

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, June 15, 2021
Business Meeting 7:00 pm**

I. Call to Order

- Pledge of Allegiance

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

II. Special Presentations

- Dick Woodbury, Casco Bay Trails
- North Yarmouth School Fund Awards

III. Minutes of Previous Meeting(s)

- June 1, 2021

IV. 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 in a respectful and constructive manner. 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.

COVID-19 Procedures - Public Communications: Face coverings are required.

V. Management Reports & Communications

- Acting Town Manager's Report
- Financial Reports

VI. Old Business

- M.S.A.D #51 School Board Appointment
- COVID-19 Standard of Operations Procedure Review
- Route 115 Safety Assessment

VII. New Business

- Cumberland County Community Development Program
- Appointment - Ecomaine
- Muskie School Housing Study

VIII. Accounts Payable - Review & Approval

IX. Any Other Business

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

X. 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.

June 15, 2021

Agenda - Section II. Special Presentations

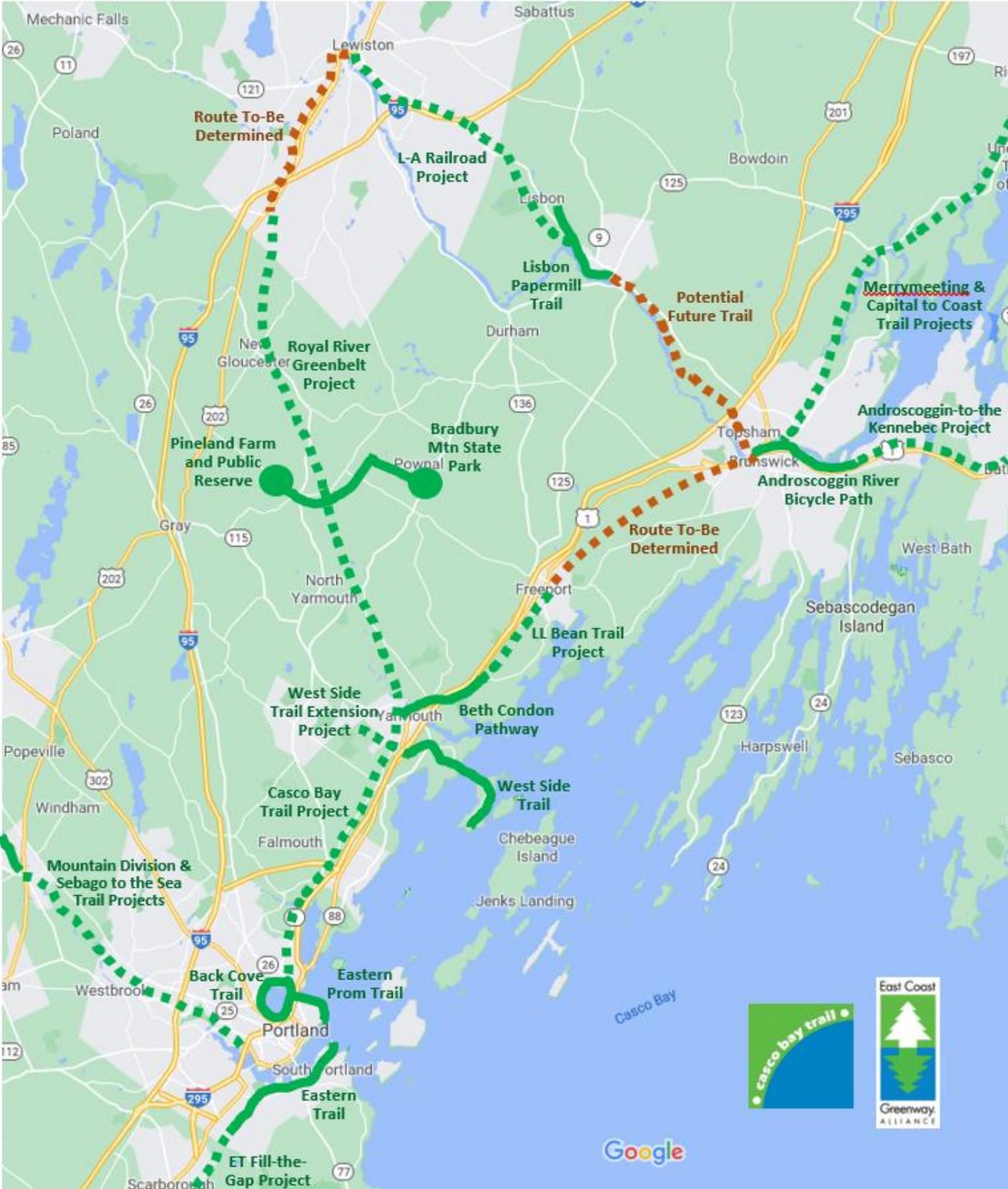
- Dick Woodbury, Casco Bay Trails
- North Yarmouth School Fund Awards

Blaine Barter, Chairperson of the North Yarmouth School Fund Trustees, and the Select Board, will draw the recipients of the North Yarmouth School Fund Award. After the recipients are drawn, the Chairperson of the Select Board will announce the winners.

Background Briefing to North Yarmouth Select Board

**Dick Woodbury, Casco Bay Trail Alliance
June 15, 2021**

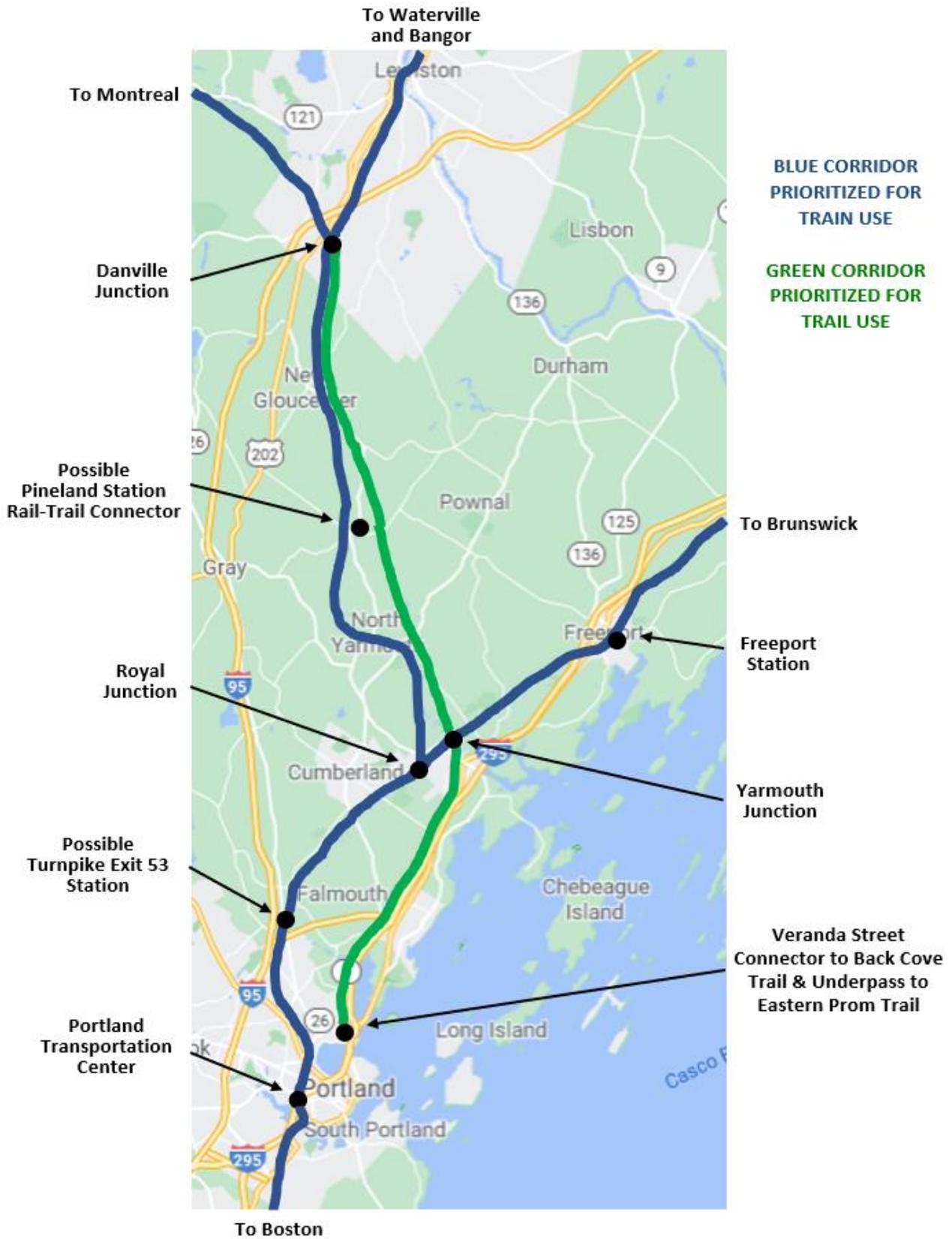
CASCO BAY TRAIL SYSTEM



KEY ISSUES AND RECENT DEVELOPMENTS

1. The Casco Bay Trail network would be anchored by a multi-use trail on the St. Lawrence and Atlantic rail corridor between Portland and Auburn, passing through North Yarmouth. This corridor is state-owned and unused by trains.
2. There is a second, still-active rail corridor between Portland and Lewiston-Auburn that could be used for passenger rail service, thereby advancing both public purposes.
3. The corridor through North Yarmouth would connect many conservation lands in the Royal River watershed, as well as connecting to trails through Pineland Farm and Bradbury Mountain state park.
4. The legislature just enacted LD 1133, which creates a *Rail Corridor Advisory Council* process. This process is explicitly designed to evaluate alternative uses of corridors like the St. Lawrence and Atlantic. MaineDOT has already committed to using the process to evaluate prospective rail-trails between Brunswick and Augusta (the Merrymeeting Trail) and between Portland and Fryeburg (the Mountain Division Trail).
5. The trigger for MaineDOT to initiate a *Rail Corridor Advisory Council* is having the municipalities along the corridor request it. We would love to get the St. Lawrence and Atlantic corridor on MaineDOT's evaluation agenda at the same time or shortly after their evaluations of these other corridors.
6. There is an unused freight easement on the St. Lawrence and Atlantic corridor that expires at the end of October. MaineDOT has indicated that municipal interests along the corridor are a key input to their evaluation of whether to renew the easement.
7. Would the North Yarmouth Select Board consider a resolution calling on MaineDOT to allow the easement to expire, and to create a *Rail Corridor Advisory Council* to evaluate the best future use of the St Lawrence and Atlantic corridor?

COMPLEMENTARY PASSENGER TRAIN SERVICE BETWEEN PORTLAND AND LEWISTON-AUBURN



June 15, 2021

Agenda - Section III. Meeting Minutes

- *Move to approve the minutes for June 1, 2021, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, June 1, 2021**

Call to Order – Steve Berry, James Moulton, Brian Sites, Austin Harrell, and David Reed. Acting Town Manager, Debbie Grover, was present. Chairperson Berry called the meeting to order at approximately 7:07 PM.

Minutes of Previous Meeting(s) – Chairperson Berry moved to approve the minutes for May 18, 2021, as presented. Selectperson Reed seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Public Comment - Non-Agenda Items – (13:25) Paul Napolitano, Mill Ridge Road, discussed an incident between a staff member and the Select Board before the meeting started and another incident involving a non-resident getting close to him at the April 12, 2021 business meeting. Mr. Napolitano asked the Board what precautions they have in place to enforce the 6-foot distance rule. Selectperson Reed responded that he was threatened by two (2) staff members who stated that they would call the Cumberland County Sheriff's Office if he did not comply with wearing a face covering. Selectperson Reed further stated that he did not understand the COVID-19 procedures recently updated by town staff. Selectperson Reed further shared his concerns with the provisions outlined in the policy.

Nelson Smith, Ledge Road, made a comment that the chairs were not 6-feet apart. Mr. Smith also asked the Board why the Cumberland County Sheriff's Office left the Fire Rescue Station. Chairperson Berry responded that the Sheriff's Office and the Town could not agree to a contract. Mr. Smith further stated that he was deeply concerned with them leaving and asked the Board why insurance was required all of a sudden. Furthermore, Mr. Smith stated that he hoped that they would come back to town. Selectperson Moulton responded that he spoke to the Sheriff about the departure. Selectperson Reed commented on the need for the Sheriff's presence to slow down traffic and their respectful manner.

Judy Potter, Walnut Hill Road, shared her concerns with the COVID-19 procedures, specifically six (6) feet seating. Ms. Potter shared her concerns with the Village Center development and expressed that the Board and other parties should find a middle ground as they have for the leash laws (Animal Control Ordinance & Regulations for the Use of Parks and Recreation Areas Ordinance).

Selectperson Moulton asked the Acting Town Manger what the time-frame was for the town office to open. Selectperson Reed moved to direct the town office to immediately re-open to normal hours and processes minus maintaining social distancing measure and barriers in the office. Selectperson Moulton seconded. Discussion: Selectperson Sites asked if motions were being taken during public comment. Chairperson Berry stated that the Board was not. Selectperson Reed withdrew his motion later in the meeting. Selectperson Moulton withdrew his second later in the meeting.

Selectperson Moulton again asked why July 6th was the set opening date. Acting Town Manager, Debbie Grover, stated that a busy schedule and short staffing were the reasons.

Paul Hodgetts, Sligo Road, asked when the Town Manager's end-of-year valuation was. Chairperson Berry responded June 30th and that the Town Manger needed to be present to be evaluated. Mr. Hodgetts requested that the public be provided more comfortable chairs for meetings. Judy Potter made further comments about how uncomfortable the chairs were.

Linc Merrill, North Road, commented on budget documentation referring to "worker's compensation" as "workman's compensation". Mr. Merrill made additional comments on starting a charter commission, mask requirements for the June 19, 2021 Annual Town Meeting, and the last Economic Development & Sustainability Committee meeting. Mr. Merrill commented on the tone of the of the Economic Development & Sustainability Committee at their last meeting and why the committee and the Planning Board were not meeting in-person. Mr. Merrill also offered to chip brush at Veteran's Park.

Management Reports & Communications:

Acting Town Manager's Report – (31:35) Chairperson Berry read the Acting Town Manager's Report. Selectperson Sites asked Chairperson Berry to clarify what will be voted on at the Special Town Meeting on June 7, 2021 and June 19, 2021. Selectperson Sites announced the Economic and Development Committee's

scheduled event on Senior Housing on July 17th from 8:30 AM. Selectperson Reed stated that the procedures on wearing masks in the policy did not make sense to him. Selectperson Reed stated that he felt that individuals could trust each other to be safe. Selectperson Reed stated that the person involved should speak on the policy and take Board questions. Chairperson Berry responded that the policy was determined by the guidelines provided to the Fire Rescue Chief and the Acting Town Manager from the CDC. The Chairperson read the remainder of the policy to the Board.

Chairperson Berry recognized Linc Merrill. Mr. Merrill made an additional comment regarding his communication with Maine Housing. Mr. Merrill asked what resources are being used by the Economic Development & Sustainability Committee to share with residents on Senior Housing. Selectperson Sites stated that he was researching those resources and followed up that the forum is an opportunity to listen to the community through open discussion. Selectperson Sites stated that he could have further information and discussions on Senior Housing directed towards himself.

Old Business

Three (3) Minute Rule (44:52)

Chairperson Berry stated that his interpretation of the Chairperson's responsibilities was derived from the Select Board bylaws, section 2 (b), "Officers and Duties". Selectperson Reed made a comment stating that he appreciated the discussion and did not feel the rule was too restrictive. Selectperson Sites followed up with stating that he thought he agreed with restructuring the agenda to have "Public Comment" after "New Business". Chairperson Berry stated that the discussion could come up again with new officers being elected to the Board. Selectperson Moulton stated that public comments were a judgement call. Selectperson Reed stated that he thought constituents should be able to speak as long as they need to. Chairperson Berry explained his reasonings for including the three (3) minute rule. Selectperson Moulton asked how the public felt on the matter. Kevin Robinson, Walnut Hill Road, responded that he would like to see the "Public Comment" section where it was. Paul Hodgetts, Sligo Road, agreed with Mr. Robinson's previous comment. Judy Potter, Walnut Hill Road, asked why the Board wanted to change the agenda format. Selectperson Moulton responded that the public comment has been more active this year and that Board should keep the current order of business. Selectperson Moulton also mentioned that the School Board had different styles of managing public comment that have been more restrictive in allowing the public to speak, which he did not agree with. Selectperson Reed stated that he did not agree with the rule but felt that the public comment should be more controllable in subject matter. Selectperson Reed also stated that items on the agenda should be addressed during the appropriate time on the agenda. Linc Merrill, North Road, stated that he appreciated Selectperson Moulton's comments and made further comments on having public comment where it's located in the meeting. Selectperson Reed stated that the Chairperson has not abused his authority to control public comment before.

New Business

Acceptance of Donation – (58:25) Chairperson Berry moved to accept, on behalf of the Town, donations received for FY21 of \$23,095.00, as presented. Selectperson Reed seconded the motion. Discussion: Chairperson Berry described the sheet located in the meeting materials. Selectperson Sites asked where the funds were located: undesignated funds or the general funds. The Acting Town Manager responded that funds were earmarked on the sheet. **Vote: 5 Yes – 0 No.**

Accounts Payable – (1:00:16) Chairperson Berry moved to approve accounts payable warrants 50 & 51 in the amount of \$132,312.26, as presented for FY21. Selectperson Sites seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Any Other Business

COVID-19 Standard Operation Procedures – (1:00:57) Chairperson Berry asked Chief Payson and Acting Town Manager, Debbie Grover, to speak to the policy. Chairperson Berry asked what the occupancy limitations would be for Town Meeting. Chief Payson stated that the guidance was consistent with other large facilities that have larger gatherings. Selectperson Reed stated that wearing a face mask was the responsibility of the individual. Chief Payson responded that town officials have a responsibility to protect the residents of the town and that the policy was written based on the guidance from the Maine CDC. Selectperson Reed asked if individuals who were responsible would be in danger of getting sick. Chief Payson stated that the masks

protect germs from being passed onto other individuals. Selectperson Reed asked if vaccines were effective enough to protect individuals. Selectperson Reed made further comments on the effectiveness of vaccines. Chief Payson further explained that many hours were put into working with the Maine CDC to update the COVID-19 Standards of Operation Policy. Selectperson Reed responded that he did not think the policy made sense and stated that the Maine CDC can be wrong. Selectperson Reed further stated that the removal of masks while speaking did not make sense to him. Chairperson Berry responded that that the rule was an attempt at a compromise to allow the speaker to be heard from the microphones. Selectperson Reed shared his concerns with how the Acting Town Manager was enforcing the COVID-19 Standards of Operations Policy. Chairperson Berry responded to end the back and forth. Selectperson Moulton asked if individuals who had problems breathing needed to show proof to staff. The Acting Town Manager responded in the negative but explained that individuals would be set aside from the crowd for public safety reasons. The Acting Town Manager presented examples of Town Offices that do require or strongly recommend mask wearing. The Acting Town Manager presented the Board with documentation answering Selectperson Reeds questions sent to her previously. Selectperson Moulton made further comments on the CDC's response to COVID-19. Mike Mallory, Walnut Hill Road, shared his concern with extensiveness of the discussion on this matter. Selectperson Reed further stated that he disagreed with the authority of the Acting Town Manager. Chairperson Berry asked that the conversation be focused on the policy, not personnel. Scott Kerr, New Gloucester Road, commented on his experience as an educated biologist, combat medic, and health officer. Mr. Kerr made statements supporting the wearing of face coverings and vaccines. Mr. Kerr asked about ventilation in the room. Chief Payson responded. Ms. Potter asked if the meeting would be in one room. Selectperson Sites answered in the affirmative. Selectperson Reed made further comments responding to Mr. Kerr's previous statement. Selectperson Harrell responded to Selectperson Reed on a previous comment to address the reasons why speakers can take off their mask temporarily to speak into the microphone. Nelson Smith commented on the intentions of the Fire Rescue Chief and Acting Town Manager to protect the residents.

Muskie School Housing Study – Selectperson Sites asked the Chairperson if the Board could discuss a housing study conducted by the University of Southern Maine Muskie School. The Chairperson responded that the item will be placed on the next agenda.

Brown-tailed Moth – Selectperson Reed stated that the Board should address brown-tailed moth. Chairperson Berry responded that the Board could circle back to the topic in two (2) weeks.

Adjournment - Chairperson Berry moved to adjourn at approximately 8:45 PM. Selectperson Sites seconded. Discussion: none. **Vote: 5 Yes – 0 No.**

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Steve Berry, Chair

James Moulton, Vice Chair

Brian Sites

Austin Harrell

David Reed

June 15, 2021

Section V. Management Reports & Communications

- Acting Town Manager's Report
- Financial Reports

Report(s) herein.

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

Richard Baston: Sadly, I share the news that Richard Baston passed away on May 29th at the age of 93, just two (2) days shy of his 94th birthday. Known to us as "Dick", he was born and raised in North Yarmouth. He served as our Fire Chief for 22 years, a department member for over 55 years, and on the Cemetery Commission for 60 years. Dick also served in the US Marine Corp, on the Historical Society, School Board and many other community organizations. He and his wife Rosalyn also gifted to the Town the Baston Park property. Dick will be missed by many including myself.

PACTS Funding FY22: Back in March, the Town Manager, Rosemary Roy, and Road Commissioner, Clark Baston, applied for funds from PACTS Municipal Partnership Initiative. North Yarmouth and Cumberland are part of the Northern Region and were allowed to apply for funding in FY22. Out of the \$ 400,000.00 allocated to the Northern region, North Yarmouth will receive \$ 300,000.00 for the purposes of completing ADA retrofits, intersection geometry adjustments (for safer traffic flow and better pedestrian walkability), installing conduit (for possible future lighting), pedestrian facilities, on-street parking, and curbing stormwater infrastructure. This project has a total **estimated** cost of \$ 650,000.00. Funds from the TIF of \$ 100,000.00 was recommended by the Select Board and Budget Committee for Town Meeting consideration under P3, "Street-Related Public Safety Measures & Village Area Amenities." More information on the project can be watched on Town Hall Streams for the meetings of February 2, 2021 and February 25, 2021. The worksheets are also posted on the Town's website under the Select Board page of the website, "2021 Town Meeting". The initial project design and other informative documents presented to the Board on February 2, 2021 and February 25, 2021 are included herein.

Elections: Thank you to our resident volunteer election clerks and town staff for another smooth and successful election day on Tuesday, June 8th. North Yarmouth had a 27% voter turn out with 1007 votes cast. As of election day, North Yarmouth has 3,701 registered voters.

Brown-tailed Moth: I am still in the process of researching the possibilities for brown-tailed moth management in our Town. If you look at the State's Detection Survey Map for brown-tailed moth completed in November 17, 2020 (included herein), it is obvious that area surrounding Knight's Pond in Cumberland and North Yarmouth is a "hot spot" for brown-tailed moth infestation. I have emailed with Thomas Schmeelk, an Entomologist with the Maine Forest Service Insect & Disease Lab. According to Tom, there are no state resources to subsidize brown-tailed moth management for municipalities. Falmouth and Yarmouth in the past have hired two (2) arborists, one (1) arborist during the month of January to do an assessment of what town roads would need to be treated, and one (1) arborist to do the spraying of trees in April using a truck along town roads. Falmouth spent \$18,100 for this service in FY20, and this was only for the April spraying along town roads. Both Falmouth and Yarmouth used an "opt out" process for residents to exclude them from spraying, which involved Public Works painting an "X" in the road in front of the residence. The "opt out" option seems to create uneven spraying that does not completely eradicate the issue. Some residents have called with concerns who stated that they continue to have the issues after spraying their own property. Tom has stated that towns can still experience issues based on the noncomformity in spraying and treatment. Furthermore, the Town can only spray public property. The [state's website](#) has lots of information to assist homes managing brown-tailed moth on their own properties. As additional information, Falmouth did not spray for brown-tailed moth this year as their assessment did not need them to do so. I will continue my research and update the Select Board when I have further information.

Joint Boards Meeting: M.S.A.D 51 School Superintendent, Jeff Porter, is requesting a joint meeting of the Cumberland Council, North Yarmouth Select Board, and M.S.A.D 51 Board of Directors on Monday, August 2, 2021 at 6:00 PM to go over the finalized plans for the new school project in advance of the referendum vote on November 2, 2021. Right now, the Board is scheduled to vote to call the referendum on Monday, September 20, 2021.

Little Bee Libraries: Katie Ewings, a senior at Greely High School, along with two other classmates, Senior Project is the placement of three (3) lending library's called Little Bee Libraries, in North Yarmouth, at the following locations: Chandler Brook Preserve, Old Town House Park, and the Village Green. The libraries are planned to be in place for 2 years, maintained by the students and there will be identification tags with contact information on the libraries.

Committee Resignation: Please find included a resignation letter from Diane Morrison. Diane has been on the Economic Development & Sustainability Committee for over four (4) years and I thank her for her years of service to the Town.

Maine Invasive Plant Control Grant Program: Please find attached a letter from the Maine Department of Agriculture, Conservation, and Forestry – Maine Forest Service. The Board asked me to look into the application presented by Scott Kerr for invasive plant control. The Town has been granted \$ 400 to match town funds to hire Paul Larrivee, the plan preparer, to complete the initial plan. The Parks and Recreation Committee will work with the plan preparer to develop a plan in FY22. The Town will then have the opportunity to apply for funds from the department to treat the affected areas in FY23. If the Board has further questions, please feel free to reach out to the Town Manager's office.

Town Office Hours:

- Wednesday, June 30th and Thursday, July 1st the Town Office will be closed to the public so staff can conduct the multiple fiscal year end processes required by software and State law.
- Monday, July 5th Municipal Facilities and Offices closed in observance of the July 4th holiday.
- Tuesday, July 6th the Town Office will return to pre pandemic hours. Appointments after 1:00PM will no longer be required. Town Office hours are Monday 8:00 AM to 6:00 PM, Tuesday thru Thursday 8:00 AM to 5:00 PM, Closed Friday.

Dates to Remember:

- Saturday, June 19th – Annual Town Meeting starting at 9:00 AM at the Wescustogo Hall & North Yarmouth Community Center.
- Tuesday, June 22nd - Tax Increment Financing (TIF) Workshop 6:00PM at the Wescustogo Hall & North Yarmouth Community Center.
- Saturday, June 26th – Cleanup Day 8:00 AM to 1:00 PM at the Public Works Facility.

Respectfully submitted,

Debbie Allen Grover

Debbie Allen Grover, Acting Town Manager



To: GPCOG Members, Transit Agencies, and Organizational Partners
From: GPCOG Team
Date: December 17, 2020
RE: Preparing for Federal Stimulus

Good Morning:

In preparing for potential Federal stimulus packages, the Greater Portland Council of Governments (GPCOG) is issuing a “call for projects” for *shovel-ready* and *shovel-worthy* projects. Shovel-ready projects are those infrastructure projects that are positioned for construction or implementation and ready to advertise for bids within 6-9 months. These types of investments were emphasized in the Obama administration’s 2009 American Recovery and Reinvestment Act (ARRA) and industry experts suggest a potentially similar approach for the incoming Biden-Harris administration. Shovel-worthy projects are typically those projects that offer significant economic, social, and environmental benefits, but which also require additional planning, design, and engineering prior to implementation. The Maine Climate Council’s [Four-year Plan for Climate Action](#) (“*Maine Won’t Wait*”) recognizes the need for additional project development so that these shovel-worthy projects can advance and potentially leverage Federal funding.

GPCOG encourages municipal members, transit agencies, and other organizational partners (“respondents”) to submit infrastructure projects through [GPCOG’s project portal](#). The portal requests information about the purpose and need, readiness, cost, benefits, and funding commitments for various types of projects, including transportation, power/energy, telecommunications, climate resiliency, water, and other infrastructure projects. Respondents are encouraged to submit high impact/transformational projects from their respective Capital Improvement Plans/Programs (CIPs) and other plans/studies and, where possible, propose ways in which to group projects together (e.g. a paving program with a water/sewer replacement). Respondents may also submit other routine and/or ongoing initiatives, such as preventive maintenance and operations, however, GPCOG kindly asks respondents to submit a *maximum of five (5) projects* through the [project portal](#).

Project examples may include, but are not limited to: multimodal corridor improvements; bridge replacements; roadway reconstruction projects; extensive paving projects; adaptive signal improvements (particularly if grouped together); active transportation infrastructure; transit stop/station improvements; clean energy initiatives; extensive water/wastewater improvements; culvert replacements; broadband expansion; street lighting; homeless shelter improvements; and significant investments in public spaces.

The [project portal](#) will close on January 15th at 5:00pm, at which point GPCOG staff will review the project submissions and send the list to the MaineDOT and other state agency partners for consideration *should funding become available*.

Regards,

The GPCOG Team

SPECIAL FUNDS 400 - VILLAGE CENTER TIF DISTRICT

**Expense Budget
FY21**

**Proposed
FY22**

30 - Village Center TIF District

5910-01 CIP Public Safety & Fire Protection \$ - \$ **20,000**

\$20,000 Public Safety Building Study

All facilities have a building study to assist in scheduling repairs through CIP EXCEPT the Fire Rescue Station at this time. Originally thought to have to be expended through CIP's, it was determined to be able to be expended through TIF. See March 10, 2021 Workshop (THS)

5910-02 Recreational Trails \$ - \$ **5,500**

\$5,500 Park Amenities

5910-03 Street-related Public Safety Measures and Village Area Amenities

\$15,000 Master Village Plan Engineering \$ **10,000** \$ **15,000**

\$0 Traffic Calming \$ **10,000** \$ -

\$20,000 Street Beautifications \$ - \$ **20,000**

\$65,000 Improvements: Rt. 9 to former Hazelton property \$ - \$ **65,000**

See documents attached and video of workshop on February 25, 2021 for more details.

5910-04 Sidewalks and Streetscape Projects

\$100,000 Pedestrian Safety - any pieces of full build out of the Village Center \$ **100,000**

(i.e. crosswalk landing improvements, sections of sidewalks)

Building a safe landing by NYV and connecting sidewalk across the fire station to the Village Green/future Old Town House; to build a safe landing from Village View Estates to the other side of the road (existing crosswalk). Purpose: ADA compliance/walk ability

5910-11 Professional Service Costs

\$74,000 Economic Development Consultant \$ **64,000** \$ **74,000**

\$18,000 Legal, Assessing, other \$ **19,000** \$ **18,000**

5910-12 Administrative Costs

\$65,000 Manangement, PW Director, Code Enforcement Officer, 4 - Support Staff \$ **76,000** \$ **65,000**

Staff spend time in creating presentations, answering questions, working with applicants in the Village Center, developing and implementing approved projects, etc. Employees are not paid more than their salary - no bonuses, paid holidays, etc. Money allocated here offsets funds appropriated in the normal operating budget.

5910-13 Economic Development Programs and Other Costs

\$25,000 Economic development programs and events, marketing (pitch package), \$ **7,000** \$ **25,000**

signage, advertising costs, and the support of economic development efforts, and techonology needs.

This money can be used to match grants and market and advertise economic development in the Village Center.

EDSC INVOLVEMENT AND COMPREHENSIVE PLAN IMPLEMENTATION IN CONJUNCTION WITH SELECT BOARD

Economic Development & Sustainability Committee (Charter): "The Economic Development & Sustainability Committee shall execute such duties as prescribed in the town comprehensive plan, strategic development plan, and charge of responsibilities established by the Select Board." The committee works with the Select Board.

VILLAGE CENTER TIF DISTRICT TOTALS: \$ **186,000** \$ **407,500**

119% Increase

TAX INCREMENT FINANCING OVERSIGHT

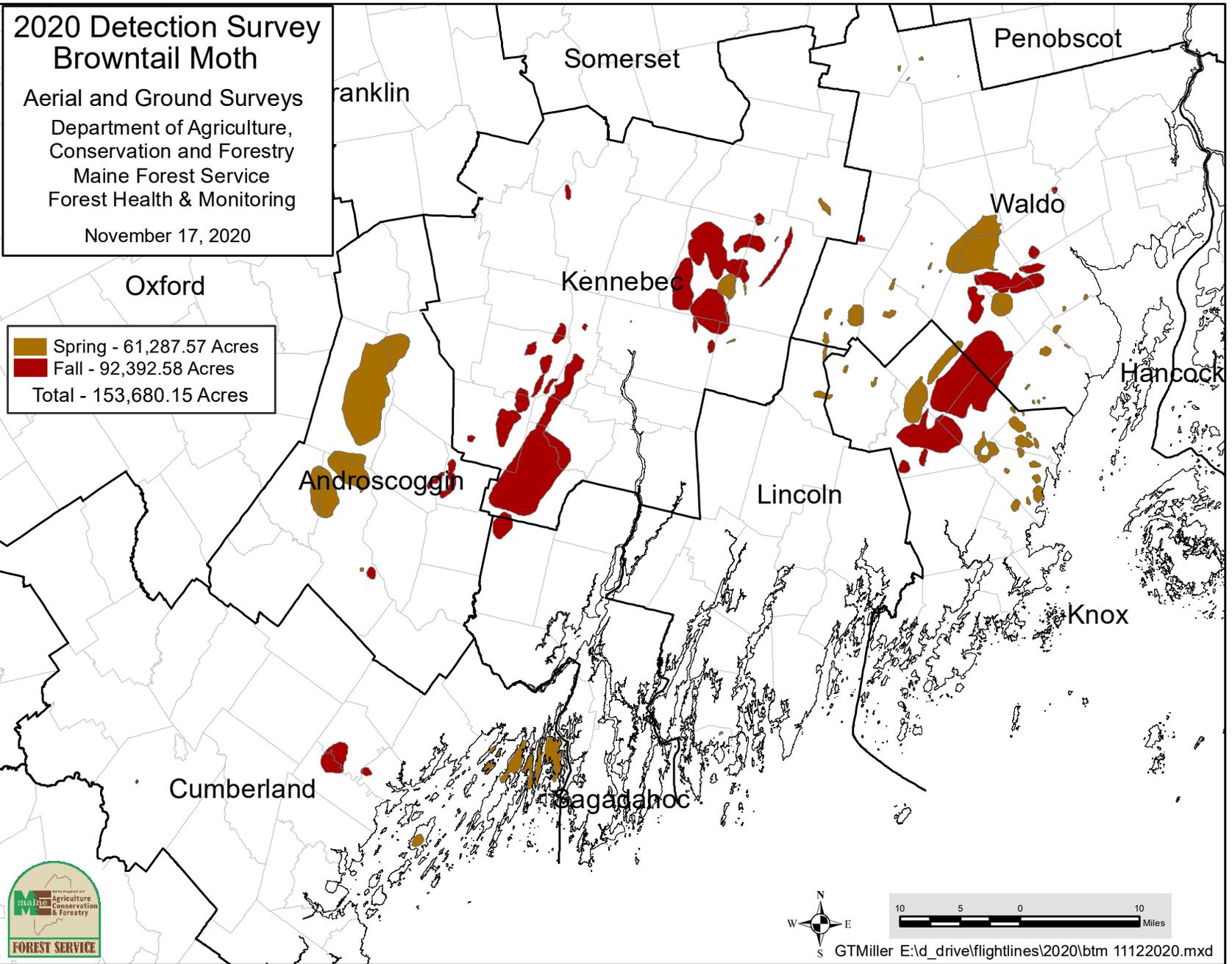
All TIF projects and spending is discussed by staff, the Select Board, and Budget Committee during public meetings. All spending MUST be approved at Town Meeting. The Town charter (Section III., § 3(b.)) and Financial Policy give the Town Manager the authority to approve spending throughout the fiscal year that's under \$100,000.00. There is also an informal bidding process (over \$50,000.00) or formal bidding process (\$100,000.00 and over) that takes place. The Select Board has complete oversight on ALL spending through Accounts Payable or further information to be requested from the Town Manager at a Board meeting.

Every year, the Town goes through an audit that is conducted by an independent auditor and submitted to the State auditor (by the independent auditor).

Village Center District Project Planning / Expenditures

			P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13	P14	Total Expenditures	Ending Balance	
Fiscal Year	TIF Year	TIF Revenue	CIP Public Safety & Fire Protection	Recreational Trails	Street-Related Public Safety Measures & Village Area Amenities	Sidewalks & Streetscape Projects	Welcome Center	Wireless / Broadband / 3-Phase Power	Water Infrastructure	Relocation of Utilities	Environmental Improvement Projects	Grants & Revolving Loan Fund	Professional Service Costs	Administrative Costs	Economic Dvlpmnt Programs & Other Costs	Land Assembly for Redevelopment			
2020	1	\$ 40,362	NO EXPENDITURES																
	Beg Bal	\$ 40,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,362
2021	2	\$ 230,454			Traffic Calming VC Engineering								Economic Consultant Legal Services / Other	Town Manager, PWD, CEO, Support Staff	EDSC Brochures, other; Matching Grant Funds, Misc.				
	Beg Bal	\$ 270,816			\$ 20,000								\$ 83,000	\$ 76,000	\$ 7,000			\$ 186,000	\$ 84,816
2022	3	\$ 350,000	Public Safety Building Study	Park Amenities	Street Beautification, VC Engineering, Rt. 9 to former Hazelton Property	Pedestrian Safety Sidewalks							Economic Consultant Legal Services / Other	Town Manager, PWD, CEO, Support Staff	EDSC Brochures, other; Matching Grant Funds, Misc.				
	Beg Bal	\$ 434,816	\$ 20,000	\$ 5,500	\$ 100,000	\$ 100,000							\$ 92,000	\$ 65,000	\$ 25,000			\$ 407,500	\$ 27,316
2023	4	\$ 400,000			Rt. 9 to former Hazelton Property								Economic Consultant Legal Services / Other	Town Manager, PWD, CEO, Support Staff	EDSC Brochures, other; Matching Grant Funds, Misc.				
	Beg Bal	\$ 427,316		\$ -	\$ 200,000								\$ 92,000	\$ 60,000	\$ 25,000			\$ 377,000	\$ 50,316
2024	5	\$ 425,000																	
	Beg Bal	\$ 475,316																\$ -	\$ 475,316
2025	6	\$ 450,000	Ladder Truck																
	Beg Bal	\$ 925,316	\$ 200,000															\$ 200,000	\$ 725,316
2026	7	\$ 450,000																	
	Beg Bal	\$ 1,175,316																\$ -	\$ 1,175,316
2027	8	\$ 450,000																	
	Beg Bal	\$ 1,625,316																\$ -	\$ 1,625,316
2028	10	\$ 450,000																	
	Beg Bal	\$ 1,625,316																\$ -	\$ 1,625,316
2029	10	\$ 450,000																	
	Beg Bal	\$ 2,075,316																\$ -	\$ 2,075,316
2030	11	\$ 450,000																	
	Beg Bal	\$ 2,525,316																\$ -	\$ 2,525,316
2031	12	\$ 450,000																	
	Beg Bal	\$ 2,975,316																\$ -	\$ 2,975,316
2032	13	\$ 450,000																	
	Beg Bal	\$ 3,425,316																\$ -	\$ 3,425,316
2033	14	\$ 450,000																	
	Beg Bal	\$ 3,875,316																\$ -	\$ 3,875,316
2034	15	\$ 450,000																	
	Beg Bal	\$ 4,325,316																\$ -	\$ 4,325,316
2035	16	\$ 450,000																	
	Beg Bal	\$ 4,775,316																\$ -	\$ 4,775,316
2036	17	\$ 450,000																	
	Beg Bal	\$ 5,225,316																\$ -	\$ 5,225,316
2037	18	\$ 450,000																	
	Beg Bal	\$ 5,675,316																\$ -	\$ 5,675,316
2038	19	\$ 450,000																	
	Beg Bal	\$ 6,125,316																\$ -	\$ 6,125,316
2039	20	\$ 450,000																	
	Beg Bal	\$ 6,575,316																\$ -	\$ 6,575,316

Town	Acres
Albion	395
Appleton	9,574
Auburn	7,220
Augusta	1,602
Belfast	1,545
Belgrade	298
Belmont	2,257
Boothbay Harbor	50
Bowdoin	1,445
Bristol	2
Brunswick	102
Burnham	62
Camden	1,783
Chebeague Island	476
China	3,201
Cumberland	1,376
Freedom	168
Greene	457
Harpwell	5,402
Hope	6,905
Knox	2,100
Leeds	2,493
Liberty	533
Lincolnton	1,469
Litchfield	15,951
Long Island	13
Manchester	2,705
Minot	1,799
Monmouth	4,230
Montville	1,838
Morrill	7,389
North Yarmouth	1,429
Northport	196
Palermo	1,651
Portland	14
Readfield	409
Rockland	318
Rockport	2,376
Searsmont	9,549
Somerville	513
Standish	32
Swanville	73
Troy	80
Turner	16,271
Union	8,648
Vassalboro	17,322
Waldo	512
Wales	2,216
Washington	374
West Gardiner	3,175
Windsor	488
Winslow	291
Winthrop	2,621
Yarmouth	282



This map has approximate locations of the most intense 2020 activity by browntail moth caterpillars in Maine. Data are mapped from a small plane. Low populations are not mapped and some areas of moderate to high populations can be missed. There are other areas where people are likely to feel the effects of browntail moth hairs in 2021. Human impacts have been reported in areas with more than 10 overwintering webs per tree, these locations can be easily missed by all surveys. People are encouraged to look at their trees for signs of the overwintering webs (photo, right) of this insect and consider reducing populations where it is feasible. For more information visit: <https://www.maine.gov/forestpests#btm>



From: [Christine](#)
To: [Draven Walker](#)
Subject: Re: Brown tail moth enough is enough.
Date: Thursday, June 10, 2021 8:39:37 PM

Please share the following.

My name is christine I live in north Yarmouth with husband and two sons and We have had enough of the brown tail moth caterpillars ! We have spent money on spray and a lot of money on medical creams bc of the rash these caterpillars are causing our family time and time again. Everyone that comes to my house ends up getting it.

We need to do something about it as a town. We will not win the battle against these horrible bugs. We are suffering every night itching. My poor kids are suffering. I strongly The Town needs to step in and help!!! This is getting out of control.

I want to know what needs to happen. To get something passed to get these pest out of our town and especially my back yard.

I'm sending this to you [at 1:45 am](#) because I've been up all night itching. It's not fair. That I have paid good money to spray my yard but if everyone does do it the solve the problem.

Enough is enough

LIt's awful. No one is going to want to live in this town if you guys don't do something. I love my home but I also want to be able to enjoy the outside. Please help. They won't go away until something is done as whole. If you have had this rash you know. My family has had this awful awful rash multiple times. Covid has taken a huge toll on all of us and now we have to deal with this. Please help.

Thank you.

Sent from my iPhone

On Jun 10, 2021, at 9:02 AM, Draven Walker <dwalker@northyarmouth.org> wrote:

Christine,

I am so sorry for you and your family. The Acting Town Manager is currently looking into the matter and will provide a report to the Select Board at the June 15, 2021 meeting. If you want to send another statement or have me give this statement to the Chairperson to be read at the meeting, I'm more than happy to do that. If you have any questions, let me know.

The Select Board meeting is June 15th at 7:00 PM.

Respectfully,



JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

Thursday, June 03, 2021

**DEBBIE GROVER, REP, TOWN OF NORTH YARMOUTH
10 VILLAGE SQUARE RD
NORTH YARMOUTH ME 04097**

Dear TOWN OF NORTH YARMOUTH:

Thank you for your application for financial incentives under Maine Forest Service's Invasive Plant Management Program for your property in North Yarmouth.

Funds have been set aside pending satisfactory completion of an Invasive Plant Control Practice Plan for 45 wooded acres. The maximum cost-share reimbursement available to you is \$400.00. The actual payment amount will be determined by MFS based on the number of eligible surveyed acres identified in the completed plan and the maximum rates set by the program.

In placing your application for financial incentives, you are affirming that you own the property or legally represent its owner(s), and to the guidelines and requirements of the program. Your plan preparer can help you understand your obligations under this program. If you have additional questions, please feel free to call the Maine Forest Service.

Your next step is to have your plan preparer, PAUL LARRIVEE JR, prepare the plan. He/she will be responsible for assembling the appropriate documentation and submitting it to the Maine Forest Service District Forester.

Your Maine Forest Service District Forester is:

**Shane Duigan
Maine Forest Service
356 Shaker Road
Gray ME 04039 Telephone: 207-592-1251**

The performance period for all plans will be the field season of the calendar year of approval, e.g., if approved to prepare an IPCPP in 2021, field survey must be completed between June 1 and October 1, and plans are to MFS due upon completion or by latest November 1. Expired or incomplete plans will be cancelled. If you have any difficulty meeting this deadline, please contact the Maine Forest Service.

Please call me or your MFS District Forester if you have any questions. Thank you for your participation in this program.

Sincerely yours,

Andy Shultz
Landowner Outreach Forester

Copy to: PAUL LARRIVEE JR, SHANE DUIGAN; MFS FILE

This program is funded by a grant from the USDA Forest Service, State Private Forestry

MAINE FOREST SERVICE
PATTY CORMIER, DIRECTOR

PHONE: (207) 287-2791
TTY: Maine Relay 711
www.maineforestservice.gov

We help you make informed decisions about Maine's forests

June 10,2021

Members of the Select Board and Residents of North Yarmouth,

I am writing to let you know that I am resigning from the Economic Development and Sustainability Committee. My resignation is effective immediately.

It has been an honor to work with the EDSC volunteers, Amy Horstmann, Jason Perkins, Kit Maloney and David Allen. We worked well together using the Comprehensive Plan to guide us. I want to thank Vanessa Farr, the Economic Consultant, for providing a Vision for North Yarmouth in the Village Center Master Plan, applying for grants and funding, TIF and so much more. Her professional expertise has been invaluable.

I am also grateful for the times that EDSC intersected with, Living Well in North Yarmouth and The Planning Board. Their entire committees' commitment and number of volunteer hours to this town are extraordinary. Over the years, Steve Palmer and Audrey Lones have devoted their time to this community. Steve, with the Select Board, Living Well, Parks and Rec and Audrey, School Board and Planning Board.

I cannot leave without saying thank you to the office staff for all their support, Debbie Allen Grover, Draven Walker, Stacey Ruby and Cheryl Trenoweth, particularly in light of the current demands being placed upon them. Town of North Yarmouth is fortunate to have this dedicated and hard-working group.

I want to thank Rosemary Roy. I served on EDSC for a little over four years. Her recent leave has left many of us rudderless. I enjoyed working with Rosemary. She is a good leader who listened to ideas that were not necessarily consistent with hers. I know she was able to represent EDSC with the Select Board.

As I write this resignation, I spent time reflecting on all of these volunteers/staff. What motivates them to volunteer for committees and boards or continue working for North Yarmouth, especially now.

Willingness. The willingness to see North Yarmouth thrive today and simultaneously plan for the future generations who will live here.

Lastly, I want to thank the residents of North Yarmouth, my neighbors and my friends who supported me when it was difficult and contentious. I look forward to the future of North Yarmouth, its growth and challenges.

Best,
Diane Morrison

**EXPENSE SUMMARY REPORT
MAY FY21**

DEPARTMENTS	FY 20				Unexpended		FY21				Unexpended	
	Budget	Debits	Credits	Balance	%	Budget	Debits	Credits	Balance	%		
110 - MUN ADMN												
01 - OPERATIONS	392,333.00	410,956.91	63,341.00	44,717.09		352,767.00	356,086.08	56,832.23	53,513.15			
02 - CONTR/PROF	78,716.00	105,868.36	275.00	-26,877.36		119,958.00	100,906.60	0.00	19,051.40			
03 - BLDG/GRNDS	-	-	-	-		-	-	-	-			
04 - COMMCOMM	8,500.00	7,473.94	0.00	1,026.06		-	-	-	-			
Totals	479,549.00	524,299.21	63,616.00	18,865.79	96.07%	472,725.00	456,992.68	56,832.23	72,564.55	84.65%		
120 - COMM SERVICES												
01 - CEO/PLAN	103,698.00	86,833.13	0.00	16,864.87		115,375.00	98,865.39	3,155.00	19,664.61			
02 - ECONOM DEV	58,400.00	48,956.82	0.00	9,443.18		90,000.00	2,040.13	0.00	87,959.87			
03 - PKS/REC	11,350.00	6,494.25	0.00	4,855.75		7,850.00	3,413.37	79.50	4,516.13			
04 - GENL ASST	7,688.00	1,610.87	0.00	6,077.13		8,288.00	1,072.38	0.00	7,215.62			
05 - SOC SERVC	3,440.00	3,178.81	0.00	261.19		3,871.00	3,330.24	165.12	705.88			
06 - CEMETERIES	5,765.00	2,960.70	0.00	2,804.30		1,815.00	5,320.31	2,150.00	-1,355.31			
07 - LIVING WELL	750.00	969.73	0.00	-219.73		1,450.00	1,248.91	0.00	201.09			
08 - HIST SOCIE	1,750.00	1,448.45	0.00	301.55		-	-	-	-			
Totals	192,841.00	152,452.76	0.00	40,388.24	79.06%	228,649.00	115,290.73	5,549.62	118,907.89	48.00%		
125 - COMMUNITY CENTER												
01 - OPERATIONS	-	-	-	-		60,561.00	51,295.23	0.00	9,265.77			
Totals	-	-	-	-	-	60,561.00	51,295.23	0.00	9,265.77	84.70%		
130 - PUBLIC SAFETY												
01 - FIRE RESCUE	322,308.00	260,394.64	2,091.39	64,004.75		332,820.00	260,904.90	2,712.00	74,627.10			
02 - CONTR/PROF	109,902.00	88,791.66	0.00	21,110.34		115,719.00	103,000.38	0.00	12,718.62			
Totals	432,210.00	349,186.30	2,091.39	85,115.09	80.31%	448,539.00	363,905.28	2,712.00	87,345.72	80.53%		
140 - PUBLIC WORKS												
01 - OPERATIONS	429,518.00	383,188.51	13,315.88	59,645.37		464,058.00	386,578.98	29,445.87	106,924.89			
Totals	429,518.00	383,188.51	13,315.88	59,645.37	86.11%	464,058.00	386,578.98	29,445.87	106,924.89	76.96%		
145 - BUILDINGS & GROUNDS												
01 - OPERATIONS	4,600.00	6,589.60	0.00	-1,989.60		43,639.00	33,700.75	0.00	9,938.25			
02 - UTILITIES	33,978.00	50,832.73	324.53	-16,530.20		51,130.00	47,886.49	0.00	3,243.51			
03 - FACLTY MAINT	22,999.00	27,396.64	10.58	-4,387.06		33,091.00	31,393.68	1,061.00	2,758.32			
Totals	61,577.00	84,818.97	335.11	-22,906.86	137.20%	127,860.00	112,980.92	1,061.00	15,940.08	87.53%		
150 - SW/RECYCLING												
01 - SOLID WASTE	228,188.00	194,219.50	0.00	33,968.50		230,733.00	186,646.97	0.00	44,086.03			
Totals	228,188.00	194,219.50	0.00	33,968.50	85.11%	230,733.00	186,646.97	0.00	44,086.03	80.89%		
160 - FIXED EXPENSES												
01 - DEBT SERVICE	285,900.00	517,662.50	231,762.50	0.00		280,650.00	280,650.00	15,000.00	15,000.00			
02 - EE BENEFITS	323,435.00	238,337.89	4,757.55	89,854.66		444,881.00	385,117.19	5,699.14	65,462.95			
03 - INSURANCE	41,457.00	46,039.00	0.00	-4,582.00		46,906.00	44,331.00	0.00	2,575.00			
04 - EDUCATION	7,368,665.00	6,754,609.42	0.00	614,055.58		7,898,211.00	7,240,026.64	0.00	658,184.36			
05 - SHARED SVCS	165,876.00	125,278.17	0.00	40,597.83		201,577.00	151,182.75	0.00	50,394.25			
06 - COUNTY TAX	362,248.00	362,248.00	0.00	0.00		416,874.00	380,619.00	0.00	36,255.00			
Totals	8,547,581.00	8,044,174.98	236,520.05	739,926.07	91.34%	9,289,099.00	8,481,926.58	20,699.14	827,871.56	91.09%		
Final Totals	10,371,464.00	9,732,340.23	315,878.43	955,002.20	90.79%	11,322,224.00	10,155,617.37	116,299.86	1,282,906.49	88.67%		

100 - REVENUES	FY20					FY21				
	Budget	Debits	Credits	Uncollected Balance	%	Budget	Debits	Credits	Uncollected Balance	%
4010 - AGENT FEES	12,100.00	6.00	10,896.75	1,209.25	90.01	12,100.00	0.00	16,002.25	-3,902.25	132.25
4020 - RESCUE FEES	60,000.00	0.00	80,971.60	-20,971.60	134.95	60,000.00	0.00	64,708.66	-4,708.66	107.85
4030 - APPEALS	50.00	0.00	112.50	-62.50	225.00	50.00	0.00	0.00	50.00	0.00
4035 - BAD CHECK FEES	-	-	-	-	-	0.00	0.00	80.00	-80.00	-
4040 - BETE REIMBURSEMENT	1,200.00	0.00	42,738.00	-41,538.00	3561.50	42,712.00	0.00	52,120.00	-9,408.00	122.03
4050 - BOAT EXCISE	8,500.00	320.60	5,708.70	3,111.90	63.39	5,950.00	3.00	7,950.20	-1,997.20	133.57
4060 - BUILDING PERMITS	60,000.00	2,525.50	75,038.37	-12,512.87	120.85	75,000.00	949.60	88,041.72	-12,092.12	116.12
4067 - BURN PERMITS - ONLINE	240.00	0.00	168.00	72.00	70.00	240.00	0.00	202.00	38.00	84.17
4080 - CATV FRANCHISE FEES	30,800.00	0.00	29,012.01	1,787.99	94.19	30,000.00	500.00	33,984.01	-3,484.01	111.61
4090 - CELL TOWER RENTAL	39,000.00	0.00	37,722.86	1,277.14	96.73	40,000.00	0.00	35,847.93	4,152.07	89.62
4100 - CEO FINES	-	-	-	-	-	0.00	0.00	140.00	-140.00	-
4110 - CEO MISC. PERMITS	300.00	0.00	0.00	300.00	0.00	250.00	0.00	275.00	-25.00	110.00
4120 - CEO POWNAL SERVICES	17,500.00	4,818.66	12,425.33	9,893.33	43.47	-	-	-	-	-
4130 - CLERK FEES	755.00	0.00	782.00	-27.00	103.58	800.00	0.00	388.00	412.00	48.50
4140 - CUSTOMER SERVICES FEES	700.00	0.00	343.70	356.30	49.10	650.00	0.00	702.28	-52.28	108.04
4150 - DOG LICENSE FEES / ACO	1,650.00	0.00	1,534.00	116.00	92.97	1,650.00	0.00	1,549.00	101.00	93.88
4155 - DONATIONS	-	-	-	-	-	0.00	0.00	75.00	-75.00	-
4157 - PARK USE PERMIT DOGS	1,200.00	0.00	750.00	450.00	62.50	1,200.00	0.00	200.00	1,000.00	16.67
4160 - ELECTRICAL PERMITS	10,500.00	40.00	15,074.38	-4,534.38	143.18	15,500.00	0.00	14,529.01	970.99	93.74
4190 - FOAA FEES	-	-	-	-	-	0.00	0.00	209.00	-209.00	-
4200 - GENEALOGY SEARCH	150.00	0.00	21.00	129.00	14.00	150.00	0.00	45.00	105.00	30.00
4210 - GENERAL ASSISTANCE	2,500.00	0.00	437.90	2,062.10	17.52	2,500.00	0.00	175.27	2,324.73	7.01
4220 - HOMESTEAD EXEMPTION	200,527.00	0.00	208,503.00	-7,976.00	103.98	333,594.00	0.00	293,265.00	40,329.00	87.91
4257 - CARES ACT - COVID19	0.00	0.00	1,343.51	-1,343.51	-	-	-	-	-	-
4260 - LOCAL ROAD ASSISTANCE	27,000.00	0.00	27,952.00	-952.00	103.53	27,400.00	0.00	26,048.00	1,352.00	95.07
4265 - PROPERTY & CASUALTY POOL	2,500.00	0.00	5,505.00	-3,005.00	220.20	5,500.00	0.00	5,025.00	475.00	91.36
4270 - MSAD ELECTIONS	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	2,520.90	2,520.90	1,600.00	0.00
4280 - MISC REVENUES	1,200.00	6,903.95	7,026.52	1,077.43	10.21	1,200.00	9,537.10	10,187.11	549.99	54.17
4290 - BMV EXCISE	965,000.00	19,239.40	774,724.48	209,514.92	78.29	828,750.00	702.70	1,002,715.57	-173,262.87	120.91
4310 - PEER REVIEW	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
4320 - PLANNING BOARD	1,200.00	0.00	3,250.00	-2,050.00	270.83	1,200.00	25.00	4,300.00	-3,075.00	356.25
4330 - PLUMBING PERMITS	8,500.00	805.00	13,905.00	-4,600.00	154.12	18,000.00	0.00	11,715.00	6,285.00	65.08
4335 - PRIVATE ROAD SIGNS	300.00	0.00	155.06	144.94	51.69	300.00	0.00	88.94	211.06	29.65
4340 - RENTAL FEES	25,500.00	0.00	9,875.00	15,625.00	38.73	10,200.00	0.00	9,775.00	425.00	95.83
4345 - WH&CC FEES	0.00	1,475.00	8,300.80	-6,825.80	-	51,970.00	4,690.00	9,736.50	46,923.50	9.71
4350 - REVENUE SHARING	387,000.00	0.00	251,238.47	135,761.53	64.92	271,799.00	0.00	353,931.99	-82,132.99	130.22
4360 - SALE OF ASSETS	0.00	0.00	801.00	-801.00	-	0.00	0.00	2,925.00	-2,925.00	-
4370 - SITE PLAN REVIEW	1,200.00	0.00	1,000.00	200.00	83.33	1,200.00	0.00	1,250.00	-50.00	104.17
4380 - SNOWMOBILE CLUBS	1,250.00	0.00	1,151.88	98.12	92.15	1,250.00	1,211.46	1,211.46	1,250.00	0.00
4390 - SOLID WASTE/RECYCLING	186,300.00	0.00	140,692.50	45,607.50	75.52	148,000.00	38,845.65	230,814.84	-43,969.19	129.71
4400 - SW HAULER PERMIT	75.00	0.00	0.00	75.00	0.00	75.00	0.00	150.00	-75.00	200.00
4420 - TAX INTEREST	15,000.00	7.73	16,483.29	-1,475.56	109.84	15,000.00	66.28	15,084.26	-17.98	100.12
4430 - TAX PENALTY	3,000.00	0.00	2,254.31	745.69	75.14	3,000.00	0.00	1,694.96	1,305.04	56.50
4450 - TIMBER HARVEST	5,000.00	-	-	-	-	5,000.00	0.00	0.00	5,000.00	0.00
4480 - TREE GROWTH EXEMPTION	4,000.00	0.00	2,641.04	1,358.96	66.03	4,000.00	0.00	2,330.52	1,669.48	58.26
4485 - CONSOLIDATED COMM. LEASE	-	-	-	-	-	6,000.00	0.00	5,500.00	500.00	91.67
4500 - VETERAN'S EXEMPTION	2,950.00	0.00	1,598.00	1,352.00	54.17	2,950.00	0.00	2,153.00	797.00	72.98
4510 - VITAL RECORDS	3,100.00	0.00	1,454.20	1,645.80	46.91	3,100.00	0.00	2,442.40	657.60	78.79
Final Totals	2,090,347.00	36,141.84	1,793,592.16	327,896.68	84.07	2,030,840.00	59,051.69	2,312,089.78	- 222,198.09	110.94

June 15, 2021

Section VI. Old Business

▪ M.S.A.D #51 School Board Appointment

Each applicant will have three (3) minutes to make a statement to the Select Board. Vice Chairperson Moulton will lead and oversee any questions from Select Board members or public.

Executive Session – RECOMMENDED MOTION

Move that the Select Board enter into executive session pursuant to Title 1 MRS § 405 Executive Sessions § 6(A) to discuss an appointment to the M.S.A.D 51 Board of Directors. Second, discussion and vote follow.

NOTE: The executive session and action item can be considered later in the meeting when no other item is on the floor for discussion.

ACTION ITEM

Move to appoint XXX as an interim director of the M.S.A.D 51 Board of Directors until the next annual municipal election. Second, discussion and vote follow.

Note: This appointment is allowed by Maine State Statute, Title 20-A § 1254, "Vacancies".

▪ COVID-19 Standard of Operations Policy

The full policy and addendum A included herein.

Move to accept the COVID-19 Standard of Operations Policy, as written (or amended). Second, discussion and vote follow.

▪ Route 115 Safety Assessment

Back on April 20, 2021, the Select Board requested a Safety Assessment Study from the junction of Haskell Road to the Gray line. The details of the findings are included herein in Robert VanLuling's email. The Board, per Title 29-A § 2085, may request that the section of road between Haskell Road to the Bittersweet Ridge Disc Golf Entrance also be striped as a no passing zone. MDOT has already confirmed that they will do from Mill Road to Deer Brook Apt. Road. MDOT, the Fire Rescue Chief, and Road Commissioner do not see any necessary further action.

Statute allows the Board to send a letter to the MDOT Commissioner for further appeal. If the Board is interested in further action, the Acting Town Manager can prepare the letter for Board endorsement at the next meeting.

Move to direct the Acting Town Manager to prepare a letter to the MDOT Commissioner to request that the section of road between Haskell Road to the Bittersweet Ridge Disc Golf Entrance be striped as a no passing zone and to bring such letter back to the Board for endorsement. Second, discussion and vote to follow.



TOWN OF NORTH YARMOUTH

Application to fill the vacant MSAD#51 Board of Directors Seat

Please plan to attend the June 15, 2021 Select Board meeting as part of the selection process.

Please provide the following information:

Name: Ally Ford
Email: noteasilyprovoked@gmail.com
Mailing Address: 11 Edna Ln. North Yarmouth ME 04097
Street Address if different from mailing address:
Telephone number(s): 207.489.9541 207.400.9492

- 1. Please give a short narrative as to why you would like to be appointed to fill the vacant MSAD#51 Board of Directors Seat. The June 1, 2020 Equity letter divided our community. The board's response to the pandemic and getting kids back 5 days/week further polarized our community. I hope to offer a balanced, civil, and intelligent voice for those in our community who are concerned about lacking transparency and disagree with ideologies being accepted as the "norm."
2. Do you have any relevant experience, training or credentials that you would like us to consider? Civil Engineer 1994-2004 w/ Division of Water Rights UT, USFS, Caltrans; Educator 2005-present Home private contractor education groups, G-PLS, community after school clubs/programs, World Relief teaching English to refugees; Volunteer 2014-present trained client advocate at Women's Resource Medical Clinic
3. Have you ever served on any boards/committees before? If so, when and where? Dept of Natural Resources Water Quality Committee served as chair 194-197; Relocation Steering Committee for Rehoboth Church in Gray, ME 2020-2021; Board member of FACHE - nonprofit home educators association 2010-2012

Ally Ford
Applicant's Signature

6 / 10 / 21
Date

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

- husband and I own and manage small business in Yaraouth. 2018-present
(KB wheels bicycle shop.)



TOWN OF NORTH YARMOUTH

Application to fill the vacant MSAD#51 Board of Directors Seat

Please plan to attend the June 15, 2021 Select Board meeting as part of the selection process.

Please provide the following information:

Name: Elizabeth Jacobson
Email: ejacobson10607@gmail.com
Mailing Address: 8 T. tcomb Field Rd., North Yarmouth, ME 04097
Street Address if different from mailing address: _____
Telephone number(s): (207) 756-5794

1. Please give a short narrative as to why you would like to be appointed to fill the vacant MSAD#51 Board of Directors Seat See attached sheet

2. Do you have any relevant experience, training or credentials that you would like us to consider? I am a former teacher and currently an Occupational Therapist working in a neighboring district. See attached resume for more details.

3. Have you ever served on any boards/committees before? If so, when and where? Cumberland Cooperative Nursery School - 2014-2016

Elizabeth Jacobson
Applicant's Signature

5, 17, 21
Date

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

Elizabeth Jacobson, MOT OTR/L

8 Titcomb Field Rd., North Yarmouth, ME 04097

Tel: 207 756-5794 ; ejacobson10607@gmail.com

Narrative as to why I would like to be appointed to fill the vacant MSAD 51 Board Set

I am submitting this application because I believe public education is vital to the success of our community. I believe I am a strong candidate for this position, because 1) I am familiar with public education and the laws/regulations school have to follow 2) I believe in teamwork and will work together with school personnel, other board members, and the community to continue to support MSAD 51 3) I enjoy problem solving, thinking outside the box, and am not afraid to ask questions and learn from others.

Experience

- **RSU 5 - Occupational Therapist 2018-Current**

Provide occupational therapy services and evaluations to students in grades K-8 with a variety of disabilities across 3 different schools. Work with LCSW to oversee and run RTI-B program for grades K-5. Provide consultation services to staff in grades K-8. Coach students who participate in the Special Olympics.

- **Lisbon School Department - Occupational Therapist 2012-2018**

Provide occupational therapy services and evaluations to students in grades K-8 with a variety of disabilities across 3 different schools. Work with LCSW to oversee and run RTI-B program for grades K-5. Provide consultation services to staff in grades K-8.

- **Adjunct Faculty - University of Southern Maine Master of Occupational Therapy Program 2012-2015**

Lead faculty and coordinator for Occupational Performance: Infancy through adolescence for the University of Southern Maine.

- **Occupational Therapist - Pediatric Development Center, Portland, ME 2008-2011**

Responsibilities include intervention design/implementation, assessment/evaluation administration, caseload management, family education, and collaboration with classroom teachers/school administrators, and writing goals and objectives (including IEP goals).

- **Level II Fieldwork Placement - Pediatric Development Center, Portland, ME Fall 2008**

Completed a 12-week clinical fieldwork placement in Occupational Therapy at PDC in Portland, Maine. Responsibilities included assessments/evaluations administration, family education, and intervention design/implementation.

- **Level II Fieldwork Placement - VCU Medical Center, Richmond, VA Summer 2008**

Completed a 12-week clinical fieldwork placement in Occupational Therapy at Virginia Commonwealth

University Hospital on the spinal cord injury team. Responsibilities included patient evaluations, patient and family education, reports to the medical team, intervention design/implementation, case-study, DME procurement, and discharge planning.

- **Health/Physical Education Teacher, Yarmouth Schools, Yarmouth, ME** **2003-2006**
- **Health/Physical Education Teacher, MSAD #44, Bethel, ME** **2002-2003**

Taught health and physical education to students in grades 5-8. Responsibilities included designing, planning, and implementing units of study in health, physical education, and adaptive physical education. Experience with writing goals and objectives, Maine State Learning Results, No Child Left Behind laws, and individualized education plans.

Education

- **The University of Southern Maine - Lewiston/Auburn College, Lewiston, ME**
2006-2008

Masters of Occupational Therapy – GPA 3.84

- **Elon University, Elon, NC**
1999-2002

B.S. Physical Education and Exercise Sport Science – GPA 3.81

- Graduated Magna Cum Laude



TOWN OF NORTH YARMOUTH

Application to fill the vacant MSAD#51 Board of Directors Seat

Please plan to attend the June 15, 2021 Select Board meeting as part of the selection process.

Please provide the following information:

Name: _____

Email: _____

Mailing Address: _____

Street Address if different from mailing address: _____

Telephone number(s): _____

1. Please give a short narrative as to why you would like to be appointed to fill the vacant MSAD#51 Board of Directors Seat _____

2. Do you have any relevant experience, training or credentials that you would like us to consider? _____

3. Have you ever served on any boards/committees before? If so, when and where? _____

Applicant's Signature

_____/_____/_____
Date

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

1. Please give a short narrative as to why you would like to be appointed to this Board or Committees you have selected above.

I believe that a school board must be responsive and receptive to parents, staff, students and the community at large, encouraging an open dialog. The board must take input from all groups and weigh all the facts before making a decision. A Board member is a trustee of the community that appoints or elects him or her. That Trustee must be accessible and willing to collaborate with all members of the community; that includes all District staff. Anyone that comes before the board has the right to be heard. A school board member must build public understanding, support and participation.

My efforts as a board member would center on a commitment to honest and open communication within the community as we work to identify problems and find solutions together. We all share the same goal—to support our students to become their best, most fulfilled selves. It is only through sharing information, taking the time to work together, and engaging with one another that we will know where our priorities lie as a community, so that we can work to make that vision a reality.

I will strive to improve communication and transparency. I have heard from so many in our community about their struggles getting information from the district or understanding certain policies or decisions.

Our families are the cornerstone of the district and it's imperative that they feel heard and are given the platform to talk when concerns arise.

I will value everyone's opinions and concerns even when different than mine. I encourage all discussions because I believe that school board members serve the public and should be accountable for the decisions they make. If appointed I will be accessible to all members of our school community, to advocate for the best interests of our children, and to make decisions to ensure that our children have the best public education in the State of Maine.

I love being a part of our small community and I have a strong desire to work with parents, schools and students to continue building a strong school district and community. We owe it to our students to model a community that works hard to set and meet goals together. It is only through support and trust that we can all rise up together to raise healthy, happy and successful children who are well prepared for their bright futures ahead.

It has never been more apparent than this year that we are a community fueled by passion, especially for our children and their future. Yet we should be mindful that as we engage with each other in our community with differing viewpoints, we must be aware-Our children are listening. Our children are watching. Our children are learning.

Therefore, as a community, we must recognize this opportunity to teach our children, through example, healthy conflict resolution strategies, constructive communication and community support. I will look to creatively work together and channel our passions in a constructive fashion.

2. Do you have any relevant experience, training or credentials that you would like us to consider?

In my professional life I founded and own a Registered Investment Firm. For the last 20+ years I manage client relationships and personally manage over \$35M in assets. My years as a business owner has helped me be adept at facilitating positive and productive interactions between workers, leaders and representatives. I am an articulate and decisive professional with a respectful and resourceful approach. I am a persuasive negotiator, talented organizer and complex problem-solver. I am

enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

As a long-time business owner, I have experienced challenging business situations. The key to managing through these situations is the ability to think strategically, but also develop realistic plans to solve the issue or capitalize on the opportunity. I believe I can use my skills to help the school board think strategically about the long-term growth and health of the district, but also balance the needs of the short term.

As an Investment Advisor I understand budgets and the need for fiscal responsibility.

And most importantly I believe is, I am an independent and critical thinker. I am able to ask the hard and opposing questions and not one to follow the “herd” because it is easier than making a stand.

We need a board that brings varying skills and life experiences. I look forward to serving with others who’s varied skill sets will combine with mine for a strong and diverse board.

3. Have you ever served on any boards/committees before? If so, when and where?

I served 2 years as President and 1 year as Treasurer of Portland Nursery School a Co-op Preschool in Portland. My children went to a Co-op nursery school because I wanted to be involved in decisions about my children’s education.

In those roles over the course of 3 years, I maintained ongoing positive communication between parents and school administration and faculty. Made connections within the community to help market preschool to potential parents and increase enrollment. Ensured compliance with all state and local licensing regulations. Familiarize parents with school policies and provide orientation. Responsible for enrollment, finances (including cost control, cash receipts and receivables from parents, money receipts from state and federal agencies, payroll, and reports to the board). Provided a safe and loving environment for the children. All while working within a very tight budget.

My husband and I (up until the Pandemic) have always been actively involved in volunteer opportunities in school and on the field. And will continue to do so.

I founded and run a non-profit organization, Help ME Recover. Help ME Recover raises money and awareness for people in recovery.



TOWN OF NORTH YARMOUTH

Application to fill the vacant MSAD#51 Board of Directors Seat

Please plan to attend the June 15, 2021 Select Board meeting as part of the selection process.

Please provide the following information:

Name: Vanessa M Bryant

Email: bryantjvs@gmail.com

Mailing Address: 31 Farms Edge Rd North Yarmouth, Maine 04097

Street Address if different from mailing address: _____

Telephone number(s): 207.321.1065

1. Please give a short narrative as to why you would like to be appointed to fill the vacant MSAD#51 Board of Directors Seat After election result of 405 North Yarmouth community members voting for me, I thought it would only be appropriate to represent those community members and others for the volunteer 1 year position with the board. I had put the time in to collect signature, speak with the community, engage with existing MSAD 51 board members and attend candidates night.

2. Do you have any relevant experience, training or credentials that you would like us to consider?
Professional career - financial advisor and work with board members, from non profits to educational institutions. Previous owner of a small business. BS Business Economics - UMF
MSAD 51 volunteer - classroom support and coaching, 7 Intentions of Values Center Leadership Training, volunteer at Preble Chapel Childcare

3. Have you ever served on any boards/committees before? If so, when and where?
Board Member of Yarmouth Day Care Center - Yarmouth, Maine
Grassroots - independent fundraising for Girls and Boys Clubs and fundraising committee for Sweeter event.

X Vanessa Bryant
Applicant's Signature

6 / 10 / 2021
Date

Please email this form to townclerk@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
COVID-19 Reopening & Prevention
Standard Operating Procedures (SOP)**

The purpose of this policy is to provide for a safe and healthy environment for all North Yarmouth residents, visitors, volunteers, municipal officials, and employees. These regulations contained in this SOP shall remain in place until such time that the State of Emergency is eliminated and standard safety prevention measures against COVID-19 are provided. Operations are subject to change due to the instability of the pandemic. Management will provide updated information as situations and guidelines change.

I. Reopening Date

A. All Town services will reopen the doors to the public effective **Monday, June 1, 2020**, and subsequent reopening of **Monday, May 24, 2021**, as follows:

1. Town Office - 8:00 am to 1:00 pm (Mon-Thurs); 1:00 pm to 6:00 pm (Monday); 1:00 pm to 5:00 pm (Tuesday - Thursday) shall be by appointment only.
2. Code Enforcement Office - 8:00 am to 1:00 pm (Mon-Thurs); 1:00 pm to 6:00 pm (Monday); 1:00 pm to 5 pm (Tuesday - Thursday) shall be by appointment only.
3. Public Works Office – 6:00 AM – 4:30 PM
4. Fire Rescue Office – 8:00 AM – 4:00 PM

Hours of operation are subject to change centered on the prevailing circumstance of the pandemic.

- B. Employees are encouraged to return to normal work schedules with remote working allowed on an as needed basis. All requests must be made to the Town Manager.
- C. Overtime will not be permitted during this period. Compensatory (Comp) Time will be provided, and you can adjust your work schedule accordingly; however, comp time cannot be taken during customer service hours. The use of comp time accrued shall be discussed with your supervisor before applied.
- D. If found necessary, hours of operation may be reduced or closed on specific workdays to servicing the public.
- E. The Town Office will not be open during any election, local, state, or federal, to provide assistance where needed in applying COVID-19 safety operations for elections. This may be modified due to the anticipated election turnout.

II. Good Hygiene to Prevent the Spread of Disease and Face Mask Requirements

A. Cloth face coverings/masks are required by anyone who is not fully vaccinated.

1. Employees who are fully vaccinated may perform job duties indoors without a face covering after providing their Department Head with proof of full vaccination. Individuals are not fully vaccinated until two (2) weeks after the second (2nd) dose of a two-dose vaccine or two (2) weeks after a one (1) dose vaccine. No medical information will be retained or transcribed when determining if an employee has been vaccinated. All employees who are not fully vaccinated shall wear face coverings in any indoor setting.
2. If required to wear a mask, particular circumstances will allow for the removal of the mask, i.e., alone in a secluded space or when **all** safety precautions have been taken
3. Vaccinated employees in outdoor spaces are not required to wear a mask.
4. Face coverings shall be available to all employees upon request.

- B. Good hand hygiene prevents the spread of disease. The best hand hygiene is frequent handwashing. Employees are asked to practice good hand hygiene with frequent handwashing and hand sanitizing, especially between contact with customers and customer items.
- C. All individuals shall have access to hand soap, cloth face coverings, gloves, tissues, and hand sanitizers in multiple locations around work and public spaces.
- D. Any handheld reading materials will be removed from the lobby and common areas.

III. Preventions & Screening

- A. Employees may be asked the following questions to screen for illness:
 - 1. Have you had a cough or a sore throat?
 - 2. Have you had a fever, or do you feel feverish?
 - 3. Do you have shortness of breath?
 - 4. Do you have a loss of taste or smell?
 - 5. Have you been around anyone exhibiting these symptoms within the past 14 days?
 - 6. Are you living with anyone who is sick or quarantined?
 - 7. Have you been out of state in the last 14 days?
- B. COVID-19 Vaccinations are not mandated for employees. Employees who do receive the vaccination shall provide proof of being vaccinated. Being vaccinated shall mean having received all required vaccines **at least** two (2) weeks before entering a town facility. Employees shall not offer any medical information as part of the evidence of receiving the vaccine. Employees who elect not to be vaccinated shall sign a declination.

IV. Personnel Management

- A. Employees shall stay home and notify their supervisor when sick and COVID-like symptoms are prevalent.
- B. Symptoms or combinations of symptoms (below) may indicate COVID-19:
 - 1. Cough
 - 2. Shortness of breath or difficulty breathing

OR at least two of these symptoms:

 - 3. Fever
 - 4. Chills
 - 5. Repeated shaking with chills
 - 6. Muscle pain
 - 7. Headache
 - 8. Sore throat
 - 9. New loss of taste or smell
- C. Know the signs and symptoms of COVID-19 and know what to do if an employee is symptomatic in the workplace.
- D. Each Town Facility shall have room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
- E. Call 911 for guidance/assistance.
- F. All personnel who came into contact with an ill person shall be notified of their possible exposure to

COVID-19 in the workplace but shall **maintain confidentiality** as required by the Americans with Disabilities Act (ADA).

- G. In returning to work, current CDC guidelines for an employee infected by COVID-19 will be implemented.
- H. Members of the public who become ill while at Town facilities:
 - 1. Each Town Facility shall have room or space where the individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - 2. All personnel who came into contact with an ill person shall be notified of their possible exposure to COVID-19 in the workplace but shall maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- I. An employee diagnosed with COVID-19 has been exposed to COVID-19 or needs to take care of someone who has been diagnosed; the employee will not be allowed to return to work until they have completed the recommended 10-14-Day self-quarantine. In such cases, employees will be paid for scheduled hours.
- J. If the Town is open for operations in a Department, and an employee chooses not to report to work due to general concern of contracting COVID-19, the employee will be required to use accrued time.
- K. If the Town sends an employee home due to symptoms of respiratory illness, the Town will treat the time as paid leave until the employee can return symptom-free and or has completed the recommended 10-14-Day self-quarantine.
- L. COVID-19 qualifies as a serious health condition under the Federal and Maine Family Medical Leave laws.
- M. Regular attendance and leave policies will remain in place for all non-COVID-19 illnesses.
- N. If an employee(s) could have exposed other employees to COVID-19, the management will oversee informing those employees of the possible exposure while making every effort to protect confidentiality. Limiting the disclosure of information on a “need to know” basis is imperative. The Town Manager may choose to consult with legal counsel for advice on how to communicate exposure. The Town may close operations and or may require employees to work from home.
- O. If an employee believes there has been exposure to the COVID-19 virus in a Town facility, they shall notify the Town Manager, Fire Rescue Chief, and their supervisor immediately. Actions shall be taken to evaluate and initiate cleaning activities to reduce further exposure. It may constitute temporarily closing the facility.

V. **Operations**

- A. Signage shall be placed in prominent locations to remind employees and the public concerning hand hygiene and face coverings
- B. The public is required to wear a face-covering if unvaccinated, unable to show proof of vaccination when requested by a staff member, or has not had at least two (2) weeks pass since their last required vaccination. If a person refuses to wear a mask when asked, please hand them a card with the appropriate contact information to call to make a private appointment for service or maintain a list of name and phone numbers of those wishing to be called for an appointment.
- C. Employees are required to wear a face covering if requested by a member of the public. This applies to all employees regardless of vaccination status.

- D. Transactions - The use of the outside drop-off box and remote transactions shall continue to be encouraged.
- E. Public Capacity Limits
 - 1. Town Office (main level) - Only two (2) individuals at any given time will be allowed in the customer service area, one (1) in the foyer.
 - 2. Code Enforcement Office - Large parties of more than six (6) shall meet in the Conference Room (lower level) by appointment only.
 - 3. Public Works Office: 6:00 AM – 4:30 PM
 - 4. Fire Rescue Chief's Office: 8:00 AM – 4:00 PM
 - 5. Historical Society Office
 - a. The Fire Rescue Chief may deny entry into the space based on Fire Rescue department activities.
 - b. Open hours for members are from 8:00 AM – 4:00 PM; Monday – Friday.
 - c. Scheduled hours may continue on the first Saturday of each month from 9:00 AM – 12:00 PM.
 - d. Use of the Fire Rescue Station must be made by request to the Fire Rescue Chief twenty-four (24) hours in advance.
 - 6. Community Center - See Addendum A.
- F. All face-to-face meetings shall be limited, and the respective physical distancing applied.
- G. Ventilate workspace with open windows and doors to the extent possible.
- H. Shared use of desks, offices, or phones is discouraged.
- I. Make sure there is a safe process to receive supplies and other deliveries.
- J. Disinfect phones, shared tools, scanning devices, and other shared items regularly.

VI. Cleaning, Disinfecting, and Sanitizing

- A. All facilities will be sanitized daily and following any scheduled activities.
- B. Surfaces shall be cleaned using soap and water or other appropriate cleaning substance. Frequently touched surfaces routine cleaning shall include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, all electronic devices, etc., and a disinfectant should then be applied. An EPA-registered household disinfectant is recommended. Diluted household bleach solutions may also be used if appropriate for the surface.
- C. Soft surfaces such as carpeted floors, rugs, and drapes can be cleaned by using soap and water or with cleaners appropriate for use on these surfaces. Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

VII. Facility/Grounds Usage - Allowed Capacity Mass Gatherings Effective 5/24/21

- A. The Town Manager and Department Heads shall evaluate any scheduled group meetings, training, or conferences, or facility activities and may choose to cancel or reschedule.
- B. Board, Committee, and Other Meetings:

1. Boards and committees may decide to discontinue the use of remote meetings. Remote meetings are permissible until 30 days after the State of Emergency has ended.
 2. Larger groups with expected additional attendance shall use space assigned at the Community Center. Large gatherings shall not have a capacity larger than 75% of the allowed occupancy per room.
 3. Select Board, Planning Board, and all other committee meetings may be held at the Community Center.
 4. The Freedom of Access Act requires that all members of the public be allowed to attend each public proceeding. It is not permissible to restrict attendance at any public meeting even if a second meeting is held on the same matter.
 5. If at any time a meeting exceeds the above standards, the meeting needs to come to an immediate end.
- C. Town Office Conference Room: Open to meetings of no more than thirty-six (36) individuals
- D. Community Center:
1. Any equipment used will be cleaned after use.
 2. When applicable, individuals are requested to bring their equipment to use (basketballs, pickleball racquet, etc.)
 3. During open hours, exterior and interior doors will remain open to limit “touchpoints.”
 4. The Community Book Room will remain open when the building is open. Gloves will be available for those who wish to wear them while browsing and taking/ leaving books.
 7. Events, parties, programs, and meetings can be held in the facility with a capacity of 75% of the total allowed occupancy.
 8. All event guests of mass gatherings must sign an additional COVID -19 waiver form provided by the Town of North Yarmouth. We can provide these at check-in on the day of your event.
 9. All guests must wear face coverings if required to do so as stated in this policy.
 10. Buffet style of food service is not permitted.
- E. Ballfield Use (Parsonage Road):
1. Practices may begin June 1, 2020.
 2. There is a required two (2) hour break between practices, scrimmages, and games.
 3. No scrimmages or games shall be held until on or after July 1, 2020.
 4. The league, coaches, team members, and spectators shall be responsible for safe practices against COVID-19 while the field is in use.
 5. Face coverings shall be used by all individuals when individuals are required to do so per this policy.
 6. The organization shall sanitize all frequently touched surface areas and all shared equipment.

7. Signage should be placed on any portable toilets brought on to the location that they are only cleaned weekly by the service company. The Town will not be responsible for cleaning these facilities in between these periods.
8. Organization users shall submit to the Town Manager, EMA Director (Fire Rescue Chief), and Community Center Director an activity schedule and a COVID-19 safety plan.

Any school related functions will follow the current guidelines provided by the Department of Education.

F. Sharps Field: Activities with limited participants are acceptable with approval of proposed use.

G. Parks: Parks remain open as an essential use with safe COVID-19 practices.

VIII. Effective Date(s):

- A. May 26, 2020 - Reinforces existing COVID-19 operating procedures and policies with expanded operating procedures.
- B. June 1, 2020 - Contains SOPs that become effective in compliance with Phase 2 of Maine's Economic Recovery Plan and the Town of North Yarmouth's Reopening Plan.
- C. February 21, 2021 - Updates made reflecting current measures surrounding the pandemic.
- D. May 24, 2021 – Updates made reflecting Maine CDC guidelines.



Community Center Rental Guidelines for COVID-19
Updated: May 24, 2021

For ALL Rentals:

- Space availability is subject to change at any time for any reason. A calendar of available rental time will be made available by contacting the Center Director at 829-5555 or email at ltompson@northyarmouth.org
- All interested parties must fill out a rental application form and read and sign the building use policy along with any additional COVID -19 addendums.
- Individuals who are fully vaccinated as defined by the Maine CDC and this Standards of Operations, may show proof to the Community Center Director and will be allowed, if proved, to not wear a mask in the facility.
- Rental participants for mass-gathering events must sign an additional waiver before the rental takes place.

GYM space:

- 60 or 90-minute time slots will be available for practices and games.
- No more than **85** people may be allowed in the gym during the rental. This includes coaches and players.
- There will be a minimum 15-minute break in between practice slots to allow community center staff to clean high traffic areas and bathrooms. The intermingling of groups between practice times is discouraged.
- Bathroom use is restricted to those facilities located in the gym.
- All teams must provide their own equipment, including facemasks for every person, hand sanitizer, and paying equipment.

Event/ Meeting space:

- Mass gatherings: Capacities shall be no larger than 75% of allowed occupancy per room.
 - Grover Room: 121 individuals; 85 with chairs and tables; 25 exercising
 - Merrill Room: 125 individuals; 87 with chairs and tables; 26 for exercising
 - Anderson Room: 192 individuals; 130 with chairs and tables; 39 exercising
 - Grover, Merrill, and Anderson Rooms: 440 individuals; 302 with tables and chairs; 90 exercising
 - Gymnasium: 405 individuals; 283 with tables and chairs; 85 for exercising
 - Kitchen: 5 individuals
- Face coverings are required at all mass gatherings (i.e. Town meetings, Select Board meetings, other large functions).
- Non-mass gathering or non-school related events will follow the general guidance as laid out in the sections above for town buildings.
- Buffet-style food serving is prohibited. Food must be individually packaged.

School Related Programs – Anytime a school related program is using the facility for an indoor setting, face coverings will be required, regardless of vaccination status. This shall follow any guidance from the Maine Department of Education.

Any group who cannot abide by these rules and guidelines will have their rental privileges taken away immediately.

Draven Walker

From: vanLuling, Robert <Robert.vanLuling@maine.gov>
Sent: Wednesday, May 26, 2021 1:48 PM
To: Draven Walker
Cc: Greg Payson; Debbie Allen Grover; Clark Baston
Subject: Town of North Yarmouth Request for Route 115 Safety Assessment

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mr. Walker,

This message is in response to the April 20, 2021 letter from the Town of Yarmouth requesting a Safety Assessment of Route 115 (Gray Road) from the junction of Haskell Road heading west to the Gray town line. The area in question was brought to the Town by a local resident requesting passing zones in the area be closed. On May 17, 2021 I visited the location with a focus to measure these passing zones, and to compare the results with FHWA's Manual on Uniform Traffic Control Devices (MUTCD), a National Standard and a resource we follow.

On the 1 mile section of Gray Road from Haskell Road to the Gray town line, there are two passing zones.

1. Haskell Rd to Bittersweet Ridge Disc Golf Entrance. For each of the westbound and eastbound directions, the passing zone length and the sight distance throughout the passing zones exceeds minimum for the posted 45 mph speed limit. This area is compliant with the Department's standards.
2. Starting 300 ft west of the junction of Mill Rd to Dear Brook Apt Rd. For each of the westbound and eastbound directions, the passing zone length was less than our minimum standard. This combined with the existence of a slight crest in the road midway that could influence the judgement of some drivers, we recommend this section be striped as a no passing zone.

The paragraph below is an excerpt of my March 25, 2021 correspondence with the local resident, which applies to this review.

"MaineDOT often gets requests from property owners worried about a driver passing them while they are waiting to turn or worried about getting hit head on by a vehicle passing in the opposite direction. While we understand the issues at hand, MaineDOT cannot possibly close every passing zone near someone's home. Passing zones provide notification to a driver that the minimum sight distance is adequate to overtake a slower moving vehicle. FHWA's Manual on Uniform Traffic Control Devices (MUTCD) provides consistent standards that give clear guidance to a driver when the roadway geometry allows safe passing. The ultimate responsibility of personal safety remains with the drivers, both the person about to pass and the person leaving their driveway. The driver of a vehicle wanting to pass should assume a vehicle in a driveway may pull out at any time. While the driver of a vehicle turning right out of a driveway should not assume, if there is no traffic coming from the left that it is safe to proceed to the right, as a vehicle may be passing."

Below is a link to State Statute that discusses steps your Municipality can take if Town Officials choose to pursue closing the passing zone just west of Haskell Rd, Item 1 above.

<https://legislature.maine.gov/statutes/29-A/title29-Asec2085.html>

We plan on proceeding with the modification to centerlines between Mill Rd and Deer Brook Apt Rd, Item 2 above, during the next striping application. Please review this information and let me know if there are questions, and if you require a meeting to further discuss the matter.

Sincerely,

Robert vanLuling

Maine Department of Transportation
Traffic Division – Region 1
51 Pleasant Hill Rd
Scarborough, ME 04074
Ph: 207-885-7000

Total Control Panel

[Login](#)

To: dwalker@northyarmouth.org [Remove](#) this sender from my allow list

From: robert.vanluling@maine.gov

You received this message because the sender is on your allow list.

June 11, 2014
346 Gray Rd
North Yarmouth ME 04097

Dear Selectmen,

Thank you for your traffic study efforts with the Maine DOT concerning the passing zone on two lane RT 115 from Haskell Rd to Mill Rd.

Your email arrived coincidentally with a bronze, older Volvo station wagon gunning it (probably 60+mph) to pass one of the countless black or red dump trucks that come from North Yarmouth construction companies. He made it without an oncoming car stopping him.

RT 115 might have been a quaint 2 lane country road once upon a time. It's a pretty ride. However, it is also now a major thoroughfare between North Yarmouth (starting at RT 231/115 intersection) and the Gray turnpike entrance. So the growth of Yarmouth, Cumberland, North Yarmouth, even Falmouth, has opened this to being a significantly busier road. New houses have been built, new businesses opened along it, and now a new development of homes. Times have changed. I would argue the whole road should be no passing – but my concern is this stretch.

It's nice that the DOT will install no passing beyond Mill Rd. Now that will encourage drivers coming from Gray to 'gun it' and pass once they see the passing lines that start at Mill Rd. Do you think this is a good idea?

It's my sincere hope no one is injured or killed along this stretch of road. The solution is now in your hands.

Sincerely,

Pamela Smith
electronically signed

June 15, 2021

Section VII. New Business

▪ **Cumberland County Community Development Program**

The Community Development Block Grant provides grants to Counties in the State of Maine to be distributed to municipalities to “develop viable urban communities by providing decent housing and suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons.” (Hud Exchange, CDBG: Community Development Block Grant Programs).

Every three (3) years, the County must ask if the towns involved want to be removed from the partnership. This is a formality but the decision is there.

North Yarmouth has benefited greatly from the continued partnership with Cumberland County who manages the Community Development Block Grant, funds provided by the federal government. Programs North Yarmouth has benefited from:

- Planning Studies for pedestrian safety
- Habitat for Humanity Home Repair Program – This program provides minor home repairs for low to moderate income homeowners.
- Alpha One – This program provides installation of ADA ramps on the exterior of homes; free to the client.
- Through These Doors – This program provides services for victims of physical or financial abuse from a caretaker, spouse, or other family member.
- Opportunity Alliance Homeless Prevention Program – This program provides financial support for families behind on their bills.
- Vet 2 Vet Program – This program provides homebound veterans with veteran volunteer that offers companionship and helps navigate resources available to veterans.

If the Board would like to continue this partnership, a simple acknowledge and vote is all that’s necessary.

Move to continue the Town of North Yarmouth’s partnership with Cumberland County Community Development. Second, discussion and vote to follow.

▪ **Ecomaine Representative – Appointment**

Rob Wood, the town’s current ecomaine representative, would like to be reappointed for another year term. Mr. Wood’s term ends on June 18, 2021.

Move to appoint Rob Wood as the town’s ecomaine representative for a term to expire on June 30, 2022. Second, discussion and vote to follow.

▪ **Muskie School Housing Study**

Discussion item led by Selectperson Sites.

Cumberland County Commissioners

142 Federal Street, Portland, Maine 04101
207-871-8380 • cumberlandcounty.org



**Neil Jamieson • Susan Witonis • Stephen Gorden
Thomas Coward • James Cloutier**

6/2/2021

Rosemary Roy, Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

Dear Rosemary Roy,

Over 13 years ago Cumberland County and our community partners created the Cumberland County Community Development program. We are now entering of our 15th program year. Many projects and programs have been successfully completed with many more well under way. Twenty-five municipalities participate in the program, a clear demonstration that regional partnerships are viable and productive.

Communities sign on to the Community Development program for a three-year commitment. The “cooperation agreement” between your community and the County renews automatically unless you notify us that you wish to withdraw. I haven’t heard from any communities contemplating this course, but we must inform you that you have the right to withdraw. You must contact the County by June 28, 2021 if your community will not continue its participation in the program. This will afford us time to provide appropriate notification to HUD.

I hope you agree with me that the Cumberland County Community Development program has been remarkably successful, providing new opportunities to the residents and communities of our region. If you have any questions, please contact Kristin Styles, tel. 207-699-1906, e-mail styles@cumberlandcounty.org

Sincerely,

Stephen Gorden, Chair
Cumberland County Commissioners

June 15, 2021

Agenda - Section VIII. Accounts Payable

Item(s):

- *Move to approve accounts payable warrants 52 & 53 in the amount of \$ 868,037.94 as presented for FY21. Second, discussion and vote follow.*