

**Select Board Orientation & Retreat**  
**Tuesday, July 16, 2019**  
**3:00pm - 6:00pm Skyline Farm**

*A business meeting of the Board will follow at the conclusion of the workshop to address only Accounts Payable for FY19 and FY20; it will take place at the same location.*

**Primary Objectives**

- Review organizational structure and Code of Conduct
- Determine the fiscal-year goals of Board members and Town Manager.
- Determine best forms of communication between Board, the Town Manager, public, and staff.
- Discuss Board workload expectations and delegations to Town Manager and town committees.

The Comprehensive Plan will continue to be the foundation for the development of the Board's annual work plan(s).

**AGENDA**

**3:00-3:15pm**

1. Welcome and introduction from Board Chair and Rosemary Roy, Town Manager

**3:15-3:45pm**

2. Rules and Responsibilities Review/Board Development - (Town Manager to lead)
  - a. Organizational Chart
  - b. Charter, Select Board Bylaws & significant policy documents
  - c. Code of Conduct
  - d. Workshop and Meeting Agenda Policy
  - e. Public Hearings vs. Public Forums
  - f. Review Maine's "Right to Know" law: Public information/records and executive sessions
  - g. Other Resources - MMA Elected Officials Manual, Robert's Rules of Order, etc.
  - h. General Communication Protocols - Be as creative as possible to reach a consensus on items, particularly those which have the potential of being controversial within the town.

**3:45-4:15pm**

3. Committee Charges and Expectations - (Chairman to lead)
  - a. Necessity/purpose of Committees - Review the status and need for all town committees, looking at a possible combination of various committees and their goals. This would also require a strategic plan of sorts for all committees as to why we need them and what they do to help the town.
  - b. Town Committee Policy Review
  - c. Committee Reporting
    - Include/use more committee information into the Select Board and management of the town to provide a cohesive, integrated approach to the needs and solutions of the town.
    - Follow-up on EDSC plans and motivations so as to create the most positive aspects of town development (Economic Strategic Plan 2017, specifically in the "Village Center," and determine what that best usage should be and make it happen.

**4:15-4:30pm- Break**

**4:30-6:00pm**

4. Select Board and Manager Goals for FY 2020 (Town Manager to lead)

**Goals already discussed/suggested.**

- a. Do we investigate becoming a Town Council-Manager form of government?
- b. Financial and budgeting goals for FY21 budget
  - Town Manager to provide a monthly budget summary to the Board.
- c. Tax Assessing needs - Do we need to change to a 3-year appointment? The Board should provide support to the tax structure and assessing services to maximize income potential, updating of files, and providing fairness to all taxpayers, including personal property tax; personal property solution.
- d. Does NY need a police officer?
- e. Town Facilities Master Plan Review / Where is this project now?
- f. WH&CC - Opening and operations
  - Create a strategic plan for usage, development, and best methods so as to create minimal losses and best opportunity for community use.
- g. Brainstorming New Ideas "Out of the Box"

**5:30-6:00pm - Dinner (purposely incorporated into goal section of agenda)**

**6:00-6:30pm or immediately following the conclusion of retreat - Business Meeting**

**Select Board Meeting Agenda  
Tuesday, July 16, 2019  
Skyline Farm**

**I. Call to Order**

**II. Old Business**

- Wescustogo Hall & Community Center Project
  - Change Order - Pickleball Lines CO#28

**III. Accounts Payable**

- Review & Approval
  - FYE 19
  - FYE 20

**IV. Adjournment**



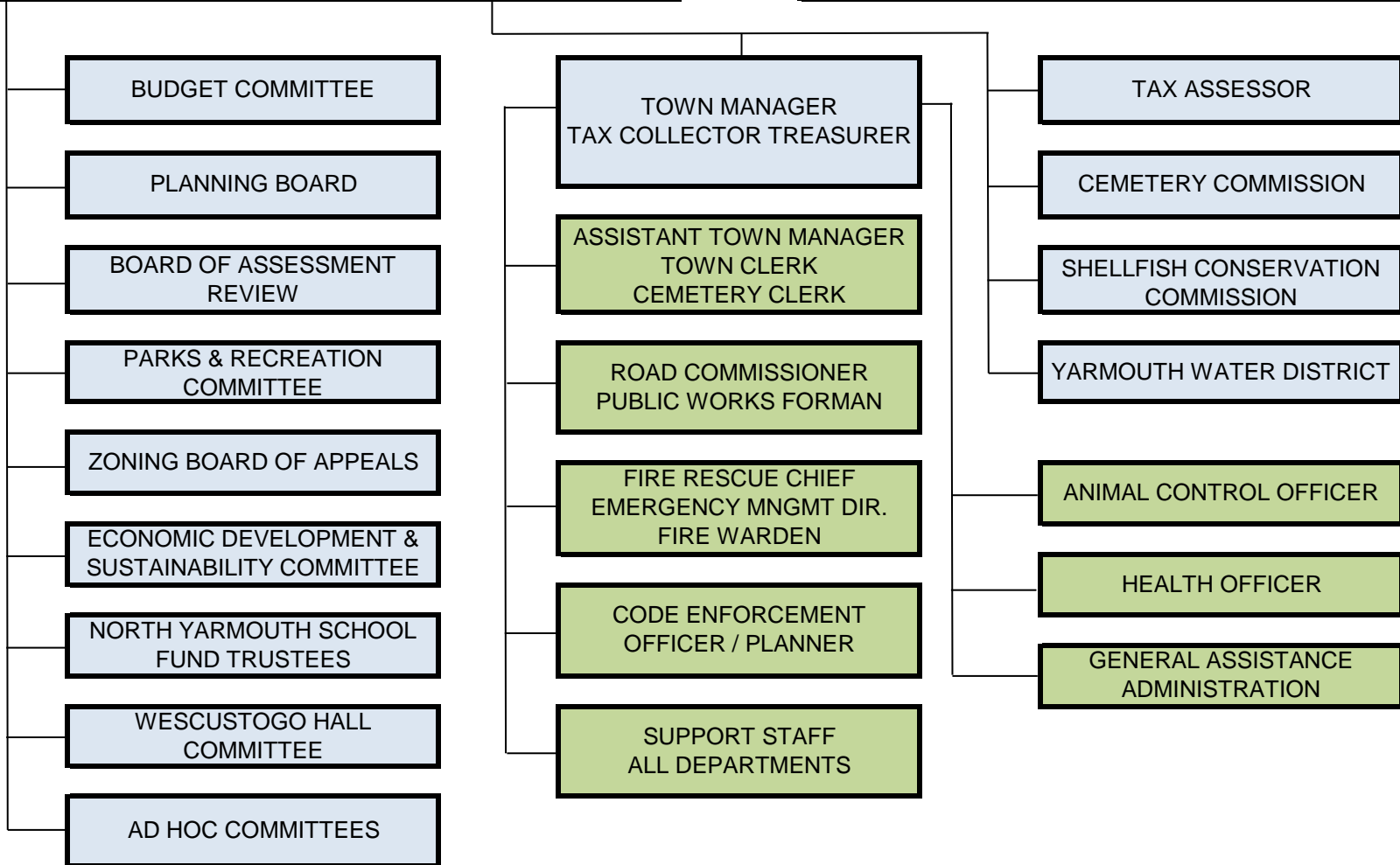
TOWN OF NORTH YARMOUTH  
GOVERNMENT ORGANIZATIONAL CHART



**TOWNSPEOPLE OF NORTH YARMOUTH**

**SELECT BOARD  
OVERSEERS OF THE POOR**

**MSAD #51 SCHOOL BOARD**



# NORTH YARMOUTH STANDING COMMITTEES PER CHARTER

## Board of Assessment Review

**Charter:** There shall be a Board of Assessment Review consisting of three (3) members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Board of Assessment Review shall expire on June 30<sup>th</sup> of the expiration year. The Board of Assessment Review shall elect from their membership a chair and a secretary at its first regular meeting occurring on or after July 1<sup>st</sup> of each year.

**Charge:** The Board of Assessment Review deals with tax abatement appeals in accordance with Title 36 M.R.S.A. § 843.

## Budget Committee

**Charter:** There shall be a Budget Committee consisting of seven (7) members elected to staggered three (3) year terms. The terms of those elected to the Budget Committee shall expire on June 30<sup>th</sup> of their expiration year. Members shall elect a chair and secretary.

The Budget Committee shall have the following duties and responsibilities:

- The Budget Committee shall meet in conjunction or apart from the Board of Selectmen to hear and review the Town Manager's proposed budget.
- The Budget Committee shall meet to make comments and/or recommendations on said budget, either separately or jointly with the Board of Selectmen for the annual town warrant.
- The Budget Committee shall attend the annual Town Meeting to answer questions about said recommendations.
- The Budget Committee's recommendations in all regards will be strictly advisory in nature and shall not be binding upon the Board of Selectmen.

**Charge:** Review the Town Manager's proposed budgets of all town departments. Make comments and/or recommendations to the Town Manager and or the Select Board regarding proposed expenditures and revenues. Make comments and/or recommendations on the budget for the Town Meeting warrant. Attend Town Meeting and answer questions about the committee's recommendations. Hear and/or review annual auditor's report.

## Cemetery Commission

**Charter:** The Cemetery Commission shall have responsibility for approving the expenditure of trust funds for the care and maintenance of the cemeteries and set such other policies necessary for the respectful care and maintenance of town cemeteries.

**Charge:**

- Develop policies for the operation of town cemeteries
- Produce an annual income and expense report
- Provide an analysis of tax-funded support and private funds
- Provide a care and maintenance policy of the cemeteries
- Develop a long-term management plan for the cemeteries

## MSAD #51 Board of Directors

**Charter:** There shall be MSAD Directors, whose number, length of terms, power and duties shall be a prescribed under the terms of the certificate of organization for the MSAD and who is more than one is provided for, shall be elected to staggered terms. The terms of those elected to serve as directors shall expire on June 30<sup>th</sup> of their expiration year.

**Purpose:** MSAD #51 serves the communities of North Yarmouth and Cumberland.

## Parks and Recreation Committee

**Charter:** There shall be a Recreation Committee consisting of five (5) members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Recreation Committee shall expire on June 30<sup>th</sup> of their expiration year. The Recreation Committee shall elect from its membership a chair and a secretary at its first regular meeting occurring on or after July 1<sup>st</sup> of each year.

1. The Recreation Committee shall advise the town and municipal officers on matters of recreation and supervise any recreation programs by the town.
2. The Recreation Committee shall oversee any town property designated as a recreation area by the Board of Selectmen and make recommendations to the Board of Selectmen regarding its use.

**Charge:** The Parks and Recreation Committee advises and reports to the Select Board about town parks and recreational issues. The committee works with the Town Manager to manage the budget and any capital needs or requests. The committee is responsible for ensuring that all parks and recreational facilities receive appropriate maintenance. This includes the Chandler Brook Preserve, Old Town House Park, the Hayes Forest, the Village Green, Wescustogo Park, Knight's Pond Preserve and the trail systems.

It also coordinates recreational opportunities for citizens of all ages. To do so, it creates relationships with other recreation providers, such as Cumberland/North Yarmouth Community Recreation, MSAD#51, YMCA, Little League, and others, to supplement or enhance any programs that might be offered by the town.

## Planning Board

**Charter:** There shall be a Planning Board consisting of five (5) regular members and two (2) alternate members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Planning Board shall expire on June 30<sup>th</sup> of the expiration year. The members of the Planning Board shall elect from their membership a chair and a secretary annually at its first regular meeting occurring on or after July 1<sup>st</sup> of each year. Other than for purposes of electing the chair and secretary, an alternate may only vote in the absence of a regular member. The Planning Board shall execute such duties as prescribed in the ordinance of the town and by state law.

**Charge:** To fulfill the laws of the State in accordance with 30-A MRSA 4403 and all related chapters/subsections. The Planning Board shall uphold the laws of North Yarmouth Land Use Ordinance and provide recommendations/amendments as needed or required.

## Shellfish Conservation Committee

**Charter:** There shall be a Shellfish Conservation Commission consisting of three (3) members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Shellfish Conservation Commission shall expire on June 30<sup>th</sup> of their expiration year. Members of the Shellfish Conservation Commission shall have the powers and duties as prescribed by the Private and Special Legislation dealing with the Shellfish Conservation Commission and as prescribed in the Town of Yarmouth's Shellfish Conservation Ordinance as amended, superseded, or replaced from time to time.

**Charge:** Members of the Shellfish Conservation Commission shall have the powers and duties as prescribed by the Private and Special Legislation dealing with the Shellfish Conservation Commission and as prescribed in the Town of Yarmouth's Shellfish Conservation Ordinance as amended, superseded, or replaced from time to time.

## Zoning Board of Appeals

**Charter:** There shall be a Zoning Board of Appeals consisting of five (5) regular members and two (2) alternate members. These members shall be appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Zoning Board of Appeals shall expire on June 30<sup>th</sup> of their expiration year. The members of the Zoning Board of Appeals shall elect from their membership a chair and a secretary at its first regular meeting occurring on or after July 1<sup>st</sup> of each year. Other than for purposes of electing the chair and secretary, an alternate may vote only in the absence of a regular member. The Zoning Board of Appeals shall execute such duties as prescribed in the ordinances of the town and by state law.

**Charge:** The Zoning Board of Appeals (ZBA) shall conduct its affairs in accordance with the provisions of the town's Land Use Ordinance and 30-A, MRSA § 2691 and § 4353. Hearing Administrative, Variance, and Miscellaneous appeals appropriate under the ordinance; -see NY Land Use Ordinance Section 6.2.

## Economic Development & Sustainability Committee

**Charter:** There shall be an Economic Development & Sustainability Committee consisting of seven (7) regular members and one (1) alternate member appointed by the Select Board to staggered three (3) year terms. The terms of those appointed to the Economic Development & Sustainability Committee shall expire on June 30<sup>th</sup> of the expiration year. The members of the Economic Development & Sustainability Committee shall elect from their membership a chair and a secretary annually at its first regular meeting occurring on or after July 1<sup>st</sup> of each year. Other than for purposes of electing the chair and secretary, an alternate may only vote in the absence of a regular member. 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.

**Charge:** The committee will, in conjunction with the Select Board develop and promote a sustainable and ongoing process, supported by the community that will strengthen the local economy, utilizing resources and strategies that will meet the current and future needs of North Yarmouth.

## Wescustogo Hall Committee

**Charter:** Wescustogo Hall Committee. The Select Board shall appoint a five (5) member committee for the purpose of overseeing the use, maintenance, and rules pertaining to the property as well as keeping the intent of the April 7, 1997, agreement (warrant Article 6) to staggered three (3) year terms; two (2) of the five (5) members shall be selectpersons. The provision of this committee will be reviewed following the year 2025 in which a vote of the Townspeople may find it is no longer validating.

**Charge:** Overseeing the use, maintenance & rules pertaining to the property keeping the intent of the 1997 agreement.

## NY School Grant Fund Committee

**Charter:** North Yarmouth School Fund. There shall be a North Yarmouth School Fund consisting of nine (9) trustees appointed by the Select Board to staggered five (5) year terms. Recommendations for trustee appointment(s) shall be petitioned and provided by the trustees to the Select Board. The terms of those appointed to the North Yarmouth School Fund shall expire on June 30<sup>th</sup> of the expiration year. The trustees of the North Yarmouth School Fund shall elect from their trusteeship a chair and a secretary annually at its first regular meeting occurring on or after July 1<sup>st</sup> of each year. The North Yarmouth School Fund shall execute such duties as prescribed in the North Yarmouth School Fund bylaws and the charge of responsibilities established by the Select Board.

**Charge:** Manage and select six (6) current North Yarmouth residents to be picked for the Town's scholarship in the amount of \$200 that is going on to full-time courses of higher education.

## NORTH YARMOUTH AD HOC COMMITTEES

### Flag Committee - 5 Members

**Charge:** Manage the cost of the flag program by soliciting sponsors. Recruiting volunteers to raise & lower the flags.

### Events Committee - 5 Members

**Charge:** The Events Committee works to promote community spirit, helping the community maintain its small-town identity. They do this by organizing community events, such as summer concerts on the Village Green, the TRI-NY Family Triathlon, Tree lighting at Christmas, and Fun Day, and by encouraging all residents and businesses in the community to become involved.

### Prince Memorial Library Advisory Board - 2 Members

**Charge:** This Board works to support the Prince Memorial Library as well as advise the Town Manager & Council on the management and operation of the library.

### Joint Standing Committee - 3 NY/3 CUM/ Town Mgrs.

**Charge:** The Joint Standing Committee work together on the different community services and facilities the two towns share the focus being recreation programs, library & cable services, and parks. Because the two towns share management of these, community leaders meet regularly to maintain services and provide for positive communications.

### Friends of Wescustogo 5 Members - 2 Year Term

**Charge:** The Committee will work to implement and manage a fundraising campaign for this project. The anticipated amount to be raised is \$250,000. The Committee shall continue to be guided by any conditions and requirements as set forth in the 1997 agreement in which the Town accepted the Grange Hall. This ad hoc Committee shall submit all donations to the Town Manager for Select Board acceptance and shall keep the Town Manager updated on the committee's progress.

### Recreation Advisory Board - 2 Members/ 1 Select Board Member

**Charge:** In cooperation with the Community Education and Recreation Department staff and other appropriate organizations review, suggest, initiate, and evaluate new and ongoing community education, recreation, wellness and leisure time activities for residents of Cumberland and North Yarmouth.

Recommend rules and regulations, including but not limited to, tournaments, conditions for rental, and for the proper use of facilities managed and/or operated by the Department of Community Education and Recreation.

Provide feedback and direction on the development of new or revised recreation plans, to include the possible acquisition or change of use of recreational facilities. The Community Education and Recreation Advisory Board provide input to the Recreation Plan included in the Comprehensive Plan of the Town of Cumberland.

### Living Well in North Yarmouth - 7 Members/2 Alternates

**Charge:** The Living Well in North Yarmouth committee will assess community needs, catalogue available services, and inventory the town for it's assets regarding issues of aging. The committee will work to develop and implement strategies to respond to the needs/ desires expressed by the townspeople.

### Communications Advisory Committee - 5 Members

**Charge:** The Communications Committee will provide expertise and consultation to allow the Select Board and Town Manager to more effectively inform North Yarmouth citizens of town events and issues, and continue to build on and improve the town brand.

## North Yarmouth Select Board Business Meeting July 16, 2019

### POTENTIAL MEETING MOTIONS:

#### Old Business

Wescustogo Hall & Community Center Project - Change Order #28 Pickleball Lines - to authorized and approve Change Order #28 in the amount of \$2,206.23 for the purpose of adding Pickleball lines to the gymnasium floor of the Wescustogo Hall & Community Center construction project. Second/Discussion/Vote

#### Accounts Payable

FYE 19 - to authorize and approve warrant(s) #56 for FY19 in the amount of \$27,099.59 as presented. Second/Discussion/Vote

FYE 20 - to approve the warrant(s) #1 for FY20 in the amount of \$881,270.60 as presented. Second/Discussion/Vote

Adjournment - One member should make a motion to adjourn - No second is needed.

#### Notes:

1. Motions should always be made in a positive manner even if it is evident that it may fail.
2. Tabling agenda items - to table <name of subject> until <a set date, a time to be later determined, or until certain information can be obtained.>  
Second/Discussion/Vote
3. Motions can be amended following a second and during the discussion.
4. Withdrawing a motion should take place prior to the call to vote.
5. Motions denoted above may be altered at the Board's discretion.
6. Reconsiderations shall take place within 30 days of its original decision - Refer to Section 6-D Select Board Bylaws for additional requirements.







# TOWN OF NORTH YARMOUTH



## Authorization of accounts payable for the Fiscal Year 2019 totaling:

Payroll:	\$ 0
*Town Payables:	\$ 27,099.59
	<hr/>
<b>TOTAL</b>	<b>\$ 27,099.59</b>

\*Itemized warrant 55 attached.

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## Board of Selectpersons

\_\_\_\_\_  
William Whitten, Chairperson

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

\_\_\_\_\_  
Stephen Morrison -Vice Chair

\_\_\_\_\_  
Jennifer Speirs

\_\_\_\_\_  
James Moulton

Dated: July 16, 2019



# TOWN OF NORTH YARMOUTH



## Authorization of accounts payable for the Fiscal Year 2020 totaling:

Payroll:	\$ 0
*Town Payables:	\$ 881,270.60
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<b>TOTAL</b>	<b>\$ 881,270.60</b>

\*Itemized warrant 1 attached.

## Board of Selectpersons

\_\_\_\_\_  
William Whitten, Chairperson

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

\_\_\_\_\_  
Stephen Morrison -Vice Chair

\_\_\_\_\_  
Jennifer Speirs

\_\_\_\_\_  
James Moulton

Dated: July 16, 2019