

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, March 29, 2022  
Regular Business Meeting  
7:00 PM**

**Wescustogo Hall & North Yarmouth Community Center**

**Select Board Members**

Brian Sites, Chairperson

James Moulton, Vice-Chairperson

David Reed, Board Member

Paul Hodgetts, Board Member

**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. Appointments**

**III. Special Presentations**

- Prince Memorial Library
- EDSC Committee Charges

**IV. Announcements**

**V. Consent Agenda**

Items under "Consent Agenda" are routine items that require Board action but typically do not contain much discussion. The consent agenda does not call for any discussion, but any Select Board member may request a particular item to be removed by a vote of the Select Board to be discussed further under "Old Business".

- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants
- February 15, 2022 Business Meeting Minutes
- March 1, 2022 Business Meeting Minutes
- March 15, 2022 Special Town Meeting (Election) Certification

**VI. Public Comment - Non-Agenda Items**

Comments regarding non-agenda 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 respectfully and constructively. Topics relating to personnel matters cannot be acknowledged.

Each individual must be recognized by the Chair and will have up to three (3) minutes to speak. The Chair may recognize members of the public at their discretion and will prioritize individuals who have not spoken more than once.

**VII. Management Reports & Communications**

- Town Manager's Report – Verbal Report
- Department Head Bi-Monthly Reports
- Expense and Revenue Reports

**VIII. Old Business**

- Select Board Boards & Committee Liaison
- Select Board Bylaws Review

**IX. New Business**

- Application of Payments to Unpaid Taxes
- Solicit Bids for Public Safety Facility Study
- Committee Policy
- Acceptance of 2021 Stream Crossing Public Infrastructure Improvement Projects Grant
- Joint Town Solar Committee

**X. Any Other Business**

**XI. 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.

# Town of North Yarmouth Select Board Business

## *III. Special Presentations*

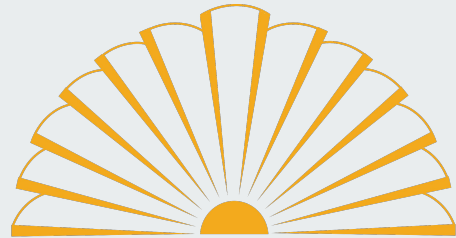
March 29, 2022

### **Presentations:**

- *Prince Memorial Library*
- *Economic Development & Sustainability Committee Charges*



# 2021 Library Advisory Board Report Prince Memorial Library



Prince Memorial Library  
CUMBERLAND, MAINE

# Your Dedicated PML Team

Thomas C. Bennett, Library Director

Elizabeth Manning, Assistant Director

Kelly Greenlee, Community Outreach Librarian

Jennifer Benham, Youth Services and Teen Librarian

Pam Copenhagen, Technical Services Librarian

Arabella Eldredge, Circulation Librarian

Diana Fowski, Circulation Assistant (Part-Time)

Michael Lewis, Circulation Assistant (Part-Time)

Sally Somes, Circulation Assistant (Part-Time)

Rachel St. Pierre, Circulation Assistant (Part-Time)



# Our PML Supporters



## Prince Memorial Library Advisory Board

Kelly Barnes (Secretary) (NY)  
Jill O'Connor (Vice Chair) (C)  
Paul Dexter (Chair) (NY)  
Jerry Benezra (C)  
Linda Draper (C)  
David Echeverria (C)  
Thomas Foley (C)  
Barb Hauke (NY)  
Linda Putnam (C)  
Eli Rivers (C)  
Bill Stiles (C)  
Shirley Storey-King (C)

## Friends of Prince Memorial Library Board

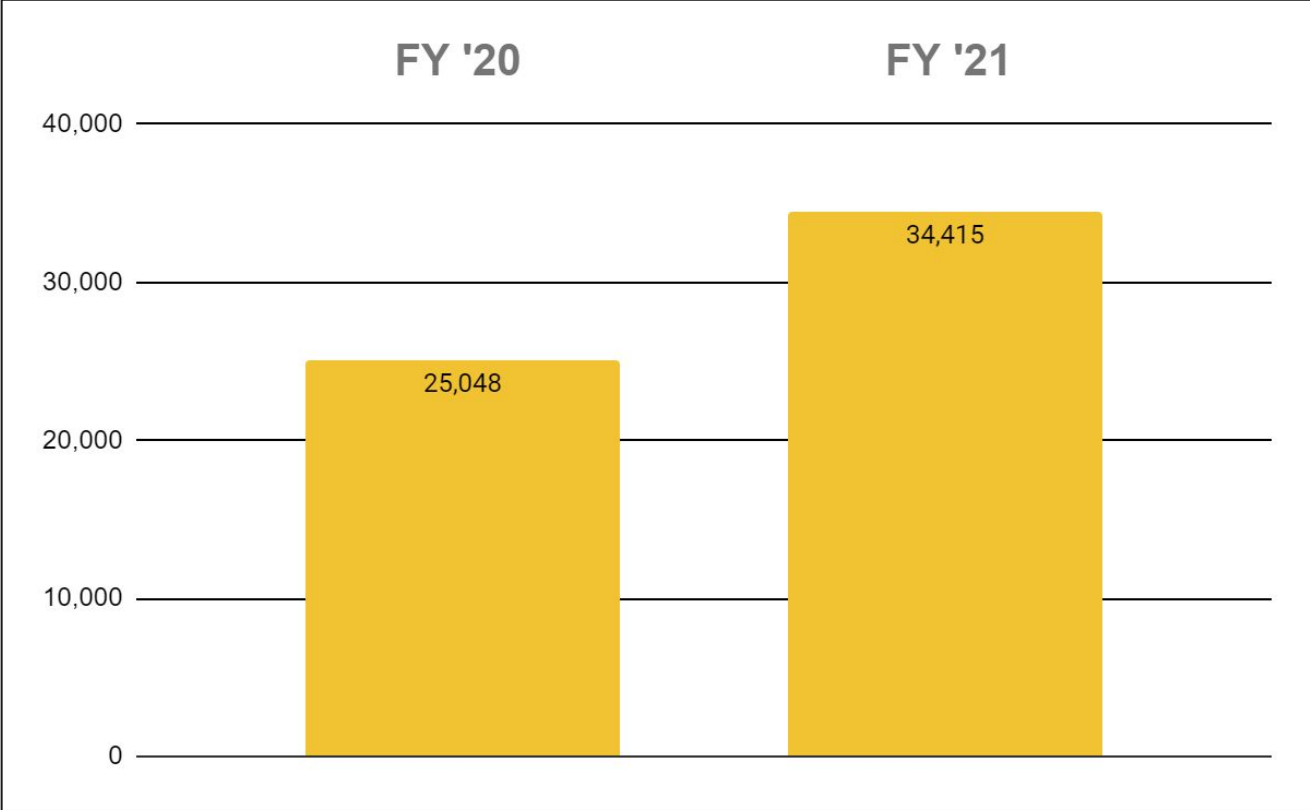
Pam Green (Secretary) (C)  
Mary Gulezian (Secretary) (C)  
Dale Hahn (Vice President) (C)  
Elaine McMahon (President) (C)  
Barbara Hauke (Communications) (NY)  
Kelly Hankinson (C)  
Bob Abbott (NY)  
Marge Aube (C)  
Jill Coale (C)  
Linda Draper (C)  
Cindi Farris (C)  
Pat Muzzy (C)  
Vicki Piaget (C)  
Sheila Skeffington (C)  
Polly Wright (C)  
Mary Miles (NY)  
Nancy Smith (NY)



# Part I:

## Highlights From 2021

# Visits to the Library are Up



# Summer Reading Program

PreK-Gr. 6

356 participants

Minutes of Reading logged: 270,959 minutes

\*Participation increased by 75% over 2019

\*Kids read for more than 4,500 hours this summer. Of those who submitted reading logs, that translates to an average of 14 hours of reading per child.

\*More than 10,000 raffle tickets were earned toward the 7 prizes raffled at the end of the summer (donated by The Friends of the Library).

“I just wanted to thank you so much for putting this all together! My boys read more this summer than they EVER would have because of this!”  
– *Jillian B., parent of 2 boys, ages 5 & 8*

“Thank you— the incentive has kept her going and turned her into a beginning reader!!” – *Kelly M., parent of a preschooler*





# Summer Reading Program

Grades 7-12

99 participants

232 Scratch Tickets given out

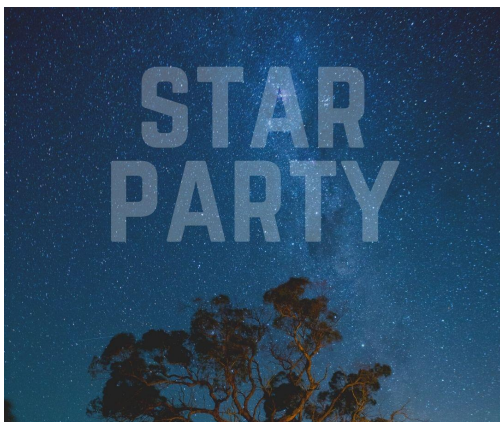
This is a 300% increase over 2019, when we asked this group to sign up for the Summer Reading Program. Some kids made frequent trips (twice weekly or more) to the library just to participate.

\*108 prizes (of varying sizes) were awarded.

“I usually struggle to get my kids to sit and read in the summertime. This year, it was all about the prizes, and they read ALL summer.” – *Katie C., parent of 4 boys, ages 4-10*

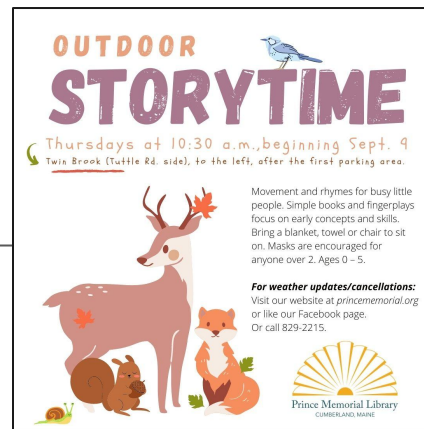
# So Many Programs

In 2021, despite not being open for in-person programming, PML hosted many programs outdoors...



THIRD TIME'S THE CHARM ... RIGHT?  
FRIDAY, SEPTEMBER 3

GATHER/ICE CREAM : 7 P.M. — GUIDED SKY TOUR: 7:40 P.M.  
TWIN BROOK REC. FACILITY, TUTTLE ROAD, CUMBERLAND



~**Story Times:** reached families in the park and on local nature trails. These were enormously successful until the weather became too cold to be comfortable. Parents particularly enjoyed being in a place they could explore (and move!) with new friends after story time.

~**Star Party:** An annual favorite with Edward Gleason, astronomer from Southworth Planetarium. This event was rescheduled a few times due to cloudy/rainy conditions, and the actual event was too cloudy for any star sightings. However, the crowd of about 75 people of all ages gathered together under the big sky at Twin Brook to enjoy ice cream and an otherwise lovely late-summer evening.

# Nature Walks

~Four monthly Family Nature exploration walks with a Maine master naturalist, got families with preschoolers out on the trails in wintertime. These took place at Chandler Brook Preserve in No. Yarmouth. All walks were filled to capacity.



# Nature Explorer

~PML co-hosted monthly workshops for kids on CCLT properties. All were filled to capacity (12 kids per workshop). Some of the topics: Animal tracks and traces; Trees 101; Using the five senses on the trail.  
**Partnership program with CCLT.**



# Monarch Release, Twin Brook, Cumberland

---



# Stories Under the Sky

~A collaborative effort. Community members and MSAD51 teachers read their favorite stories aloud to families as they enjoyed a picnic at the MSAD51 amphitheater. Two were held, in June and in October (including a Halloween costume parade). Roughly 60 people showed up to each event.



# So Many Programs

And at home or online...

~**LEGO Contest:** 44 entries of LEGO builds created by kids at home and with more than 200 votes.

~**Take-n-Make Kits:** Wildly successful take-home craft kits. Roughly once a month, 80-100 kits fly out the door. Kits have included paper lanterns, Halloween slime, weaving cards, etc.

Virtual Highlights:

~**Kitchen Crew:** A virtual cooking class for kids, Grades 5-7. Recipes and food/cooking-themed games

~**Camden Conference series:** focused on the theme “The Arctic”

~**Race & Equity: Three Voices.** A Book and Discussion Group with Dustin Ward: An exploration of race, racism and its impact. Offered twice due to overwhelmingly positive response.

~**ChangeMaker Series**

**Maulian Dana,** November, talk “Through the Eyes of My People” attended by 173 participants; the recording has been viewed 164 times

**Dustin Ward:** December, racial equity & reconciliation advocate offering his perspective on the work that he, and others, are doing for advocacy and activism attended by 45 people; recording viewed 51 times

~**Community Listening Project:** PML has taken the reins on these conversations that were started by School Board member Mike Williams in the spring of 2021. Conversations in late 2021 and early 2022 focus on creating a more inclusive community.



# Arrival & Renovation of the Historical Society





# A Few Other Highlights

---

Friends of PML has a growing membership

Passport processing still going strong (restarted May 2021)

- Only processing site between Windham and Portland
- 391 processed

New position - Community Outreach Librarian

- Opportunities to get into the community and meet people where they are





# Part II:

## Looking to the Future

# Our Community Is Growing



GPCOG Member	2010 Population	2020 Population	Population Change	% change
Cumberland	7,211	8,473	1,262	17.50%
Scarborough	18,919	22,135	3,216	17.00%
Westbrook	17,494	20,400	2,906	16.61%
North Yarmouth	3,565	4,072	507	14.22%
Gorham	16,381	18,336	1,955	11.93%
Falmouth	11,185	12,444	1,259	11.26%
Sebago	1,719	1,911	192	11.17%
Freeport	7,879	8,737	858	10.89%
Durham	3,848	4,173	325	8.45%
Windham	17,001	18,434	1,433	8.43%
Yarmouth	8,349	8,990	641	7.68%
Gray	7,761	8,269	508	6.55%
Pownal	1,474	1,566	92	6.24%
South Portland	25,002	26,498	1,496	5.98%
Cape Elizabeth	9,015	9,535	520	5.77%
Bridgton	5,210	5,418	208	3.99%
Standish	9,874	10,244	370	3.75%
Portland	66,194	68,408	2,214	3.34%
New Gloucester	5,542	5,676	134	2.42%
Naples	3,872	3,925	53	1.37%
Casco	3,742	3,646	-96	-2.57%
Harrison	2,730	2,447	-283	-10.37%

# 2019 Community Poll Results

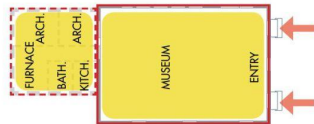
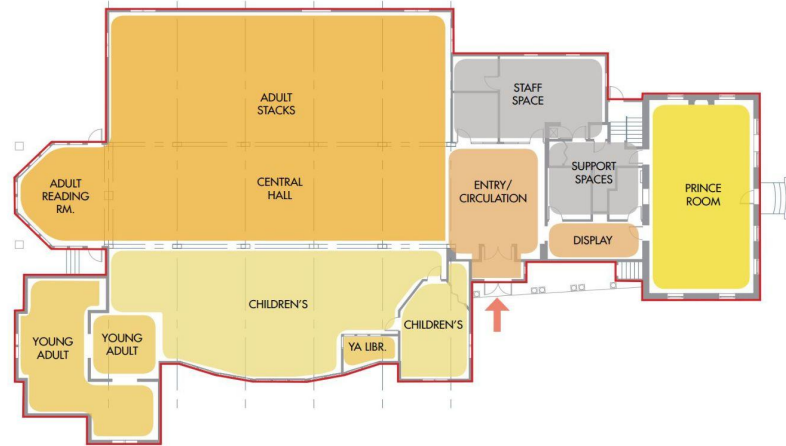
---

In 2019, with the planned move of the Historical Society Building to the library campus, the LAB surveyed the community to determine what they loved and needed from their library:

- More programs
- More space
- A dedicated Children's area

*\*Library staff have continued to be creative with the available spaces whenever possible.*

# Existing Floor Plan



PRINCE MEMORIAL LIBRARY  
FLOOR PLAN  
~10,800 sqft

# Accommodating High-Demand Programs



# Utilizing the Open Footprint



DaPonte  
String Quartet  
in the library



# Serving All Ages



Mr. Drew at  
West  
Cumberland  
Hall

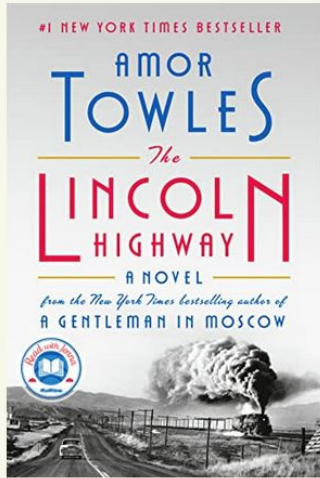


When  
LEGO  
Club was  
in-person

# Guiding Questions

- What are the avenues for improving and increasing PML spaces?
- How can PML reach and serve more community members who do not always make their needs known?
- How can PML continue to play a vital role in building a local “cultural campus” for our residents?
- How can PML expand both the access and impact of library services and initiatives, both within and beyond our walls?

# What's Happening At PML?



**PML's Thursday Afternoon Book Group** meets monthly at 3 p.m. (fourth Thursday of the month). FMI, contact **Elizabeth**. Next up: *The Lincoln Highway* by Amor Towles (February 24).



**Submissions due this week!**  
(through Tuesday, Mar 1)  
Grades K-6

It's back! And we are so excited to see what kids build this year.

**Here are the rules:**  
Original work only. No kits. Use your own Legos. **New this year: Builds must not exceed a 15" by 15" base.**

**Voting:**  
*Wednesday, March 2 to Saturday, March 12*  
Lego creations will be on display in the Children's Room, and ballots will be available for the public to vote.

## Bringing Nature Home with Maine Audubon

**Wednesday, March 16**  
**6:30 p.m. (Virtual)**  
Registration required.



Wherever you are in Maine, the smallest planting and maintenance choices you make can have a profound impact on your local food web. Our yards and local green spaces are refuges for species of plants and trees facing real challenges across broader landscapes.

# Increased Programming Beyond the Library Walls

---

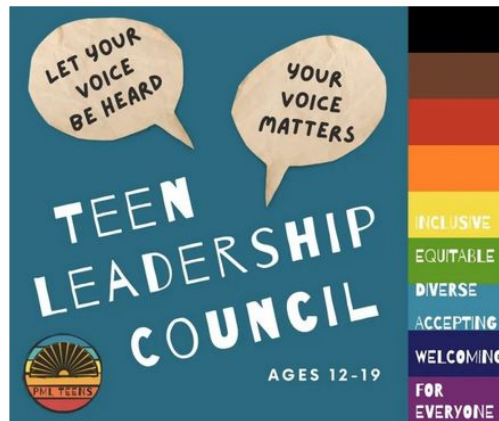
*“Ideas are everywhere! As the weather warms, library staff are hoping to be out in the community – on the trails, at the Farmer's Market, in community gathering places. They will continue to offer virtual programming and will likely also offer hybrid and in-person programs as the conditions allow. In youth services, the focus will continue to build on a strong foundation with an eye toward increasing teen programming and circulation, developing and honing the collection, and, hopefully, re-instituting some in-person youth programming.”*

- Kelly Greenlee, Community Outreach Librarian

# Fostering Community and Meeting Critical Needs



**Passport Acceptance Services at PML**



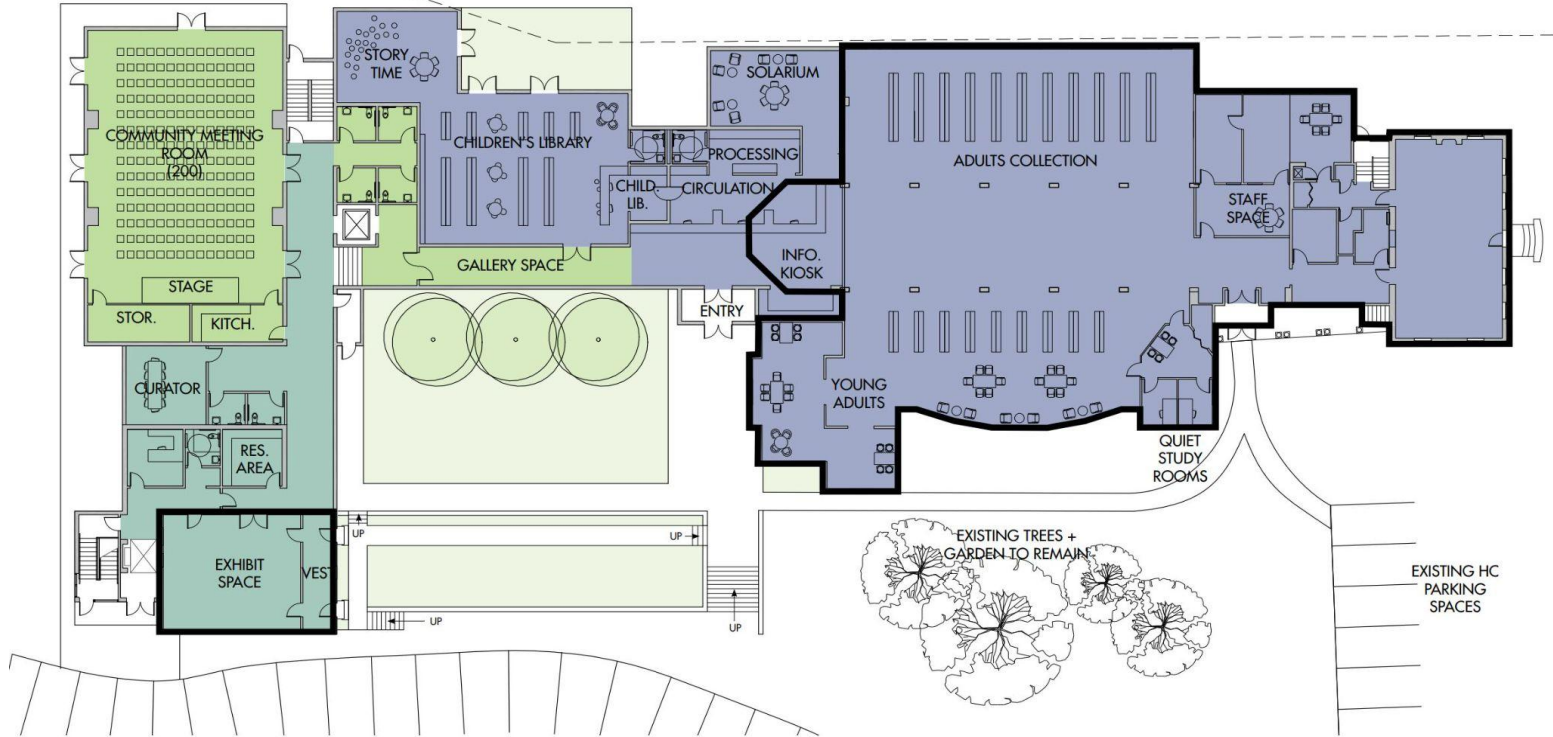
**Teen Leadership Council**

## Legacy Letters

Sharing Your Values with Loved Ones



# 2019 Proposed Expansion



scott simons architects

designed for human potential  
75 York Street, Portland, ME 04101  
207.772.4656 www.SimonsArchitects.com

Main Level: Phase II - Enlarged

Town of Cumberland  
Cumberland, Maine  
26 August 2019

# Aerial Rendering

---



**scott simons architects**  
designed for hauge partners  
75 York Street, Portland, ME 04101  
207.772.4656 [www.SimonsArchitects.com](http://www.SimonsArchitects.com)

Aerial Rendering

Town of Cumberland  
Cumberland, Maine  
26 August 2019

# Entry Courtyard Rendering



scott simons architects  
designed for human progress  
75 York Street, Portland, ME 04101

Entry Courtyard Rendering

Town of Cumberland  
Cumberland, Maine  
24 August 2010



# MINERVA: A Shared Library System

---

- Brings together over 60 libraries of all types from across the state
- Over 6 million items available for borrowing
- Easy access to more books, DVDs, audiobooks, magazines, and music CDs
- Library staff can easily and quickly order interlibrary loans for patrons from any library in the collaborative
- The statewide delivery service, which is subsidized by Minerva, reduces postage costs and shortens delivery time

*Patrons can find and access materials without having to appear in person.*

# Growth Takes Planning and Innovation

---

PML embraces this opportunity through:

- Seeking avenues for improving and expanding PML's physical, virtual, and human resources
- Responding the community's diverse and growing needs
- Leveraging existing and potential partnerships
- Offering PML's experience and energy to the community's future planning efforts

# Thank you for your time!

Thomas Bennett, Director, Prince Memorial Library  
tbennett@cumberlandmaine.com

Paul Dexter, Chair, Prince Memorial Library Advisory Board  
pauldexterj@gmail.com

We welcome your questions and feedback.  
*(And make sure to sign up for and read the weekly PML e-newsletter!)*

# Town of North Yarmouth Select Board Business

## V. *Consent Agenda*

March 29, 2022

### **Suggested Motion(s):**

- *Move to approve the consent agenda, as presented. Second, discussion and vote follow.*

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, February 15, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**DRAFT**

**Call to Order (1:36:37)** – Brian Sites, James Moulton, David Reed, and Paul Hodgetts were present. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:00 PM.

Selectperson Reed moved to table Paul Napolitano's application to the Zoning Board of Appeals until the next meeting. Selectperson Hodgetts seconded. Discussion: none. **Vote: 4 Yes – 0 No.**

**Special Presentation (1:39:33)** – Matt Jacobson, Meadow Creek and representative of Summit Natural Gas, introduced Brian Foster, Lead Engineer at Summit Natural Gas, Sky Austin, Commercial Sales Leader, and Chase Jackson, Government Affairs. Mr. Jacobson along with his colleagues gave a presentation to the Board regarding their plans for expanding natural gas service to the Village Center District. More information can be found on the Town's website, [www.northyarmouth.org](http://www.northyarmouth.org).

Selectperson Hodgetts asked which side of the road the pipeline would be installed. The lead engineer responded that the pipeline would be on the opposite side of the road, referring to the sidewalk side. Selectperson Reed inquired about Summit Natural Gas's commitment to being environmentally mindful. Selectperson Moulton made similar inquiries adding the comment of the additional tax incentive to the Town for the completion of the project. Mr. Jacobson responded that the funding for projects similar to the one being proposed is funded by investors who receive tax credits for their contribution to the project. Selectperson Reed made comments regarding where the gas would be produced. Mr. Jacobson responded with various locations where the gas originates.

Chairperson Sites allowed public comment on the item. Ms. Potter, Walnut Hill Road, made comments supporting the project. Jay Fulton, New Gloucester Road, asked about the economic opportunities to North Yarmouth. Mr. Jacobson responded by summarizing his overall understanding of the benefits of natural gas development in the locations he's knowledgeable of. Mr. Foster discussed the longevity and reliability of the system. Paul Whitmarsh, Wild Turkey Lane, asked about the expansion of the proposed system. Mr. Jacobson discussed their future plan and the overall approval from nearby residents who have decided to utilize their service. Anne Graham, Farms Edge Road, commented on the future of methane production and use and made a comment supporting the project. Mr. Jacobson responded that they do have R&D projects to utilize hydrogen power produced by renewable energies.

Selectperson Hodgetts inquired on the start date. Mr. Jacobson and Mr. Foster projected the summer of 2022. Chairperson Sites recognized Mike Mallory, Walnut Hill Road. Mr. Mallory made inquiries on how far the project would extend and the price of installing and using natural gas. Ms. Austin and Mr. Jacobson responded.

The full conversation can be found on the Town's website, [www.northyarmouth.org](http://www.northyarmouth.org), or by requesting a video copy of the meeting at the Town Office.

**Announcements (2:10:54)** – Chairperson Sites read an email submitted by Katie Murphey, President of the North Yarmouth Historical Society.

Chairperson Sites read Selectperson Harrell's resignation letter. Chairperson Sites added that Selectperson Harrell's decision was based on new life changes and allowing enough time for another candidate to run for the open position. Chairperson Sites wished Mr. Harrell well.

**Consent Agenda (2:15:55)** – Chairperson Sites moved to approve the consent agenda, as presented. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

**Public Comment - Non-Agenda Items (2:17:26)** – Judy Potter, Walnut Hill Road, inquired about the playground at the Community Center. Selectperson Reed responded that the Community Center Director was investigating grant funding. Ms. Potter asked if the Town would be receiving a refund from the solar panels.

Steve Palmer, Mountfort Road, made a comment regarding the previous meeting. Mr. Palmer requested that the Board review their policies for including agenda items during a meeting and appointing committee members.

Chairperson Sites responded that the Board does not have clear policies for appointing individuals to committees. Selectperson Reed made additional comments that he was working with staff to make some amendments regarding the Board's policies for appointments.

Diane Morrison, Browndog Drive, inquired on the M.S.A.D. 51 Board of Director's progress with the Sharp's Field Agreement. Selectperson Moulton explained that the Board was still reviewing the agreement.

### **Management Reports & Communications (2:23:14):**

Town Manager's Report – The Town Manager provided a verbal report to the Select Board on the following topics:

- FEMA COVID-19 Meeting – The Town Manager reported that the Town would receive \$15,000 for reimbursements from FEMA.
- Southern Maine Manager's Meeting – The Town Manager reported that Cumberland County would be changing to fiscal year, June – July, from calendar year. Furthermore, the Town Manager reported that the second round of American Rescue Plan funding would be available in June-July of 2022.
- The Town Manager reported that she is continuing to work with the auditor.
- The Town Manager reminded the Select Board and the public that taxes are due on March 15<sup>th</sup>; however, the office would be closed due to the election.

Chairperson Sites asked the Town Manager to publish a communication on the Town website to inform residents of the March 15, 2022 closure. Chairperson Sites discussed the Town Clerk's memo on election timelines (located on the Town's website, [www.northyarmouth.org](http://www.northyarmouth.org)).

Chairperson Sites recognized Paul Whitmarsh, Wild Turkey Lane, who inquired about the time frame for holding the election to address charter amendments. There was a discussion between Chairperson Sites and the Town Manager. Chairperson Sites commented that the Board needs more time to review any possible charter changes. The Town Manager clarified the election requirements.

Selectperson Hodgetts made a comment that he was never notified of the Living Well in North Yarmouth Public Hearing. Chairperson Sites and the Town Manager stated that each board and committee may adopt their own policies but stated that the Board can communicate their goals to all of the committees and boards. Selectperson Hodgetts requested that there be a room available for the public to attend. Chairperson Sites recognized Mr. Mallory who read section 1 M.R.S. § 403-B of Maine State Statute. Selectperson Reed and Chairperson Sites discussed the intent of the law further. Selectperson Hodgetts inquired further if a meeting room could be made available. Chairperson Sites stated that the Town Manager would look into the option of having a meeting room. The Town Manager did state that the technology was not available to have a hybrid meeting.

**Old Business** – None.

### **New Business:**

Economic Development & Sustainability Committee Charge (2:42:57) – Chairperson Sites read correspondence from the co-chairs of the Economic Development & Sustainability Committee. Selectperson Moulton made comments stating that the Board should focus on defining rural character and cleaning up the language. Chairperson Sites made comments supporting Selectperson Moulton's previous comments. Selectperson Reed stated that items should be brought forth to the townspeople for consideration. Chairperson Sites made comments supporting the committee to investigate how the community feels on various topics around development. Kit Maloney, Walnut Hill Road and Co-Chair of the Economic Development & Sustainability Committee shared comments on the current state of affairs of the committee. Kevin Robinson, Walnut Hill Road, stated that he felt the Board was not aware of its own direction. Chairperson Sites, Selectperson Moulton, and Selectperson Reed made comments disagreeing with Mr. Robinson's comments. Chairperson Sites summarized the conversation as the Board's purpose of the charge to EDSC was to define rural character to assist the Board on how to move forward. Ms. Maloney made final comments stating that the committee is interested in making further recommendations to the Select Board.

Economic Development & Sustainability Committee Proposed Bylaws Review (2:56:53) – Selectperson Reed moved to support and encourage EDSC to adopt the current draft of their bylaws, as presented. Discussion: Mr. Robinson asked for a response in writing. **Vote: 4 Yes – 0 No.**

Land Donation – Construction Aggregate, Inc. (Phase II) – Warrant Consideration (3:00:04): Chairperson Sites moved that the Select Board respond to Construction Aggregate’s letter by placing the land donation of Lot 25 in Phase II of Village Center Estates on the April 30, 2022, Annual Town Meeting. Selectperson Reed seconded the motion. Discussion: Selectperson Reed commented that this was a kind donation. **Vote: 4 Yes – 0 No.**

Treasurer’s Disbursement Policy (3:00:43): Selectperson Hodgetts inquired on what the procedure was before. The Town Manager responded that going forward, she would like the Board to follow what’s written in state statute. Selectperson Reed moved to approve the Treasurer’s Disbursement Policy, as presented. Selectperson Moulton seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

**Any Other Business (3:04:11)** – Selectperson Hodgetts notified the public that absentee ballots were available and asked if the Town Manager could look into a backup for the video position. Selectperson Reed requested a discussion regarding brown tailed moth. Chairperson Sites asked if a board member would want to volunteer to attend an upcoming MMA workshop on brown-tailed moth, emerald ash borer, and vernal pools. Selectperson Reed volunteered his time. Selectperson Reed requested that the Board consider releasing an RFP for an Economic Consultant.

**Adjournment (3:07:35)** – Selectperson Reed moved to adjourn at 8:33 PM. Chairperson Sites seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

\_\_\_\_\_  
Brian Sites, Chair

\_\_\_\_\_  
James Moulton, Vice Chair

\_\_\_\_\_  
David Reed

\_\_\_\_\_  
Paul Hodgetts

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, March 1, 2022  
Wescustogo Hall & North Yarmouth Community Center**

**DRAFT**

**Call to Order (2:10:04)** – Brian Sites, James Moulton, David Reed, and Paul Hodgetts were present. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:05 PM.

**Covid-19 Prevention Policy (Moved from New Business) (2:10:33)** – Chairperson Sites moved to have the Select Board move the COVID-19 Prevention Policy agenda item up to the top of the agenda. Selectperson Reed seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.** The Town Manager presented her recommendation to repeal the COVID-19 Prevention Policy. Selectperson Reed moved to repeal the COVID-19 Prevention Policy as approved on August 24, 2021. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

**Appointments (2:12:53)** – Paul Napolitano, Mill Ridge Road, presented his reasons for requesting an appointment to the Zoning Board of Appeals. Selectperson Reed directed a question to Mr. Napolitano regarding current issues in Town. The Select Board and Town Manager discussed the requirements the Zoning Board of Appeals had in the following conflict of interest laws and their definition; there was an explanation that being abutters on a particular case does not count as a conflict-of-interest matter in a quasi-judicial proceeding. The Town Manager added that the Maine Municipal Association offers more information. The Board discussed the matter further, specifically quorum rules. Chairperson Sites stated that he would abstain from the vote for reasons regarding Mr. Napolitano's previous resignation from the Select Board. Selectperson Hodgetts moved to appoint Paul Napolitano to the Zoning Board of Appeals for a term to expire on June 30, 2023. Selectperson Reed seconded the motion. Discussion: none. **Vote: 3 Yes – 0 No – 1 Abstention (Chairperson Sites).**

Maureen Lucy, Walnut Hill Road, presented her reasons for requesting an appointment to the Economic Development & Sustainability Committee. Selectperson Reed moved to appoint Maureen Lucy to the Economic Development & Sustainability Committee as an alternate member for a term to expire on June 30, 2022. Chairperson Sites seconded the motion. Discussion: Selectperson Reed mentioned that motions should be made before the discussion. Selectperson Reed directed a question to Maureen Lucy. Ms. Lucy responded. Selectperson Hodgetts directed a question to Ms. Lucy regarding the committee's organization. Ms. Lucy responded. **Vote: 4 Yes – 0 No.**

Chairperson Sites moved to appoint the listed residents as election clerks for terms to expire on April 30, 2024, and endorse the attached notice to file with the Town Clerk. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts inquired why the volunteers were not present. Selectperson Moulton and Chairperson Sites responded with an explanation of the difference between election clerks and committee volunteers. The Town Manager further clarified. Selectperson Reed moved to call the question. The motion failed. The Town Manager further explained the clerk's responsibilities. **Vote: 4 Yes – 0 No.**

**Special Presentations** – None.

**Announcements** – None.

**Consent Agenda (2:32:15)**– Chairperson Sites moved to approve the accounts payable warrants 34, 35, & 36 in the amount of \$924,297.97, as presented. Selectperson Moulton seconded the motion. Discussion: Selectperson Hodgetts already made his inquiries to the Town Manager. **Vote: 4 Yes – 0 No.**

**Public Comment - Non-Agenda Items (2:32:15)** – Chairperson Sites read a note from Sandy Burnell regarding community recreation in the past. Debby Landry, a Yarmouth resident, and representative of the Royal River Alliance. Ms. Landry shared the work done currently by the Army Corps of Engineers on the Yarmouth Dam Project. Her full report to the Board can be found at the Town Office or on the Town's website. Chairperson Sites opened questions from the Board. Chairperson Sites recommended a connection with the Royal River Alliance and the Parks and Recreation Committee. Chairperson Sites discussed the Town's interest in knowing more about how the proposed project would affect the Town's water where the Royal River flows in North Yarmouth. There was continued discussion between Chairperson Sites and Ms. Landry. Selectperson Moulton directed his questions to Ms. Landry. The full discussion can be found on the video record of the meeting. The materials regarding the topic are also located on the Town of Yarmouth's town website, [www.yarmouth.me.us](http://www.yarmouth.me.us). Alicia



Dostilio, Parsonage Road, requested that the Select Board consider more notifications about Town Meeting. Ms. Dostilio also inquired if the Town provides welcoming packages to new residents. Select Board members recognize the need to improve communications around upcoming Town Meetings.

Judy Potter, Walnut Hill Road, made comments regarding communications. Ms. Potter inquired about the recent appointments of election clerks and if residents could watch the election clerks count during an election. The Town Manager responded in the affirmative.

Bill Young, Sweetser Road, inquired about the status of Sharp's Field. Chairperson Sites responded that he would receive something by the end of March.

### **Management Reports & Communications:**

Town Manager's Report (3:01:52) – The Town Manager reported that the offices were closed on March 15<sup>th</sup> do the election but that taxes were still due on that date.

**Old Business** – none.

### **New Business:**

Legal Services Bid Award (3:02:40) – The Town Manager recommended Jensen Baird Attorney at Law. Chairperson Sites confirmed that the offer from Jensen Baird would allow the Town to not pay for the firm to learn on the job. Selectperson Reed suggested that the Board set a policy to put out a bid for services after so many years. Chairperson Sites moved that the Select Board award the bid to Jensen Baird Attorney at Law, as presented in their bid package. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Solicit Bids for Civil Engineers (3:08:17) – Chairperson Sites moved to authorize the Town Manager to prepare and solicit bids for civil engineering services. Selectperson Moulton seconded the motion. Discussion: Selectperson Moulton inquired if the services were only for specific needs. The Town Manager responded in the affirmative. Selectperson Hodgetts inquired if the engineer would be utilized for the Purple House. The Town Manager clarified in the negative, emphasizing that the engineer would be working for the Town on sidewalks around the Purple House. Chairperson Sites clarified that no workplan has been submitted. **Vote: 4 Yes – 0 No.**

Select Board Liaisons (3:11:50) – Chairperson Sites discussed having liaisons from the Select Board to each of the committees. Selectperson Hodgetts inquired why the committee chairs could not report to the Select Board. Chairperson Sites responded that he believed the Board should support the committees by being at the meeting. Chairperson Sites asked the Board to review the list for discussion at the next Select Board Meeting.

**Any Other Business** (3:15:52) – Selectperson Moulton stated that the Town seal not be used without the Select Board's consent. Selectperson Reed requested the Select Board consider a fundraiser to raise funds for humanitarian aid to Ukraine. Select Board members made comments supporting Ukraine but did not feel the Board has enough time and resources to get involved. Selectperson Hodgetts stated that he wanted to address the video/audio of the recorded meetings and to remind the public to vote on March 15<sup>th</sup>.

**Adjournment** (3:28:22) – Selectperson Reed moved to adjourn at 8:24 PM. Chairperson Sites seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Prepared By: Draven Walker  
Executive Assistant/Recording Secretary

Select Board

---

Brian Sites, Chair

---

James Moulton, Vice Chair

---

David Reed

---

Paul Hodgetts

Town of North Yarmouth, Maine  
March 15, 2022  
Citizen Initiative Referendum  
**Official Results and Return**

**Question 1: Citizen Initiative**  
Land Use Ordinance

Yes	791
No	533
Blank	1
Total Votes Cast	1325

Number of Registered Voters	3707
Total Ballots Cast	1325
Percentage of Total Voters	36%



Attest a True Copy:

*Deborah Allen Grover*

---

Deborah Allen Grover, Town Clerk



Town of North Yarmouth, Maine

Special Town Meeting Minutes

March 15, 2022

Meeting called to order at 7am, Tuesday, March 15, 2022, at the Wescustogo Hall & Community Center located at 120 Memorial Highway, North Yarmouth, Maine.

Election Clerks: Jeanne Chadbourne, Elizabeth Chandler, Tracey Cox, Margaret Hansel, Stacey Holden, Sheryl Jameson, Lois Knight, Kristen Lindstrom, Stanley Saucier, James Smith, Steven Smith, Rebecca Tiedemann, Cheryl Goodwin, Gail Turner, Virginia VanDyke and Robert Wood.

Deputy Voter Registrars: Cheryl Goodwin & Tracey Cox

Deputy Warden: James Knight

Clerk/Warden: Deborah Grover

**ARTICLE 1.** To choose a Moderator to preside at said Special Town Meeting and Election. Eliza Chandler (388 Royal Road) nominated from the floor James Knight (331 Gray Road) as Moderator. Nomination was seconded by Virginia VanDyke (64 Delwin Drive). No other nominations were made. All in favor, none opposed, James Knight was elected Moderator.

**ARTICLE 2.** Change the North Yarmouth Land Use Ordinance, Section 3.3 Building/Land Use Permits, section E. Residential Growth Limitation (Cap), section 1, Calendar Year 2007 and beyond the following shall apply; paragraph a. – to reinstate a building permit cap to apply to all areas of the town.

*Replace the current language of paragraph a.*

- a. *In the Village Center District and Village Residential District, the residential growth limitation shall be lifted to allow for the issuance of an unlimited number of building permits for residential dwellings units.*

*Replace with*

- a. *In the Village Center District and Village Residential District, combined, issuance of building permits for residential dwelling units shall not exceed 15 dwelling units per year. No single person, entity, corporation, or developer may apply for more than 6 new dwelling permits per year.*

Meeting was adjourned by the Moderator, James Knight at 8:00pm

Page 1 of 2

Warrant 37

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00014 SECRETARY OF STATE, MAINE</b>						
0291	42356	03	2/22-2/28 COLLECTIONS			
2/22-2/28 COLLECTIONS			G 10-220-01		8,437.80	0.00
			GENERAL / BMV STATE			
			<b>Vendor Total-</b>		<b>8,437.80</b>	
<b>00181 TREASURER, STATE OF MAINE</b>						
0291	42357	03	NOTICE #1012901210928	CASE #001480294		
NOTICE #1012901210928			G 10-401-00		160.00	0.00
			GENERAL / EMP DEDUCT			
			<b>Vendor Total-</b>		<b>160.00</b>	
			<b>Prepaid Total-</b>		<b>0.00</b>	
			<b>Current Total-</b>		<b>8,597.80</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>8,597.80</b>	

Select Board Member's Signataure: James Moulton

Select Baord Member's Name Printed: JAMES MOULTON

Date: 2/28/22

A / P Warrant

Warrant 39

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00075 INLAND FISHERIES &amp; WILDLIFE</b>						
0313	42358	03	FEBRUARY			
FEBRUARY			G 10-220-02		1,306.06	0.00
			GENERAL / IF&W STATE			
			<b>Vendor Total-</b>		<b>1,306.06</b>	
<b>00014 SECRETARY OF STATE, MAINE</b>						
0313	42359	03	2/28 - 3/7 COLLECTIONS			<b>*** SEPARATE ***</b>
2/28 - 3/7 COLLECTIONS			G 10-220-01		6,571.09	0.00
			GENERAL / BMV STATE			
			<b>Invoice Total-</b>		<b>6,571.09</b>	
0313	42360	03	3/7 - 3/14 COLLECTIONS			<b>*** SEPARATE ***</b>
3/7 - 3/14 COLLECTIONS			G 10-220-01		2,295.25	0.00
			GENERAL / BMV STATE			
			<b>Invoice Total-</b>		<b>2,295.25</b>	
			<b>Vendor Total-</b>		<b>8,866.34</b>	
<b>00181 TREASURER, STATE OF MAINE</b>						
0313	42361	03	NOTICE 1012901210928			
NOTICE 1012901210928			G 10-401-00	CASE001480294 S	160.00	0.00
			GENERAL / EMP DEDUCT			
			<b>Vendor Total-</b>		<b>160.00</b>	
			<b>Prepaid Total-</b>		<b>0.00</b>	
			<b>Current Total-</b>		<b>10,332.40</b>	
			<b>EFT Total-</b>		<b>0.00</b>	
			<b>Warrant Total-</b>		<b>10,332.40</b>	

Select Board Member's Signataure:

*Paul Hodgett*

Select Board Member's Name Printed:

Paul Hodgett

Date:

3/14/2022

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>00402 AFLAC</b>						
0320	42362	03	INV#491829			
AFLAC			G 10-402-00		48.48	0.00
			GENERAL / AFLAC			
			<b>Vendor Total-</b>		<b>48.48</b>	
<b>00517 AMAZON CAPITAL SERVICES, INC</b>						
0320	42363	03	112-9762613-8408200	WHCC		
ADMIN SUPPLY			E 110-01-5224-00		64.99	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Invoice Total-</b>		<b>64.99</b>	
0320	42363	03	112-6214140-1601042	WHCC		
PROGRAM SUPPLY			E 125-01-5244-00		10.99	0.00
			COMM CENTER / OPERATIONS - PROG SUPPL / PROG SUPPL			
			<b>Invoice Total-</b>		<b>10.99</b>	
0320	42363	03	112-4131676-6957805	ADMIN		
ADMIN SUPPLY			E 110-01-5224-00		3.60	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Invoice Total-</b>		<b>3.60</b>	
0320	42363	03	112-6116759-2127444	WHCC		
WHCC			E 125-01-5244-00		67.97	0.00
			COMM CENTER / OPERATIONS - PROG SUPPL / PROG SUPPL			
			<b>Invoice Total-</b>		<b>67.97</b>	
0320	42363	03	112-9076182-3933856	ADMIN		
ADMIN SUPPLY			E 110-01-5224-00		55.96	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Invoice Total-</b>		<b>55.96</b>	
0320	42363	03	112-4873230-4585006	WHCC		
WHCC			E 125-01-5222-00		54.94	0.00
			COMM CENTER / OPERATIONS - SPCL EVENTS / SPCL EVENTS			
			<b>Invoice Total-</b>		<b>54.94</b>	
0320	42363	03	112-7378310-3524245	WHCC		
WHCC WINDOWS			E 145-03-5522-00		119.67	0.00
			BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>119.67</b>	
0320	42363	03	11-3096500-9655454	ELECTIONS		
ADMIN SUPPLY			E 110-01-5224-00		27.51	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Invoice Total-</b>		<b>27.51</b>	
			<b>Vendor Total-</b>		<b>405.63</b>	
<b>00194 AT &amp; T MOBILITY</b>						
0320	42364	03	MONTHLY SERVICE			
FIRE RESCUE			E 130-01-5130-00		15.17	0.00
			PUBL SAFETY / FIRE RESCUE - ALLOWANCES / ALLOWANCES			
ADMIN			E 145-02-5412-00		186.10	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
			<b>Vendor Total-</b>		<b>201.27</b>	
<b>00680 BERGERON PROTECTIVE CLOTHING</b>						
0320	42365	03	INV#230566	FRD		
INV#230566			E 130-01-5534-00		8,246.33	0.00
			PUBL SAFETY / FIRE RESCUE - PPE / PPE			
			<b>Vendor Total-</b>		<b>8,246.33</b>	
<b>00009 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0320	42366	03	INV#4006676			

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
LEGAL			E 110-02-5316-00		1,176.00	0.00
			MUN ADMN / CONTR/PROF - LEGAL / LEGAL			
			<b>Invoice Total-</b>		<b>1,176.00</b>	
0320	42366	03	INV#4007173	CHANDLER BROOK		
INV#4007173			E 110-02-5316-00		352.00	0.00
			MUN ADMN / CONTR/PROF - LEGAL / LEGAL			
			<b>Invoice Total-</b>		<b>352.00</b>	
0320	42366	03	INV#4006677	GENERAL LABOR		
LEGAL			E 110-02-5316-00		140.00	0.00
			MUN ADMN / CONTR/PROF - LEGAL / LEGAL			
			<b>Invoice Total-</b>		<b>140.00</b>	
			<b>Vendor Total-</b>		<b>1,668.00</b>	
<b>00332 BOUND TREE MEDICAL LLC</b>						
0320	42367	03	INV#84411846			
INV#84411846			E 130-01-5532-00		79.00	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			<b>Invoice Total-</b>		<b>79.00</b>	
0320	42367	03	INV#84428814			
INV#84428814			E 130-01-5532-00		195.92	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			<b>Invoice Total-</b>		<b>195.92</b>	
0320	42367	03	INV#84433135			
INV#84433135			E 130-01-5532-00		145.16	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			<b>Invoice Total-</b>		<b>145.16</b>	
0320	42367	03	INV#84433134			
INV#84433134			E 130-01-5532-00		162.79	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			<b>Invoice Total-</b>		<b>162.79</b>	
0320	42367	03	CREDIT	ACCT201426		
Credit Memo			G 10-120-00		-30.45	0.00
			GENERAL / CREDIT MEMO			
			<b>Invoice Total-</b>		<b>-30.45</b>	
			<b>Vendor Total-</b>		<b>552.42</b>	
<b>00016 CASCO BAY FORD</b>						
0320	42368	03	INV#65439	TK 1-20 PART		
INV#65439			E 140-01-5524-00		32.11	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			<b>Vendor Total-</b>		<b>32.11</b>	
<b>00025 CENTRAL MAINE POWER COMPANY</b>						
0320	42369	03	3501-4313-304			
STREET LIGHTS			E 130-02-5332-00		189.76	0.00
			PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS			
			<b>Vendor Total-</b>		<b>189.76</b>	
<b>01425 CHARTER COMMUNICATIONS</b>						
0320	42370	03	INV#886050602031322	DOUBLE PYMNT		<b>*** SEPARATE ***</b>
120 MEMORIAL HIGHWAY			E 145-02-5412-00		300.37	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
			<b>Invoice Total-</b>		<b>300.37</b>	
0320	42371	03	INV#862347001031322	DOUBLE PYMNT		<b>*** SEPARATE ***</b>
10 VILLAGE SQUARE RD			E 145-02-5412-00		84.22	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
			<b>Invoice Total-</b>		<b>84.22</b>	



**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0320	42372	03	INV#662819101022422	DOUBLE PYMNT		<b>*** SEPARATE ***</b>
68 MEMORIAL HWY			E 145-02-5412-00		239.98	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
			<b>Invoice Total-</b>		<b>239.98</b>	
0320	42373	03	INV#6612012021622	DOUBLE PAYMENT		<b>*** SEPARATE ***</b>
40 PARSONGE RD			E 145-02-5412-00		199.98	0.00
			BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET			
			<b>Invoice Total-</b>		<b>199.98</b>	
			<b>Vendor Total-</b>		<b>824.55</b>	
<b>01103 CHEMSEARCH</b>						
0320	42374	03	INV#7680002	PWD		
INV#7680002			E 140-01-5534-00		210.22	0.00
			PUBLIC WORKS / OPERATIONS - PPE / PPE			
			<b>Vendor Total-</b>		<b>210.22</b>	
<b>00026 COASTAL ACE HARDWARE INC</b>						
0320	42375	03	INV#195432	PWD-SHELF FIX		
INV#195432			E 145-03-5520-00		27.98	0.00
			BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS			
			<b>Invoice Total-</b>		<b>27.98</b>	
0320	42375	03	INV#195455	CLEANING SUPPLY		
INV#195455			E 145-01-5516-00		32.97	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Invoice Total-</b>		<b>32.97</b>	
0320	42375	03	INV#195851	CUSTODIAN SUPPL		
INV#195851			E 145-01-5516-00		134.88	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Invoice Total-</b>		<b>134.88</b>	
0320	42375	03	INV#196538	PWD		
INV#196538			E 140-01-5522-00		8.99	0.00
			PUBLIC WORKS / OPERATIONS - EQPT MAINT / EQPT MAINT			
			<b>Invoice Total-</b>		<b>8.99</b>	
			<b>Vendor Total-</b>		<b>204.82</b>	
<b>00925 CRAFTCO, INC</b>						
0320	42376	03	INV#2743985	COLD PATCH		
INV#2743985			E 140-01-5556-00		240.00	0.00
			PUBLIC WORKS / OPERATIONS - COLD PATCH / COLD PATCH			
			<b>Vendor Total-</b>		<b>240.00</b>	
<b>00889 CUMBERLAND COUNTY FINANCE OFFICE</b>						
0320	42377	03	MARCH ASSESSING SRVC			<b>*** SEPARATE ***</b>
ASSESSING SERVICE			E 110-02-5312-00		4,536.58	0.00
			MUN ADMN / CONTR/PROF - ASSESSOR / ASSESSOR			
			<b>Invoice Total-</b>		<b>4,536.58</b>	
0320	42378	03	INV#3829	SPEED PATROL		
INV#3829			E 130-02-5334-00		292.00	0.00
			PUBL SAFETY / CONTR/PROF - SPEED PATROL / SPEED PATROL			
			<b>Invoice Total-</b>		<b>292.00</b>	
			<b>Vendor Total-</b>		<b>4,828.58</b>	
<b>00091 CUMBERLAND COUNTY REGISTRY OF DEEDS</b>						
0320	42379	03	FEBRUARY			
FEBRUARY			E 110-01-5212-00		41.00	0.00
			MUN ADMN / OPERATIONS - REG OF DEEDS / REG OF DEEDS			
			<b>Vendor Total-</b>		<b>41.00</b>	
<b>00791 DEAD RIVER COMPANY</b>						

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0320	42380	03	3/3 REF#50353		290.9 GALLONS	
3/3 REF#50353			E 145-02-5416-00		669.07	0.00
			BLDGS/GRNDS / UTILITIES - HEAT / HEAT			
			<b>Vendor Total-</b>		<b>669.07</b>	
<b>00564 DENNIS K. BURKE INC</b>						
0320	42381	03	INV#1333004			
GAS/DIESEL			E 140-01-5526-00		85.65	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			<b>Invoice Total-</b>		<b>85.65</b>	
0320	42381	03	INV#1337896			
GAS/DIESEL			E 140-01-5526-00		392.24	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			<b>Invoice Total-</b>		<b>392.24</b>	
0320	42381	03	INV#1335284			
GAS/DIESEL			E 140-01-5526-00		491.16	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			<b>Invoice Total-</b>		<b>491.16</b>	
			<b>Vendor Total-</b>		<b>969.05</b>	
<b>00116 ECO MAINE</b>						
0320	42382	03	FEB TONNAGE			
FEB TONNAGE			E 150-01-5670-00		4,483.71	0.00
			SW/RECYCLING / SOLID WASTE - ECO TONNAGE / ECO TONNAGE			
			<b>Vendor Total-</b>		<b>4,483.71</b>	
<b>00099 FIRESAFE EQUIPMENT INC</b>						
0320	42383	03	INV#23820			
INV#23820			E 145-03-5522-00	FRD	129.20	0.00
			BLDGS/GRNDS / FACLTY MAINT - EQPT MAINT / EQPT MAINT			
			<b>Vendor Total-</b>		<b>129.20</b>	
<b>00611 GARBAGE TO GARDEN</b>						
0320	42384	03	INV#20761			
INV#20761			E 150-01-5688-00		227.60	0.00
			SW/RECYCLING / SOLID WASTE - G2G / G2G			
			<b>Vendor Total-</b>		<b>227.60</b>	
<b>00615 GOODWIN, CHERYL</b>						
0320	42385	03	REIMBURSEMENT-ELELCTION			
REIMBURSEMENT-ELELCTION			E 110-01-5228-00		130.78	0.00
			MUN ADMN / OPERATIONS - ELECTION/REG / ELECTION/REG			
			<b>Vendor Total-</b>		<b>130.78</b>	
<b>00803 HYDRAULIC HOSE &amp; ASSEMBLIES, INC</b>						
0320	42386	03	INV#5020376-01			
INV#5020376-01			E 140-01-5570-00	PWD	1,366.35	0.00
			PUBLIC WORKS / OPERATIONS - CUTTING EDGE / CUTTING EDGE			
			<b>Vendor Total-</b>		<b>1,366.35</b>	
<b>00057 ICMA RETIREMENT TRUST</b>						
0320	42387	03	MARCH 2022			
EMPLOYER CONTRIBUTIONS			E 160-02-5730-00		3,529.73	0.00
			FIXED EXPENS / EE BENEFITS - ICMA RETIRE / ICMA RETIRE			
EMPLOYEE CONTRIBUTIONS			G 10-230-05		1,788.46	0.00
			GENERAL / ICMA EMPLOYEE			
LOANS			G 10-230-06		84.91	0.00
			GENERAL / ICMA EMP LOA			
			<b>Vendor Total-</b>		<b>5,403.10</b>	

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00203 ION NETWORKING</b>						
0320	42388	03	INV#36223			
INV#36223			E 110-02-5322-00		1,844.50	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>1,844.50</b>	
0320	42388	03	INV#36224			
INV#36224			E 110-02-5322-00		240.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>240.00</b>	
0320	42388	03	INV#36225	PWD		
INV#36225			E 110-02-5322-00		96.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>96.00</b>	
0320	42388	03	INV#36226	WHCC		
INV#36226			E 110-02-5322-00		48.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			
			<b>Invoice Total-</b>		<b>48.00</b>	
0320	42388	03	INV#36250			
INV#36250			E 220-22-5920-00		1,360.00	0.00
			CAPITAL RESV / TECH/COMMUN - CAPTL RESV / CAPTL RESV			
			<b>Invoice Total-</b>		<b>1,360.00</b>	
0320	42388	03	INV#36277			
INV#36277			E 220-22-5920-00		2,700.00	0.00
			CAPITAL RESV / TECH/COMMUN - CAPTL RESV / CAPTL RESV			
			<b>Invoice Total-</b>		<b>2,700.00</b>	
			<b>Vendor Total-</b>		<b>6,288.50</b>	
<b>00060 JORDAN EQUIPMENT CO</b>						
0320	42389	03	INV#P69367	PWD		
INV#P69367			E 140-01-5524-00		89.52	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			<b>Vendor Total-</b>		<b>89.52</b>	
<b>01366 KIMBALL MIDWEST</b>						
0320	42390	03	INV#9646932	PWD		
INV#9646932			E 140-01-5544-00		529.00	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			<b>Vendor Total-</b>		<b>529.00</b>	
<b>00070 MAINE MUNICIPAL ASSOCIATION</b>						
0320	42391	03	INV#1000424394	ARPA - D.WALKER		
INV#1000424394			E 110-01-5140-00		35.00	0.00
			MUN ADMN / OPERATIONS - TRAINING / TRAINING			
			<b>Invoice Total-</b>		<b>35.00</b>	
0320	42391	03	INV#1000424874	CRISIS COMM-DAG		
INV#1000424874			E 110-01-5140-00		45.00	0.00
			MUN ADMN / OPERATIONS - TRAINING / TRAINING			
			<b>Invoice Total-</b>		<b>45.00</b>	
			<b>Vendor Total-</b>		<b>80.00</b>	
<b>00072 MAINE MUNICIPAL EMPLOYEES</b>						
0320	42392	03	APRIL 2022			
EMPLOYER HEALTH			E 160-02-5710-00		17,901.09	0.00
			FIXED EXPENS / EE BENEFITS - HEALTH INSUR / HEALTH INSUR			
EMPLOYER DENTAL			E 160-02-5720-00		1,066.33	0.00
			FIXED EXPENS / EE BENEFITS - DENTAL INSUR / DENTAL INSUR			
EMPLOYEE HEALTH			G 10-230-08		3,257.04	0.00

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
EMPLOYEE DENTAL			GENERAL / MMEHT BENEFI G 10-230-08		194.46	0.00
EMPLOYEE INCOME PROTECTI			GENERAL / MMEHT BENEFI G 10-230-07		588.91	0.00
VSP VISION			GENERAL / INCM PROTECT G 10-403-00		110.32	0.00
MARCH - M. SMITH			GENERAL / VSP VISION E 160-02-5710-00		868.97	0.00
MARCH - M. SMITH			FIXED EXPENS / EE BENEFITS - HEALTH INSUR / HEALTH INSUR E 160-02-5720-00		35.03	0.00
MARCH - M. SMITH			FIXED EXPENS / EE BENEFITS - DENTAL INSUR / DENTAL INSUR G 10-230-08		252.27	0.00
MARCH - M. SMITH			GENERAL / MMEHT BENEFI G 10-230-07		31.53	0.00
MARCH - M. SMITH			GENERAL / INCM PROTECT G 10-403-00		5.58	0.00
			GENERAL / VSP VISION			
<b>Vendor Total-</b>					<b>24,311.53</b>	
<b>00862 MAINE OXY/SPEC AIR SPECIALTY GASES</b>						
0320	42393	03	INV#50252706 E 140-01-5542-00	PWD	363.00	0.00
			PUBLIC WORKS / OPERATIONS - EQPT RENTAL / EQPT RENTAL			
<b>Vendor Total-</b>					<b>363.00</b>	
<b>00302 MORTON SALT, INC</b>						
0320	42394	03	INV#5402528995 E 140-01-5572-00	ROAD SALT	5,548.23	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
<b>Invoice Total-</b>					<b>5,548.23</b>	
0320	42394	03	INV#5402534223 E 140-01-5572-00	ROAD SALT	3,921.99	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
<b>Invoice Total-</b>					<b>3,921.99</b>	
0320	42394	03	INV#5402541584 E 140-01-5572-00	ROAD SALT	3,834.48	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
<b>Invoice Total-</b>					<b>3,834.48</b>	
<b>Vendor Total-</b>					<b>13,304.70</b>	
<b>00140 MTCCA</b>						
0320	42395	03	INV#1000420180 E 110-01-5140-00	TITLE 30A - DAG	60.00	0.00
			MUN ADMN / OPERATIONS - TRAINING / TRAINING			
<b>Vendor Total-</b>					<b>60.00</b>	
<b>01429 NORTH STAR PLANNING, LLC</b>						
0320	42396	03	INV#008-03.96 E 120-01-5610-00		4,540.00	0.00
			PLANNER SERVICE COMM SVCS / CEO/PLAN - PLANNING BRD / PLANNING BRD			
<b>Vendor Total-</b>					<b>4,540.00</b>	
<b>00215 O'CONNOR GMC</b>						
0320	42397	03	INV#778444 E 140-01-5524-00	PWD TK2-19	279.19	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
<b>Vendor Total-</b>					<b>279.19</b>	
<b>01230 ODORITE COMPANY INC.</b>						
0320	42398	03	INV#189710			

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
INV#189710			E 145-01-5516-00		67.92	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Invoice Total-</b>		<b>67.92</b>	
0320	42398	03	INV#189834			
INV#189834			E 145-01-5516-00		564.90	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Invoice Total-</b>		<b>564.90</b>	
0320	42398	03	INV#189863			
INV#189863			E 145-01-5516-00		505.15	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Invoice Total-</b>		<b>505.15</b>	
0320	42398	03	INV#189947			
INV#189947			E 145-01-5516-00		148.99	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
			<b>Invoice Total-</b>		<b>148.99</b>	
			<b>Vendor Total-</b>		<b>1,286.96</b>	
<b>00088 OPPORTUNITY ALLIANCE</b>						
0320	42399	03	INV#GA022022	FEB SRVC		
INV#GA022022			E 120-04-5645-00		72.00	0.00
			COMM SVCS / GENL ASST - GA OUTSOURCE / GA OUTSOURCE			
			<b>Vendor Total-</b>		<b>72.00</b>	
<b>01430 PALMER, STEVEN</b>						
0320	42400	03	REIMBURSEMENT - PRC	COASTAL HARDWAR		
PARKS & REC COMM			E 120-03-5640-00		20.38	0.00
			COMM SVCS / PKS/REC - PARK&REC COM / PARK&REC COM			
			<b>Invoice Total-</b>		<b>20.38</b>	
0320	42400	03	REIMBURSEMENT -LWNY			
LWNY			E 120-07-5625-00		54.85	0.00
			COMM SVCS / LIVING WELL - GENL EXP / GENL EXP			
			<b>Invoice Total-</b>		<b>54.85</b>	
0320	42400	03	LWNY - DONATION	COFFEE TOKENS		
LWNY			E 120-07-5625-00		25.00	0.00
			COMM SVCS / LIVING WELL - GENL EXP / GENL EXP			
			<b>Invoice Total-</b>		<b>25.00</b>	
			<b>Vendor Total-</b>		<b>100.23</b>	
<b>00084 PERMA LINE CORP</b>						
0320	42401	03	INV#191124	NOTICATIONS		
INV#191124			E 220-25-5920-00		155.25	0.00
			CAPITAL RESV / MUN FACIL - CAPTL RESV / CAPTL RESV			
			<b>Vendor Total-</b>		<b>155.25</b>	
<b>00350 PINE TREE WASTE, INC</b>						
0320	42402	03	INV#2824332			<b>*** SEPARATE ***</b>
HOUSE HOLD TRASH			E 150-01-5655-00		5,819.45	0.00
			SW/RECYCLING / SOLID WASTE - MSW DISPOSAL / MSW DISPOSAL			
RECYCLING			E 150-01-5660-00		5,819.44	0.00
			SW/RECYCLING / SOLID WASTE - RECYCLABLES / RECYCLABLES			
			<b>Invoice Total-</b>		<b>11,638.89</b>	
0320	42403	03	INV#2826682			<b>*** SEPARATE ***</b>
FIRE STATION			E 150-01-5655-00		58.18	0.00
			SW/RECYCLING / SOLID WASTE - MSW DISPOSAL / MSW DISPOSAL			
			<b>Invoice Total-</b>		<b>58.18</b>	
			<b>Vendor Total-</b>		<b>11,697.07</b>	
<b>00085 PITNEY BOWES INC</b>						

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0320	42404	03	INV#3315249843	LEASE		
RENTAL CHARGES			E 110-01-5226-00		159.57	0.00
			MUN ADMN / OPERATIONS - OFFICE EQUIP / OFFICE EQUIP			
			<b>Vendor Total-</b>		<b>159.57</b>	
<b>00780 READYREFRESH BY NESTLE</b>						
0320	42405	03	INV#02B447975178			
INV#02B447975178			E 110-01-5224-00		130.41	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Vendor Total-</b>		<b>130.41</b>	
<b>01415 RHR SMITH &amp; COMPANY</b>						
0320	42406	03	INV#2022-2048			
INV#2022-2048			E 110-02-5310-00		1,000.00	0.00
			MUN ADMN / CONTR/PROF - AUDITOR / AUDITOR			
			<b>Vendor Total-</b>		<b>1,000.00</b>	
<b>00014 SECRETARY OF STATE, MAINE</b>						
0320	42407	03	3/14 - 3/21 COLLECTIONS			<b>*** SEPARATE ***</b>
3/14 - 3/21 COLLECTIONS			G 10-220-01		5,067.88	0.00
			GENERAL / BMV STATE			
			<b>Vendor Total-</b>		<b>5,067.88</b>	
<b>01426 SMITH, MARI-MELINDA</b>						
0320	42408	03	FEB/MARCH EXPENSE	CUSTODIAN		
HOMEDEPOT			E 145-01-5516-00		33.59	0.00
			BLDGS/GRNDS / OPERATIONS - CUST SUPPLY / CUST SUPPLY			
CELLPHONE			E 145-01-5130-00		37.50	0.00
			BLDGS/GRNDS / OPERATIONS - ALLOWANCES / ALLOWANCES			
MILEAGE 67.1			E 145-01-5130-00		39.25	0.00
			BLDGS/GRNDS / OPERATIONS - ALLOWANCES / ALLOWANCES			
			<b>Vendor Total-</b>		<b>110.34</b>	
<b>00101 STAPLES CREDIT PLAN</b>						
0320	42409	03	FEB SUPPLIES			
FEB SUPPLIES			E 110-01-5224-00		208.20	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Vendor Total-</b>		<b>208.20</b>	
<b>00121 SUBURBAN PROPANE</b>						
0320	42410	03	INV#593913	FRD		
NYFD TANKSERIAL #NA44300			E 145-02-5418-00		290.32	0.00
			BLDGS/GRNDS / UTILITIES - PROPANE / PROPANE			
			<b>Vendor Total-</b>		<b>290.32</b>	
<b>01220 SUN JOURNAL</b>						
0320	42411	03	INV#391472	ROAD POSTINGS		
INV#391472			E 110-01-5214-00		263.00	0.00
			MUN ADMN / OPERATIONS - ADVERTISING / ADVERTISING			
			<b>Vendor Total-</b>		<b>263.00</b>	
<b>00000 THE CURTAINSHOP OF MAINE</b>						
0320	42412	03	QUOTE 15420683 DEPOSIT	WHCC		
QUOTE 15420683 DEPOSIT			E 220-25-5920-00		2,000.00	0.00
			CAPITAL RESV / MUN FACIL - CAPTL RESV / CAPTL RESV			
			<b>Vendor Total-</b>		<b>2,000.00</b>	
<b>00446 TOWN HALL STREAMS</b>						
0320	42413	03	INV#13807			
INV#13807			E 110-02-5322-00		200.00	0.00
			MUN ADMN / CONTR/PROF - TECHNOLOGY / TECHNOLOGY			

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>Vendor Total-</b>					<b>200.00</b>	
<b>00304 TOWN OF YARMOUTH</b>						
0320	42414	03	INV#789			
PARAMDIC			E 130-01-5530-00		3,600.00	0.00
			PUBL SAFETY / FIRE RESCUE - PARAMEDIC / PARAMEDIC			
<b>Vendor Total-</b>					<b>3,600.00</b>	
<b>00124 TREASURER STATE OF MAINE</b>						
0320	42415	03	INV#4128			
INV#4128			E 145-03-5522-00		50.00	0.00
			BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT			
<b>Vendor Total-</b>					<b>50.00</b>	
<b>00397 UNIFIRST CORPORATION</b>						
0320	42416	03	INV#1040166038			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		80.95	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
<b>Invoice Total-</b>					<b>80.95</b>	
0320	42416	03	INV#1040166037			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		23.50	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
PWD UNIFORMS			E 140-01-5130-00		131.82	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
<b>Invoice Total-</b>					<b>155.32</b>	
0320	42416	03	INV#1040166041			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		32.39	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
<b>Invoice Total-</b>					<b>32.39</b>	
0320	42416	03	INV#1040166042			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
<b>Invoice Total-</b>					<b>33.53</b>	
0320	42416	03	INV#1040161281			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		32.39	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
<b>Invoice Total-</b>					<b>32.39</b>	
0320	42416	03	INV#1040163602			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
PWD UNIFORMS			E 140-01-5130-00		108.61	0.00
			PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES			
<b>Invoice Total-</b>					<b>142.14</b>	
0320	42416	03	INV#1040156543			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
<b>Invoice Total-</b>					<b>33.53</b>	
0320	42416	03	INV#a1040163603			
PWD RAGS			E 140-01-5544-00		18.15	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
<b>Invoice Total-</b>					<b>18.15</b>	
0320	42416	03	INV#1040161283			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00
			BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS			
<b>Invoice Total-</b>					<b>33.53</b>	
<b>Vendor Total-</b>					<b>561.93</b>	
<b>01026 VIKING-CIVES OF MAINE</b>						

**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0320	42417	03	INV#4514288			
INV#4514288			E 140-01-5524-00		19.20	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			<b>Invoice Total-</b>		<b>19.20</b>	
0320	42417	03	INV#4514287			
INV#4514287			E 140-01-5524-00		339.77	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			<b>Invoice Total-</b>		<b>339.77</b>	
			<b>Vendor Total-</b>		<b>358.97</b>	
<b>00729 W.B. MASON CO INC</b>						
0320	42418	03	INV#227772471			
INV#227772471			E 110-01-5224-00		34.56	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Invoice Total-</b>		<b>34.56</b>	
0320	42418	03	INV#228177236			
INV#228177236			E 110-01-5224-00		62.92	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			<b>Invoice Total-</b>		<b>62.92</b>	
			<b>Vendor Total-</b>		<b>97.48</b>	
<b>00704 WOODCOCK &amp; SONS</b>						
0320	42419	03	WHCC - REPAIR DRYWALL			
WHCC - REPAIR DRYWALL			E 145-03-5520-00		85.00	0.00
			BLDGS/GRNDS / FACLT Y MAINT - GNRL REPAIRS / GNRL REPAIRS			
			<b>Vendor Total-</b>		<b>85.00</b>	
<b>01352 YANKEE FORD</b>						
0320	42420	03	INV#34486	BRUSH TK		
INV#34486			E 130-01-5524-00		69.62	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			<b>Invoice Total-</b>		<b>69.62</b>	
0320	42420	03	INV#35058			
INV#35058			E 130-01-5524-00		86.93	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
			<b>Invoice Total-</b>		<b>86.93</b>	
			<b>Vendor Total-</b>		<b>156.55</b>	
<b>00128 YARMOUTH WATER DISTRICT</b>						
0320	42421	03	MARCH HYDRANTS			
HYDRANTS			E 130-02-5330-00		5,384.83	0.00
			PUBL SAFETY / CONTR/PROF - HYDRANTS / HYDRANTS			
			<b>Vendor Total-</b>		<b>5,384.83</b>	
<b>01303 ZOOM VIDEO COMMUNICATIONS INC</b>						
0320	333333	03	INV#138966374			
ADMINISTRATION			E 110-01-5216-00		154.99	0.00
			MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE			
			<b>Vendor Total-</b>		<b>154.99</b>	



**A / P Warrant**

Warrant 41

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account		Proj	Amount	
			Prepaid Total-	154.99	
			Current Total-	113,953.46	
			EFT Total-	0.00	
			Warrant Total-	114,108.45	

Select Board Member's Signataure: \_\_\_\_\_

Select Board Member's Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

**see attached page 12**



# TOWN OF NORTH YARMOUTH



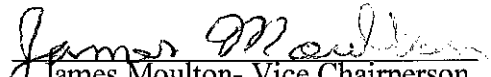
## Authorization of accounts payable for the Fiscal Year 2022 totaling:

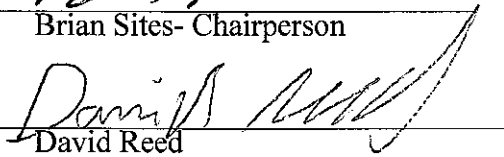
Payroll:	\$	-0-
Town Payables:	\$	114,108.45
<b>TOTAL</b>	<b>\$</b>	<b>114,108.45</b>

Itemized warrant 41 attached.

### Board of Selectpersons

  
 \_\_\_\_\_  
 Brian Sites- Chairperson

  
 \_\_\_\_\_  
 James Moulton- Vice Chairperson

  
 \_\_\_\_\_  
 David Reed

  
 \_\_\_\_\_  
 Paul Hodgetts

\_\_\_\_\_  
 vacant  
 vacant

Dated: March 23, 2022

# Town of North Yarmouth

## Select Board Business

### *VII. Management Reports & Communications*

March 29, 2022

#### **Attached Reports & Other Items:**

- Town Manager's Report – Verbal Report
  - Diane Barnes, Town Manager
- Department Head Bi-Monthly Reports
  - Greg Payson, Fire Rescue Chief
  - Lisa Thompson, Community Center Director
  - Clark Baston, Public Works Director
  - Ryan Keith, Code Enforcement Officer
- Expense and Revenue Reports (February 2022)



Town of North Yarmouth  
Code Enforcement Department  
**Bi-monthly Report**  
**January & February 2022**

---

**Permit Comparison**

<b><u>Permit Type</u></b>	<b><u>January 2021</u></b>	<b><u>January 2022</u></b>	<b><u>February 2021</u></b>	<b><u>February 2022</u></b>
Occupancy Certificates	1	3	5	4
Building Permits	7	8	1	4
New Homes	3	1	2	7
Plumbing Permits	6	6	1	3
Septic Permits	7	2	2	8
Electric Permits	11	12	3	4
Subdivisions	0	0	1	0
Contract Zoning	0	0	0	0

**CEO Overview**

The new year started off with Crossroads Senior housing development being approved including 13 single family 2-bedroom homes. The homes are going to be situated in the triangle between route 9 and route 115 with a throw road “Dozer Drive” connecting the 2 major routes. They will share 2 large septic fields similar to North Yarmouth Woods. The 13 homes sit on a 4.77-acre parcel.

The permits are still filtering in at a steady pace comparable to previous years with a slight jump in new homes as seen on the table above. I attribute this jump to the start of Village Center Phase II development on the Smith property just north of the variety store. York Ridge the 13-lot subdivision situated on Gray Road is now seeing homeowner activity as almost half the homes are completed and the remainder in their final stages. I anticipate the remainder of the homes to be completed in the next month or two.

The Code Office and the Planning Board together are working on this year’s modifications to the Land Use Ordinance. We are preparing the items to be brought before the Town for consideration at the Annual Town Meeting. These are typically triggered by things that may come up throughout the year that need either updating or new introduction into our always evolving ordinance. These items include new definitions including but not limited to Tavern, domestic wastewater, brewery, etc. Other modifications are being made to tighten up on open space rules, setback waiver language, solar and additional resident concerns. You can follow changes and information pertaining to the changes on the planning board calendar under workshops. All items will be discussed at a public hearing for input prior to be brought before the Select Board for review.

Respectfully  
Code Enforcement

Submitted by Ryan Keith  
Code Enforcement Officer Date: 2/28/22



## Town of North Yarmouth Bi-monthly Report – Community Center

---

Reporting Period: January- February 2022

<b>Usage</b>	January	February
Drop-in Program participants	369	575
Meetings	10	11
Programs	9	10
Rentals	3	5
Special Events/ other	1	0
Operating hours per Month (Hours the facility is open for programs, classes, and meetings)	244	228
Average operating hours per week	61	57

### **January highlights:**

- New Year programs begin with solid numbers
- Omicron variant still peaking. Despite this participation remains stable. Masks required.

### **February highlights:**

- Pickleball clinics bring 20-30 new players to our sessions. revenue increases.
- Birthday Parties increase to 5 this month
- Number of overall drop-in participants increases 64% from January

Respectfully Submitted,

Lisa Thompson, CPRP  
Director, Wescustogo Hall & North Yarmouth Community Center



## Bi-monthly Report - Public Works Department July/August 2021

### **General Maintenance of Parks & Grounds:**

- Dump trash cans at parks, restock dog waste bags
- Cut trees and brush in Meeting House park

### **PW Building Maintenance:**

- Repaired leak in PWs office roof
- Quotes on repairing corrosion issues with Salt shed roll up door.

### **Heavy Equipment:**

- Maintenance of Trucks and Equipment
- Assist Fire/rescue with maintenance of Fire rescue equipment
- Working with O'Conner's Mack on minor issues with Truck 7-21
- Repaired bed chain in truck 2-17

### **Road Maintenance:**

- Repair and installed street signs at various locations
- Pick up of road kill
- Tree, limb and brush removal after wind storms
- Pot hole patching
- Posted roads with seasonal weights limits signs

### **Other:**

- Open brush dump as needed
- Installed new public information signs as directed by Town clerk
- Assist WH&CC as requested
- Pick up waste oil for winter heat.
- Started tree clearing, Stump removal and rough excavation on Fuel Island project.

### **Changes/Updates:**

- Working on underground culvert inventory
- Working on. "Municipal Disaster Debris management plan"
- Sweetser road culvert Received \$125,000 for Stream crossing grant from MDEP
- Roadway ordinance updates and changes.

### **Projects:**

Sweetser road/Toddy Brook culvert replacement.  
Fuel island project

### **Storms: 12 winter storms**



## Town of North Yarmouth

# Bi-monthly Report - Fire Rescue Department

---

Reporting Period: January 2022 & February 2022 for FY21

### Activity

	2021	2021
<b>Medical Calls</b>	<b>26</b>	<b>37</b>
<b>Fire Calls</b>	<b>27</b>	<b>30</b>
<b>Patient Evaluations</b>	<b>23</b>	<b>37</b>
<b>Transports</b>	<b>26</b>	<b>29</b>
<b>Public Assistance</b>	<b>4</b>	<b>3</b>
<b>Vehicle Accidents</b>	<b>3</b>	<b>3</b>
<b>Mutual Aid</b>	<b>6</b>	<b>11</b>
<b>Unauthorized Burning</b>	<b>1</b>	<b>1</b>
<b>Total Member Hours on Calls</b>	<b>379.21</b>	<b>301:57</b>
<b>Total Member Hours Training</b>	<b>450</b>	<b>310</b>
<b>Total Incidents</b>	<b>53</b>	<b>67</b>

### Changes/Updates

Over the last two months, I have taken the lead role in setting up a regional Maine Basic Firefighter certification for region. The class will be gin on March 1<sup>st</sup>, 2022. I am happy to say we have 21 firefighters from the following communities participating: Bridgeton, Gray, Falmouth, New Gloucester, North Yarmouth, Raymond, Windham, and Yarmouth. I am pleased to say 5 members are from North Yarmouth in which we have hired over the past few months. This will greatly enhance the abilities of the fire department. We also have one member that has completed his advanced EMT training and will be testing out to be state certified over the next two months.

### Project(s) Update

Debbie and I have been working closely with FEMA on re-imbusement of costs for COVID-19 expenses. I hope to finish up and submit the first round of expenses by the end of the month in March or the first few weeks in April.

### Coming Up

I am working with Cumberland County EMA on updating the Town of North Yarmouth Emergency Operations Plan. We are currently meeting every two weeks to go my progress in the plan and make changes as needed. I am hoping to have this complete sometime over the next few months. Once this is completed, we will bring the plan to the select board for approval.

Submitted by: Gregory Payson, Fire Rescue Chief

Date: 03/24/2022

**EXPENSE SUMMARY REPORT  
FEBRUARY 2022**

Department	FY21 Budget	Debits	Credits	Uncollected Balance	%	FY22 Budget	Debits	Credits	Uncollected Balance	%
<b>110 - MUNICIPAL ADMINISTRATION</b>										
01 - OPERATIONS	352,767.00	242,687.88	11,401.02	121,480.14	65.56	386,816.00	244,401.53	119.12	142,533.59	63.15
02 - CONTR/PROF	119,958.00	72,337.31	0.00	47,620.69	60.30	126,226.00	110,406.16	0.00	15,819.84	87.47
Totals	472,725.00	315,025.19	11,401.02	169,100.83	64.23	513,042.00	354,807.69	119.12	158,353.43	69.13
<b>120 - COMMUNITY SERVICES</b>										
01 - CEO/PLAN	115,375.00	73,078.25	35.00	42,331.75	63.31	141,329.00	74,152.96	0.00	67,176.04	52.47
02 - ECONOM DEV	90,000.00	2,040.13	0.00	87,959.87	2.27	500.00	103.00	0.00	397.00	20.60
03 - PKS/REC	7,850.00	1,648.64	79.50	6,280.86	19.99	14,700.00	8,686.52	2,625.00	8,638.48	41.23
04 - GENL ASST	8,288.00	732.38	0.00	7,555.62	8.84	4,688.00	650.00	0.00	4,038.00	13.87
05 - SOC SERVC	3,871.00	3,109.44	0.00	761.56	80.33	3,892.00	3,137.97	0.00	754.03	80.63
06 - CEMETERIES	1,815.00	2,259.75	0.00	-444.75	124.50	1,615.00	157.40	0.00	1,457.60	9.75
07 - LIVING WELL	1,450.00	1,248.91	0.00	201.09	86.13	1,450.00	392.16	0.00	1,057.84	27.05
Totals	228,649.00	84,117.50	114.50	144,646.00	36.74	168,174.00	87,280.01	2,625.00	83,518.99	50.34
<b>125 - COMMUNITY CENTER</b>										
01 - OPERATIONS	60,561.00	37,449.87	0.00	23,111.13	61.84	61,521.00	41,870.43	0.00	19,650.57	68.06
Totals	60,561.00	37,449.87	0.00	23,111.13	61.84	61,521.00	41,870.43	0.00	19,650.57	68.06
<b>130 - PUBLIC SAFETY</b>										
01 - FIRE RESCUE	332,820.00	189,709.07	151.00	143,261.93	56.96	366,029.00	209,221.36	1,403.84	158,211.48	56.78
02 - CONTR/PROF	115,719.00	77,156.42	0.00	38,562.58	66.68	126,303.00	73,758.42	0.00	52,544.58	58.40
Totals	448,539.00	266,865.49	151.00	181,824.51	59.46	492,332.00	282,979.78	1,403.84	210,756.06	57.19
<b>140 - PUBLIC WORKS</b>										
01 - OPERATIONS	464,058.00	290,470.53	701.91	174,289.38	62.44	471,802.00	328,325.23	1,724.73	145,201.50	69.22
Totals	464,058.00	290,470.53	701.91	174,289.38	62.44	471,802.00	328,325.23	1,724.73	145,201.50	69.22
<b>145 - BUILDINGS &amp; GROUNDS</b>										
01 - OPERATIONS	43,639.00	24,095.53	0.00	19,543.47	55.22	44,814.00	17,540.35	0.00	27,273.65	39.14
02 - UTILITIES	51,130.00	30,163.55	0.00	20,966.45	58.99	46,351.00	36,792.89	0.00	9,558.11	79.38
03 - FACLTY MAINT	33,091.00	23,614.14	0.00	9,476.86	71.36	37,631.00	25,092.56	0.00	12,538.44	66.68
Totals	127,860.00	77,873.22	0.00	49,986.78	60.91	128,796.00	79,425.80	0.00	49,370.20	61.67
<b>150 - SOLID WASTE &amp; RECYCLING</b>										
01 - SOLID WASTE	230,733.00	145,548.15	0.00	85,184.85	63.08	222,821.00	116,367.61	0.00	106,453.39	52.22
Totals	230,733.00	145,548.15	0.00	85,184.85	63.08	222,821.00	116,367.61	0.00	106,453.39	52.22
<b>160 - FIXED EXPENSES</b>										
01 - DEBT SERVICE	280,650.00	229,137.50	0.00	51,512.50	81.65	275,400.00	226,512.50	0.00	48,887.50	82.25
02 - EE BENEFITS	444,881.00	237,599.07	114.75	207,396.68	53.38	416,811.00	235,546.34	0.00	181,264.66	56.51
03 - INSURANCE	46,906.00	44,331.00	0.00	2,575.00	94.51	45,774.00	43,595.00	0.00	2,179.00	95.24
04 - EDUCATION	7,898,211.00	5,265,473.92	0.00	2,632,737.08	66.67	8,230,390.00	5,486,926.87	0.00	2,743,463.13	66.67
05 - SHARED SVCS	201,577.00	50,394.25	0.00	151,182.75	25.00	321,651.00	80,412.75	0.00	241,238.25	25.00
06 - COUNTY TAX	416,874.00	380,619.00	0.00	36,255.00	91.30	395,947.00	395,947.00	0.00	0.00	100.00
Totals	9,289,099.00	6,207,554.74	114.75	3,081,659.01	66.82	9,685,973.00	6,468,940.46	0.00	3,217,032.54	66.79
Final Totals	11,322,224.00	7,424,904.69	12,483.18	3,909,802.49	65.47	11,744,461.00	7,759,997.01	5,872.69	3,990,336.68	66.02



**REVENUE SUMMARY REPORT  
FEBRUARY 2022**

100 - REVENUES	FY21					FY22				
	Budget	Debits	Credits	Uncollected Balance	%	Budget	Debits	Credits	Uncollected Balance	%
4010 - AGENT FEES	12,100.00	0.00	10,862.25	1,237.75	89.77	13,000.00	0.00	10,415.50	2,584.50	80.12
4020 - RESCUE FEES	60,000.00	0.00	41,243.99	18,756.01	68.74	50,000.00	0.25	46,558.87	3,441.38	93.12
4022 - FRD TRAINING REIMB.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4030 - APPEALS	50.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	50.00	0.00
4040 - BETE REIMBURSEMENT	42,712.00	0.00	52,052.00	-9,340.00	121.87	53,685.00	0.00	61,609.00	-7,924.00	114.76
4050 - BOAT EXCISE	5,950.00	3.00	2,576.40	3,376.60	43.25	5,500.00	4.00	1,753.70	3,750.30	31.81
4060 - BUILDING PERMITS	75,000.00	0.00	73,351.74	1,648.26	97.80	62,000.00	0.00	88,868.70	-26,868.70	143.34
4067 - BURN PERMITS - ONLINE	240.00	0.00	202.00	38.00	84.17	200.00	0.00	80.00	120.00	40.00
4080 - CATV FRANCHISE FEES	30,000.00	500.00	33,984.01	-3,484.01	111.61	30,000.00	0.00	28,674.56	1,325.44	95.58
4090 - CELL TOWER RENTAL	40,000.00	0.00	25,012.95	14,987.05	62.53	42,000.00	0.00	29,750.35	12,249.65	70.83
4100 - CEO FINES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4110 - CEO MISC. PERMITS	250.00	0.00	25.00	225.00	10.00	4,750.00	0.00	350.00	4,400.00	7.37
4115 - CEO ADMIN FEES	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	5,901.00	1,599.00	78.68
4130 - CLERK FEES	800.00	0.00	308.00	492.00	38.50	700.00	31.77	549.00	182.77	73.89
4140 - CUSTOMER SERV. FEES	650.00	0.00	483.67	166.33	74.41	350.00	0.00	367.59	-17.59	105.03
4150 - DOG LICENSE FEES	1,650.00	0.00	1,460.00	190.00	88.48	1,550.00	8.00	1,696.00	-138.00	108.90
4155 - DONATIONS	0.00	0.00	75.00	-75.00	0.00	0.00	0.00	0.00	- 0.00	0.00
4157 - PARK USE PERMIT DOGS	1,200.00	0.00	100.00	1,100.00	8.33	500.00	0.00	150.00	350.00	30.00
4160 - ELECTRICAL PERMITS	15,500.00	0.00	11,497.14	4,002.86	74.18	11,000.00	0.00	18,344.09	-7,344.09	166.76
4190 - FOAA FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171.60	-171.60	0.00
4200 - GENEALOGY SEARCH	150.00	0.00	45.00	105.00	30.00	0.00	0.00	0.00	- 0.00	0.00
4210 - GENERAL ASSISTANCE	2,500.00	0.00	0.00	2,500.00	0.00	700.00	0.00	0.00	700.00	0.00
4220 - HOMESTEAD EXEMPTION	333,594.00	0.00	293,265.00	40,329.00	87.91	323,222.00	0.00	323,353.00	-131.00	100.04
4230 - REN. ENERGY EXEMPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,698.00	-4,698.00	0.00
4240 - INSURANCE CLAIM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	- 0.00	0.00
4255 - EMA REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	8,000.00	0.00
4257 - CARES ACT - COVID19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4260 - LOCAL ROAD ASSISTANCE	27,400.00	0.00	26,048.00	1,352.00	95.07	25,000.00	0.00	0.00	25,000.00	0.00
4265 - PROPERTY & CASUALTY	5,500.00	0.00	5,025.00	475.00	91.36	5,000.00	0.00	4,555.00	445.00	91.10
4270 - MSAD ELECTIONS	1,600.00	2,520.90	2,520.90	1,600.00	0.00	1,700.00	0.00	0.00	1,700.00	0.00
4280 - MISC REVENUES	1,200.00	7,471.15	7,894.76	776.39	35.30	1,200.00	300.00	635.60	864.40	27.97
4290 - BMV EXCISE	828,750.00	668.70	721,489.24	107,929.46	86.98	950,000.00	0.00	689,496.23	260,503.77	72.58
4310 - PEER REVIEW	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
4320 - PLANNING BOARD	1,200.00	25.00	3,950.00	-2,725.00	327.08	1,200.00	0.00	525.00	675.00	43.75
4330 - PLUMBING PERMITS	18,000.00	0.00	8,655.00	9,345.00	48.08	10,000.00	0.00	10,882.50	-882.50	108.83
4335 - PRIVATE ROAD SIGNS	300.00	0.00	88.94	211.06	29.65	300.00	0.00	121.50	178.50	40.50
4340 - RENTAL FEES	10,200.00	0.00	7,225.00	2,975.00	70.83	10,200.00	0.00	7,225.00	2,975.00	70.83
4342 - (NEW) ROAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.00
4345 - WH&CC FEES	51,970.00	1,845.00	1,985.00	51,830.00	0.27	51,400.00	6,967.00	25,086.85	33,280.15	35.25
4346 - WH&CC SPCL EVENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	947.00	-947.00	0.00
4350 - REVENUE SHARING	271,799.00	0.00	270,945.16	853.84	99.69	423,770.00	0.00	385,432.80	38,337.20	90.95
4360 - SALE OF ASSETS	0.00	0.00	25.00	-25.00	0.00	2,700.00	0.00	984.00	1,716.00	36.44
4370 - SITE PLAN REVIEW	1,200.00	0.00	1,000.00	200.00	83.33	750.00	250.00	500.00	500.00	33.33
4380 - SNOWMOBILE CLUBS	1,250.00	0.00	1,211.46	38.54	96.92	1,000.00	0.00	1,132.02	-132.02	113.20
4390 - SW/RECYCLING	148,000.00	38,845.65	180,467.37	6,378.28	95.69	170,000.00	0.00	134,953.71	35,046.29	79.38
4400 - SW HAULER PERMIT	75.00	0.00	100.00	-25.00	133.33	75.00	0.00	0.00	75.00	0.00
4420 - TAX INTEREST	15,000.00	57.40	11,986.32	3,071.08	79.53	12,000.00	3.64	13,421.77	-1,418.13	111.82
4430 - TAX PENALTY	3,000.00	0.00	1,207.07	1,792.93	40.24	3,000.00	0.00	1,331.70	1,668.30	44.39
4450 - TIMBER HARVEST	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
4480 - TREE GROWTH EXEMPT.	4,000.00	0.00	2,330.52	1,669.48	58.26	2,500.00	0.00	3,568.10	-1,068.10	142.72
4485 - CONSOLIDATED COMM.	6,000.00	0.00	4,000.00	2,000.00	66.67	6,000.00	0.00	0.00	6,000.00	0.00
4500 - VETERAN'S EXEMPTION	2,950.00	0.00	2,153.00	797.00	72.98	2,200.00	0.00	2,099.00	101.00	95.41
4510 - VITAL RECORDS	3,100.00	0.00	1,854.00	1,246.00	59.81	2,600.00	0.00	1,725.20	874.80	66.35
<b>Final Totals</b>	<b>2,030,840.00</b>	<b>51,936.80</b>	<b>1,808,705.89</b>	<b>274,070.91</b>	<b>86.50</b>	<b>2,298,302.00</b>	<b>7,564.66</b>	<b>1,908,063.94</b>	<b>397,802.72</b>	<b>82.69</b>



Results of the secret ballot referendum.

Yes	791
No	533
Blank	1
Total Votes Cast	1325
Number of Registered Voters	3707
Voter Turnout Percentage	36%

Respectfully submitted.

Deborah A. Grover, March 15, 2022

Deborah Allen Grover, Town Clerk

# Town of North Yarmouth Select Board Business

## *VIII. Old Business*

March 29, 2022

### **Town Manager Memorandum and Recommended Motions:**

1) Select Board Boards & Committee Liaisons

**Boards & Committees Select Board Liaison Appointments:**

Budget Committee  
Board of Assessment Review  
Economic Development & Sustainability Committee  
North Yarmouth School Fund Committee  
Parks & Recreation Committee  
Planning board  
Wescustogo Hall Committee  
Zoning Board of Appeals  
Recreation Advisory board  
Flag Committee  
Living Well in North Yarmouth  
Recycling Advisory Committee

2) Select Board Bylaws Review

*Move to adopt the Select Board bylaws as revised on March 29, 2021. Second, discussion and vote follow.*

## Town of North Yarmouth – Select Board Bylaws

---

### **SECTION 1 – PURPOSE & SCOPE**

The purpose of these bylaws is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly, and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by laws and shall be liberally construed so as to accomplish their purpose. This policy is in compliance with the town charter and shall be judiciously understood so as to accomplish its purpose. Conditions not addressed in the town charter or this policy shall be governed by general law.

### **SECTION 2 – OFFICERS & DUTIES**

- A) Officers of the Board shall consist of a Chairperson (Chair) and Vice-Chairperson (Vice-Chair) to be chosen on or after July 1<sup>st</sup> of a year to serve until the following June 30<sup>th</sup>. The term of office of the Chair and Vice-Chair shall be limited to two (2), one (1) year consecutive terms. Should the terms of the Chair and Vice-Chair expire prior to the Board having elected replacements, then the tenured serving remaining member(s) shall act as interim(s) until an election has been held.
- B) The Chair or his/her designee shall have the following responsibilities:
1. Serve as the official spokesperson of the Board;
  2. Preside over all meetings of the Board to maintain order and determine the course of proceedings;
  3. Establish the schedule and agendas of the Board and
  4. Ensure that the Board develops and maintains these bylaws.
- C) In the event of an emergency requiring input from the Chair, and neither the Chair nor the Vice-Chair can be contacted, the most tenured Selectperson available will assume the role as Chair until the Chair or Vice-Chair is available.
- D) The Select Board retains authority to rule on questions of evidence and procedure. Any action as may be necessary and not inconsistent with these bylaws or other laws to enable the Select Board to perform its duties and conduct its affairs shall be taken by vote of the Selectpersons present.
- E) In the event the Chair ceases to serve as a selectperson, resigns as Chair, or is otherwise unable to discharge his or her duties prior to the end of their term, the Board shall elect a new Chair as soon as practicable. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority.
- F) By an affirmative vote of not less than four (4) members, the Select Board may vote to remove a Chair prior to the expiration of their term and thereafter by an affirmative vote of no less than three (3) members, elect a replacement.
- G) The Town Clerk (or his/her designee) shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law. An audio and/or video record of each regular meeting will be kept and be considered the primary record of the meeting with the Select Board meeting minutes. The meeting minutes shall only include: who made the motion, who seconded the motion, who voted in favor or opposition, and if the motion passed. Roll call votes shall be recorded by listing the members present and how they voted.
- H) Board members shall notify the Town Manager (or his/her designee) prior to the Board meetings if they are unable to attend.
- I) Contacting the Town Attorney shall be initiated through the Town Manager.

## Town of North Yarmouth – Select Board Bylaws

---

J) Direct assignment requests of the Town Manager shall be put forth by a consensus of the Board, and not an individualized basis.

### **SECTION 3 – MEETINGS & AGENDAS**

A) The Select Board shall hold regular meetings no less than monthly, and give notice of such meetings as required by law.

A)B) The Select Board Chair shall provide to the Town Manager or designee their agenda no later than one (1) week prior to the Select Board meeting for posting on the town's communication platforms. If altered by the Chair, there must be an indication of the date of the change on the agenda. EXCEPTION: Any applications for appointment consideration may be accepted up until the next business meeting.

B)C) The Select Board may call special meetings as necessary and must give notice as required by law.

C)D) The Select Board may call emergency meetings as needed with notice as required by law, to meet public emergencies affecting life, health, property, or the public space.

D)E) The Chair may cancel one (1) regular meeting of each month if there is not sufficient business. If a regular meeting is canceled, arrangements must be made for no less than three (3) members to convene for the purposes of acting on accounts payable. This meeting shall be publicly announced as provided by law.

E)F) Special meetings may be called at the discretion of the Chair, or upon the request of the majority of the Board, provided; however, that notice thereof shall be given to each member at least 24 hours in advance and that no business is conducted other than as specified in said notice.

F)G) Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

H) No business shall be conducted by the Board except at a duly called and noticed meeting or without a quorum of members of the Board being present.

## Town of North Yarmouth – Select Board Bylaws

---

~~G)~~) For transparency purposes, the Bylaws should always contain a general outline of an agenda. Changes in the order of business are at the discretion of the Chair. The general order of business at regular meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Appointments
4. Public Hearings (when applicable)
5. Special Presentations
6. Announcements
7. Consent Agenda
  - Meeting Minutes
  - Accounts Payable
  - Calls for Public Hearings
8. Public Comment – Non-Agenda Items
- ~~8-9.~~ Management Reports & Communications
- ~~9-10.~~ Old Business
- ~~10-11.~~ New Business
- ~~11-12.~~ Any Other Business
- ~~12-13.~~ Adjournment

### **SECTION 4 – HEARINGS**

~~A)~~ Members of the public shall introduce themselves to the Board by stating their name, address, and the nature of the business. The public must be recognized by the Chair before speaking. Each recognized individual shall have at least three (3) minutes to speak, the Chair having the authority to limit a comment thereafter. All persons who wish to speak during “Public Comment” shall be recognized by the Chair.

~~A)B)~~ Public hearings of the Board shall be called as required by law or on such other occasion, as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time, and place of the hearing and a general description of the subject matter.

~~B)C)~~ The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed.

~~C)~~ The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial, or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair, and without interruption, provided, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits, or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

### **SECTION 5 – PARTICIPATION & VOTING**

A) The action of the Board, when a quorum of members is present, shall require the affirmative vote of the majority present and voting unless otherwise provided by law. This shall include all items brought forth to the Board that require any action, including adjournment unless an emergency or urgent issue

## Town of North Yarmouth – Select Board Bylaws

---

arises where the Chair must adjourn the meeting for the safety and welfare of the Board members or community.

B) No items shall be decided on by consensus voting. All votes shall be initiated by a Board member's motion, second, an opportunity for discussion, and a vote either verbally or by the showing of hands recorded on video, if available.

~~B)C)~~ C) No member shall participate or vote in any matter in which the member has a conflict of interest or other disqualifications as defined by law. Any question of whether a member is such a conflict of interest or other disqualification shall be decided by the majority vote of the remaining members.

~~C)D)~~ D) No member shall participate or vote in any adjudicatory proceeding, including proceedings on a license, permits, or other approvals, unless the member was present during all hearings thereon.

E) All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause.

### **SECTION 6 – DECISIONS**

- A) All decisions of the Board shall be made within the time limits, if any, established by law.
- B) All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore.
- C) All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits, shall constitute a public record.
- D) The Board may reconsider any decision within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

### **SECTION 7 – CONFLICT WITH LAWS**

Any conflict or consistency between these bylaws and any applicable law shall be resolved in favor of the law.

### **SECTION 8 – CONFLICT OF INTEREST**

- A) Conflicts of Interest – As a general rule, a conflict of interest occurs when an official has a pecuniary (i.e., financial) interest in a matter of official business.
- B) Appearance of Conflict of Interest – Even when a Town official's conduct is not specifically prohibited by law, competing interests and personal relationships could create an appearance of wrongdoing that could undermine the public trust in the integrity and impartiality of local government. 30-A M.R.S. § 2605 addresses this issue by providing that town officials shall "attempt to avoid the appearance of a conflict of interest by disclosure or by abstention."

## Town of North Yarmouth – Select Board Bylaws

---

### **SECTION 9 – CODE OF CONDUCT**

Purpose and Scope – This section of the bylaws is to define the executive role and attendant duties of the Select Board in carrying out its policy functions as part of the North Yarmouth's town government, and to clarify the separation of the Board's executive role from the legislative role of the Town Meeting and the administrative role of the Town Manager.

#### A) Definitions

1. Town Meeting – Select Board – Town Manager form of government. Under this form of government, the legislative and executive functions are divided:
  - a. The Town Meeting performs the election function and the legislative function of adopting governmental policy, levying taxes, raising and appropriating monies, authorizing the contracting of debts, etc.
  - b. The Select Board is the executive body that interprets, processes, and sets the policies of the town and chooses the course of action between town meetings, has ultimate administrative responsibility to see that the governmental policies are carried out (but must deal with administration solely through the Town Manager), and appoints and supervises the Town Manager.
  - c. The Town Manager executes and carries out the government and fiscal policies with guidance from the Select Board. The Select Board has direct responsibility for and authority over all administrative functions. The Town Manager carries out the day-to-day operations of the town, and as defined in the town charter.

#### B) Duties of the Select Board

1. A member of the Select Board, in relation to their community, should:
  - a. Understand that his or her basic function is to make policy, with administration delegated to the Town Manager.
  - b. Understand that he or she should abide by, stand by, and carry out all Board decisions once they are made.
  - c. Be well informed concerning the duties of a Board member on both local and state levels.
  - d. Remember that he or she represents the entire community but must make decisions based on their best judgment.
  - e. Accept the role of a member is a means of unselfish service, not a benefit personally or politically from his or her Board activities.
  - f. Abide by the ethics guidelines established by the State and not use the position of Selectperson to obtain inside information on matters that may benefit someone personally.



## Town of North Yarmouth – Select Board Bylaws

---

2. A member of the Select Board, in his or her relations with the Town Manager, should:
  - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
  - b. Refuse to act on complaints as an individual outside of Staff, Department Heads, and the Town Manager.
  - c. Give the Town Manager full responsibility for discharging their disposition and/or solutions.
  - d. When a situation comes to the attention of a Board member, convey that information to the Town Manager for consideration and resolution of action as the Town Manager may deem appropriate. Inform the other Board members of suggestions and information conveyed to the Town Manager.
  - e. Not give orders or directions of the Town Manager for action as an individual Board member.
  - f. Not give instructions or request assistance from town department heads, but rather channel all such activities through the full Board and the Town Manager.
  
3. A member of the Select Board in his or her relations with fellow Board members, should:
  - a. Recognize the action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
  - b. Not make statements or promises of they will vote on matters that will come before the Board until they have had the opportunity to hear the pros and cons of the issue during a Board meeting.
  - c. Uphold the intent of executive session and respect the privileged communications that exists in executive session.
  - d. Make decisions only after all facts on a question have been presented and discussed.
  - e. Refrain from communicating the position of the Select Board to anyone unless the full Board as previously agreed on both the position and the language of the statement conveying the position.
  - f. Treat with respect and rights of all members of the Board despite differences of opinion.
  
4. A member of the Select Board, in his or her relations with town staff, should:
  - a. Treat all staff as professionals that respect the abilities, experience, and dignity of each individual.
  - b. Limit contact to specific town staff. Questions of town staff and/or requests for additional background information should be directed only to the Town Manager.

## Town of North Yarmouth – Select Board Bylaws

---

- c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Manager through private conversation.
- d. Ensure that all requests for staff support go through the Town Manager's office.
- e. Ensure that any materials or information provided to a Selectperson from a staff member be made available to all Select Board members.

### **SECTION 10 – DECORUM & ORDER**

#### **A) Public Attendance**

1. All attendees of a meeting shall be respectful and refrain from arguing or debating with the Select Board. There will be no personal remarks or accusatory comments. Profanity, disorderly language or gestures at meetings are prohibited.
2. No comments regarding personnel will be entertained by the Select Board in an open meeting. All issues must be addressed with the Town Manager regarding staff. If regarding the Town Manager, any concerns must be addressed with the Select Board Chair.
3. There will be no discussion on new topics outside of "Public Comment"
4. In addition to the Board voting to address a topic at a future meeting, members of the public may also submit a request form to the Select Board Chair which can be found on the Town's website or at the Town Office.
5. There will be no discussion from the public if not recognized by the Chair.

#### **B) Select Board**

1. Any member may appeal to the Board from a ruling of the Chair. The member making the appeal may briefly state their reason for it and the presiding officer may briefly explain his/her ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote in the affirmative, the ruling of the Chair is sustained, otherwise, it is overruled.
2. The Select Board, in all other cases, will follow the most up-to-date version of Robert's Rules of Order.

### **SECTION 110 – WAIVERS & AMENDMENTS**

These bylaws, or any provision thereof, may be waived on any occasion by a majority vote of the Select Board unless others provided by the town charter or state law. These bylaws may be amended at any time in writing by majority vote of the Select Board.

## Town of North Yarmouth – Select Board Bylaws

---

Amended and agreed by the Select Board this 29<sup>th</sup> day of March 2022.

Select Board

\_\_\_\_\_  
Brian Sites, Chair

\_\_\_\_\_  
James Moulton, Vice-Chairperson

\_\_\_\_\_  
David Reed

\_\_\_\_\_  
Paul Hodgetts

# Town of North Yarmouth

## Select Board Business

### *IX. New Business*

March 29, 2022

#### **Town Manager Memorandum of Recommended Motions:**

1) Application of Payments to Unpaid Taxes

The municipal officers of a municipality may, upon request of the municipal treasurer or the tax collector, require that any tax payment received from an individual as payment for any property tax be applied against outstanding or delinquent taxes due on that property in chronological order beginning with, the oldest unpaid tax bill. MRS Title 36, §906 (Application of payments to unpaid taxes)

*Move to order the application of payments to unpaid taxes as requested by the Treasurer and Tax Collector per M.R.S. Title 36, § 906.*

2) Solicit Bids for Public Safety Facility Study

Article 32 of the FY 22 Annual Town Meeting authorizes the Select Board to expend from the Village Center Tax Increment Financing (TIF) District \$20,000 towards a study of the Public Safety Facility. We are seeking permission to solicit bids for this study.

*Move to authorize the Town Manager and Fire Chief to solicit bids for the Public Safety Facility Study. Second, discussion and vote follow.*

3) Committee Policy

*Move to adopt the Committee Policy as revised on March 29, 2022. Second, discussion and vote follow.*

# Town of North Yarmouth

## Select Board Business

### IX. *New Business*

#### 4) Acceptance of 2021 Stream Crossing Public Infrastructure Improvement Projects Grant

The Town of North Yarmouth applied to the Maine Department of Environment Protection for funding through the 2021 Stream Crossing Public Infrastructure Improvement Projects for the replacement and upgrading of a stream crossing on Sweetser Road at Toddy brook.

The project scope is to replace the existing crossing with a new precast concrete box bridge with natural substrate bottom and sufficient width and size to accommodate more than peak 100-year flood levels. This size is intended to better allow for aquatic live and amphibian species passage, as well as debris passage during peak wet weather.

The Town was notified that it was one of many bidders receiving the highest ranking and therefore, will receive \$125,000 towards this project. The total project costs at the time of filing the application was estimated to be \$277,000. During the FY 23 Town Meeting, we will be asking the taxpayers to authorize the Town's match of approximately \$152,000 to be expended from ARPA funds. The matching funds were originally planned to be expended from the Roadway Reserve, but this account does not have enough funds to cover this match.

*Move to accept the 2021 Stream Crossing Public Infrastructure Improvements Project Grant in the amount of \$125,000 and authorize the Town Manager to negotiate and sign all the necessary documents including a written contract with the Department. Second, discussion and vote follow.*

#### 5) Joint Town Solar Committee

In order to transition the district to more sustainable energy sources, with a top priority being the integration of a solar farm that would generate 100% of the District's electricity need, the Town of North Yarmouth and Cumberland M.S.A.D. 51 Board of Directors, agree to work together to find an adequately sized location for a solar facility that will power the current and any potential future school campus sites.

The three (3) bodies will delegate 2 representatives each, not required to be a member of the elected body, to be part of the short-term subcommittee with the singular objective of proposing specific action to the three (3) elected bodies by the end of September 2022. While the subcommittee will be a direct report of the District, all three (3) elected bodies will be provided regular updates as the committee work progresses.

North Yarmouth representatives would be residents Chris Byers (Branch Renewable Energy) and Fortunat Mueller (Revision Energy).

- Brian Sites, Select Board Chair

ORDER OF MUNICIPAL OFFICERS  
Pursuant to 36 M.R.S § 906

We, the Municipal Officers of the Town of North Yarmouth, upon request of the Tax Collector/Treasurer of said Town, hereby authorize and direct said Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Dated: \_\_\_\_\_

Municipal Officers

\_\_\_\_\_  
Brian Site, Chair

\_\_\_\_\_  
James Moulton, V. Chair

\_\_\_\_\_  
Paul Hodgetts

\_\_\_\_\_  
David Reed

ACKNOWLEDGEMENT

I/We, the Tax Collector and/or Treasurer of said Town, hereby acknowledge making the aforesaid request and receipt of a copy of the above Order. Tax Collector/Treasurer Dated:

\_\_\_\_\_

\_\_\_\_\_  
Diane Barnes, Tax Collector/Treasurer



*Town of North Yarmouth, Maine  
Incorporated 1680  
North Yarmouth Fire Rescue*



**Gregory Payson**, Fire Rescue Chief  
Email: [firechief@northyarmouth.org](mailto:firechief@northyarmouth.org)  
Tel: 207-829-3025  
10 Village Square Road, North Yarmouth, Maine 04097

**Justin Deri**, Deputy Fire Rescue Chief  
Email: [Deputychief@northyarmouth.org](mailto:Deputychief@northyarmouth.org)  
Fax: 207-829-4893



To: North Yarmouth Town Manager – Diane Barnes  
From: Chief Gregory Payson  
Date 03-07-2022  
Reference: Public Safety Facility Study

Diane

I am formally requesting that the Public Safety Facility Needs Assessment Study be placed onto the Select Board agenda on March 29, 2022. This will be to ask the Select Board permission to solicit bids for the RFP for the needs assessment.

Respectfully  
Chief Gregory Payson  
*Gregory A. Payson*

# Town of North Yarmouth Committee Policy

---

## **Section 1. Purpose**

The purpose of this policy is to set forth the duties and responsibilities of the Select Board (Board) in regards to Town boards and committees whether Elected, Appointed, Ad-Hoc or Sub-committees. To establish the process for acquiring committee members, and to ensure that Town boards and committees are active, have set goals and objectives, and are fulfilling to their members.

## **Section 2. Definition**

Committee: Throughout this policy, the term “committee” shall be used interchangeably to mean a board, a commission, a committee or a sub-committee.

## **Section 3. Committee Duties & Responsibilities**

- A) The following committees shall be considered standing and can only be abolished by Charter action: Board of Assessment Review, Budget Committee, Cemetery Commission, Planning Board, Parks & Recreation Committee, Shellfish Conservation Commission, Economic Development & Sustainability Committee, North Yarmouth School Fund Committee, and the Zoning Board of Appeals.
- B) Any committee not otherwise mentioned in paragraph A shall be considered ad hoc.
- 1) Ad hoc committees serve at the pleasure of the Board and their positions on matters formally submitted to the Board are advisory in nature.
  - 2) Ad hoc committees shall have a wide latitude to execute their charge but must seek Board guidance in situations that warrant it. Committees shall work with the Select Board and or Town Manager in cases that have significant public impact and guidance is requested.
  - 3) Each ad hoc committee shall remain in existence for a maximum of one (1) year; however, the Board may extend their establishment of any ad hoc committee for additional terms. Each such term shall be up to one (1) year as necessary. Ad hoc terms shall coincide with the Town’s fiscal year and begin on July 1<sup>st</sup> and expire on June 30<sup>th</sup> of each year.
  - 4) Exception: The Wescustogo Hall Committee derived from the 1997 agreement is subject to the stipulations delineated within that agreement. There shall be five (5) members, three (3) citizens (staggered terms) and two (2) Select Board members; terms are three (3) years; Select Board member’s terms must be active to serve.
- C) Committees of three (3) or more members shall elect from their membership a chairperson and a secretary at its first regular meeting.
- 1) The Chair or his/her designee shall have the following responsibilities:
    - a. Serve as the official spokesperson of the Committee;
    - b. Preside over all meetings of the committee to maintain order and determine the course of proceedings;
    - c. Establish the schedule and agendas of the Committee; and
    - d. Ensure that the Select Board Chairperson is regularly apprised of the committee’s activities.
  - 2) Each Secretary shall keep a record of the committee’s meetings, discussions, and decisions.



## **Town of North Yarmouth Committee Policy**

---

- 3) Committees shall be responsible for consulting with the Select Board on any proposed significant changes in the committee's objectives, financial requests, or defined project plans to ensure activities correspond with the desires of the Board and are in the best interest of the Town.
  - 4) All meetings shall be held in a regular open public session at a Town facility or remotely per each committee's adopted Remote Participation Policy ~~location~~ with proper notification, as required by Maine State Statute.
  - 5) No matters of decision shall take place electronically via email, text, landline, cell phone or by social media.
  - 6) Committee members shall follow the Town's Communications & Social Media Policy adopted July 21, 2015.
- E) In addition to the duties and responsibilities set forth by the Town's Charter or by State law, including the Freedom of Access Act (FOAA), each committee shall prepare an annual report. The report shall be due to the Town Clerk following the conclusion of each fiscal year and contain information relating to the activities of said year.
- F) Committees shall be responsible for providing records and maintaining communications with the Town to include agendas, minutes, financial, website and other information.
- G) Agendas shall be posted and or received by the Town Manager or his/her designee no later than 48 hours prior to the meeting.
- H) Minutes shall be approved at the subsequent committee meeting and then posted and or provided to the Town Manager or his/her designee within 48 hours.

### **Section 4. Board Duties and Responsibilities**

- A) The Board shall annually at the beginning of each fiscal year meet with each committee to review their past and present activities. At this time the Board will review the charge of the committee for modifications and may prioritize the goals and objectives for the committee.
- B) The Board shall make appointments to committees from time to time in such numbers as they deem appropriate. In the case of elected positions described in Article IV of the Town's Charter, the Board shall have the authority to appoint members to otherwise elected committee positions in the event of removal, disability, or resignation and in the event no qualified candidate is elected on a secret ballot. Such appointments shall be for the unexpired term of such position.
- C) The Board may, at its discretion, create or eliminate any or all ad hoc committees.
- D) The Town Manager or his/her designee is responsible for communicating the various committees, memberships and their charges to the community.

### **Section 6. Membership**

- A) It is the responsibility of the Town Manager or his/her designee to maintain a listing of all Town committees, their members, and the member contact information.
- B) Interested individuals shall submit a Town committee volunteer application to the Town Manager for review by the Board. The application includes a short bio, their qualifications and why they are interested.

## Town of North Yarmouth Committee Policy

---

- C) Each committee shall adopt a policy to interview potential volunteers. The Committee Chairperson, during the appointment process, shall ~~may~~ submit to the Town Manager and Select Board Chair, the committee's ~~their~~ recommendations on appointments.
- D) The Board has the authority when establishing an ad-hoc committee, to set the numbers of members and their respective terms in accordance with the Town Charter and applicable State laws.

### **Section 7. Code of Conduct**

- A) A member of the Committee in his or her relations with fellow committee members, should:
- 1) Not make statements or promises of how he or she will vote on matters that will come before the Committee and or Select Board.
  - 2) Make decisions only after all facts on a question have been presented and discussed.
  - 3) Refrain from communicating the position of the Committee unless the full Committee has previously agreed on both the position and the language of the statement conveying the position.
  - 4) Refrain from expressing personal opinions "as a member" following a committee vote or following the Select Board's decision on the matter.
  - 5) Treat with respect the rights of all members of the Committee despite differences of opinion.
  - 6) Treat all staff as professionals that respect the abilities, experience, and dignity of each individual.
  - 7) Insure that all requests for staff support go through the Town Manager's office.

### **Section 6. Appointment & Oath Forms**

- A) ~~A)~~ Only members of the standing committees designated in section 3A shall be required to sign appointment & oath forms.
- B) A volunteer applying to be on a committee shall be expected to attend the Select Board meeting where their appointment will be considered.
- C) The Select Board retains the authority to reject any and all applications.

ADOPTED: September 3, 2013  
AMENDED: September 6, 2016  
AMENDED: September 19, 2017  
AMENDED: March 29, 2022

## Town of North Yarmouth Committee Policy

---

Amended and agreed by the Select Board this 29<sup>th</sup> day of March 2022.

Select Board

\_\_\_\_\_  
Brian Sites, Chairperson

\_\_\_\_\_  
James Moulton, Vice-Chairperson

\_\_\_\_\_  
David Reed

\_\_\_\_\_  
Paul Hodgetts



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

March 7, 2022

Clark Batson  
Town of North Yarmouth  
10 Village Square Rd  
North Yarmouth, ME 04097

**SUBJECT: Notice of Conditional Contract Awards under RFA # 202106082,  
2021 Stream Crossing Public Infrastructure Improvement Projects**

Dear Clark:

This letter is in regard to the subject Request for Applications (RFA) #202106082, issued by the State of Maine Department of Environmental Protection for 2021 Stream Crossing Public Infrastructure Improvement Projects. The Department received 44 proposals and has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

Alna	Egypt Road	\$125,000.00	Milo	Medford Road	\$125,000.00
Brownfield	Phen Road	\$125,000.00	Norridgewock	Winding Hill Road	\$125,000.00
Buckfield	Bear Pond Road	\$120,000.00	North Yarmouth	Sweetser Road	\$125,000.00
Burnham	Pond Rd	\$125,000.00	Phillips	East Madrid Road	\$125,000.00
Chapman	West Chapman Road	\$125,000.00	Pittston	Pinkham Road	\$125,000.00
Clinton	True Road	\$125,000.00	Pittston	Blodgett Road	\$125,000.00
Cornville	Molunkus Road	\$125,000.00	Richmond	Beedle Road (West)	\$125,000.00
Deer Isle	Sunshine Road	\$125,000.00	Richmond	Beedle Road (East)	\$125,000.00
Dixmont	South Road	\$125,000.00	Rockport	Robinson Drive	\$125,000.00
Ellsworth	Red Bridge Road	\$125,000.00	Rockport	West Street Extension	\$125,000.00
Enfield	Mohawk Rd North	\$125,000.00	Rumford	Prospect Avenue	\$125,000.00
Enfield	Mohawk Rd South	\$125,000.00	Skowhegan	Steward Hill Road	\$125,000.00
Garland	Oliver Hill Road	\$125,000.00	Standish	Moody Road	\$125,000.00
Garland	Campbell Road	\$125,000.00	Starks	Locke Hill Road	\$125,000.00
Gorham	Westcott Road	\$125,000.00	Temple	Mitchell Brook Road	\$125,000.00
Hartland	Beans Corner Road II	\$125,000.00	Tremont	Dix Point Road	\$42,500.00
Lewiston	Old Webster Road	\$125,000.00	York	Parsons Road	\$125,000.00

AUGUSTA  
17 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0017  
(207) 287-7688 FAX: (207) 287-7826

BANGOR  
106 HOGAN ROAD, SUITE 6  
BANGOR, MAINE 04401  
(207) 941-4570 FAX: (207) 941-4584

PORTLAND  
312 CANCO ROAD  
PORTLAND, MAINE 04103  
(207) 822-6300 FAX: (207) 822-6305

PRESQUE ISLE  
1235 CENTRAL DRIVE, SKYWAY PARK  
PRESQUE ISLE, MAINE 04769  
(207) 764-0477 FAX: (207) 760-3143

website: [www.maine.gov/dep](http://www.maine.gov/dep)

The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFA, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in enhancing the stream crossings in your community.

Sincerely,



John Maclaine  
Innovation and Assistance  
Department of Environmental Protection  
17 State House Station  
Augusta, Maine 04333-0017  
207-615-3279 (direct)  
207-287-2814 (fax)  
john.maclaine@maine.gov

#### **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).