

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, July 18, 2017
7:00PM - Town Office Meeting Room**

I. Call to Order

- Public Hearing - RE: Upcoming Special Town Meeting/Municipal Facility Needs

II. Special Presentation - Fire Rescue Chief Greg Payson

III. Minutes of Previous Meeting(s)

- July 6, 2017

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

- Town Manager's Report

VI. Old Business

- Annual Appointments of Boards, Committees, and Liaisons
- Special Town Meeting Warrant - Endorsement

VII. New Business

- Fee Schedule - Annual Review

VIII. Accounts Payable - Review & Approval

- FYE17 Accounts Payable
- FYE18 Accounts Payable

IX. Executive Session - Contract Negotiations - Spectrum

X. Any Other Business

(Board communications of written, electronic, or verbal information to include but not limited to pending or future agenda meeting topics.)

XI. Adjournment

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

**Town of North Yarmouth
Guideline for Conducting
PUBLIC HEARINGS**

1. **Open the Hearing** - A motion must be made, seconded, and voted on to open the Public Hearing.

2. **Presentation/Explanation** - A brief presentation/summary by the Chair or Town Manager is expected.

3. **Public Participation** - The Select Board can recognize questions/statements from the public in attendance.

4. **Board Inquiries/Discussions** - After public participation, the Board can discuss the subject matter, if necessary.

5. **Close the Hearing** - When it is clear that discussion of the subject has ended a motion to close the Public Hearing (seconded and voted) should take place.

6. **Further Motion(s)** - The Board, if they choose may elect to take action on the matter immediately or may do so at another point in the meeting.

7. **Amendments to the Hearing Subject** - The Board may also make amendments on the subject matter in accordance with any discussions/decisions that took place during the hearing.

**Town of North Yarmouth
Select Board Meeting Minutes
July 5, 2017**

I. Call to Order

- Organization of the Board

Members Present: Jeanne Chadbourne, Peter Lacy, Anne Graham, Steve Morrison and Jennifer Speirs. Town Manager Rosemary Roy was also present.

Chairperson Chadbourne asked for nominations for Select Board Chairperson. Selectperson Graham nominated Selectperson Lacy, seconded by Selectperson Speirs. No other nominations were made. **Vote: 4 – Yes 0 – No 1 – Abstention – Selectperson Lacy**

Chairperson Chadbourne asked for nominations for Select Board Vice Chairperson. Selectperson Morrison nominated Selectperson Chadbourne, seconded by Selectperson Lacy. No other nominations were made. **Vote: 4 – Yes 0 – No 1- Abstention – Selectperson Chadbourne**

Chairperson Chadbourne turned control of the meeting to incoming Chairperson Lacy.

II. Minutes of Previous Meeting(s)

Selectperson Chadbourne moved to accept minutes of May 16, June 6 & June 20, 2017, as written, seconded by Selectperson Graham. **Vote: 3 - Yes 0 – No 2 – Abstentions – Selectpersons Speirs & Morrison.**

III. Public Comment

Donna Palmer, Mountfort Road thanked incoming Selectpersons Speirs & Morrison for taking on their new roles.

Lincoln Merrill, North Road expressed concern of speeding vehicles on his road and asked the Select Board for help with this issue. Mr. Merrill stated he would be donating a granite bench to be placed at Cluff Cemetery. Mr. Merrill recommended Charles Wilson to the Shellfish Commission if there are any vacancies. Town Manager Roy stated a 3 year term is open and urged Mr. Wilson to contact her.

IV. Town Manager's Report

Town Manager Roy stated she and Accountant Mark Roy have been cleaning up years of entries into Trio that were never addressed.

Town Manager Roy urged Select Board members to attend an Elected Officials Workshop in Portland on September 14th.

Quarterly Financials - The year-end report will be available in the next few weeks.

V. Old Business

- Town Office Facility – Safety Works (MDOL) Report

Town Manager Roy summarized the report from Safety Works on the air quality test. She mentioned possible replacement of flooring.

Town Manager Roy was looking for guidance from the Select Board on what to do next.

Selectperson Graham recommended short-term fixes need to be considered such as carpet cleaning and dehumidifiers.

- Wescustago Hall & NY Community Center

Town Manager Roy offered a summary of the recent Workshop. She asked if the designs presented are the designs we want to move forward with. Matt Ahlberg from Barrett Made summarized where they are at this time.

Steve Palmer, Mountfort Road shared concerns of spaces for small group activities. Lincoln Merrill, North Road spoke on his concerns on whether or not the Grange requirements are being met.

The Select Board voted to accept the design as presented by Barrett Made. Selectperson Graham moved to accept the basic design as presented for the Wescustago Building and Community Center, seconded by Selectperson Chadbourne. Selectperson Graham amended her motion to accept the Wescustago Hall and Community Center design but scaled to a smaller size. Discussion: None. **Vote: 5 – Yes 0 – No.**

Selectperson Chadbourne moved to continue discussions with Barrett Made, seconded by Selectperson Speirs. Discussion: None. **Vote: 5 – Yes 0 – No**

Selectperson Graham moved to transfer \$65,000 from the Unassigned Fund Balance to a Designated Fund Balance before the Tax commitment and approved at a Special Town Meeting. Selectperson Chadbourne seconded the motion. Discussion: Selectperson Morrison shared his concerns. **Vote: 4 – Yes 1 – No (Selectperson Morrison)**

Town Manager Roy asked for the Select Board to review the Purchasing Policy and discuss at the next Select Board meeting.

VI. New Business

- Annual Appointments of Town Officials
- Annual Appointments of Boards & Committees

Selectperson Chadbourne moved to accept the slate of new Board members and appointments as presented. Town Manager Roy will update the Ad Hoc Committees. Discussion: **None. Vote: 5 – Yes 0 – No.**

- Public Comment – Consideration to Change Time Limit – Selectperson Morrison

Selectperson Morrison requested increasing Public Comment time to 3 minutes. After a discussion, the consensus was to change the time limit as suggested.

VII. Accounts Payable – Review and Approval

Chairperson Lacy moved to accept warrants 62, 63 & 64 in the amount of \$102,763.66, seconded by Selectperson Graham. Discussion: **None. Vote: 5 – Yes 0 – No**

VIII. Any Other Business

Selectperson Graham welcomed new Board members.

IX. Adjournment

Selectperson Chadbourne moved to adjourn.

Recording Secretary
Cheryl Trenoweth

Select Board

Chairperson Lacy

Vice Chair Chadbourne

Anne Graham

Jennifer Speirs

Steven Morrison

The information contained in this report is intended to inform the Select Board, staff, and residents, some of the current activities taking place within the manager's office or the Town in general. All topics are open for discussion.

Staff Updates - A warm welcome to the two newest members of the Public Works Department team: Joe Plante and Charlie Hall. Welcome back Stacey Ruby (!!!!) who returned this week after being on maternity leave. Moreover, finally, a sincere thank you and best wishes for a happy retirement to 17 year veteran of the North Yarmouth Public Works Department, Sherwood White.

North Yarmouth School Fund - The trustees, made the decision to move the school funds into a more lucrative investment vehicle with Norway Savings Bank upon the close of the present CD with Key Bank later this month. This change should provide the trustees with more interest earnings to provide for additional student grants and in a more consistent manner.

FY17 Tax Lien - Tax Liens for the fiscal year 2017 will be processed this week; 42 properties with a total principal of \$108,817.

Gateway Signs - Are on order and should be placed during the month of August.

Wescustogo Building and Design Committee - The committee would like to schedule a workshop with the Select Board in August to discuss the final process and vote to be taken on the Wescustogo Hall project.

Other Tasks - Tasks revolved around those items included within the Select Board packets.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

Town of North Yarmouth
ANNUAL APPOINTMENTS OF TOWN BOARDS & COMMITTEES
7/1/17 - 6/30/18

Select Board Assigned Committees

- Joint Standing Committee (NY-C) - Two (2) members of the Board must be appointed.
- Wescustogo Hall Committee (1997 Agreement) - Two (2) members of the Board must be appointed.
- Recreation Advisory Board (NY-C) - One (1) member of the Board must be appointed.

Boards - Three (3) year term (correction from prior submission)

Scott Kerr Board of Assessment Review

Ad hoc Committee Members Seeking Reappoint - One (1) year term

Kathy Whitter	Communications Advisory Committee
Pricilla Brobst	Living Well in North Yarmouth
Alvin Ahers	Living Well in North Yarmouth
Ginny VanDyke	Living Well in North Yarmouth
Jennifer Smith	Wescustogo Building & Design Committee
Clark Baston	Wescustogo Building & Design Committee
Darla Hamlin	Wescustogo Building & Design Committee
Brian Sites	Wescustogo Building & Design Committee
Clark Baston	Wescustogo Hall Committee (1997 Agreement)
Blaine Barter	Wescustogo Hall Committee (1997 Agreement)
Joel Fuller	North Yarmouth School Fund
Earl Edwards	North Yarmouth School Fund
Darla Hamlin	North Yarmouth School Fund
Blaine Barter	North Yarmouth School Fund
Dixie Hayes	North Yarmouth School Fund
Ken Filliter	Flag Committee
Darla Hamlin	Flag Committee
Darla Hamlin	Events Committee
Carol Ellison	EDSC
Patrick Gilligan	EDSC

Liaisons - Currently the Select Board provides a liaison to the following Boards and Committees:

Communications Advisory Committee
Economic Development & Sustainability Committee (EDSC)
Planning Board
Parks & Recreation Committee



Town of North Yarmouth, Maine
Special Town Meeting Warrant

To: Clark Baston, a resident of the Town of North Yarmouth, County of Cumberland, and State of Maine.

MUNICIPAL SPECIAL TOWN MEETING NOTICE

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of North Yarmouth, qualified by law to vote in town affairs, to meet at the North Yarmouth Memorial School Gymnasium, 120 Memorial Highway, in said Town on Tuesday, August 8, 2017, at 6:30 pm in the evening. Then and there to act upon three (3) articles as set out below and in conformity with Title 30-A of the Maine Revised Statutes, as amended.

The Registrar of Voters, Debbie Allen Grover, gives notice that the registrar's office will be in session from 6:00 pm to the close of said meeting on Town on Tuesday, August 8, 2017, to register new voters and to correct the current list of voters.

ARTICLE 1. To choose a Moderator to preside at said Special Town Meeting.

ARTICLE 2. To see if the Town will vote to repeal **Article 3, Question 2, § C)** taken at the Special Town Meeting held on November 3, 2015, authorizing the Select Board to "retain the current Town Hall and land. Make renovations and additions to the building as needed over time for municipal purposes."

Explanation: The Select Board has concluded upon reviewing administrative reports and the research and statement submitted by the Town Office Renovation Committee that the present Town Office no longer complies with state requirements and is no longer suitable for service to the community or the needs and well-being of the Municipal Office staff.

ARTICLE 3. To see if the Town will vote to authorize the Select Board to transfer an amount of **\$65,000** from the Town's unassigned fund balance to be placed in a dedicated fund balance account to be expended for the purpose of architectural contractual costs for the design and engineering of a new Town Office facility or see what action the Town will take. (*Approval of this article will not increase the property tax levy.*)

Select Board Recommends Approval

Given under our hands this 18th day of July 2017 at North Yarmouth, Maine.

Select Board

Peter Lacy, Chairperson

Jeanne Chadbourne, Vice Chairperson

Anne Graham

Steve Morrison

Jennifer Speirs

A true copy of the warrant,

Attest: _____, Debbie Allen Grover, Town Clerk

RETURN OF THE WARRANT

North Yarmouth, Maine July ____, 2017

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said Town qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant at the Town Office, North Yarmouth Variety, Ames Farm Center, Fire Rescue Station, and Toddy Brook Café in said town, being public and conspicuous places in said town, on the ____ day of July 2017, being at least seven (7) days before the meeting.

Clark Baston, Resident

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Administrative Fees

Animal Impoundment Fee
 Flat fee for impoundment \$ 40.00
 Emergency medical bills attributed to the animal Cost

Bumper Stickers \$ 1.00

Cemeteries - Administrative Processing Fee \$ 35.00

Note: To cover Town Clerk's time associated with Cemetery administration.

Copy of Land Use Ordinance (outside) Cost

Copy of other ordinances done in-house
 Per page up to 20 pages \$ 0.50

Faxes (per page - Incoming or outgoing) \$ 2.00

Photocopies per page
 8 ½ inch x 11 inch or smaller \$ 0.50
 8 ½ inch x 14 inch \$ 0.75
 11 inch x 17 inch \$ 1.00
 DVD \$ 10.00

Memorial School Use
 Single Residents or Residential Groups \$ 10.00 per hour
 Non-Residents or Non-Residential Groups \$ 20.00 per hour
 Special Events - Deposit (single use) \$150.00

Notary Fee (per page) \$ 2.50

Non-Sufficient Funds \$ 40.00

Search Fee (Genealogy)
 Per surname \$ 15.00
 Abstract \$ 5.00

Street Map (11 inch x 17 inch) \$ 1.00

Tax Account Listing - electronic format \$ 75.00

Tax Maps complete set
 11 inch x 17 inch \$ 25.00
 24 inch x 36 inch Cost

Junkyards
 Application fee \$250.00
 Advertising fee Cost

Liquor License
 Application fee \$ 25.00

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Advertising fee	Cost
Bottle Club License	
Application fee	\$ 25.00
Advertising fee	Cost
Catering License - Application Fees	
Catering Privileges off Premises	\$ 25.00
Catered Function by Qualified Catering Organization	\$ 25.00
Catered Function by B.Y.O.B. License	\$ 25.00
Cemetery Fees - Set by Cemetery Commission	
Resident	
Lot Fees	\$300.00
Perpetual care	\$200.00
Non-Resident	
Lot Fees	\$400.00
Perpetual care	\$250.00
Administrative Fee per Interment	\$175.00
Administration Fee for Documents	\$ 25.00
Interment Fees	Separate fee set by contractor
Disinterment	Separate fee set by contractor
PAYT (Pay-As-You-Throw)	
One (1) Roll of 10 - 15 Gallon Bags	\$ 12.50
One (1) Roll of 5 - 33 Gallon Bags	\$ 12.50
Recycle Containers	Cost
Composter	Cost
Clean Up Day Fees	Cost

Ambulance Service

Town of North Yarmouth Ambulance Service Ordinance - The North Yarmouth Board of Selectmen shall annually establish a schedule of fees that support the cost of ambulance service to the extent practical while respecting all state and federal laws, rules and regulations.

Mileage per loaded mile	\$ 12.00
ALS1 (A0427)	\$650.00 \$740.00
ALS2 (A0433)	\$750.00 \$900.00
BLS – Non Emergency	\$300.00 \$400.00
BLS - Emergency (A0429)	\$450.00 \$550.00
Ambulance Response with treatment with no transport	\$100.00 \$125.00
Records Request	\$ 5.00

* Medicare will not reimburse. Some private insurance companies may pay.

Note: These fees are not comparable to surrounding communities - Fire Rescue Chief Payson can provide additional information at the meeting, if needed.

Amusement Devices

Coin-Operated Amusement Device Ordinance

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Annual license for 5 machines	\$100.00
Each additional machine	\$ 50.00

Barking Dogs

Per offense upon conviction in District Court (Ordinance)	\$ 50.00
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Building Permit Fees - Code Enforcement

Residential buildings or buildings accessory to residential buildings:

Up to and including 1400 sq. ft. of living space	
Finished area (sq. ft.)	\$ 0.15
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10

1401 sq. ft. to 2000 sq. ft. living space	
Finished area (sq. ft.)	\$ 0.30
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10

2001 sq. ft. to 2500 sf of living space	
Finished area (sq. ft.)	\$ 0.45
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10

Over 2500 sq. ft. of living space	
Finished area (sq. ft.)	\$ 0.60
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10

Commercial Buildings: Commercial Area (sq. ft.)	\$ 0.40
Foundation area (sq. ft.)	\$ 0.10

Temporary Housing Permit from CEO	\$ 25.00
Demolition	\$ 25.00
Swimming Pools	\$ 25.00
Chimneys	\$ 25.00
Temp plastic or canvas structures (or temporary greenhouses)	\$ 25.00
Minimum Fee	\$ 25.00
Late Fee - double amount of regular fee	

Electrical Permit Fees - Code Enforcement

Residential Work - all sq. ft.	\$ 0.08
Commercial Work	
Up to 5,000 sq. ft.	\$ 0.11
5,001 to 10,000 sq. ft.	\$ 0.08
10,001 and up	\$ 0.05
Adding Appliances	\$ 25.00
Temporary or Permanent Service	\$ 25.00
Re-inspection Fee	\$ 25.00
Minimum Fee	\$ 25.00
Inspection Fee	\$ 50.00
Late fee - double amount of regular fee	

Explosives

Ordinance Regulating the Use of Explosives Permit	\$ 25.00
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Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Floodplain

Floodplain Management Ordinance

Application Fee	\$100.00
Expert's Fee - Payable 10 days after the town submits an invoice to the applicant.	Cost

Land Use - Code Enforcement/Planning

Town of North Yarmouth, Maine Land Use Ordinance

Building/Land Use Permit from CEO	\$ 25.00
Driveway/Road Entrance Permit from CEO	\$ 25.00
Site Plan Review Permit from Planning Board	\$150.00
Amendment to Site Plan Review Permit (Planning Board)	\$ 75.00
Subdivision Approval (Planning Board)	
Minor Subdivision	
Non-refundable application fee	\$250.00
Plus for each lot/dwelling unit	\$100.00
Technical Review	Cost + \$ 25.00
Major Subdivision	
Non-refundable application fee	\$350.00
Plus for each lot or dwelling unit	\$100.00
Technical Review	Cost + \$ 25.00 Conditional

Mass Gatherings

An Ordinance Providing for Mass Gatherings	\$200.00 \$850.00
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Note: I am recommending an increase due to the allowable volume (1500 people) that could possibly be in attendance at a "Mass Gathering".

Fire Rescue Department Permits

Alarm: Residential	\$ 50.00
Alarm: Commercial	\$100.00
Sprinkler Systems	\$ 25.00
Liquid/Gas Fuel Burning Appliance	\$ 25.00
Solid Fuel Burning Appliance	\$ 25.00

Note: These are permits both the Fire Rescue Chief and Code Enforcement Officer are recommending be adopted; and it provides for additional code compliance.

Nuisance Calls or False Alarms

First three (3) calls	No charge
Fourth (4 th) Call	\$100.00
Fifth (5 th) Call	\$250.00
Sixth (6 th) Call	\$500.00

Applies to a calendar year.

False Alarm calls are defined as a faulty detector or problem with the system. Actual smoke, be it food on the stove or other types of real activations do not constitute a false alarm. CO (Carbon Monoxide) Alarms that actually have a CO reading do not constitute a false alarm.

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Nuisance calls are defined as repeat responds for the same reason, such as odor of gas with no readings on gas meter and alike or other reason deemed a “nuisance” by the Fire Rescue Chief.

Parks & Recreation Areas

Ordinance Violations - Per Offence \$100.00

User Fees

Commercial Businesses

Resident - twelve (12) months \$480.00
Non-Resident - twelve (12) months \$660.00
Resident - one (1) day \$ 20.00
Non-Resident - one (1) day \$ 35.00

Groups or Organized Groups (profit or non-profit)

Singular Event - per day
Resident \$ 50.00
Non-Resident \$100.00

Note: Fees generated from the recently amended Parks & Recreation Regulations Ordinance.

Planning Board

Use Approval from Planning Board \$150.00

Plumbing Code - Code Enforcement

Uniform Plumbing Code
Plumbing Fees

As established by the State of Maine

Private Road Signs

Private Road Sign Replacement Fees

	Cost
Sign	
10' Green Post	\$16.62 \$33.00
Sign Brackett	\$ 7.25
E911 Mapping & Dispatch Updates	\$ 5.00
Labor	Current Laborer Wage Rate
Install time varies; new sign approximately 30 minutes.	

Note: Road Commissioner requests increase due to increase in actual cost of material.

Road Naming and Property Numbering

Application	\$25.00
Sign and Post installation - material and labor	Cost + \$30.00

Shellfish Conservation Ordinance (Chapter 305 – Towns of Yarmouth/North Yarmouth)

License	
Resident Commercial	\$200.00
Non-resident Non-reciprocating Commercial	\$400.00
Resident Recreational	\$ 25.00
Non-resident Non-reciprocating Recreational	\$ 50.00
Three-day Recreational license (pursuant to section II.B.5)	\$ 30.00

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Resident/Non-resident Recreational license fees are waived for individuals of age 65 or older.

Snow

Winter "Snow" Ordinance

Refer to Ordinance.

Solid Waste

Solid Waste Disposal & Recycling Ordinance
Refuse Hauler Permit Application

\$ 25.00

Sprinklers

Sprinkler Ordinance

Refer to Ordinance.

Subsurface Wastewater

Subsurface Wastewater Disposal Rules Plumbing fees as established by the State of Maine.

Vehicular Weight

Vehicular Weight Control Ordinance Permit

Refer to Ordinance.

Zoning Board of Appeals

Administrative Appeal to Zoning Board	\$ 50.00
Miscellaneous Appeal to Zoning Board	\$ 50.00
Variance Appeal to Zoning Board of Appeals	\$ 50.00

Select Board

Peter Lacy, Chairperson

Jeanne Chadbourn, Vice Chairperson

Anne Graham

Steve Morrison

Jennifer Speirs

ADOPTED July 6, 2010 EFFECTIVE July 7, 2010
AMENDED June 7, 2011 EFFECTIVE July 1, 2011
AMENDED June 19, 2012 EFFECTIVE July 1, 2012
AMENDED June 18, 2013 EFFECTIVE July 1, 2013
AMENDED August 5, 2014 EFFECTIVE August 6, 2014
AMENDED October 20, 2015 EFFECTIVE October 21, 2015
AMENDED October 4, 2016 EFFECTIVE October 5, 2016
AMENDED _____, 2017 EFFECTIVE _____ 2017