

**Town of North Yarmouth
Select Board Workshop Agenda
Monday, August 22, 2022
Workshop
5:00 PM
Wescustogo Hall & North Yarmouth Community Center**

Select Board Members

Brian Sites, Chairperson
Katherine Perrin, Board Member

Amy Haile, Vice-Chairperson
Andrea Berry, Board Member

Paul Hodgetts, Board Member

I. Call to Order

II. Workshop Discussion

- Select Board Goals
 - [Selectperson Berry's Presentation](#)

III. 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.

Goal	Strategy	Action Step	Should we pursue this action step?	What can we do this year?	Who will do it? Select Board, Town Manager, or Committee(s)?
Goal 1: Improve Communications & Resident Engagement	Improve Communications	Survey town communication subscribers as to what they like and don't about our current communications, as well as what they would like to see change			
		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			
	Resident Engagement	Review Committee Charges: Through Select Board liaisons, determine how each committee defines its purpose/mission			
		Review Committee Charges: 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			
		Review Committee Appointment Process: Create a volunteer recruitment and nomination template with room for committee-specific questions			
		Review Committee Appointment Process: Promote our committee opportunities and recruit new community members to get involved			
		Clearly Defined Process: Develop a process to review Comprehensive Plan and Land Use Ordinances [and recommend amendments for vote at 2023 Town Meeting or June 2023 election]			

Goal	Strategy	Action Step	Should we pursue this action step?	What can we do this year?	Who will do it? Select Board, Town Manager, or Committee(s)?
Goals 2: Work Effectively with Our Strategic Partners	Fire, Public Safety, Waste Management Regionalization	Continue conversation about regionalization of fire services			
		Work with county leaders and ensure North Yarmouth is included in regionalization conversations about fire, public safety, and waste management			
	Ensure 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 YWD	Reduce development in groundwater overlay			
	Study impact of housing development on town & 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	Strategy	Action Step	Should we pursue this action step?	What can we do this year?	Who will do it? Select Board, Town Manager, or Committee(s)?
Goals 3: 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			
	Leverage conservation partnerships	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			
		Support efforts of North Yarmouth Historic Society to identify sites within town with historic significance			
	Improve town assets	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.)			

Workshop : Select Board Goal Setting

August 22, 2022

Workshop Purpose

To identify Select Board goals for the
2022-2023 Select Board term
that are strategic and actionable.

Process So Far...

Process so far

- All Select Board Members submitted 1-3 goals plus action steps
- Goals were compiled and combined to create manageable categories
- Overview presented at August 2 meeting
- Workshop on August 16
- Workshop on August 22

Next Steps

- Presentation and vote on goals at Select Board meeting (date TBD)
- Board members begin work towards goals

High-Level Goals

- Improve Communications & Resident Engagement
- Work Effectively with Our Strategic Partners
- Craft a Plan for Land Conservation and Open Space

We Can't Do It All...

Is this really a key action step?

- Is it a TOP priority?

What timeframe is reasonable (what can we accomplish THIS YEAR)?

- What can happen this year, and what will be a step for the future?

Who will move things forward?

- What will we do?
- What will we prioritize for the Town Manager?
- What will be sent to committees as a charge?

Goal 1:

Improve Communications & Resident Engagement

In order to increase resident awareness and involvement in town work, we want to improve town-generated communications about meetings, committees, and volunteer opportunities, and streamline committee process and other review processes, so residents will be more informed and engaged.

Goal 1: Improve Communications & Resident Engagement

Communications:

- Survey town communication subscribers as to what they like and don't about our current communications, as well as what they would like to see change
- 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

Resident Engagement:

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

Clearly Defined Process-

- Develop a process to review Comprehensive Plan and Land Use Ordinances [and recommend amendments for vote at 2023 Town Meeting or June 2023 election]

Goal 2:

Work Effectively with Our Strategic Partners

In order to ensure we are being strategic and open-minded in how we address town issues we will prioritize effective collaboration with our partners to solve emerging and ongoing challenges with our growing infrastructure needs, increased town population, and housing growth.

Goal 2: Work Closely with Our Strategic Partners

Fire, Public Safety, Waste Management Regionalization-

- Continue conversation about regionalization of fire services
- Work with county leaders and ensure North Yarmouth is included in regionalization conversations about fire, public safety, and waste management

Ensure 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 YWD-

- Reduce development in groundwater overlay

Study impact of housing development on town & 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 3:
Craft a Plan for Land Conservation and Open
Space

In order to be proactive in conservation efforts throughout town we will craft a land conservation and open space access plan that identifies strategies for increasing conserved land and improving connectivity and use of currently available open spaces.

Goal 3: 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

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- What will we do?
- What will we prioritize for the Town Manager?
- What will be sent to committees as a charge?

Who will do what?

- What are you excited to work on?
- What do you have expertise in?
- What fits within your liaison work?
- How much time do you have to commit?