

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, January 2, 2018
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Minutes of Previous Meeting(s)

- December 19, 2017

III. Public Comment - Non-Agenda Items

Comments regarding issues, concerns, commendations or matters of general public information are welcome. Individuals shall have three (3) minutes to speak and be asked to state their name & legal residence. 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 or personnel matters cannot be acknowledged.

IV. Management Reports & Communications

- Committee Communications (verbal)
~ Economic Development & Sustainability Committee
- Town Manager's Report
- 2nd Quarter Financial Report

V. Old Business

- Wescustogo Hall & NY Community Center - Liaison Update

VI. New Business

- Annual Town Meeting - Discussion

VII. Accounts Payable - Review & Approval

- Accounts Payable

VIII. Any Other Business

(Board communications of written, electronic, or verbal information to include but not limited to pending or future agenda meeting topics.)

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.

**Town of North Yarmouth
Select Board
Meeting Minutes of December 19, 2017**

Call to Order

Members Present: Peter Lacy, Jeanne Chadbourne, Jennifer Speirs, Anne Graham & Steven Morrison.
Town Manager Rosemary Roy was also present.

Minutes of Previous Meeting(s)

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of December 5, 2017. Selectperson Lacy seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No - 1 Abstain (Anne Graham)**

Public Comment - Non-Agenda Items

None.

Management Reports & Communications

Town Manager's Report: The Town Manager provided the Board with a verbal summary of her report.

Highlights:

- January 15th there will be a school financial meeting that the Select Board and Budget Committee are invited to.
- Japanese exchange student welcome assembly will be held January 8th.
- The draft of the comprehensive plan is on track to be completed in the next 2-3 weeks and sent to GPCPG for final editing. They will be printed in book form once completed.

Old Business

Wescustogo Hall & NY Community Center - Workshop Update: The Select Board and Wescustogo Building and Design Committee met on December 14th and came to the following conclusions:

- The project will not be phased.
- A contiguous roofline is the best option.
- Occupancy will be approx. 200 people.
- Tentative design completion is March 15, 2018 in order to meet the June voting deadlines.

Chairperson Speirs would like to have a member of the Select Board regularly attend the WBDC meetings in the capacity as liaison between the Select Board and WBDC. Selectperson Lacy noted that it may be better to have two or more members present at the meetings. Selectperson Morrison volunteered to attend all future meetings as the liaison.

Selectperson Lacy moved to appoint Selectperson Morrison to be the special liaison to the Wescustogo Building and Design Committee. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote 4 Yes – 0 No - 1 Abstain (Steve Morrison)**

Marijuana Information Follow Up: Town Manager Roy spoke to legal counsel regarding the marijuana laws. She was advised that a lot of towns adopt a policy that states the town will not issue any permits for retail marijuana until the legislature has determined the regulations. Once the laws are in place the Town can determine their position.

Vice Chairperson Chadbourne moved to adopt the policy as presented until such time that the state regulations are determined. Selectperson Graham seconded the motion. Discussion: Vice Chairperson Chadbourne asked if this is what neighboring towns have done. Town Manager Roy explained that some have moratoriums and some have adopted this policy. The Town already has odor provisions in the land

use code. **Vote: 4 Yes - 0 No – 1 Abstain (Peter Lacy)**

New Business

Fiscal Year 2019 Draft Budget Schedule:

The Select Board agreed to this schedule.

Accounts Payable – Review & Approval

Selectperson Lacy moved to accept the accounts payable Warrants 22 & 23 in the amount of \$696,820.81. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

Other New Business

Chairperson Lacy resigned his seat on the Select Board effective at the conclusion of the meeting.

Adjournment

Chairperson Jennifer Speirs moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board

Jennifer Speirs, Chair

Jeanne Chadbourne, Vice Chair

Anne Graham

Stephen Morrison

Peter Lacy

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.

MUNICIPAL FACILITY - PEST CONTROL - The Town Office facility will be receiving some additional pest control applications in January as last month I was notified that there was a large number of dead carpenter ants on the upper floor storage area.

PERSONAL POLICY CHANGES - I plan to submit changes to the town Personal Policy at the next meeting. Changes entail minor clarifications and marijuana use.

CENTRAL MAINE POWER - I will be meeting with a representative from CMP regarding the possible widening of the main power corridor in North Yarmouth. CEO, Ryan Keith will be joining me.

TAX CHANGES - PAYMENT INFLUX - The front office experienced an influx of tax payments during the past week due to the recently approved federal tax plan.

BUDGET - My January tasks will consist primarily of preparing the FY19 budget.

OTHER - During the past two weeks I did take some vacation time, continued work on specific projects, and attended two Wescustogo Building and Design Committee meetings, hosted a joint meeting with the Packard Farm Subdivision Association and representatives of the Royal River Conservation Trust, Select Board, and staff holiday party.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

Trans Date	Per	Current Budget	Debits	Credits	Unexpended Balance
110 - MUN ADMN		438,954.00	0.00	0.00	438,954.00
01 - OPERATIONS		308,599.00	153,920.23	271.96	154,950.73
02 - CONTR/PROF		62,100.00	30,583.16	0.00	31,516.84
03 - BLDG/GRNDS		44,774.00	29,620.75	208.35	15,361.60
04 - COMMCOMM		4,250.00	1,674.58	0.00	2,575.42
05 - NYMS		19,231.00	17,025.02	0.00	2,205.98
		438,954.00	232,823.74	480.31	206,610.57
120 - COMM SVCS		128,613.00	0.00	0.00	128,613.00
01 - CEO/PLAN		63,428.00	27,874.41	0.00	35,553.59
02 - ECONOM DEV		32,500.00	424.95	0.00	32,075.05
03 - PKS/REC		9,600.00	1,601.42	0.00	7,998.58
04 - GENL ASST		7,688.00	2,237.46	0.00	5,450.54
05 - SOC SERVC		9,432.00	9,095.07	0.00	336.93
06 - CEMETERIES		5,215.00	229.89	0.00	4,985.11
07 - LIVING WELL		750.00	435.80	0.00	314.20
		128,613.00	41,899.00	0.00	86,714.00
130 - PUBL SAFETY		371,329.00	0.00	0.00	371,329.00
01 - FIRE RESCUE		274,855.00	151,732.64	783.63	123,905.99
02 - CONTR/PROF		96,474.00	34,290.88	0.00	62,183.12
		371,329.00	186,023.52	783.63	186,089.11
140 - PUBLIC WORKS		692,080.00	0.00	0.00	692,080.00
01 - OPERATIONS		449,080.00	198,012.43	658.90	251,726.47
02 - ROADWAYS		243,000.00	237,088.14	0.00	5,911.86
		692,080.00	435,100.57	658.90	257,638.33
150 - SW/RECYCLING		199,705.00	0.00	0.00	199,705.00
01 - SOLID WASTE		199,705.00	95,387.91	0.00	104,317.09
		199,705.00	95,387.91	0.00	104,317.09
160 - FIXED EXPENS		7,765,475.00	0.00	0.00	7,765,475.00
02 - EE BENEFITS		277,921.00	117,062.76	0.00	160,858.24
03 - INSURANCE		38,591.00	39,433.00	0.00	-842.00
04 - EDUCATION		6,703,249.00	3,385,906.32	0.00	3,317,342.68
05 - SHARED SVCS		188,790.00	47,937.00	0.00	140,853.00
06 - COUNTY TAX		323,824.00	323,824.00	0.00	0.00
07 - OVERLAY		0.00	33,197.41	0.00	-33,197.41
08 - BUD RESVS		233,100.00	0.00	0.00	233,100.00
		7,765,475.00	3,947,360.49	0.00	3,818,114.51
Final Totals		9,596,156.00	4,938,595.23	1,922.84	4,659,483.61

2nd Quarter - Expenditures 49.40%

Relevant to discussions with the EDSC: of the remaining \$32,075 approximately \$13,000 has been committed towards the Town Comprehensive Plan and Land Use Updates; leaving \$19,705 for Economic Development needs.

North Yarmouth
2:06 PM

Revenue Detail Report

12/29/2017

ALL Accounts
ALL Months

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits	Uncollected Balance
100 - REVENUES			1,739,201.00	0.00	0.00	0.00
4010 - AGENT FEES			12,300.00	1.00	5,539.50	6,761.50
4020 - RESCUE FEES			45,000.00	0.00	28,921.63	16,078.37
4050 - BOAT EXCISE			8,400.00	5.00	1,103.40	7,301.60
4060 - BUILDING PERMITS			41,000.00	0.00	12,400.38	28,599.62
4065 - BUDGETED USE OF UFB			200,000.00	0.00	0.00	200,000.00
4070 - CASH SHORT/OVER			0.00	2.00	21.06	-19.06
4080 - CATV FRANCHISE FEES			29,000.00	0.00	0.00	29,000.00
4090 - CELL TOWER RENTAL			37,200.00	0.00	22,219.88	14,980.12
4110 - CEO MISC. PERMITS			500.00	0.00	97.16	402.84
4120 - CEO POWNAL SERVICES			15,000.00	0.00	7,604.73	7,395.27
4130 - CLERK FEES			755.00	0.00	258.00	497.00
4140 - CUSTOMER SERVICES FEES			1,000.00	0.00	226.56	773.44
4150 - DOG LICENSE FEES / ACO SERVICE			1,650.00	0.00	282.00	1,368.00
4155 - DONATIONS			1,000.00	0.00	0.00	1,000.00
4160 - ELECTRICAL PERMITS			7,200.00	0.00	4,334.36	2,865.64
4200 - GENEALOGY SEARCH			250.00	0.00	0.00	250.00
4210 - GENERAL ASSISTANCE			2,500.00	0.00	0.00	2,500.00
4220 - HOMESTEAD EXEMPTION			137,262.00	0.00	160,638.00	-23376.00
4260 - LOCAL ROAD ASSISTANCE PROGRAM			27,000.00	0.00	27,460.00	-460.00
4265 - PROPERTY & CASUALTY POOL			2,000.00	0.00	2,089.00	-89.00
4270 - MSAD ELECTIONS			2,200.00	0.00	1,628.99	571.01
4280 - MISC REVENUES			1,200.00	0.00	1,060.85	139.15
4290 - BMV EXCISE			830,000.00	0.00	437,685.70	392,314.30
4310 - PEER REVIEW			1,500.00	0.00	125.00	1,375.00
4320 - PLANNING BOARD			400.00	0.00	1,000.00	-600.00
4330 - PLUMBING PERMITS			8,000.00	0.00	3,287.50	4,712.50
4335 - PRIVATE ROAD SIGNS			0.00	0.00	212.39	-212.39
4340 - RENTAL FEES			12,000.00	0.00	5,875.00	6,125.00
4350 - REVENUE SHARING			179,209.00	0.00	91,003.97	88,205.03
4370 - SITE PLAN REVIEW			500.00	0.00	500.00	0.00
4380 - SNOWMOBILE CLUBS STATE REIMBUR			1,200.00	0.00	0.00	1,200.00
4390 - SOLID WASTE/RECYCLING			110,500.00	0.00	63,312.50	47,187.50
4400 - SW HAULER PERMIT			75.00	0.00	0.00	75.00
4415 - TAX SUPPLEMENTAL			0.00	0.00	5,445.57	-5,445.57
4420 - TAX INTEREST			12,500.00	9.17	4,786.98	7,722.19
4430 - TAX PENALTY			3,900.00	0.00	1,421.51	2,478.49
4480 - TREE GROWTH EXEMPTION			1,900.00	0.00	3,769.89	-1,869.89
4500 - VETERAN'S EXEMPTION			2,000.00	1,478.00	2,956.00	522.00
4510 - VITAL RECORDS			3,100.00	0.00	1,562.60	1,537.40
Final Totals			1,739,201.00	1495.17	898,830.11	841,866.06

2nd Quarter Revenues Collected

51.64%

FY18 SECOND QUARTER ACTIVITY AND ALLOCATIONS

Fund #	Description	Beginning Balances	Additions	Expenditures	Investment Interest & Dividend Income	Investment Gains (Losses)	Investment Expenses	Ending Balances
220-21	PW/FR/HE	715,255.10	-	(40,000.00)	-	-	-	675,255.10
220-22	Technology & Comm	3,684.91	-	(1,425.00)	-	-	-	2,259.91
220-23	Future Lands	28,781.15	-	-	-	-	-	28,781.15
220-24	Parks and Rec	33,712.75	-	(2,091.00)	-	-	-	31,621.75
220-25	Municipal Facilities Reserve	73,817.75	-	(54,826.40)	-	-	-	18,991.35
220-26	Contingency Reserve	10,396.64	-	-	-	-	-	10,396.64
220-32	Records Preservation	7,784.17	-	(5,963.88)	-	-	-	1,820.29
		873,432.48	-	(104,306.28)	-	-	-	769,126.20

Second Quarter Ending Balance in the Investment Account

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Cash to be physically transferred In From (Out To) the Operating Checking Account

769,126.20

220-21	PWD/FRD	40,000.00						FIRE RESCUE DEPT. - COMPRESSOR
		40,000.00						
220-22	Technology & Comm	1,425.00						STREAMING & BROADCASTING
		1,425.00						
220-24	Parks & Recreation	1,889.00						TREES FOR WESCUSTOGO PARK
		184.00						TRAIL MAPS
		18.00						MISC.
		2,091.00						
220-25	Municipal Facilities	2,012.82						GATEWAY SIGNS
		4,185.00						FACILITY ASSESSMENTS
		8,422.20						PWD - SECURITY
		17,450.00						PWD - GENERATOR
		5,400.00						PWD - HEAT PUMPS
		12,884.00						PWD - OFFICE INSULLATION
		2,857.62						PWD - LIGHTING
		1,614.76						PWD - NEW ADDTION PAINTING
		54,826.40						
220-32	Records Preservation	5,963.88						RESORATION OF TOWN ARCHIVES - SHELIVING
		5,963.88						
		104,306.28						