

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, March 2, 2021
7:00 pm**

I. Call to Order

- Pledge of Allegiance

The format and structure for Select Board meetings are authorized and governed by our Town Charter and the Select Board Bylaws with overarching guidance from Maine Statutes. Select Board members are not collectively or individually allowed to speak about personnel matters and may only address personnel matters in an executive session per State Statute Title 1 § 401-410.

II. Minutes of Previous Meeting(s)

- February 16, 2021

III. Public Comment - Non-Agenda Items

Comments regarding issues, concerns, commendations, or matters of general public information are welcome. 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 matters cannot be acknowledged.

COVID-19 Procedures - Public Communications: If you plan to attend the Board meeting 6ft. Distancing and face coverings are required.

IV. Management Reports & Communications

- Town Manager's Report

V. Old Business

- Recycling Committee
- Solar Committee Update

VI. New Business

- Royal River Conservation Trust Property Proposal
- Tax Acquired Property
- Roadway Ordinance - First Review

VII. Accounts Payable - Review & Approval

VIII. Any Other Business

Select Board Members: A reminder, the "any other business" section on the agenda is not to include previously discussed items, any formerly "settled items," personal matters, or Town personnel matters. Please submit your other business item(s) to the Town Manager, Chairman, or Vice Chairman prior to the meeting by email or written letter dropped off at the Town Office. Thank you.

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. **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.

March 2, 2021

Agenda - Section II. Meeting Minutes

- *Move to approve the minutes for February 16, 2021 as presented. Second, discussion and vote follow.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, February 16, 2021
REMOTE BUSINESS MEETING**

Call to Order – Steve Berry, James Moulton, Brian Sites, and Austin Harrell were present. Town Manager, Rosemary Roy, was also present. Chairperson Berry called the meeting to order.

Minutes of Previous Meeting(s) – Chairperson Berry moves to approve the minutes for February 3, 2021, as presented. Selectperson Harrell seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Public Comment - Non-Agenda Items –

Judy Potter, Walnut Hill Road, asked the Board if all committee and Board workshops could be recorded and archived for future use. Judy Potter also asked if she could receive the proposed amendments to the Land Use Ordinance. Ms. Potter also asked if an updated copy of the Village Master Plan could be updated to reflect the village center's final changes. Chairperson Berry asked the Town Manager if the Master Plan was on the website and the most updated copy. The Town Manager stated that the plan was on the website but not with the updated drawing as it was still under review by the Economic Development & Sustainability Committee.

Diane Morrison, Chairperson of Economic Development & Sustainability Committee, stated that the Master Plan is a vision for the town's Village Center and that residents should read the full document. Mrs. Morrison stated that the executive session on January 19, 2021, complied with Maine State Statute.

Kit Maloney, 546 Walnut Hill Road, stated that there might seem to be a lack of transparency when viewing the difference between a "plan" and a "vision." Ms. Maloney noted that the purpose was not to be evasive and that the Economic Development & Sustainability Committee was providing all the information the committee has addressed.

David Reed, Country Creek, stated that he had a question regarding FOIA. Chairperson Berry noted that he could not address specific information regarding the executive session on January 19, 2021. Mr. Reed also stated that he had heard rumors about Sharp's Field. Chairperson Berry noted that the town is in the process of addressing Sharp's Field. The Town Manager reiterated that the Board had the jurisdiction to go into the executive session on January 19, 2021, due to confidential material.

Ms. Mitchell submitted a letter to the Board. The letter stated concerns with development and demographic growth in North Yarmouth. The letter continued to speak about taxpayers' financial obligations about the growth of the school district. Furthermore, the letter talked about the drought in the summer of 2020 that was critical to water resources. The letter mentioned concerns with increased crime due to the population growth.

Paul Hodgetts, Sligo Road, asked if the Board could vote to have all committee meetings and workshops recorded and broadcasted. The Chairperson stated that the item would be addressed later in the meeting.

Ms. Potter stated that she agreed with the statement from Ms. Mitchell. Ms. Potter shared concerns with the town's water bills to residents.

Stacey Caulk, Mountfort Road, stated her support for a Racial & Equity committee.

Eliza Batchelder, Walnut Hill Road, voiced her support for a Racial & Equity committee.

Allyson Ford, Edna Lane, stated that she was concerned with forming a Racial & Equity committee. Also, Ms. Ford noted that she was concerned with developing the committee based on who would be a committee member. Ms. Ford stated that a letter was submitted to Selectperson Moulton and would be shared with the Chairperson.

Selectperson Moulton thanked the Board for their participation. Selectperson Moulton shared the Organizational Chart. Selectperson Moulton stated that the Select Board has the authority to approve warrants and that all decisions go through the Select Board. Selectperson Moulton noted that the Select Board was the governing body of the town.

Audrey Lones, Baston Road, commented on the Planning Board's responsibility to Maine State Statute.

Selectperson Sites noted that the two-minute limitation is not a current practice of the Select Board.

Selectperson Moulton stated that legislation proposed for townspeople approval is the Select Board's responsibility to place on the warrant articles to be decided at town meeting.

Mr. Reed stated that he agreed with the comment from Selectperson Moulton.

The Town Manager stated that the Planning Board has the authority over the Land Use Ordinance (LUO). Selectperson Moulton asked why the zoning changes go through the Select Board. The Chairperson asked for comments to refer back to the Chair. Selectperson Moulton stated that he had not received answers to his questions to understand the Land Use Ordinance changes. Chairman Berry again requested that comments continue to be addressed through him. Selectperson Moulton repeated that he did not see an explanation for the changes in the LUO and could not explain it to the public. The Town Manager provided comments on the process of proposing legislative articles to the townspeople. Selectperson Moulton stated that he believes the articles should be explained.

Management Reports & Communications:

Town Manager's Report – the Town Manager's report is located on the town website, www.northyarmouth.org, or at the Town Office.

The Board, by consensus, agreed to return to in-person meetings in March. Furthermore, by consensus, the Board asked the Town Manager to investigate the costs for contracting more time to broadcast workshops and committee meetings. The Board further agreed to have workshops of the Select Board and Planning Board recorded and broadcasted.

Financial Reports – the Town Manager provided financial reports for January to the Board. Those reports can be found in the meeting materials for February 3, 2021.

Old Business:

Recycling Reform Resolution – Chairperson Berry moved to endorse the Recycling Reform for Maine resolution. Selectperson Harrell seconded the motion. Discussion: Rob Wood, EcoMaine Representative, presented the benefits of supporting the resolution. Selectperson Sites asked a question regarding organizations of various sizes and the different scales of production. Rob Wood stated that there is a financial interest for towns if the bill is passed. Selectperson asked if the businesses using non-recyclable materials would be fined. Rob Wood answered in the affirmative. Selectperson Moulton stated that he supported Rob Wood and would support the resolution. **Vote: 4 Yes – 0 No.**

Economic Development Update – The Town Manager presented the timeline of developing the Strategic Plan, Village Center Master Plan, the Village Center Tax Increment Financing District (TIF), and Senior Housing. The timeline and presentation can be found in the meeting materials of February 16, 2021. The Town Manager suggested a workshop to discuss senior housing. Selectperson Sites suggested that a forum be held to discuss senior housing to include a Q&A and professional help to explain the topic to residents. Chairperson Berry stated that he wanted to communicate senior housing costs and support a forum format. Selectperson Moulton noted that the issue deserved consideration after the budget and town meeting. Selectperson Sites stated that professional help to explain the topics could help residents understand senior housing's complexity. The Town Manager said that she would speak with the Economic Consultant and aim to have a May forum on the topic.

New Business:

Recycling Committee Request – Chairperson Berry moved to request that the Town Manager bring forth a committee charge, member specifications, and term for review and solidification to the Select Board in March. Selectperson Harrell seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Special Town Meeting (election) – Signing of Warrant

Chairperson Berry moved to endorse the Special Town Meeting Warrant for March 23, 2021, as presented. Selectperson Harrell seconded the motion. Discussion: Selectperson Moulton asked what was the purpose of the warrant. Chairperson Berry answered that it was for the open seat for the Select Board position. **Vote: 4 Yes – 0 No.**

Accounts Payable – Chairperson Berry moved to approve accounts payable warrants 34 and 35 in the amount of \$785,586.90, as presented for FY21. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Any Other Business – The Town Manager asked the Board to coordinate with the Executive Assistant to sign the warrant and recycling resolution.

Adjournment – Chairperson Berry moved to adjourn.

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Steve Berry, Chair

James Moulton, Vice Chair

Brian Sites

Austin Harrell

March 2, 2021

Section IV. Management Reports & Communications

- Town Manager's Report

Report(s) herein.

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

COVID-19 Updates - The State of Emergency continues to March 19, 2021. Daily cases remain at the 200 mark. Except for the Select Board, all other boards and committees have opted to stay with the virtual Zoom format for meetings. Enclosed herein (FYI), please find an update to the COVID-19 SOP incorporating vaccine policies and updates reflecting current COVID conditions. Current state restrictions of gatherings remain in effect, limiting the number of individuals in a facility to 100. As April 24th draws nearer, the Select Board and I should be prepared for alternative methods to conducting the Annual Town Meeting. My feeling is that we will have more than 100 residents wanting to attend. If more than 100 arrive, the meeting will have to 1) be adjourned; or 2) recessed to a time certain. Other alternatives may be to:

- Reschedule the meeting to May or June depending on COVID climate with the hope that the 100 restriction is lifted;
- As done last year, vote by secret ballot on financial articles to ensure that the FY22 budget is in place before July 1, 2021, and to hold a special town meeting at a later date on all legislative articles (this did not take place last year);
- Or to vote on all warrant articles legislative and financial by secret ballot in May or June.

COVID will continue to be monitored.

Heavy Roads Posting - The Road Commissioner has advised that road weight limits (23,000 lbs.) will be posted on March 1, 2021. The expected lift of this regulation will be May 1st, or earlier if possible.

Municipal Partnership Initiative (MPI) - An application has been filed with the PACTS program is for potential work on the Route 9 and 115 intersection. The project is estimated at \$650,000, and MPI funding could support the costs by \$300,000. The remaining would be allocated from the Village Center TIF district. The project purpose: ADA retrofits, Intersection geometry adjustments, pedestrian facilities, on-street parking, curbing, stormwater infrastructure to support compact economic growth and development in the Village Center. The Village is designated a priority center by PACTS and the town's Comprehensive Plan.

North Yarmouth School Fund Trustees - I met with the trustees at their annual meeting on February 17, 2021. I am pleased to report that the investment fund continues to grow. The trustees have agreed that five \$250 awards will be granted. The trustees encourage North Yarmouth students graduating from high school this year or students currently enrolled in their extended education to apply for the awards. The deadline is May 15th. Applications can be found on the town's website, at the town office or through the Greely School Guidance office.

EMMA - Electronic Municipal Market Access - One of the requirements of the bond the town has on the Community Center is to report to EMMA annually on the financial status of the town. It is roughly a seven-page report that I have been working on for a March 1st deadline submission.

Public Works Department - Retirement - Clark and I have received notification that employee John Berry, who has been with the town for almost seven years, will retire on March 31st. John has been a loyal and hardworking employee whose primary job is to care for and maintain the town's cemeteries, town facilities, and alike. All will miss him, and we wish John the very best of retirements.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager





**Town of North Yarmouth
COVID-19 Reopening & Prevention
Standard Operating Procedures (SOP)**

The purpose of this policy is to provide for a safe and healthy environment for all North Yarmouth residents, visitors, volunteers, municipal officials, and employees. These regulations contained in this SOP shall remain in place until such time that the State of Emergency is eliminated and standard safety prevention measures against COVID-19 are provided. Operations are subject to change due to the instability of the pandemic. Management will provide updated information as situations and guidelines change.

I. Reopening Date

- A. All Town services will reopen the doors to the public effective **Monday, June 1, 2020**, as follows:
1. Town Office - 8:00 am to 1:00 pm (Mon-Thurs); 1:00 pm to 6:00 pm (Monday); 1:00 pm to 5 pm (Tuesday - Thursday) shall be by appointment only.
 2. Code Enforcement Office - By appointment only.
 3. Public Works Office - By appointment only.
 4. Fire Rescue Office - By appointment only.
- Hours of operation are subject to change centered on the prevailing circumstance of the pandemic.
- B. Employees who can continue to work remotely may do so and are permitted to a limited number of hours at any town facility site. The employee and the Town Manager shall determine these hours.
- C. Overtime will not be permitted during this period. Compensatory (Comp) Time will be provided, and you can adjust your work schedule accordingly; however, comp time cannot be taken during customer service hours. The use of comp time accrued shall be discussed with your supervisor before applied.
- D. If found necessary, hours of operation may be reduced or closed on specific workdays to servicing the public.
- E. The Town Office will not be open during any election, local, state, or federal, to provide assistance where needed in applying COVID-19 safety operations for elections. This may be modified due to the anticipated election turnout.

II. Physical Distancing and Good Hygiene to Prevent the Spread of Disease

- A. Maintain a six (6) foot physical distancing for staff, customers, vendors, etc.
- B. Cloth face coverings/masks are intended to prevent transmission and are a **State Mandate**.
1. Employees shall wear cloth face coverings, surgical masks, face shields, or N-95s.
 2. Particular circumstances will allow for the removal of the mask, i.e., alone in a secluded space or when **all** safety precautions have been taken, and a six (6) distance can be maintained.
 3. Masks shall be worn at all times in town facilities and in outdoor spaces, i.e., parking lots, where public gatherings could occur.
 4. Face coverings shall be provided to all employees.
- C. Good hand hygiene prevents the spread of disease. The best hand hygiene is frequent handwashing. Employees are asked to practice good hand hygiene with frequent handwashing and hand sanitizing, especially between contact with customers and customer items.
- D. All individuals shall have access to hand soap, cloth face coverings, gloves, tissues, and hand

sanitizers in multiple locations around work and public spaces.

E. Any handheld reading materials will be removed from the lobby and common areas.

III. Preventions & Screening

A. Employees will conduct a thermal temperature check upon entering the workplace. An employee with an elevated temperature should report this to their Department Head promptly.

B. Employees may be asked the following questions to screen for illness:

1. Have you had a cough or a sore throat?
2. Have you had a fever, or do you feel feverish?
3. Do you have shortness of breath?
4. Do you have a loss of taste or smell?
5. Have you been around anyone exhibiting these symptoms within the past 14 days?
6. Are you living with anyone who is sick or quarantined?
7. Have you been out of state in the last 14 days?

C. COVID-19 Vaccinations are not mandated for employees. Employees who do receive the vaccination shall provide proof of being vaccinated. Employees shall not offer any medical information as part of the evidence of receiving the vaccine. Employees who elect not to be vaccinated shall sign a declination.

IV. Personnel Management

A. Employees shall stay home and notify their supervisor when sick and COVID-like symptoms are prevalent.

B. Symptoms or combinations of symptoms (below) may indicate COVID-19:

1. Cough
2. Shortness of breath or difficulty breathing

OR at least two of these symptoms:

3. Fever
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell

C. Know the signs and symptoms of COVID-19 and know what to do if an employee is symptomatic in the workplace.

D. Each Town Facility shall have room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.

E. Call 911 for guidance/assistance.

F. All personnel who came into contact with an ill person shall be notified of their possible exposure to COVID-19 in the workplace but shall **maintain confidentiality** as required by the Americans with Disabilities Act (ADA).

- G. In returning to work, current CDC guidelines for an employee infected by COVID-19 will be implemented.
- H. Members of the public who become ill while at Town facilities:
 - 1. Each Town Facility shall have room or space where the individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
 - 2. All personnel who came into contact with an ill person shall be notified of their possible exposure to COVID-19 in the workplace but shall maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- I. For contact tracking purposes, records shall be maintained to include contact information for individuals and that personnel who had prolonged direct interaction with them. Based on current knowledge, close contact is someone who was within six (6) feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Individuals should stay home, maintain social distancing, and self-monitor until **10-14** days from the last date of exposure.
- J. An employee diagnosed with COVID-19 has been exposed to COVID-19 or needs to take care of someone who has been diagnosed; the employee will not be allowed to return to work until they have completed the recommended 10-14-Day self-quarantine. In such cases, employees will be paid for scheduled hours.
- K. If the Town is open for operations in a Department, and an employee chooses not to report to work due to general concern of contracting COVID-19, the employee will be required to use accrued time.
- L. If the Town sends an employee home due to symptoms of respiratory illness, the Town will treat the time as paid leave until the employee can return symptom-free and or has completed the recommended 10-14-Day self-quarantine.
- M. COVID-19 qualifies as a serious health condition under the Federal and Maine Family Medical Leave laws.
- N. Regular attendance and leave policies will remain in place for all non-COVID-19 illnesses.
- O. If an employee(s) could have exposed other employees to COVID-19, the management will oversee informing those employees of the possible exposure while making every effort to protect confidentiality. Limiting the disclosure of information on a “need to know” basis is imperative. The Town Manager may choose to consult with legal counsel for advice on how to communicate exposure. The Town may close operations and or may require employees to work from home.
- P. If an employee believes there has been exposure to the COVID-19 virus in a Town facility, they shall notify the Town Manager, Fire Rescue Chief, and their supervisor immediately. Actions shall be taken to evaluate and initiate cleaning activities to reduce further exposure. It may constitute temporarily closing the facility.

V. Operations

- A. Signage shall be placed in prominent locations to remind employees and the public concerning hand hygiene, face coverings, and physical distancing.
- B. Six (6) foot markings will be located both inside and out at each Town facility.
- C. The public is required to wear a face-covering when it is appropriate and within practicing the recommended safety guidelines. If a person tries to enter without a mask, or if they refuse to wear a mask, please hand them a card the appropriate contact information to call to make a private

appointment for service or maintain a list of name and phone numbers of those wishing to be called for an appointment.

- D. Transactions - Employees responsible for handling customer transactions shall use gloves when handling paper, currency, or other materials. The use of the outside drop-off box and remote transactions shall continue to be encouraged.
- E. Public Capacity Limits
 - 1. Town Office (main level) - Only two (2) individuals at any given time will be allowed in the customer service area, one (1) in the foyer.
 - 2. Code Enforcement Office - By appointment only. Large parties of no more than six (6) shall meet in the Conference Room (lower level) by appointment only.
 - 3. Public Works Office - No more than one (1) individual, by appointment only.
 - 4. Fire Rescue Chief's Office - No more than one (1) individual, by appointment only.
 - 5. Historical Society Office – No more than one (1) individual at any time.
 - a. The Fire Rescue Chief shall be notified before any entry into the space.
 - b. Public hours are not authorized at this time.
 - c. The Fire Rescue Chief may deny entry into the space based on Fire Rescue department activities.
 - 6. Community Center - See Addendum A.
- F. All face-to-face meetings shall be limited, and the respective physical distancing applied.
- G. Continue to use electronic workplace communications (texts, emails, instant messaging, phone calls) to reduce contact with other employees or the public.
- H. Ventilate workspace with open windows and doors to the extent possible.
- I. Shared use of desks, offices, or phones is discouraged.
- J. If you plan to travel out of state, please notify your supervisor.
- K. Staff travel between multiple locations shall be limited.
- L. Make sure there is a safe process to receive supplies and other deliveries.
- M. Disinfect phones, shared tools, scanning devices, and other shared items regularly.

VI. Cleaning, Disinfecting, and Sanitizing

- A. All facilities will be sanitized daily and following any scheduled activities.
- B. Surfaces shall be cleaned using soap and water or other appropriate cleaning substance. Frequently touched surfaces routine cleaning shall include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, all electronic devices, etc., and a disinfectant should then be applied. An EPA-registered household disinfectant is recommended. Diluted household bleach solutions may also be used if appropriate for the surface.
- C. Soft surfaces such as carpeted floors, rugs, and drapes can be cleaned by using soap and water or with cleaners appropriate for use on these surfaces. Launder items (if possible) according to the

manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

VII. Facility/Grounds Usage - Allowed Capacity - Gatherings of 50 or Less Effective 6/1/20

- A. The Town Manager and Department Heads shall evaluate any scheduled group meetings, training, or conferences, or facility activities and may choose to cancel or reschedule.
- B. Board, Committee, and Other Meetings:
 - 1. Based on expected or typical attendances that are not anticipated to meet or exceed the 50 people gathering rule, boards and committees may decide to discontinue the use of remote meetings. Remote meetings are permissible until 30 days after the State of Emergency has ended.
 - 2. The conference room at the Town Office will only accommodate twelve (12) persons or less; therefore, use of this location shall be for small committees (groups) with little to no typical public attendance.
 - 3. Larger groups with expected additional attendance shall use space assigned at the Community Center.
 - 4. Select Board and Planning Board meetings may be held at the Community Center once broadcasting abilities are in place. Estimated start day, June 9, 2020.
 - 5. Public meetings with an anticipated participation of 50 or more, i.e., the use of virtual (Zoom) communications, are recommended. Public meetings that required in-person accessibility of up to a maximum of 100 participants can be accepted through the use of both the Community Center gymnasium and the Wescustogo Hall. (See Addendum A)
 - 6. The Freedom of Access Act requires that all members of the public be allowed to attend each public proceeding. It is not permissible to restrict attendance at any public meeting even if a second meeting is held on the same matter.
 - 7. If at any time a meeting exceeds the above standards, the meeting needs to come to an immediate end.
- C. Town Office Conference Room: Open to meetings of no more than twelve (12) individuals; 6-foot distancing.
- D. Community Center:
 - 1. Public Meetings: 50 and under shall be allowed with six (6) ft. distancing, and other safety practices apply. 100 maximum with use of the gymnasium and Wescustogo Hall. (See Addendum A)
 - 2. Any equipment used will be cleaned after use.
 - 3. When applicable, individuals are requested to bring their equipment to use (basketballs, pickleball racquet, etc.)
 - 4. During open hours, exterior and interior doors will remain open to limit "touchpoints."
 - 5. The Community Book Room will remain open when the building is open. Gloves will be available for those who wish to wear them while browsing and taking/ leaving books.
 - 7. Hours will be limited to when programs are taking place.

8. Events, parties, programs, and meetings can be held in the facility with a total count of **50 people or less, including any staff hired (catering, entertainment), in the building at any given time.**
9. All event guests must provide name and phone number for contact tracing purposes.
10. All event guests must sign an additional COVID -19 waiver form provided by the Town of North Yarmouth. We can provide these at check-in on the day of your event.
11. All event guests must have their temperature recorded upon arrival (Community Center staff will do this.)
12. All guests must wear face coverings when 6ft. distancing cannot take place.
13. Buffet style of food service is not permitted.

E. Ballfield Use (Parsonage Road):

1. Practices may begin June 1, 2020.
2. There is a required two (2) hour break between practices, scrimmages, and games.
3. No more than one individual at a time shall be allowed in the dugouts.
4. No scrimmages or games shall be held until on or after July 1, 2020.
5. No more than 50 individuals can be at the location at one time.
6. The league, coaches, team members, and spectators shall be responsible for safe practices against COVID-19 while the field is in use.
7. Face coverings shall be used by all individuals whenever possible.
8. The organization shall sanitize all frequently touched surface areas and all shared equipment.
9. Signage should be placed on any portable toilets brought on to the location that they are only cleaned weekly by the service company. The Town will not be responsible for cleaning these facilities in between these periods.
10. Organization users shall submit to the Town Manager, EMA Director (Fire Rescue Chief), and Community Center Director an activity schedule and a COVID-19 safety plan.

F. Sharps Field: Activities with limited participants are acceptable with approval of proposed use.

G. Parks: Parks remain open as an essential use with safe COVID-19 practices.

VIII. Effective Date(s):

- A. May 26, 2010 - Reinforces existing COVID-19 operating procedures and policies with expanded operating procedures.
- B. June 1, 2020 - Contains SOPs that become effective in compliance with Phase 2 of Maine's Economic Recovery Plan and the Town of North Yarmouth's Reopening Plan.
- C. February 21, 2021 - Updates made reflecting current measures surrounding the pandemic.



Community Center Rental Guidelines for COVID-19
Updated: February 21, 2021

For ALL Rentals:

- Space availability is subject to change at any time for any reason. A calendar of available rental time will be made available by contacting the Center Director at 829-5555 or email at ltompson@northyarmouth.org
- All interested parties must fill out a rental application form and read and sign the building use policy along with any additional COVID -19 addendums.
- All groups must provide the Town of North Yarmouth with a current liability insurance certificate naming the Town of North Yarmouth as an additional insured.
- Face coverings must always be worn at all times while in the building unless seated eating/drinking and are social distancing at 6 ft. apart. Face coverings are also required in parking areas.
- All participants, including coaches, will have a temperature check upon their arrival by a Community Center staff member.
- All parties must provide their name and phone number for contact tracing purposes upon arrival at their event.
- All rental participants must sign an additional waiver before the rental takes place.
- 6 ft. distancing practices must take place at all times with all rentals.

GYM space:

- 60 or 90-minute time slots will be available. Each team can rent up to 2 practice slots per week if available.
- Back-to-back slots cannot be reserved unless they are for different teams.
- No more than **10** people may be allowed in the gym during the rental. This includes coaches and players.
- Face coverings must be worn by players and coaches.
- There will be a minimum 30-minute break in between practice slots to allow community center staff to clean high traffic areas and bathrooms. The intermingling of groups between practice times is discouraged.
- Parents/ Guardians and/or spectators are not allowed to stay in the building during practice.
- Rentals are to be used for skills & drills **ONLY**. Scrimmages and games or any interleague play are not allowed.
- Bathroom use is restricted to those facilities located in the gym.
- All teams must provide their own equipment, including face masks for every person, hand sanitizer, and playing equipment.

Event/ Meeting space:

- Meetings and small gatherings may take place in Wescustogo Hall or our Community Room. Spaces will be used based on the size of groups and are as follows:
- Gym: Maximum 20
- Community Room: Maximum 20
- Wescustogo Hall Room 1: Maximum 15
- Wescustogo Hall Room 2: Maximum 10
- Wescustogo Hall Room 1 & 2: Maximum 25
- Wescustogo Hall Rooms 2 & 3: Maximum 30
- Wescustogo Hall: Maximum 50
- Buffet-style food serving is prohibited. Food must be individually packaged.

Payment/ Fee Schedule:

- Payment shall follow the current fee schedule set up by the Town of North Yarmouth.
- Payment can be made by cash, check, or credit card. All payments are due in full no later than 14 days before the event. Any rentals made within 14 days of the event must be paid in full at the time of reservation.

Any group who cannot abide by these rules and guidelines will have their rental privileges taken away immediately.



Town of North Yarmouth

COVID-19 Reopening & Prevention Standard Operating Procedures (SOP)

I have received my copy of the Town of North Yarmouth COVID-19 Reopening and Prevention Standard Operating Procedures (SOP), dated May 26, 2020; updated February 21, 2021.

I acknowledge that I have read the SOP and will adhere to the SOP to the best of my ability knowing that each circumstance, location, and municipal facility will not all be the same.

I understand and acknowledge that the Town of North Yarmouth has the right, without prior notice, to modify, amend or terminate policies, practices, and other institutional programs within the limits and requirements imposed by law.

I further understand that I am subject to the policies and have a responsibility to follow them.

Dated: ____/____/____

Printed Name: _____

Signature: _____

March 2, 2021

Section V. Old Business

- Recycling Committee - The purpose is to establish the Committee's charge and membership.

Proposed Membership: A five (5) member committee; two (2) year ad hoc committee terms.

Proposed Charge: The Recycling Committee is an advisory group charged with improving the recycling rate of the town while reducing the disposal costs associated with the waste stream. Committee members shall become well-informed in the general operations of curbside pickup, systems of disposal, and recycling. Working with staff, ecomaine, and Casella Waste Systems, the committee shall promote public awareness and educate residents of cost-effective, environmentally sound, and sustainable solid waste and recycling methods of disposing of everyday household items.

Move to establish an ad hoc committee known as the Recycling Advisory Committee to support the Town's efforts to improve the recycling rate. And to accept the proposed charge and committee terms as presented. Second, discussion and vote follow.

-
- Solar Committee Update - The Solar Committee is finishing their work and would like to present their findings to the Select Board at a workshop on March 17th at 6:00 pm (in-person).

Move to hold a workshop with the Solar Committee on March 17th at 6:00 pm in the Community Center. Second, discussion and vote follow.

March 2, 2021

Section VI. New Business

- Royal River Conservation Trust (RRCT) Property Proposal - Enclosed herein, please find a proposal from the RRCT regarding purchasing their property located on Knight's Pond Preserve near property held by the Town. If the Select Board favors the purchase, a warrant article would be needed on a town meeting warrant. The balance of funds available in the Future Land Reserve is \$52,627. The Town Manager recommends a legal review should the Select Board decide to accept the offer. Alan Sterns (RRCT) will be present to address the subject.

Move to accept the Royal River Conservation Trust offer for \$40,465 for property Map 007, Lot 001-001 pending town meeting approval, and use funds from the Future Land Reserve for \$42,465 to include a legal review of the purchase. And to place a warrant article on the next town meeting warrant. Second, discussion and vote follow.

- Tax Acquired Property Map 10, Lot 44 - On August 31, 2018, the FY19 taxes were committed. On February 7, 2021, the 18-month collection period expired, and automatic foreclosure took place. Formerly owned by Valley View, LL, all required collection procedures have been followed, and the Tax Collector reports the Town has now acquired the property. Following the town's **Management of Tax Acquired Property Ordinance, Article 3. Management of Tax Acquired Property Pending Final Disposition**, enclosed herein, details the property. The Tax Collector/Town Manager recommends retaining the property due to its location to existing town property and the inadequacies the lot has to access. According to the Ordinance, the Select Board should apply the guidelines in making a decision on the property. The decision does not need to be made at this business meeting and can be taken up at a later date.

Move to maintain ownership of Map 10, Lot 44 as town-owned property. Second, discussion and vote to follow.

- Roadway Ordinance First Review - For the past year and a half, the Road Commissioner, Town Manager, and other staff have been working on this assignment to produce a complete and comprehensive road ordinance that captures all the essentials, regulations, and requirements to maintain the town's roads appropriately. It contains the protocols from four existing town ordinances and one town policy dealing with roads. They are as follows:
 - Road Naming & Number E-911 Ordinance
 - Traffic & Parking Ordinance
 - Vehicular Weight Control Ordinance
 - Winter Snow Ordinance
 - Roadway Criteria & Specification Policy

In accordance with Title 30-A § 3009 Authority of Municipal Officers to enact Ordinances and the Town Charter, the Select Board has exclusive authority to enact, amend, or repeal all traffic ordinances in the municipality. The Select Board may choose to have a workshop on the subject matter and, when satisfied with the document, call forth a public hearing prior to enactment. The Board also has the authority to retain the current regulations with no further changes. The Road Commissioner will be present to address questions the Board may have.

Note: Board members received the draft Roadway Ordinance in an earlier distribution from this packet.

From: [Alan Stearns](#)
To: [Rosemary Roy](#); irobertabbott@gmail.com; [Draven Walker](#); [Robert Wood](#); [Adam Pereira](#)
Subject: Briefing for Select Board: Proposed town acquisition of 2018 RRCT parcel at Knight's Pond Preserve
Date: Sunday, February 21, 2021 12:08:44 PM
Attachments: [Map - proposed 2021 Town Acquisition from RRCT.pdf](#)

To: Select Board, Town of North Yarmouth
via: Rosemary Roy, Town Manager, by email
cc: North Yarmouth Parks & Recreation Committee, via Bob Abbott, Chair, by email

It would be my pleasure to brief the Select Board at an upcoming meeting, perhaps March 2nd, in advance of a suggested warrant article for the April 24th Town Meeting. Rosemary and I have had recent conversations, and will continue preparation and coordination prior to any meeting.

The issue at hand is a proposal from my organization, the Royal River Conservation Trust (RRCT), to transfer (sell) to the Town of North Yarmouth RRCT's ownership of one parcel that today is promoted and managed as part of the Knight's Pond Preserve. The RRCT parcel, acquired by RRCT in 2018, is sometimes known as "Baston Forest" or "formerly Baston" honoring the previous owners Dick Baston and his family.

The larger issue is the break-through emerging opportunities for trail connectivity in North Yarmouth, specifically emerging direct connections between village trail networks and the growing 300-acre Knight's Pond Preserve with its remarkable habitat, ecology, and recreation. Today's email does not include a briefing on various other pieces of the puzzle about which the Select Board is aware, but which may or may not be ripe for April Town Meeting, and which do not directly involve RRCT. RRCT would coordinate with the Town on any Town Meeting briefing or presentation, for clarity and vision.

The proposed sale of the 2018 RRCT parcel to the Town has the recent unanimous support of the Town's Parks & Recreation Committee, with various town staff present and participating. My understanding is that the proposed sale needs the express support of the Select Board before moving to Town Meeting for final authority by warrant article. I first briefed the Select Board by email on May 4th, 2018, of the intended transaction following years of informal consultation and planning. We all agreed to wait on action on the planned sale, pending the now-emerging conservation and trail connection on the abutting parcel, formerly Smith, currently Grover, aka "Phase II" of Village View.

Attached is a map which illustrates the various parcels. The 2018 RRCT parcel (proposed sale to Town) is roughly nine acres, including associated trail rights crossing CMP, and crossing one residential lot, reaching the boundary with the Grover "Phase II" parcels.

You may recall that most of the conservation land at Knight's Pond Preserve is owned by either the Town of North Yarmouth or the Town of Cumberland. RRCT acquired the Baston Forest parcel in 2018 partly to seize the opportunity with RRCT's strong history of partnership with the Town of North Yarmouth, and partly to avoid any possible appearance of conflict of interest between the Baston family and the Town of North Yarmouth. The time is now ripe for ownership by the Town of North Yarmouth, for consolidated land management of the various current and planned parcels at Knight's Pond Preserve. Irrespective of the precise schedule of Grover "Phase II," the time is ripe to begin consolidation.

RRCT's out-of-pocket expenses for the 2018 RRCT acquisition were \$40,465.00 (nine acres plus access). This includes the purchase price, legal fees, and closing costs. It does not include staff time, fundraising costs, land management costs, or other ancillary costs. RRCT proposes to sell the parcel to the Town of North Yarmouth for \$40,465.00. RRCT will absorb the simple costs of deed preparation for the Town's review, and expenses toward closing. The Town of North Yarmouth might choose to engage counsel for document review, and might need to pay the most minor expense of recording the final deed. If the town requires a contract of sale, that contract might be most simply drafted by the Town at the Town's expense; a simple closing statement drafted by RRCT at RRCT's expense might suffice. RRCT will provide the town with RRCT's 2018 title insurance policy showing clean title (and note access rights, below). Further title review or title insurance -- if any -- would come at the Town's expense.

While RRCT does not suggest that RRCT income from the sale be expressly conditioned or directed, the Town should know that RRCT recently acquired an option to acquire a \$31,000 parcel in the Town of North Yarmouth (northeast side of town), abutting/enhancing existing conservation land. With associated legal, survey, closing, and land management costs of that northeast-side-of-town parcel, the two transactions are a clear win for conservation momentum in the Town of North Yarmouth. Additionally, RRCT is working with the land trust in Cumberland to continue to expand the Knight's Pond Preserve in Cumberland.

While RRCT has retained a conservation easement on many of the parcels it has helped acquire for the Town of North Yarmouth over many decades, including existing Town of North Yarmouth ownership at Knight's Pond (the 2015 LMF acquisition), we propose a more simple approach for this 2018 RRCT parcel due to its remote location and relative lack of threat. Instead, we propose that the deed of sale drafted by RRCT would include a simple deed covenant, enforceable by RRCT, providing that the 2018 RRCT parcel shall forever be used for conservation and public access. Awareness of this planned conservation and public access covenant might best be express in action by the Select Board, and in town warrant language.

If asked, RRCT can document its completed extraordinary internal process (super-majority votes and more) prior to RRCT sale of land. RRCT is strictly attentive to process for any RRCT sale or transfer of conservation land, governed by RRCT bylaws and more.

Finally, the Town should be aware that deeded-guaranteed access to the 2018 RRCT parcel is limited today from a legal perspective.

- Planned Town acquisition of the "Phase II" open space and trails will greatly solidify deeded-guaranteed access to the 2018 RRCT parcel.
- Existing easements (formerly Baston access rights) across the Phase II parcel deserve note, and possible extinguishment upon any 2021 closing.
- Planned Town acquisition by donation of the "formerly Smith" pond frontage will solidify deeded-guaranteed access to the 2018 parcel
- Town of Cumberland abutting conservation ownership provides robust practical access, though without deeded guarantee.
- CMP powerlines provide robust practical access, though with deeded guarantee of crossing only, not access along powerlines.

I look forward to discussion and successful completion of this next step in the strong collaboration between RRCT and the Town of North Yarmouth.

Thanks,

Alan



Alan Stearns, Executive Director
RRCT | P.O. Box 90, 325 Main Street | Yarmouth, ME 04096
www.RRCT.org | Alan@RRCT.org | (207) 215-8315 (cell)

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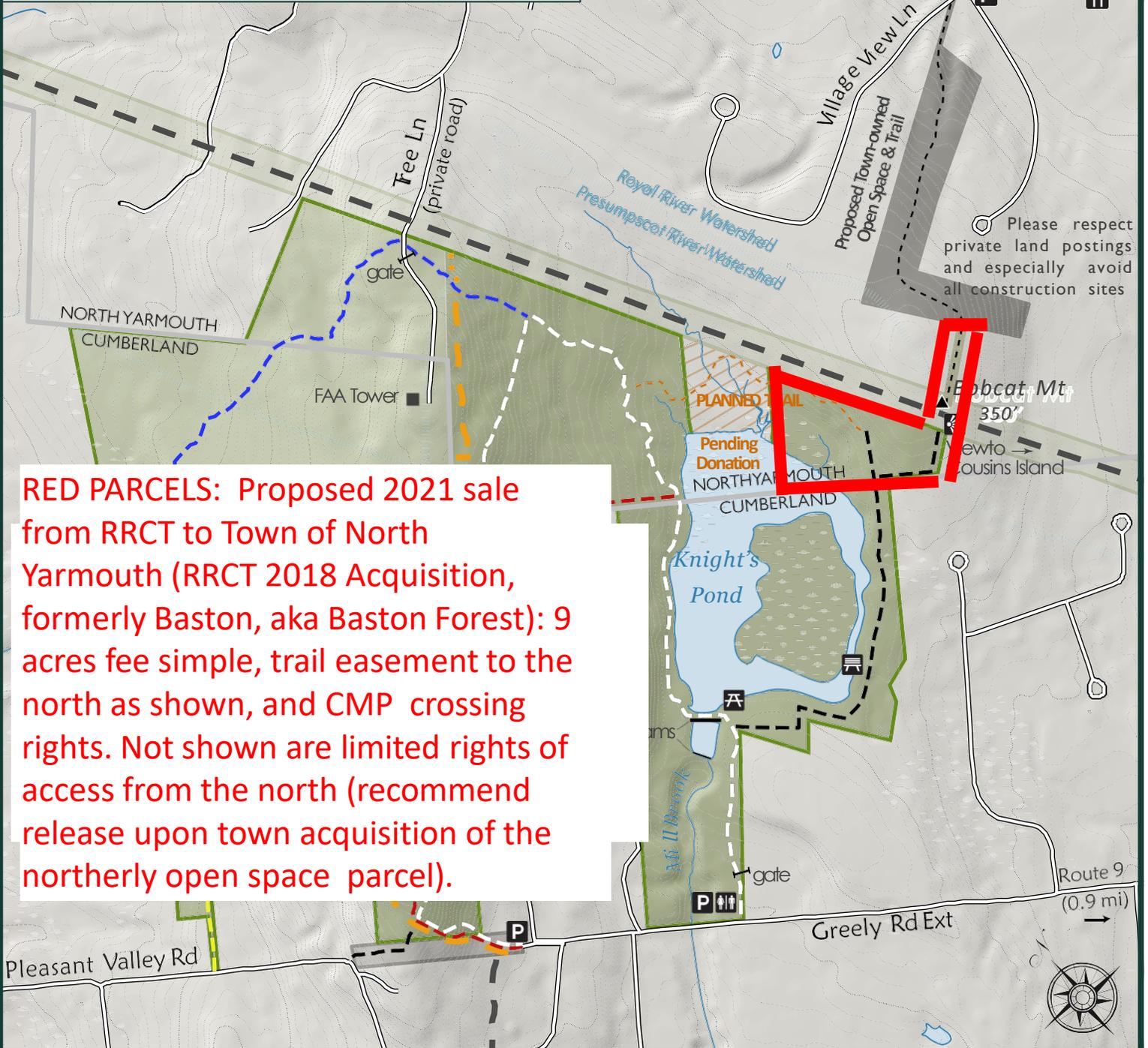
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Knight's Pond Preserve



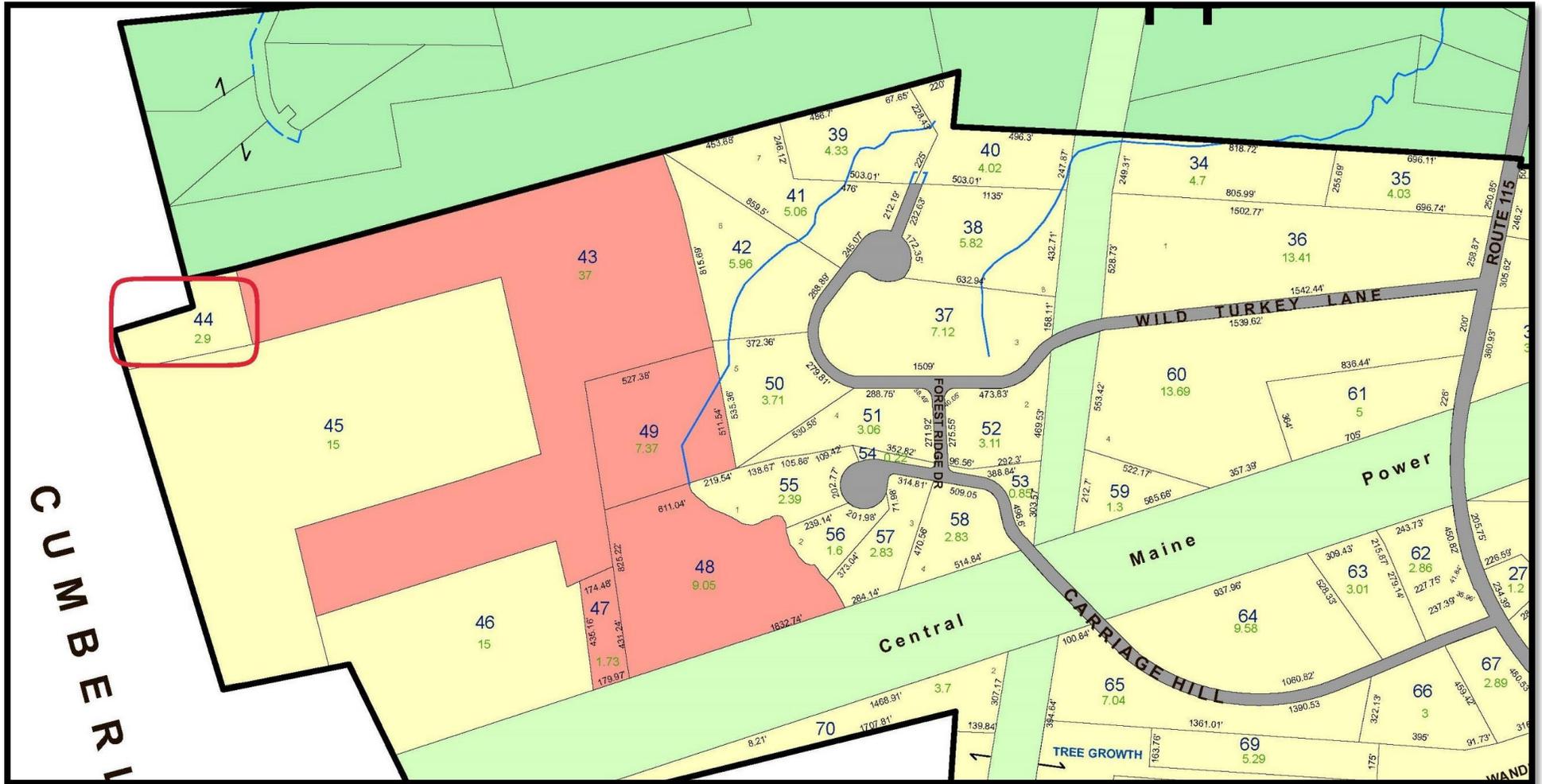
- Color-Blazed Trail
 - Other Trail
 - Orange-Blazed Snowmobile Trail
 - Other Snowmobile Trail (selected)
 - Parking
 - Picnic Area
 - Knight's Pond Preserve
 - Conservation Easement (FAA)
 - Powerline Corridor
 - Other Public Land
 - Portable Toilet
 - Bench
- 0 0.25
Miles
Contour interval: 20 ft December 2020

Getting There: From Route 9 in Cumberland Center, turn west onto Greely Road Extension. The preserve entrances are at the end of the road; GPS address for the primary parking lot is 477 Greely Road Extension, Cumberland.



RED PARCELS: Proposed 2021 sale from RRCT to Town of North Yarmouth (RRCT 2018 Acquisition, formerly Baston, aka Baston Forest): 9 acres fee simple, trail easement to the north as shown, and CMP crossing rights. Not shown are limited rights of access from the north (recommend release upon town acquisition of the northerly open space parcel).

Tax Acquired - Valley View, LLC Map 10, Lot 44



**RE Account 1100 Detail
as of 02/26/2021**

Name: VALLEY VIEW LLC
Location: 0 SERENITY WAY
Acreage: 2.9 Map/Lot: 010-044
Book Page: B14866P11

Land: 8,600
Building: 0
Exempt: 0

Total: 8,600

Ref1: OLD M/L 005-035 NOTES:
Mailing: 93 WINDY HOLLOW WAY
Address: CUMBERLAND ME 04021

2021-1 Period Due:
1) 37.44
2) 35.58
3) 35.58
4) 35.58

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R					142.33	1.85	0.00	144.18
2020-1 L	*				142.93	13.86	57.70	214.49
2019-1 L	*				143.36	24.76	80.40	248.52
2018-1 L	*				0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
Account Totals as of 02/26/2021					428.62	40.47	138.10	607.19

Per Diem

2021-1	0.0156
2020-1	0.0352
2019-1	0.0314
Total	0.0823

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

March 2, 2021

Agenda - Section VII. Accounts Payable

Item(s):

- *Move to approve accounts payable warrants 36 and 37 in the amount of \$104,454.57, as presented for FY21. Second, discussion and vote follow.*