

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, August 16, 2022
Workshop
6:00 PM
Regular Business Meeting
7:00 PM
Wescustogo Hall & North Yarmouth Community Center**

Select Board Members

Brian Sites, Chairperson	Paul Hodgetts, Board Member	Amy Haile, Board Member
Andrea Berry, Board Member	Kate Perrin, Board Member	

I. Call to Order

- Pledge of Allegiance

II. Appointments (pgs. 6-10)

- Zoning Board of Appeals
- Joint Standing Committee (Select Board)
- [Recreation Advisory Committee](#)
- Walnut Hill Parkway Association (Select Board)

III. Special Presentations

- Greely Girls Lacrosse
- Audit Update

IV. Announcements

V. Consent Agenda (pgs. 11-26)

Items under "Consent Agenda" are routine items that require Board action but typically do not contain much discussion. The consent agenda does not call for any discussion, but any Select Board member may request a particular item to be removed by a vote of the Select Board to be discussed further under "Old Business".

- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants
- [Waste Zero Contract Extension](#)
- July 19, 2022, Business Meeting Minutes
- August 2, 2022, Business Meeting Minutes

VI. Public Comment - Non-Agenda Items

Comments regarding non-agenda issues, concerns, commendations, or matters of general public information are welcome. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so respectfully and constructively. Topics relating to personnel matters cannot be acknowledged.

Each individual must be recognized by the Chair and will have up to three (3) minutes to speak. The Chair may recognize members of the public at their discretion and will prioritize individuals who have not spoken more than once.

VII. Management Reports & Communications (pgs. 27-39)

- Town Manager's Report & [Project Agenda](#)
- [Expense](#) and [Revenue](#) Reports (July 1st – July 31st)
- [Capital Reserve Misc. Income, Interest, & Expense Reports](#) (July 1st – July 31st)

VIII. Old Business

None.

IX. New Business (pgs. 40-54)

- [Schedule Public Hearing for Charter Amendments](#)
- Schedule Public Hearing for LUO Amendments
- [Financial Policy Amendment](#)
- [Personnel Policy Amendment](#)
- Poles & Wires Licensing Authority
- New School Building Committee

X. Any Other Business

XI. Adjournment

REMINDERS TO THE ATTENDING PUBLIC: Please mute all digital devices; Select Board meetings are open to the public, but the public may not speak unless recognized by the Chairperson first. **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.

North Yarmouth Select Board
2022-2023

High Level Compiled Goals

- **Improve Communications and Resident Engagement**
- **Review of Key Ordinances and Committee Charges**
 - Review Committee Charges
 - Review Committee Appointment Process
 - Review Land Use Ordinances
- **Improve Town Financial Oversight**
 - Finance Committee
 - Balancing Tax Burden
 - TIF Committee
 - Senior Tax Support
- **Create a Short-Term Strategic with Community Input**
- **Work Closely with Our Strategic Partners**
 - Fire, Public Safety, Waste Management Regionalization
 - New School Build Process
 - Protect Our Groundwater
 - Housing Study
- **Craft a Plan for Land Conservation and Open Space**
 - Open Spaces Priorities
 - Connectivity
 - WH&CC Outdoor Space Project
 - Sites of Historic Value
- **Ensure We Have Competitive Staff Compensation Models**

2022-2023 Select Board Goals with Action Steps

GOAL: Improve Communications and Resident Engagement

- Survey email and social media subscribers as to what they like and don't about our current communications, as well as what they would like to see
- Replace or repair our audio & video equipment in WH&CC
- Standardize format and content of staff and committee reports and minutes
- Charge each committee to create and implement a community outreach and engagement plan
- Ask GPCOG/MMA for examples of successful town communications and engagement practices and how those processes get implemented

GOAL: Review Key Ordinances and Committee Charges

- Review Committee Charges
 - Through Select Board liaisons, determine how each committee defines its purpose/mission
 - Align stated committee purpose/mission with needs/direction of the town
- Review Committee Appointment Process
 - Standardize the committee member selection and appointment process across committees
 - Create a volunteer recruitment and nomination template with room for committee-specific questions
 - Promote our committee opportunities and recruit new community members to get involved
- Review Land Use Ordinances
 - Develop a process to review Comprehensive Plan and Land Use Ordinances and recommend amendments for vote at 2023 Town Meeting or June 2023 election
 - Focus on ordinance that would not go to the Planning Board for approval, such as the Senior Tax Program

GOAL: Improve Town Financial Oversight

- Create a Finance Committee to act as a support to the Town Manager and Auditor in monitoring and managing North Yarmouth's financial health
- Strategically Balance Resident Tax Burden with Town Financial Health
 - Increase our undesignated fund balance to a minimum of 60 days cash reserve
 - Lower property taxes by reducing spending throughout our budget
 - Work closely with MSAD #51 on spending priorities so as to reduce impact on overall town budget
 - Assess currently available senior tax support and communicate to eligible residents
- Review of TIF District
 - Select Board outlines goals for a TIF review and assign to new or existing committee
 - Committee assesses current impacts of TIF on North Yarmouth finances

- Committee implements a practical review of the size, percentage of funds reserved, and plan for TIF funds
- Committee brings proposed amendments to the TIF to Select Board, changes to be voted on at 2023 or 2024 Town Meeting

GOAL: Create a Short-Term Strategic Plan with Community Input

- Implement a strategic plan for the next three years in North Yarmouth to guide financial planning, development, comprehensive plan review, and or, other priorities as identified through public input

GOAL: Work Closely with Our Strategic Partners

- Fire, Public Safety, Waste Management Regionalization
 - Continue conversation about regionalization of fire safety services
 - Work with county leaders and ensure North Yarmouth is included in regionalization conversations about fire, public safety, and waste management
- Ensure the new school project includes strong North Yarmouth input
 - Recommend that one-half of the new school build committee be North Yarmouth Residents, including representation from the North Yarmouth Select Board
 - Host multiple project information and listening sessions in North Yarmouth, including a public walk through of the site
 - Pursue a strong fire and safety partnership with the town of Cumberland regarding school safety coverage
- Protect our groundwater, working in partnership with Yarmouth Water District
 - Reduce development in groundwater overlay
- Study the impact of housing development on the town and school budgets
 - Develop a predictive model that lays out trends in future operational and capital expenses, for the town and MSAD #51
 - Establish a work group consisting of representatives of MSAD 51, Cumberland and North Yarmouth that can help make planning suggestions to the respective entities
 - Build a tool that can be updated over time, rather than a moment-in-time assessment, that can be used by all three communities when considering development decisions and their impacts on the district

GOAL: Craft a Plan for Land Conservation and Open Space

- Begin the process to develop a Land Conservation and Open Space Plan through community engagement
 - Select Board articulates goals and priorities for a Land Conservation and Open Space Plan
 - Create an Ad-Hoc Committee to lead this process
 - Seek community input on creating an open space plan through visioning sessions, surveys, and community events

- Work closely with Royal River Conservation Trust, Skyline Farm, Yarmouth Water District, Maine Farm Land Trust, and other regional conservation organizations to strategically expand protected land in North Yarmouth
- Move the WH&CC outdoor use project forward under new facility and town leadership
- Increase access and connectivity to and between town assets (parks, village center, etc.)
- Support efforts of North Yarmouth Historic Society to identify sites within town with historic significance

GOAL: Ensure We Have Competitive Staff Compensation Models

- Support Town Manager in evaluating staff compensation and benefit structure
- Incorporate staff compensation and benefit improvements into 2023-2024 town budget

Town of North Yarmouth Select Board Business

Summary of Recommended Motions & Other Actions Items

August 16, 2022

II. Appointments

Zoning Board of Appeals

Move that the Select Board appoint Mike Mallory to the Zoning Board of Appeals as an alternate member for a term to expire on June 30, 2024. Second, discussion and vote follow.

Joint Standing Committee

Move that the Select Board appoint Selectperson _____ to the Joint Standing Committee for a term to expire on June 30, 2023. Second, discussion and vote follow.

Recreation Advisory Committee

Move that the Select Board appoint Tricia Grover to the Recreation Advisory Board for a term to expire June 30, 2024. Second, discussion and vote follow.

Walnut Hill Parkway Association (Select Board)

Move that the Select Board appoint Selectpersons _____ & _____ to attend the annual meeting that takes place prior to June 30, 2023, of the Walnut Hill Parkway Association. Second, discussion and vote follow.

V. Consent Agenda

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

OR

FURTHER DISCUSSION

Move to remove _____ from the "Consent Agenda" for further discussion under "Any Other Business". Second, discussion and vote follow.

NOTE: WHEN A SELECT BOARD MEMBER WISHES TO TAKE AN ITEM OUT OF ORDER, THE BOARD MEMBER MAY MAKE A MOTION TO DO SO, AS LISTED UNDER "FURTHER DISCUSSION".

Town of North Yarmouth Select Board Business

Summary of Recommended Motions & Other Actions Items

IX. New Business

Schedule Public Hearing for Charter Amendments

Move that the Select Board call a public hearing to be held on September 6, 2022, at 7:00 PM. Second, discussion and vote follow.

Schedule Public Hearing for LUO Amendments

Move that the Select Board, in accordance with 30-A M.R.S. § 2528, call a public hearing on September 6, 2022, following the public hearing on the charter amendments. Second, discussion and vote follow.

Financial Policy Amendment

Move that the Select Board amend the Financial Policy, as presented. Second, discussion and vote follow.

Personnel Policy Amendment

Move that the Select Board amend the Personnel Policy, as presented. Second, discussion and vote follow.

Poles & Wires Licensing Authority

Move that the Select Board designate the Town Manager, Code Enforcement Officer, or Public Works Director as the licensing authority. Second, discussion and vote follow.

Town of North Yarmouth Select Board Business

II. Appointments

August 16, 2022

Zoning Board of Appeals

SUGGESTED MOTION

Move that the Select Board appoint Mike Mallory to the Zoning Board of Appeals as an alternate member for a term to expire on June 30, 2024. Second, discussion and vote follow.

Joint Standing Committee

SUGGESTED MOTION

Move that the Select Board appoint Selectperson _____ to the Joint Standing Committee for a term to expire on June 30, 2023. Second, discussion and vote follow.

Recreation Advisory Committee

SUGGESTED MOTION

Move that the Select Board appoint Tricia Grover to the Recreation Advisory Board for a term to expire June 30, 2024. Second, discussion and vote follow.

Attached: volunteer application submitted by Tricia Grover.

Walnut Hill Parkway Association

Each April, the Walnut Hill Parkway association meets to elect its road commissioner and set he dues for the year to maintain the association's roadway. This association was established under the Town of North Yarmouth Land Use Ordinance and because the town is a part owner and utilizes the mentioned roadway, the town has a responsibility to pay for the general maintenance of the road.

The Select Board has previously appointed its own membership to attend this annual meeting.

SUGGESTED MOTION

Move that the Select Board appoint Selectpersons _____ & _____ to attend the annual meeting that takes place prior to June 30, 2023, of the Walnut Hill Parkway Association. Second, discussion and vote follow.



Town of
North Yarmouth
M A I N E

Published on *Town of North Yarmouth ME* (<https://www.northyarmouth.org>)

[Home](#) > [Boards & Committees Volunteer Application](#) > [Webform results](#) > Submission #5

Submission information

Form: [Boards & Committees Volunteer Application](#) [1]
Submitted by Anonymous (not verified)
July 12, 2022 - 5:28pm
2603:7080:483d:1e00:9489:27af:9e1a:ab0f

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

Please choose one or two board(s) or committee(s) below. Your first option will be considered by the Select Board. Your second option will be considered if your first option is not available. You do not need to choose two options but may if you choose.

1st Option

Planning Board

2nd Option

Recreation Advisory Board (Cumberland/NY)

Name:

Tricia Grover

Email:

gmsgg@yahoo.com

Mailing Address

7 Memorial Highway Apt B

Please Provide the Following Information:

1. Please give a short narrative as to why you would like to be appointed to the Board(s) or Committee(s) you have selected above:

I would really like to get involved with the town more, I have lived in North Yarmouth off and on my whole life. My family has deep roots here.

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

I am a practice manager of two medical practices at Mercy Hospital. I got my Bachelors at University of Maine Farmington where my focus was on Sports Administration and School Health. I am very passionate regarding recreational sports and wellness

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

I have not

Date:

July 12, 2022

Source URL: <https://www.northyarmouth.org/node/138221/submission/4381>

Links

[1] <https://www.northyarmouth.org/select-board/webforms/boards-committees-volunteer-application>

Town of North Yarmouth Select Board Business

V. Consent Agenda

August 16, 2022

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

- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants
- Waste Zero Contract Extension
- July 19, 2022, Business Meeting Minutes
- August 2, 2022, Business Meeting Minutes

Town Manager's Comments:

The Waste Zero contract is included herein. The contract's change is that the fees will increase by an amount of \$18.99 per case for the larger bags and \$11.68 per case for the smaller bags.

The fees were last changed in 2021 when the previous Town Manager was notified that the company was executing a part of the agreement that allowed them to increase the fees due to the supply chain issues at the time. To counter this, roughly twenty (20) weeks of inventory was purchased at a onetime cost at a lower rate.

The Town currently receives \$600 per case for the large bags and \$300 per case for the small bags minus the fees mentioned.

APPROVE CONSENT AGENDA, AS PRESENTED

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

OR

FURTHER DISCUSSION

Move to remove _____ from the "Consent Agenda" for further discussion under "Any Other Business". Second, discussion and vote follow.

NOTE: WHEN A SELECT BOARD MEMBER WISHES TO TAKE AN ITEM OUT OF ORDER, THE BOARD MEMBER MAY MAKE A MOTION TO DO SO, AS LISTED UNDER "FURTHER DISCUSSION".

Town of North Yarmouth

Select Board Business

V. *Consent Agenda*

Example

- 1) “I move to remove the April 19, 2022, Business Meeting Minutes from the Consent Agenda for further discussion under ‘Any Other Business’”. *Second, discussion and vote.*
- 2) *At this point, there is a vote on the motion (if there is a second). A vote to approve the Consent Agenda, **as amended**, is then required without any further discussion. (see below)*
- 3) “I move to approve the ‘Consent Agenda’, as amended”. *Second, discussion and vote.*



Extension of Agreement North Yarmouth, ME

WasteZero, Inc.
11943 Grandhaven Drive, Suite A-1
Murrells Inlet, SC 29576
800-866-3954
www.wastezero.com

Certified



Corporation

bcorporation.net





**Extension of Agreement between
WasteZero, Inc. and
North Yarmouth, ME**

This Extension of the WasteZero Trash Metering Agreement (this “Extension”) is made and entered into this the ____ day of _____ 2022 (the “Effective Date”), by and between WasteZero, Inc., a Delaware corporation, hereinafter referred to as “WasteZero”, and North Yarmouth, ME, hereinafter referred to as “Municipality”.

WITNESSETH

WHEREAS, WasteZero and Municipality entered into a WasteZero Trash Metering Agreement, dated July 1, 2019 (the “Agreement”) wherein WasteZero agreed to provide certain supplies and services to start up and administer the Municipality’s trash metering program (the “Program”) in exchange for a fee (the “WZ Supplies and Services Fee”); and

WHEREAS, the Agreement was for a three (3) year Initial Term from the Effective Date and provides for Extension Terms, upon mutual agreement between the parties; and

WHEREAS, Municipality has been generally satisfied with WasteZero’s performance under the Agreement and/or the parties have been able to work through any issues that have arisen to each party’s respective and mutual satisfaction; and

WHEREAS, the current Term expires June 30, 2022 and the Parties mutually agree to renew and extend the Agreement with this Extension under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Integration. Except as specifically set forth in this Extension, all provisions of the Agreement are incorporated by reference as if set forth in full herein, reaffirmed and remain in full force and effect. All capitalized terms set forth herein have the same meaning as defined in the Agreement.
2. Extension Term. WasteZero and the Municipality mutually agree to an Extension Term that will begin on July 1, 2022 and end on June 30, 2023.



3. WZ Supplies and Services Fee. During the Extension Term, the WZ Supplies and Services Fee (per Case) will be:

Contract Year	Large (Fee per Case)	Small (Fee per Case)
Year 1	\$97.60	\$62.00

IN WITNESS WHEREOF, the parties hereto have executed this Extension to the Agreement which shall have the force and effect of an original, which shall take effect as an instrument under seal on the latest day and year written below.

North Yarmouth, ME

WasteZero, Inc.

By: _____

By: David M. Bryla

Name: _____

Name: David M. Bryla

Title: _____

Title: CEO

Date: _____

Date: 08/01/2022

DigiSigner Document ID: 62dc0b4d-b67d-489a-950a-1990cd0a6448

Signer

Email: dbryla@wastezero.com
IP Address: 2601:246:102:a030:d90e:a7a2:3f56:53b5

Signature



Event	User	Time	IP Address
Upload document	evance@wastezero.com	8/1/22 4:58:13 PM EDT	69.220.155.137
Open document	evance@wastezero.com	8/1/22 4:58:21 PM EDT	69.220.155.137
Close document	evance@wastezero.com	8/1/22 5:00:18 PM EDT	69.220.155.137
Send for signing	evance@wastezero.com	8/1/22 5:01:22 PM EDT	69.220.155.137
Open document	dbryla@wastezero.com	8/1/22 5:01:52 PM EDT	2601:246:102:a030:d90e:a7a2:3f56:53b5
Sign document	dbryla@wastezero.com	8/1/22 5:02:04 PM EDT	2601:246:102:a030:d90e:a7a2:3f56:53b5
Close document	dbryla@wastezero.com	8/1/22 5:02:04 PM EDT	2601:246:102:a030:d90e:a7a2:3f56:53b5

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

Call to Order – Brian Sites, Paul Hodgetts, Katherine Perrin, and Andrea Berry were present. Selectperson Haile gave her notice of absence to Chairperson Sites. The town manager was also present. Chairperson Sites called the meeting to order at 7:00 PM.

Special Presentation – Sam Hurley, State of Maine EMS Medical Director, honored Chief Payson with the EMS Merit Award for his commitments to the EMS service across the state.

Appointments:

Joint Standing Committee – Bob Abbott (New Appointment) (13:17)

Selectperson Berry moved that the Select Board appoint Bob Abbott to the Joint Standing Committee for a term to expire on June 30, 2023. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Annual Re-Appointments to Charter & Ad-hoc Committees (13:56)

Selectperson Hodgetts moved that the Select Board re-appoint the individuals listed in this packet to the following charter committees for three (3) year terms expiring June 30, 2025. Selectperson Berry seconded the motion. Discussion: Selectperson Hodgetts asked if there has been discussion about dissolving the commission from the Town of Yarmouth. Chairperson Sites responded that there may be but has not heard any updates. **Vote: 4 Yes – 0 No.**

Zoning Board of Appeals – Thaddeus Day

Economic Development & Sustainability Committee – Maureen Lucy and Kit Maloney

Shellfish Conservation Commission – Len Kaminow

Selectperson Berry moved that the Select Board re-appoint the individuals listed in the packet to the following Cumberland/North Yarmouth committees for one (1) year terms expiring June 30, 2023. Selectperson Perrin seconded the motion. Discussion: Chairperson Sites noted a discrepancy in the terms presented for Johnna Mulligan. The chairperson clarified that the motion was for a one (1) year term, but the item could be brought back to the Select Board if a correction was needed.

Select Board Liaisons (13:38)

Chairperson Sites requested that the item be tabled until the next meeting. There was no objection by any board member.

Alternate Code Enforcement Officer (CEO)/Building Inspector/LPI (20:06)

Selectperson Berry moved that the Select Board appoint Ryan Keith as the town's alternate code enforcement officer, building inspector, and plumbing inspector for a term to expire on June 30, 2023. Selectperson Perrin seconded the motion. Discussion: Selectperson Hodgetts asked what the job would entail. The town manager responded that the town needed to hire a licensed inspector to act on inspections until the new code enforcement officer was licensed by the state. **Vote: 4 Yes – 0 No.**

Public Participation

Chairperson Sites allowed Linc Merrill, North Road, to comment. Linc Merrill asked if the alternate code enforcement officer would be signing the permits. The town manager responded that the alternate code enforcement officer would be the only individual authorized to sign the permits but that the current code enforcement officer would be the point of contact for collecting the forms.

Consent Agenda (23:57) – The town manager explained the [Treasurer's Disbursement Policy](#). Selectperson Hodgetts moved that the Select Board approve the consent agenda, as presented. Discussion: none. **Vote: 4 Yes – 0 No.**

Public Comment - Non-Agenda Items (24:40):

Linc Merrill, North Road, asked the town manager if she had any updates on the town's financials. The town manager responded that she had no new information for this meeting. She added that the town assessor, Cumberland County Assessing, should have figures in the coming weeks.

Selectperson Hodgetts inquired about when the auditor would be available to discuss the town's financial position. The town manager responded that the auditor was unavailable for the board's first meeting in August and that they would be working with staff on the audit from August 10th to August 12th.

Management Reports & Communications (26:46):

Town Manager's Report – The town manager reported that the town needs to hire conflict counsel in cases where the current town attorney has a conflict. The town manager contacted Brann & Isaacson. Selectperson Perrin inquired on the cost and the estimated hours their services would need to be utilized. The town manager responded that the current attorney's associate attorney was a similar price as the attorneys of Brann & Isaacson. The town manager reported that she did not know the exact number of hours that the town would need Brann & Isaacson's services but that they would be attending the next Planning Board meeting.

Select Board Action – Legal Counsel

Chairperson Sites moved to authorize the town manager to enter into an agreement with Brann & Isaacson to provide legal counsel to the town, if needed, regarding the Deacon Hayes Project. Selectperson Berry seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

The town manager presented the Select Board with changes to the town's charter. The town manager stated that the changes have not been reviewed by legal at the time of the meeting.

The changes were described by Town Manager Barnes as follows:

1. Convening the Town Meeting – Town Manager Barnes suggested changing the date from a Saturday in April to on or before June 30th of each year. In addition, Town Manager Barnes suggested that the date be set by no later than the preceding April 1st of each year.
2. Chair of the Select Board – Town Manager Barnes suggested allowing the Select Board to call a special meeting, if necessary, to elect a chairperson rather than waiting until the first meeting of the year to elect the officers.
3. Elect Boards and Commissions – Town Manager Barnes recommended that the charter require that all positions be required to reside in the Town of North Yarmouth while they hold office.
4. Board of Assessment Review – Town Manager Barnes recommended adding two (2) alternates on the Board of Assessment Review. Those members would only vote in the election of officers and when a member would be absent.
5. Parks and Recreation Committee – Town Manager Barnes recommend reducing the number of full members from seven (7) to five (5) and removing “[and] Recreation” from “Parks and Recreation Committee”
6. “Selectmen” to “Selectperson” – correction in language.

Chairperson Sites stated that the Select Board would discuss the items further and hold a public hearing on the changes. The final changes will be available in a future Select Board packet.

Town Manager Barnes asked the Select Board if they could meet on September 13th, 14th, or 23rd with the Town of Cumberland and MSAD #51 Board of Directors in a joint meeting. A majority of the board agreed that a meeting at 6:00 PM on September 13th would be preferable.

Town Manager Barnes read legal notes regarding LD 290. The notes clarified that municipal assessors must continue to record a property's just value and the law does not freeze the valuation of the property. Furthermore, a taxpayer can apply from August 8th to December 1st, however stabilization will only be applied to properties assessed on April 1, 2023.

Old Business:

Planning Board Member Appointment Process (38:64)

Chairperson Sites presented [[click here for Chairperson Site's presentation](#)] to the Select Board and public a process for appointing new members to the planning board. Chairperson Sites also presented last year's board goals.

The Select Board discussed the slides, particularly slide 3. Selectperson Perrin noted the Select Board's role in appointing members, their qualifications and what the Select Board can expect, and shared her appreciation with Chairperson Site's presentation.

Chairperson Sites recommend appointing two (2) individuals to interview applicants outside of a meeting. Selectperson Hodgetts stated that he did not agree with just two (2) members interviewing the applicants. Chairperson Sites made an unofficial nomination of Selectperson Hodgetts being on the interview committee. Selectperson Berry made comments supporting narrowing down the applications received before bringing a list of interviewees back to the board. Selectperson Perrin made comments supporting Selectperson Berry's suggestion and adding a process to include a resume and asking more specific questions to applicants to help narrow down the qualifiable applications. Chairperson Sites responded that he would like to see his presented criteria published on the town's website.

Town Manager Barnes recommended that the board provide 2-3 questions that she can forward to the applicants and follow up questions once the board is ready to interview the applicant.

Town Manager Barnes suggested discussing potential questions with the town planner. Chairperson Sites responded that the Select Board needs to nominate individuals by the second meeting in August.

Selectperson Berry moved to appoint Selectperson Haile and Hodgetts to an interview committee for the purposes of appointing alternates to the planning board and request that Ben Smith also be on that committee. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Berry requested that the questions to the applicants be available to the public for fairness. **Vote: 4 Yes – 0 No.**

Public Participation

Rich Parenteau, Pine Ridge Road, was recognized by Chairperson Sites. Rich Parenteau suggested that the Select Board call an off meeting to discuss the applications. Town Manager Barnes and the Select Board discussed their concerns with initially having a public meeting to interview potential candidates.

Steve Palmer, Mountfort Road, suggested that the town planner be present for the initial interviews.

Mike Mallory, Walnut Hill Road, commented on structuring the process based on the individual's qualifications.

Linc Merrill, North Road, commented that the planning board needs further review by the Select Board.

Jay Fulton, New Gloucester Road, commented on Chairperson Site's presentation and making additional comments that there should be more specificity on "diversity" and "sectors" regarding the planning board criteria presented by Chairperson Sites.

Steve Palmer, Mountfort Road, gave his concerns for allowing the public to be involved in any interview process.

New Business:

Award Bid for North Yarmouth Public Safety Needs Assessment (1:12:16) – Chief Payson read a memo [\[click here for memo\]](#) provided to the board. A proposal from Port City Architecture was included in the Select Board's packet [\[click here for proposal\]](#).

Chairperson Sites inquired if all the town facilities in North Yarmouth had a completed needs assessment from prior years. Chief Payson explained that the assessment was done but not to the degree that the station needs for future planning.

Andy Hyland, Port City Architecture, explained his qualifications and the proposal that as presented. Chairperson Sites inquired on the timeframe and the deliverables. Chief Payson explained that phase # 1-4 would be completed prior to the budget season. Andy Hyland explained the report that the board should expect.

Selectperson Berry inquired if there was a way to assess the whole of the department's needs in the future. Chief Payson made comments indicating that the process is ongoing with town leadership and that he was continuously factoring in the growth of the town – Andy Hyland explained that the needs assessment looks at how growth would impact the station over time. Chief Payson discussed current programs he's working on that are mentioned in his department head report [\[click here for Chief Payson's department head report\]](#).

Selectperson Berry recommended having public participation when discussing moving the building. Chairperson Sites clarified that the first four steps are just to assess what the town needs.

Selectperson Hodgetts inquired if the Town of Cumberland received grants for their public safety building project and asked how much the project cost. Andy Hyland followed up on the question. Selectperson Hodgetts asked how many employees work for the town. Chief Payson answered that there were 34 employees. Chief Payson also stated that tax increment financing funds (TIF) would qualify for this project.

Chairperson Sites commented on the impact of regionalization and the building of a new school. Chief Payson responded with comments that the town should consider the current needs and develop a process based on those needs. Chief Payson made comments that he was planning for the school to be in North Yarmouth and would evaluate the need as he is provided more information; Chief Payson has not received information from other parties since the initial meetings at the beginning of the school's project.

Selectperson Berry moved that the Select Board award the North Yarmouth Fire Department Facility Needs Assessment Bid to Port City Architecture for an amount of \$9,600.00 to complete phases 1-4. Selectperson Perrin seconded the motion. Discussion: Selectperson Hodgetts inquired what would take place if the town decided to not move forward with the project. **Vote: 4 Yes – 0 No.**

Public Participation

Chairperson Sites recognized the following individuals:

Linc Merrill, North Road, inquired what the plan was for the fire station. Linc Merrill stated that he was concerned with the process outlined and specified that he was not sure why the town was not involved in a study completed by Cumberland County. He also stated that he was concerned with staffing for future volunteer fire fighters. Town Manager Barnes made comments that she has reviewed the County's RFP which is more focused on the whole region and preferred that the town move forward with its own study for further evaluation. Chief Payson responded that he was not able to participate in the study as he was not given the information at the time. Linc Merrill made closing remarks.

Donation Acceptance – WH&CC Kitchen Equipment (1:44:59) – Chief Payson read from his memo to the board. [\[click here for Chief Payson's memo\]](#).

Selectperson Hodgetts commented that the Wescustogo Hall Committee was initially against having a full kitchen in the facility. Chief Payson included that the equipment was gas (propane), not electric. In addition, the chief explained that the town was being gifted the equipment, including a suppression system. Selectperson Perrin commented on the town manager developing criteria for staff to follow, which the town manager agreed.

Chairperson Sites asked if the town could donate the equipment to another entity if there was a liability issue. The town manager responded in the affirmative.

Selectperson Berry moved that the Select Board accept the donation of kitchen appliances from MSAD #51. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Perrin thanked MSAD #51. **Vote: 4 Yes – 0 No.**

Nominations for 2022-2024 Legislative Policy Committee (LPC) (1:53:15) – The town manager recommended that the Select Board consider voting for representatives of the Town of Cumberland and Town of Gray as they are direct neighbors to the town. Selectperson Perrin moved that the Select Board vote for Nathaniel Rudy and Mark Segrist for the Legislative Policy Committee. Selectperson Berry seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No 0 – 1 Abstention (Selectperson Hodgetts).**

Nominations for Vice President and Executive Committee Members – Chairperson Sites moved that the Select Board vote to elect Diane Hines to the position of the MMA's vice-president, Ivan McPike to the MMA executive committee, Phillip Crowell to the MMA executive committee, and Anthony Ward to the MMA executive committee. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No – 1 Abstention.**

Any Other Business – none.

Executive Session (1:58:57) – There was a motion and second that the Select Board and town manager enter executive session pursuant to 1 M.R.S. § 405 (6)(c). There was no discussion **Vote: 4 Yes – 0 No.**

Chairperson Sites moved to re-enter regular session at 9:24 PM. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Adjournment - Selectperson Berry moved to adjourn at 9:25 PM. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

Amy Haile, Vice Chair

Paul Hodgetts

Katherine Perrin

Andrea Berry

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, August 2, 2022
Wescustogo Hall & North Yarmouth Community Center**

Call to Order (7:15)– Brian Sites, Amy Haile, Paul Hodgetts, Katherine Perrin, and Andrea Berry were present. Town Manager Barnes was also present. Chairperson Sites called the meeting to order at 7:00 PM.

Chairperson Sites gave a brief narrative on Roselyn Clark. Chairperson Sites praised Roselyn for her public service and commitment to the town.

Appointments:

Recreation Advisory Board – Johnna Mulligan (two (2) year term) (10:57)

Vice Chairperson Haile moved that the Select Board reconsider their vote on July 19, 2022, to appoint Johnna Mulligan to the Recreation Advisory Board for a term that was initially set to expire on June 30, 2023. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Selectperson Hodgetts moved that the Select Board appoint Johnna Mulligan to the Recreation Advisory Board for a term to expire on June 30, 2024. Selectperson Berry seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Select Board Liaisons to Boards and Committees (12:43)

Chairperson Sites moved that the Select board appoint the recommended selectpersons to the boards and committees included in the Select board's packet for a term to expire on June 30, 2023. Selectperson Berry seconded the motion. Discussion: none **Vote: 5 Yes – 0 No.**

Selectperson Haile's Recommendations:

Budget Committee – Chairperson Sites
Planning Board, Zoning Board, and Flag Committee – Selectperson Hodgetts
Wescustogo Hall Committee, Recreation Advisory Board Committee, Living Well in North Yarmouth Committee – Selectperson Haile
Recycling Advisory Board, Joint Standing Committee, Parks and Recreation Committee – Selectperson Berry
Wescustogo Hall Committee, Economic Development & Sustainability Committee, North Yarmouth School Fund Trustees– Selectperson Perrin

Select Board Nominations to the Planning Board and Zoning Board of Appeals (15:00)

Selectperson Haile moved to add nominations to the Planning Board and Zoning Board to the agenda. Chairperson Sites seconded the motion. Discussion: Selectperson Haile thanked those who applied. **Vote: 5 Yes – 0 No.**

Selectperson Haile moved to appoint Trey Milam as an alternate to the Planning Board with a term to expire on June 30, 2025, and to move him to the next vacant regular position term expiring June 30, 2025; to appoint Paul Whitmarsh as an alternate to the Planning Board with a term expiring June 30, 2025; to appoint Alex Urquhart to the next vacant Planning Board alternate position term expiring June 30, 2023. Selectperson Hodgetts seconded the motion. Discussion: Chairperson Sites asked Selectperson Haile the process that was followed to appoint the individuals. Selectperson Haile discussed the process as follows:

- Applications were collected by the Town Manager.
- The Select Board appointed two (2) selectpersons to an interview committee charged with reviewing the applications with staff (town planner and Town Manager).

- The selectpersons and Town Manager provided the requirements for each position to each applicant and provided an additional question that was required to be submitted.
- The Town Manager and selectpersons scheduled and conducted interviews (20 minutes)
- The Select Board members made a recommendation to the full Select Board.

Chairperson Sites inquired if the selectpersons involved agreed with the process. Selectperson Haile and Hodgetts made comments that the process was favorable. Selectperson Hodgetts stated that ad-hoc committees do not need to go through this same process. **Vote: 5 Yes – 0 No.**

Selectperson Haile moved to appoint Kevin Robinson as a regular member to the Zoning Board of Appeals for a term to expire on June 30, 2025. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Haile added that the interview committee (Selectperson Haile, Selectperson Hodgetts, and Town Manager Barnes) interviewed the applicant. The Town Manager noted that there were more applications for the interview committee and Select Board to review at a later meeting. **Vote: 5 Yes – 0 No.**

Special Presentation(s) (22:31):

Chairperson Sites gave a presentation on the mil rate projections over the last nine (9) years. Selectperson Perrin made further comments regarding MSAD #51's decisions to use their unassigned fund balance to lower their rates in FY16-17. Selectperson Haile commented that the presentation was helpful. Selectperson Hodgetts asked how much would be available to put back into the unassigned fund balance in fiscal year 2023. Town Manager Barnes explained that the mil rate projected (\$18.10) included a \$300,000.00 overlay that should contribute to the unassigned fund balance less any abatements processed and over expenditures throughout the year. Furthermore, she discussed how any outstanding taxes influence the unassigned fund balance with a lower outstanding balance having a positive effect. Town Manager Barnes stated that she expects the outstanding taxes in FY22 to be lower than last years. Selectperson Berry asked what the Town Manager's goal was for the unassigned fund balance. Chairperson Sites commented that the Financial Policy requires 17 % of the town's annual budget be set aside for unassigned funds. Town Manager Barnes stated that 90 days was preferable.

Public Recognition

Steve Palmer, Mountfort Road, commented that the mil rate increases were not that significant over the nine (9) year period.

Paul Napolitano, Mill Ridge Road, commented how the unassigned funds were appropriated in past years.

Mike Mallory, Walnut Hill Road, commented on inconsistencies found in the Financial Policy regarding the unassigned fund balances preferred percentage compared to the annual budget. Furthermore, Mike Mallory added comments regarding how the mil rate in 2008 to the current mil rate has greatly increased.

Judy Potter, Walnut Hill Road, inquired about the Wescustogo Hall funding going towards the tax rate. Chairperson Sites responded that funds originally determined as a revenue from the Wescustogo Hall project were not available, so the current auditor researched the fund's balance. Chairperson Sites stated that the issue was now resolved.

Jay Fulton, New Gloucester Road, commented that the mil rate increase over a nine (9) year period did not seem significant.

Linc Merrill, North Road, commented on the relationship between state aid, education, and the valuation rate.

Consent Agenda (42:15)

Vice Chairperson Haile moved that the Select Board approve the consent agenda, as presented. Selectperson Perrin seconded the motion. There is no discussion under "consent agenda". **Vote: 5 Yes – 0 No.**

Public Comment - Non-Agenda Items (42:57) – Chairperson Sites requested that members of the public address their questions to the chairperson. Selectperson Perrin discussed the Select Board’s bylaws and the application of Robert’s Rules of Order. Chairperson Sites responded that the Select Board’s conduct during public comment has been necessary due to the communication challenges observed during the coronavirus pandemic. Selectperson Haile made additional comments on the roles of meeting participants versus the meeting attendees. Chairperson Sites responded that there were other formats, such as workshops, to have more active discussion between just board members.

Katie Murphy, North Yarmouth Historical Society president, commented on the outdoor market and its asset to the Old Town House.

Judy Potter, Walnut Hill Road, commented that she encourages the Select Board to continue its recent conduct during public comment. Judy Potter also inquired when there would be another bean supper.

Linc Merrill, North Road, commented that the bean supper is tentatively scheduled for September 17, 2022.

Mike Mallory, Walnut Hill Road, asked why Roberts Rules of Order was not included in the Select Board’s bylaws.

Jeanne Chadborne expressed her appreciation for the chairperson’s work on getting individuals and Select Board members appointed to the various boards and committees.

Management Reports & Communications:

Town Manager’s Report (53:24):

The Town Manager reported on MMA’s reimbursement for workman’s compensation. Town Manager Barnes also explained that there have been issues with the financial software which has delayed the tax bills being printed.

July 1, 2021 – June 30, 2022 (FY22) Expense and Revenue Report

Town Manager Barnes provided the Select Board the month of June expense and revenue reports with all expenses and revenues reflected for FY22. The Town Manager stated that the reports have not yet been reviewed by the town auditor. [[click here for expense and revenue reports](#)]

Public Participation

Paul Napolitano, Mill Ridge Road, asked if the Town Manager knew how many applied to the senior tax assistance program. The Town Manager responded that 54 applied and 33 were approved. The Town Manager added that the process for determining the approved applications followed state statute and the town’s tax assistance ordinance.

Old Business:

Select Board Goals (57:17)

Selectperson Berry presented the following high-level goals:

- 1) Improving Communications and Resident Engagement
- 2) Reviewing Key Ordinances and Committee Charges
- 3) Improving Town Financial Oversight
- 4) Short-term Strategic Plan with Community Input
- 5) Working with Strategic Partners
- 6) Plan for Land Conservation and Open Space
- 7) Insuring Competitive Staff Compensation Goals

Selectperson Berry suggested that the Select Board have a workshop to discuss what goals the board should prioritize in fiscal year 2023. Selectperson Haile thanked Selectperson Berry for her work on the listed goals.

Chairperson Sites moved that the Select Board have a workshop prior to the next board meeting at 6:00 PM. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Berry requested 6:15 PM. Selectperson Haile commented that the board may need more time to review the discussed goals. **Vote: 5 Yes – 0 No.**

Public Participation

Steve Palmer, Mountfort Road, recommended that the Select Board review the camion report.

New Business

Award AV Installation & Broadcasting Upgrades Request for Proposal (1:07:01)

Chairperson Sites moved that the Select Board award the AV Installation & Broadcasting Upgrades Request for Proposal to Connectivity Point and Design in the amount of \$144,055.64; authorize the Town Manager to enter into an agreement with Connectivity Point and Design as presented in option one of the bid package; and, to utilize the remaining funds towards the completion of the project. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Haile asked if the remaining work needed would be qualifiable under the ARPA funds. Town Manager Barnes responded in the affirmative. Selectperson Hodgetts inquired if this involved matching funding. Town Manager Barnes responded in the negative. **Vote: 5 Yes – 0 No.** [[click here for memo and proposal from Connectivity Point and Design](#)]

Charter Amendments (1:11:03)

Town Manager Barnes explained the following changes [[click here for the charter changes](#)]:

Article II. Select Board, § 4(g) – the Town Manager explained that state statute defines how board members have to appoint individuals to the school board when a vacancy exists.

The Town Manager recommended that the Select Board have a public hearing no later than the first meeting of September. The Town Manager also stated that the town attorney is required to provide explanations for each of the changes. Selectperson Hodgetts and Chairperson Sites discussed other changes brought forth by the community not included in the revised charter presented. Chairperson Sites clarified that these changes were necessary and can be changed now and that the Select Board would continue to discuss the changes mentioned at previous meetings for future changes.

Selectperson Haile and Berry commented on sections that were included in the charter that included the term “recreation” in multiple sections. The Town Manager responded that those will be corrected.

Selectperson Hodgetts inquired why the term “Overseers of the Board” was being changed to “Board of Overseers”. The Town Manager explained the new terminology was to be consistent with the current common use of the title.

Chairperson Sites clarified when changes needed to be submitted. The Town Manager recommended that the board submit the changes at this meeting.

Selectperson Haile inquired where a timeline to fill vacant positions would be most appropriate. Chairperson Sites responded that the language would be more appropriate as a policy and not included in the charter.

Any Other Business (1:17:21)

Selectperson Berry shared her appreciation to the staff at the Wescustogo Hall & North Yarmouth Community Center. Selectperson Haile thanked Patriot Insurance for their sponsorship of movie night.

Selectperson Berry reported on the Select Board’s communications with MSAD #51 and their interest in a new building committee. Chairperson Sites responded that the item would be on the next agenda.

Chairperson Sites commented on the recycling committee’s work to develop a “no plastic October”.

The Town Manager reported that she has not heard from MSAD #51 and the Town of Cumberland on the date of a joint meeting. Selectperson Berry responded that the meeting was planned for September 13, 2022, at 6:00 PM.

Chairperson Sites stated that a proclamation for the Greely girl's lacrosse team would be on the next meeting's agenda.

Adjournment (1:22:16) - Selectperson Perrin moved to adjourn at 8:17 PM. Discussion: none. **Vote: 5 Yes – 0 No.**

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

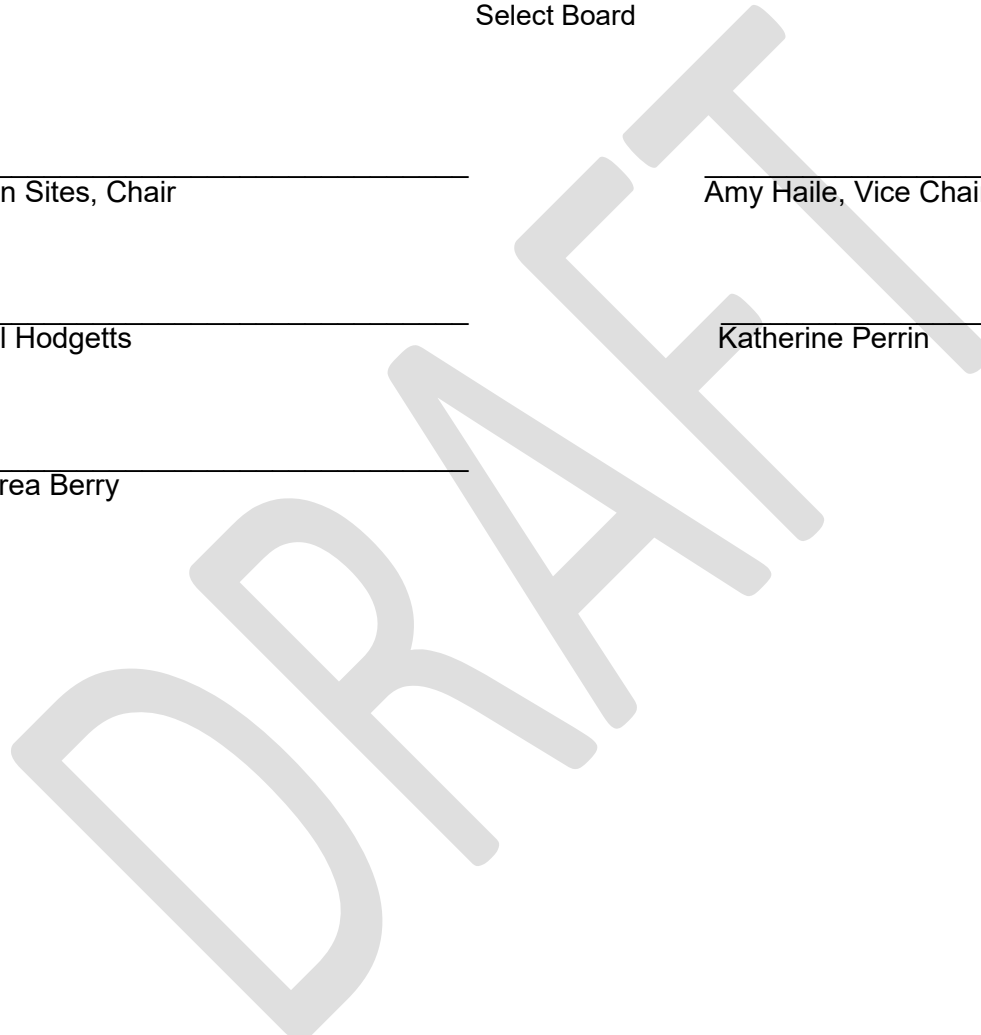
Brian Sites, Chair

Amy Haile, Vice Chair

Paul Hodgetts

Katherine Perrin

Andrea Berry



Town of North Yarmouth Select Board Business

VII. Management Reports & Communications

August 16, 2022

Town Manager's Report & Project Agenda

Project agenda included herein.

Expense and Revenue Report (July 1, 2022 – July 31, 2022)

Reports included herein.

Capital Reserve Misc. Income, Interest, & Expense Reports (July 1, 2022 – July 31, 2022)

Report included herein.

Town Manager Monthly Project Agenda (August-September 2022)

The following list includes goals for work to be completed within specific projects in the following month. This in no way represents a list of all work done within this department, nor does it guarantee that all items will be completed exactly on schedule. The constantly changing requirements placed by the public and internal service aspect of my department along with cooperation with outside agencies will always come into play when scheduling projects within the town.

Department	Project	Items to Complete
Town Manager	<ul style="list-style-type: none"> • CIP • Budget • GPCOG • Casella Contract Policy • Department Head Meetings • Tax Commitment • Ordinance Amendment • PACTS Funding • Technology • Audit • Community Resilience Project • Norway Savings Bank • Rail Use Advisory Council • Fire Department Study • Audio & Visual Project • Annual Town Report • TIF Amendments 	<ul style="list-style-type: none"> Begin work on a comprehensive capital improvement plan Review and begin work on the FY 24 budget restructuring Attend monthly PACTS Policy Committee meetings Finalize Casella Contract for Select Board Approval in September Schedule monthly department head meetings Complete FY 23 tax commitment and billing Review ordinance for proposed amendments Meet with Olver Associates on site to finalize project and cost estimates for Work with ION Networking to start cyber security training and switching everything over to Office 365 Continue work on the FY 22 audit Hold community resilience workshop, complete self-evaluation, draft municipal resolution, apply for grant funds Enroll in positive pay, fraud detection tool Attend monthly meetings of the Rail Use Advisory Council Attend kick-off meeting with Port City Architects Sign contract for audio visual upgrades Start work on Manager’s report and Tax Collector reports for annual Town Report Work with the Assessor and Legal on proposed TIF Amendments and Technical revisions for a February 1st target date to send to DECD.

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET	---- Y T D ----		UNEXPENDED	PERCENT
	NET	DEBITS	CREDITS	BALANCE	SPENT
110 - MUNICIPAL ADMINISTRATION	633,623.00	49,554.75	3,868.00	587,936.25	7.21
01 - MUNICIPAL ADMIN OPERATIONS	475,339.00	35,820.25	3,868.00	443,386.75	6.72
5100 - FULL TIME WAGES	356,063.00	25,381.37	0.00	330,681.63	7.13
5110 - OTHER WAGES	6,500.00	0.00	0.00	6,500.00	0.00
5120 - OVER TIME WAGES	5,000.00	383.64	0.00	4,616.36	7.67
5130 - ALLOWANCES	3,290.00	0.00	0.00	3,290.00	0.00
5140 - TRAINING	1,855.00	110.00	0.00	1,745.00	5.93
5143 - MDOL SAFETY FINES	500.00	0.00	0.00	500.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	8,478.00	3,918.00	3,868.00	8,428.00	0.59
5210 - POSTAGE	7,640.00	1,243.00	0.00	6,397.00	16.27
5212 - REGISTRY OF DEEDS	900.00	0.00	0.00	900.00	0.00
5214 - ADVERTISING	1,500.00	182.00	0.00	1,318.00	12.13
5216 - SOFTWARE	41,708.00	4,343.34	0.00	37,364.66	10.41
5218 - PRINTING	13,890.00	0.00	0.00	13,890.00	0.00
5220 - BANK FEES	100.00	0.00	0.00	100.00	0.00
5222 - SPECIAL EVENTS	2,750.00	0.00	0.00	2,750.00	0.00
5224 - OFFICE SUPPLIES	12,000.00	258.90	0.00	11,741.10	2.16
5226 - OFFICE EQUIPMENT	5,165.00	0.00	0.00	5,165.00	0.00
5228 - ELECTIONS/REGISTRAR OF VOTERS	8,000.00	0.00	0.00	8,000.00	0.00
02 - CONTRACTS/PROFESSIONAL SERVICE	136,662.00	9,866.50	0.00	126,795.50	7.22
5310 - AUDITOR	15,750.00	2,500.00	0.00	13,250.00	15.87
5312 - ASSESSOR	54,702.00	4,558.50	0.00	50,143.50	8.33
5316 - LEGAL	20,000.00	0.00	0.00	20,000.00	0.00
5318 - WEBSITE	4,670.00	0.00	0.00	4,670.00	0.00
5322 - TECHNOLOGY	41,540.00	2,808.00	0.00	38,732.00	6.76
09 - TIF EXPENSES	7,737.00	3,868.00	0.00	3,869.00	49.99
6100 - TIF GPCOG	7,737.00	3,868.00	0.00	3,869.00	49.99
10 - CAPITAL RESERVES	13,885.00	0.00	0.00	13,885.00	0.00
6200 - CAPITAL RESERVE TECHNOLOGY	13,885.00	0.00	0.00	13,885.00	0.00

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
120 - COMMUNITY SERVICES CONT'D					
120 - COMMUNITY SERVICES	218,337.00	10,868.24	0.00	207,468.76	4.98
01 - CEO SERVICES & PLANNING	153,320.00	10,828.24	0.00	142,491.76	7.06
5100 - FULL TIME WAGES	123,200.00	9,279.59	0.00	113,920.41	7.53
5130 - ALLOWANCES	1,920.00	0.00	0.00	1,920.00	0.00
5140 - TRAINING	2,000.00	875.90	0.00	1,124.10	43.80
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	700.00	672.75	0.00	27.25	96.11
5600 - ENGINEERING & PEER REVIEW	5,000.00	0.00	0.00	5,000.00	0.00
5610 - PLANNING BOARD	20,500.00	0.00	0.00	20,500.00	0.00
03 - PARKS & RECREATION	7,300.00	0.00	0.00	7,300.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	3,200.00	0.00	0.00	3,200.00	0.00
5635 - PARK MAINTENANCE	4,000.00	0.00	0.00	4,000.00	0.00
5640 - PARKS & RECREATION COMMITTEE	100.00	0.00	0.00	100.00	0.00
04 - GENERAL ASSISTANCE	2,650.00	40.00	0.00	2,610.00	1.51
5645 - OUT SOURCE SERVICES FOR GA	1,650.00	0.00	0.00	1,650.00	0.00
5650 - GENERAL ASSISTANCE	1,000.00	40.00	0.00	960.00	4.00
05 - SOCIAL SERVICES	7,492.00	0.00	0.00	7,492.00	0.00
5601 - REGIONAL TRANSPORTATION	500.00	0.00	0.00	500.00	0.00
5603 - NORTHERN LIGHT HEALTH	500.00	0.00	0.00	500.00	0.00
5604 - MAINE HEALTH HOME CARE	500.00	0.00	0.00	500.00	0.00
5605 - LIFEFLIGHT	892.00	0.00	0.00	892.00	0.00
5606 - SO. MAINE AGENCY OF AGING	1,000.00	0.00	0.00	1,000.00	0.00
5607 - MAINE PUBLIC RADIO	100.00	0.00	0.00	100.00	0.00
5609 - OPPORTUNITY ALLIANCE	2,000.00	0.00	0.00	2,000.00	0.00
5611 - THROUGH THESE DOORS	2,000.00	0.00	0.00	2,000.00	0.00
06 - CEMETERIES	5,560.00	0.00	0.00	5,560.00	0.00
5130 - ALLOWANCES	250.00	0.00	0.00	250.00	0.00
5140 - TRAINING	230.00	0.00	0.00	230.00	0.00
5525 - MAINTENANCE/SUPPLIES	5,080.00	0.00	0.00	5,080.00	0.00
07 - LIVING WELL	1,200.00	0.00	0.00	1,200.00	0.00
5625 - GENERAL EXPENSE	1,200.00	0.00	0.00	1,200.00	0.00
08 - HISTORICAL SOCIETY	1,500.00	0.00	0.00	1,500.00	0.00
5625 - GENERAL EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
09 - TAX INCREMENT FINANCING	39,315.00	0.00	0.00	39,315.00	0.00
6101 - TIF ADMIN	15,000.00	0.00	0.00	15,000.00	0.00
6102 - TIF EDSC	5,000.00	0.00	0.00	5,000.00	0.00
6103 - TIF RECREATION TRAILS	17,815.00	0.00	0.00	17,815.00	0.00
6104 - TIF PROFESSIONAL SERVICES	1,500.00	0.00	0.00	1,500.00	0.00

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
125 - COMMUNITY CENTER CONT'D					
125 - COMMUNITY CENTER	121,806.00	7,737.35	0.00	114,068.65	6.35
01 - OPERATIONS	121,806.00	7,737.35	0.00	114,068.65	6.35
5100 - FULL TIME WAGES	98,539.00	7,587.35	0.00	90,951.65	7.70
5130 - ALLOWANCES	740.00	0.00	0.00	740.00	0.00
5140 - TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	45.00	0.00	0.00	45.00	0.00
5222 - SPECIAL EVENTS	16,562.00	150.00	0.00	16,412.00	0.91
5240 - CONTRACT SERVICES	920.00	0.00	0.00	920.00	0.00
5242 - MARKETING/PRINTING/ADVERTISING	1,000.00	0.00	0.00	1,000.00	0.00
5244 - PROGRAM SUPPLIES	2,500.00	0.00	0.00	2,500.00	0.00

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
130 - PUBLIC SAFETY CONT'D					
130 - PUBLIC SAFETY	494,746.00	36,902.64	0.00	457,843.36	7.46
01 - FIRE RESCUE DEPARTMENT	369,266.00	13,139.31	0.00	356,126.69	3.56
5100 - FULL TIME WAGES	72,047.00	5,542.40	0.00	66,504.60	7.69
5110 - OTHER WAGES	146,587.00	5,111.64	0.00	141,475.36	3.49
5130 - ALLOWANCES	4,311.00	6.00	0.00	4,305.00	0.14
5140 - TRAINING	13,775.00	1,043.78	0.00	12,731.22	7.58
5145 - PHYSICALS & HEP B SHOTS	7,140.00	0.00	0.00	7,140.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	3,220.00	922.75	0.00	2,297.25	28.66
5522 - EQUIPMENT MAINTENANCE &REPAIRS	34,743.00	359.47	0.00	34,383.53	1.03
5524 - VEHICLE MAINTENANCE	25,550.00	0.00	0.00	25,550.00	0.00
5526 - GAS/DIESEL	8,450.00	84.84	0.00	8,365.16	1.00
5528 - LIFEPAK 15	1,710.00	0.00	0.00	1,710.00	0.00
5530 - PARAMEDIC SERVICE	15,900.00	0.00	0.00	15,900.00	0.00
5531 - RESCUE FEE COLLECTION SERVICE	5,000.00	0.00	0.00	5,000.00	0.00
5532 - MEDICAL SUPPLIES	15,000.00	68.43	0.00	14,931.57	0.46
5534 - PERSONAL PROTECTIVE EQUIPMENT	14,833.00	0.00	0.00	14,833.00	0.00
5535 - EMERGENCY MANAGEMENT / WARMIN	1,000.00	0.00	0.00	1,000.00	0.00
02 - CONTRACTS / PROFESSIONAL SVCS	125,480.00	23,763.33	0.00	101,716.67	18.94
5324 - DISPATCH SERVICES	29,207.00	14,306.50	0.00	14,900.50	48.98
5326 - ANIMAL CONTROL SERVICES	27,205.00	4,072.00	0.00	23,133.00	14.97
5330 - HYDRANTS	65,000.00	5,384.83	0.00	59,615.17	8.28
5332 - STREET LIGHTS	2,500.00	0.00	0.00	2,500.00	0.00
5334 - CCSO SPEED PATROLS	1,568.00	0.00	0.00	1,568.00	0.00

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
140 - PUBLIC WORKS CONT'D					
140 - PUBLIC WORKS	653,784.00	40,525.30	0.00	613,258.70	6.20
01 - OPERATIONS	530,827.00	25,945.07	0.00	504,881.93	4.89
5100 - FULL TIME WAGES	263,346.00	22,605.98	0.00	240,740.02	8.58
5110 - OTHER WAGES	12,931.00	1,839.23	0.00	11,091.77	14.22
5120 - OVER TIME WAGES	25,000.00	867.89	0.00	24,132.11	3.47
5130 - ALLOWANCES	3,115.00	162.02	0.00	2,952.98	5.20
5140 - TRAINING	500.00	0.00	0.00	500.00	0.00
5145 - PHYSICALS & HEP B SHOTS	500.00	0.00	0.00	500.00	0.00
5150 - DUES/MEMBERSHIPS/LICENSES/SUBS	300.00	0.00	0.00	300.00	0.00
5160 - DRUG TESTING	450.00	0.00	0.00	450.00	0.00
5520 - GENERAL REPAIRS	0.00	150.00	0.00	-150.00	----
5522 - EQUIPMENT MAINTENANCE &REPAIRS	5,500.00	19.99	0.00	5,480.01	0.36
5524 - VEHICLE MAINTENANCE	30,000.00	0.00	0.00	30,000.00	0.00
5526 - GAS/DIESEL	30,000.00	0.00	0.00	30,000.00	0.00
5534 - PERSONAL PROTECTIVE EQUIPMENT	2,920.00	0.00	0.00	2,920.00	0.00
5540 - RADIO REPAIRS	2,500.00	0.00	0.00	2,500.00	0.00
5542 - EQUIPMENT RENTALS	2,220.00	0.00	0.00	2,220.00	0.00
5544 - SUPPLIES	12,000.00	0.00	0.00	12,000.00	0.00
5548 - LUBRICANTS	4,420.00	0.00	0.00	4,420.00	0.00
5550 - TIRES	10,650.00	0.00	0.00	10,650.00	0.00
5552 - SIGNS	7,500.00	0.00	0.00	7,500.00	0.00
5554 - CULVERTS	7,410.00	0.00	0.00	7,410.00	0.00
5556 - COLD PATCH	1,500.00	0.00	0.00	1,500.00	0.00
5558 - CRACK SEALING	4,125.00	0.00	0.00	4,125.00	0.00
5560 - STRIPING	14,900.00	299.96	0.00	14,600.04	2.01
5562 - SWEEPING/CATCH BASINS	2,055.00	0.00	0.00	2,055.00	0.00
5564 - TREE CUTTING	3,500.00	0.00	0.00	3,500.00	0.00
5566 - EROSION CONTROL	4,950.00	0.00	0.00	4,950.00	0.00
5568 - GRAVEL PIT OPERATIONS	500.00	0.00	0.00	500.00	0.00
5570 - CUTTING EDGES	13,050.00	0.00	0.00	13,050.00	0.00
5572 - SALT	56,760.00	0.00	0.00	56,760.00	0.00
5574 - LIQUID CALCIUM CHLORIDE	6,200.00	0.00	0.00	6,200.00	0.00
5578 - SAFETY INSPECTIONS	2,025.00	0.00	0.00	2,025.00	0.00
09 - TAX INCREMENT FINANCING	9,500.00	0.00	0.00	9,500.00	0.00
6105 - TIF STREET SAFETY	9,500.00	0.00	0.00	9,500.00	0.00
10 - CAPITAL RESERVES	113,457.00	14,580.23	0.00	98,876.77	12.85
6201 - CIP RESERVE ROADWAYS	80,977.00	0.00	0.00	80,977.00	0.00
6202 - CIP RESERVE HEAVY EQUIP	32,480.00	14,580.23	0.00	17,899.77	44.89

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
145 - BULDINGS & GROUNDS CONT'D					
145 - BULDINGS & GROUNDS	146,651.00	2,365.84	0.00	144,285.16	1.61
01 - CUSTODIAL	43,380.00	0.00	0.00	43,380.00	0.00
5100 - FULL TIME WAGES	36,400.00	0.00	0.00	36,400.00	0.00
5130 - ALLOWANCES	880.00	0.00	0.00	880.00	0.00
5516 - CUSTODIAL MAINTENANCE SUPPLIES	6,100.00	0.00	0.00	6,100.00	0.00
02 - UTILITIES	60,984.00	596.51	0.00	60,387.49	0.98
5410 - PHONE	5,450.00	496.52	0.00	4,953.48	9.11
5412 - INTERNET	8,440.00	99.99	0.00	8,340.01	1.18
5414 - ELECTRICITY	16,700.00	0.00	0.00	16,700.00	0.00
5415 - SOLAR PANEL LEASE	17,700.00	0.00	0.00	17,700.00	0.00
5416 - HEAT	5,000.00	0.00	0.00	5,000.00	0.00
5418 - PROPANE	3,000.00	0.00	0.00	3,000.00	0.00
5420 - WATER	4,694.00	0.00	0.00	4,694.00	0.00
03 - FACILITY MAINTENANCE	36,178.00	1,769.33	0.00	34,408.67	4.89
5510 - ALARMS	4,088.00	1,239.60	0.00	2,848.40	30.32
5512 - PEST CONTROL	2,060.00	0.00	0.00	2,060.00	0.00
5514 - FLOOR MATS	4,000.00	145.73	0.00	3,854.27	3.64
5518 - LAND FILL COVER (MOWING)	325.00	0.00	0.00	325.00	0.00
5520 - GENERAL REPAIRS	15,200.00	384.00	0.00	14,816.00	2.53
5522 - EQUIPMENT MAINTENANCE &REPAIRS	10,505.00	0.00	0.00	10,505.00	0.00
10 - CAPITAL RESERVES	6,109.00	0.00	0.00	6,109.00	0.00
6203 - CIP RESERVE MUNICIPAL FACILITY	4,109.00	0.00	0.00	4,109.00	0.00
6204 - CIP RESERVE CONTINGENCY	2,000.00	0.00	0.00	2,000.00	0.00

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
150 - SOLID WASTE & RECYCLING CONT'D					
150 - SOLID WASTE & RECYCLING	245,806.00	14,707.69	0.00	231,098.31	5.98
01 - SOLID WASTE	245,806.00	14,707.69	0.00	231,098.31	5.98
5655 - MSW DISPOSAL	72,299.00	7,369.64	0.00	64,929.36	10.19
5660 - RECYCLABLES COLLECTION	72,299.00	7,338.05	0.00	64,960.95	10.15
5665 - MSW COLLECTION SURCHARGE	300.00	0.00	0.00	300.00	0.00
5670 - ECOMAINE TONAGE	87,908.00	0.00	0.00	87,908.00	0.00
5685 - HHW COLLECTION/CLEAN UP DAY	10,000.00	0.00	0.00	10,000.00	0.00
5688 - GARBAGE TO GARDEN	3,000.00	0.00	0.00	3,000.00	0.00

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
160 - FIXED EXPENSES CONT'D					
160 - FIXED EXPENSES	10,251,379.00	767,014.51	3,308.41	9,487,672.90	7.45
01 - DEBT SERVICE	270,150.00	0.00	0.00	270,150.00	0.00
5700 - DEBT SERVICES	270,150.00	0.00	0.00	270,150.00	0.00
02 - EMPLOYEE BENEFITS	434,917.00	27,067.74	3,308.41	411,157.67	5.46
5710 - HEALTH & LIFE INSURANCE	228,876.00	16,483.22	2,858.55	215,251.33	5.95
5720 - DENTAL INSURANCE	16,745.00	870.50	449.86	16,324.36	2.51
5730 - ICMA RETIREMENT	49,654.00	0.00	0.00	49,654.00	0.00
5740 - FICA	84,976.00	5,589.47	0.00	79,386.53	6.58
5750 - WORKMAN'S COMPENSATION	39,196.00	4,124.55	0.00	35,071.45	10.52
5760 - UNEMPLOYMENT	9,984.00	0.00	0.00	9,984.00	0.00
5765 - EARNED PAY LEAVE	4,986.00	0.00	0.00	4,986.00	0.00
5770 - EDUCATIONAL INCENTIVE	500.00	0.00	0.00	500.00	0.00
03 - MUNICIPAL INSURANCE	48,063.00	1,224.00	0.00	46,839.00	2.55
5780 - FIREFIGHTER'S SUPPLEMENTAL INS	2,046.00	1,224.00	0.00	822.00	59.82
5790 - PROPERTY/CASUALTY/VOLUNTEER	46,017.00	0.00	0.00	46,017.00	0.00
04 - MSAD #51 - EDUCATION	8,850,145.00	737,512.09	0.00	8,112,632.91	8.33
5830 - EDUCATION MSAD #51	8,850,145.00	737,512.09	0.00	8,112,632.91	8.33
05 - NY/CUMBERLAND SHARED SERVICES	271,211.00	0.00	0.00	271,211.00	0.00
5800 - PRINCE MEMORIAL LIBRARY	190,155.00	0.00	0.00	190,155.00	0.00
5810 - RECREATION	81,056.00	0.00	0.00	81,056.00	0.00
06 - COUNTY TAX	376,893.00	0.00	0.00	376,893.00	0.00
5840 - COUNTY TAXES	376,893.00	0.00	0.00	376,893.00	0.00
07 - OVERLAY	0.00	1,210.68	0.00	-1,210.68	----
5850 - OVERLAY	0.00	1,210.68	0.00	-1,210.68	----

SELECT BOARD EXPENSE REPORT

DEPARTMENT(S): 110 - 170
JULY TO JULY

ACCOUNT	BUDGET NET	---- Y T D ----		UNEXPENDED BALANCE	PERCENT SPENT
		DEBITS	CREDITS		
170 - CAPITAL RES. APPROPRIATIONS CONT'D					
170 - CAPITAL RES. APPROPRIATIONS	197,289.00	0.00	0.00	197,289.00	0.00
23 - FUTURE LAND RESERVE	10,000.00	0.00	0.00	10,000.00	0.00
5899 - BUDGETED RESERVE APPROPRIATION	10,000.00	0.00	0.00	10,000.00	0.00
25 - MUNICIPAL FACILITIES RESERVE	37,566.00	0.00	0.00	37,566.00	0.00
5899 - BUDGETED RESERVE APPROPRIATION	37,566.00	0.00	0.00	37,566.00	0.00
26 - CONTIGENCY RESERVE	20,000.00	0.00	0.00	20,000.00	0.00
5899 - BUDGETED RESERVE APPROPRIATION	20,000.00	0.00	0.00	20,000.00	0.00
31 - ROADWAY RESERVE	124,723.00	0.00	0.00	124,723.00	0.00
5899 - BUDGETED RESERVE APPROPRIATION	124,723.00	0.00	0.00	124,723.00	0.00
32 - RECORDS PRESERVATION RESERVE	5,000.00	0.00	0.00	5,000.00	0.00
5899 - BUDGETED RESERVE APPROPRIATION	5,000.00	0.00	0.00	5,000.00	0.00
Final Totals	12,963,421.00	929,676.32	7,176.41	12,040,921.09	7.12

SELECT BOARD REVENUE REPORT

DEPARTMENT(S): 100
JULY TO JULY

ACCOUNT	BUDGET NET	YTD DEBITS	YTD CREDITS	PCT COLL
100 - REVENUES	2,552,812.00	253.34	230,878.67	-9.03
4010 - AGENT FEES	12,000.00	0.00	1,623.00	-13.53
4020 - RESCUE FEES	60,000.00	0.00	7,166.29	-11.94
4030 - APPEALS	50.00	0.00	0.00	0.00
4050 - BOAT EXCISE	4,200.00	0.00	683.20	-16.27
4060 - BUILDING PERMITS	75,000.00	0.00	2,550.20	-3.40
4067 - BURN PERMITS - ONLINE	200.00	0.00	0.00	0.00
4070 - CASH SHORT/OVER	0.00	3.34	0.40	---
4080 - CATV FRANCHISE FEES	30,000.00	0.00	0.00	0.00
4090 - CELL TOWER RENTAL	45,000.00	0.00	4,152.70	-9.23
4100 - CEO FINES	500.00	0.00	0.00	0.00
4110 - CEO MISC. PERMITS	500.00	0.00	150.00	-30.00
4115 - CEO ADMINISTRATION FEES	13,725.00	0.00	400.00	-2.91
4130 - CLERK FEES	500.00	0.00	52.00	-10.40
4140 - CUSTOMER SERVICES FEES	350.00	0.00	42.00	-12.00
4157 - PARK USE PERMIT DOGS	500.00	0.00	50.00	-10.00
4160 - ELECTRICAL PERMITS	20,000.00	0.00	150.00	-0.75
4190 - FOAA FEES	200.00	0.00	0.00	0.00
4200 - GENEALOGY SEARCH	50.00	0.00	0.00	0.00
4210 - GENERAL ASSISTANCE	700.00	0.00	0.00	0.00
4260 - LOCAL ROAD ASSISTANCE PROGRAM	25,000.00	0.00	0.00	0.00
4265 - PROPERTY & CASUALTY POOL	5,000.00	0.00	0.00	0.00
4270 - MSAD ELECTIONS	1,700.00	0.00	0.00	0.00
4280 - MISC REVENUES	1,200.00	0.00	0.00	0.00
4290 - BMV EXCISE	950,000.00	0.00	95,164.78	-10.02
4320 - PLANNING BOARD	2,400.00	0.00	0.00	0.00
4330 - PLUMBING PERMITS	18,300.00	0.00	862.50	-4.71
4335 - PRIVATE ROAD SIGNS	300.00	0.00	0.00	0.00
4340 - SHARP HOUSE RENTAL FEES	10,200.00	0.00	850.00	-8.33
4342 - ROAD ORDINANCE PERMITS	500.00	0.00	0.00	0.00
4345 - WH&CC FEES	77,305.00	0.00	1,905.00	-2.46
4350 - REVENUE SHARING	696,729.00	0.00	70,127.87	-10.07
4360 - SALE OF ASSETS	1,000.00	0.00	0.00	0.00
4370 - SITE PLAN REVIEW	1,500.00	0.00	0.00	0.00
4390 - SOLID WASTE/RECYCLING	170,000.00	0.00	18,590.00	-10.94
4400 - SW HAULER PERMIT	75.00	0.00	0.00	0.00
4420 - TAX INTEREST	10,000.00	0.00	1,906.22	-19.06
4480 - TREE GROWTH EXEMPTION	2,500.00	0.00	0.00	0.00
4485 - CONSOLIDATED COMM. LEASE	6,000.00	0.00	0.00	0.00
4500 - VETERAN'S EXEMPTION	2,200.00	0.00	2,263.00	-102.86
4510 - VITAL RECORDS	2,000.00	0.00	195.40	-9.77
4991 - WH DONATIONS	15,000.00	0.00	0.00	0.00
4992 - WH PROCEEDS TRANSFER IN	23,928.00	0.00	0.00	0.00
4993 - TRANSFER IN TIF	133,049.00	0.00	3,868.00	-2.91
4994 - TRANSFER IN RESERVE	133,451.00	0.00	17,876.11	-13.40
4995 - NYSF REIMBURSEMENT	0.00	250.00	250.00	---
Final Totals	2,552,812.00	253.34	230,878.67	-9.03

July 1, 2022 - July 31, 2022 Investment Report

Investment Account Activity - Reserve Balances

Reserve Account	Beg. Balance	Transfers In	Transfers (Out)	Expenses	Interest & Dividends ³	Investment Gains (Losses) ³	Investment Expenses ³	Due from Reserves to General Fund ²	Ending Available Balance ¹
Public Works and Fire Rescue Small/Heavy Equipment Reserve	\$ 242,029.76	\$ -	\$ (14,580.23)	\$ (14,580.23)	\$ -	\$ -	\$ -	\$ -	\$ 227,449.53
Technology/Communication Reserve	\$ 15,881.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,881.50
Future Land Reserve	\$ 16,112.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,112.93
Parks and Recreation Reserve	\$ 48,148.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,148.20
Municipal Facilities Reserve	\$ 11,243.14	\$ -	\$ (3,412.90)	\$ (3,412.90)	\$ -	\$ -	\$ -	\$ -	\$ 7,830.24
Contingency Reserve	\$ (3,537.13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,537.13)
Records Preserve Reserve	\$ (92.01)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (92.01)
Roadway Reserve	\$ (15,597.05)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (15,597.05)
	\$ 314,189.34	\$ -	\$ (17,993.13)	\$ (17,993.13)	\$ -	\$ -	\$ -	\$ -	\$ 296,196.21

Town Meeting Approved Appropriations

<u>Reserve Accounts</u>	Approved at Town Meeting	Transferred	Remaining to be Transferred
Public Works and Fire Rescue Small/Heavy Equipment Reserve	\$ -	\$ -	\$ -
Technology/Communication Reserve	\$ -	\$ -	\$ -
Future Land Reserve	\$ 10,000.00	\$ -	\$ 10,000.00
Parks and Recreation Reserve	\$ -	\$ -	\$ -
Municipal Facilities Reserve	\$ 37,566.00	\$ -	\$ 37,566.00
Contingency Reserve	\$ 20,000.00	\$ -	\$ 20,000.00
Records Preserve Reserve	\$ 5,000.00	\$ -	\$ 5,000.00
Roadway Reserve	\$ 124,723.00	\$ -	\$ 124,723.00

Notes

¹**Ending Available Balance:** the balance as of the end of the month minus the expenses incurred that month

²**Due from Reserves to General Fund:** the balance owed to the general fund that has yet to be transferred. This amount is not included with the account's ending available balance.

³ Available quarterly

Town of North Yarmouth Select Board Business

IX. New Business

August 16, 2022

Schedule Public Hearing for Charter Amendments

As required by statute, the Select Board must call a public hearing prior to placing any charter amendments on the town meeting warrant.

SUGGESTED MOTION

Move that the Select Board call a public hearing to be held on September 6, 2022, at 7:00 PM. Second, discussion and vote follow.

Attached: public hearing notice prepared by town attorney.

Schedule Public Hearing for Land Use Ordinance (LUO) Amendments

Because the LUO is being considered on a **secret ballot election (30-A M.R.S., § 2528)**, the Select Board is required to hold its own public hearing in addition to the Planning Board's public hearing.

SUGGESTED MOTION

Move that the Select Board, in accordance with 30-A M.R.S. § 2528, call a public hearing on September 6, 2022, following the public hearing on the charter amendments. Second, discussion and vote follow.

Financial Policy Amendment

The first proposed change is to increase the required capitalization for all fixed assets from \$5,000.00 to \$10,000.00. The purpose of this change was to account for the inflationary price of goods in the current market. The auditor agrees to this change.

Furthermore, the correction was made to specify that the undesignated fund balance target should be to carry at least 90 days of the total annual budget. This was to remove confusion on the recommended fund balance suggested in the previous policy (17.5% or 3/12).

Lastly, a "Board of Selectman" found at the end of the document was changed to "Select Board" on the last page of the document.

SUGGESTED MOTION

Move that the Select Board amend the Financial Policy, as presented. Second, discussion and vote follow.

Town of North Yarmouth

Select Board Business

IX. New Business

Personnel Policy Amendment

See notes attached with the proposed amended section of the policy.

SUGGESTED MOTION

Move that the Select Board amend the Personnel Policy, as presented. Second, discussion and vote follow.

Poles & Wires Licensing Authority

The municipal officers or their designees, per 35-A M.R.S. § 2501, are the licensing authority and must sign a pole location permits when the pole is to be constructed in a town street or town way.

SUGGESTED MOTION

Move that the Select Board designate the Town Manager, Code Enforcement Officer, or Public Works Director as the licensing authority. Second, discussion and vote follow.

New School Building Committee

Discussion item.

**TOWN OF NORTH YARMOUTH
NOTICE OF PUBLIC HEARING – SELECT BOARD**

The North Yarmouth Select Board will conduct a public hearing on certain warrant articles that are scheduled for referendum vote on November 8, 2022. A copy of the warrant articles is set forth below and is also on file at the North Yarmouth Town Office for review and inspection during normal business hours. All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at the hearing.

Date of Public Hearing: September 6, 2022
Time: 7:00 P.M.
Place: Wescustogo Community Center
120 Memorial Highway
North Yarmouth, ME 04097

Warrant Articles:

1. Shall the Town of North Yarmouth approve the charter amendment reprinted below?

[Note: Proposed deletions are ~~struck through~~; additions are underlined.]

Article I. Town Meeting and Elections

1. **Town Meeting.** Town meetings shall be held as provided below:

- a. The Select Board shall convene an annual Town Meeting ~~on a Saturday in April~~ on or before June 30th of each year for the purpose of considering and adopting the budget and such other matters as appear on the meeting's warrant. The annual Town Meeting date shall be established by the Select Board not later than the preceding ~~February 1st~~ April 1st.

...

Article II. Select Board

...

3. **Chair of Select Board.**

At the first ~~regular~~ meeting of the Select Board on or after July 1st of a year, the Select Board shall elect a chair to serve until the following June 30th. In the event the chair ceases to serve as a selectperson, resigns as chair, or is otherwise unable to discharge his or her duties prior to the end of such term, the Select Board shall elect a new chair as soon as practicable. By an affirmative vote of not less than four members, the Select Board may vote to remove a chair prior to the expiration of their term and thereafter by an affirmative vote of no less than three members, elect a replacement.

YES _____

NO _____

Brief Explanation:

This Charter amendment would extend the deadline for holding the annual Town Meeting to June 30, and specifies that the Select Board must elect a Chair at its first meeting of any type on or after July 1.

2. Shall the Town of North Yarmouth approve the charter amendment reprinted below?

[Note: Proposed deletions are ~~struck through~~; additions are underlined.]

Article I. Town Meeting and Elections

...

2. **Elections.** An annual municipal election shall be held in June for the purpose of electing town officials and for voting on referendum questions and other secret ballot questions. Except as otherwise provided herein or in state law, the following offices shall be elected by secret ballot at the annual municipal election: ~~Select Board/~~Board of Overseers ~~& Overseers of the Poor~~; Yarmouth Water District Trustee; Directors of MSAD #51; Budget Committee; and Cemetery Commission. Other elections shall be held as provided by state law.

...

Article II. Select Board

1. **Select Board/Board of Overseers of the Poor.** There shall be a Select Board/Board of Overseers ~~of the poor~~ consisting of five (5) members elected to staggered three (3) year terms. The terms of those elected to the Select Board shall expire on June 30th of their expiration year.

...

Article V. General Provisions

...

3. **Transition Provisions.**

...

- b. The prohibition on serving as a Selectperson pursuant to Article II, Section 5(b) shall apply to all ~~selectmen~~ Selectpersons as of the effective date of the charter. Should the prohibition create a conflict for any Selectperson elected prior to the effective date, that Selectperson’s seat becomes vacant as of the effective date of the charter unless the Selectperson eliminates the conflict before the effective date.

YES _____ NO _____

Brief Explanation:

The above amendment is required due to the Legislature’s enactment of P.L. 2021, ch. 275.

3. Shall the Town of North Yarmouth approve the charter amendment reprinted below?

[Note: Proposed deletions are ~~struck through~~; additions are underlined.]

Article II. Select Board

...

2. **Qualifications.** The Select Board shall be registered voters of the town who maintain a permanent, principal residence in the town at all times during their term of office. For purposes of this subsection, “permanent, principal residence” shall mean that place where a person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return, consistent with the factors listed in 21-A M.R.S. § 112(1)(A).

...

4. **Powers and Duties.**

...

- g. The Select Board shall make appointments to boards, commissions and committees from time to time. In the case of elected positions described in Article IV below, the Select Board shall have the authority to appoint members to otherwise elected committee positions in the event of removal, disability, or resignation, and in the event no qualified candidate is elected on a secret ballot. Such appointments shall be for the unexpired term of such position, unless otherwise provided by statute or other law.

...

Article IV. Elected and Appointed Boards, Commissions, Committees and Officials.

1. **Elected Boards, Commissions, Committees, and Officials, and Qualifications.** The following positions shall be registered voters of the town who maintain a permanent, principal residence in the town at all times during their term of office and shall be elected by secret ballot. For purposes of this section, “permanent, principal residence” shall have the same meaning as set forth in Article II, Section 2.

...

2. **Appointed Boards, Commissions, Committees and Officials, and Qualifications.** The following boards, commissions, committees and officials shall be appointed by the Select Board, and shall consist of members who are registered voters of the town who maintain a permanent, principal residence in the town at all times during their term of office. For purposes of this section, “permanent, principal residence” shall have the same meaning as set forth in Article II, Section 2.

...

3. **Vacancy, Forfeiture.** The office of a member of any elected or appointed board, commission or committee listed in Article IV, Sections 1 and 2 shall become vacant upon the member’s death, resignation, non-acceptance, or removal from office in any manner

designated by law, or by forfeiture if he or she lacks at any time during their term of office any qualification of the office as described by this charter or by law.

YES _____ NO _____

Brief Explanation:

This charter amendment establishes a requirement that all appointed and elected members of boards, commissions and committees of the Town must be registered voters and residents of the Town, and also provides a definition for “permanent, principal residence.” The amendment further clarifies that a member who lacks any mandatory qualifications during his/her term of office forfeits the office, which then becomes vacant.

4. Shall the Town of North Yarmouth approve the charter amendment reprinted below?

[Note: Proposed deletions are ~~struck through~~; additions are underlined.]

Article IV. Elected and Appointed Boards, Commissions, Committees, and Officials

a. Board of Assessment Review. There shall be a Board of Assessment Review consisting of three (3) regular members and two (2) alternate members appointed by the Select Board to staggered three (3) year terms. The terms of those appointed to the Board of Assessment Review shall expire on June 30th 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 1st 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.

...

d. Parks & Recreation Committee. There shall be a ~~Parks & Recreation~~ Committee consisting of ~~seven (7)~~ five (5) members appointed by the Select Board to staggered three (3) year terms. The terms of those appointed to the ~~Parks & Recreation~~ Committee shall expire on June 30th of their expiration year. The ~~Parks & Recreation~~ Committee shall elect from its membership a chair and a secretary at its first regular meeting occurring on or after July 1st of each year.

(i) The ~~Parks & Recreation~~ Committee shall advise the town and municipal officers on matters of the town’s parks ~~and recreation~~ and supervise any parks ~~and recreation~~ programs by the town.

(ii) The ~~Parks & Recreation~~ Committee shall oversee any town property designated as a parks and recreation area by the Select Board and make recommendations to the Select Board regarding its use.

YES _____ NO _____

Brief Explanation:

This charter amendment allows for two alternates to be appointed to the Board of Assessment Review and decreases the number of members on the Parks Committee from seven members to five members.

MUNICIPAL OFFICERS' RETURN

STATE OF MAINE,
COUNTY OF CUMBERLAND, ss.

We certify that we have notified the voters of North Yarmouth of the time and place of the Public Hearing on the above-referenced Warrant Articles by posting a copy of the proposed articles, together with the time and place of the public hearing, at:

[INSERT LOCATIONS]

ON _____, 2022, WHICH IS AT LEAST SEVEN (7) DAYS PRIOR TO THE PUBLIC HEARING.

Dated at North Yarmouth, Maine this ____ day of _____, 2022.

Majority of Municipal Officers
of the Town of North Yarmouth

A true copy of the Notice, attest:

Deborah A. Grover, Town Clerk
Town of North Yarmouth

(For Newspaper Use)

Publish the above notice on the following date:

And charge to:

Town of North Yarmouth
c/o Diane Barnes, Town Manager
10 Village Square Road
North Yarmouth, ME 04097

Town of North Yarmouth
Financial Policies

town or to a contractor supplying the Town shall make known that interest and shall refrain from voting upon or otherwise participating in his/her capacity as an official, officer or employee in making such sale or otherwise in the making or performing of such contract.

- b) Any official, officer, or employee who willfully conceals such financial interest or willfully violates the requirement of this section shall be guilty of malfeasance in office or position and shall forfeit his/her office or position. Violation of this section with the express or implied knowledge of the person or business entity contracted with or making a sale to the town shall, at the option of the town, render the contract or sale voidable.
- c) In all proceedings before the town, every municipal official shall attempt to avoid the appearance of a conflict of interest by disclosure or abstention.

5. Miscellaneous

- a) Emergencies - In such defined times, the Town Manager may authorize immediate negotiated purchases of supplies or services, not to exceed \$5,000 that are needed to protect the best interests of the Town
- b) Revision Power in the Town Manager - The Town Manager shall examine each purchase order and shall have the authority to revise it as to quantity, quality, or estimated cost, but revision as to quality shall be only with the concurrence of the using agency or department.
- c) Tax Exemptions - The Town Manager shall act to procure for the Town all Federal and State tax exemptions to which the town is entitled.
- d) Town Debit and Credit Cards - The ability to purchase with the town credit card is allowed only by prior approval. If the purchase is made by a Department Head, then the Town Manager or Assistant Town Manager grants the approval. Debit and Credit Card purchases shall not exceed amounts described here as Products, Goods & Equipment.

III. FIXED ASSETS

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the Town's annual financial statements in order to comply with the requirements of GASB Statement No. 34. The Town Manager and Department Heads shall be responsible for updating and maintaining asset records on an annual basis or as activity occurs.

It is the policy of the Town of North Yarmouth to annually adopt a Capital Improvement Program (CIP) to ensure regularly scheduled maintenance of existing assets and the funding of mandated or much-needed new capital projects. In order to qualify as a CIP item, the project or item must exhibit a useful life and have a minimum value of no less than ~~\$5,000.~~ \$10,000.

- A. Capital Asset Definition - Capital assets will be defined as tangible and intangible assets that have initial useful lives that extend beyond a single reporting period (1 year).
- B. Capitalization Method - All capital assets will be recorded at historical costs as of the date acquired or constructed. If historical cost information is not available, assets will be recorded at estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

Town of North Yarmouth
Financial Policies

C. Capitalization Thresholds - The Town establishes the following minimum capitalization thresholds for capitalizing fixed assets:

- Land and Improvements: \$ 25,000
- Buildings and Improvements: \$ 50,000
- Machinery/Equipment/Vehicles: ~~\$ 5,000~~ \$10,000
- Infrastructure: \$ 50,000

D. Infrastructure Assets - In accordance with GASB Statement #34, the Town will record, at a minimum, “major” infrastructure assets as defined in Statement #34 that were acquired, constructed or significantly reconstructed, or that received significant improvements after June 30, 1980. Other infrastructure assets may be capitalized as deemed appropriate. The Town does not intend to use the “modified approach” to record infrastructure.

E. Other Assets - Detailed records shall be maintained at the discretion of the Town Manager for all items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory.

IV. INVESTMENTS

The Town of North Yarmouth Investment Management Account has been established to segregate all capital reserve and special fund accounts into one investment account so that the funds are invested and managed in a manner consistent with appropriate municipal care. This policy shall provide the Investment Manager with a general framework within which the investment objectives will be defined and general guidelines outlining how the investment portfolio will be structured. The investments will be managed, and the performance will be monitored by the Town Manager and the Investment Manager.

The Select Board shall select a financial institution to serve as the Town’s Investment Manager.

Specific objectives include:

- Assure policy compliance;
- Developing investment objectives and performance standards which are acceptable to the Town of North Yarmouth’s Select Board;
- Reviewing asset allocations;
- Reporting to the Select Board and or Town Manager on a regular basis, including a face to face meeting at least annually.

A. Investment Manager Responsibilities

In its fiduciary capacity, the Town’s chosen Investment Manager will act prudently and implement the policy solely in the interest of the Town of North Yarmouth.

The Investment Manager shall also guard this policy. The policy statement also guards against “Board Risk” the possibility that the Select Board members at some stress point (most frequently a low point in the stock or bond markets) will react in a manner detrimental to the long-term health of the investment management account. Board members tend to serve only a few years at a time, and those who adopt this policy today may not be here ten years from now to maintain the steady course that is one prerequisite of a successful investment plan.

The investment manager(s) shall manage the assets of the investment account with the care, skill, prudence, and diligence that a prudent person familiar with such matters would use. Responsibilities

Town of North Yarmouth
Financial Policies

11. A printed receipt shall be provided to all customers showing the amount tendered.
12. The Town Manager (or his/her designee) shall be responsible for the collection of checks returned for non-sufficient funds. Non-sufficient fund procedures are followed until the collection is obtained.

VI. UNDESIGNATED FUND BALANCE

The undesignated fund balance or unreserved General Fund balances are reflected on the balance sheet of the Town of North Yarmouth. All surplus policy formulas and discussions refer specifically to the undesignated and unreserved fund balance at year-end (June 30) as reported in the audited financial statements of the Town. Excluded from the calculations and policy formulas are fund balances in designated capital reserve or special fund accounts, or any funds other than the General Fund.

A. Targeted Undesignated Fund Balance

The Town's management objective is to carry a fund balance of 90 days 17.5% (3/12) of the total annual budget. The "total annual budget" would include education, contributions to capital reserves, special funds, county taxes, and any debt service.

A fund balance of less than 90 days 17.5% is cause for some concern except in unusual and deliberate circumstances. Fund balance in excess of 90 days 19%, although attractive features on a balance sheet, are generally considered excessive, and should be applied to capital projects, debt reduction, or in certain cases, to reduce the annual tax requirements of the Town (when surplus fund balances are likely to be reliably available each year).

B. Undesignated Fund Balance Appropriations

On or about February 1st of each year, the Select Board shall determine the amount to be taken from the surplus fund balance, if any, that may be applied as a "revenue" for purposes of developing the subsequent municipal budget. The Town Manager is responsible for projecting such year-end balances and recommending an amount of surplus fund balance, if any, that may be applied to the budget proposal consistent with this policy.

C. Investment of Undesignated Fund Balance

Undesignated fund balance amounts represent an accounting balance and not necessarily a segregated investment account or pool of funds (idle cash) waiting to be expended or invested. The Town Manager/Treasurer is responsible for forecasting cash flow requirements for all town purposes and to safely invest any idle cash or capital reserve balances prudently and properly. As such, surplus fund balance investment does not have an investment policy distinct from the general investment guidance and objectives for all Town Funds as contained in these financial policies. (Certain trust accounts, accounts held under grant agreements, and escrow-type funds, such as security deposits, may have special investment rules or limitations, but otherwise, all town investments are subject to the general rules of prudence and state law. The Town, in that policy, seeks to provide security, liquidity, and return, in that order.)

Town of North Yarmouth
Financial Policies

D. Reserve Funds/Capital Improvement Plan

It is the policy of the Town of North Yarmouth to limit tax fluctuations by annually setting aside capital purchase reserve funds (designated by use). The Town Manager recommends amounts and uses in the annual proposed budget, which is then reviewed and recommended to Town Meeting by the Select Board and the Budget Committee. The Town Meeting vote establishes final amounts and uses for those reserve funds.

The Select Board and Town Manager/Treasurer are authorized to sell, on behalf of the Town, at public or private sale, used town vehicles and or equipment and to see that said sales are placed into the equivalent reserve fund. Additionally, the Selectpersons are authorized to expend amounts previously placed into reserve accounts only for purposes that are consistent with the intent of the reserve fund when created and funded.

VII. POLICY AMENDMENTS

The ~~Select Board~~ ~~Board of Selectmen~~ shall periodically review the Financial Policies and make modifications when warranted. Proposed modifications to this policy will be documented in writing and be put into effect only after an official majority vote of the Board.

Select Board

Brian Sites, Chairperson

Amy Haile, Vice Chairperson

Paul Hodgetts

Katherine Perrin

Andrea Berry

Edits are in purple.

404 EMPLOYMENT CLASSIFICATIONS (page 21)

A. Probationary Employee: The first six (6) months of employment in any Town employment position. Newly hired employees will be evaluated upon the completion of the probationary period.

B. Full-time Regular Employee: Employee who has completed the probationary period and is scheduled to work forty (40) hours a week or who is designated with exempt status. These are the only employees eligible for benefits. Benefits begin on the 1st of the month following the date of hire.

Note: The position of Custodian hired prior to September, ___, 2022 is considered a full-time regular employee at thirty-two (32) or more hours a week. Any new hire after this date will work a forty (40) per week.

C. Part-time Employees: Part-time employees are defined as those employees who are scheduled to work less than ~~thirty (30)~~ **thirty-two (32)** hours per week on a year-round basis, fixed or unfixed schedule. ~~Part-time employees are only eligible for benefits where those benefits are specifically designated otherwise part-time employees are not eligible for benefits.~~

Note: The position Mechanic hired prior to September, ___, 2022 is considered a part-time employee at less than thirty-two (32) hours a week. This employee receives a pro rata share of sick, vacation, and holiday time. Any new hire for this position after this date will work a forty (40) week.

602 HOLIDAYS (page 31, 3rd paragraph)

If an hourly employee whose work week consists of forty (40) hours is not scheduled to work on a holiday, then they will receive the day preceding that holiday off with pay. ~~Employees whose work week consists of thirty (30) hours or less, will receive holiday pay for only those holidays falling on a regularly scheduled workday.~~

606 HEALTH INSURANCE (page 33)

C. If an employee can document that they have coverage from another plan, they may opt out of having coverage through the Town. Upon opting out, the employee shall receive an annual one-time lump sum benefit equal to 25% of the annual benefit cost **for single coverage**, that would have been paid by the Town. The payment shall not be considered part of the compensation for purposes of retirement, life insurance, and computing hourly wage. Payment is subject to payroll taxes (FICA/Medicare, Federal, and State) and is paid to the employee ~~during the month of July for the previous fiscal year.~~ **on the last pay period of each fiscal year.**

609 LIFE INSURANCE (*page 34*)

Term life insurance for full-time employees is provided as part of the Health Insurance Coverage through Maine Municipal Association at no cost to the employee. The amount of the insurance is one (1) times the employee's annual base pay. In accordance with Federal law, a one-time tax deduction is applied one or about the end of the calendar year. **Supplemental and Dependent life insurance are available to full-time employees upon commencement of their employment, at their own expense.**