

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, September 19, 2017  
6:00PM - 7:00PM Workshop  
(Wescustogo Hall & NY Community Center)  
7:00PM - Town Office Meeting Room**

**I. Call to Order**

**II. Minutes of Previous Meeting(s)**

- September 5, 2017 - Not yet available.

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

Comments regarding issues, concerns, commendations or matters of general public information are welcome. Individuals shall have three (3) minutes to speak and be asked to state their name & legal residence. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so in a respectful and constructive manner. Topics relating to personnel or personnel matters cannot be acknowledged.

**IV. Management Reports & Communications**

- Town Manager's Report
- Department Reports

**V. Old Business**

- Meeting with Citizens - Update
- Wescustogo Hall & NYCC - Update
- Committee Policy Amendment

**VI. New Business**

- Committee Appointments
- General Assistance Ordinance Public Hearing - Set Date

**VII. Accounts Payable - Review & Approval**

- Accounts Payable

**VIII. Any Other Business**

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

**IX. Adjournment**

**REMINDERS TO THE ATTENDING PUBLIC:** Please mute all digital devices; Select Board meetings are open to the public, but the public may not speak unless recognized by the Chairperson first.

The information contained in this report is intended to inform the Select Board, staff, and residents, some of the current activities taking place within the manager's office or the Town in general. All topics are open for discussion.

**Training & Position Reworking Cash Reporting** - During the process of hiring the newest member of our team, Ashley Roan, responsibilities have been looked at closely by the Assistant Town Manager, and I and duties have been transferred or modified to improve and standardize the individual positions. Job descriptions have been updated for both Administrative Support Coordinators and the Assistant Town Manager. The job description for the Administrative Assistant is written but shall be reviewed periodically during the first 12 months adjusting where needed because this is a new position. I believe the composition of these new descriptions will enhance customer service, individual duties, accuracies, and timeliness.

**Tax Clubs** - An estimated 30 residents are taking advantage of the town's Tax Club program for FY18.

**Gateway Signs:** The first gateway sign is up on Rt. 115 - Yarmouth into North Yarmouth. The remainder of the signs will be going up within the next week or so. I will be going out with the Road Commissioner to take a closer look at the setting of the first sign sometime this week.

**Welcome New Residents:** The Living Well in NY Committee and the Communications Advisory Committee have been working jointly on various aspects on improving our program for welcoming new residents to town. Now instead of giving new residents a folder (at the Town Office) with several informational fliers, etc. The CAC has updated this delivery to a welcome bag filled with revised versions of the information, symbolic welcome gifts, and the newly published Resource Guide. The bags contain information on parks and trails, recycling, trash pickup, registering your vehicle, and much more. LWNV has created a "First Greeter" program in which volunteers will contact new residents and ask to pay them a visit welcoming them to town and thus delivering the "Welcome Bag," and answering any questions they may have. Excellent collaboration and products from both committees. My gratitude and sincere thanks to all the members of these committees.

**Town Office:** Work continues on what will be needed to provide an improved/safe working and citizen environment for the Town Office as well as costs for renovations that are needed for ADA requirements and other issues with the building. I plan to have a complete report to the Board by the second meeting in October.

**FY17 Audit:** The auditors will be here the first week of October to continue work and collection of data for the fiscal year 2017.

**Charter/Spectrum:** Our representative from Sewell, Mike Edgecomb, has completed the franchise negotiations with Charter/Spectrum. The Board will receive this information next week for review and probably acceptance at the first meeting in October. In addition to this, I am pleased to announce that North Yarmouth will be getting its own broadcast channel and that the costs for the equipment (\$15,965) the town has been approved to receive through a Charter/Spectrum grant.

**PAC Groundbreaking Ceremony:** October 2<sup>nd</sup> @ 4pm; I do plan to attend.

**Department Head Reporting:** Following my report, you will find four departmental reports. This is something new I have implemented this year primarily as an informational tool for how the town may be changing and in what areas. This information can also be used as a planning tool for Department Heads, management and the Select Board. And equally important it provides the opportunity for Department Heads to share relevant department information that may not always be reported at a meeting. These reports will be by-monthly and are for informational purposes only. Any questions regarding these reports can be directed to me. Department Heads will not be attending the meeting. Your feedback is welcome.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager



# Bi-monthly Report - Municipal Administration Department

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Reporting Period: July & August FY18

**Collections**

	<b>FY17</b>	<b>FY18</b>
Excise Collection:	\$166,227.13	\$155,256.37
Inland Fisheries & Wildlife Collections:	\$5,993.06	\$4,307.95
Tax Collections:	\$147,706.29	\$232,995.00

**Voting**

	<b>FY17</b>	<b>FY18</b>
Total Voters:	3,142	3,317

**Communications**

No. of subscribers	<b>FY17</b>	<b>FY18</b>
Reminders From Town Hall	628	713
Facebook	652	829
Twitter	90	144
Instagram	84	144
Streaming	not available at this time	
Vimeo	not available at this time	

**Changes/Updates**

- Stacey returned from maternity leave.
- Website Changes to home page: Public and Community calendars merged, tab created and content load for the Resource Guide, tab created for the 1<sup>st</sup> Greeter Program. Button for Town Hall Streams renamed “live streaming video”
- Numerous posts scheduled to Facebook, Instagram & Twitter for upcoming events: Funday, Kite Festival, School Starting, Wednesday Night Ping Pong, Sounds of Silence Program, Blood Drive, Paving Traffic Alerts.
- One 2 separate dogs took in lost dogs (1 chocolate lab and 1 black lab) found their humans and returned them home safely.

**Project(s) Update**

- 7-27-2017 MMEHT Employee Wellness Class – *Rethink Your Drink*
- 8-2-2017 MMEHT Employee Wellness Blood Pressure/Cholesterol Screenings & *Know Your Numbers* Class Conducted.
- Boston Post Cane issued to Esther Kilgore Mitchell 8-8-2017 age 96 resident of NY since 1958.
- Video created and loaded to Doing Business section of the website for businesses operating in NY.

**Coming Up**

- 10-9-2017 Columbus Day – Office Close
- 10-9- 2017 Take photos of NYFRD Open House Functions
- 11-7-2017 Election Day



# Bi-monthly Report - Code Enforcement Department

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Reporting Period: July & August FY18

**Activity**

	<u>FY17</u>	<u>FY18</u>
Occupancy Certificates	5	5
Building Permits	14	13
Plumbing Permits	14	7
Electric Permits	21	20
Septic Permits	5	3
Subdivisions	4	0
Contract Zoning	1	0

**Changes/Updates**

This past couple of months have been pretty busy, we managed to move the Code Enforcement Office down to the lower level of the first floor and the manager’s office up to the main portion of the first floor to work more efficiently with her new assistant. The GIS mapping has been launched, and we have been working with the company on some last minute changes, but all in all, have had great feedback. In the Town of Pownal, I have been working with Melissa Henes to create new tax maps and zoning maps to make it easier for the public to view.

**Planning**

The Planning Board has been steadily working on current projects including an expansion of a light manufacture business at the intersection of West Pownal Road and Route 9 (old Anderson Trap mill). Ordinance review is always a topic that is being continually worked on as we get closer to next year’s Town meeting. With the Town growing and approaching new hurdles streamlining the forms and processes of the Planning Board is becoming more and more important. Additionally, we have been working together with the Yarmouth Water District in producing a more accurate map of our precious water source.

**Project(s) Update**

The Code Office has been working closely with the Comprehensive Plan Committee on the new comprehensive plan. I am in charge of the transportation chapter as well as the facilities chapter. We have also been working on a list of items that will need to be addressed in the coming year regarding the Town Office facility and the compliance issues within.

**Coming Up**

Two new subdivisions are coming to town one major and one minor and if they stay on track applications will be before the Planning Board during the month of October as preliminary reviews. The department is also preparing for the new MUBEC code to be enacted (state) which is expected to take place very soon.

Submitted by: Ryan Keith, Code Enforcement Officer/Planner

Date: 9/14/2017



**Town of North Yarmouth**  
**Bi-monthly Report - Fire Rescue Department**

Reporting Period: July & August 2017 for FY18

**Activity**

	FY17	FY18
<b>Medical Calls</b>	23	44
<b>Fire Calls</b>	32	35
<b>Patient Evaluations</b>	23	37
<b>Transports</b>	18	26
<b>Public Assistance</b>	6	6
<b>Vehicle Accidents</b>	3	6
<b>Mutual Aid</b>	7	8
<b>Unauthorized Burning</b>	1	1
<b>Total Member Hours on Calls</b>	284.27	388.42
<b>Total Member Hours Training*</b>	320.5	279.61
<b>Total False Alarms (Burglar) at Town Buildings Chief Payson and Sheriff Department**</b>	Not tracked in 2017	6
<b>Total Incidents</b>	<b>54</b>	<b>67</b>

\*The difference in training hours for the two periods is that a Deputy member attended a NIMS 300 and a NIMS 400 class in July/Aug of 2016.

\*\*I am now tracking alarm calls for Town facilities. These calls tend to be nights, weekends, and early mornings. I typically go to the school 3-4 times a month to check on the building for a burglar alarm that is going off however sometimes it can be 3-4 times a week.

**Changes/Updates**

**New Hydraulic Extrication Cutter:** As you are aware, we added a new hydraulic extrication cutter to enhance our capabilities. This proved to pay off within the first couple days of it being placed in service. On August 25, 2017, we were requested to respond to Pownal with our extrication tools to assist with a serious injury motor vehicle crash. With the addition of the new hydraulic cutter, we were able to make short work of the job. This extrication took 24 minutes after we had arrived if had we not had this tool, neither Pownal nor we would have had the capabilities to extricate the victim. It would have required a call to another mutual aid company after spending valuable time attempting to get the patient out. The new cutter provided us the capability to quickly response at the scene.

**Live-in Students:** We have added a third live-in student to our program. This was possible by creating a second bedroom from my old office allowing for both male and female students. Ben Hillicoss has returned as a 3-4 year student. He completed the Fire Science program in 2016 and has started his college degree for paramedicine. Ben is trained on all of our apparatus and is an advanced EMT. Ben rotates thru the needs of the department as EMS calls come in. If they are a serious type of call, he and one of the other live-in students can respond immediately to a call other responders can go directly to the scene. This has increased response times, and citizens get advanced care faster than we have been able to provide in the past. Student Kevin Ball completed his required Firefighter I & II training during the first three weeks of August. It was a pleasure watching Kevin grow and complete the program. Kevin still has his final test to take to complete the program. Kevin is from Jaffery, New Hampshire. Our third student, Phyliss Mazzaglia, has been with the department since 2015.

**Community Safety:** Members of the department, as well as CEO Ryan Keith, donated time to help an elderly couple with repairs to a deck on West Pownal Road. The deck was the main entrance to the residence and was a safety hazard for our members responding to calls at this address. We had returned twice over the last two weeks and felt that if we did not make the repairs happen, we would be placing our members at risk. The NY Fire Company paid for the materials. The department also assisted Skyline Farm and Renegade Sports with traffic safety on 08-27-2017; a unit was provided to help bicyclists safely cross Walnut Hill Road onto Baston Road.

**Project(s) Update**

- We have started the process of annual pump service and testing.
- The new Loaner Residential Knox Box Program was publically announced and launched on 09-07-2017; AARP grant monies have been received.
- We are expected to receive \$12,138.00 from Cumberland County EMA to help with the purchase of two new mobile radios (one for E-51 and one for T-53) and 9 new portable radios for the officer core.

**Coming Up**

- The Annual Open House will be held on October 9, 2017, from 5:00 PM to 7:00 PM.

Submitted by: Gregory Payson, Fire Rescue Chief

Date: September 13, 2017



## Bi-monthly Report - Public Works Departments

### JULY-AUGUST 2017

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#### Activities

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

- Park trash removed every Monday, several roadkill pick-ups per week, mow and string trim all sports fields, parks, trails, cemeteries, and building grounds - revolving basis as needed; special mowing of cemeteries for burials, as needed.
- Old Town landfill on West Pownal Road - mowed and trimmed.
- Downed trees cut on the Sam Ristich trail.
- Flags to half-mast, as needed.

**Heavy Equipment:** Maintenance, state inspections of both the Fire Rescue and Public Works department fleets; ongoing.

##### **Road Maintenance:**

- Pembroke Peak, Stone Post Lane, and Applewood Lane - private road signs installed.
- Meadow Creek Lane - Casco Bay construction repaved a short section of the cul de sac.
- Cluff Road - Drainage, grading, tree removal, and erosion control in preparation for paving; cold mix paving completed by All states.
- Haskell and Parsonage Roads - Drainage, shoulder grading, cold mix asphalt shoulder paving, erosion control, new curve sign, new 35 MPH speed sign in preparation of shimming and chip seal. Shim paving completed by All States paving.
- Sligo Road Extension - Re-chip sealing of 1400 feet - this is warranty work from stone loss and plow damage of last year's chip seal work.
- Doughty Road, Meadow Creek Lane, Mill Road, North Road, Sligo Road and the Fire Rescue Station parking lot - crack sealing project complete.
- Doughty Road, Haskell Road, Parsonage Road, and Cluff Road - high-performance asphalt rubber chip seal completed.
- Roadside mowing of Town roads has begun - most roads completed.
- The town's flashing speed sign has been sent back to the factory for reprogramming and updates.

##### **Other:**

- 2 employees attended an educational seminar and tour at Ecomaine.

##### **Changes/Updates:**

- Steps have been completed to have a licensed state inspection station for the town's entire fleet.
- Fire & security alarms installed and working at the PW's facility.
- An MMA insurance inspection was conducted; need to paint cemetery shed, and test 1 fire extinguisher missed in last spring's extinguisher testing. Excellent review.
- Earl Edwards retired from his custodial position with the town; hired two new employees: Joe Plante and Charles Hall.

##### **Projects**

- North Road - new larger, high-intensity chevrons have been installed on "Packard's turn." Research continues on safety improvements for North Road.
- A small expansion was made to the little league field parking lot on Parsonage Road.
- Working on Sand & Salt Shed proposed repairs for FY19 Budget.

##### **Coming Up**

- Fall/Winter maintenance and preparation.

Date: September 13, 2017

To: Select Board

Fr: Rosemary E. Roy, Town Manager <sup>RR</sup>

**RE: MEETING WITH CITIZENS**

Attached is a draft idea for the Select Board in your pursuit of reaching out to residents and broadening communications relating to Town happenings. If all are in favor, I would recommend choosing a start date, and I will proceed in seeing that it is advertised throughout the community. I believe starting in the month of October would allow ample time to circulate this new form of community outreach. Thank you.

# DRAFT



Introducing...

## ***Keeping It Simple***

*“Keeping It Simple”* is a new opportunity for citizens to engage in conversation with one or two of your town leaders in a comfortable, relaxed setting.

Talk about Town issues you are interested in. Share your ideas. Contribute to finding solutions.

Members of the Select Board are looking forward to meeting with you. Below is the *“Keep It Simple”* timetable:

Every 4<sup>th</sup> Wednesday of the month - Mornings 8 am to 9 am,  
every 4<sup>th</sup> Tuesday of the month - Evenings from 7 pm to 8 pm.

And every 4<sup>th</sup> Saturday of the month - Mornings from 10 am to 11 am.

*“Keeping It Simple”* will be held in the Town Office Meeting Room.



## Town of North Yarmouth Committee Policy

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### 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, 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 use the **liaison**, Town Manager or Committee Chairperson in cases that have significant public impact and guidance is requested.

**Proposed Change: Committees shall work with the Select Board and or Town Manager in cases that have a significant public impact and guidance is requested.**

Date: September 14, 2017

To: Select Board

Fr: Rosemary E. Roy, Town Manager <sup>RR</sup>

**RE: Committee Appointments**

**1. Events Committee**

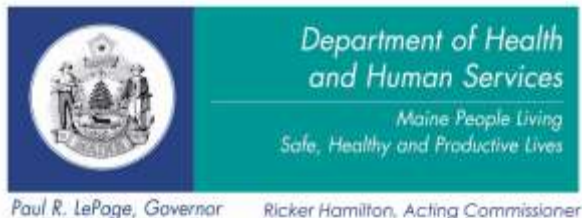
Donna Palmer - Term to 6/30/17

(Donna is currently a member or LWNV.)

**2. Communication Advisory Committee**

Jay Fulton - Alternate Term to 6/30/17

(Jay was on the committee in 2016.)



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Commissioner's Office  
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11 State House Station  
Augusta, Maine 04333-0011  
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TTY Users: Dial 711 (Maine Relay)

TO: Municipal Officials/Welfare Directors/General Assistance Administrators

FROM: Ian Miller, General Assistance Program Manager

RE: 2017 – 2018 General Assistance Ordinance Maximums

DATE: 8-21-2017

Enclosed please find the following items:

- MMA's new (October 1, 2017–September 30, 2018) “**General Assistance Ordinance Appendix**” (A - D).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

#### Appendix A - D

The enclosed Appendices A - D have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – D. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

#### **The Adoption Process**

The **municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices **after notice and hearing**. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

#### **Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. (*For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site [www.memun.org](http://www.memun.org)*). In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed “adoption sheet” as proof that a municipality has adopted the current GA maximums.