

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, June 16, 2020 - 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)

- June 6, 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: If you plan to attend the Board meeting 6ft. Distancing and a face covering are required.

IV. Management Reports & Communications

- Town Manager's Report
- Financial Report - May

V. Old Business

- Annual Town Appointments

VI. New Business

- North Yarmouth School Fund Awards
- Special Town Meeting Warrant for July 14, 2020
- MSAD #51 School Budget Warrant for July 14, 2020 - Countersign

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. Executive Session(s)

- 1) Following the Select Board's roles and responsibilities according to Title 1 MRSA § 405 6 (A): To discuss a personnel matter.
- 2) Following the Select Board's roles and responsibilities according to Title 1 MRSA § 405 6 (A): To discuss the Town Manager's performance review.

X. 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 16, 2020

Agenda - Section II. Meeting Minutes

- *Move to approve the minutes for June 2, 2020, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, June 2, 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 19, 2020, as presented. Selectperson Napolitano seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Public Comment - Non-Agenda Items – Judy Potter, Walnut Hill Road, inquired about the traffic calming measures in the Village Center. The Town Manager explained the further plans for traffic calming and that a TIF (tax increment financing) plan would pay for a large portion of this project. Mrs. Potter also explained to the Board her concerns with a public hearing being held through the virtual meeting platform, Zoom. A response was given by the Vice Chairperson and the Town Manager that the methods being used are in accordance with State law. Mrs. Potter asked why the Town Office was still operating based on the advertisement that the Town facilities were closed. The Town Manager and Vice Chairperson, Morrison explained that employees worked remotely, if possible, and that some operation was necessary for conducting essential Town operations. Mrs. Potter also asked how information was to reach everyone beyond technological means. It was explained that there would be a newsletter distributed to residents regarding the public hearing and the budget. Judy Potter asked additional questions regarding the public hearing. The Vice Chairperson provided a further explanation of how the public hearing on June 18th was to be conducted.

Paul Hodgetts, 1095 Sligo Road, asked how individuals would get involved in the public hearing on Thursday, June 18, 2020. The Town Manager and Vice Chairperson responded. Mr. Hodgetts also inquired about if the MSAD 51 budget was included in the proposed mil rate increase of \$.12. The Town Manager responded in the affirmative.

Mrs. Potter asked another question regarding the public hearing on Thursday, June 18, 2020. The Board responded that the Town is willing to work with individuals who may have any issues attending the public hearing.

Management Reports & Communications:

Town Manager's Report – The Town Manager's report can be found on the Town's website, www.northyarmouth.org, or at the Town Office.

- A letter from the Town's Attorneys was presented to the Board regarding if the Town was in support of the United States Congress passing another Care's Act that would support local municipalities. Selectperson Moulton stated that he was opposed for the Town to sign the letter. The other Board members were in favor.
- The Town Manager presented the option of having a Board Meeting at the Wescustogo Hall and North Yarmouth Community Center. There was a discussion between the Town Manager and the Board. Vice Chairperson Morrison moved to have a meeting at the Wescustogo Hall and North Yarmouth Community Center and to have in-person meetings there going forward starting June 16, 2020. Selectperson Napolitano seconded the motion. Discussion: Selectperson Speirs was concerned with the Select Board Meeting on Tuesday, June 16, 2020, and the public hearing on Thursday the 18th. The Selectperson was concerned that there would be confusion on the two meeting formats. Selectperson Moulton stated that he would like to see the meeting in-person as soon as possible. **Vote: 4 Yes – 0 No.**

Old Business – None.

New Business:

Excise Collections/Registrations

Vice Chairperson Morrison move to, by the authority given in the Governor's Executive Order 53-A 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 July 11, 2020, for the Town of North Yarmouth. Selectperson Moulton seconded the motion. Discussion: Vice Chairperson Morrison and Selectperson Moulton asked for clarification of the Governor's order. Vice Chairperson Morrison amended the previous motion to read as follows:

[...] by the authority given in the Governor's Executive Order 53-A 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 August 11, 2020, for the Town of North Yarmouth. Selectperson Speirs seconded the motion. Discussion: Selectperson Napolitano asked why the Town has the authority to extend the registration of the following vehicles. The Town Manager responded. **Vote: 3 Yes – 1 No. (Selectperson Napolitano)**

Acceptance of Donations – Vice Chairperson Morrison moved to accept on behalf of the Town donations received for FY20 of \$40,656.65, as presented. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Annual Town Official Appointments – Move to approve the Select Board appointment for a term of one (1) year, as presented. Selectperson Speirs seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.** Vice Chairperson Morrison moved to appoint Greg Payson as Health Officer for a term of three (3) years, as presented. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.** By consensus, the Board approved the Town Manager's appointments.

Town Manager's Annual Review – Selectperson Napolitano asked the Board if any goals existed for the Town Manager. The Town Manager stated that there were goals established by the Board and that she would provide a summary to Selectperson Napolitano.

Accounts Payable – Vice Chairperson Morrison moved to approve corrected accounts payable warrants 51 in the amount of \$1,150.55, as presented. Selectperson Napolitano seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.** Vice Chairperson Morrison moved to approve accounts payable warrants 50 and 52 in the amount of, as presented. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton asked about a charge of \$4,500.00. The Town Manager explained the cost. **Vote: 4 Yes – 0 No.**

Any Other Business – Selectperson Moulton asked the Town Manager a follow-up question. The Town Manager responded.

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

June 16, 2020

Section IV. Management Reports & Communications

- Town Manager's Report
- Financial Report - May

Report(s) herein.

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 - Governor Mills has extended the state of emergency until July 10th. She also announced a reimbursement package for municipalities for purposes of expenses incurred in providing education, notifications, etc. to residents and businesses relating to COVID-19. Chief Payson and I will be attending a Zoom webinar on this next week applications need to be in by June 22nd. The first reopening week was a challenge for staff, but by the second week things began to smooth out, and we are operating as normal as possible. It has been steady, and I am extremely proud of these, now, front line workers. The permanent glass is now completely installed in the Town Office customer service area.

Cumberland County Updates - I am pleased to announce that Rene Lachapelle will be staying on as the county assessor for an additional year. The County announced that due to the impacts of the last three months, they would not be changing their fiscal year at this time and look to future years to do so. Financially this will be a matter that the Board will need to address following the election. Lastly, the county finance committee is caucusing on July 12th at 4:45 pm in the courthouse conference room should any Board members wish to attend. (Notice included with report.)

Wescustogo Hall & North Yarmouth Community Center - Barrett Made has won the American Institute of Architects Merit Award for their accomplishment in the Town's new community center. It is featured in Maine Home & Design magazine, and you can also view the article on the Town website. Many congratulations to Barrett Made. (article herein)

Baston Park - The Town has contracted with Sevee & Maher to do the initial work necessary on the dredging project at Baston Park. The cost, \$4,800, is to be cover through the donation made by the Royal River Conservation Trust.

Yarmouth Water District (YWD) - A meeting was held with district representatives, individual department heads, the town's economic development consultant, two Select Board members, and I to discuss the current status of the water service to North Yarmouth. YWD is on track with the project of enhancing the pumping capacity and continue to predict it will be the fall of FY21 before the project begins. Additionally, I have included with this report is a letter received by the district about the community center property as a site for the proposed elementary school.

Fire Rescue - We have a new live-in student Joshua Willander who will be joining the department on July 17th. Josh is from Mashpee, Massachusetts, and is just finishing up his Basic EMT. Additionally, over the last few weeks, NYFRD has responded to fires after the fact on town properties. A camp set up close to the Knights Pond trail system and another incident on the River trail at Old Town House Park. Signs have been requested from the forest service stating that fires are not allowed in any of the areas.

Website Changes - The home page of the website has had changes made to it to provide easier access to information. There is now a "Find it Fast" icon at the top right of the page that will take you to an alphabetical list of quick links. Some minor cosmetic changes have also been made and provide for a "cleaner" look.

Maine Backyard Camp Out - Parks, and recreation departments throughout the state, including North Yarmouth's community center department, will be participating in this event on July 10th and 11th. It is also National Parks & Recreation Month. The event is to encourage families to camp out in their backyards as a social distancing activity during COVID-19.

Public Hearing Budget FY21 Referendum - The Town's Zoom account has been upgraded to prepare for the potential number of participants. With this upgrade, we will be able to conduct the public hearing in a webinar format, which will provide for a smoother process for both the Board and those residents who participate. The Select Board will be what is referred to as "panelists" and will receive an individual link to the meeting. Unlike in a regular Zoom, only the panelists and the "guest" will be seen at one time, eliminating the multiple views of participants. Participants will not be in a "waiting room" and will be able to view all the activity taking place. I encourage residents who would like to participate but do have access to reach out to neighbors and with practicing social distancing join in, and for those who do have access but are unsure of how to connect through Zoom to please contact the Town Office and we will be happy to assist.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager



Expense Detail Report

MAY FY20

FY19

	Budget	Debits	Credits	Unexpended Balance	%	Current Budget	Debits	Credits	Unexpended Balance	%
110 - MUN ADMN										
01 - OPERATIONS	335,123.00	289,839.58	10,708.70	55,992.12		392,333.00	413,053.53	63,341.00	42,620.47	
02 - CONTR/PROF	67,660.00	58,869.95	0.00	8,790.05		78,716.00	104,102.85	275.00	-25,111.85	
03 - BLDG/GRNDS	63,045.00	51,745.70	0.00	11,299.30		61,577.00	81,943.56	335.11	-20,031.45	
04 - COMMCOMM	9,950.00	6,352.19	0.00	3,597.81		8,500.00	6,408.31	0.00	2,091.69	
05 - NYMS	21,438.00	22,906.51	0.00	-1,468.51		0.00	0.00	0.00	0.00	
	497,216.00	429,713.93	10,708.70	78,210.77	84.27	541,126.00	605,508.25	63,951.11	-431.14	(0.08)
120 - COMM SVCS										
01 - CEO/PLAN	69,219.00	59,156.29	2,319.20	12,381.91		103,698.00	88,879.20	0.00	14,818.80	
02 - ECONOM DEV	69,400.00	36,348.97	0.00	33,051.03		58,400.00	48,316.82	0.00	10,083.18	
03 - PKS/REC	8,850.00	4,755.40	0.00	4,094.60		11,350.00	3,494.25	0.00	7,855.75	
04 - GENL ASST	7,688.00	968.00	0.00	6,720.00		7,688.00	1,526.87	0.00	6,161.13	
05 - SOC SERV	3,440.00	3,176.99	0.00	263.01		3,440.00	3,178.81	0.00	261.19	
06 - CEMETERIES	5,215.00	5,610.04	0.00	-395.04		5,765.00	2,960.70	0.00	2,804.30	
07 - LIVING WELL	750.00	469.66	0.00	280.34		750.00	969.73	0.00	-219.73	
08 - HIST SOCIE	5,000.00	5,000.00	0.00	0.00		1,750.00	0.00	0.00	1,750.00	
	169,562.00	115,485.35	2,319.20	56,395.85	66.74	192,841.00	149,326.38	0.00	43,514.62	77.43
130 - PUBL SAFETY										
01 - FIRE RESCUE	281,827.00	246,389.34	20,498.54	55,936.20		322,308.00	273,718.85	2,091.39	50,680.54	
02 - CONTR/PROF	99,967.00	63,245.64	0.00	36,721.36		109,902.00	88,374.05	0.00	21,527.95	
	381,794.00	309,634.98	20,498.54	92,657.56	75.73	432,210.00	362,092.90	2,091.39	72,208.49	83.29
140 - PUBLIC WORKS										
01 - OPERATIONS	447,813.00	424,492.09	10,464.37	33,785.28		429,518.00	390,025.10	13,315.88	52,808.78	
	447,813.00	424,492.09	10,464.37	33,785.28	92.46	429,518.00	390,025.10	13,315.88	52,808.78	87.71
150 - SW/RECYCLING										
01 - SOLID WASTE	202,905.00	195,093.23	0.00	7,811.77		228,188.00	194,219.50	0.00	33,968.50	
	202,905.00	195,093.23	0.00	7,811.77	96.15	228,188.00	194,219.50	0.00	33,968.50	85.11
160 - FIXED EXPENS										
01 - DEBT SERVICE	0.00	0.00	0.00	0.00		285,900.00	571,800.00	231,762.50	-54,137.50	
02 - EE BENEFITS	265,654.00	251,363.15	2,793.00	17,083.85		323,435.00	248,620.14	4,757.55	79,572.41	
03 - INSURANCE	39,767.00	40,509.00	0.00	-742.00		41,457.00	46,039.00	0.00	-4,582.00	
04 - EDUCATION	7,333,711.00	6,722,568.21	0.00	611,142.79		7,368,665.00	6,754,609.42	0.00	614,055.58	
05 - SHARED SVCS	178,994.00	134,244.00	0.00	44,750.00		165,876.00	125,278.17	0.00	40,597.83	
06 - COUNTY TAX	336,663.00	336,663.00	0.00	0.00		362,248.00	362,248.00	0.00	0.00	
	8,154,789.00	7,485,347.36	2,793.00	672,234.64	91.76	8,547,581.00	8,108,594.73	236,520.05	675,506.32	92.10
Final Totals	9,854,079.00	8,959,766.94	46,783.81	941,095.87	90.45	10,371,464.00	9,809,766.86	315,878.43	877,575.57	91.54

Revenue Detail Report MAY FY20

100 - REVENUES	FY19			Uncollected			Current			Uncollected		
	Budget	Debits/Credits	Balance	%	Budget	Debits	Credits	Balance	%	Budget	Debits	Credits
4010 - AGENT FEES	12,300.00	10,670.00	1,630.00	73.5	12,100.00	6.00	10,896.75	1,209.25	90.0	12,100.00	6.00	10,896.75
4020 - RESCUE FEES	65,000.00	42,432.94	22,567.06	30.6	60,000.00	0.00	80,971.60	-20,971.60	135.0	60,000.00	0.00	80,971.60
4030 - APPEALS	50.00	0.00	50.00	100.0	50.00	0.00	112.50	-62.50	225.0	50.00	0.00	112.50
4040 - BETE REIMBURSEMENT	0.00	0.00	0.00	-	1,200.00	0.00	42,738.00	-41,538.00	3561.5	1,200.00	0.00	42,738.00
4050 - BOAT EXCISE	8,500.00	7,086.80	1,413.20	66.7	8,500.00	320.60	5,708.70	3,111.90	63.4	8,500.00	320.60	5,708.70
4060 - BUILDING PERMITS	41,000.00	35,767.78	5,232.22	74.5	60,000.00	0.00	75,038.37	-15,038.37	125.1	60,000.00	0.00	75,038.37
4067 - BURN PERMITS - ONLINE	240.00	156.00	84.00	30.0	240.00	0.00	168.00	72.00	70.0	240.00	0.00	168.00
4080 - CATV FRANCHISE FEES	29,000.00	33,413.69	-4,413.69	100.0	30,800.00	0.00	29,012.01	1,787.99	94.2	30,800.00	0.00	29,012.01
4090 - CELL TOWER RENTAL	37,200.00	32,735.92	4,464.08	76.0	39,000.00	0.00	37,722.86	1,277.14	96.7	39,000.00	0.00	37,722.86
4110 - CEO MISC. PERMITS	300.00	250.00	50.00	66.7	300.00	0.00	0.00	300.00	0.0	300.00	0.00	0.00
4120 - CEO POWNAL SERVICES	15,000.00	13,521.80	1,478.20	80.3	17,500.00	4,818.66	12,425.33	9,893.33	43.5	17,500.00	4,818.66	12,425.33
4130 - CLERK FEES	755.00	491.00	264.00	30.1	755.00	0.00	782.00	-27.00	103.6	755.00	0.00	782.00
4135 - COVID-19 DONATION	0.00	0.00	0.00	-	0.00	0.00	400.00	-400.00	100.0	0.00	0.00	400.00
4140 - CUSTOMER SERVICES FEES	700.00	395.43	304.57	13.0	700.00	0.00	343.70	356.30	49.1	700.00	0.00	343.70
4150 - DOG LICENSE FEES / ACO SERVICE	1,650.00	1,571.00	79.00	90.4	1,650.00	0.00	1,534.00	116.00	93.0	1,650.00	0.00	1,534.00
4157 - PARK USE PERMIT DOGS	0.00	700.00	-700.00	100.0	1,200.00	0.00	750.00	450.00	62.5	1,200.00	0.00	750.00
4160 - ELECTRICAL PERMITS	7,500.00	7,242.19	257.81	93.1	10,500.00	40.00	15,074.38	-4,534.38	143.2	10,500.00	40.00	15,074.38
4200 - GENEALOGY SEARCH	250.00	65.00	185.00	(48.0)	150.00	0.00	21.00	129.00	14.0	150.00	0.00	21.00
4210 - GENERAL ASSISTANCE	2,500.00	140.00	2,360.00	(88.8)	2,500.00	0.00	437.90	2,062.10	17.5	2,500.00	0.00	437.90
4220 - HOMESTEAD EXEMPTION	200,527.00	182,780.00	17,747.00	82.3	200,527.00	0.00	208,503.00	-7,976.00	104.0	200,527.00	0.00	208,503.00
4257 - CARES ACT - COVID19	0.00	0.00	0.00	-	0.00	0.00	1,343.51	-1,343.51	100.0	0.00	0.00	1,343.51
4255 - EMA REIMBURSEMENTS	0.00	26,091.79	-26,091.79	100.0	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00
4260 - LOCAL ROAD ASSISTANCE PROGRAM	27,000.00	27,232.00	-232.00	101.7	27,000.00	0.00	27,952.00	-952.00	103.5	27,000.00	0.00	27,952.00
4265 - PROPERTY & CASUALTY POOL	2,000.00	2,283.00	-283.00	128.3	2,500.00	0.00	5,505.00	-3,005.00	220.2	2,500.00	0.00	5,505.00
4270 - MSAD ELECTIONS	2,200.00	1,503.38	696.62	36.7	1,600.00	0.00	0.00	1,600.00	0.0	1,600.00	0.00	0.00
4280 - MISC REVENUES	1,200.00	3,250.91	-2,050.91	441.8	1,200.00	6,903.95	7,026.52	1,077.43	10.2	1,200.00	6,903.95	7,026.52
4290 - BMV EXCISE	867,000.00	861,278.15	5,721.85	98.7	965,000.00	19,239.40	774,724.48	209,514.92	78.3	965,000.00	19,239.40	774,724.48
4310 - PEER REVIEW	1,000.00	0.00	1,000.00	100.0	1,000.00	0.00	0.00	1,000.00	0.0	1,000.00	0.00	0.00
4320 - PLANNING BOARD	1,200.00	2,300.00	-1,100.00	283.3	1,200.00	0.00	3,250.00	-2,050.00	270.8	1,200.00	0.00	3,250.00
4330 - PLUMBING PERMITS	8,000.00	6,732.50	1,267.50	68.3	8,500.00	327.50	13,537.50	-4,710.00	155.4	8,500.00	327.50	13,537.50
4335 - PRIVATE ROAD SIGNS	300.00	281.01	18.99	87.3	300.00	0.00	155.06	144.94	51.7	300.00	0.00	155.06
4340 - RENTAL FEES	13,000.00	9,855.00	3,145.00	51.6	25,500.00	0.00	10,300.00	15,200.00	40.4	25,500.00	0.00	10,300.00
4345 - WH&CC FEES	0.00	0.00	0.00	-	0.00	1,475.00	8,300.80	-6,825.80	100.0	0.00	1,475.00	8,300.80
4350 - REVENUE SHARING	191,575.00	168,740.51	22,834.49	76.2	387,000.00	0.00	251,238.47	135,761.53	64.9	387,000.00	0.00	251,238.47
4360 - SALE OF ASSETS	0.00	0.00	0.00	-	0.00	0.00	801.00	-801.00	100.0	0.00	0.00	801.00
4370 - SITE PLAN REVIEW	1,200.00	1,025.00	175.00	70.8	1,200.00	0.00	1,000.00	200.00	83.3	1,200.00	0.00	1,000.00
4380 - SNOWMOBILE CLUBS STATE REIMBUR	1,200.00	1,271.04	-71.04	111.8	1,250.00	0.00	1,151.88	98.12	92.2	1,250.00	0.00	1,151.88
4390 - SOLID WASTE/RECYCLING	140,000.00	124,585.00	15,415.00	78.0	186,300.00	0.00	140,692.50	45,607.50	75.5	186,300.00	0.00	140,692.50
4400 - SW HAULER PERMIT	75.00	0.00	75.00	(100.0)	75.00	0.00	0.00	75.00	0.0	75.00	0.00	0.00
4420 - TAX INTEREST	12,500.00	10,747.83	1,752.17	72.0	15,000.00	7.73	16,483.29	-1,475.56	109.8	15,000.00	7.73	16,483.29
4430 - TAX PENALTY	3,500.00	825.11	2,674.89	(52.9)	3,000.00	0.00	2,254.31	745.69	75.1	3,000.00	0.00	2,254.31
4450 - TIMBER HARVEST	0.00	9,582.40	-9,582.40	100.0	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00
4480 - TREE GROWTH EXEMPTION	3,700.00	2,417.84	1,282.16	30.7	4,000.00	0.00	2,641.04	1,358.96	66.0	4,000.00	0.00	2,641.04
4500 - VETERAN'S EXEMPTION	2,950.00	1,340.00	1,610.00	(9.2)	2,950.00	0.00	1,598.00	1,352.00	54.2	2,950.00	0.00	1,598.00
4510 - VITAL RECORDS	3,100.00	2,239.00	861.00	44.5	3,100.00	0.00	1,454.20	1,645.80	46.9	3,100.00	0.00	1,454.20
Final Totals	1,705,172.00	1,633,001.02	72,170.98	89.3	2,085,347.00	33,138.84	1,794,049.66	324,436.18	84.4	2,085,347.00	33,138.84	1,794,049.66



Maine Home

+ DESIGN

JUNE 2020

AIA MAINE
DESIGN AWARDS



Wescustogo Hall & North Yarmouth Community Center, North Yarmouth Barrett Made Merit Award

Project Architect: Matthew Ahlberg, Barrett Made
General Contractor: Rob Barrett, Barrett Made
Engineers: Casco Bay Engineering (structural), Ripcord Engineering (mechanical & plumbing)
Photovoltaics/Sustainability: ReVision Energy
Photographer: Erin Little

From the Jury: One juror summed up our amazement about this project succinctly: “They took THAT and made a building out of it!” The fact that the building was the only net-positive project among the competition was also noteworthy and in keeping with the spirit of doing a lot with a little.

The program elements consist of a multipurpose meeting space that can hold up to 300 occupants and be subdivided to accommodate a variety of uses (town hall meetings, voting, ballet classes, troop meetings, etc.). The adjacent lobby was conceived as a hub for informal gatherings, creating a separation of the gym and meeting areas for multiple simultaneous uses. The hallway was opened up via interior windows to allow parents and others to watch gym activity and can also double as a community gallery space. The backstage areas were retained for their functional value for small community theater performances, and the area beyond serves as a “community room” for group meetings and includes a public book share.

The building was designed to operate at net-positive efficiency via a large roof-mounted solar array. The energy generated by the array offsets all heating, cooling, and electrical loads the building requires while offsetting loads of other municipal buildings including the town hall and fire station. Additionally, the building envelope

integrates high R-values and triple-glazed windows along with heat pump-based heating and cooling throughout.

The reuse of an existing dilapidated public school facility lowered the overall cost per square foot to \$200. The building was mindfully sited to allow for future municipal development to easily tie into the existing infrastructure and share existing parking and site access. The design team worked closely with the local fire chief and other project stakeholders to ensure the facility can be used as an emergency shelter when needed (a resource that was not previously available to the community).

Sustainable practices and long-term energy modeling were key to the successful approval of this project, providing a valuable lesson on where to focus public outreach and presentation efforts, in a town where little to no municipal/commercial construction has occurred, leveraging the cost savings that the PV integration represented in terms of long-term dollars and cents was key to bolstering public support.

Notice of Caucus

PT:

District 3 – Finance Committee

Brunswick, Chebeague Island, Cumberland, Freeport, Long Island, Harpswell, North Yarmouth, Pownal and Yarmouth

TO: Municipal Officials
 FROM: Stephen Gorden, Cumberland County Commissioner
 RE: District #3 Caucus, Finance Committee
 DATE: June 2, 2020

Pursuant to the provision of Section 5.4 of the Cumberland County Government Charter, established November 2010, which provides for the establishment of a Cumberland County Finance Committee, a caucus of the Municipal officers in Cumberland County Commissioner District #3 will be held on **Tuesday, July 21, 2020 at the Cumberland County Courthouse, 142 Federal Street, Portland, Maine 04101 in the Peter J. Feeney Conference Room* at 4:45 pm.**

The municipalities in this District are:

Brunswick Harpswell Chebeague Island North Yarmouth
 Cumberland Pownal Freeport Yarmouth
 Long Island

I need your help to assist the County in fulfilling its Charter requirements.

All Municipal Officers are invited to attend each respective District and vote for one Cumberland County Finance Committee member for a two-year term commencing August 2020.


The Finance Committee prepares and recommends the final budget to the Board of Commissioners for approval.

(Please note that if three or more of your elected municipal officers attend (or two of three selectmen), you will need to give notice locally pursuant to 1 MRSA 406 of their attendance at this public proceeding.)

If you have any questions, contact Jim Gailey at gailey@cumberlandcounty.org, or 871-8380.

Please post this public notice of need to appoint a new Cumberland County Finance Committee.

*Cumberland County is committed to following current Best Practices for social distancing and sanitization to assure comfort and safety of those who attend. An outside caucus in the parking lot may be an option, weather dependent. Those in attendance please wear a mask.

RECEIVED
JUN 08 2020
BY: 

Yarmouth Water District
PO Box 419, 181 Sligo Road
Yarmouth, Maine 04096
(207) 846-5821 fax (207) 846-1240

Robert N. MacKinnon, Jr.
Superintendent

Irving C. Felker, Jr.
Chairman, Board of Trustees

June 5, 2020

Mr. Scott Poulin, Business Manager, MSAD # 51

MSAD # 51 Central Office
357 Tuttle Road, P.O. Box 6A
Cumberland Center, ME 04021

RE: MSAD 51 Proposed Primary School Project at 120 Memorial Highway, North
Yarmouth Maine

Dear Mr. Poulin,

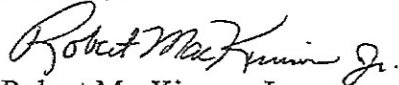
Thank you for the frank and honest discussions on May 20, 2020 regarding our concerns about the proposed location of new Primary School in North Yarmouth. As we have communicated in the past, we understand the desire to have a school presence in North Yarmouth, however we cannot support the use of this site for this facility. We believe that the multiple potential threats to the aquifer outlined in our discussions on the 20th present an unacceptable risk to the groundwater in the underlying aquifer that supplies the District's Hayes Well, a critical source to the North Yarmouth water system. The proposed wastewater system represents almost a five-fold increase in the design flow over the old Memorial School's system. While the new wastewater systems can be engineered to provide a reduction in nitrate levels, the total amount of wastewater for this project combined with the wastewater from the existing system is of great concern. These systems are not designed to remove or treat other chemicals or contaminants of concern to the District. Unfortunately, these things always seem to find their way into drains and septic systems. We were fortunate to catch two past incidents of this type with the old school before the contaminants reached the leach field, one involving a boiler cleaning chemical and the other a significant heating fuel leak. Human error, accident or negligence unfortunately cannot be engineered out.

Equally concerning is the impact of stormwater run-off in conjunction with the traffic, parking areas and sidewalks. As we communicated during our meeting, there is already

an existing sodium problem in the aquifer. The Town of North Yarmouth has taken great care to minimize impacts in the area by using alternative means to control winter icing along Route 9 and Sweetser Road. The District has been monitoring and investigating this problem for some time. We are working with the State, local officials, and residents to reduce the salt load and will continue to do so. This project would add yet another source of deicing chemicals to problem, as well as the additional risk of fuel and oil leaks from the many vehicles using this site.

At the conclusion of the meeting on the 20th, the District was asked to communicate to the MSAD as soon as possible if it could not support the project at this location and if it intended to oppose it. After careful consideration and deliberation, the Board of Trustees have decided to oppose the project on this site, because of the multiple risks it presents to groundwater quality and the underlying aquifer.

Sincerely,

A handwritten signature in cursive script, reading "Robert MacKinnon, Jr.", written in dark ink.

Robert MacKinnon, Jr.

Yarmouth Water District, Superintendent

cc: Yarmouth Water District Board of Trustees; Kate Perrin, Chairperson, MSAD #51;
Rosemary Roy, North Yarmouth Town Manager

June 16, 2020

Section V. Old Business

- Annual Town Appointments (5 action items)

1) Standing Committees - 3-year terms to expire 6/30/23:

Board of Assessment - Scott Kerr
Economic Development & Sustainability Committee - Diane Morrison
Planning Board - Audrey Lones
Planning Board - Chris Cabot
Shellfish Conservation Commission - Harold Hibbard
Wescustogo Committee - Blaine Barter
Wescustogo Committee - Clark Baston
Zoning Board of Appeals - Jim Briggs

*Move to appoint to the town Standing Committees for a term of three (3) years (**read list of committees & names**), as presented. Second, discussion and vote follow.*

2) Shared NY/C Committees - 1-year terms to expire 6/30/21:

Recreation Advisory Committee - Johnna Mulligan
Prince Memorial Library Advisory Committee - Trudy Dibner
Prince Memorial Library Advisory Committee - Kelly Barnes

*Move to appoint to the town Shared North Yarmouth/Cumberland advisory committees for a term of one (1) year (**read list of committees & names**), as presented. Second, discussion and vote follow.*

3) Ad hoc Committees - 2-year terms to expire 6/30/22:

Events Committee

Jason Raven
Darla Hamlin
Donna Palmer
Sue Pynchon - new/application
herein

Flag Committee

Darla Hamlin
Holly Day
Paul Hodgetts

Living Well in North Yarmouth

Steve Palmer
Donna Palmer
Ginny Van Dyke
Peggy Leonard
Jay Fulton
Gay Peterson
Peter Lindsay

*Move to appoint to the town Ad hoc Committees for a term of two (2) years (**read list of committees & names**), as presented. Second, discussion and vote follow.*

4) Appointment Request - Request herein.

Planning Board - Gary Balhkwow - Alternate Member to Member - no change in the term.

Move to appoint Gary Balhkwow to a regular member of the Planning Board. Second, discussion and vote follow.

5) Committees for Discharge Consideration

Communications Advisory Committee - Committee members, have expressed that the charge placed upon them has been fulfilled, and there are no further needs required.

Friends of Wescustogo - Duties have been fulfilled.

Move to dissolve ad hoc committees Friends of Wescustogo and the Communications Advisory Committee as the directives have been met. Second, discussion and vote follow.

Vacancies

Budget Committee - 2 members

Board of Assessment - 1 alternate

Economic Development & Sustainability Committee - 2 members / 1 alternate

Events Committee - 1 member

Flag Committee - 2 members

Living Well in North Yarmouth - 2 alternates

Planning Board - 1 alternate

Shellfish Conservation Commission - 1 member

Zoning Board of Appeals - 1 member / 2 alternates



**TOWN OF NORTH YARMOUTH
BOARD & COMMITTEES
Volunteer Form**

Select the Board(s) or Committee(s) you would like to serve on:

- | | |
|--|---|
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Joint Standing Committee |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Living Well in North Yarmouth |
| <input type="checkbox"/> Communications Advisory Committee | <input type="checkbox"/> North Yarmouth School Fund Trustee |
| <input type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Events Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Flag Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please provide the following information:

Name: Susan Pynchon
Email: svsiep141@gmail.com
Mailing Address: 671 Sligo Rd N Yarmouth
Phone: (207) 829-6840 232-8699

1. Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. Um, Jason is making me?
☺ Been volunteering for a number of years

2. Do you have any relevant experience, training or credentials that you would like us to consider? _____

3. Have you ever served on any boards/ committees before? If so, when and where? MSAD 51 - various, Library volunteer 6yrs +
Classroom, chaperone, Foundation 51 committee,
Boy Scouts, Habitat for humanity, Project Graduation 4+yrs
Susan Pynchon 06/10/2020 etc.
Volunteer Signature Date

Please email this form to manager@northyarmouth.org, mail to 10 Village Square Road, North Yarmouth, ME 04097, or drop it off at the Town Office: (207)829-3705

Revised: 021320

Thank you!
Sue

Memo

To: Planning Board

From: Ryan Keith, Code Enforcement Officer

cc:

Date: 6/11/20

Re: Planning Board Request

The Planning Board requests the Select Board to approve the appoint of Gary Bahlkow, Planning Board Alternate to a Voting Member of the Planning Board. Gary Dilisio has decided to not renew his appointment as of the end of June 2020.

Thank you for your time and consideration.

June 16, 2020

Section VI. New Business

▪ North Yarmouth School Fund Awards

Blaine Barter, Chairman of the North Yarmouth School Fund Trustees, will be present to select the recipients, with the assistance of the Select Board, of this year's educational awards.

▪ Special Town Meeting Warrant for July 14, 2020

Move to sign the Special Town Meeting warrant for July 14, 2020, as presented. Second, discussion and vote follow.

Warrant herein.

▪ MSAD #51 School Budget Warrant for July 14, 2020 - Countersign

Move to acknowledge and countersign the Notice Of Election and Warrant for Maine School Administrative District No. 51 North Yarmouth Budget Referendum for July 14, 2020, as presented. Second, discussion and vote follow.

Warrant herein.



Town of North Yarmouth, Maine Special Town Meeting Warrant

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

MUNICIPAL ELECTION NOTICE

GREETINGS: You are hereby notified that the Municipal Election, set forth in Articles 1-3 of this Warrant, will be determined by secret ballot by a vote in conformity with sections 2528 to 2532 of Title 30-A of the Maine Revised Statutes, as amended, at the Wescustogo Hall & Community Center, 120 Memorial Highway, North Yarmouth, Maine on Tuesday the 14th day of July 2020. The polls will be open between the hours of 7:00 AM and 8:00 PM.

The Registrar of Voters, Deborah Allen Grover, gives notice that the registrar's office will be in session from 7:00 AM to 8:00 PM at the Wescustogo Hall and Community Center on Tuesday, July 14, 2020 for the purpose of registering new voters and correcting the current list of voters.

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

ARTICLE 2. To elect by secret ballot:

- Two (2) seats for Select Board for a 3 year term.
- One (1) seat for Select Board for a term ending 6/30/2021.
- One (1) seat for MSAD#51 Board of Directors for a 3 year term.
- One (1) seat for Cemetery Commissioner for a 5 year term.
- Two (2) seats for Budget Committee for a 3 year term.

ARTICLE 3. Questions 1 – 12 to be voted on:

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?

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?

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.

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?

Question 5: Shall the Town authorize the Select Board to transfer from the Town's undesignated fund balance an amount not to exceed \$300,000.00 for the purpose of reducing the total amount authorized to be raised for taxation.

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

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.

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.

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.

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.

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.

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.

Given under our hands this 16th day of June 2020 at North Yarmouth, Maine.

Select Board

Stephen Morrison, Vice Chair

James Moulton

Paul Napolitano

Jennifer Speirs

A true copy of the warrant,

Attest: _____, Deborah Allen Grover, Town Clerk

RETURN OF THE WARRANT

North Yarmouth, Maine June ____ , 2020

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said Town qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant at the Town Office, North Yarmouth Variety, Ames Farm Center, Fire Rescue Station, and Toddy Brook Café in said town, being public and conspicuous places in said town, on the ____ day of June, 2020, being at least seven (7) days before the meeting.

Clark Baston, Resident

**WARRANT AND NOTICE OF ELECTION
CALLING MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 51
BUDGET REFERENDUM**

(20-A M.R.S. §§ 1486 & 1501; Executive Order #56 FY 19/20)

TO: Debbie Allen Grover, a resident Maine School Administrative District No. 51 (the "District") composed of the Towns of Cumberland and North Yarmouth, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the District, namely, the Towns of Cumberland and North Yarmouth, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF NORTH YARMOUTH
DISTRICT BUDGET REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Cumberland County, ss.

State of Maine

TO: Debbie Allen Grover, Clerk of North Yarmouth: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF NORTH YARMOUTH: You are hereby notified that a District Budget Referendum election will be held at the Westcustogo Hall and Community Center, 120 Memorial Highway in the Town of North Yarmouth on Tuesday, July 14, 2020 for the purpose of determining the following question(s):

Question 1: **School Budget.** Shall Maine School Administrative District No. 51 appropriate the sum of **\$40,252,322.45** and raise the sum of **\$28,003,014.63** for the 2020-2021 school budget?
 School Board Recommends a "Yes" Vote.

VOTER INFORMATION FOR QUESTION 1

The Maine School Administrative District No. 51 school budget submitted in this Question 1 totals **\$40,252,322.45**. It includes locally raised funds in the amount of **\$28,003,014.63**, to be assessed in shares to member municipalities in accordance with the District's cost sharing formula and state law. The locally raised amount exceeds the maximum state and local spending target by **\$11,336,560.53**. This budget includes these cost centers and amounts:

Cost Center	Amount Appropriated
Regular Instruction	\$ 17,773,629.22
Special Education	\$ 7,205,450.00
Career and Technical Education	\$ 0.00
Other Instruction	\$ 778,838.08
Student and Staff Support	\$ 3,144,709.93
System Administration	\$ 1,066,270.87
School Administration	\$ 1,570,286.95
Transportation and Buses	\$ 1,710,782.56
Facilities Maintenance	\$ 3,845,292.34
Debt Service and Other Commitments	\$ 3,157,062.50
All Other Expenditures	\$ 0.00
Summary of Total Authorized School Budget Expenditures:	\$ 40,252,322.45

Question 2: **District Reserve Fund.** Shall the School Board be authorized to transfer \$375,000.00 from unallocated balances to the District's Capital Reserve Fund for renovations and other minor capital costs, and to expend \$375,000.00 from said reserve fund for those purposes?
School Board Recommends a "Yes" Vote.

The polls must be opened at 7:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

[SIGNATURE PAGE FOLLOWS]

Dated as of this June 8, 2020.

John Perrin

Jennifer M. Savant

Spencer K. F.

Michael P. Kinn

John M. Giguere

Ann M. Loring

Kevin D. Desmond

Ray M.

Steve K. Bingham

A majority of the School Board of Maine School Administrative District No. 51

A true copy of the Warrant and Notice of Election, attest:

Debbie Allen Grover

Debbie Allen Grover
Resident of
Maine School Administrative District No. 51

Countersigned this _____ day of _____, 2020 at North Yarmouth, Maine.

A majority of the Municipal Officers of North Yarmouth, Maine

A true copy of the Warrant and Notice of Election, attest:

Debbie Allen Grover, Municipal Clerk
North Yarmouth, Maine

RETURN

Cumberland County, ss.

State of Maine

TO: The School Board of Maine School Administrative District No. 51
_____, 2020

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of North Yarmouth, an attested copy of this warrant and notice of election, directing the Municipal Officers of said municipality to call a Maine School Administrative District No. 51 Budget Referendum at said time and place and for the purposes therein stated.

Debbie Allen Grover
Resident of
Maine School Administrative District No. 51

RETURN

Cumberland County, ss.

State of Maine

TO: The Municipal Officers of the Town of North Yarmouth

I certify that I have notified the voters of the Town of North Yarmouth of the time and place of the Maine School Administrative District No. 51 Budget Referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at North Yarmouth, Maine: _____, 2020

Debbie Allen Grover, Clerk
North Yarmouth, Maine

Budget Referendum Warrant and Return
Town of North Yarmouth
Page 4 of 4

June 16, 2020

Agenda - Section VII. Accounts Payable

Item(s):

- *Move to approve accounts payable warrants 53 and 54 in the amount of \$768,733.16, 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.

June 16, 2020

Agenda - Section IX. Executive Session

- 1) *To move that the Select Board in accordance with our roles and responsibilities enter into executive session pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, subsection 405 Executive Sessions subsection 6(A) with the Town Manager to address a personnel matter. Second, discussion and vote follow.*
- 2) *To move that the Select Board in accordance with our roles and responsibilities enter into executive session pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, subsection 405 Executive Sessions subsection 6(A) with the Town Manager for purposes of a performance review. Second, discussion and vote follow.*

Note: Upon the end of each executive session, no motion is made to come out of executive session, merely a concession that the Board has finished discussions.