

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, May 3, 2022  
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. Proclamations (pg. 2-3)**

- Public Service Recognition

**III. Public Hearing(s) (pg. 4-13)**

- Select Board Bylaws

**IV. Appointments (pg. 14-15)**

- Elizabeth Jacobson (Events Committee)

**V. Special Presentations**

**VI. Announcements**

**VII. Consent Agenda (pg. 16-36)**

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".

- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants
- Countersigning MSAD 51 Warrant and Notice of Election
- April 19, 2022, Business Meeting Minutes

**VIII. 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.

**IX. Management Reports & Communications (pg. 37)**

- Town Manager's Report

**X. Old Business (pg. 38)**

- Select Board Bylaws

**XI. New Business (pg. 39-47)**

- Senior Policy
- Fee Schedule – Call Public Hearing

**XII. Any Other Business**

**XIII. 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. Proclamations*

May 3, 2022

### **Public Service Recognition Week**

The Public Service Recognition is included herein.

### **SUGGESTED MOTION**

*Move that the Select Board recognize May 1<sup>st</sup> through May 7<sup>th</sup>, 2022, as Public Service Recognition Week. Second, discussion and vote follow.*

**PROCLAMATION  
PUBLIC SERVICE  
RECOGNITION WEEK  
MAY 1 THROUGH MAY 7, 2022**

**WHEREAS,** *The week of May 1 through May 7, 2022, has been designated as “Public Service Recognition Week” to honor employees of local governments and members of the uniformed services;*

**WHEREAS,** *Thousands of public servants have worked and continue to work to help the State overcome the challenges of the COVID-19 pandemic, allowing essential services to continue, and playing a critical role in protecting public health and safety;*

**WHEREAS,** *Public Service Recognition Week provides an opportunity to recognize and promote the important contributions of public servants and to honor the diverse men and women who meet the needs of the State of Maine at all levels of government and as members of the uniformed services;*

**WHEREAS,** *Thousands of individuals work in government services and as members of the uniformed services in cities and towns across the State of Maine;*

**WHEREAS,** *The ability of local government and military services to be responsive, innovative, and effective depends on the outstanding performance of dedicated public servants;*

**WHEREAS,** *The State of Maine benefits daily from the knowledge and skills of the dedicated individuals who work in public service;*

**WHEREAS,** *The week of May 1 through May 7, 2022 marks the 38<sup>th</sup> anniversary of Public Service Recognition Week;*

**NOW, THEREFORE BE IT RESOLVED,** *we, the Select Board of the Town of North Yarmouth wish to recognize and express our appreciation of public employees and members of the uniformed services for their outstanding contributions and unyielding dedication to public service.*

Date: May 3, 2022  
Select Board

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

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

A True Copy, Attest:

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

\_\_\_\_\_  
Town Clerk, North Yarmouth, Maine

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

# Town of North Yarmouth

## Select Board Business

### *III. Public Hearing(s)*

May 3, 2022

#### **OPENING THE PUBLIC HEARING**

*Move that the Select Board open the public hearing on the amendments to the Select Board Bylaws. 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 Chair with their comments. Those wishing to speak shall state their name and street address for the record.

#### **CLOSE THE PUBLIC HEARING**

*Move that the Select Board close the public hearing on the amendments to the Select Board Bylaws. Second, discussion and vote follow.*

#### ***Town Manager Comments:***

This item is listed under “Old Business” for further discussion and acceptance by the Select Board.

Town of North Yarmouth



Select Board

**NOTICE OF PUBLIC HEARING**

Tuesday, May 3, 2022

7:00 PM

Wescustogo Hall & North Yarmouth Community  
Center

RE: Select Board Bylaws

# Town of North Yarmouth – Select Board Bylaws

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## **SECTION 1 – PURPOSE & SCOPE**

The purpose of these bylaws is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly, and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by laws and shall be liberally construed so as to accomplish their purpose. This policy is in compliance with the town charter and shall be judiciously understood so as to accomplish its purpose. Conditions not addressed in the town charter or this policy shall be governed by general law.

## **SECTION 2 – OFFICERS & DUTIES**

- A) Officers of the Board shall consist of a Chairperson (Chair) and Vice-Chairperson (Vice-Chair) to be chosen on or after July 1<sup>st</sup> of a year to serve until the following June 30<sup>th</sup>. The term of office of the Chair and Vice-Chair shall be limited to two (2), one (1) year consecutive terms. Should the terms of the Chair and Vice-Chair expire prior to the Board having elected replacements, then the tenured serving remaining member(s) shall act as interim(s) until an election has been held.
- B) The Chair or his/her designee shall have the following responsibilities:
  - 1. Serve as the official spokesperson of the Board;
  - 2. Preside over all meetings of the Board to maintain order and determine the course of proceedings;
  - 3. Establish the schedule and agendas of the Board and
  - 4. Ensure that the Board develops and maintains these bylaws.
- C) In the event of an emergency requiring input from the Chair, and neither the Chair nor the Vice-Chair can be contacted, the most tenured Selectperson available will assume the role as Chair until the Chair or Vice-Chair is available.
- D) The Select Board retains authority to rule on questions of evidence and procedure. Any action as may be necessary and not inconsistent with these bylaws or other laws to enable the Select Board to perform its duties and conduct its affairs shall be taken by vote of the Selectpersons present.
- E) In the event the Chair ceases to serve as a selectperson, resigns as Chair, or is otherwise unable to discharge his or her duties prior to the end of their term, the Board shall elect a new Chair as soon as practicable. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority.
- F) By an affirmative vote of not less than four (4) members, the Select Board may vote to remove a Chair prior to the expiration of their term and thereafter by an affirmative vote of no less than three (3) members, elect a replacement.
- G) The Town Clerk (or his/her designee) shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law. An audio and/or video record of each regular meeting will be kept and be considered the primary record of the meeting with the Select Board meeting minutes. The meeting minutes shall only include who made the motion, who seconded the motion, who voted in favor or opposition, and if the motion passed. Roll call votes shall be recorded by listing the members present and how they voted.
- H) Board members shall notify the Town Manager (or his/her designee) prior to the Board meetings if they are unable to attend.
- I) Contacting the Town Attorney shall be initiated through the Town Manager.

## Town of North Yarmouth – Select Board Bylaws

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J) Direct assignment requests of the Town Manager shall be put forth by a consensus of the Board, and not an individualized basis.

### **SECTION 3 – MEETINGS & AGENDAS**

A) The Select Board shall hold regular meetings no less than monthly and give notice of such meetings as required by law.

A)B) The Select Board Chair shall provide to the Town Manager or designee their agenda no later than one (1) week prior to the Select Board meeting for posting on the town's communication platforms. If altered by the Chair, there must be an indication of the date of the change on the agenda. EXCEPTION: Any applications for appointment consideration may be accepted up until the next business meeting.

B)C) The Select Board may call special meetings as necessary and must give notice as required by law.

C)D) Public Hearings will be posted on the Town website at least seven (7) days prior to the meeting.

D)E) The Select Board may call emergency meetings as needed with notice as required by law, to meet public emergencies affecting life, health, property, or the public space.

E)F) The Chair may cancel one (1) regular meeting of each month if there is not sufficient business. If a regular meeting is canceled, arrangements must be made for no less than three (3) members to convene for the purposes of acting on accounts payable. This meeting shall be publicly announced as provided by law.

F)G) Special meetings may be called at the discretion of the Chair, or upon the request of the majority of the Board, provided; however, that notice thereof shall be given to each member at least 24 hours in advance and that no business is conducted other than as specified in said notice.

G)H) Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

I) No business shall be conducted by the Board except at a duly called and noticed meeting or without a quorum of members of the Board being present.

## Town of North Yarmouth – Select Board Bylaws

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H)J) For transparency purposes, the Bylaws should always contain a general outline of an agenda. Changes in the order of business are at the discretion of the Chair. The general order of business at regular meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Appointments
4. Public Hearings (when applicable)
5. Special Presentations
6. Consent Agenda
  - Meeting Minutes
  - Accounts Payable
  - Calls for Public Hearings
7. Public Comment – Non-Agenda Items
- 7-8. Management Reports & Communications
- 8-9. Old Business
- 9-10. New Business
- 10-11. Any Other Business Announcements & Future Agenda Items
- 11-12. Adjournment

### **SECTION 4 – HEARINGS**

A) Members of the public shall introduce themselves to the Board by stating their name, address, and the nature of the business. The public must be recognized by the Chair before speaking. Each recognized individual shall have at least three (3) minutes to speak, the Chair having the authority to limit a comment thereafter. All persons who wish to speak during “Public Comment” shall be recognized by the Chair. The public has the right to comment on ‘New Business’ and ‘Old Business’ items.

A)B) Public hearings of the Board shall be called as required by law or on such other occasion, as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time, and place of the hearing and a general description of the subject matter.

B)C) The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed.

C) The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial, or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair, and without interruption, provided, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits, or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

### **SECTION 5 – PARTICIPATION & VOTING**

A) The action of the Board, when a quorum of members is present, shall require the affirmative vote of the majority present and voting unless otherwise provided by law. This shall include all items brought forth to the Board that require any action, including adjournment unless an emergency or urgent issue



## Town of North Yarmouth – Select Board Bylaws

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arises where the Chair must adjourn the meeting for the safety and welfare of the Board members or community.

B) No items shall be decided on by consensus voting. All votes shall be initiated by a Board member's motion, second, an opportunity for discussion, and a vote either verbally or by the showing of hands recorded on video, if available.

B)C) No member shall participate or vote in any matter in which the member has a conflict of interest or other disqualifications as defined by law. Any question of whether a member is such a conflict of interest or other disqualification shall be decided by the majority vote of the remaining members.

C)D) No member shall participate or vote in any adjudicatory proceeding, including proceedings on a license, permits, or other approvals, unless the member was present during all hearings thereon.

E) All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause.

### **SECTION 6 – DECISIONS**

- A) All decisions of the Board shall be made within the time limits, if any, established by law.
- B) All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore.
- C) All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits, shall constitute a public record.
- D) The Board may reconsider any decision within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

### **SECTION 7 – CONFLICT WITH LAWS**

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

### **SECTION 8 – CONFLICT OF INTEREST**

- A) Conflicts of Interest – As a general rule, a conflict of interest occurs when an official has a pecuniary (i.e., financial) interest in a matter of official business.
- B) Appearance of Conflict of Interest – Even when a Town official's conduct is not specifically prohibited by law, competing interests and personal relationships could create an appearance of wrongdoing that could undermine the public trust in the integrity and impartiality of local government. 30-A M.R.S. § 2605 addresses this issue by providing that town officials shall "attempt to avoid the appearance of a conflict of interest by disclosure or by abstention."

# Town of North Yarmouth – Select Board Bylaws

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## **SECTION 9 – CODE OF CONDUCT**

Purpose and Scope – This section of the bylaws is to define the executive role and attendant duties of the Select Board in carrying out its policy functions as part of the North Yarmouth’s town government, and to clarify the separation of the Board’s executive role from the legislative role of the Town Meeting and the administrative role of the Town Manager.

### A) Definitions

1. Town Meeting – Select Board – Town Manager form of government. Under this form of government, the legislative and executive functions are divided:
  - a. The Town Meeting performs the election function and the legislative function of adopting governmental policy, levying taxes, raising and appropriating monies, authorizing the contracting of debts, etc.
  - b. The Select Board is the executive body that interprets, processes, and sets the policies of the town and chooses the course of action between town meetings, has ultimate administrative responsibility to see that the governmental policies are carried out (but must deal with administration solely through the Town Manager), and appoints and supervises the Town Manager.
  - c. The Town Manager executes and carries out the government and fiscal policies with guidance from the Select Board. The Select Board has direct responsibility for and authority over all administrative functions. The Town Manager carries out the day-to-day operations of the town, and as defined in the town charter.

### B) Duties of the Select Board

1. A member of the Select Board, in relation to their community, should:
  - a. Understand that his or her basic function is to make policy, with administration delegated to the Town Manager.
  - b. Understand that he or she should abide by, stand by, and carry out all Board decisions once they are made.
  - c. Be well informed concerning the duties of a Board member on both local and state levels.
  - d. Remember that he or she represents the entire community but must make decisions based on their best judgment.
  - e. Accept the role of a member is a means of unselfish service, not a benefit personally or politically from his or her Board activities.
  - f. Abide by the ethics guidelines established by the State and not use the position of Selectperson to obtain inside information on matters that may benefit someone personally.

## Town of North Yarmouth – Select Board Bylaws

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2. A member of the Select Board, in his or her relations with the Town Manager, should:
  - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
  - b. Refuse to act on complaints as an individual outside of Staff, Department Heads, and the Town Manager.
  - c. Give the Town Manager full responsibility for discharging their disposition and/or solutions.
  - d. When a situation comes to the attention of a Board member, convey that information to the Town Manager for consideration and resolution of action as the Town Manager may deem appropriate. Inform the other Board members of suggestions and information conveyed to the Town Manager.
  - e. Not give orders of directions of the Town Manager for action as an individual Board member.
  - f. Not give instructions or request assistance from town department heads, but rather channel all such activities through the full Board and the Town Manager.
3. A member of the Select Board in his or her relations with fellow Board members, should:
  - a. Recognize the action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
  - b. Not make statements or promises of they will vote on matters that will come before the Board until they have had the opportunity to hear the pros and cons of the issue during a Board meeting.
  - c. Uphold the intent of executive session and respect the privileged communications that exists in executive session.
  - d. Make decisions only after all facts on a question have been presented and discussed.
  - e. Refrain from communicating the position of the Select Board to anyone unless the full Board as previously agreed on both the position and the language of the statement conveying the position.
  - f. Treat with respect and rights of all members of the Board despite differences of opinion.
4. A member of the Select Board, in his or her relations with town staff, should:
  - a. Treat all staff as professionals that respect the abilities, experience, and dignity of each individual.
  - b. Limit contact to specific town staff. Questions of town staff and/or requests for additional background information should be directed only to the Town Manager.

## Town of North Yarmouth – Select Board Bylaws

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- c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Manager through private conversation.
- d. Ensure that all requests for staff support go through the Town Manager's office.
- e. Ensure that any materials or information provided to a Selectperson from a staff member be made available to all Select Board members.

### **SECTION 10 – DECORUM & ORDER**

#### **A) Public Attendance**

1. All attendees of a meeting shall be respectful and refrain from arguing or debating with the Select Board. There will be no personal remarks or accusatory comments. Profanity, disorderly language or gestures at meetings are prohibited.
2. No comments regarding personnel will be entertained by the Select Board in an open meeting. All issues must be addressed with the Town Manager regarding staff. If regarding the Town Manager, any concerns must be addressed with the Select Board Chair.
3. There will be no discussion on new topics outside of "Public Comment"
4. In addition to the Board voting to address a topic at a future meeting, members of the public may also submit a request form to the Select Board Chair which can be found on the Town's website or at the Town Office.
5. There will be no discussion from the public if not recognized by the Chair.

#### **B) Select Board**

1. Any member may appeal to the Board from a ruling of the Chair. The member making the appeal may briefly state their reason for it and the presiding officer may briefly explain his/her ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote in the affirmative, the ruling of the Chair is sustained, otherwise, it is overruled.
2. The Select Board, in all other cases, will follow the most up-to-date version of Robert's Rules of Order.

### **SECTION 110 – WAIVERS & AMENDMENTS**

These bylaws, or any provision thereof, may be waived on any occasion by a majority vote of the Select Board unless others provided by the town charter or state law. These bylaws may be amended at any time in writing by majority vote of the Select Board.

## Town of North Yarmouth – Select Board Bylaws

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Amended and agreed by the Select Board this 3<sup>rd</sup> day of May 2022.

Select Board

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

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

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

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

# Town of North Yarmouth

## Select Board Business

### *IV. Appointments*

May 3, 2022

#### **Events Committee Appointment:**

*Move that the Select Board appoint Elizabeth Jacobson to the Events Committee for a term to expire on June 30, 2022. Second, discussion and vote follow.*

Application included herein.

#### ***Town Manager's Comments:***

Confirmation from the committee was received to move forward with Select Board consideration for this application. The term listed in the motion corresponds with the term for this ad-hoc committee. All ad-hoc committees except for the Recycling Advisory Committee will be for renewal by the end of this fiscal year.



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

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

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

Please provide the following information:

Name: Elizabeth B. Jacobson

Email: ejacobson10607@gmail.com

Mailing Address: 8 Titcomb Field Rd., North Yarmouth, ME 04097

Phone: 207-756-5794

1. Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. I have been a resident of North Yarmouth since 2004 and would like to give back to the community. I would like to become more involved with helping NY continue to become a better community.
2. Do you have any relevant experience, training or credentials that you would like us to consider? I am an occupational therapist who has worked with individuals across the lifespan. In addition, I have my trip leaders permit through the state and spent many years working with individuals in the out of doors.
3. Have you ever served on any boards/ committees before? If so, when and where? Wellness Committe, Yarmouth Schools 2003-2006;

Elizabeth B Jacobson  
Volunteer Signature

03/ /16 /2022  
Date

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

# Town of North Yarmouth Select Board Business

## VII. *Consent Agenda*

May 3, 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 to be removed.

- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants
- Countersigning MSAD 51 Warrant and Notice of Election
- April 19, 2022, Business Meeting Minutes

### **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:	\$ 37,707.23
Town Payables:	\$ 765,086.88
<b>TOTAL</b>	<b>\$ 802,794.11</b>

Itemized warrants 48, 49 and 50 attached.

### Board of Selectpersons

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

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

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

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

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

Dated: May 3, 2022

**A / P Warrant**

Warrant 48

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount	Encumbrance	
<b>2014 SECRETARY OF STATE, MAINE</b>					
0378	42571	04	4/19 TO 4/25 COLLECTIONS		<b>*** SEPARATE ***</b>
4/19 TO 4/25 COLLECTIONS	G 10-220-01		6,627.21	0.00	
			GENERAL / BMV STATE		
			<b>Invoice Total-</b>	<b>6,627.21</b>	
0378	42572	04	4/11 to 4/19 COLLECTIONS		
4/11 to 4/19 COLLECTIONS	G 10-220-01		4,114.32	0.00	
			GENERAL / BMV STATE		
			<b>Invoice Total-</b>	<b>4,114.32</b>	
			<b>Vendor Total-</b>	<b>10,741.53</b>	
			<b>Prepaid Total-</b>	<b>0.00</b>	
			<b>Current Total-</b>	<b>10,741.53</b>	
			<b>EFT Total-</b>	<b>0.00</b>	
			<b>Warrant Total-</b>	<b>10,741.53</b>	

Select Board Member's Signataure: James Moulton

Select Board Member's Name Printed: JAMES MOULTON

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

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00206 AAA FIRE EXTINGUISHER CO INC</b>						
0379	42573	05	INV#3308042222	EXT INSP		
MUNICIPAL BUILDINGS	E 145-03-5522-00				188.25	0.00
	BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT					
			<b>Invoice Total-</b>		<b>188.25</b>	
0379	42573	05	3110042222	EXT INSP		
MUNICIPAL BUILDINGS	E 145-03-5522-00				750.20	0.00
	BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT					
			<b>Invoice Total-</b>		<b>750.20</b>	
0379	42573	05	3106042222	EXT INSP		
MUNICIPAL BUILDINGS	E 145-03-5522-00				314.95	0.00
	BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT					
			<b>Invoice Total-</b>		<b>314.95</b>	
0379	42573	05	11414021122	FRD TRUCKS		
NYFRD EQUIPMENT MAINTENAN	E 130-01-5522-00				202.00	0.00
	PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT					
			<b>Invoice Total-</b>		<b>202.00</b>	
			<b>Vendor Total-</b>		<b>1,455.40</b>	
<b>00517 AMAZON CAPITAL SERVICES, INC</b>						
0379	42574	05	1T6H-4WWW-MHM1	OFFICE SUPP		
ADMIN SUPPLY	E 110-01-5224-00				19.99	0.00
	MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL					
			<b>Invoice Total-</b>		<b>19.99</b>	
0379	42574	05	1R3Q-R9KR-GRHM	FRD		
ADMIN SUPPLY	E 130-01-5532-00				108.56	0.00
	PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES					
			<b>Invoice Total-</b>		<b>108.56</b>	
			<b>Vendor Total-</b>		<b>128.55</b>	
<b>00332 BOUND TREE MEDICAL LLC</b>						
0379	42575	05	84485660	FRD		
84485660	E 130-01-5532-00				162.79	0.00
	PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES					
			<b>Vendor Total-</b>		<b>162.79</b>	
<b>00609 CAI TECHNOLOGIES</b>						
0379	42576	05	04152022	CODES		
04152022	E 110-01-5216-00				2,400.00	0.00
	MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE					
			<b>Vendor Total-</b>		<b>2,400.00</b>	
<b>00025 CENTRAL MAINE POWER COMPANY</b>						
0379	42577	05	3501-1848-294	TOWN OFFICE		
MUNICIPAL FACILITY	E 145-02-5414-00				128.13	0.00
	BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY					
			<b>Invoice Total-</b>		<b>128.13</b>	
0379	42577	05	3501-6178-291	RT 9-NORTH RD		
STREET LIGHTS	E 130-02-5332-00				19.99	0.00
	PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS					
			<b>Invoice Total-</b>		<b>19.99</b>	
0379	42577	05	3501-0507-990	PWD		
MUNICIPAL FACILITY	E 145-02-5414-00				291.27	0.00
	BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY					
			<b>Invoice Total-</b>		<b>291.27</b>	
0379	42577	05	3501-0498-802	FRD		
MUNICIPAL FACILITY	E 145-02-5414-00				241.72	0.00

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
				Invoice Total-	241.72	
0379	42577	05	3501-7054-863	TOWN OFF #2		
MUNICIPAL FACILITY			E 145-02-5414-00		462.80	0.00
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
				Invoice Total-	462.80	
0379	42577	05	3001-0697-644	WH&CC		
MUNICIPAL FACILITY			E 145-02-5414-00		599.49	0.00
BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY						
				Invoice Total-	599.49	
0379	42577	05	3501-6653-624	VETERANS PK		
VETERANS PARK			E 120-05-5608-00		19.80	0.00
COMM SVCS / SOC SERVC - NYVMC / NYVMC						
				Invoice Total-	19.80	
				Vendor Total-	1,763.20	
<b>00095 CHARLIE BURNHAM HEATING SERVICE, INC</b>						
0379	42578	05	1118	FRD ANNUAL		
1118			E 145-03-5522-00		1,408.11	0.00
BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT						
				Vendor Total-	1,408.11	
<b>00026 COASTAL ACE HARDWARE INC</b>						
0379	42579	05	197588/1	FRD		
197588/1			E 130-01-5522-00		68.98	0.00
PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT						
				Invoice Total-	68.98	
0379	42579	05	197616/1	WH&CC		
197616/1			E 120-03-5635-00		43.98	0.00
COMM SVCS / PKS/REC - PARK MAINT / PARK MAINT						
				Invoice Total-	43.98	
				Vendor Total-	112.96	
<b>00868 COMMAND PEST SERVICES</b>						
0379	42580	05	20952	SHARP HOUSE		
20952			E 145-03-5512-00		150.00	0.00
BLDGS/GRNDS / FACLT Y MAINT - PEST CONTROL / PEST CONTROL						
				Invoice Total-	150.00	
0379	42580	05	20955	FRD		
20955			E 145-03-5512-00		45.00	0.00
BLDGS/GRNDS / FACLT Y MAINT - PEST CONTROL / PEST CONTROL						
				Invoice Total-	45.00	
0379	42580	05	20954	TOWN OFFICE		
20954			E 145-03-5512-00		50.00	0.00
BLDGS/GRNDS / FACLT Y MAINT - PEST CONTROL / PEST CONTROL						
				Invoice Total-	50.00	
				Vendor Total-	245.00	
<b>01216 CONSOLIDATED COMMUNICATIONS</b>						
0379	42581	05	ACCT#110534781699	APRIL SERVICES		
MUNICIPAL FACILITIES			E 145-02-5410-00		476.87	0.00
BLDGS/GRNDS / UTILITIES - PHONE / PHONE						
				Vendor Total-	476.87	
<b>00889 CUMBERLAND COUNTY FINANCE OFFICE</b>						
0379	42582	05	MAY PMNT			
ASSESSING SERVICE			E 110-02-5312-00		4,536.58	0.00

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
MUN ADMN / CONTR/PROF - ASSESSOR / ASSESSOR						
<b>Vendor Total-</b>					<b>4,536.58</b>	
<b>00564 DENNIS K. BURKE INC</b>						
0379	42583	05	1354937	GAS		
GAS/DIESEL			E 130-01-5526-00		2,659.40	0.00
PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL						
<b>Invoice Total-</b>					<b>2,659.40</b>	
0379	42583	05	1354938	DIESEL		
GAS/DIESEL			E 130-01-5526-00		5,092.41	0.00
PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL						
<b>Invoice Total-</b>					<b>5,092.41</b>	
0379	42583	05	1353816	GAS		
GAS/DIESEL			E 140-01-5526-00		259.36	0.00
PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL						
<b>Invoice Total-</b>					<b>259.36</b>	
<b>Vendor Total-</b>					<b>8,011.17</b>	
<b>01389 DIRIGO ENGINEERING</b>						
0379	42584	05	24030	SWEETSER RD CUL		
24030			E 220-31-5920-00		6,000.00	0.00
CAPITAL RESV / ROADWAY RESV - CAPTL RESV / CAPTL RESV						
<b>Vendor Total-</b>					<b>6,000.00</b>	
<b>01327 ELAN CITY, INC.</b>						
0379	42585	05	20-2617	RADAR SPEEDSIGN		
20-2617			E 220-31-5920-00		6,299.00	0.00
CAPITAL RESV / ROADWAY RESV - CAPTL RESV / CAPTL RESV						
<b>Vendor Total-</b>					<b>6,299.00</b>	
<b>00125 HARRIS COMPUTER SYSTEMS</b>						
0379	42586	05	TRIMN0001087			
TRIMN0001087			E 110-01-5216-00		133.33	0.00
MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE						
<b>Vendor Total-</b>					<b>133.33</b>	
<b>00203 ION NETWORKING</b>						
0379	42587	05	36823	WALKER COMPUTER		
36823			E 220-22-5920-00		1,440.00	0.00
CAPITAL RESV / TECH/COMMUN - CAPTL RESV / CAPTL RESV						
<b>Invoice Total-</b>					<b>1,440.00</b>	
0379	42587	05	36868	SUPPORT TICKET		
36868			E 110-02-5322-00		100.00	0.00
MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY						
<b>Invoice Total-</b>					<b>100.00</b>	
<b>Vendor Total-</b>					<b>1,540.00</b>	
<b>00451 MAINE HISTORICAL SOCIETY</b>						
0379	42588	05	ID # 5309	MEMBERSHIP		
ID # 5309			E 110-01-5150-00		50.00	0.00
MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER						
<b>Vendor Total-</b>					<b>50.00</b>	
<b>00072 MAINE MUNICIPAL EMPLOYEES</b>						
0379	42589	05	MAY 2022			
EMPLOYER HEALTH			E 160-02-5710-00		18,770.06	0.00
FIXED EXPENS / EE BENEFITS - HEALTH INSUR / HEALTH INSUR						
EMPLOYER DENTAL			E 160-02-5720-00		1,101.36	0.00
FIXED EXPENS / EE BENEFITS - DENTAL INSUR / DENTAL INSUR						
EMPLOYEE HEALTH			G 10-230-08		3,474.28	0.00

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
			GENERAL / MMEHT BENEFI			
EMPLOYEE DENTAL			G 10-230-08		203.22	0.00
			GENERAL / MMEHT BENEFI			
EMPLOYEE LIFE INS			G 10-230-08		51.50	0.00
			GENERAL / MMEHT BENEFI			
EMPLOYEE INCOME PROTECTI			G 10-230-07		588.91	0.00
			GENERAL / INCM PROTECT			
VSP VISION			G 10-403-00		105.90	0.00
			GENERAL / VSP VISION			
			<b>Invoice Total-</b>		<b>24,295.23</b>	
0379	42589	05	CREDIT MEMO	APRIL CREDIT		
Credit Memo			G 10-120-00		-1,172.19	0.00
			GENERAL / CREDIT MEMO			
			<b>Invoice Total-</b>		<b>-1,172.19</b>	
			<b>Vendor Total-</b>		<b>23,123.04</b>	
<b>00077 MSAD #51</b>						
0379	42590	05	MAY			
MAY			E 160-04-5830-00		685,865.85	0.00
			FIXED EXPENS / EDUCATION - EDUCATION / EDUCATION			
			<b>Vendor Total-</b>		<b>685,865.85</b>	
<b>00048 NAPA AUTO PARTS</b>						
0379	42591	05	3784-846598	pw		
3784-846598			E 140-01-5544-00		14.03	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			<b>Vendor Total-</b>		<b>14.03</b>	
<b>00094 NFPA</b>						
0379	42592	05	913170	FRD		
913170			E 130-01-5140-00		102.51	0.00
			PUBL SAFETY / FIRE RESCUE - TRAINING / TRAINING			
			<b>Vendor Total-</b>		<b>102.51</b>	
<b>00877 NORTHEAST HEAT PUMPS</b>						
0379	42593	05	NY4422	ALL FACILITIES		
NY4422			E 145-03-5522-00		1,925.00	0.00
			BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT			
			<b>Vendor Total-</b>		<b>1,925.00</b>	
<b>00215 O'CONNOR GMC</b>						
0379	42594	05	779993	PWD		
779993			E 140-01-5522-00		89.96	0.00
			PUBLIC WORKS / OPERATIONS - EQPT MAINT / EQPT MAINT			
			<b>Vendor Total-</b>		<b>89.96</b>	
<b>00084 PERMA LINE CORP</b>						
0379	42595	05	191865	SIGNS		
STREET SIGNS			E 140-01-5552-00		415.90	0.00
			PUBLIC WORKS / OPERATIONS - SIGNS / SIGNS			
			<b>Vendor Total-</b>		<b>415.90</b>	
<b>00423 POWER PRODUCT SYSTEMS, LLC.</b>						
0379	42596	05	1268311	FRD		
1268311			E 145-03-5522-00		460.00	0.00
			BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT			
			<b>Vendor Total-</b>		<b>460.00</b>	
<b>00379 PRC INDUSTRIAL SUPPLY</b>						
0379	42597	05	1373868-01	PW		
1373868-01			E 140-01-5524-00		90.00	0.00

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN						
Vendor Total-					90.00	
00096 RED WING SHOE STORE						
0379	42598	05	30607	PWD-COPP		
30607			E 140-01-5534-00		295.39	0.00
PUBLIC WORKS / OPERATIONS - PPE / PPE						
Invoice Total-					295.39	
0379	42598	05	30609	PWD-THIBEAULT		
30609			E 140-01-5534-00		242.64	0.00
PUBLIC WORKS / OPERATIONS - PPE / PPE						
Invoice Total-					242.64	
Vendor Total-					538.03	
01415 RHR SMITH & COMPANY						
0379	42599	05	2022-2525	FY 21 AUDIT		
2022-2525			E 110-02-5310-00		100.00	0.00
MUN ADMN / CONTR/PROF - AUDITOR / AUDITOR						
Invoice Total-					100.00	
0379	42599	05	2022-2461	FY 2021		
2022-2461			E 110-02-5310-00		400.00	0.00
MUN ADMN / CONTR/PROF - AUDITOR / AUDITOR						
Invoice Total-					400.00	
Vendor Total-					500.00	
01426 SMITH, MARI-MELINDA						
0379	42600	05	4142022	APRIL		
4142022			E 145-01-5130-00		45.00	0.00
BLDGS/GRNDS / OPERATIONS - ALLOWANCES / ALLOWANCES						
Vendor Total-					45.00	
00102 SPECTRUM						
0379	42601	05	719175501041422	FRD		
719175501041422			E 145-02-5412-00		120.00	0.00
BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET						
Vendor Total-					120.00	
01298 STRATUS VIDEO, LLC						
0379	42602	05	SIN392186	MONTHLY VID FEE		
SIN392186			E 120-04-5647-00		50.00	0.00
COMM SVCS / GENL ASST - INTERPRETERS / INTERPRETERS						
Vendor Total-					50.00	
00121 SUBURBAN PROPANE						
0379	42603	05	2712-572304	PW		
PWD TANKSERIAL #6SF024144			E 140-01-5526-00		257.66	0.00
PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL						
Vendor Total-					257.66	
00030 TOWN OF CUMBERLAND						
0379	42604	05	2022-041	FY22 3RD QTR		
ACO			E 130-02-5326-00		5,427.75	0.00
PUBL SAFETY / CONTR/PROF - ACO / ACO						
Vendor Total-					5,427.75	
00981 TOWN OF NORTH YARMOUTH						
0379	42605	05	PETTY CASH REIMBURSEMENT			
PETTY CASH REIMBURSEMENT			E 110-01-5224-00		117.81	0.00
MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL						
Vendor Total-					117.81	

Warrant 49

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00397 UNIFIRST CORPORATION</b>						
0379	42606	05	1040180025	WH & CC		
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		80.95	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
			<b>Invoice Total-</b>		<b>80.95</b>	
0379	42606	05	1040180029	TOWN OFFICE		
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		32.39	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
			<b>Invoice Total-</b>		<b>32.39</b>	
0379	42606	05	1040180024	PWD		
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		93.49	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
			<b>Invoice Total-</b>		<b>93.49</b>	
0379	42606	05	1040180030	FRD		
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00
			BLDGS/GRNDS / FACLTY MAINT - FLOOR MATS / FLOOR MATS			
			<b>Invoice Total-</b>		<b>33.53</b>	
0379	42606	05	1040182327	PWD		
PWD UNIFORMS			E 140-01-5130-00		93.49	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			<b>Invoice Total-</b>		<b>93.49</b>	
0379	42606	05	1040182328	PWD		
PWD RAGS			E 140-01-5544-00		18.15	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			<b>Invoice Total-</b>		<b>18.15</b>	
			<b>Vendor Total-</b>		<b>352.00</b>	
<b>00935 WALKER, DRAVEN</b>						
0379	42607	05	7/21-3/22	WALKER REIMB		
7/21-3/22			E 110-01-5130-00		127.85	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
			<b>Vendor Total-</b>		<b>127.85</b>	
			<b>Prepaid Total-</b>		<b>0.00</b>	
			<b>Current Total-</b>		<b>754,345.35</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>754,345.35</b>	

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

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

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



**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, April 19, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**Call to Order (24:16)** – Brian Sites, James Moulton, David Reed, and Paul Hodgetts were present. The Town Manager was also present. Chairperson Sites called the meeting to order at 7:19 PM. Chairperson Sites read the history minute provided by the North Yarmouth Historical Society.

**Public Hearing – Tax Acquire Property Ordinance (28:13):**

Audience Participation:

Rich Parenteau, Pine Ridge Road, asked if the Town foreclosed on a property. The Town Manager responded in the negative.

Judy Potter, Walnut Hill Road, inquired how a realtor would be chosen by a realtor. The Town Manager responded that the Board would have to follow the RFP process.

Chairperson Sites closed the public hearing.

**Consent Agenda (33:57)** – Selectperson Moulton moved that the Select Board approve the Consent Agenda, as presented. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

**Public Comment - Non-Agenda Items (35:02):**

Paul Whitmarsh, Wild Turkey Lane, commented on the charges of two (2) committees who are looking at the Town's Comprehensive Plan as well as documentation that was referenced in a previous discussion by the Planning Board Chair that he was not able to locate on the Town's website. Mr. Whitmarsh requested copies of all documentation being discussed be made available ahead of the Planning Boards meetings. Chairperson Sites responded that he was aware of the Economic Development & Sustainability Committee's charge and would inquire more about the Planning Board's plans to discuss the Comprehensive Plan.

Diane Morrison, Browndog Drive, inquired about the status of the Sharp's Field Agreement. Selectperson Moulton stated that he has reached out to the Superintendent of Schools. Selectperson Reed stated that he wanted the field to stay a field. Selectperson Reed asked if he could explore finding a third party to lease Sharp's Field with. Selectperson Reed, Chairperson Sites, and Selectperson Reed had more discussion on the topic. No action was taken.

Katie Murphey, President of the North Yarmouth Historical Society, commented on the status of the Old Town House project. Selectperson Hodgetts asked when the old site located at the Old Town House Park would be cleaned up. Katie Murphey responded that the Town owns the property and is responsible for its maintenance.

**Management Reports & Communications (45:56):**

Town Manager's Report: The Town Manager responded that she has been asked to be appointed to the Rail Trail Corridor Advisory Council. The Town Manager also updated the Board on her work with collecting the delinquent taxes.

**Old Business:**

Candidate's Night (43:23) – Selectperson Hodgetts moved that May 9<sup>th</sup> be available for Candidate's Night at the Wescustogo Hall & North Yarmouth Community Center. Selectperson Moulton seconded the motion. Discussion: the Town Manager suggested that the start time be at 6:00 PM. **Vote: 4 Yes – 0 No.**

*Public Recognition*

Kate Perrin, New Gloucester Road, asked when the planning for the event would be known. Rob Wood, Milliken Road, commented that some planning should be worked out prior to the event.

Lacy, Walnut Hill Road, asked if the event would be recorded. Selectperson Hodgetts responded in the affirmative.

**New Business:**

Memorandum of Understanding (MOU) – Regional Waste Collection (53:32) – Selectperson Reed moved that 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 good of a regional waste collection program. Selectperson Hodgetts seconded the motion. Discussion: Rob Wood, EcoMaine Representative, explained to the Board that the memorandum was to pursue a contract for municipalities to join to provide a more efficient process for waste collection. **Vote: 4 Yes – 0 No.**

*Public Recognition*

Paul Whitmarsh, Wild Turkey Lane, stated that the Board should be conscious of the effect of bringing trash to the curb from long private driveways.

Amending Employee Holiday Schedule (59:58) – Selectperson Reed moved that the Select Board amend the Personnel Policy to add June 19<sup>th</sup>, as a recognized holiday for full-time employees. Selectperson Moulton seconded the motion. Discussion: Selectperson Reed inquired what holidays the Town currently takes off. Selectperson Reed provided historical background of how the holiday became recognized by the federal government. **Vote: 4 Yes – 0 No.**

Application for Catering Permit – Rachel’s on the Green (1:02:34) – Selectperson Reed moved to approve and sign the Application for a Catering Permit for Rachel’s on the Green. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Hodgetts inquired what type of insurance the organization had. The Town Manager responded that the **Vote: 4 Yes – 0 No.**

Management of Tax Acquired Property Ordinance – Certification to the Clerk – Annual Town Meeting (1:04:38) – Selectperson Moulton moved that the Select Board approve and certify the proposed amendments to the Management of Tax Acquired Ordinance to be placed before the townspeople at the April 30, 2022, Annual Town Meeting. Selectperson Hodgetts seconded the motion. Discussion: There was a slight amendment to include the word “than” to clarify the sentence structure. This was acknowledged by the Board. **Vote: 4 Yes – 0 No.**

Land Use Ordinance – Certification to the Clerk – Annual Town Meeting (1:04:37):

*Board Discussion prior to the Motion*

Audrey Lones, Planning Board Chairperson, explained the changes to the Land Use Ordinance the Planning Board was recommending. (Copies of the changes can be found on the Town’s website or at the Town Office. A summary of the changes presented by the Planning Board and written by Chairperson Lones is also available):

*(Below is a summary of the topics that Select Board members engaged with. Full details of each section can be found on the Town’s website or at the Town Office):*

Section 4 – Chairperson Lones gave a brief presentation on the section’s changes.

Section 5 – Chairperson Lones gave a brief presentation on the section’s changes. Selectperson Moulton asked for clarification on the number of days that will be required prior to the Planning Board holding a public hearing. Chairperson Lones responded that the changes provided more notice than what was previously required.

Section 7 – Chairperson Lones gave a brief presentation on the section’s changes. Selectperson Reed asked Chairperson Lones when the Planning Board explored the issues in table 7.1, Land Uses by Zoning Districts. Selectperson Reed inquired if public comment was allowed at the meetings. Chairperson Lones responded in the affirmative. Selectperson Moulton made a clarification regarding how the Select Board conducts public

comment versus the Planning Board. Chairperson Lones requested that the Select Board strike "0 MIN" from the front and side column of Table 7.2.

Section 10 – Chairperson Lones gave a brief presentation on the section's changes. Selectperson Reed inquired why space between houses in the Village Center District was required. Chairperson Lones responded that there was no requirement. There was a discussion between Selectperson Reed and Chairperson Lones regarding the open space requirements.

Section 12 – Chairperson Lones gave a brief presentation on the section's changes. Selectperson Reed commented that a brewery could be classified as a non-domestic water source, which could deter potential breweries coming to North Yarmouth since non-domestic water sources are not allowed in North Yarmouth. Chairperson Lones responded that legal interpretations stated otherwise and stated that she would include those explanations in the supporting materials for the Town Meeting. There was a discussion about the documentation that would be available at Town Meeting.

Chairperson Sites inquired about having descriptions ready for Town Meeting.

### *Motions & Discussion*

*(Below are six (6) motions made by the Select Board with most not having any action come from them. In summary, the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) motion passed with the Land Use related Warrant Articles less the "0 MIN" language in Table 7.2, being forwarded to the Town Meeting Warrant. The seventh (7<sup>th</sup>) motion was a housekeeping item.)*

- 1) Selectperson Moulton moved that the Select Board approve and certify the proposed amendments to the Land Use Ordinance with the exception of those outlined in section 7.2 to be placed before the townspeople at the April 30, 2022, Annual Town Meeting. Chairperson Sites seconded the motion. Discussion: Chairperson Lones made a clarification on Table 7.2 which would only remove "0 MIN" and keep "On One Side". Chairperson Sites withdrew his second later in the discussion. **No action taken.**
- 2) Selectperson Hodgetts moved to amend the motion to change Table 7.2, Space and Dimensional Requirements, to remove "20' MAX" under column "Front" and "25' Max" under column "Side" on the first row of the table, "Village Center". Selectperson Reed seconded the motion. Discussion: Chairperson Sites stated that the Board would need to have the Planning Board to have a public hearing. Selectperson Moulton stated that if the majority of the Board disagreed, then the changes could be sent to the Planning Board. Selectperson Reed stated that changes may need to be brought forth at a future special town meeting. **No action taken.**
- 3) Selectperson Reed moved to amend the motion to make each item itemized rather than submitted as a whole packet. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Reed further requested that the Board go article by article. Chairperson Sites stated that he disagreed. Selectperson Hodgetts withdrew his second to the amended motion. Selectperson Reed withdrew his motion. **No action taken.**
- 4) Selectperson Reed moved to approve Warrant Article 5, as presented on pages 12-13. Chairperson Sites stated that a motion was already on the floor. Selectperson Moulton asked for clarification. No second was made. **No action taken.**
- 5) Selectperson Reed moved to amend the original motion by removing articles 7, 8, and 9 from the warrant that those changes listed in those warrant articles be sent back to the Planning Board for further review with the Select Board providing written direction on specified changes to the Planning Board. Selectperson Hodgetts seconded the motion. Selectperson Moulton inquired if the Board would provide a written recommendation to the Planning Board. Selectperson Reed withdrew his motion. **No action taken.**
- 6) Chairperson Sites moved that the Select Board approve and certify the proposed amendments to the Land Use Ordinance with the exception in Table 7.2 striking the "0 MIN" on the front and side to be placed before the townspeople at the April 30, 2022, Annual Town Meeting. Selectperson Hodgetts seconded

the motion. Discussion: Selectperson Moulton made comments that the Board would be back. **Vote: 3 Yes – 0 No – 1 Abstain (Selectperson Reed).**

- 7) Selectperson Moulton moved to certify the proposed amendments to the Land Use Ordinance and send them to the Town Clerk. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

*Public Recognition*

Rich Parenteau, Pine Ridge Road, recommended that the Board go item by item.

Paul Whitemarsh, Wild Turkey Lane, made comments against removing three (3) warrant articles from the warrant but instead to choose specific items to remove.

Peter Lacey, Mountfort Road, made comments supporting that the full packet provided be approved for Town Meeting.

Bill Young, Sweetser Road, made comments favoring the changes to the Land Use Ordinance, table 7.1.

Linc Merrill, North Road, stated his support for the five (5) articles.

Kate Perrin, New Gloucester Road, inquired about the Board's process.

Judy Potter, Walnut Hill Road, inquired what the process would be to change the Land Use Ordinance to change table 7.2 and made comments regarding how the proposed changes effect residential units.

Rob Wood, Milliken Road, stated that he supported Mr. Merrill's comments.

Jay Fulton, New Gloucester Road, made comments that the Board move the warrant forward.

Authorization of Annual Town Meeting Warrant – Selectperson Reed moved that the Select Board endorse the Annual Town Meeting Warrant for April 30, 2022, as presented. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

*Public Recognition* – Linc Merrill, North Road, inquired on which article included the overlay article would be. The Town Manager clarified where the article was located on the warrant.

**Any Other Business (2:32:07)** – Selectperson Hodgetts asked that the parking be addressed at the Purple House. The Town Manager responded that she would speak to the Fire Rescue Chief and the Public Works Director.

**Adjournment (2:34:12)** – Selectperson Reed moved to adjourn at 9:29 PM. Chairperson Sites seconded the motion. 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

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

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

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

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

Cumberland County, ss.

State of Maine

TO: Debbie Allen Grover, Clerk of the Town of North Yarmouth: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE TOWN OF NORTH YARMOUTH: You are hereby notified that a Maine School Administrative District No. 51 referendum election will be held at the Wescustogo Hall & North Yarmouth Community Center, 120 Memorial Highway in the Town of North Yarmouth at 7:00 A.M. on Tuesday, June 14, 2022 for the purpose of determining the following question:

- Question 1:** Do you favor authorizing the School Board of Maine School Administrative District No. 51 (the "District") to issue bonds and other evidences of indebtedness in the name of the District in an amount not to exceed \$1,522,515 through the State of Maine's zero interest rate/loan forgiveness School Revolving Renovation Fund Program for Priority 1 Health, Safety and Compliance renovations, repairs, and improvements to Mabel I. Wilson Elementary School, including windows, a curtain wall, the HVAC distribution system, and security door access (the "Project")?
- A. Zero Interest/Loan Forgiveness Program: The Maine Department of Education has approved the District for loans in the amount of \$1,522,515 through the State's zero interest rate/loan forgiveness School Revolving Renovation Fund Program for the Project.
  - B. Loan Forgiveness: The Maine Department of Education will forgive 50.58% (up to an estimated \$770,088) of the total approved loan amount.
  - C. Interest Free Loan. The District will be obligated to repay approximately 49.42% (up to an estimated \$752,427) of the total approved loan amount over

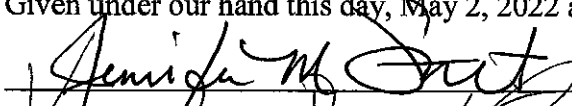
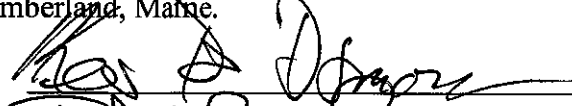
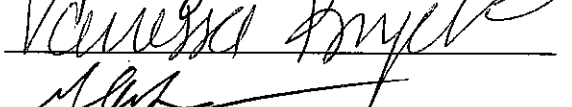
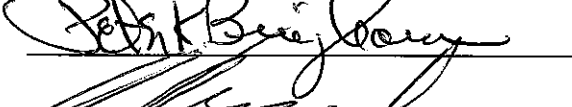
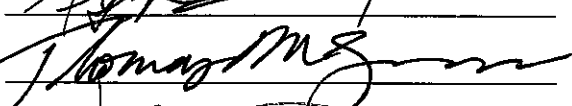
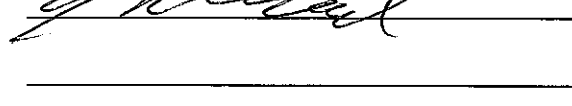
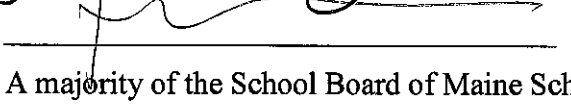
a ten-year term. The State of Maine has agreed to lend these funds and to permit repayment at zero interest.

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

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

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

Given under our hand this day, May 2, 2022 at Cumberland, Maine.

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

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

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

Countersigned this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at the Town of North Yarmouth, Maine.

_____	_____
_____	_____
_____	_____

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

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

\_\_\_\_\_  
 Debbie Allen Grover, Municipal Clerk  
 Town of North Yarmouth

**WARRANT AND NOTICE OF ELECTION  
CALLING MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 51  
BUDGET VALIDATION REFERENDUM  
(20-A M.R.S. § 1486)**

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

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the District, namely, the Towns of Cumberland and North Yarmouth, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF NORTH YARMOUTH  
DISTRICT BUDGET VALIDATION REFERENDUM  
WARRANT AND NOTICE OF ELECTION**

Cumberland County, ss.

State of Maine

TO: Debbie Allen Grover, Clerk of North Yarmouth: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

**TO THE VOTERS OF NORTH YARMOUTH:** You are hereby notified that a District budget validation referendum election will be held at the Wescustogo Hall & North Yarmouth Community Center, 120 Memorial Highway in the Town of North Yarmouth on Tuesday, June 14, 2022 for the purpose of determining the following questions:

Question 1: Do you favor approving the Maine School Administrative District No. 51 budget for the upcoming school year that was adopted at the latest District budget meeting?

Question 2: Do you wish to continue the budget validation referendum process in Maine School Administrative District No. 51 for an additional three years?

**INFORMATIONAL NOTE ON QUESTION 2:**

A "YES" vote will require Maine School Administrative District No. 51 to continue to conduct a referendum to validate its annual school budget for the next three years.

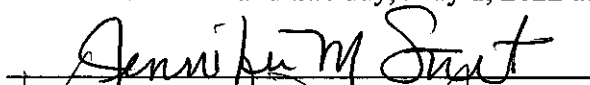

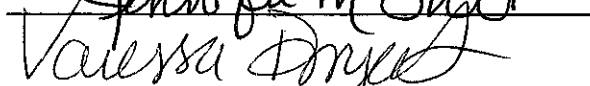
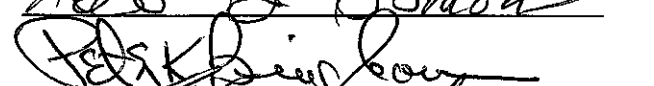
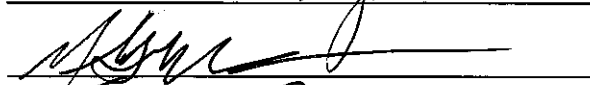
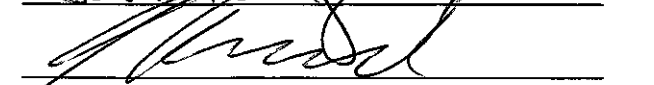
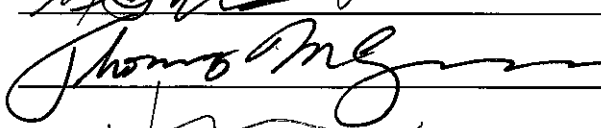
A "NO" vote will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget shall be finally adopted at a meeting of the voters of Maine School Administrative District No. 51.

The polls must be opened at 7:00 a.m. and closed at 8:00 p.m.

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

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

Given under our hand this day, May 2, 2022 at Cumberland, Maine.

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

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

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

Countersigned this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at North Yarmouth, Maine.

_____	_____
_____	_____
_____	_____

A majority of the Municipal Officers of North Yarmouth, Maine

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

\_\_\_\_\_  
 Debbie Allen Grover, Municipal Clerk  
 North Yarmouth, Maine



## NOTICE OF PUBLIC HEARING

TO: Debbie Allen Grover, a resident of Maine School Administrative District No. 51: In the name of the State of Maine you are hereby required to notify the voters of the Town of North Yarmouth of the Public Hearing described in this Notice of Public Hearing.

**TO THE VOTERS OF THE TOWN OF NORTH YARMOUTH:** Take notice that the School Board of Maine School Administrative District No. 51 shall conduct a Public Hearing in accordance with the following schedule:

DATE	TIME	LOCATION OF PUBLIC HEARING
June 2, 2022	6:30 p.m.	Greely Center for the Arts, Greely High School, 303 Main Street, Cumberland Center

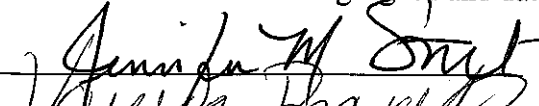
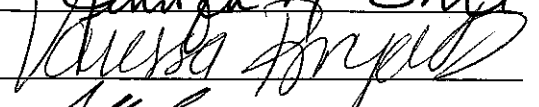


The Public Hearing shall be conducted on the following question which will be the subject of a referendum vote on June 14, 2022.




**Question 1:** Do you favor authorizing the School Board of Maine School Administrative District No. 51 (the "District") to issue bonds and other evidences of indebtedness in the name of the District in an amount not to exceed \$1,522,515 through the State of Maine's zero interest rate/loan forgiveness School Revolving Renovation Fund Program for Priority 1 Health, Safety and Compliance renovations, repairs, and improvements to Mabel I. Wilson Elementary School, including windows, a curtain wall, the HVAC distribution system, and security door access (the "Project")?

- A. Zero Interest/Loan Forgiveness Program: The Maine Department of Education has approved the District for loans in the amount of \$1,522,515 through the State's zero interest rate/loan forgiveness School Revolving Renovation Fund Program for the Project.
- B. Loan Forgiveness: The Maine Department of Education will forgive 50.58% (up to an estimated \$770,088) of the total approved loan amount.
- C. Interest Free Loan. The District will be obligated to repay approximately 49.42% (up to an estimated \$752,427) of the total approved loan amount over a ten-year term. The State of Maine has agreed to lend these funds and to permit repayment at zero interest.

*[Signature Page Follows]*


This Notice of Public Hearing signed and dated at Cumberland, Maine, on May 2, 2022.

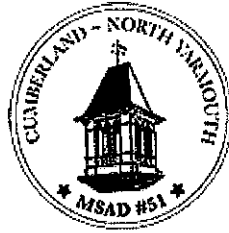
A majority of the School Board of Maine School Administrative District No. 51

A true copy of the Notice of Public  
Hearing, attest:

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

# MSAD #51

Engage · Empower · Inspire



Cumberland · North Yarmouth

[Board of Directors](#) » Budget

## Budget

### Important Dates

Monday, March 21, 2022	Superintendent presents Recommended Budget to Board
Monday, April 4, 2022	Board Budget Workshop
Monday, April 25, 2022	<b>Public Hearing</b> on Proposed Budget
Monday, May 2, 2022	School Board Adopts FY 23 Budget
Thursday, May 19, 2022	<b>District Budget Meeting</b> - registration at 6:30 pm; meeting begins at 7:00 pm (you must be present to vote)
Tuesday, June 14, 2022	<b>Public Validation Referendum</b> (at town polling locations)

- Board of Directors
- Budget
- Finance Committee
- Facilities Committee
- Curriculum Committee
- Equity Leadership Steering Committee

### Budget documents

[MSAD #51 Annual Financial Reports](#)

The Board recognizes that financial resources and the proper management of same are fundamental to the support of school programs and operations. With this in mind, the Board will develop and present an annual operating budget as directed by applicable laws. The annual budget will be for a 12-month period.

Contact

# Town of North Yarmouth

## Select Board Business

### *IX. Management Reports & Communications*

May 3, 2022

#### **Town Manager's Report:**

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.

*Town Manager to provide a verbal report.*

# Town of North Yarmouth

## Select Board Business

### *X. Old Business*

May 3, 2022

#### **Select Board Bylaws:**

Chairperson Sites to lead the discussion on any further amendments or any action that the Board wishes to take on this item.

#### *Note:*

A copy of the amendments made up until this meeting are included under the third (III) agenda item, "Public Hearing(s)".

# Town of North Yarmouth Select Board Business

## *XI. New Business*

May 3, 2022

### **Senior Policy:**

Discussion to be led by Chairperson Sites.

### **Fee Schedule – Call Public Hearing:**

### ***Town Manager Comments:***

Lisa Thompson, Wescustogo Hall & North Yarmouth Community Center (“Community Center”) Director, has proposed changes to the fees charged at the Community Center. These fees were used in projecting revenue for the Fiscal Year 2023 budget.

Included herein is the proposed changes to the Fee Schedule.

### ***Section from Ordinance:***

*Section 2-3 Schedule of Application, License, and Permits (Application, License and Permit Fees Ordinance, June 12, 2010): “[...] The Board of Selectman shall establish a schedule of application, license and permit fees. [...] Amendments to the schedule shall require notice and a public hearing before approval.”*

### **SUGGESTED MOTION**

*Move that the Select Board set a public hearing on May 17, 2022, for the proposed changes to the Fee Schedule. Second, discussion and vote follow.*

**Town of North Yarmouth**  
**SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

---

**Administrative Fees**

Animal Impoundment Fee	
Flat fee for impoundment	\$ 40.00
Emergency medical bills attributed to the animal	Cost
Dangerous Dog License	\$100.00
Dangerous Dog License Late Fee	\$140.00
Nuisance Dog	\$ 30.00
Nuisance Dog Late Fee	\$ 70.00
 Bumper Stickers	 \$ 1.00
 Faxes (per page - Incoming or outgoing)	 \$ 2.00
 Photocopies per page	
8 ½ inch x 11 inch or smaller (black and white ONLY)	\$ 0.10
8 ½ inch x 11 inch or smaller (color)	\$ 0.50
8 ½ inch x 14 inch (black and white or color)	\$ 0.75
11 inch x 17 inch (black and white or color)	\$ 1.00
Thumb drive (Type A)	\$ 5.00
 FOAA Fees	
Staff time – first two (2) hours at no charge	\$ 25.00 per hour
 Notary Fee (per page)	 \$ 2.50
 Non-Sufficient Funds	 \$ 40.00
 Search Fee (Genealogy)	
Per surname	\$ 15.00
Abstract	\$ 5.00
 Street Map (11 inch x 17 inch)	 \$ 1.00
 Tax Account Listing - electronic format	 \$ 75.00
 Tax Maps complete set	
11 inch x 17 inch	\$ 25.00
24 inch x 36 inch	Cost
 Junkyards	
Application fee	\$250.00
Advertising fee	Cost
 Liquor License	
Application fee	\$ 25.00
Advertising fee	Cost
 Bottle Club License	
Application fee	\$ 25.00
Advertising fee	Cost

**Town of North Yarmouth**  
**SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

---

Catering License - Application Fees	
Catering Privileges off Premises	\$ 25.00
Catered Function by Qualified Catering Organization	\$ 25.00
Catered Function by B.Y.O.B. License	\$ 25.00

Cemetery Fees - Set by Cemetery Commission

	Lots Established After 2015	Lots Established Prior to 2015
Resident		
Lot Fees	\$300.00	\$250.00
Perpetual care	\$200.00	\$150.00
Non-Resident		
Lot Fees	\$400.00	\$350.00
Perpetual care	\$250.00	\$200.00
Administrative Fee per Interment		\$175.00
Transfer of Burial Rights		\$ 75.00
Interment Fees		Separate fee set by contractor
Disinterment		Separate fee set by contractor
Administrative Fee – Code Enforcement Office		\$ 25.00
Fee applies to all permits issued by the Code Enforcement Officer		
Business Registration Fee – Code Enforcement Office		\$ 50.00
Change of Use Permits – Code Enforcement Office		\$ 50.00
PAYT (Pay-As-You-Throw)		
One (1) Roll of 10 - 15 Gallon Bags		\$ 15.00
One (1) Roll of 5 - 33 Gallon Bags		\$ 15.00
Recycle Containers		Cost
Composter		Cost
Clean Up Day Fees		Cost

**Ambulance Service**

Town of North Yarmouth Ambulance Service Ordinance - The North Yarmouth Board of Selectmen shall annually establish a schedule of fees that support the cost of ambulance service to the extent practical while respecting all state and federal laws, rules and regulations.

Mileage (per loaded mile)	\$ 16.00
ALS1 (A0427)	\$ 900.00
ALS2-2 (A0433)	\$1,200.00
ALS - Non Emergency (A0426)	\$ 500.00



**Town of North Yarmouth**  
**SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

---

BLS – Non Emergency (A0428)	\$ 400.00
BLS - Emergency (A0429)	\$ 700.00
Paramedic Intercept	\$ 300.00
On Scene	\$ 150.00
 Records Request	 \$ 5.00

**Amusement Devices**

Coin-Operated Amusement Device Ordinance Annual license for 5 machines	\$ 100.00
 Each additional machine	 \$ 50.00

**Barking Dogs**

Per offense upon conviction in District Court (Ordinance)	\$ 50.00
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**Building Permit Fees - Code Enforcement**

*Administrative Fee Applies*

Residential buildings or buildings accessory to residential buildings:

Finished living space area (sq. ft.)	\$ 0.60
Unfinished area, foundations and garages (sq. ft.)	\$ 0.20

Commercial Buildings:

Commercial area (sq. ft.)	\$ 0.60
Foundation area (sq. ft.)	\$ 0.20

Temporary Housing Permit from CEO	\$ 25.00
Demolition	\$ 50.00
Swimming Pools	\$100.00
Chimneys	\$ 50.00
Temp plastic or canvas structures (or temporary greenhouses)	\$ 50.00
Sign Permit	\$ 50.00
Driveway/Road Entrance Permit from CEO	\$ 50.00
Property Naming Permit	\$ 25.00
Certificate of Occupancy	
Residential	\$ 50.00
Commercial	\$ 50.00
Re-inspection Fee	\$ 50.00
Minimum Fee	\$ 50.00
Late Fee - double amount of regular fee	

**Town of North Yarmouth**  
**SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

---

**Electrical Permit Fees - Code Enforcement**

*Administrative Fee Applies*

Residential Work - all sq. ft.	\$ 0.08
Commercial Work	
Up to 5,000 sq. ft.	\$ 0.11
5,001 to 10,000 sq. ft.	\$ 0.08
10,001 and up	\$ 0.05
Adding Appliances	\$ 50.00
Temporary or Permanent Service	\$ 50.00
Re-inspection Fee	\$ 50.00
Minimum Fee	\$ 50.00
Late fee - double amount of regular fee	

**Explosives**

*Administrative Fee Applies*

Ordinance Regulating the Use of Explosives Blasting Permit	\$ 50.00
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**Floodplain**

*Administrative Fee Applies*

Floodplain Management Ordinance Application Fee	\$ 100.00
Expert's Fee - Payable 10 days after the town submits an invoice to the applicant.	Cost

**Land Use - Code Enforcement/Planning**

Town of North Yarmouth, Maine Land Use Ordinance

Site Plan Review Permit from Planning Board	\$ 250.00
Amendment to Site Plan Review Permit (Planning Board)	\$ 75.00
Subdivision Approval (Planning Board)	
Minor Subdivision	
Non-refundable application fee	\$ 250.00
Plus for each lot/dwelling unit	\$ 100.00
Technical Review	Cost + \$ 25.00
Major Subdivision	
Non-refundable application fee	\$ 350.00
Plus for each lot or dwelling unit	\$ 100.00
Technical Review	Cost + \$ 25.00 Conditional

**Town of North Yarmouth**  
**SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

---

**Roadway Ordinance – Code Enforcement/Road Commissioner**

*Administrative Fee Applies*

Parking Fine for On-Street (4+ hours)	\$ 25.00
Roadway Sign Installation Fee	\$ 50.00 + Cost
Private Road Sign Replacement Fees	\$ 25.00 + Cost
Road Inspection Fee (each inspection)	\$ 50.00
Road Permit	\$ 50.00
Street Entrance Permit	\$ 50.00
Temporary Entrance Permit	\$ 50.00
Street Opening Fee	\$ 100.00
Culvert Installation Permit	\$ 50.00
Snow on Public Highway Fine	\$ 50.00
Winter Parking Ban Fine	\$ 50.00
Obstructing Traffic	\$ 25.00
Emergency Vehicle Access Evaluation	\$ 50.00

**Mass Gatherings**

Licensing Fee	\$ 200.00
Penalty Fee	\$ 200.00 per day, with a maximum penalty of \$2,500

**Fire Rescue Department Permits**

Alarm: Residential	\$ 50.00
Alarm: Commercial	\$100.00
Sprinkler Systems	\$ 25.00
Liquid/Gas Fuel Burning Appliance	\$ 25.00
Solid Fuel Burning Appliance	\$ 25.00

**Nuisance Calls or False Alarms**

First three (3) calls	No charge
Fourth (4 <sup>th</sup> ) Call	\$100.00
Fifth (5 <sup>th</sup> ) Call	\$250.00
Sixth (6 <sup>th</sup> ) Call	\$500.00

Applies to a calendar year.

False Alarm calls are defined as a faulty detector or problem with the system. Actual smoke, be it food on the stove or other types of real activations do not constitute a false alarm. CO (Carbon Monoxide) Alarms that actually have CO reading does not constitute a false alarm.

Nuisance calls are defined as repeat responds for the same reason, such as the odor of gas with no readings on the gas meter and alike or other reason deemed a “nuisance” by the Fire Rescue Chief.

**Town of North Yarmouth**  
**SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

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**Parks & Recreation Areas**

Ordinance Violations - Per Offence	\$100.00
Domestic Animal Commercial Businesses Park Use Permits	
North Yarmouth - Monthly	\$ 25.00
Outside North Yarmouth - Monthly	\$ 50.00
North Yarmouth - 1 Day	\$ 5.00
Outside North Yarmouth - 1 Day	\$ 10.00
Groups or Organized Groups Single Event Use Permit (profit or non-profit*)	
Singular Event - per day	
Resident	\$ 50.00
Non-Resident	\$100.00

\*Fee is waived for nonprofits associated with the Town.

**Planning Board**

Use Approval from Planning Board	\$250.00
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**Plumbing Code - Code Enforcement**

*Administrative Fee Applies*

Uniform Plumbing Code Plumbing Fees	As established by the State of Maine
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**Town of North Yarmouth  
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

**Public Facility Use (Wescustogo Hall & Community Center)**

<b>Wescustogo Hall &amp; Community Rentals Rental Rates (per hour)</b>						
FACILITY SPACE	Residents of NY & Cumberland	Anyone NOT living in NY or Cumberland	Non-Profit or 501c3 organization that is not Municipal Government or Town Committee/ Board		Any Business, Private or Public, Operating for Profit	
	Resident	Non-Resident	Non-Profit Res.	Non-Profit/Non-Res.	For Profit - Res.	For Profit NR
Wescustogo Hall	<del>\$200.00</del> <b>\$225.00</b>	<del>\$300.00</del> <b>\$325.00</b>	<del>\$100.00</del> <b>\$150.00</b>	<del>\$150.00</del> <b>\$250.00</b>	<del>\$225.00</del> <b>\$250.00</b>	<del>\$325.00</del> <b>\$350.00</b>
Wescustogo Hall Room 1	<del>\$50.00</del> <b>\$75.00</b>	<del>\$75.00</del> <b>\$125.00</b>	<del>\$25.00</del> <b>\$50.00</b>	<del>\$50.00</del> <b>\$75.00</b>	<del>\$75.00</del> <b>\$100.00</b>	<del>\$100.00</del> <b>\$125.00</b>
Wescustogo Hall Room 2	<del>\$50.00</del> <b>\$75.00</b>	<del>\$75.00</del> <b>\$125.00</b>	<del>\$25.00</del> <b>\$50.00</b>	<del>\$50.00</del> <b>\$75.00</b>	<del>\$75.00</del> <b>\$100.00</b>	<del>\$100.00</del> <b>\$125.00</b>
Wescustogo Hall Room 3	<del>\$75.00</del> <b>\$100.00</b>	<del>\$100.00</del> <b>\$150.00</b>	<del>\$50.00</del> <b>\$75.00</b>	<del>\$75.00</del> <b>\$125.00</b>	<del>\$100.00</del> <b>\$125.00</b>	<del>\$125.00</del> <b>\$150.00</b>
Combo WH / Room 1 & 2	\$75.00	\$125.00	\$50.00	\$100.00	\$150.00	\$200.00
Combo WH / Room 2 & 3	\$100.00	\$150.00	\$75.00	\$125.00	\$175.00	\$225.00
Gymnasium (includes stage)	<del>\$50.00</del> <b>\$60.00</b>	<del>\$75.00</del> <b>\$85.00</b>	<del>\$25.00</del> <b>\$50.00</b>	<del>\$50.00</del> <b>\$50.00</b>	<del>\$100.00</del> <b>\$125.00</b>	<del>\$125.00</del> <b>\$150.00</b>
Community Room	<del>\$50.00</del> <b>\$60.00</b>	<del>\$75.00</del> <b>\$85.00</b>	<del>\$25.00</del> <b>\$50.00</b>	<del>\$50.00</del> <b>\$75.00</b>	<del>\$75.00</del> <b>\$100.00</b>	<del>\$100.00</del> <b>\$125.00</b>
Kitchen	<del>\$25.00</del> <b>\$30.00</b>	<del>\$40.00</del> <b>\$55.00</b>	<del>\$20.00</del> <b>\$25.00</b>	<del>\$35.00</del> <b>\$50.00</b>	<del>\$50.00</del> <b>\$60.00</b>	<del>\$65.00</del> <b>\$75.00</b>
<u>2 – HOUR Party package, 2 hours in Gym &amp; Community Room</u>	<b>\$125.00</b>	<b>\$175.00</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>50% of all deposit and rental fees are due at the time of rental confirmation.</b>						
<u>Loss Key/Card(s)</u>	<b>\$15.00</b>	<b>No Deposit Required</b>				
Damages	All groups/individuals shall be responsible in full for any costs to the center to include labor and materials.					

**Wescustogo Hall & North Yarmouth Community Center Misc. Fees**

Events & Programming (Resident)	\$ 0 - \$400.00*
Events & Programming (Non-Resident)	\$ 0 - \$450.00*
Equipment Rentals	
Damage Deposit	\$ 0 - \$250.00*
Rental Fee	\$ 0 - <del>\$150.00*</del> <b>\$350.00</b>

\*Variation of fee structure to allow for any and as many different events/programs throughout the year.

**Shellfish Conservation Ordinance** (Chapter 305 – Towns of Yarmouth/North Yarmouth)

License	
Resident Commercial	\$200.00
Non-resident Non-reciprocating Commercial	\$400.00
Resident Recreational	\$ 25.00
Non-resident Non-reciprocating Recreational	\$ 50.00
Three-day Recreational license (pursuant to section II.B.5)	\$ 30.00

Resident/Non-resident Recreational license fees are waived for individuals of age 65 or older.

**Town of North Yarmouth**  
**SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES**

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**Solid Waste**

Solid Waste Disposal & Recycling Ordinance  
Refuse Hauler Permit Application \$ 25.00

**Sprinklers**

Sprinkler Ordinance Refer to Ordinance

**Subsurface Wastewater**

Subsurface Wastewater Disposal Rules Plumbing fees as established by the State of Maine.

**Zoning Board of Appeals**

Administrative Appeal to Zoning Board \$250.00  
Miscellaneous Appeal to Zoning Board \$250.00  
Variance Appeal to Zoning Board of Appeals \$250.00

**Select Board**

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

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James Moulton, Vice-Chairperson

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David Reed

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Paul Hodgetts

ADOPTED July 6, 2010, EFFECTIVE July 7, 2010  
AMENDED June 7, 2011, EFFECTIVE July 1, 2011  
AMENDED June 19, 2012, EFFECTIVE July 1, 2012  
AMENDED June 18, 2013, EFFECTIVE July 1, 2013  
AMENDED August 5, 2014, EFFECTIVE August 6, 2014  
AMENDED October 20, 2015, EFFECTIVE October 21, 2015  
AMENDED October 4, 2016, EFFECTIVE October 5, 2016  
AMENDED September 5, 2017, EFFECTIVE September 5, 2017  
NO AMENDMENTS 2018  
AMENDED August 20, 2019, EFFECTIVE August 21, 2019  
AMENDED December 3, 2019, EFFECTIVE December 4, 2019  
NO AMENDMENTS 2020  
AMENDED July 20, 2021, EFFECTIVE July 21, 2021  
AMENDED January 4, 2022, EFFECTIVE January 5, 2022  
**AMENDED May 17, 2022, EFFECTIVE May 18, 2022**