

**Town of North Yarmouth
Select Board Meeting Agenda
Monday, May 11, 2020 - 7:00 PM
Remote Additional Business Meeting**

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. 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:

- 1) EMAIL: Individuals may email questions or comments to dwalker@northyarmouth.org or manager@northyarmouth.org.
- 2) PHONE: Individuals may also call the Town Office (207)829-3705 select option 4, and submit your comments or questions to staff or leave a voice message.
- 3) DROP OFF: Individuals may submit a written request to the Select Board/Town Manager, and it may be dropped off at the Town Office front door drop-box.

Comments and or questions will be addressed by a Select Board or the Town Manager at the meeting if feasible at that time. Communications must include the individual's name and legal residence.

III. Old Business

- Referendum Ballot Review and Approval

IV. 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.

V. 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.

May 11, 2020

Section III. Old Business

▪ **Referendum Ballot Review and Approval**

Enclosed herein, please find the proposed final draft of the July 14, 2020 referendum ballot for the FY21 financial budget. Given the numbers projected in this budget, the mil rate comes in at an increase of .12 or 16.74 per thousand dollars of value. Below is a chart on the impact of this increase to taxpayers:

Additional \$250K of Undesignated Fund Balance - Mil Rate 16.74 - increase .12

Valuation	250,000	300,000	350,000	400,000	450,000
Annual	30.00	36.00	42.00	48.00	54.00
Quarterly	7.50	9.00	10.50	12.00	13.50
Monthly	2.50	3.00	3.50	4.00	4.50

Additional \$165K of Undesignated Fund Balance - Mil Rate 16.87 - increase .25

Valuation	250,000	300,000	350,000	400,000	450,000
Annual	62.50	75.00	87.50	100.00	112.50
Quarterly	15.63	18.75	21.88	25.00	28.13
Monthly	5.20	6.25	7.29	8.33	9.38

There are two areas I would like to discuss as we review the ballot. One is the use of TIF funds, and two the undesignated fund balance. The TIF number increased from what was proposed at the workshop after a further review of the project plan and costs we can apply. The UFB is also higher than projected at the workshop, and given other unknown variables at this time, I would like to discuss this fund use and the impact. I am comfortable with the ***total use** of \$315,000 but considering a higher number as a buffer.

- *Move that the Select Board approves the ballot referendum to be voted on by the Townspeople on July 14, 2020, as presented (or presented and amended.) Second, discussion and vote follow.*

***Total use signifies both the Senior Tax Assistance (65K) and additional use of the UFB (250K).**

STATE OF MAINE
TOWN OF NORTH YARMOUTH OFFICIAL BALLOT
REFERENDUM ELECTION, JULY 14, 2020

DRAFT

Instruction to Voters: Fill in the oval next to your YES or NO choice like this: To have your vote count, do not erase or cross out your choice. If you make a mistake, ask for a new ballot. **BALLOT IS TWO-SIDED.**

Fiscal Year July 1, 2020 - June 30, 2021

The Select Board and Budget Committee recommend approval of Questions 1 through 12.

Question 1: Shall the Town raise and appropriate for the Fiscal Year July 1, 2020 - June 30, 2021 an amount of **\$3,007,128.00** for the following Departmental Expenditures?

Municipal Administration	\$ 472,725.00
Community Services	\$ 228,638.00
Community Center	\$ 60,561.00
Public Safety	\$ 448,539.00
Public Works	\$ 464,058.00
Buildings & Grounds	\$ 127,860.00
Solid Waste & Recycling	\$ 230,733.00
Fixed Expenses	<u>\$ 974,014.00</u>
TOTAL	<u>\$3,007,128.00</u>

YES NO

Question 2: Shall the Town raise and appropriate for the Fiscal Year July 1, 2020 - June 30, 2021, an amount of **\$380,000.00** for Capital Improvement Reserves?

YES NO

Question 3: Shall the Town accept and apply for the Fiscal Year July 1, 2020 - June 30, 2021, **\$1,654,534.00** of the following **non-property tax revenues** to reduce the total amount authorized to be raised by taxation.

State Municipal Revenue Sharing	\$ 271,799.00
Motor Vehicle Excise	\$ 828,750.00
Solid Waste & Recycling	\$ 148,000.00
Ambulance Service Fees	\$ 60,000.00
Local Road Assistance	\$ 27,400.00
All Other Anticipated Revenues	<u>\$ 318,585.00</u>
TOTAL	<u>\$1,654,534.00</u>

And authorize the Select Board and Treasurer to accept any additional revenues or funds that may be used to reduce the amount required to be raised by taxation.

YES NO

Question 4: Shall the Town authorize the Select Board to expend from the Village Center Tax Increment Financing (TIF) District an estimated total amount of **\$186,000**, dependent upon actual mil rate, as follows:

Estimated Revenue: \$224,395

Street-related Public Safety Measures (P3):	\$ 20,000.00
Professional Services - Consulting, Legal, Other (P11)	\$ 83,000.00
Administrative Costs (P12)	\$ 76,000.00
Economic Development Programs (P13)	<u>\$ 7,000.00</u>
TOTAL	<u>\$186,000.00</u>

YES NO

Question 5: Shall the Town authorize the Select Board to transfer from the Town's undesignated fund balance an amount not to exceed **\$250,000.00** for the purpose of reducing the total amount authorized to be raised by taxation.

YES NO

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Fiscal Year July 1, 2020 - June 30, 2021

The Select Board and Budget Committee recommend approval of Questions 1 through 12.

Question 6: Shall the Town authorize the Select Board to transfer **\$65,000** from the Town's undesignated fund balance to be set aside in a committed fund balance account to be expended for providing the property tax assistance, in accordance with the Town's Property Tax Assistance Ordinance.

YES NO

Question 7: Shall the Town authorize the Select Board to allocate funds received from the registration of snowmobiles to Town established snowmobile club(s) for the purpose of maintaining their snowmobile trails to be open to the use of the public at all times.

YES NO

Question 8: Shall the Town exceed the maximum property tax levy limit (LD1) established by State law in the event that the municipal budget approved results in a tax commitment in excess of the property tax levy otherwise allowable, such that the increased maximum property tax levy hereby established will equal the amount committed.

YES NO

It is not projected that the Town's budget will exceed tax levy limits, this is a preventative housekeeping action.

Question 9: Shall the Town authorize the following:

- a) To make all taxes assessed for the Town's fiscal year, July 1, 2020 through June 30, 2021, due in four (4) installments, with the first quarter (1/4) of the total amount assessed due and payable on **September 15, 2020**, the second quarter (1/4) due **December 15, 2020**, the third quarter (1/4) due **March 15, 2021**, and the remaining quarter (1/4) due on **June 15, 2021**; and to charge interest at the rate of nine percent (**9.00%**) per year computed on a daily basis on any portion of the installment due that remains outstanding as of September 16, 2020, December 16, 2020, March 16, 2021, and June 16, 2021.
- b) To authorize the Tax Collector or her designee to waive unintentional tax interest payment shortages in an amount not to exceed \$5.00; and
- c) To authorize the Tax Collector to accept payment of real estate property taxes not yet due or assessed pursuant to M.R.S. Title 36, Section 506-A. The Town does not apply interest on such collections, and
- d) To authorize the Treasurer to release payment of tax abatements and applicable interest approved by the Town's assessor from the property tax overlay account.

YES NO

Question 10: Shall the Town authorize the Select Board and the Treasurer, on behalf of the Town and any of the Town's departments, to accept gifts, real estate, donations and other funds, including trust funds that may be given or left to the Town and to grant the Select Board the further authority to expend up to **\$25,000** from undesignated funds, if necessary, to match the grant, funding such sums of money as they deem necessary from these funds for their designated purposes. These expenditures may be reflected outside of the Town's approved budget.

YES NO

Question 11: Shall the Town authorize the Town Manager acting in concurrence with the Select Board to accept and expend, on behalf of the Town, any Federal or State funds received in the form of grants during the period July 1, 2020, until June 30, 2021. These expenditures may be reflected outside of the Town's approved budget.

YES NO

Question 12: Shall the Town authorize the transfer of all unexpended balances to the Undesignated Fund Balance and authorize any overdrafts that may occur in Town operations during the fiscal year ending June 30, 2021, to be taken from Undesignated Fund Balance.

YES NO