

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, June 2, 2020 - 7:00 PM  
Remote 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. Minutes of Previous Meeting(s)**

- May 19, 2020

**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:

- 1) EMAIL: Individuals may email questions or comments to [dwalker@northyarmouth.org](mailto:dwalker@northyarmouth.org) or [manager@northyarmouth.org](mailto: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.

**IV. Management Reports & Communications**

- Town Manager's Report

**V. Old Business**

None.

**VI. New Business**

- Excise Collections / Registrations
- Acceptance of Donations
- Annual Town Official Appointments
- Town Manager Annual 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.

June 2, 2020

**Agenda - Section II. Meeting Minutes**

- *Move to approve the minutes for May 19, 2020, as presented. Second, discussion and vote follow.*

Note: Signing of documents will be collected when the Board resumes business in the Town Office conference room.

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, May 19, 2020  
REMOTE BUSINESS MEETING**

**Call to Order** – Stephen Morrison, Jennifer Speirs, James Moulton, and Paul Napolitano were present. The Town Manager, Rosemary Roy, was also present. Vice Chairperson Morrison called the meeting to order.

**Minutes of Previous Meeting(s)** – Vice Chairperson Morrison moved to approve the minutes of May 5, 2020, as presented. Selectperson Speirs seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.** Vice Chairperson Morrison moved to approve the minutes for May 11, 2020, as presented. Discussion: none. **Vote: 4 Yes – 0 No.**

**Public Comment - Non-Agenda Items** – Judy Potter and Mike Mallory\*, Walnut Hill Road, provided the following questions/comment:

- Mrs. Potter provided comments and asked the Board how the proposed budget will assist senior residents. Vice Chairperson Morrison and the Town Manager responded that \$65,000 was put aside for the Senior Tax Program at no expense to the taxpayer for FY21.
- Mrs. Potter shared concerns that the current proposed project for a new school in North Yarmouth could impact the local aquifers. Vice Chairperson Morrison and the Town Manager stated that the decision to incorporate a new school would need to be brought forth to the voters and directed Mrs. Potter to the Superintendent's Office and the school's building committee.
- Mrs. Potter suggested that a new school should be considered on the Hazleton property or to have an engineer inspect the Wilson School. Vice Chairperson Morrison and the Town Manager stated that the Hazleton property was considered but was not considered due to traffic concerns.
- Mrs. Potter asked about the ballot that will be voted on July 14, 2020. The Vice Chairperson and the Town Manager stated that printed ballots would be available on June 14, 2020. It was also mentioned that candidate's night would be over Zoom as well as Public Hearings being held over Zoom.

Darla Hamlin\*, Flag Committee, shared that the Flag Committee and the Fire Company will be raising 100 new flags and poles during the coming weekend. The replacement of all the flags is the first time since the inception of the program. The Flag Committee will also be giving away the used flags.

\*Note: Vice Chairperson Morrison read each question and response aloud to the Board and the public via Zoom.

**Management Reports & Communications:**

**Town Manager's Report** – The Town Manager announced a newsletter that will be released explaining the ballot. The Town Manager's report can be found on the Town's website, [www.northyarmouth.org](http://www.northyarmouth.org), or at the Town Office. The Town Manager asked the Board if they approved the spending of \$500 to a local news organization for supporting recent Greely grads. By consensus, the Board approved of the expenditure of \$500. The Town Manager reported to the Board on the Governor's May 12<sup>th</sup> order.

**Department Head Reports** – Included in the Meeting Materials. Meeting Materials can be found on the Town's website, [www.northyarmouth.org](http://www.northyarmouth.org), or at the Town Office.

**Financial Report** – Included in the Meeting Materials. Meeting Materials can be found on the Town's website, [www.northyarmouth.org](http://www.northyarmouth.org), or at the Town Office.

**Old Business:**

**Property Lease** – North Yarmouth Historical Society (NYHS) – The Town Manager explained changes to the lease that were made since the last business meeting. Vice Chairperson Morrison moved that the Select Board approve the proposed lease agreement with the North Yarmouth Historical Society, as presented to include all exhibits and to authorize the Town Manager further to complete, execute, manage the agreement with representatives of the North Yarmouth Historical Society. Selectperson Napolitano seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

COVID-19 – Reopening Standard Operating Procedures – The Town Manager presented the Board with a document outlining the reopening operating regulations that will begin on June 1, 2020. No action needed.

Budget Referendum Public Hearing(s) – Process & Date(s) - Vice Chairperson Morrison moved that the Select Board call forth a public hearing on June 18<sup>th</sup> at 6 PM for the proposed FY21 Budget to be voted on by referendum ballot at the July 14, 2020 state and local elections. Selectperson Speirs seconded the motion. Discussion: Selectperson Speirs asked the Town Manager if the Public Hearing could allow for both Zoom and in-person abilities. The Town Manager advised against this because of state law. Selectperson Moulton stated that he would prefer to see the public hearing attempted at the Wescustogo Hall and North Yarmouth Community Center.

**Vote: 3 Yes – 1 No (Selectperson Moulton).**

New Business – None.

Accounts Payable – Vice Chairperson Morrison moved to approve accounts payable warrants 48 and 49 in the amount of \$735,601.89, as presented. Selectperson Moulton seconded the motion. Discussion: none.

**Vote: 4 Yes – 0 No.**

Any Other Business – Selectperson Speirs provided comment on a GPCOG meeting she recently attended. Selectperson Moulton asked the Town Manager a question about a previous concern the Selectperson had. The Town Manager responded. The Town Manager announced new construction on Route 9.

Adjournment - Vice Chairperson Morrison moved to adjourn.

Prepared By: Draven Walker  
Administrative Assistant/Recording Secretary

Select Board

\_\_\_\_\_  
Stephen Morrison, Vice Chair

\_\_\_\_\_  
Jennifer Speirs

\_\_\_\_\_  
James Moulton

\_\_\_\_\_  
Paul Napolitano

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.

### COVID-19 Updates

- Maine's Civil State of Emergency extended to June 11, 2020.
- Bureau of Motor Vehicles will open on June 1, 2020; in person when absolutely needed or by phone - branch offices are by appointment only.
- Vehicle registrations must be registered by July 11, 2020, or as determined by municipalities (to be discussed later in this meeting.)
- Additional authority has been given to Tax Collectors regarding the tax lien process as to time extension of the overall process.
- The protective glass is almost entirely installed at the Town Office.
- Signage and 6ft. Distancing markers are in place at facilities.

**Elections** - Considerable planning and preparation continue for the July 14<sup>th</sup> and Presidential elections. Over 200 absentee ballot requests have been received in the clerk's office. We were notified on 5/28 that the MSAD 51 ballot would be a paper ballot due to the new required language. The Town office will not only be closed on election day but the following day, July 15<sup>th</sup>.

**Budget FY21** - Although we know this may vary based on requests received below are the projected impact numbers based on a .12¢ increase to the mil rate reported:

Sector	Expenditures	FY21	Rate	Impact	Inc. from FY20
COUNTY	416,874	3.50%	0.58	0.0063	5.43%
TOWN	3,387,128	28.40%	4.75	0.0240	1.85%
TIF	224,395	1.88%	0.31	0.0097	10.94%
EDUCATION	7,898,211	66.22%	11.10	0.0800	.75%
<b>TOTAL</b>	<b>11,926,608</b>	<b>100.00%</b>	<b>16.74</b>	<b>0.1200</b>	

**Personal Property** - The assessor has informed me that the personal property numbers will not be available for another two weeks due to delays working on other areas of the Town assessment.

**Greater Portland Council of Governments (GPCOG)** - Attended GPCOG's annual summit and executive meeting during this period. During the executive meeting, it was voted to reduced membership fees by 20% a savings of \$1,426, and the official merger of Portland Area Comprehensive Transportation System (PACTS) took place.

**COVID-19 Standard Operating Procedures (SOP)** - During the last Select Board meeting, the SOP was provided to the Select Board. I want to take this opportunity to confirm, given there was no dialogue on the subject, the Board's plan for future meetings. Efforts are being made to provide broadcast coverage at the Community Center; however, this will likely be only through Town Hall streaming. We are finding out that broadcasting to cable channel 13 could be costly and time-consuming; therefore, I cannot at this time state if or when this could take place. In speaking to the Planning Board chairperson, they will continue to hold their meetings through Zoom. Based on the Board's average meeting participation and the upgrading we are doing with Zoom for the upcoming public hearing, the Board could decide to open up their remote meetings to the public.

Respectfully submitted,

*Rosemary*

Rosemary E. Roy, Town Manager



June 2, 2020

**Section V. Old Business**

None.

June 2, 2020

**Section VI. New Business**

- Excise Collections / Registrations - An amended Executive Order from the Governor's office was received on Tuesday, May 26<sup>th</sup>, advising municipalities that Town officials may decide on deadline as to when vehicles, ATVs, trailers, boats, etc. are to be registered. Currently, based on the projected end of the state emergency (June 11<sup>th</sup>), the deadline will be July 11, 2020. Before this amendment, the deadline was June 12<sup>th</sup>. The Board may if it so chooses to determine its timeline for the Town. If the decision is made to implement a deadline, the recommendation would be to not extend any further from the July 11<sup>th</sup> date than 30-60 days. If it is decided that no altered deadline is needed, no motion is necessary.

*Move to, by the authority given in the Governor's Executive Order 53-A and in accordance with the Maine Revised Statutes that the registration deadline for vehicles which includes without limitation motor vehicles, ATVs, watercraft, snowmobiles, trailers, and all temporary shall be \_\_ (date) \_\_ for the Town of North Yarmouth. Second, discussion and vote follow.*

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- Acceptance of Donations - Include herein a summary of the donations received by the Town during the fiscal year 2020. These are before the Board for official acknowledgment and acceptance.

*Move to accept on behalf of the Town donations received for FY20 of \$40,656.65, as presented. Second, discussion and vote follow.*

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- Annual Town Official Appointments - Included herein, please find the first of two annual appoints to be acknowledged and in specific areas acted on by the Board. The second set of appointments (committees/boards) will be presented at the next meeting.

*Move to approve the Select Board appointments for a term of one (1) year, as presented. Second, discussion and vote follow.*

*Move to appoint Greg Payson as Health Officer for a term of three (3) years, as presented. Second, discussion and vote follow.*

*A courtesy consensus of manager's appointments may be acknowledged here.*

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- Town Manager Annual Review - Included herein is a blank performance evaluation form to be completed by each member of the Board and the Town Manager. At the next meeting, an Executive Session will be held with the Town Manager to discuss the evaluations. There will be no summary created from these forms. Upon completion, each member and the Town Manager shall return said forms. Members shall return their evaluations to the Town Office in an envelope marked "confidential" within five (5) business days following the meeting.
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**Town of North Yarmouth  
FY20 - Select Board  
Acceptance of Donations**

**Revenue Detail Report**

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<b>DONATIONS</b>	
FRIENDS OF WESCUSTOGO	36,823.00
NORTH YARMOUTH SCHOOL FUND	-
KEEP NORTH YARMOUTH WARM FUND	1,950.00
LIVING WELL IN NY	1,118.65
PLAYGROUND FUNDS	-
COVID-19	400.00
COMMUNITY CENTER	365.00
<b>Total</b>	<b>40,656.65</b>

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**Town of North Yarmouth**

**ANNUAL APPOINTMENTS OF TOWN OFFICIALS**

**July 1, 2020 - June 20, 2021**

**Select Board Appointments - One (1) Year Terms**

Tax Collector	Rosemary E. Roy
Treasurer	Rosemary E. Roy
General Assistance Administrator	Rosemary E. Roy
Road Commissioner	Clark Baston
Public Access Officer	Cheryl Trenoweth
Ecomaine Representative	Rob Wood
Joint Standing Committee (citizen)	Greg Payson

**Select Board Appointments - Three (3) Year Term**

Health Officer	Greg A. Payson
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**Town Manager Appointments - One (1) Year Terms**

(official announcement - Select Board courtesy consensus)

Town Clerk	Debbie A. Grover
Code Enforcement Officer	Ryan Keith
Electrical, Building, & Plumbing Inspector	Ryan Keith
Public Works Director	Clark M. Baston
Fire Rescue Chief, Fire Warden	Greg A. Payson
Emergency Management Director	Greg A. Payson

TOWN OF NORTH YARMOUTH  
TOWN MANAGER PERFORMANCE EVALUATION

Name: **Rosemary E. Roy**

Evaluation Period: **July 1, 2019 - June 30, 2020**

Evaluation Type: **Annual**

**RATING SCALE:**

**Exceptional** – Performance consistently exceeds standards and requirements. Achievements are well beyond those normally expected of someone in the job. It is a level reserved for individuals whose performance has been consistently excellent.

**Commendable** – Performance is clearly above normal expectations for the position. Individuals with substantial experience and well-developed skills usually achieve this level.

**Acceptable** – Meets or occasionally exceeds the expected standards, usually able to perform without close supervision. Consistently satisfactory performance. Achievement is at a level generally expected of an individual in the job.

**Marginal** – Performance is inconsistent and may be satisfactory sometimes and unacceptable at others. The individual often needs close supervision, guidance, and direction. This level typically describes and the individual who needs to show improvement and requires further development.

**Unacceptable** – Performance consistently does not meet standards and expectations.

**PART I: Core Competencies**

**1. Customer/Citizen Service:** Treatment of people who receive the employee’s product/service; management of difficult or emotional customer/citizen situations; response to customer/citizen needs and requests; solicitation of customer feedback to improve service; meeting commitments to customers/citizens; building constructive, cooperative and pleasant relationships. Commitment to serving the public; focus on finding and meeting the needs of others.

Performance is:     \_\_\_ Unacceptable   \_\_\_ Marginal   \_\_\_ Acceptable   \_\_\_ Commendable   \_\_\_ Exceptional

Comments/Examples of Performance:

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**2. Adaptability/Flexibility:** Adjustment to changing priorities, proactive thinking, pursuit of opportunities and appropriate action; accommodation of new or changing conditions; adaptation to changes in the work environment; management of competing demands; utilization of an approach or method to best fit the situation; dealing with anger, frustration and disappointment; dealing with frequent changes, delay or unexpected events.

Performance is:     \_\_\_ Unacceptable   \_\_\_ Marginal   \_\_\_ Acceptable   \_\_\_ Commendable   \_\_\_ Exceptional

Comments/Examples of Performance:

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**3. Work Habits:** Individual behaviors which impact work and over which an employee has independent control; consistency with the vision and values of the Town, department, and work unit including acting in ways that are

equitable, ethical and legal; treating all people with respect; keeping commitments; inspiring the trust of others; working with honesty and integrity; use of paid time off; time management; confidentiality as appropriate; use of work hours for personal business.

Performance is:    \_\_\_ Unacceptable    \_\_\_ Marginal    \_\_\_ Acceptable    \_\_\_ Commendable    \_\_\_ Exceptional

Comments/Examples of Performance:

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**4. Communication:** The exchange of information and ideas; ability to get a message across effectively as well as understand spoken words; ability to read and interpret written information; listening without interrupting; ability to write clearly and appropriately; how one verbally interacts with others; shares work-related information with others as appropriate.

Performance is:    \_\_\_ Unacceptable    \_\_\_ Marginal    \_\_\_ Acceptable    \_\_\_ Commendable    \_\_\_ Exceptional

Comments/Examples of Performance:

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**5. Organizing/Planning/Project Management:** Exhibiting forward focus resulting in scheduling work, setting goals, anticipating and preparing for future assignments, and establishing priorities; demonstrating initiative and follow-through; coordinating all resources to ensure work is completed on time; maintaining appropriate records as needed.

Performance is:    \_\_\_ Unacceptable    \_\_\_ Marginal    \_\_\_ Acceptable    \_\_\_ Commendable    \_\_\_ Exceptional

Comments/Examples of Performance:

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**6. Decision-Making/Judgement:** Choice of an appropriate course of action; willingness to make decisions in a timely manner; exercising sound and accurate judgment and providing support and explanation of reasons for decisions; including appropriate stakeholders in decision-making.

Performance is:    \_\_\_ Unacceptable    \_\_\_ Marginal    \_\_\_ Acceptable    \_\_\_ Commendable    \_\_\_ Exceptional

Comments/Examples of Performance:

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**7. Supervision/Management/Coaching:** Improving the performance of others and creating a positive work environment; helping others build self-confidence and motivation; evaluating performance and providing opportunities for growth of employees' knowledge and skill levels; ability to achieve organizational goals through others by directing, guiding, encouraging and giving staff room to act; recognizing contributions and successes.

Performance is:     \_\_\_ Unacceptable   \_\_\_ Marginal   \_\_\_ Acceptable   \_\_\_ Commendable   \_\_\_ Exceptional

Comments/Examples of Performance:

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**8. Continuous Improvement/Innovation:** Orientation toward new or unexplored work methods, materials or equipment; looks for ways to improve and promote quality service; Displays original thinking and creativity; meets challenges with resourcefulness; Generate suggestions for improving work; develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Performance is:     \_\_\_ Unacceptable   \_\_\_ Marginal   \_\_\_ Acceptable   \_\_\_ Commendable   \_\_\_ Exceptional

Comments/Examples of Performance:

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**9. Strategic Thinking:** Balances short and long term goals with available financial assets; identification and evaluation of options and alternatives as a part of the planning process; changes plans and goals as conditions and situations require.

Performance is:     \_\_\_ Unacceptable   \_\_\_ Marginal   \_\_\_ Acceptable   \_\_\_ Commendable   \_\_\_ Exceptional

Comments/Examples of Performance:

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**10. Fiscal/Resource Management:** Effectively uses and controls Town resources; development, implementation, and effective monitoring of a budget that is driven by the vision, principles, and policies of the Town Select Board and the overall mission of the Town; accurate forecast of resources needed for operations, capital improvements, and programs taking into account the total organizational revenue and expenditure situation.

Performance is:     \_\_\_ Unacceptable   \_\_\_ Marginal   \_\_\_ Acceptable   \_\_\_ Commendable   \_\_\_ Exceptional

Comments/Examples of Performance:

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Additional comments may be submitted on a separate sheet of paper.

**PART III: Developmental Activities**

An individualized developmental action plan for the upcoming year designed to support personal development, job-related knowledge, skills, and abilities that increase employee value to the organization, personal progression, and marketability.

Activity	Expected Learning/Training	Resources/Assistance Needed
1.		
2.		
3.		

**Select Board recommended management goals for 2020-2021 year:**

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**Overall Statement of Performance:**

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Signature of Select Board Member: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

June 2, 2020

**Agenda - Section VII. Accounts Payable**

Item(s):

- *Move to approve corrected accounts payable warrants 51 in the amount of \$ 1,150.55 as presented. Second, discussion and vote follow.*
- *Move to approve accounts payable warrants 50 and 52 in the amount of \$ 91,539.49, as presented. Second, discussion and vote follow.*

Note: Signing of documents will be collected when the Board resumes business in the Town Office conference room.