

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, August 1, 2017
6:00 PM - 7:00 PM Workshop**

NOTE: Please bring your Select Board Manuals to this workshop. Thank you.

I. Review of Authority

- A. Charter
- B. Select Board Bylaws

II. Committees

- A. Committee Policy
- B. Committee Charges
- C. Liaisons

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, August 1, 2017
6:00 PM - 7:00 PM Workshop
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Minutes of Previous Meeting(s)

- July 18, 2017

III. 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.

IV. Management Reports & Communications

- Town Manager's Report

V. Old Business

- Annual Appointments of Boards, Committees, and Liaisons
- Fee Schedule - 2nd Review

VI. New Business

- Committee Charges
- Proposed Change to Charter

VII. Accounts Payable - Review & Approval

- FYE18 Accounts Payable

VIII. Any Other Business

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

IX. 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.

**Town of North Yarmouth
Select Board Meeting Minutes
July 18, 2017**

I. Call to Order

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

Public Hearing –Upcoming Special Town Meeting/Municipal Facility Needs

Selectperson Chadbourne moved to open the Public Hearing, seconded by Selectperson Morrison.

Mark Verrill, Walnut Hill Road, addressed the public. He opposes the Memorial School location for Wescustago Hall & Town Office and supports the consolidation of services with the Town of Cumberland.

Clark Whittier, Walnut Hill supports using the front of Memorial School for Town Office and feels that site can accommodate the Town for many years. He supports getting proposals to move Town Hall.

Gary Whiting, Mill Road, feels the Select Board is trying to push a major issue too fast with so few people.

Lincoln Merrill, North Road, is concerned about the fate of Wescustago Hall and Gym. He feels if the Town Office issue is presented at the same time it will fail and that will be a terrible mistake. He noted townspeople are upset.

Katie Murphy, Mountfort Road, supports looking at proposals for the Town Office and looks at it as an opportunity to better the town.

Dixie Hayes, New Gloucester Road, supports looking at proposals to move Town Hall to the Memorial School site.

Paul Peck, Sweetser Road, stated consolidated services at Memorial School makes sense; however, he feels Town Hall can have inexpensive fixes and wants more facts. Mr. Peck opposes the idea of having the same architect and developer and supports re-zoning.

Jim Moulton, Mill Road, stated he is not sure which direction to support and asked for clarification of the \$65,000 request. Also, what the long range plan is. Chairperson Lacy explained. Mr. Moulton feels the town is going in two different directions.

Selectperson Chadbourne shared her disappoint regarding a statement Lincoln Merrill made a prior meeting regarding the direction the Select Board is going. She mentioned that no one shows up until the processes are nearly complete to voice dissatisfaction rather than attending meetings during the planning stages.

Selectperson Graham feels like things have been moving very slow and now is the time to move forward. She shared her concerns about the health of town employees at the town office.

Selectperson Speirs supports looking at proposals to move Town Hall to Memorial School site.

Selectperson Morrison voiced his support to move the town hall and concerns of employees' health at the current location. He asked for more public support regardless of which side individual's support.

Susan Pynchon, Sligo Road, feels more townspeople need to be involved and suggests focus groups with shorter terms versus committees with multiple year terms.

Selectperson Chadbourne moved to exit the Public Hearing.

II. Special Presentation

Fire Rescue Chief Greg Payson announced the promotion of Sean Woodcock & Nick Thibeault to Lieutenant.

III. Minutes of the Previous Meeting

Selectperson Chadbourne moved to approve the Meeting Minutes of July 6, 2017, as written, seconded by Selectperson Morrison. Discussion: **None. Vote: 5 – Yes 0 – No.**

IV. Public Comment – Non-Agenda Items

Mary Miles, Hollowell Road asked the Select Board to consider making exceptions to the Senior Property Tax Assistance. She has resided here for more than 40 years and would appreciate the assistance.

Steve Palmer, Mountfort Road applauded Selectpersons Chadbourne and Morrison for their comments regarding the importance of community involvement.

V. Management Reports & Communications

Town Manager Roy presented a summary of her report which included staff updates, Gateway Signs, North Yarmouth School Fund & Wescustogo Building and Design Committee.

New staff members Joe Plante & Charlie Hall were welcomed. Stacey Ruby was welcomed back from maternity leave, and Sherwood White was wished a happy retirement after 17 years of service with the NY Public Works Department.

The new Geographical Information System was launched today.

Town Manager Roy reported recent boiler damage at Town Office.

VI. Old Business

Annual Appointments of Boards, Committees, and Liaisons

Selectpersons Lacy and Graham will serve on the Joint Standing Committee

Selectperson Speirs will serve on the Parks and Recreation Committee
Selectpersons Chadbourne and Morrison will serve on the Wescustago Hall Committee.

Chairperson Lacy suggested holding a workshop to review the roles of liaisons which will be held on August 1st @6:00pm.

Special Town Meeting Warrant – Endorsement – Selectperson Graham moved to sign the Special Town Meeting Warrant as drafted, seconded by Selectperson Morrison. Discussion: None. **Vote: 5 – Yes 0 - No**

VII. New Business

Fee Schedule – Annual Review

The Select Board had a discussion of the Fee Schedule for cemeteries, ambulance, mass gatherings and alarm systems. The discussion will be continued at a later meeting.

VIII. Accounts Payable – Review & Approval

Chairperson Lacy moved to accept warrant 65 for FY17 in the amount of \$49,068.04 and warrants 1 & 2 for FY 18 in the amount of \$664,998.95, seconded by Anne Graham. Discussion: **None. Vote: 5 - Yes 0 - No**

IX. Executive Session-Contract Negotiations-Spectrum

Selectperson Lacy moved that the Select Board enter into executive session pursuant to Title 1 MRSA, Chapter 13 Public Records and Proceedings, subsection 405 Executive Sessions, subsection 6 (D) to discuss matters relating to labor contracts and or negotiations. The motion was seconded by Selectperson Speirs. **Vote: 5 – Yes 0 – No.**

The Select Board came out of Executive Session at 8:30pm. No action was taken.

X. Any Other Business

None

XI. Adjournment

Chairperson Lacy moved to adjourn.

Select Board

Peter Lacy, Chairperson

Jeanne Chadbourne, Vice Chair

Anne Graham

Steve Morrison

Jennifer Speirs

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.

Administrative Assistant Search - I have begun interviewing candidates for the position of Administrative Assistant to the Town Manager. I envision having this individual in place during the month of August.

Board/Committee Renewals - The majority of this task has been completed. A new directory will be available to the Board at your next meeting.

Building Permits - The code office has issued the last building permit available in Farm & Forest for the calendar year 2017. I will be attending the next Planning Board meeting on August 9th (moved to Wednesday due to Special Town Meeting on the 8th) to continue discussions of reviewing this section of the ordinance.

Publications - Two publications were finalized during this period. The informational flier regarding the upcoming Special Town Meeting, and a new Resource Guide (booklet) created by members of the Communication Advisory Committee (Kathy Whittier) and LWN Y (Donna Palmer). Both will be released in the coming week.

Committee Meetings - I attended the Comprehensive Plan Committee, Economic Development & Sustainability Committee, and the North Yarmouth School Fund Committee meetings; all productive and on course.

Alarm Systems - The new alarm systems for the Town Office, Fire Rescue, and Public Works facilities has been installed. This system provides for more efficient security and also covers those areas that were not armed before. Note: While the installation was taking place live wiring was discovered in the manager's office in an overhead storage area. An electrical technician has been called to repair the issue.

Staff Wellness - Several staff members attended "Rethink Your Drink" sponsored through MMA's Wellness program, and will participate in this week's class "Know Your Numbers." Kudos goes to Debbie Grover (ATM) who manages the employee wellness program and for providing these educational classes for staff.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

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

Boards/Commissions - Three (3) year terms

Harold Hibbard	Shellfish Conservation Commission
Jim Briggs	Zoning Board of Appeals (new - application included)

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

Katie Murphy	Communications Advisory Committee
Peggy Leonard	Communications Advisory Committee
Chris Edmundson	Communications Advisory Committee
David McLaughlin	EDSC
Katie Murphy	EDSC
Jason Raven	Events Committee
Brenda Bacall	Events Committee
Alex Currie	Events Committee
Stacey Holden	Flag Committee
Alex Currie	Flag Committee
Paul Hodgetts	Wescustogo Building & Design Committee
Ken Allen	North Yarmouth School Fund
Clark Baston	North Yarmouth School Fund
Nelson Smith	North Yarmouth School Fund
Katryn Gabrielson	Comprehensive Plan Committee
Sandra Falsey	Comprehensive Plan Committee
Steve Berry	Comprehensive Plan Committee

The following vacancies are available provided the above submission is approved by the Select Board. A new directory will be delivered to the Board at the next regular meeting.

Board of Assessment Review - 1
Budget Committee - 2
Communications Advisory Committee - 1
Comprehensive Plan Committee 1, (1 pending renewal)
EDSC - 1 (alt.), (1 pending renewal)
Events Committee - 1
Joint Standing Committee - 1 (citizen)
Living Well in North Yarmouth - 2 (alts.)
Planning Board - 2 (alts.)
Wescustogo Building & Design Committee - 1 regular and 1 alternate
Zoning Board of Appeals - 2 (alts.)

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
 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
Advertising fee	Cost
 Bottle Club License	
Application fee	\$ 25.00

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

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 60.00
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	
Annual license for 5 machines	\$100.00
Each additional machine	\$ 50.00

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

Barking Dogs

Per offense upon conviction in District Court (Ordinance) \$ 50.00

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

Floodplain

Floodplain Management Ordinance

Application Fee \$100.00

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

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

Licensing Fee An Ordinance Providing for Mass Gatherings-	\$200.00
Penalty Fee	\$200.00 per day, with a maximum penalty of \$2,500

Note: After further research I am recommending we stay with the current fees noted in the ordinance. Penalty Fees we not listed on the Fee Schedule but are documented in the ordinance.

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.

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.

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

Parks & Recreation Areas

Ordinance Violations - Per Offence	\$100.00
Domestic Animal Commercial Businesses Park Use Permits	
North Yarmouth - Monthly	\$ 35.00
Outside North Yarmouth - Monthly	\$ 70.00
North Yarmouth - 1 Day	\$ 15.00
Outside North Yarmouth - 1 Day	\$ 28.00
Groups or Organized Groups Single Event Use Permit (profit or non-profit*)	
Singular Event - per day	
Resident	\$ 50.00
Non-Resident	\$250.00

*Fee is waived for non-profits associated with the Town.

Note: I did not find any comparisons in my search for Commercial Business fees of parks. Fines are generally what I found. I have restructured these fees and provided better clarification of fees. I don't believe we will know the actual impact these permits until they are actually in effect.

Planning Board

Use Approval from Planning Board	\$150.00
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Plumbing Code - Code Enforcement

Uniform Plumbing Code	
Plumbing Fees	As established by the State of Maine

Private Road Signs

Private Road Sign Replacement Fees	
Sign	Cost
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

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

Non-resident Non-reciprocating Recreational \$ 50.00
Three-day Recreational license (pursuant to section II.B.5) \$ 30.00
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

AN ORDINANCE PROVIDING FOR MASS GATHERINGS
Town of North Yarmouth, Maine

The Town of North Yarmouth hereby adopts:

Section I Title: **Mass Gathering Ordinance**

Section II Purpose and Authority:

WHEREAS, the Inhabitants of the Town of North Yarmouth are concerned about serious public health and safety problems that may result when crowds assemble for any organized event. Such assemblies may lead to serious problems involving public health and safety.

WHEREAS, matters relating to waste disposal, potable water, first aid, obstruction and damage to road and highway, violation of alcohol and controlled substance laws, and destruction of both public and private property.

THEREFORE, the following ordinance is hereby adopted in the interest of promoting the general welfare, public health, and providing for public safety.

Section III: License Required

No person, corporation, partnership association or group of any kind shall sponsor, promote or conduct any pageant, amusement show, theatrical performance, or other mass outdoor gathering where there is expected, or in excess of 1,500 people for 6 or more hours without procuring a license therefore from the North Yarmouth Board of Selectmen (hereinafter the Board.). Municipal functions shall be exempt from this ordinance.

Section IV: License Request Deadline

Any person seeking issuance of a mass gathering license must make application therefore to the Board no later than 21 days prior to the event.

Section V: License Fees

There shall be paid at the time of processing the application for an assembly license a fee as specified in the Town of North Yarmouth Application, License and Permit Fees Ordinance. [Amended 06/12/10]

Section VI: Contents of Request

No license shall be granted by the Board unless the applicant satisfies the Board that proper facilities will be available for the proposed event in the area to be used and that adequate precautions have been taken to ensure the public health and safety of attendees and the general public.

Section VII: Standards for Issuance

The Board shall issue a license to the applicant in the event that the Board determines that the applicant has the ability to comply with and complies with the following standards, considering the size, duration and nature of the proposed event:

- Adequate supplies of potable water shall be available and reasonably spaced throughout the area.
- Adequate toilet facilities shall be available;
- Area to be used is adequately equipped with containers for disposal of solid waste and garbage and that provisions are made for the removal and disposal of such wastes and garbage.
- Adequate first aid facilities shall be provided and staffed;
- Adequate parking facilities are available in the area in which the event is to be held;
- Determine that the event will not impair the safety and orderly flow of traffic on public ways; and
- That adequate police protection be provided;
- That adequate fire protection is provided.
- Make any additional determination reasonably necessary for the Board to find that the applicant shall continue to comply with the standards set forth above for issuance of the license as of the date of the event.
- The sound of the mass gathering should not carry unreasonably beyond the boundaries of the mass gathering area.

Section VIII: Private Landowner Authority

In the event that private property is to be used in connection with such event, the applicant shall file with the Board adequate proof that the applicant has authority from any landowner upon which the event is to be held to use his or her property.

Section IX: Plan of Area

The applicant shall furnish a plan showing the size of the area to be used with designated locations for drinking water, toilet and washing facilities, waste containers, first aid facilities and available parking.

Section X-Duties of Licensee

- A. The licensee shall comply with all conditions of any license issued hereunder and with all applicable local, state and federal laws and ordinances.
- B. The licensee, or its designee, shall make available to any Selectmen, or to the Code Enforcement Officer, any license issued hereunder during the entire course of the event.

Section XI: Violation and Penalties

Any person or persons found guilty of violating this Ordinance or who fails to comply with any stated permit condition or restriction commits a violation of this ordinance. The Board may assess a penalty on a per-day basis. The minimum penalty for a specific violation is \$200 per day, with a maximum penalty of \$2,500. Any person found guilty of violating this Ordinance shall also be responsible for any legal fees incurred by the Town of North Yarmouth. A violation to each individual section above, or any individual condition of the permit, shall constitute a separate violation.

Section XII: Revocation

The North Yarmouth Code Enforcement Officer, after a hearing by the Board of Selectmen, shall have the authority to revoke any license issued hereunder in consequence of a violation of any conditions of the license or any noncompliance with the standards for issuance of a license.

Section XIII: Savings Clause

If any section or part thereof, sentence, clause or phrase of this Ordinance shall be held to be invalid, the remaining provisions thereof shall remain in full force and effect.

Section XIV: Enforcement

The North Yarmouth Board of Selectmen, the North Yarmouth Code Enforcement Officer, or any duly sworn Law Enforcement Officer may enforce the provisions of this Ordinance.

NORTH YARMOUTH STANDING COMMITTEES PER CHARTER

Board of Assessment Review

Charter: There shall be a Board of Assessment Review consisting of three (3) members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Board of Assessment Review shall expire on June 30th of the expiration year. The Board of Assessment Review shall elect from their membership a chair and a secretary at its first regular meeting occurring on or after July 1st of each year.

Charge: The Board of Assessment Review deals with tax abatement appeals in accordance with Title 36 M.R.S.A. § 843.

Budget Committee

Charter: There shall be a Budget Committee consisting of seven (7) members elected to staggered three (3) year terms. The terms of those elected to the Budget Committee shall expire on June 30th of their expiration year. Members shall elect a chair and secretary.

The Budget Committee shall have the following duties and responsibilities :

- The Budget Committee shall meet in conjunction or apart from the Board of Selectmen to hear and review the Town Manager's proposed budget.
- The Budget Committee shall meet to make comments and/or recommendations on said budget, either separately or jointly with the Board of Selectmen for the annual town warrant.
- The Budget Committee shall attend the annual Town Meeting to answer questions about said recommendations.
- The Budget Committee's recommendations in all regards will be strictly advisory in nature and shall not be binding upon the Board of Selectmen.

Charge: Review the Town Manager's proposed budgets of all town departments. Make comments and/or recommendations to the Town Manager regarding proposed expenditures and revenues. Make comments and/or recommendations on the budget for the Town Meeting warrant. Attend Town Meeting and answer questions about the committee's recommendations. Hear and/or review annual auditor's report.

Cemetery Commission

Charter: The Cemetery Commission shall have responsibility for approving expenditure of trust funds for the care and maintenance of the cemeteries and set such other policies necessary for the respectful care and maintenance of town cemeteries.

Charge:

- Develop policies for the operation of town cemeteries
- Produce an annual income and expense report
- Provide an analysis of tax-funded support and private funds
- Provide a care and maintenance policy of the cemeteries
- Develop a long-term management plan for the cemeteries

MSAD #51 Board of Directors

Charter: There shall be MSAD Directors, whose number, length of terms, power and duties shall be a prescribed under the terms of the certificate of organization for the MSAD and who is more than one is provided for, shall be elected to staggered terms. The terms of those elected to serve as directors shall expire on June 30th of their expiration year.

Purpose: MSAD #51 serves the communities of North Yarmouth and Cumberland.

Parks and Recreation Committee

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

1. The Recreation Committee shall advise the town and municipal officers on matters of recreation and supervise any recreation programs by the town.
2. The Recreation Committee shall oversee any town property designated as a recreation area by the Board of Selectmen and make recommendations to the Board of Selectmen regarding its use.

Charge: The Parks and Recreation Committee advises and reports to the Select Board about town parks and recreational issues. The committee works with the Town Manager to manage the budget and any capital needs or requests. The committee is responsible to insure that all parks and recreational facilities receive appropriate maintenance. This includes the Chandler Brook Preserve, Old Town House Park, the Hayes Forest, the Village Green, Wescustogo Park, Knight's Pond Preserve and the trail systems.

It also coordinates recreational opportunities for citizens of all ages. To do so, it creates relationships with other recreation providers, such as Cumberland/North Yarmouth Community Recreation, MSAD#51, YMCA, Little League, and others, to supplement or enhance any programs that might be offered by the town.

Planning Board

Charter: There shall be a Planning Board consisting of five (5) regular members and two (2) alternate members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Planning Board shall expire on June 30th of the expiration year. The members of the Planning Board shall elect from their membership a chair and a secretary annually at its first regular meeting occurring on or after July 1st of each year. Other than for purposes of electing the chair and secretary, an alternate may only vote in the absence of a regular member. The Planning Board shall execute such duties as prescribed in the ordinance of the town and by state law.

Charge: In addition to fulfilling the laws of the State of Maine and Town Ordinances of North Yarmouth and provide recommendations/amendments to the Land Use Zoning Ordinance.

Shellfish Conservation Committee

Charter: There shall be a Shellfish Conservation Commission consisting of three (3) members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Shellfish Conservation Commission shall expire on June 30th of their expiration year. Members of the Shellfish Conservation Commission shall have the powers and duties as prescribed by the Private and Special Legislation dealing with the Shellfish Conservation Commission and as prescribed in the Town of Yarmouth's Shellfish Conservation Ordinance as amended, superseded, or replaced from time to time.

Charge: Members of the Shellfish Conservation Commission shall have the powers and duties as prescribed by the Private and Special Legislation dealing with the Shellfish Conservation Commission and as prescribed in the Town of Yarmouth's Shellfish Conservation Ordinance as amended, superseded, or replaced from time to time.

Zoning Board of Appeals

Charter: There shall be a Zoning Board of Appeals consisting of five (5) regular members and two (2) alternate members. These members shall be appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Zoning Board of Appeals shall expire on June 30th of their expiration year. The members of the Zoning Board of Appeals shall elect from their membership a chair and a secretary at its first regular meeting occurring on or after July 1st of each year. Other than for purposes of electing the chair and secretary, an alternate may vote only in the absence of a regular member. The Zoning Board of Appeals shall execute such duties as prescribed in the ordinances of the town and by state law.

Charge: The Zoning Board of Appeals (ZBA) shall conduct its affairs in accordance with the provisions of the town's Land Use Ordinance and Title 30-A, § 2691, and § 4353 MRSA. Hearing Administrative, Variance, Miscellaneous appeals appropriate under the ordinance; see NY Land Use Ordinance Section 6.2.

NORTH YARMOUTH AD HOC COMMITTEES

Communications Advisory Committee - 5 Members

Charge: The Communications Committee will provide expertise and consultation to allow the Select Board and Town Manager to more effectively inform North Yarmouth citizens of town events and issues, and continue to build on and improve the town brand.

Comprehensive Plan Committee - 7 Members / 3 Liaisons (staff/GPCOG)

Charge: To proceed directly in updating and bringing into compliance the Town's Comprehensive Plan with the intent of obtaining state certification. The Town should continue to work with GPCOG professionals through and up to the project's completion.

Economic Development and Sustainability Committee - 7 Members

Charge: The committee will, in conjunction with the Select Board develop and promote a sustainable and ongoing process, supported by the community that will strengthen the local economy, utilizing resources and strategies that will meet the current and future needs of North Yarmouth.

Events Committee - 5 Members

Charge: The Events Committee works to promote community spirit, helping the community maintain its small town identity. They do this by organizing community events, such as summer concerts on the Village Green, the TRI-NY Family Triathlon, Tree lighting at Christmas, and Fun Day, and by encouraging all residents and businesses in the community to become involved.

Flag Committee - 5 Members

Charge: Manage the cost of the flag program by soliciting sponsors. Recruiting volunteers to raise & lower the flags.

Joint Standing Committee - 3 NY/3 CUM/ Town Mgrs.

Charge: The Joint Standing Committee work together on the different community services and facilities the two towns share with the focus being recreation programs, library & cable services, and parks. Because the two towns share management of these, community leaders meet regularly to maintain services and provide for positive communications.

Prince Memorial Library Advisory Board - 2 Members

Charge: This Board works to support the Prince Memorial Library as well advise the Town Manager & Council on the management and operation of the library.

Recreation Advisory Board - 2 Members

Charge: In cooperation with the Community Education and Recreation Department staff and other appropriate organizations review, suggest, initiate, and evaluate new and ongoing community education, recreation, wellness and leisure time activities for residents of Cumberland and North Yarmouth.

Recommend rules and regulations, including but not limited to, tournaments, conditions for rental, and for the proper use of facilities managed and/or operated by the Department of Community Education and Recreation.

Provide feedback and direction on the development of new or revised recreation plans, to include the possible acquisition or change of use of recreational facilities. The Community Education and Recreation Advisory Board provides input to the Recreation Plan included in the Comprehensive Plan of the Town of Cumberland.

NY School Grant Fund Committee - 9 Trustees

Charge: Manage and select six (6) current North Yarmouth residents to be picked for the Town's scholarship in the amount of \$200 that is going on to full time courses of higher education.

Wescustogo Building & Design Committee - 7 Members/1Alternate

Charge: The Wescustogo Building and Design Committee shall continue its efforts working with the Town Manager to develop a final design plan that will address definitive uses, location and design attributes for the reconstruction of Wescustogo Hall to be presented to the Select Board. The Committee will also work with the Town Manager to implement and manage a fundraising campaign for this project. The Committee shall continue to be guided by the conditions and requirements as set forth in the March 8, 1997 warrant article #6 under which the Town accepted the Grange Hall. This ad hoc Committee shall accept public comments and shall keep the Town Manager updated on its progress.

Wescustogo Hall Committee - 5 Members (3-Residents/2-Select Board)

Charge: Overseeing the use, maintenance & rules pertaining to the property keeping the intent of the 1997 agreement.

Proposed Changes to the Town Charter - 08/01/18

Town Charter - Article IV. Elected and Appointed Boards, Commissions, Committees, and Officials

3. **Ad Hoc Committees**. Any committee not otherwise mentioned in this charter shall be an ad hoc committee. Ad hoc committees are such committees as are necessary to the efficient functioning of the town. The Select Board may, at its discretion, create or eliminate such ad hoc committees as it desires, subject to the following:
- a. The Select Board shall ~~meet~~ annually to review and with each Ad hoc committee to deliver to each Ad hoc committee a written charge to the ad hoc committee.
 - b. The Select Board shall appoint members in such numbers as are required.
 - c. Each ad hoc committee shall be established ~~remain in existence~~ for a minimum of six (6) months or up to a -maximum of ~~one-two (12)~~ years; however, the Select Board may extend the establishment of any ad hoc committee for additional terms. Each such term shall be up to ~~one-two (12) year~~ years or as deemed necessary by the Select Board.
 - d. Each of the ad hoc committees shall elect from their membership a chair and a secretary at its first regular meeting.
 - e. The chair shall keep the Select Board and Town Manager regularly apprised of the ad hoc committee's progress.

Submitted: Rosemary E. Roy, Town Manager