

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, October 17, 2017
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Minutes of Previous Meeting(s)

- September 19, 2017
- October 3, 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

- Town Manager's Report
- Capital Improvement Reserves as of 6/30/17

V. Old Business

None

VI. New Business

Committee Appointment

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 September 19, 2017**

Call to Order

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

Minutes of Previous Meeting(s)

No previous minutes to approve at this time.

Public Comment-Non-Agenda Items

Katie Murphy of Mountfort Road discussed the Discover Royal River program running from September 30th through the end of October. Program is encouraging residents to explore trails in Durham, North Yarmouth and New Gloucester.

Dixie Hayes of New Gloucester Road commended the Select Board on moving forward in a positive way. Expressed cost and size concerns of Wescustugo project, but does recognize that the town needs proper meeting and event space.

Steve Palmer of Mountfort Road spoke about the First Greeter Program, there will be a meeting for citizens who would like to volunteer on 9/27 at 7pm at the Memorial School. The Kite Festival is 10/7, there will be kite demonstrations and kids can make their own kites. He asked the Board to answer the question of why does half of the building for the Wescustugo project need to be demolished.

Paul Hodges of Sligo Road Ext. asked about the Marijuana Moratorium, noted that when voted on 1,382 citizens in favor and 1,251 against.

Management Reports & Communications

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

Highlights:

- Enrollment in tax club, 30 residents.
- Future plans for the Town Office.
- Funds are expected from a grant to cover the cost of new equipment needed for the Town's own broadcast channel.
- The first gateway sign has been installed on Route 115, adjustments to height will be made.

Old Business

Meeting with Residents: The Select Board set the schedule for Keeping It Simple in October and November. Business cards and marketing materials will be designed and available shortly. Light refreshments will be served during the meetings.

Wescustugo Hall & Community Center Update: No decisions to be made during tonight's meeting. Chairperson Lacy will prepare for the Board's review at the 10/3 meeting, a letter to the Wescustugo Building & Design Committee, outlining the Boards decision.

Committee Policy Amendment: Vice Chairperson Chadbourne moved to accept the changes as presented. Selectperson Speirs seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No**

New Business

Committee Appointments: Chairperson Lacy moved to appoint Donna Palmer to the Events Committee and Jay Fulton to the Communications Advisory Committee. Selectperson Morrison Seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No**

General Assistance Ordinance Public Hearing: Chairperson Lacy moved to set the hearing date for October 3rd. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No**

Accounts Payable – Review & Approval

Chairperson Lacy moved to accept the accounts payable Warrants 9 & 10 in the amount of \$686,992.21. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

Any Other Business

Selectperson Speirs spoke to Steve & Donald Palmer regarding increasing volunteering. Asked if the Events Committee could coordinate volunteers for future events.

Selectperson Graham would like to hold a civility course for the citizens of North Yarmouth.

Adjournment

Chairperson Peter Lacy moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board

Peter Lacy, Chair

Jeanne Chadbourne, Vice Chair

Anne Graham

Stephen Morrison

Jennifer Speirs

**Town of North Yarmouth
Select Board
Meeting Minutes of October 3, 2017**

Call to Order

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

Public Hearing

Selectperson Morrison moved to open the public hearing to review amendments to the General Assistance Ordinance. Vice Chair Chadbourne seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

There was no public comment on the proposed amendments to the General Assistance Ordinance.

Selectperson Morrison moved to come out of public hearing. Chairperson Lacy seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

Chairperson Lacy moved to accept the General Assistance appendices as drafted. Selectperson Graham Seconded the Motion. Discussion: None. **Vote 5 Yes - 0 No**

Minutes of Previous Meeting(s)

Selectperson Speirs moved to approve the Select Board Meeting Minutes of September 5, 2017. Selectperson Graham seconded the motion. Discussion: Selectperson Graham voiced concerns that the minutes are caught up going forward. Town Manager Roy assured the Select Board that they would be. **Vote: 5 Yes - 0 No**

Public Comment - Non-Agenda Items

Donna Palmer of Mountfort Road spoke about the AARP grant for the Knox Box Program, the first North Yarmouth resident is set to receive a Knox box on 10/4. The First Greeter program kicked off with a visit to a young new family in town.

Steve Palmer of Mountfort Road read a letter regarding concerns of the Wescustogo project. Asked why part of the building needs to be demolished and would like a report detailing why.

Management Reports & Communications

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

Highlights:

- Online assessing records have been updated.
- County recognition announcement: The Wescustogo Building & Design Committee was chosen as a winner of the County Spirit of America Award, to be presented October 10th at the Cumberland County Courthouse.
- The Strategic Planning Committee of MSAD 51 has started on phase II. Phase II information session will be held in early November.
- The Planning Board will be down to four members in October. The Town Manager will be putting together a new way to advertise for Committee volunteers.

Old Business

Town Office Facility: Office air quality is the first issue that needs to be addressed. Heat pumps at a cost of \$16,000.00 installed would be the best option. Carpeting also needs to be replaced.

Vice Chairperson Chadbourne expressed concerns that putting money into the current Town Office is a waste and a new facility needs to be found or built.

Selectperson Morrison agrees that updates need to be made to the building and wants them done as soon as possible so that the staff can work in safe conditions.

ADA update report will be presented at the next meeting and factored into the budget for next year.

Brian Sites asked if the town has done a capital needs assessment on the building and, if not, recommended that one be done. The Select Board agreed to having an assessment done.

Wescustogo Hall & Community Center update: Chair Lacy drafted a letter to the Wescustogo Building & Design Committee outlining the Boards stance on the project.

Brian Sites asked what the sticking point was getting the Board to a 5-0 vote in favor of the project. Selectperson Morrison explained his position on not supporting the cost of the project. He does not believe that the town can afford the \$3,000,000. Brian expressed concerns that Selectperson Morrison would actively campaign against the project within the community.

Selectperson Graham motioned to authorize the Town Manager to enter into a contract with Barrett-Made for the next phase of the project. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 4 Yes – 1 No (Selectperson Morrison)**

Charter/Spectrum (TWCC) Franchise Agreement: There is a 10-year franchise in place. The town will have its own full-time channel and is receiving grant money for updated equipment.

Steve Palmer asked what the 3% typically generates in revenue. Town Manager Roy and Chairperson Lacy explained that it generates approximately \$29,000 annually and it goes directly into the Town's General Fund.

Chairperson Lacy moved to authorize the Town Manager to enter into a contract with Charter/Spectrum. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

New Business

None

Accounts Payable – Review & Approval

Chairperson Lacy moved to accept the accounts payable Warrants 11, 12 & 13 in the amount of \$327,063.44. Selectperson Graham seconded the motion. Discussion: Selectperson Morrison asked what the invoice from All States Asphalt was, Town Manager Roy explained that it was for this year's road maintenance (paving). Selectperson Graham asked how many gateway signs are included in the cost; there are 6 signs. **Vote: 5 Yes - 0 No**

Adjournment

Chairperson Peter Lacy moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board

Peter Lacy, Chair

Jeanne Chadbourne, Vice Chair

Anne Graham

Stephen Morrison

Jennifer Speirs

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.

Financial Software Update: During the next budget cycle we will be preparing for costs associated with the town's financial software in that the Harris Corporation is implementing a significant upgrade to TRIO. Trio is Microsoft based, and as with other similar programs eventually, Microsoft finds they can no longer support the older programs. The update will include several enhancements to the current program providing for better reporting and operating efficiencies. Harris is expecting to have the new software available by early 2019. Installation and upgrades will be in the area of \$5,000; annual fees will depend on the modules we elect, but I expect them to stay within our current budgeting.

Wescustogo Hall & NY Community Center: I met with representatives from Barrett Made and Chairperson Brian Sites to discuss the Select Board's decision on the project and plans of moving forward on the project. The meeting went well, and progress will begin shortly.

Kite Festival: Kudos to the Living Well in NY Committee! A great time had by all.

Summit: The date for the next NY Summit is Thursday, November 16th @ 5:30 (NYMS).

Other: Several projects nearing completion; could provide for busy Select Board meetings in November.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

FY17 FIRST QUARTER ACTIVITY AND ALLOCATIONS

Fund #	Description	Beginning Balances	Additions	Expenditures	Investment	Investment Gains (Losses)	Investment Expenses	Ending Balances
					Interest & Dividend Income			
220-21	PW/FR/HE	814,800.69	130,000.00	(178,999.87)	5,115.71	649.96	(1,121.90)	770,444.59
220-22	Technology & Comm	57,876.90	-	(2,667.41)	368.81	46.86	(80.88)	55,544.28
220-23	Future Lands	19,296.40	-	-	128.90	16.38	(28.27)	19,413.41
220-24	Parks and Rec	30,709.36	-	(1,325.70)	196.29	24.94	(43.05)	29,561.84
220-25	Municipal Facilities Reserve	51,811.47	-	(3,238.00)	324.48	41.23	(71.16)	48,868.02
220-26	Contingency Reserve	6,381.40	-	-	42.63	5.42	(9.35)	6,420.10
220-32	Records Preservation	-	25,924.00	-	173.18	22.00	(37.98)	26,081.20
		980,876.22	155,924.00	(186,230.98)	6,350.00	806.78	(1,392.58)	956,333.44
								1,052,494.51
								(96,161.07)

First Quarter Ending Balance in the Investment Account **1,052,494.51**
 Cash to be physically transferred In From (Out To) the Operating Checking Account **(96,161.07)**

100-21 - \$130,000 Raised by Taxation, \$56,836.90 transferred from reserves 100-27 (Capital Investments), 100-28 (Impact Fees, & 100-29 Ambulance Reserve - Total \$186,836.90. 100-24 & 25 received a % of funds from closing reserve 100-31 Misc. Cap. Inv.; Funds 100-32 Raised through taxation.

220-21	PWD/FRD Heavy Equipment	119,850.00	PWD - Excavator
		29,919.69	FRD - EMS Defibrillator/Lifepack 15
		18,730.00	PWD - Column Lifts
		9,699.00	PWD - Mower
		801.18	Misc. Equipment Expenses
		178,999.87	
220-22	Technology & Communications	1,282.41	COMPUTER REPLACEMENTS & SOFTWARE
		675.00	BROADCASTING, STREAMING, TECHNICIANS, EQUIPMENT
		710.00	OFFICE EQUIPMENT - COPIER, PHONE SYSTEM, MISC.
		2,667.41	
220-24	Parks and Recreation	1,325.70	PARK SIGNS & BIKE RACKS
220-25	Municipal Facilities	3,238.00	AIR QUALITY TESTING /FRD FACILITY REPAIRS
	TOTAL	186,230.98	

FY17 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	770,444.59	-	(2,249.54)	3,890.49	(20,851.48)	(1,184.73)	750,049.34
220-22	Technology & Comm	55,544.28	-	(19,333.48)	183.39	(982.89)	(55.85)	35,355.45
220-23	Future Lands	19,413.41	-	(961.50)	93.45	(500.85)	(28.46)	18,016.06
220-24	Parks and Rec	29,561.84	-	(1,259.75)	143.33	(768.22)	(43.65)	27,633.56
220-25	Municipal Facilities Reserve	48,868.02	-	(4,526.51)	224.57	(1,203.58)	(68.38)	43,294.11
220-26	Contingency Reserve	6,420.10	-	(2,766.67)	18.50	(99.17)	(5.63)	3,567.13
220-32	Records Preservation	26,081.20	-	(25,924.00)	0.80	(4.27)	(0.24)	153.49
		956,333.44	-	(57,021.45)	4,554.53	(24,410.45)	(1,386.94)	878,069.13

Second Quarter Ending Balance in the Investment Account **1,031,252.35**
Cash to be physically transferred In From (Out To) the Operating Checking Account **(153,183.22)**

220-21	PWD/FRD Heavy Equipment	2,249.54	PWD / Safety Arm for Columns / Misc. Equip
220-22	Technology & Communications	964.05	COMPUTER REPLACEMENTS & SOFTWARE
		3,729.94	OFFICE EQUIPMENT - COPIER
		9,639.49	BROADCASTING, STREAMING, TECHNICIANS, EQUIPMENT
		5,000.00	SEWALL COMPANY - SPECTRUM REVIEW/FRANCHISE/ORDINANCE
		19,333.48	
220-23	Future Lands	961.50	KNIGHT'S POND LEGAL FEES
220-24	Parks & Recreation	1,259.75	KNOTWEED REMOVAL
220-25	Municipal Facilities	4,526.51	MAJOR & MINOR FACILITY REPAIRS
220-26	Contingency	2,766.67	MSAD ENROLLMENT STUDY
220-32	Records Preservation	25,924.00	PHASE I
	TOTAL	57,021.45	

FY17 THIRD 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	750,049.34	-	(167,017.27)	5,554.57	1,922.05	(1,147.11)	589,361.58
220-22	Technology & Comm	35,355.45	-	(5,243.20)	286.88	99.27	(59.25)	30,439.16
220-23	Future Lands	18,016.06	-	-	171.64	59.39	(35.45)	18,211.64
220-24	Parks and Rec	27,633.56	-	-	263.27	91.10	(54.37)	27,933.56
220-25	Municipal Facilities Reserve	43,294.11	-	(4,638.54)	368.27	127.43	(76.05)	39,075.22
220-26	Contingency Reserve	3,567.13	-	(2,300.00)	12.07	4.18	(2.49)	1,280.88
220-32	Records Preservation	153.49	-	-	1.46	0.51	(0.30)	155.15
		878,069.13	-	(179,199.01)	6,658.16	2,303.93	(1,375.02)	706,457.19

Third Quarter Ending Balance in the Investment Account **1,039,492.29**

Cash to be physically transferred In From (Out To) the Operating Checking Account **(333,035.10)**

220-21	PWD/FRD Heavy Equipment	167,017.27	PWD - Heavy Equipment Vehicle
220-22	Technology & Communications		
		958.25	OFFICE EQUIPMENT - COPIER
		1,784.95	BROADCASTING, STREAMING, TECHNICIANS, EQUIPMENT
		2,500.00	SEWALL COMPANY - SPECTRUM REVIEW/FRANCHISE/ORDINANCE
		5,243.20	
220-25	Municipal Facilities	4,638.54	MINOR REPAIRS & STRUCTURAL INSPECTION SAND/SALT SHED
220-26	Contingency	2,300.00	MSAD ENROLLMENT STUDY
	TOTAL	179,199.01	

FY17 FOURTH 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	589,361.58	-	(305.95)	4,642.71	4,178.41	1,182.45	599,059.19
220-22	Technology & Comm	30,439.16	-	(11,168.85)	151.88	136.69	38.68	19,597.56
220-23	Future Lands	18,211.64	-	-	143.54	129.18	36.56	18,520.92
220-24	Parks and Rec	27,933.56	-	-	220.16	198.14	56.07	28,407.93
220-25	Municipal Facilities Reserve	39,075.22	-	(4,665.13)	271.21	244.08	69.07	34,994.45
220-26	Contingency Reserve	1,280.88	-	-	10.10	9.09	2.57	1,302.64
220-32	Records Preservation	155.15	-	-	1.22	1.10	0.31	157.79
		706,457.19	-	(16,139.93)	5,440.81	4,896.70	1,385.72	702,040.49
								847,659.33
								(145,618.84)

Fourth Quarter Ending Balance in the Investment Account

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

220-21	PWD/FRD Heavy Equipment	<u>305.95</u>	PWD - Misc. Equipment
220-22	Technology & Communications	3,612.58	COMPUTER REPLACEMENTS & SOFTWARE
		1,631.27	OFFICE EQUIPMENT - COPIER
		1,925.00	BROADCASTING, STREAMING, TECHNICIANS, EQUIPMENT
		4,000.00	SEWALL COMPANY - SPECTRUM REVIEW/FRANCHISE/ORDINANCE
		<u>11,168.85</u>	
220-25	Municipal Facilities	<u>4,665.13</u>	MINOR REPAIRS & MEMORIAL MONUMENT REPAIR
	TOTAL	16,139.93	

Notes

Total Cash to be physically transferred In From (Out To) the Operating Checking Account	(727,998.23)
Actual Cash transferred to the Operating Account	200,000.00
Difference	927,998.23



**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"/> Living Well in North Yarmouth |
| <input type="checkbox"/> Budget Committee (only if vacancy available) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Communications Advisory Committee | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Prince Memorial Library Advisory Board |
| <input type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Events Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Flag Committee | <input type="checkbox"/> Wescustogo Building & Design Committee |
| <input type="checkbox"/> Joint Standing Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please provide the following information:

Name: CLARK Whittier
Email: _____
Mailing Address: 594 Walnut Hill Rd
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. see attached
2. Do you have any relevant experience, training or credentials that you would like us to consider? see
3. Have you ever served on any boards/ committees before? If so, when and where? _____

Volunteer Signature  10/12/17
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

North Yarmouth Board of Selectmen

October 11, 2017

North Yarmouth, Maine

Dear Selectmen,

I would like to request consideration to be appointed to the Planning Board. I have served on the North Yarmouth Planning Board for 8 ½ years and resigned when I was elected to the Board of Selectman in June 2013. I feel that I can hit the floor running and my past experience with giving input to updating our ordinances will be important in the near future. I also feel that my breadth of experience with issues faced by the Planning Board is valuable to the Town.

Sincerely,


Clark H Whittier

594 Walnut Hill Road