

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, October 18, 2022  
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. History Minute**

**III. Appointments**

- A. Planning Board- Paul Metevier-Alternate member term expiring June 30, 2025  
Paul Whitmarsh-Regular member term expiring June 30, 2023

**IV. Public Hearing-**

- A. Amendments to GA Maximums and appendices

**V. Special Presentations**

**VI. Announcements**

**VII. Consent Agenda**

- |  |  |
|--|--|
| A. Payroll Warrants                    | C. September 20, 2022 - Regular SB Minutes |
| #31-\$13,483.57                        | D. October 3, 2022 - Special SB Minutes    |
| #33-\$39,113.59                        |  |
| #37-\$40,552.88                        |  |
| B. Municipal Accounts Payable Warrants |  |
| #32-\$1,019,614.91                     |  |
| #35- \$14,004.59                       |  |
| #36 - \$ 137,533.36 void               |  |
| #38-\$10,483.50                        |  |
| #39-\$136,014.88                       |  |

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

**IX. Management Reports & Communications**

- |  |   |
|--|---|
| A. Select Board Committee Reports:                     |   |
| 1. EDSC-Selectperson Perrin                            | 6. Zoning Board of Appeals-Selectperson Hodgetts        |
| 2. Parks & Recreation-Selectperson Berry               | 7. Recreation Advisory Board-Selectperson Haile         |
| 3. Planning Board-Selectperson Hodgetts                | 8. Joint Standing Committee-Selectpersons Berry & Sites |
| 4. Recycling Advisory Committee-Selectperson Berry     | 9. Walnut Hill Parkway-Selectperson Sites & Hodgetts    |
| 5. Living Well in NY-Selectperson Haile                |   |
| B. Town Manager's Report                               |   |
| C. Department Head Reports (July, August, & September) |   |

**X. Old Business**

- A. Select Board Goals

**XI. New Business**

- A. Amendments to GA Maximums & Appendices
- B. Committee & Board Procedures
- C. Schedule TIF Workshop-November 15, 2022, at 6pm

**XII. Any Other Business**

**XIII. 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.

# Town of North Yarmouth Select Board Business

## *Summary of Recommended Motions & Other Action Items*

October 18, 2022

**1) Consent Agenda**

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

**2) Amendments to GA Maximums & Appendices**

*Move that the Select Board adopt the amendments to the GA Maximums and Appendices from 10/1/2022-9/30/2022 as presented.*

**3) Schedule TIF Workshop-November 15, 2022, at 6pm**

*Move that the Select Board schedule a TIF workshop on November 15, 2022, at 6pm.*

*Summary of Proposed Maximums*

*October 1, 2022 – September 30, 2023*

**Appendix A - Overall Maximums**

<b>OCTOBER 1, 2021 - SEPTEMBER 30, 2022</b>					
<i>County</i>	<i>Persons in Household</i>				
Portland HMFA (Includes North Yarmouth)	1	2	3	4	5
	\$ 1,197	\$ 1,352	\$ 1,751	\$ 2,267	\$ 2,770
<b>OCTOBER 1, 2022 - SEPTEMBER 30, 2023</b>					
<i>County</i>	<i>Persons in Household</i>				
Portland HMFA (Includes North Yarmouth)	1	2	3	4	5
	\$ 1,263	\$ 1,463	\$ 1,893	\$ 2,415	\$ 2,958
<b>Difference</b>	<b>\$ 66</b>	<b>\$ 111</b>	<b>\$ 142</b>	<b>\$ 148</b>	<b>\$ 188</b>
<b>Percentage Increase/Decrease</b>	<b>5.51%</b>	<b>8.21%</b>	<b>8.11%</b>	<b>6.53%</b>	<b>6.79%</b>

Note: For each additional person add **\$75 per month.** (FY23)

**Appendix B - Food Maximums**

<i>Number in Household</i>	<b>OCTOBER 1, 2021 - SEPTEMBER 30, 2022</b>		<b>OCTOBER 1, 2022 - SEPTEMBER 30, 2023</b>		<b>Increases/Decreases</b>		
	<i>Weekly Maximum</i>	<i>Monthly Maximum</i>	<i>Weekly Maximum</i>	<i>Monthly Maximum</i>	<i>Difference from FY22 to FY23 (Weekly Max)</i>	<i>Difference from FY22 to FY23 (Monthly Max)</i>	<i>% Increase</i>
1	\$ 58.14	\$ 250.00	\$ 65.35	\$ 281.00	\$ 7.21	\$ 31.00	11.03%
2	\$ 106.74	\$ 459.00	\$ 120.00	\$ 516.00	\$ 13.26	\$ 57.00	11.05%
3	\$ 153.02	\$ 658.00	\$ 172.09	\$ 740.00	\$ 19.07	\$ 82.00	11.08%
4	\$ 194.19	\$ 835.00	\$ 218.37	\$ 939.00	\$ 24.18	\$ 104.00	11.08%
5	\$ 230.70	\$ 992.00	\$ 259.53	\$ 1,116.00	\$ 28.83	\$ 124.00	11.11%
6	\$ 276.74	\$ 1,190.00	\$ 311.40	\$ 1,339.00	\$ 34.66	\$ 149.00	11.13%
7	\$ 306.05	\$ 1,316.00	\$ 344.19	\$ 1,480.00	\$ 38.14	\$ 164.00	11.08%
8	\$ 349.77	\$ 1,504.00	\$ 393.26	\$ 1,691.00	\$ 43.49	\$ 187.00	11.06%

Note: For each additional person add **\$211 per month.** (FY23)

*Summary of Proposed Maximums*  
*October 1, 2022 – September 30, 2023*

Appendix C - Overall Summary

<b>OCTOBER 1, 2021 - SEPTEMBER 30, 2022</b>					
<i>Portland HMFA (Includes North Yarmouth)</i>					
<i>Unheated</i>			<i>Heated</i>		
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	\$ 243	\$ 1,044	\$ 266	\$ 1,144	
1	\$ 269	\$ 1,157	\$ 300	\$ 1,290	
2	\$ 350	\$ 1,505	\$ 390	\$ 1,679	
3	\$ 458	\$ 1,970	\$ 508	\$ 2,183	
4	\$ 559	\$ 2,403	\$ 620	\$ 2,667	
<b>OCTOBER 1, 2022 - SEPTEMBER 30, 2023</b>					
<i>Portland HMFA (Includes North Yarmouth)</i>					
<i>Unheated</i>			<i>Heated</i>		
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	\$ 262	\$ 1,128	\$ 290	\$ 1,248	
1	\$ 300	\$ 1,288	\$ 336	\$ 1,446	
2	\$ 387	\$ 1,666	\$ 435	\$ 1,872	
3	\$ 497	\$ 2,138	\$ 556	\$ 2,391	
4	\$ 608	\$ 2,616	\$ 681	\$ 2,929	
<b>PROPOSED CHANGES</b>					
<b>0 Bedrooms</b>	<b>\$ 19</b>	<b>\$ 84</b>	<b>\$ 24</b>	<b>\$ 104</b>	
<b>1 Bedrooms</b>	<b>\$ 31</b>	<b>\$ 131</b>	<b>\$ 36</b>	<b>\$ 156</b>	
<b>2 Bedrooms</b>	<b>\$ 37</b>	<b>\$ 161</b>	<b>\$ 45</b>	<b>\$ 193</b>	
<b>3 Bedrooms</b>	<b>\$ 39</b>	<b>\$ 168</b>	<b>\$ 48</b>	<b>\$ 208</b>	
<b>4 Bedrooms</b>	<b>\$ 49</b>	<b>\$ 213</b>	<b>\$ 61</b>	<b>\$ 262</b>	
<b>Avg. Percentage Increase/Decrease</b>	<b>9.31%</b>	<b>9.37%</b>	<b>10.27%</b>	<b>10.30%</b>	

*Summary of Proposed Maximums*  
*October 1, 2022 – September 30, 2023*

Appendix D - Electricity

<b>OCTOBER 1, 2021 - SEPTEMBER 30, 2022</b>				
Number in Household	Households Without Electric Hot Water		Households with Electric Hot Water	
	Weekly	Monthly	Weekly	Monthly
1	\$ 14.00	\$ 60.00	\$ 20.65	\$ 89.00
2	\$ 15.70	\$ 67.50	\$ 23.75	\$ 102.00
3	\$ 17.45	\$ 75.00	\$ 27.70	\$ 119.00
4	\$ 19.90	\$ 86.00	\$ 32.25	\$ 139.00
5	\$ 23.10	\$ 99.00	\$ 38.75	\$ 167.00
6	\$ 25.00	\$ 107.00	\$ 41.00	\$ 176.00
<b>OCTOBER 1, 2022 - SEPTEMBER 30, 2023</b>				
Number in Household	Households Without Electric Hot Water		Households with Electric Hot Water	
	Weekly	Monthly	Weekly	Monthly
1	\$ 19.95	\$ 85.50	\$ 29.63	\$ 127.00
2	\$ 22.52	\$ 96.50	\$ 34.07	\$ 146.00
3	\$ 24.97	\$ 107.00	\$ 39.67	\$ 170.00
4	\$ 27.53	\$ 118.00	\$ 46.32	\$ 198.50
5	\$ 29.88	\$ 128.50	\$ 55.65	\$ 238.50
6	\$ 32.55	\$ 139.50	\$ 58.68	\$ 251.50
<b>PROPOSED CHANGES</b>				
<b>1 Person in Household</b>	<b>\$ 5.95</b>	<b>\$ 25.50</b>	<b>\$ 8.98</b>	<b>\$ 38.00</b>
<b>2 People in Household</b>	<b>\$ 6.82</b>	<b>\$ 29.00</b>	<b>\$ 10.32</b>	<b>\$ 44.00</b>
<b>3 People in Household</b>	<b>\$ 7.52</b>	<b>\$ 32.00</b>	<b>\$ 11.97</b>	<b>\$ 51.00</b>
<b>4 People in Household</b>	<b>\$ 7.63</b>	<b>\$ 32.00</b>	<b>\$ 14.07</b>	<b>\$ 59.50</b>
<b>5 People in Household</b>	<b>\$ 6.78</b>	<b>\$ 29.50</b>	<b>\$ 16.90</b>	<b>\$ 71.50</b>
<b>6 People in Household</b>	<b>\$ 7.55</b>	<b>\$ 32.50</b>	<b>\$ 17.68</b>	<b>\$ 75.50</b>
<b>Average Percentage Increase/Decrease</b>	<b>36.69%</b>	<b>36.50%</b>	<b>43.41%</b>	<b>42.87%</b>
Note: For each additional person in a household <b>without</b> electric hot water, add <b>\$10.50 per month</b> . For each additional person in a household <b>with</b> electric hot water, add <b>\$14.50</b> . (FY23)				

*Summary of Proposed Maximums*  
*October 1, 2022 – September 30, 2023*

Appendix E - Heating Fuel

	<b>OCTOBER 1, 2021 - SEPTEMBER 30, 2022</b>	<b>OCTOBER 1, 2022 - SEPTEMBER 30, 2022</b>	<b>DIFFERENCE</b>	
<i>Month</i>	<i>Gallons</i>	<i>Gallons</i>	<i>Difference in Gallons Between FY22 and FY23</i>	<i>%</i>
September	50	50	<b>0</b>	<b>0.00%</b>
October	100	100	<b>0</b>	<b>0.00%</b>
November	200	200	<b>0</b>	<b>0.00%</b>
December	200	200	<b>0</b>	<b>0.00%</b>
January	225	225	<b>0</b>	<b>0.00%</b>
February	225	225	<b>0</b>	<b>0.00%</b>
March	125	125	<b>0</b>	<b>0.00%</b>
April	125	125	<b>0</b>	<b>0.00%</b>
May	50	50	<b>0</b>	<b>0.00%</b>
Note: No change in heating fuel maximums.				

*Summary of Proposed Maximums*  
*October 1, 2022 – September 30, 2023*

Appendix F - Personal Care & Household Supplies

Number in Household	OCTOBER 1, 2021 - SEPTEMBER 30, 2022		OCTOBER 1, 2022 - SEPTEMBER 30, 2023		Difference	
	Weekly Amount	Monthly Amount	Weekly Amount	Monthly Amount	Difference in Weekly Amount	Difference in Monthly Amount
1-2	\$ 10.50	\$ 45.00	\$ 10.50	\$ 45.00	\$ -	\$ -
3-4	\$ 11.60	\$ 50.00	\$ 11.60	\$ 50.00	\$ -	\$ -
5-6	\$ 12.80	\$ 55.00	\$ 12.80	\$ 55.00	\$ -	\$ -
7-8	\$ 14.00	\$ 60.00	\$ 14.00	\$ 60.00	\$ -	\$ -

Note: No change in personal care & household supplies maximums. For each additional person add **\$1.25 per week** or **\$5.00 per month**.

Appendix F - Supplement for Households with Children Under 5

Number of Children	OCTOBER 1, 2021 - SEPTEMBER 30, 2022		OCTOBER 1, 2022 - SEPTEMBER 30, 2023		Difference	
	Weekly Amount	Monthly Amount	Weekly Amount	Monthly Amount	Difference in Weekly Amount	Difference in Monthly Amount
1	\$ 12.80	\$ 55.00	\$ 12.80	\$ 55.00	\$ -	\$ -
2	\$ 17.40	\$ 75.00	\$ 17.40	\$ 75.00	\$ -	\$ -
3	\$ 23.30	\$ 100.00	\$ 23.30	\$ 100.00	\$ -	\$ -
4	\$ 27.90	\$ 120.00	\$ 27.90	\$ 120.00	\$ -	\$ -

Note: No change in supplement for households with children under 5.

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

**MUNICIPALITY OF \_\_\_\_\_**  
**GENERAL ASSISTANCE ORDINANCE**

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of \_\_\_\_\_, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through G of the existing ordinance with the attached appendices A through G, which shall be in effect from October 1, 202\_\_ through September 30, 202\_\_. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]



## 2022-2023 GA Overall Maximums

### Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	826	955	1,219	1,515	2,071
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,016	1,075	1,409	1,865	1,991
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	795	859	1,099	1,427	1,728
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	789	792	1,043	1,302	1,420
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,263	1,463	1,893	2,415	2,958
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	874	1,031	1,253	1,650	1,880

## Appendix A

Effective: 10/01/22-09/30/23

COUNTY	1	2	3	4	5*
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,072	1,082	1,355	1,717	1,984
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	1,237	1,293	1,699	2,194	2,934

\*Note: Add \$75 for each additional person.

### Non-Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	692	754	881	1,185	1,353
<b>Franklin County</b>	728	774	909	1,229	1,566
<b>Hancock County</b>	890	925	1,110	1,397	1,529
<b>Kennebec County</b>	819	835	1,038	1,360	1,451
<b>Knox County</b>	844	848	1,038	1,378	1,471
<b>Lincoln County</b>	925	941	1,178	1,463	1,912
<b>Oxford County</b>	814	815	993	1,400	1,627
<b>Piscataquis County</b>	701	752	926	1,227	1,477
<b>Somerset County</b>	755	790	1,017	1,323	1,416
<b>Waldo County</b>	970	972	1,155	1,441	1,970
<b>Washington County</b>	756	758	982	1,228	1,343

\* Please Note: Add \$75 for each additional person.

## Appendix B

Effective: 10/01/22 to 09/30/23

### 2022-2023 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2022, those amounts are:

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

**Note: For each additional person add \$211 per month.**

**2022-2023 GA Housing Maximums  
(Heated & Unheated Rents)  
Appendix C**

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

**Non-Metropolitan FMR Areas**

<b><u>Aroostook County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	528	157	676
1	126	541	171	735
2	140	604	200	859
3	197	846	270	1,159
4	218	935	308	1,323
<b><u>Franklin County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	564	165	712
1	131	564	176	755
2	147	632	206	887
3	207	890	280	1,203
4	267	1,148	357	1,536
<b><u>Hancock County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	176	755	204	875
1	176	755	211	908
2	205	883	253	1,089
3	260	1,120	319	1,373
4	276	1,187	349	1,500
<b><u>Kennebec County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	684	187	804
1	159	684	190	818
2	189	811	237	1,017
3	252	1,083	311	1,336
4	258	1,109	331	1,422

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	193	831
1	157	673	193	831
2	189	811	237	1,017
3	256	1,101	315	1,354
4	263	1,129	335	1,442
<b><u>Lincoln County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	184	790	212	910
1	184	790	215	924
2	221	951	269	1,157
3	276	1,186	335	1,439
4	365	1,570	438	1,883
<b><u>Oxford County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	158	679	186	799
1	158	679	186	799
2	178	766	226	972
3	261	1,123	320	1,376
4	299	1,285	372	1,598
<b><u>Piscataquis County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	537	159	685
1	125	539	171	733
2	151	649	210	904
3	206	888	279	1,201
4	246	1,059	336	1,447
<b><u>Somerset County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	620	172	740
1	144	620	180	773
2	184	790	232	996
3	243	1,046	302	1,299
4	250	1,074	322	1,387

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	194	835	222	955	
1	194	835	222	955	
2	216	928	264	1,134	
3	271	1,164	329	1,417	
4	379	1,628	451	1,941	

  

<b><u>Washington County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	144	621	172	741	
1	144	621	172	741	
2	176	755	224	961	
3	221	951	280	1,204	
4	233	1,001	306	1,314	

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	161	691	189	811	
1	181	780	218	938	
2	231	992	279	1,198	
3	288	1,238	347	1,491	
4	402	1,729	475	2,042	

  

<b><u>Cumberland Cty. HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	205	881	233	1,001	
1	209	900	246	1,058	
2	275	1,182	323	1,388	
3	369	1,588	428	1,841	
4	383	1,649	456	1,962	

  

<b><u>Lewiston/Auburn MSA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	153	660	181	780	
1	159	684	196	842	
2	203	872	251	1,078	
3	267	1,150	326	1,403	
4	322	1,386	395	1,699	

**Metropolitan FMR Areas**

<b><u>Penobscot Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	152	654	180	775
1	152	654	180	775
2	190	816	238	1,022
3	238	1,025	297	1,278
4	251	1,078	323	1,391
<b><u>Portland HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	262	1,128	290	1,248
1	300	1,288	336	1,446
2	387	1,666	435	1,872
3	497	2,138	556	2,391
4	608	2,616	681	2,929
<b><u>Sagadahoc Cty. HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	739	200	859
1	199	856	236	1,014
2	239	1,026	287	1,232
3	319	1,373	378	1,626
4	358	1,538	430	1,851
<b><u>York Cty. HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	218	937	246	1,057
1	218	937	248	1,065
2	262	1,128	310	1,334
3	335	1,440	394	1,693
4	382	1,642	455	1,955
<b><u>York/Kittery/S. Berwick HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	256	1,102	284	1,222
1	260	1,118	297	1,276
2	342	1,472	390	1,678
3	446	1,917	505	2,170
4	603	2,592	676	2,905

## 2022-2023 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2022 to September 30, 2023.**

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<b>NOTE:</b> For each additional person add \$75 per month.						
<b>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</b>						

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

**NOTE:** For each additional person add \$211 per month.

### APPENDIX C - HOUSING MAXIMUMS

<b>Number of Bedrooms</b>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

**(The applicable figures from Appendix C, *once adopted*, should be inserted here.)**

*FOR MUNICIPAL USE ONLY*



## APPENDIX D - UTILITIES

### ELECTRIC

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

**NOTE:** For each additional person add \$10.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

**NOTE:** For each additional person add \$14.50 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**FOR MUNICIPAL USE ONLY**

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

***FOR MUNICIPAL USE ONLY***

## **2022-2023 Mileage Rate**

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is **46 cents** (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>

# Town of North Yarmouth Select Board Business

## VII. *Consent Agenda*

October 18, 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.

- A. Payroll Warrants
- B. Municipal Accounts Payable Warrants
- C. September 20, 2022, Regular SB Minutes
- D. October 3, 2022, Special SB Minutes

### **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”.**

#### 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.*

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, September 20, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**Call to Order** (7:54) – Brian Sites, Amy Haile, Paul Hodgetts, Katherine Perrin, and Andrea Berry were present. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:03 PM.

Chairperson Sites announced that the TIF workshop originally scheduled for 6:00 PM will be moved to September 28, 2022, at 6:30 PM.

**Special Presentation**

North Yarmouth Historical Society History Minute (8:32)

Selectperson Haile gave a presentation to the Select Board and public. The presentation can be found on the Town's website or by clicking [\[here\]](#).

Yarmouth Water District (13:44)

Eric Gagnon, Yarmouth Water District Superintendent, gave a presentation to the Board on the Water District's concerns with the Land Use Ordinance's current language regarding the lack of requirements for applicants and or owners to submit a yearly report on the performance of their advanced wastewater treatments to the Code Enforcement Officer and Yarmouth Water District. Superintendent Gagnon explained how the Water District has recommended and implemented measures to require high quality wastewater treatment systems to reduce the nitrates entering back into the soil through various processes. Superintendent Gagnon stressed the need for studying and tracking advanced wastewater systems installed in the groundwater overlay district.

Selectperson Berry inquired if larger developments were having their septic systems pumped by the Water District within the 2,500-day travel time. Superintendent Gagnon responded that an outside vendor would handle the pumping for larger developments.

Chairperson Sites inquired if the aquifer was located outside of North Yarmouth. Superintendent Gagnon explained that wells were mostly located in North Yarmouth and Cumberland with none being in Yarmouth.

Selectperson Hodgetts inquired how reliable the Fuji wastewater treatment systems were. Superintendent Gagnon made comments summarizing the effectiveness of the systems in reducing nitrate levels. Selectperson Hodgetts inquired if the Stone Post Development has provided only one (1) maintenance report. Superintendent Gagnon responded in the affirmative and stated that he would like to see more reporting on all the new systems that have been recently installed.

Selectperson Haile inquired if the responsibility for the maintenance study would be on the homeowner. Superintendent Gagnon stated that the homeowner would be responsible.

Chairperson Sites asked if the systems installed in prior years would be included in the Yarmouth Water District's plan to implement maintenance studies if the Land Use Ordinance was amended. Superintendent Gagnon responded that enforcement should be able to go back as far as 2018. Furthermore, Chairperson Sites inquired on the timeline. Superintendent Gagnon responded that there was an urgency, and that he would need further review from staff to make sure all issues were addressed in the amendments. Superintendent Gagnon communicated that he would look for support from the Select Board on amending the Land Use Ordinance to protect the groundwater overlay district.

Chairperson Sites asked Superintendent Gagnon to communicate with the Town Manager and provide updates or reports on their progress.

Selectperson Hodgetts asked Superintendent Gagnon how many residential units were hooked up to public water. Superintendent Gagnon reported that there was total of 191 services and 274 lots (last updated in 2018) within the groundwater overlay district. There was discussion on the potential lots that have split since 2018.

Chairperson Sites inquired how the figure for the maximum lots (450) within the groundwater overlay came about. Superintendent Gagnon responded that he would check with his hydrogeologist.

RHR Smith & Company Financial Update (FY23 Audit) (45:05)

Ron Smith, RHR Smith and Company, gave a presentation on the state-of-the-state of North Yarmouth's financial position. Ron Smith reported that after further review, the Town's unassigned fund balance is projected to be over \$1.3 million. He reported that this was caused by some corrections to when items were recorded and contributed to the lowered use of the unassigned fund balance in FY23. Furthermore, Ron Smith recommended that the Town continue to be mindful of the unassigned and capital reserve fund balances but that the current position was much better than initially thought. Lastly, Ron Smith recommended that the Town pursue other funding sources, like funding coming from future federal infrastructure bills to complete large projects without the expense coming directly from the unassigned fund balance or the capital reserve fund balance.

Story Walk Update (1:01:51)

Chairperson Sites moved the item to "New Business".

**Appointments:**

Resignation from Planning Board – Chris Cabot (1:02:15)

Chairperson Sites thanked Chris Cabot for his service. Chairperson Sites moved to accept Chris Cabot's resignation from the Planning Board. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

**Announcements** – none.

**Consent Agenda:** (1:03:28)

Selectperson Hodgetts moved to approve the consent agenda with the one edit to remove "Selectperson Reed" from the minutes and replace with his first and last name. Selectperson Haile seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

**Public Comment - Non-Agenda Items:** (1:04:39)

Paul Whitmarsh, Wild Turkey Lane, commented on the Select Board's meeting set-up.

Leda Whirl, Village View Lane, inquired about the Town's future for the Village Center.

Judy Potter, Walnut Hill Road, commented on her concerns with the TIF district.

Eliza Bachelder, Walnut Hill Road, commented on her proximity to a business and her property value.

Mike Mallory, Walnut Hill Road, commented on defining the lot types in reference to the Yarmouth Water District presentation.

David Reed, Country Creek, commented that the Town should shift the tax increment financing district (TIF) district away from the groundwater overlay district.

**Management Reports & Communications:**

Town Manager's Report (1:15:48)

The Town Manager reported on the due date of the fiscal year 2023 taxes and that the Town collected approximately 48.5% of the real estate tax liability. The Town Manager also reported that the Executive

Assistant to the Town Manager, Draven Walker, accepted a position from the City of South Portland and would be leaving the Town on September 29<sup>th</sup>. The Town Manager thanked him for his service.

### **Old Business:**

#### Select Board Goals (1:16:59)

Selectperson Berry stated that she would reach out to the individual Select Board members to determine who would take on the various goals presented [\[click here\]](#). Selectperson Perrin moved to accept the Select Board goals, as presented. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

#### Candidate's Night (1:19:39)

Chairperson Sites commented that he believed the timeframe for holding a candidate's night was not feasible after speaking with the Town Manager and the other candidate, Anne Graham. Selectperson Haile stated that she agreed. There was further discussion among the Select Board members on the ability to host candidate's night in North Yarmouth. The Select Board agreed to not hold a candidate's night for state representative candidates but to direct residents to the Town of Gray Town Office on October 11<sup>th</sup> at 6:30 PM.

### **New Business:**

#### October & December Select Board Meetings (1:22:40)

The Town Manager recommended that the Select Board only have one (1) meeting in October and December. Selectperson Perrin moved to cancel the October 4<sup>th</sup> and December 6<sup>th</sup> meetings. Selectperson Berry seconded the motion. Discussion: Selectperson Hodgetts stated that deciding to cancel a December meeting seemed premature. The Town Manager responded that she would not be available at the time of their first meeting in December. Chairperson Sites asked if the Town Manager would have enough information available on the Tax Increment Financing District amendments previously discussed by the Select Board and Town Manager if the proposed canceled meetings were approved. The Town Manager responded that the timeline recommended should be met with the cancelation of the first meetings in October and December. The Town Manager also explained that the Select Board could call a meeting, if needed. The Town Manager also recommended that the Board hold a meeting on Tuesday, December 13<sup>th</sup>, rather than December 20<sup>th</sup> to avoid the holidays. Selectperson Perrin withdrew her motion and Selectperson Berry withdrew her second.

Chairperson Sites moved that the Select Board cancel the October 4, 2022, regular business meeting. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

Chairperson Sites moved that the Select Board reschedule the December 20<sup>th</sup> regular business meeting to December 13<sup>th</sup>. Selectperson Berry seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

#### Solicit Bids for Fuel (1:30:36)

Selectperson Berry moved that the Select Board authorize the Town Manager to solicit bids for fuel through Maine Power Options and enter into a contract based on the most competitive pricing. Selectperson Hodgetts seconded the motion. Discussion: Selectperson Hodgetts asked if the partnership with Maine Power Options was costing the Town. The Town Manager responded in the negative. **Vote: 5 Yes – 0 No.**

#### *Public Participation*

Mike Mallory, Walnut Hill Road, asked if the fuel pricing would cover general assistance fuel donations. The Town Manager responded in the negative.

#### Donation Acceptance – Hammond Lumber (1:33:25)

Selectperson Hodgetts moved that the Select Board accept the donations of building supplies from Hammond Lumber and labor from a volunteer builder to construct three (3) new picnic tables for the Wescustogo Hall & North Yarmouth Community Center. Selectperson Perrin seconded the motion. Discussion: Selectperson

Hodgetts asked who the volunteer would be. Jackie Hersey, the Community Center Director, responded that the volunteer was her husband. Chairperson Sites inquired on the plans for storing the picnic tables. The Community Center Director responded that no plan has yet been made. **Vote: 5 Yes – 0 No.**

#### Story Walk – Signage (1:35:26)

Selectperson Haile reported that the author of the story featured in the new story walk located on the grounds of the Wescustogo Hall & North Yarmouth Community Center would be available for the opening of the new trail on Saturday, October 1<sup>st</sup> at 1 PM. Selectperson Haile moved to place signage on the newly constructed story walk that reads “With our small story guests in mind, please consider leashing your dog while on the path.” Chairperson Sites seconded the motion. Discussion: Chairperson Sites inquired on the purpose of the sign. Selectperson Haile explained that the current ordinance does not allow the Select Board to require leashing dogs in the Town’s parks without town meeting approval. Selectperson Haile further explained the suggestive language was the middle ground solution. Selectperson Haile added that the signs would be located on the kiosk. Selectperson Berry clarified that the story walk trail would not overlap with the Sam Ristich trail. The Community Center Director recommended that the Living Well in North Yarmouth Committee may want to consider included leashes available at the kiosk for residents. **Vote: 5 Yes – 0 No.**

#### Set Public Hearing for GA Maximums (1:41:52)

Selectperson Berry moved that the Select Board call a public hearing to be held on Tuesday, October 18, 2022, at 7:00 PM at the Wescustogo Hall & North Yarmouth Community Center. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.** [[click here for amendments](#)]

#### Health Plan – Double Option (1:42:25)

The Town Manager explained that the Maine Municipal Health Trust allows the Town to adopt three (3) health plans. In addition, the PPO 500 [[click here](#)] allows for employees to have more control over their own care and have lower premiums.

Selectperson Perrin moved that the Select Board offer the PPO 500 plan through the Maine Municipal Employees Health Trust in addition to the current POS 200 plan effective January 1, 2023. Selectperson Haile seconded the motion. Discussion: none. **Vote: 5 Yes – 0 No.**

#### Performance Guarantee – 527 LLC (1:44:59)

Chairperson Sites referenced and explained Section 3.8 of the Land Use Ordinance and the purpose of the line of credit [[click here](#)] provided to the Board for consideration. Chairperson Sites moved to approve the Irrevocable Standby Letter of Credit for the Deacon Hayes Project submitted by 527 LLC. Selectperson Perrin seconded the motion. Discussion: Selectperson Hodgetts commented that the Road Commissioner, Town Engineer, Town Attorney, and Select Board to his knowledge, were not part of the process. Furthermore, Selectperson Hodgetts also stated that his research points to a 3-10% guarantee on the project estimated to cost \$3.5 million. Selectperson Hodgetts also commented on his concern with the date not being included on the form. Selectperson Perrin asked why the performance letter was being brought to the Select Board. Chairperson Sites responded that the Planning Board set the condition on the application. Selectperson Hodgetts stated that the condition seemed to be overlooked in the past. Selectperson Berry asked why the Planning Board set the amount to \$100,000. Selectperson Hodgetts responded that the applicant provided the amount to the Planning Board. Chairperson Sites stated that the Select Board and Town Attorney have been involved in the process as a response to address Selectperson Hodgetts concern on the various parties who are mentioned in the Land Use Ordinance under Section 3.8. Selectperson Hodgetts requested that a subsequent letter be notarized. Chairperson Sites explained that the line of credit will be sent to the Code Enforcement Officer and dated then. Chairperson Sites explained that the Select Board could not place any further restrictions on the agreement. Selectperson Perrin further inquired if legal review recommended approving the line of credit. Chairperson Sites read the response from the Town Attorney. **Vote: 4 Yes – 1 No (Selectperson Hodgetts)**



*Public Participation*

David Reed, County Creek, asked the Select Board if there was a basis for the \$100,000 line of credit. Chairperson Sites explained that the decision was based on the improvements that would be included in the project and not the entire project.

Alicia Dostilio, Parsonage Road, asked for clarification on what the improvements were in the context of the Land Use Ordinance. Chairperson Sites clarified that the document for holding the applicant responsible was the site plan review. The applicant must meet the criteria set in the site plan review to receive the certificate of occupancy in addition to the condition of the \$100,000 line of credit before the Board. Alicia Dostilio further inquired on the ability to grant the line of credit due to lack of involvement by the individuals mentioned by Selectperson Hodgetts. This question was addressed by Chairperson Sites in the Select Board’s discussion.

David Reed suggested that the Land Use Ordinance include a definition on what improvements were referencing.

ZBA Organizational Meeting (2:04:58)

Selectperson Hodgetts moved that the Select Board call an organizational meeting of the ZBA on Wednesday, September 28, 2022, at 5 PM. Selectperson Haile seconded the motion. Discussion: Selectperson Hodgetts asked if the meeting could be held sooner than September 28<sup>th</sup>. Selectperson Hodgetts inquired if building permits could be issued before a hearing was held. The Town Manager responded that she would need to get clarification on his question. **Vote: 5 Yes – 0 No.**

**Any Other Business** (2:07:47) – Selectperson Perrin notified the Board that she would be absent at the September 28, 2022, rescheduled Tax Increment Financing workshop. Selectperson Haile thanked the Town Manager and Town Auditor on the financial report provided at the beginning of the meeting. Selectperson Berry commented on the bean supper held the prior weekend and thanked the Fire Department for hosting the event.

**Adjournment** (2:10:48) – Selectperson Perrin moved to adjourn at 9:06 PM. Selectperson Hodgetts seconded the motion. 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  
Special Meeting Minutes of Monday, October 3, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**Call to Order** (5:42pm) – Brian Sites, Amy Haile, Paul Hodgetts, Katherine Perrin, and Andrea Berry were present. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 5:42 PM.

**Appointments**

Chairperson Sites explained that he had received a request from Paul Metivier, Planning Board Regular member, to be re-appointed to an alternate member. He also stated that he received an email from Planning Board Alternate member, Paul Whitmarsh stating that he would like to be appointed as a Regular member to the Planning Board.

Chairperson Sites moved to appoint Paul Metivier as an Alternate member to the Planning Board with at term expiring June 30, 2025, and appoint Paul Whitmarsh as a Regular member to the Planning Board with a term expiring June 30, 2023. Selectperson Hodgetts seconded the motion. Discussion on the motion followed:

Selectperson Haile stated that she felt she could not support the changes because she felt the responsibilities of being a regular or alternate member were the same. She felt that if someone could not fulfill their duties as a board member, then the board member should resign their position. She stated that voting on Mr. Metivier's request needed to be addressed before any action occurred on Mr. Whitmarsh's request.

Selectperson Berry asked if the Town Manager had any experience with a regular Planning Board member requesting to be moved to an alternate position. The Town Manager responded no she had not. Selectperson Berry said that she felt very uncomfortable with the process and would like to see the qualifications of the other alternate members. She also said she would like to watch the comments that people have made as alternate members before she could decide. She felt she did not have enough information to appoint Paul Whitmarsh as a regular member.

Selectperson Hodgetts stated that he and Selectperson Haile agreed to elevate Planning Board Alternate member, Trey Milam to a Regular member when the next vacancy occurred and further agreed that Paul Whitmarsh would be appointed as a Regular member when a Regular member resigns. He said he had no problem with the appointments as presented.

Selectperson Perrin stated that she felt that discussions on Planning Board appointments were happening outside of the open meeting process. She felt that both requests were very coincidental.

**Voted 2 Yes - 3 No- Perrin, Berry, & Haile. Motion failed.**

**Adjournment** (5:55pm) – Selectperson Sites adjourned the meeting at 5:55 PM.

Prepared By: Diane Barnes  
Town Manager

Select Board

\_\_\_\_\_  
Brian Sites, Chair

\_\_\_\_\_  
Amy Haile, Vice Chair

\_\_\_\_\_  
Paul Hodgetts

\_\_\_\_\_  
Katherine Perrin

\_\_\_\_\_  
Andrea Berry

# Town of North Yarmouth Select Board Business

## *IX. Management Reports & Communications*

October 18, 2022

### Town Manager's Report & Department Head Reports

Manager's project report included herein.

Department Head reports included herein.

# Town Manager Monthly Project Agenda (November 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
<b>Town Manager</b>	<ul style="list-style-type: none"> <li>• CIP</li> <li>• Budget</li> <li>• GPCOG</li> <li>• Casella Contract Policy</li> <li>• Department Head Meetings</li> <li>• Ordinance Amendment</li> <li>• PACTS Funding</li> <li>• Technology</li>   <li>• Audit</li>   <li>• Norway Savings Bank</li> <li>• Rail Use Advisory Council</li> <li>• Annual Town Report</li> <li>• TIF Amendments</li> <li>• Select Board Goals</li> <li>• Zoning Board of Appeals</li> <li>• County Fire/EMS Study</li> <li>• Personal Property Tax Collection</li> <li>• Street Name Project</li>   <li>• Personnel Policy Review</li> </ul>	<p>Begin work on a comprehensive capital improvement plan-ongoing</p> <p>Review and begin work on the FY 24 budget restructuring-ongoing</p> <p>Attend monthly PACTS Policy Committee meetings-ongoing</p> <p>Finalize Casella Contract for Select Board Approval in October-ongoing</p> <p>Schedule monthly department head meetings-ongoing</p> <p>Review ordinance for proposed amendments-ongoing</p> <p>Meet with Olver Associates on site to finalize project and cost estimates for funding-ongoing</p> <p>Work with ION Networking to start cyber security training and switching everything over to Office 365-<b>completed</b></p> <p>Continue work on the FY 22 audit-<b>completed</b></p> <p>Enroll in positive pay-ongoing-<b>completed</b></p> <p>Attend monthly meetings of the Rail Use Advisory Council-ongoing</p> <p>Start work on Manager’s report and Tax Collector reports for annual Town Report</p> <p>Work with the Assessor and Legal on proposed TIF Amendments and Technical revisions for a February 1<sup>st</sup> target date to send to DECD.-ongoing</p> <p>Begin working on wage and benefit compensation study/proposal</p> <p>Schedule annual organizational meeting-<b>completed</b></p> <p>Review responses to RFQ and interview qualified vendors-<b>completed</b></p> <p>Sent out demand letters to FY 21 &amp; 22 delinquent taxpayers, making calls to collect taxes, will send out final letter before turning over to legal to file UCC liens-ongoing</p> <p>Review of alike street names, met with Fire Chief and CEO, researching process to make name changes-ongoing</p> <p>Work with Debbie on updating the personnel policy</p>

	<ul style="list-style-type: none"><li>• Employee Appreciation</li><li>• Fee Schedule Update</li><li>• Admin/Finance Asst.</li></ul>	<p>Work with Debbie on ideas to present to the SB for employee appreciation and service</p> <p>Work on updates to the fee schedule</p> <p>Hire Admin/Finance Assistant. Sharing duties until position is filled.</p>
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## Town of North Yarmouth

# Quarterly Report – Municipal Administration Department

Reporting Period: **July - August - September FY22**

### Voter Registration

Fiscal Year	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
<b>2021</b>	1491	136	n/a	1029	1062	3718
<b>2022</b>	1514	134	1	1020	1063	3732

### Upcoming Elections

- Tuesday, [November 8, 2022](#) – State General | Municipal Referendum | MSAD 51 Referendum.
  - Absentee ballots available now, last day to request an absentee ballot is Thursday, November 3, 2022.
- Tuesday, [June 13, 2023](#) – Municipal Officers | MSAD 51 Budget Validation Referendum.
  - Nomination papers available March 6, 2023 and must be filed with the Clerk by April 13, 2023.

<u>Communications</u>	<i>(number of subscribers)</i>	<b>FY21</b>	<b>FY22</b>
• <a href="#">Reminders From Town Hall</a>		880	1003
• <a href="#">Facebook</a>		1659	1771
• <a href="#">Instagram</a>		596	670
• <a href="#">Twitter</a>		334	372
• TextMyGov (Opt-Ins/Help Notification Messages)		71	60
• Town Hall Streams – <a href="#">Live Views</a>		693 total views	782
• Town Hall Streams – <a href="#">On Demand Views</a>		3316	2021

Connections (printed and mailed newsletter) was mailed out the residents in August. This issue focused on the State of Maine’s new Tax Stabilization Program. All newsletters are available to be [downloaded](#) from the Town’s website. Design and layout for this issue was complete by Jackie Hersey, Director of WH&CC.

### Notes

- Appointed by the Maine Town & City Clerks Association to the Maine State Cemetery Preservation Commission in August, first meeting was held in Augusta in September, next meeting is scheduled for November in Augusta.
- Interviews for the
- Attending Mandatory 2day Elections Training in August in October.

Submitted by Debbie Grover, Assistant Town Manager



Town of North Yarmouth  
Code Enforcement Department  
**Quarterly Report**  
**July-September 2022**

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**Permit Comparison**

<b><u>Permit Type</u></b>	<b><u>July 2021</u></b>	<b><u>July 2022</u></b>	<b><u>August 2021</u></b>	<b><u>August 2022</u></b>	<b><u>September 2021</u></b>	<b><u>September 2022</u></b>
Occupancy Certificates	0	2	3	4	3	6
Building Permits	8	5	13	11	8	6
New Homes	2	1	2	7	3	2
Plumbing Permits	8	6	13	5	5	8
Septic Permits	2	2	4	3	2	4
Electric Permits	5	21	13	16	9	16
Subdivisions	1	1	0	0	0	1
Contract Zoning	0	0	0	0	0	0

**CEO Overview**

There were 12 certificates of occupancy issued this first quarter compared to 6 issued last year's quarter. There were a few less building permits pulled during July, August, and September 2022 compared to 2021, but out of all permits pulled there were 3 more permits for new homes in during this quarter compared to 2021. Almost the same amount of plumbing and septic permits were pulled compared to this time last year. There were almost double the electrical permits pulled this quarter (53 vs. 27) compared to last year's. Lady Slipper Hill Major Subdivision was approved in June 2022. It was not included in the last bi-monthly report, so I have added it to this report as Findings of Fact took place during the July 2022 Planning Board meeting. Deacon Hayes Major Subdivision was approved in September 2022. It has been appealed by abutters. ZBA hearing is on 10/19/22.

Crossroads Development is well underway, as well as Village View Phase 2. Half of the C/Os issued this quarter have been from Crossroads and Village View Phase 2. Trudy Bird Tavern is nearing completion and will most likely be open during the next quarter.

Respectfully,  
Ben Scipione

Submitted by Ben Scipione  
Code Enforcement Officer Date: 10/4/22



# Town of North Yarmouth Quarterly Department Head Report [Fire Rescue Department]

Reporting Period: 1<sup>st</sup> Quarter FY 2023

<b>Activity</b>	<b>FY2022</b>	<b>FY 2023</b>
Medical Calls	59	80
Fire Calls	42	40
Patient Evaluations	55	76
Transports	45	60
Public Assistance	5	6
Vehicle Accidents	4	9
Mutual Aid	8	16
Unauthorized Burning	2	1
Total Member Hours on Calls	299:20	274:21
Total Member Hours Training	312:30	591:52
Total Incidents	<b>101</b>	<b>120</b>

## Changes/Updates

Over the last quarter we have worked diligently with public works and our third-party vendors on getting our annual maintenance completed on Our Apparatus. At the beginning of July, Engine 52, Tank 53, and Engine 51 went to Greenwood Fire Apparatus in Brunswick to get their annual pump service and required annual pump test. The month of August brought the fleet to our mechanic at public works to complete annual preventative maintenance to the motors and chassis of all our fleet. Over the last week in August, we brought Rust Check of Maine in to complete the annual chassis rust prevention on both Fire Rescue and Public Woks fleet. During the first week of September, in conjunction with Cumberland, Gray, New Gloucester, Pownal, and Yarmouth, we brought in IIA Fire Department testing to complete all of our department's hose and ladder testing.

## Project(s) Update

On August 18<sup>th</sup>, we had a kickoff meeting with Port City Architecture. The meeting lasted about 5 hours with them completing a through walk-thru of the fire rescue station facilities. They were able to take pictures of the current station, take measurements of the entire station, and discussed the current demands required of the Fire Rescue Department. We held a second meeting with Port City Architecture to discuss their initial findings on September 15<sup>th</sup>. We will have another meeting scheduled in the month of October to go over the results of the September meeting.

## Coming Up

I am still currently working with Cumberland County EMA on updating the Town of North Yarmouth Emergency Operations Plan. We have made some great progress with the plan and are currently meeting monthly to discuss any changes and updates needed. Once completed this will go to the Selectboard for review and acceptance. We will be holding our first open house since Covid on October 10, 2022, from 5:00-7:00PM. We will also be holding a public Flu vaccination clinic at the event

Respectfully Submitted,

Gregory Payson

[Fire Rescue Chief/EMA Director/ Public Health Officer, Fire Rescue Department]





# Town of North Yarmouth Quarterly Department Head Report Public Works Department

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Reporting Period: July/August/September 2022

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

- Dump trash cans at parks, sport fields. Restock dog waste bags.
- Mowing and trimming Parks, trails, sports fields, town buildings and grounds.
- Assisted P7R/living well on building the Story trail.

## **PW building maintenance:**

- 

## **Heavy Equipment:**

- Maintenance of equipment.
- Assist Fire/Rescue with maintenance of Fire Rescue equipment.
- Central equipment co. repaired Excavator emissions issue.

## **Road Maintenance**

- Repair and install street signs at various locations
- Pick up road kill
- Tree limb and brush removal.
- Drainage/shoulder work on Milliken rd., Bayberry drive, Mill rd., Town farm rd. Greely rd. Thunder rd. Sligo ext.
- Repair road damage on The Lane.
- Road side mowing of all Town roads.
- Painting road markings, X-walks, stop/stop ahd, RR crossing, etc.
- Long paint lines painted by Poirier Guidelines
- Slip line 220 feet of under drain pipe on Greely rd in partner ship with the Town of Cumberland PWs
- Hot rubber crack seal, Mill road, the Lane, Baston, Thunder, Wescustogo, Milliken.

## **Other:**

- Open Brush dump as needed.
- Assist WH&CC as requested.
- Repair sidewalk on Cumberland road.
- Pick up waste oil for winter heating of town garage.
- New employee Sterling Rust hired.
- Salt Gard treatment of concrete curbs and sidewalks.
- Stock salt shed for supplies for winter.



# Town of North Yarmouth Quarterly Department Head Report Public Works Department

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## Changes/Updates/Projects

- Underground infrastructure inventory
- Municipal Disaster Debris management plan.
- Sweetser road/Toddy brook culvert replacement.
- Update CIPs roadway and Heavy equipment

Respectfully Submitted,

Clark Baston

Town of North Yarmouth

Public works department.



# Town of North Yarmouth Quarterly Department Head Report Wescustogo Hall & North Yarmouth Community Center

Reporting Period: July 2022 – October 2022

Department Head: Jackie Hersey

## STATISTICS

Usage	July	August	September	October 1-12
Open Gym	0	0	71	5
Pickleball	0	0	0	
Meetings	10	9	15	7
Programs	5	3	10	10
Rentals	8	1	2	0
<b>TOTALS</b>				
Operating Hours	July	August	September	
Monthly	270	186	230	100
Weekly Average	67.5	46.5	57.5	50

## REPORT

**July & August** – During July & August WH & CC was still being used to house camps through the Cumberland Rec Department. This gave us a great opportunity to market out Outdoor Market & Movie Nights. Outdoor Market’s attendance was hit or miss. Next year, we’ve decided to move back to WH & CC so we can reach out to more vendors, additional food trucks, and have power for hired musicians. Movie nights were well attended, we had close to 100 for “The Goonies,” around 70 for “The Princess Bride,” and despite the weather and last-minute shift indoors, we had around 50+ attendees for “Encanto.” Next year we will look to do one per month as opposed to every other week.

**September** – The first week of September was quiet with everyone in back-to-school mode. We did have two rentals on the 10<sup>th</sup>. Adult recreation programming started up by the 12<sup>th</sup> and we also opened the facility up for indoor walking, kiddie gym, and open gym. Open gym for 6-8 grade has been consistent with anywhere from 6-12 boys attending. Monday afternoon seems to be the better of the days for attendance, Wednesday and Fridays are hit or miss. We were able to sell a few punch passes and had several attendees take advantage of the first visit being free. Kiddie gym draws the same handful of kids and indoor walking has 2-3 attendees on average. Boy Scouts & Brownies are back to hosting once a week meetings 1-2 nights a week.

**October 1-12** – October has been off to a slower start for open gym times and it’s likely due to the uptick in COVID cases. We are still busy hosting meetings and adult recreational programs. As of right now, we have one party, a bluegrass jam session and our Trunk or Treat scheduled for weekend hours.



Town of North Yarmouth  
Quarterly Department Head Report  
Wescustogo Hall & North Yarmouth Community Center

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Respectfully Submitted,

Jackie Hersey  
Wescustogo Hall & North Yarmouth Community Center Director

# Town of North Yarmouth Select Board Business

## **X. Old Business**

## **XI. New Business**

October 18, 2022

### **X. Old Business**

#### Select Board Goals

Item led by Select Board members.

### **XI. New Business**

#### Amendments to GA Maximums & Appendices

Each year the municipal officers must adopt the local General Assistance Ordinance and yearly Appendices. The law requires that the municipal officers conduct a notice and hearing prior to the adoption of the Ordinance and or Appendices.

#### **SUGGESTED MOTION**

*Move that the Select Board adopt the amendments to the GA Maximums and Appendices from 10/1/2022-9/30/2022 as presented.*

**Note: See below for a summary of the recommended changes to the maximums.**

#### Committee & Board Procedures

Chairperson Sites will lead this discussion

Schedule TIF Workshop-November 15, 2022, at 6pm

The Select Board should meet to discuss the proposed amendments to the TIF District

#### **SUGGESTED MOTION**

*Move that the Select Board schedule a TIF workshop on November 15, 2022, at 6pm.*