FEES	\$ 51,400	\$ 21,468	\$ 77,305
TBD	TRANS. IN WH PROCEEDS	N/A	N/A	\$ 23,928
4350	REVENUE SHARING	\$ 423,770	\$ 410,156	\$ 696,729
4360	SALE OF ASSETS	\$ 2,700	\$ 984	\$ 1,000
4370	SITE PLAN REVIEW	\$ 750	\$ 500	\$ 1,500
4380	SNOW CLUB REIMBMT	\$ 1,000	\$ 1,132	\$ -
4390	SW & RECYCLING	\$ 170,000	\$ 157,319	\$ 170,000
4400	SW HAULER PERMIT	\$ 75	\$ 25	\$ 75
4420	TAX INTEREST	\$ 12,000	\$ 14,274	\$ 10,000
4430	TAX PENALTY	\$ 3,000	\$ 1,152	\$ -
4450	TIMBER HARVEST	\$ -	\$ -	\$ -
TBD	TRANSFERS IN (TIF)	N/A	N/A	\$ 133,049
TBD	TRANSFERS IN (UFB)	N/A	N/A	\$ -
TBD	TRANSFERS IN CAPITAL	N/A	N/A	\$ 133,451
TBD	WH&NYCC DONATIONS	\$ -	\$ -	\$ 15,000
4480	TREE GROWTH EXEMP	\$ 2,500	\$ 3,568	\$ 2,500
4485	CONSOLIDATED LEASE	\$ 6,000	\$ -	\$ 6,000
4500	VETERAN'S EXEMP	\$ 2,200	\$ 2,099	\$ 2,200
4510	VITAL STATISTICS	\$ 2,600	\$ 2,018	\$ 2,000
	<b>Totals</b>	<b>\$ 2,298,302</b>	<b>\$ 2,085,088</b>	<b>\$ 2,552,812</b>