

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, May 15, 2018  
6:00PM - Town Office Meeting Room**

**I. Call to Order**

**II. Public Hearing - Wescustogo Hall & North Yarmouth Community Center Bond Referendum**

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

- May 1, 2018
- May 9, 2018

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

Comments regarding issues, concerns, commendations or matters of general public information are welcome. Individuals shall have three (3) minutes to speak and be asked to state their name & legal residence. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so in a respectful and constructive manner. Topics relating to personnel or personnel matters cannot be acknowledged.

**V. Management Reports & Communications**

- Town Manager's Report
- Department Head Bi-monthly Reports

**VI. Old Business**

- Wescustogo Hall & NY Community Center - Liaison Update

**VII. New Business**

None

**VIII. Accounts Payable - Review & Approval**

- Accounts Payable

**IX. Any Other Business**

(Board communications of written, electronic, or verbal information to include but not limited to pending or future agenda meeting topics.)

**X. Executive Session - Personnel Matter**

**XI. 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.

**Town of North Yarmouth  
Guideline for Conducting  
PUBLIC HEARINGS**

1. **Open the Hearing** - A motion must be made, seconded, and voted on to open the Public Hearing.
2. **Presentation/Explanation** - A brief presentation/summary by the Chair or Town Manager is expected.
3. **Public Participation** - The Select Board can recognize questions/statements from the public in attendance.
4. **Board Inquiries/Discussions** - After public participation, the Board can discuss the subject matter, if necessary.
5. **Close the Hearing** - When it is clear that discussion of the subject has ended a motion to close the Public Hearing (seconded and voted) should take place.
6. **Further Motion(s)** - The Board, if they choose may elect to take action on the matter immediately or may do so at another point in the meeting.
7. **\*\*Amendments to the Hearing Subject** - The Board may also make amendments on the subject matter in accordance with any discussions/decisions that took place during the hearing.

***\*\*This will not apply to the Wescustogo hearing as it is a referendum vote and the election process does not provide for the application of any amendments.***

**Town of North Yarmouth  
Select Board  
Meeting Minutes of May 1, 2018**

**Call to Order**

Members Present: Jeanne Chadbourne, Jennifer Speirs, Anne Graham & Steven Morrison. Town Manager Rosemary Roy was also present.

**Minutes of Previous Meeting(s)**

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of April 17, 2018. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No – 1 Abstain (Anne Graham)**

**Public Comment - Non-Agenda Items**

Donna Palmer of Mountfort Road thanked everyone that attended the Ice Cream Social. LWNy is planning a concert on the Village Green featuring the North Yarmouth Troubadours.

**Management Reports & Communications**

**Town Manager's Report:**

Highlights:

- There will be an additional Select Board meeting on May 9th at 8 AM for the sole purpose of countersigning the education budget warrant.
- GPCOG/PACTS Annual Summit - Wednesday, May 30th, 1 PM - 7:30 PM.
- The Build Maine Conference will be on June 15th in Lewiston from 8am to 4pm.
- AARP publishes once a year an award-winning magazine known as "Where We Live - Communities for All Ages - 100+" The 2018 publication will feature our very own Fire Rescue Department and their efforts in reaching out to the community with Knox Box program for the town's seniors.
- Town Manager Roy gave the Select Board an explanation from the Secretary of State's office on how rank choice voting will be conducted; this information is available online and at the Town Office

**Old Business**

Wescustogo Hall & NY Community Center

- Liaison Update: The WBDC and Town Manager Roy finalized their presentation outline and handouts for the May 10<sup>th</sup> & 12<sup>th</sup> community events.
- Chairperson Speirs asked for an addition to the Q&A – "What happens if the vote in June is "No"?" Town Manager Roy will prepare literature as part of the handouts and have the Board review.
- Selectperson Morrison asked that a document be produced that shows the comparisons in use of the old Wescustogo Hall and the current NYMS.
- The Select Board would like to see what the possible revenues would be for the new Wescustogo Hall.

NYMS - Assessment Report: The Select Board received the latest copies of the building assessments performed by Criterium.

**New Business**

Appointment - LWNy Committee: Steven Harris has volunteered for the Living Well Committee.

Select Person Anne Graham moved to appoint Steven Harris to the Living Well Committee with a term ending June 30, 2018. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No**

Town Manager Evaluation/Contract Packet: The Select Board received packets that need to be filled out and returned to Chairperson Speirs by 5/15/18. Chairperson Speirs will compile a performance appraisal for the Select Board and Town Manager Roy for 5/29/18.

An executive session with Town Manager Roy will be held on June 5<sup>th</sup>. If the Select Board wishes to hold their own Executive Session they are able. The Select Board set this date to be 5/15/18 at the end of the Select Board Meeting.

#### **Accounts Payable – Review & Approval**

Chairperson Speirs moved to accept the accounts payable Warrants 43 & 44 in the amount of \$88,118.77. Selectperson Graham seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

#### **Adjournment**

Chairperson Speirs moved to adjourn.

Ashley P. Roan  
Recording Secretary

Select Board

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Jennifer Speirs, Chair

\_\_\_\_\_  
Jeanne Chadbourne, Vice Chair

\_\_\_\_\_  
Anne Graham

\_\_\_\_\_  
Stephen Morrison

**Town of North Yarmouth  
Select Board  
Meeting Minutes of May 9, 2018**

**Call to Order**

Members Present: Jeanne Chadbourne, Jennifer Speirs, Anne Graham & Steven Morrison. Assistant Town Manager/ Town Clerk Deborah Grover was also present.

**Business:**

Chairperson Speirs stated that the Select Board was called forth explicitly to acknowledge and countersign the MSAD 51 Referendum Budget Warrant.

The Select Board agreed by consensus to sign the MSAD 51 Referendum Budget Warrant.

Upon signing, the warrant was given to the Town Clerk for official posting.

**Adjournment**

Vice Chairperson Chadbourne moved to adjourn.

Ashley P. Roan  
Recording Secretary

Select Board

\_\_\_\_\_  
Jennifer Speirs, Chair

\_\_\_\_\_  
Jeanne Chadbourne, Vice Chair

\_\_\_\_\_  
Anne Graham

\_\_\_\_\_  
Stephen Morrison

The information contained in this report is intended to inform the Select Board, staff, and residents, some of the current activities taking place within the manager's office or the Town in general. All topics are open for discussion.

**Wescustogo Hall & NY Community Center** - The past two weeks focused on preparation leading up to the final community forums on the proposed project as well as other issues related to the project. Both I believe were successful. A special thank you to the Living Well committee for their support with refreshments at the Saturday forum.

**MSAD51** - The district meeting will be this coming Thursday at 7:00pm. As the Board is aware, the Cumberland Council has signed a resolution objecting to the proposed FY19 School Budget calling for additional reductions.

**Other** - Consisted of standard management duties.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager



## Bi-monthly Report - Public Works Department

### MARCH - APRIL 2018

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#### **General Maintenance of Parks & Grounds:**

- Spring lawn clean up
- Branches removed from cemeteries

#### **PW Building Maintenance:**

- Painted and touch up of Inside of the building
- Moved 2<sup>nd</sup> air compressor from storage into the shop for use

#### **Heavy Equipment:**

- Repair and maintained plow equipment

#### **Road Maintenance:**

- Dirt roads graded - Sweetser, The Lane, Lufkin, Thunder
- Maintained bump signs at frost heaves
- Removed posted roads for heavy load limits
- Patched Spring potholes
- Worked with residents, contractors and trucking companies on Heavy Load permits for posted roads
- Swept sidewalks and some Town roads

#### **Other:**

- Budget work
- Assisted Living Well Committee in the removal of unsafe exercise equipment from NYMS – stored for clean-up day
- Helped Northeast Testing conduct mold inspection at NYMS
- Moved sound equipment from Town office to NYMS and back again

#### **Changes/Updates:**

- Working on updating "Winter Road Policy."
- Working on "Capital Needs Assessment."
- Updated FEMA equipment list with Cumberland County EMA office

#### **Projects:**

- Built new trailer for the new portable "Speed Limit Sign" supplied from MDOT
- Flashing speed limit sign; Parsonage Rd & North Rd
- In conjunction with Pownal Public Works; beaver issues on Royal Rd

#### **Storms:**

- Had 3 snow storms



## Town of North Yarmouth

# Bi-monthly Report – Municipal Administration Department

Reporting Period: March & April FY18

### Collections

|  | FY17           | FY18           |
|--|----------------|----------------|
| • Excise Collection:                       | \$147,263.14   | \$149,927.80   |
| • Inland Fisheries & Wildlife Collections: | \$7,642.65     | \$3,796.00     |
| • PAYT Collections:                        | \$18,200.00    | \$15,942.50    |
| • Tax Collections:                         | \$3,266,789.32 | \$3,248,244.49 |

### Voting

| FY   | Democrat | Green | Libertarian | Republican | Un-Enrolled | Total Voters |
|------|----------|-------|-------------|------------|-------------|--------------|
| 2017 | 1094     | 149   | 11          | 967        | 110         | 3331         |
| 2018 | 1084     | 144   | 12          | 964        | 1108        | 3312         |

### Communications

(number of subscribers)

|                            | FY17 | FY18 |
|----------------------------|------|------|
| • Reminders From Town Hall | 699  | 742  |
| • Facebook                 | 737  | 891  |
| • Instagram                | 116  | 178  |
| • Twitter                  | 125  | 189  |
| • Town Hall Streams        | 189  | 97   |
| • Vimeo                    | 54   | 111  |

### Changes/Updates

- Attended Democratic Caucus on 3/4/2018 as Voter Registrar as mandated by MRSA Title 21-A.
- 34 Petitions for State Primary Nominations were certified by staff, during the month of March, each petitions can contain up to 75 signatures.
- Municipal nominations papers made available 3/5/18, submission deadline 4/12/18, 6 candidates took out papers, filed by the deadline, all signatures certified by the Clerk's office, all 6 will be on the municipal ballot.
- Draft ballots for MSAD referendum, Town referendum and municipal officers developed and sent to ES&S for printing and DS200 coding.
- Annual Town Meeting: 3% voter turnout – 99 of the 3,312 registered voters attended Town Meeting.

### Project(s) Update

- Co-ordinate annual cleanup day with PWD, Casella and Goodwill Industries for Saturday, June 2<sup>nd</sup>.
- Created a new button on the home page of the website labeled "*This Week in NY*", this features the various meetings and functions taking place in North Yarmouth for the current week, it is updated on Mondays.
- Co-ordinated with the Historical Society for an event in Walnut Hill Cemetery on May 20<sup>th</sup> with author and historian Ron Romano featuring the art works of stone cutter Bartlett Adams from the early 1800's. I will also be writing some brief bios of the deceased of those who have Bartlett Adams grave stones.

### Coming Up

- Bi-annual meeting and walk of the Cemetery Commission May 14<sup>th</sup>.
- Annual Staff Training in May 16 & 17, Municipal Offices Closed.
- School Budget Hearing May 17<sup>th</sup> at GHS, staff required to attend.
- Elections Training in May.
- Spring Burials and Memorial Day Preparations in the 3 Cemeteries.
- Election Day Tuesday, June 12<sup>th</sup>, polls open 7am to 8pm

Submitted by: Debbie Grover, Assistant Town Manager





## Town of North Yarmouth

# Bi-monthly Report - Fire Rescue Department

Reporting Period: March 2018 & April 2018 for FY18

### Activity

|  | FY17                     | FY18   |
|--|--------------------------|--------|
| Medical Calls                                  | 25                       | 27     |
| Fire Calls                                     | 22                       | 33     |
| Patient Evaluations                            | 25                       | 27     |
| Transports                                     | 16                       | 20     |
| Public Assistance                              | 1                        | 3      |
| Vehicle Accidents                              | 2                        | 6      |
| Mutual Aid                                     | 3                        | 6      |
| Unauthorized Burning                           | 2                        | 3      |
| Total Member Hours on Calls                    | 280.70                   | 334.10 |
| Total Member Hours Training                    | 315                      | 684    |
| Total False Alarms (Burglar) at Town Buildings | Was not tracking in 2017 | 3      |
| Total Incidents                                | 47                       | 60     |

### Changes/Updates

Over the last month few months, we have had an increase in attendance of members attending trainings. We have seen an increase in this area since we have started the Junior Explorer post within the department and I have hired a few members that are very active in the department. We also had our Mandatory Hazardous Materials refresher program. That one night alone attributes to 152 hours of training. We have also changed some of the ways we train. This change was instituted two months ago. Previously we trained on one topic for the night. The problem with this was it was focused more on one skill level. I have added a second topic on our training nights. This has allowed more participation by the different skill sets. While qualified interior members have been completing search and rescue drills, I have been taking the drivers, and Junior Explores for other training to keep them sharp on pumping at our hydrants and draft sites. This has been a huge success as shown in the added hours. We have not added more training nights. We have simply made training more beneficial to each member. Focus on two different groups makes the planning side more difficult, but gives our members and the town higher skilled members

### Project(s) Update

The Dry-hydrant at Rt-9 and the Royal River was repaired from over the winter. All our drivers have been put through testing on apparatus to ensure they are still competent in getting water from a non-pressurized water site. During this process, (if you have passed this draft site) members have painted Yellow and blue lines on the pavement. The Blue line is designed to allow for E-51 and Tank 53 to quickly pull up and set up for drafting. The lines give specific marks for the drivers. The Yellow line is used for E-52 and our Mutual-Aid. As simple as this sounds, it speeds up time in getting a water source by 10-15 minutes.

### Coming Up

We are still in a holding with FEMA on Storm Declaration documents. for the October 31, 2017 storm. Phyllis Mazzaglia (one of our live-in's) will be graduating from SMCC on May 20<sup>th</sup>, 2018 from the Criminal Justice Program. Phyllis graduated from the Fire Science program last year at SMCC. She has achieved associates degrees in both fields. Phyllis will be completing her internship with North Yarmouth Fire Rescue and will be missed as a frequent face at the station and on calls. I am pleased to say that she will remain on the roster as a Per-diem member and plans on working at least once a month here. We will be starting the process in June to fill her vacancy with a new student.

Submitted by: Gregory Payson, Fire Rescue Chief

Date: 05-10-2018

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## **EXECUTIVE SESSION**

### **Permitted Deliberations - Personnel Matters**

#### **MOTION:**

To move that the Select Board in accordance with our roles and responsibilities enter into executive session pursuant to Title 1 MRSA § 405 6 (A) to discuss a personnel matter.

*Note: All other parties to be included in the session should be noted in the motion.*