

**Town of North Yarmouth
Select Board Meeting Agenda
Wednesday, November 4, 2020
Budget Workshop 6:00 PM
Business Meeting - 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)

- October 20, 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

V. Old Business

None.

VI. New Business

- Appointments

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.

November 4, 2020

Agenda - Section II. Meeting Minutes

- *Move to approve the minutes for October 20, 2020, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, October 20, 2020**

Call to Order – Steven 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 moved to approve the minutes of October 6, 2020, as presented. Discussion: none. **Vote: 3 Yes – 0 No – 1 Abstained (Selectperson Moulton)**

Public Comment - Non-Agenda Items – Judy Potter, 551 Walnut Hill Road, addressed to the Board regarding matters involving the TIF and development in town. The Town Manager responded. Chairperson Berry spoke to her concerns and explained that one of the Board's goals this year is to look further into how new development positively or negatively impacts taxes. Selectperson Moulton expressed his concerns with the recent development in town and how its building regulations impact this matter. Selectperson Moulton also discussed senior housing. Judy Potter asked how the public could be more involved in the decision-making process of the town. Selectperson Moulton stated that all the meetings are public and his openness to speak with any resident who wants to talk with him. Chairperson Berry informed the public that a Select Board workshop on the Land Use Ordinance proposed changes is on October 27, 2020, at 6:00 PM.

Paul Hodgetts, 1095 Sligo Road, asked the Board about any updates from the MSAD 51 school district on a new school location. Mr. Hodgetts asked the Town Manager about the current zoning height specifications approved by the town. Clark Baston, Road Commissioner, stated that believed the current height specification was 35 feet. The Town Manager said concerning the Master Village Center Plan, which depicts a tall building on the cover page. The economic development consultant is making appropriate changes to the drawing. It is not the intent to have high buildings in the center. Mr. Hodgetts asked about a property on Parsonage Road and an interest in the property being developed. The Town Manager explained that the town knew nothing concrete about that property. Mr. Hodgetts also inquired about a water pump that the Yarmouth Water District planned to install. More information is included in the Town Manager's Report.

Mike Mallory, 551 Walnut Hill Road, asked the Board if there was an intention to purchase a ladder truck for around \$105,000.00 and cautioned not to do so. Selectperson Moulton asked the Town Manager if she knew about the ladder truck. The Town Manager stated that the Town had no plans for purchasing a ladder truck. Mr. Mallory asked about the perimeter of the TIF district. Chairperson Berry noted that the information could be found on the town's website; the Town Manager elaborated on the TIF district's perimeter.

Management Reports & Communications:

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

In her report, the Town Manager asked the Board if they would like her to pursue looking into a public bathroom on the Village Green per an inquiry from the Historical Society. Selectperson Moulton asked the Town Manager if the Historical Society asked for the town to fund the project. The Town Manager responded in the affirmative. Selectperson Moulton also asked the length of having a bathroom on the Village Green, and the Town Manager responded that the structure would be permanent. Selectperson Moulton informed the Board about the original agreement with the Historical Society. Selectperson Sites asked what the need was for the bathroom. The manager explained that the old Town Hall, once moved, has no bathroom, and the project will take place over several years and that perhaps a permanent bathroom would be better than a portable. The Town Manager stated that she did not recommend a permanent structure on the Village Green but a temporary bathroom. By consensus, the Board asked the Town Manager to not look into the matter at this time.

Financial Reports – The Town Manager presented the town's monthly financial reports for September and the Quarterly Reserve report to the Board. Selectperson Moulton asked about the line item "Tax Supplemental." The Town Manager explained the line item. Selectperson Moulton commented that he was pleased to see the findings of the reports.

Old Business – None.

New Business:

Plow Truck Bid Results – Chairperson Berry moved to accept the bid of \$87,117.00 received from O’Connor GMC for the plow truck and the \$91,995.00 proposal received from Viking Cities for the plow truck body and authorize the Town Manager to secure the purchase for a total expenditure of \$179,112.00 from the heavy equipment reserve fund. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton elaborated on the specifications of the equipment proposed to the Board. **Vote: 4 Yes – 0 No.**

Appointments – Chairperson Berry moved to appoint Chris Gordon as a regular voting member of the Planning Board. Discussion: none. **Vote: 4 Yes – 0 No.**

Solar Study Committee – Chairperson Berry moved to establish the Solar Study Committee, and ad hoc committee of the Town, for a term of six (6) months to begin when the committee convenes. Selectperson Moulton seconded the motion. Discussion: The Town Manager stated that she had a diverse group of individuals ready to be appointed to the committee. Selectperson Sites asked for clarification on the purpose and scope of the committee. There was much discussion between Selectperson Moulton and Sites about how North Yarmouth could benefit from solar in North Yarmouth and what the committee will learn on the topic of solar in North Yarmouth. Selectperson Harrell stated that he would like to be the selectperson liaison to the Solar Study Committee. **Vote: 4 Yes – 0 No.** Chairperson Berry moved to assign the following charge to the Solar Study Committee: This committee shall explore potential solar usage opportunities, specifically solar farms, but not limited to that will benefit the Town and report back to the Select Board on their findings and recommendation. The committee shall be made up of five (5) residents of North Yarmouth for a term of six (6) months from when the committee assembles. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton asked if the committee could explore individual acquisition to bank with a town account or facility. **Vote: 4 Yes – 0 No.**

Accounts Payable – Chairperson Berry moved to approve accounts payable warrants 17 and 18 in the amount of \$814,019.28, as presented for FY21. Selectperson Sites seconded the motion. Discussion: Chairperson Berry asked about an amount expended for the reconstruction of the memorial monuments. The Town Manager explained that the amount was in the town’s reserves to renovate the monuments. Selectperson Sites asked about a charge for Harris software. The Town Manager explained that the software is the leading software utilized for town operations. **Vote: 4 Yes – 0 No.**

Any Other Business – None.

Adjournment - Chairperson Berry moved to adjourn.

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Steven Berry, Chair

James Moulton, Vice Chair

Brian Sites

Austin Harrell

November 4, 2020

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. MSAD 51 Mabel I. Wilson reported one positive COVID-19 case on October 26, 2020; no facilities were closed.

Traffic Calming - The team has begun gathering all the traffic data and preparing a presentation to the Select Board for December 15th. Enclosed herein is a letter the Living Well committee has composed that unless the Board objects will be distributed to trucking companies that frequently travel through the Village Center. It is a positive way to reinforce what the Town is trying to accomplish with traffic calming. We received notice from MDOT that a No-Passing Zone at the new crosswalk near the Fire Rescue station will be put into place next week.

Cumberland County Sheriff's Department (CCSD) - For some time now, the Town has attempted to obtain a lease for space use by the CCSD in the Fire Rescue facility. They do not pay for the use; however, our request was related to insurance coverage originally requested through our agency. The town attorney reviewed the lease, and there were no matters of concern. The CCSD's attorney did not like the indemnification language, did not explain or offer a modification, only requested to discuss the issue with the town attorney. I did not feel this was necessary. Indemnification language is standard, and in dealing with these types of matters, the Town would have probably incurred fees well beyond what is needed. It is not a constructive way to expend tax dollars. I discussed this with Sherrif Joyce, asking if we could have a complete explanation. It appeared there could be a resolution; however, while waiting for his response, I was informed by a third party that they were leaving the facility. They vacated the building on October 29, 2020. Later in an email, Sherrif Joyce assured me that the coverage of North Yarmouth would not be affected by this move and thanked the Town for our courtesies. It is perhaps an unfortunate change, but it will provide some additional space much needed at the station.

Playground - Living Well has written the following Mission Statement for guidance as they go forward with this project. *"Our goal is to gather community ideas and opinions, reflecting the needs and interests of people of all ages. Using this information, the committee will submit a report to the Select Board for their use in planning for the future recreational needs of the Town."* The survey is already under construction and almost complete. I plan to share the draft survey with the Board at the next meeting.

Solar Charging Stations - There are three options for consumers: (1) pay as you go, (2) monthly subscriptions, and (3) free. Maine does NOT permit charging stations to be charged per kilowatt-hour. Some machines allow charging by time (around \$.04-\$.06 per hour), which is legal in Maine. Not a very lucrative source of income for the Town. Costs could be incurred for the Town based on how this would be monitored. A credit card mechanism could be installed at an expense, or the Town could do something manual such as a punch card system. Of the surrounding communities that have charging stations, none currently administer a fee for use. A map of station locations in the area is enclosed herein. **ACTION:** What would the Board like to do from here?

Other - Focusing on budget preparation, clean up audit items, internal policies, and other project work.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager



Dear [Company]: (ideally, sent to the CEO personally)

Date:

For the past two years, the town of North Yarmouth has been working to calm traffic flow through the center of town. This effort is the result of complaints from residents concerning pedestrian and bike safety on the roads in town. The town has been monitoring motor vehicle traffic through the center of town and found that motor vehicle speeds have exceeded the posted speed limits on a regular basis and on occasions, excessively.

The effort to calm traffic flow has started in the Village Center, although townspeople in most other parts of town have concerns about excessive motor vehicle speeds, as well. The town has instituted some physical changes to sections of Walnut Hill Road and Rt. 9. Next year, more permanent strategies are planned.

Your trucks have been observed traveling frequently through the town and we are relying on their good will that they obey the speed limits. As an added effort It would be helpful if you could remind your drivers to obey the speed limits as they travel through town. A reminder coming from the boss is always helpful.-**As professionals, your drivers can set a standard and a model behavior for all other drivers.**

We hope our efforts will allow our residents and others who use the roads for vehicle travel, biking or walking to feel safer.

Your help is assisting us to calm traffic flow here and throughout the rest of the town by observing the posted speed limits will be ~~is~~ greatly appreciated.

Sincerely,

The Living Well in North Yarmouth Committee

Alvin Ahlers
Peg Leonard
Donna Palmer
Gay Peterson

Jay Fulton
Peter Lindsay
Steven Palmer
Ginny Vandyke

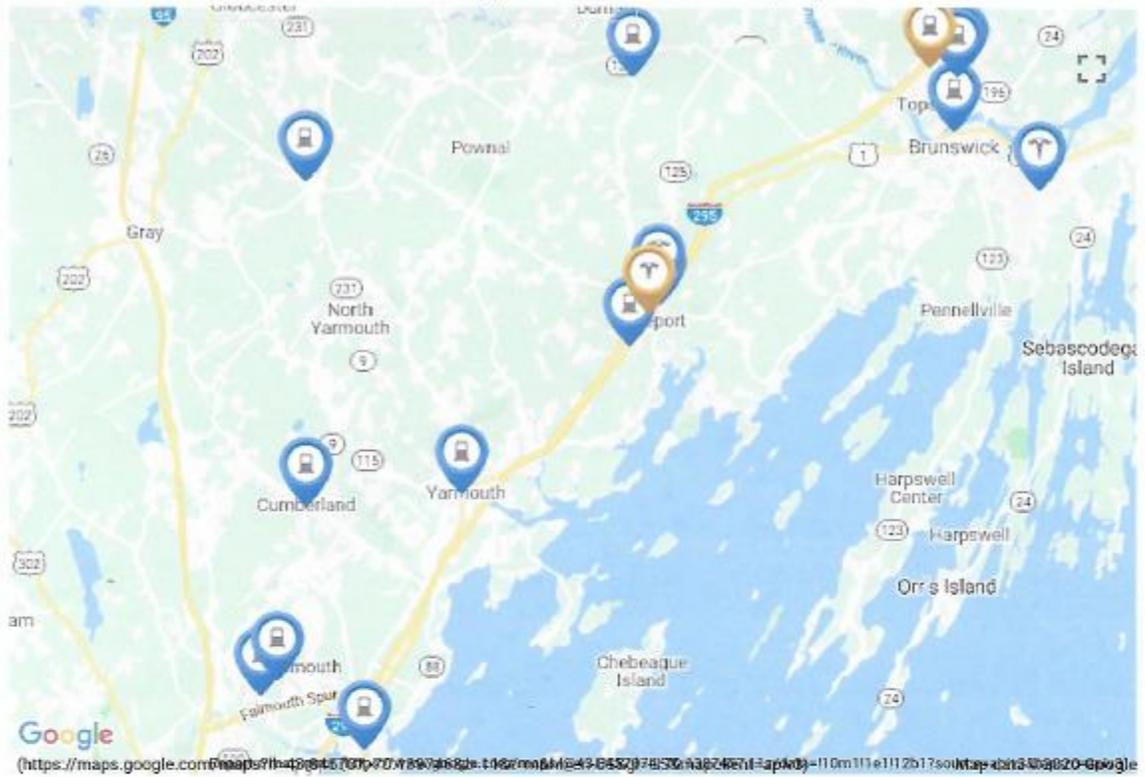
cc: Rosemary E. Roy, Town Manager

Wescustogo Hall &
North Yarmouth
Community Center
Electric Vehicle
Chargers



1/31/2020

Find every public charging station for electric cars | ChargeHub



<https://chargehub.com/en/charging-stations-map.html>

2/2

November 4, 2020

Section V. Old Business

None.

November 4, 2020

Section VI. New Business

- Appointments - Included herein is a Planning Board request to appoint alternate member Chris Gordon to a regular voting member of their Board. The term is not affected.

- 1) Parks & Recreation Committee - Ted Danforth, application herein.

Move to appoint XXX as a regular member of the Parks & Recreation Committee term to expire June 30, 2022. Second, discussion and vote follow.

Note: Mr. Danforth is completing the term held by former member Bryon Emerson.

- 2) Solar Study Committee - *6-month term begins to begin with the commencement of the first meeting.*

Chris Byers - Application herein

Byron Kern- Application herein

Kelly Walker - Application herein

Andy Walsh - Currently a Budget Committee Member and Yarmouth Water District Trustee (NY)

Chris Cabot - Currently a Planning Board member

Move to appoint individuals XXX (all may be noted) as members of the North Yarmouth Solar Study Committee terms to expire six (6) months from when the committee first convenes. Second, discussion and vote follow.

Note: Selectman Harrell will join as a liaison to the committee, and Draven Walker will participate as an administrative assistant to the committee.

Solar Study Committee Charge: This committee shall explore potential solar usage opportunities, specifically solar farms, but not limited to that will benefit the Town and report back to the Select Board on their findings and recommendation. The committee shall be made up of five (5) residents of North Yarmouth for a term of six (6) months from when the committee assembles.

Voted: October 20, 2020.



Submit Form

received
9-28-20

TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

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

- Board of Assessment Review
- Budget Committee
- Economic Development and Sustainability Committee
- Events Committee
- Flag Committee
- Joint Standing Committee
- Living Well in North Yarmouth
- North Yarmouth School Fund Trustee
- Parks & Recreation Committee
- Planning Board
- Solar Research Committee
- Zoning Board of Appeals

Please provide the following information:

Name: Ted Danforth

Email: tsdanforth@gmail.com

Mailing Address: 408 Gray Rd, North Yarmouth, ME 04097

Phone: 207-657-9255

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. Would like to become more involved in the community, Specifically, recreational and outdoor activities within the North Yarmouth community.
2. Do you have any relevant experience, training or credentials that you would like us to consider? Environmental engineer, previous kayaking guide, community event planning
3. Have you ever served on any boards/ committees before? If so, when and where? In PA: Schuylkill River Greenway, Schuylkill Heritage Area, YMCA Board of Directors

Volunteer Signature

09/24/2020
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



Submit Form

TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

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- Living Well in North Yarmouth
- North Yarmouth School Fund Trustee
- Parks & Recreation Committee
- Planning Board
- Solar Research Committee
- Zoning Board of Appeals

Please provide the following information:

Name:

Email:

Mailing Address:

Phone:

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.

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?

DocuSigned by:
Kelly Walker
09374EBB7413458...
Volunteer Signature

10/30/20
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



TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

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- Board of Assessment Review
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- Events Committee
- Flag Committee
- Joint Standing Committee

Please provide the following information:

- Living Well in North Yarmouth
- North Yarmouth School Fund Trustee
- Parks & Recreation Committee
- Planning Board
- Solar Research Committee
- Zoning Board of Appeals

Name: [Byron Kern](#)
Email: bk.deuce@gmail.com
Mailing Address: [13 Smithwood Dr., North Yarmouth, 04097](#)
Phone: [\(847\) 754-9668](tel:(847)754-9668)

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. [I have been wanting to join one of the town committees and am in favor of sustainable energy, so this seems like a great first step for getting involved.](#)
2. Do you have any relevant experience, training or credentials that you would like us to consider? [I'm an MBA with nearly 10 years experience in Product Management and have managed several \\$100MM businesses, so I'm very comfortable analyzing financial scenarios and making strategy recommendations and presentations.](#)
3. Have you ever served on any boards/ committees before? If so, when and where? [This would be my first, but it is something I've been wanting to do. Giving back to the community is important to me, and I know I have skills and experience that could be helpful.](#)

_____ [Byron M. Kern II](#) _____ [10/16/2020](#) 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



Submit Form

TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

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

- Board of Assessment Review, Budget Committee, Economic Development and Sustainability Committee, Events Committee, Flag Committee, Joint Standing Committee, Living Well in North Yarmouth, North Yarmouth School Fund Trustee, Parks & Recreation Committee, Planning Board, Solar Research Committee, Zoning Board of Appeals

Please provide the following information:

Name: Chris Byers, Email: cnbyers@gmail.com, Mailing Address: 8 Quarry Rdg, North Yarmouth, ME 04097, Phone: 207-653-9864

- 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. As a resident, I would like to serve on the Solar Research Committee to help North Yarmouth consider options to benefit from recent pro-solar policies recently passed in Maine.
2. Do you have any relevant experience, training or credentials that you would like us to consider? I work as a solar/environmental consultant and am currently working on over 70 solar projects in Maine (all 3-50MW in size) I have 11 years of experience with local/state/federal permitting, construction, and PPAs for solar projects.
3. Have you ever served on any boards/ committees before? If so, when and where? I served on the Namaste Solar Foundation Board from 2017-2019. The pupose of that organization is to donate monies to organizations and projects around the world that are solar-related.

Volunteer Signature

10 / 16 / 20 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

November 4, 2020

Agenda - Section VII. Accounts Payable

Item(s):

- *Move to approve accounts payable warrants 19 and 20 in the amount of \$726,371.46, as presented for **FY21**. Second, discussion and vote follow.*