

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, December 3, 2019 - 7:00 PM
Town Office Conference Room**

I. Call to Order

- Pledge of Allegiance

II. Public Hearing – Proposed Changes to the Fee Schedule

III. Minutes of Previous Meeting(s)

- November 6, 2019
- November 19, 2019

IV. Public Comment - Non-Agenda Items

Comments regarding issues, concerns, commendations, or matters of general public information are welcome. Individuals shall have three (3) minutes to speak and be asked to state their name & legal residence. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so in a respectful and constructive manner. Topics relating to personnel or personnel matters cannot be acknowledged.

V. Management Reports & Communications

- Select Board Communications
- Town Manager's Report
- Capital Investment Financial Report
- Assessing Report - Renee Lachappelle, Cumberland County Assessing

VI. Old Business

- Friends of Wescustogo - Darla Hamlin
- Recycling Reform Resolution

VII. New Business

None.

VIII. Accounts Payable

- Review & Approval

IX. Any Other Business

X. Adjournment

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

Workshops: The public is welcome to attend workshops and listen to the discussion that takes place. The purpose of holding a workshop is to provide the Select Board with the opportunity to focus on specific town matters to later present at a regular business meeting. Therefore, public participation is limited to only regular business meetings of the Select Board.

December 3, 2019

Agenda - Section II. Public Hearing - Amendments to the Town Fee Schedule

PRIMARY PROCESS

1. **Open the Hearing** - *Move to open the Public Hearing on the proposed amendments to the town Fee Schedule.* Second, discussion and vote follow.
2. **Presentation/Explanation** - A brief presentation/summary by the Chair or Town Manager is expected.
3. **Public Participation** - The Select Board shall recognize the individuals in the order that they present themselves to the podium. Name and street address should be stated by each individual, making a statement to the Board.
4. **Board Inquiries/Discussions** - After public participation, the Board may discuss the subject matter further if deemed necessary.
5. **Close the Hearing** - *Move to close the Public Hearing on the proposed amendments to the town Fee Schedule.* Second, discussion and vote follow.

ACTION

1. **Approve/Deny/Table Amendments to the Town Fee Schedule** - *Move to approve/deny/table the proposed amendments to the town Fee Schedule as presented and effective December 3, 2019.* Second, discussion and vote follow.

MANAGER'S NOTES

- These changes were presented to the Select Board on November 19, 2019, with one note that the rental fees did not need to be switched due to the name change of the specific areas; they were correct as originally approved by the Board.

Town of North Yarmouth

December 3, 2019

Fee Schedule - Proposed Changes

Public Facility Use (Wescustogo Hall & Community Center)

Community Center Events For-Profit or Private Individuals/General Public		
Facility Room/Area	Deposit	Rental Fee Per Hour
Wescustogo Hall (Full Rental)	\$500.00	\$300.00
Wescustogo Hall - Room 1 Wing A	\$150.00	\$ 75.00
Wescustogo Hall - Room 3 Wing B	\$150.00	\$100.00
Wescustogo Hall - Room 2 (Center)	\$150.00	\$ 75.00
Wescustogo Hall & Wing A Combination - Rooms 1 & 2 (Combination)	\$250.00	\$150.00
Wescustogo Hall & Wing B Combination - Rooms 2 & 3 (Combination)	\$250.00	\$175.00
Gymnasium	\$500.00	\$100.00
Community Room	\$ 50.00	\$ 50.00
<u>NOTE: 50% of all deposit and rental fees are due at time of rental confirmation.</u>		
General Space Fees		
Community Use	Deposit	Rental Fee Per Hour
501C3 NON-PROFIT - Per Event Municipal Business, Town Committee Meetings/Events, Volunteer Adult & Youth Programs, North Yarmouth/Cumberland Recreational Programs, MSAD51 Programs, First Responder Programs & General Community Activities	No Charge	No Charge
FOR-PROFIT or Private Individuals/General Public	No Deposit Required <u>\$50.00</u>	\$30.00
Miscellaneous Fees		
Loss Key Card(s)	No Deposit Required	\$15.00
Administrative Fee	Applies to All FOR-PROFIT OR PRIVATE Events	\$35.00
Damages	All groups/individuals shall be responsible in full for any costs to the center to include labor and materials.	

December 3, 2019

Agenda - Section III. Meeting Minutes

- *Move to approve the minutes for November 6, 2019, as presented. Second, discussion and vote follow.*
- *Move to approve the minutes for November 19, 2019, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Wednesday, November 6, 2019**

Call to Order – Members Present: William Whitten, Stephen Morrison, James Moulton, and Jennifer Speirs. Town Manager Rosemary Roy was also present. Chairperson Whitten called the meeting to order.

Minutes of Previous Meeting(s) – Selectperson Speirs moved to approve the minutes for October 1, 2019, as presented. Selectperson Moulton seconded the motion. Discussion: None. **Vote: 3 Yes – 0 No – 1 Abstention (Selectperson Morrison)**. Chairperson Whitten moved to approve the minutes for October 15, 2019, as presented. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 3 Yes – 0 No – 1 Abstention (Selectperson Moulton)**.

Public Comment - Non-Agenda Items – None.

Management Reports & Communications:

Select Board Communications

- Challenge Day Program (Selectperson Speirs)
- Elementary Education Task Force (Selectperson Speirs)
- Yarmouth Water District (Selectperson Morrison)
- Election Results (Chairperson Whitten)

Town Manager's Report – The Town Manager's full report can be found at the Town's website or at the Town Office.

Old Business – None.

New Business – None.

Accounts Payable – Selectperson Speirs moved to approve warrants 17,18, & 19 in the amount of \$314,732.21, as presented. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 4 Yes – 0 No**.

Any other Business – None.

Adjournment - Chairperson Whitten moved to adjourn.

Prepared By: Draven Walker
Administrative Assistant/Recording Secretary

Select Board

William Whitten, Chair

Stephen Morrison, Vice Chair

James Moulton

Jennifer Speirs

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, November 19, 2019**

Call to Order – Members Present: William Whitten, Stephen Morrison, James Moulton, and Jennifer Speirs. Town Manager Rosemary Roy was also present. Chairperson Whitten called the meeting to order.

Minutes of Previous Meeting(s) – None.

Public Comment - Non-Agenda Items – Bill Young, 67 Sweetser Road, inquired about the Town's plans for paving Sweetser Road. The Town Manager clarified that the Town has not, and plans not to, pave Sweetser road. Audrey Lones, 107 Baston Road, attended an MSAD #51 School Board meeting and shared what she observed at the meeting to the Board. She also encouraged others to attend the School Board meetings.

Management Reports & Communications:

Select Board Communications

- Traffic Calming Forum Takeaway (Selectperson Morrison)
- School Board Workshop (Selectperson Speirs)
- GPCOG Executive Session (Selectperson Speirs)
- Cumberland County Budget (Chairperson Whitten)

Town Manager's Report – The Town Manager's Report can be found at the Town's website or the Town Office.

Selectperson Morrison volunteered to join the Joint Standing Committee. No action needed. Selectperson Moulton volunteered to join the Wescustogo Committee. No action needed.

Financial Reports – October – Financial Reports can be found in the Meeting Materials, which are located on the Town's website or at the Town Office.

Department Head Reports – September & October – Department Head Reports can be found in the Meeting Materials, which are located on the Town's website or at the Town Office.

Economic Development Planning Update – Vanessa Farr, Economic Consultant, provided the Board with an update pertaining to the Street Calming Forum.

Old Business:

Wescustogo Hall and North Yarmouth Community Center – Lisa Thompson, Director of the Wescustogo Hall and North Yarmouth Community Center, provide the Board an update of the Community Center's progress over the last few weeks and plans going forward. The Town Manager also provided the Board a financial review of the Wescustogo Hall and North Yarmouth Community Center.

Select Board Goals – Chairperson Whitten and the Town Manager presented the progress that has been done on the Select Board Goals.

New Business –

Public Facilities Use Policy – Proposed Amendments – Please see the proposed amendments for the Public Facilities Use Policy in the meeting materials for this meeting, which can be found on the Town's website or the Town Office. Selectperson Morrison moved to hold a Public Hearing for December 3, 2019, to discuss the Proposed Amendments for the Public Facilities Use Policy. Selectperson Moulton seconded the motion. Discussion: None. **Vote: 4 Yes – 0 No.**

Bi-Annual Review Town Manager – Process – The Town Manager and the Board had an extensive discussion on the effectiveness and necessity of a Bi-Annual Review. No action was taken.

Accounts Payable – Selectperson Speirs moved to approve accounts payable warrants 20 and 21 in the amount of \$851,944.35. Selectperson Morrison seconded the motion. Discussion: Selectperson Moulton inquired on a charge that was for pest control. The Town Manager provided the Board with an explanation of the transaction. Selectperson Moulton also inquired on a payment for “Crooker.” The Town Manager provided the Board with an explanation of the transaction. Selectperson Moulton also questioned about a purchase made on equipment for the Fire Rescue Department. The Town Manager responded that she would need to find out more about the transaction to provide a full answer. Selectperson Moulton inquired about a check made out to an employee for phone and mileage usage. The Town Manager acknowledged that the description was accurate. Selectperson Moulton inquired about a check made out to a volunteer. The Town Manager responded that the check was for a reimbursement. **Vote: 4 Yes – 0 No.**

Any Other Business – None.

Adjournment - Chairperson Whitten moved to adjourn.

Prepared By: Draven Walker
Administrative Assistant/Recording Secretary

Select Board

William Whitten, Chair

Stephen Morrison, Vice Chair

James Moulton

Jennifer Speirs

December 3, 2019

Agenda - Section IV. Management Reports & Communications

- Select Board Communications
- Town Manager's Report*
- Capital Investment Financial Report*
- Assessing Report - Renee Lachappelle, Cumberland County Assessing

*To be provided at the meeting.

December 3, 2019

Agenda - Section VI. Old Business

- Friends of Wescustogo - Darla Hamlin

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- Recycling Reform Resolution - *Move to endorse the Recycling Reform Resolution, as presented.* Second, discussion and vote follow.
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RECYCLING REFORM FOR MAINE

More Effective • More Sustainable • More Equitable

Whereas, Maine’s communities are struggling to maintain, expand, and in some cases are eliminating, recycling programs due to rising costs and difficult-to-manage materials; and

Whereas, product packaging, which includes plastic, metal, glass, and cardboard, constitutes approximately 30-40% of the materials managed by weight in Maine’s municipal waste management programs; and

Whereas, Maine taxpayers currently unfairly bear 100% of the cost and pay an estimated \$16 million to \$17 million each year to finance the management of this material through fragmented and increasingly expensive disposal or recycling options; and

Whereas, producers of product packaging have little incentive to minimize wasteful packaging or increase access to recycling; and there is no organized coordination between the producers of packaging and municipalities that are responsible for disposing of or recycling the packaging materials; and

Whereas, producers of product packaging have taken some or all responsibility for the management of post-consumer packaging in other parts of the world, including all European Union member states and five provinces in Canada, and, as a result, have greatly increased recycling rates, expanded infrastructure investment, created jobs, and reduced taxpayer costs;

Now, Therefore Be It Resolved,

We, Maine’s municipalities, support an Extended Producer Responsibility (EPR) for Packaging law as endorsed by the Legislature in 2019 through the passage of the Resolve, To Support Municipal Recycling Programs (LD 1431). We believe that this policy will work to make recycling in Maine:

More effective: Producers of packaging materials would have a direct economic incentive to produce less-wasteful packaging that can easily and profitably be managed by municipal recycling programs. Having shared responsibility between those who create the waste and those who manage the waste would foster recycling system improvements and enable greater participation in recycling across Maine;

More sustainable: An EPR law for packaging is an insurance policy for Maine municipalities when global recycling markets are unfavorable. The current approach to recycling is not resilient to fluctuations in the global recycling market. When commodity prices fall unexpectedly, towns and cities may be forced stop or restrict their programs; and

More equitable: Maine’s cities, towns, and taxpayers are currently footing the bill for a problem they didn’t create. With recycling reform, taxpayers will no longer pay for the cost of recycling since the net costs of recycling would be reimbursed—and the packaging manufacturers that produce less-wasteful, more recyclable packaging would pay less than those who do not. This is a much more equitable way to distribute costs.

Adopted this 3rd day of December 2019.

North Yarmouth Select Board

William Whitten, Chair

Steve Morrison, Vice Chair

Jennifer Speirs

James Moulton

December 3, 2019

Agenda - Section VIII. Accounts Payable

Item(s):

- *Move to approve accounts payable warrants 22 and 23 in the amount of \$66,372.21 as presented. Second, discussion and vote follow.*