

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, September 5, 2017
6:00PM - 7:00PM Workshop
(Wescustogo Hall & NY Community Center)
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Public Hearings

- A. Proposed Fee Schedule Amendments
- B. Proposed Changes to the Town Charter

III. Special Presentation

- Robert Konzal, Town Assessor - FY18 Tax Commitment

IV. Minutes of Previous Meeting(s)

- August 15, 2017

V. 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.

VI. Management Reports & Communications

- Town Manager's Report

VII. Old Business

- Wescustogo Hall & NYCC - Update

VIII. New Business

None

IX. Accounts Payable - Review & Approval

- Accounts Payable

X. Any Other Business

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

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.

Date: August 31, 2017

To: Select Board

Fr: Rosemary E. Roy, Town Manager ^{RR}

RE: PUBLIC HEARINGS

Procedural notes:

- Public Hearings must be held separately.
- Each hearing must have a vote to **Open** and to **Close**.
- An explanation of the amendments should be given prior to taking comments from the public.
- Copies of the proposed amendments will be available to the public on the table in the back of the room.
- **Fee Schedule** should be adopted by the Select Board following the close of the hearing.
- **Charter Changes** should be moved to be placed on the Annual Town Meeting Warrant for April 2018 following the conclusion of the hearing.
- **If there are changes**, the Board can accept/approve any changes following the close of each hearing and the action noted above can be performed.

PROPOSED CHANGES 9/2/2017
Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Administrative Fees

Animal Impoundment Fee	
Flat fee for impoundment	\$ 40.00
Emergency medical bills attributed to the animal	Cost
Bumper Stickers	\$ 1.00
Copy of Land Use Ordinance (outside)	Cost
Copy of other ordinances done in-house	
Per page up to 20 pages	\$ 0.50
Faxes (per page - Incoming or outgoing)	\$ 2.00
Photocopies per page	
8 ½ inch x 11 inch or smaller	\$ 0.50
8 ½ inch x 14 inch	\$ 0.75
11 inch x 17 inch	\$ 1.00
DVD	\$ 10.00
Memorial School Use	
Single Residents or Residential Groups	\$ 10.00 per hour
Non-Residents or Non-Residential Groups	\$ 20.00 per hour
Special Events - Deposit (single use)	\$150.00
Notary Fee (per page)	\$ 2.50
Non-Sufficient Funds	\$ 40.00
Search Fee (Genealogy)	
Per surname	\$ 15.00
Abstract	\$ 5.00
Street Map (11 inch x 17 inch)	\$ 1.00
Tax Account Listing - electronic format	\$ 75.00
Tax Maps complete set	
11 inch x 17 inch	\$ 25.00
24 inch x 36 inch	Cost
Junkyards	
Application fee	\$250.00
Advertising fee	Cost
Liquor License	
Application fee	\$ 25.00
Advertising fee	Cost
Bottle Club License	

PROPOSED CHANGES 9/2/2017
Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Application fee	\$ 25.00
Advertising fee	Cost
Catering License - Application Fees	
Catering Privileges off Premises	\$ 25.00
Catered Function by Qualified Catering Organization	\$ 25.00
Catered Function by B.Y.O.B. License	\$ 25.00
Cemetery Fees - Set by Cemetery Commission	
Resident	
Lot Fees	\$300.00
Perpetual care	\$200.00
Non-Resident	
Lot Fees	\$400.00
Perpetual care	\$250.00
Administrative Fee per Interment	\$175.00
Administration Fee for Documents Transfer of Burial Rights	\$ 25.00 60.00
Interment Fees	Separate fee set by contractor
Disinterment	Separate fee set by contractor
PAYT (Pay-As-You-Throw)	
One (1) Roll of 10 - 15 Gallon Bags	\$ 12.50
One (1) Roll of 5 - 33 Gallon Bags	\$ 12.50
Recycle Containers	Cost
Composter	Cost
Clean Up Day Fees	Cost

Ambulance Service

Town of North Yarmouth Ambulance Service Ordinance - The North Yarmouth Board of Selectmen shall annually establish a schedule of fees that support the cost of ambulance service to the extent practical while respecting all state and federal laws, rules and regulations.

Mileage per loaded mile	\$ 12.00
ALS1 (A0427)	\$650.00 \$740.00
ALS2 (A0433)	\$750.00 \$900.00
BLS – Non Emergency	\$300.00 \$400.00
BLS - Emergency (A0429)	\$450.00 \$550.00
Ambulance Response with treatment with no transport	\$100.00 \$125.00
Records Request	\$ 5.00

* Medicare will not reimburse. Some private insurance companies may pay.

Amusement Devices

Coin-Operated Amusement Device Ordinance

Annual license for 5 machines	\$100.00
Each additional machine	\$ 50.00

PROPOSED CHANGES 9/2/2017
Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Barking Dogs

Per offense upon conviction in District Court (Ordinance) \$ 50.00

Building Permit Fees - Code Enforcement

Residential buildings or buildings accessory to residential buildings:

Up to and including 1400 sq. ft. of living space
 Finished area (sq. ft.) \$ 0.15
 Unfinished area, foundations and garages (sq. ft.) \$ 0.10

1401 sq. ft. to 2000 sq. ft. living space
 Finished area (sq. ft.) \$ 0.30
 Unfinished area, foundations and garages (sq. ft.) \$ 0.10

2001 sq. ft. to 2500 sq. ft. of living space
 Finished area (sq. ft.) \$ 0.45
 Unfinished area, foundations and garages (sq. ft.) \$ 0.10

Over 2500 sq. ft. of living space
 Finished area (sq. ft.) \$ 0.60
 Unfinished area, foundations and garages (sq. ft.) \$ 0.10

Commercial Buildings: Commercial Area (sq. ft.) \$ 0.40
 Foundation area (sq. ft.) \$ 0.10

Temporary Housing Permit from CEO \$ 25.00
 Demolition \$ 25.00
 Swimming Pools \$ 25.00
 Chimneys \$ 25.00
 Temp plastic or canvas structures (or temporary greenhouses) \$ 25.00
 Minimum Fee \$ 25.00
 Late Fee - double amount of regular fee

Electrical Permit Fees - Code Enforcement

Residential Work - all sq. ft. \$ 0.08
 Commercial Work
 Up to 5,000 sq. ft. \$ 0.11
 5,001 to 10,000 sq. ft. \$ 0.08
 10,001 and up \$ 0.05
 Adding Appliances \$ 25.00
 Temporary or Permanent Service \$ 25.00
 Re-inspection Fee \$ 25.00
 Minimum Fee \$ 25.00
 Inspection Fee \$ 50.00
 Late fee - double amount of regular fee

Explosives

Ordinance Regulating the Use of Explosives
 Permit \$ 25.00

PROPOSED CHANGES 9/2/2017
Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Floodplain

Floodplain Management Ordinance	
Application Fee	\$100.00
Expert's Fee - Payable 10 days after the town submits an invoice to the applicant.	Cost

Land Use - Code Enforcement/Planning

Town of North Yarmouth, Maine Land Use Ordinance

Building/Land Use Permit from CEO	\$ 25.00
Driveway/Road Entrance Permit from CEO	\$ 25.00
Site Plan Review Permit from Planning Board	\$150.00
Amendment to Site Plan Review Permit (Planning Board)	\$ 75.00
Subdivision Approval (Planning Board)	
Minor Subdivision	
Non-refundable application fee	\$250.00
Plus for each lot/dwelling unit	\$100.00
Technical Review	Cost + \$ 25.00
Major Subdivision	
Non-refundable application fee	\$350.00
Plus for each lot or dwelling unit	\$100.00
Technical Review	Cost + \$ 25.00 Conditional

Mass Gatherings

Licensing Fee An Ordinance Providing for Mass Gatherings	\$200.00
Penalty Fee	\$200.00 per day, with a maximum penalty of \$2,500

Fire Rescue Department Permits

Alarm: Residential	\$ 50.00
Alarm: Commercial	\$100.00
Sprinkler Systems	\$ 25.00
Liquid/Gas Fuel Burning Appliance	\$ 25.00
Solid Fuel Burning Appliance	\$ 25.00

Nuisance Calls or False Alarms

First three (3) calls	No charge
Fourth (4 th) Call	\$100.00
Fifth (5 th) Call	\$250.00
Sixth (6 th) Call	\$500.00
Applies to a calendar year.	

False Alarm calls are defined as a faulty detector or problem with the system. Actual smoke, be it food on the stove or other types of real activations do not constitute a false alarm. CO (Carbon Monoxide) Alarms that actually have a CO reading does not constitute a false alarm.

Nuisance calls are defined as repeat responds for the same reason, such as the odor of gas with no readings on the gas meter and alike or other reason deemed a "nuisance" by the Fire Rescue Chief.

PROPOSED CHANGES 9/2/2017
Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Parks & Recreation Areas

Ordinance Violations - Per Offence \$100.00

Domestic Animal Commercial Businesses Park Use Permits

North Yarmouth - Monthly \$ 25.00
 Outside North Yarmouth - Monthly \$ 50.00
 North Yarmouth - 1 Day \$ 5.00
 Outside North Yarmouth - 1 Day \$ 10.00

Groups or Organized Groups Single Event Use Permit (profit or non-profit*)

Singular Event - per day
 Resident \$ 50.00
 Non-Resident \$100.00

*Fee is waived for nonprofits associated with the Town.

Planning Board

Use Approval from Planning Board \$150.00

Plumbing Code - Code Enforcement

Uniform Plumbing Code
 Plumbing Fees As established by the State of Maine

Private Road Signs

Private Road Sign Replacement Fees

Sign	Cost
10' Green Post	\$16.62 \$33.00
Sign Brackett	\$ 7.25
E911 Mapping & Dispatch Updates	\$ 5.00
Labor	Current Laborer Wage Rate
Install time varies; new sign approximately 30 minutes.	

Road Naming and Property Numbering

Application \$25.00
 Sign and Post installation - material and labor Cost + \$30.00

Shellfish Conservation Ordinance (Chapter 305 – Towns of Yarmouth/North Yarmouth)

License

Resident Commercial	\$200.00
Non-resident Non-reciprocating Commercial	\$400.00
Resident Recreational	\$ 25.00
Non-resident Non-reciprocating Recreational	\$ 50.00
Three-day Recreational license (pursuant to section II.B.5)	\$ 30.00
Resident/Non-resident Recreational license fees are waived for individuals of age 65 or older.	

PROPOSED CHANGES 9/2/2017
Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Snow

Winter "Snow" Ordinance

Refer to Ordinance.

Solid Waste

Solid Waste Disposal & Recycling Ordinance
Refuse Hauler Permit Application

\$ 25.00

Sprinklers

Sprinkler Ordinance

Refer to Ordinance.

Subsurface Wastewater

Subsurface Wastewater Disposal Rules Plumbing fees as established by the State of Maine.

Vehicular Weight

Vehicular Weight Control Ordinance Permit

Refer to Ordinance.

Zoning Board of Appeals

Administrative Appeal to Zoning Board	\$ 50.00
Miscellaneous Appeal to Zoning Board	\$ 50.00
Variance Appeal to Zoning Board of Appeals	\$ 50.00

Select Board

Peter Lacy, Chairperson

Jeanne Chadbourn, Vice Chairperson

Anne Graham

Steve Morrison

Jennifer Speirs

ADOPTED July 6, 2010 EFFECTIVE July 7, 2010
AMENDED June 7, 2011 EFFECTIVE July 1, 2011
AMENDED June 19, 2012 EFFECTIVE July 1, 2012
AMENDED June 18, 2013 EFFECTIVE July 1, 2013
AMENDED August 5, 2014 EFFECTIVE August 6, 2014
AMENDED October 20, 2015 EFFECTIVE October 21, 2015
AMENDED October 4, 2016 EFFECTIVE October 5, 2016
AMENDED _____, 2017 EFFECTIVE _____ 2017

Proposed Changes to the Town Charter - 09/05/17

Town of North Yarmouth

Town Charter - Article IV. Elected and Appointed Boards, Commissions, Committees, and Officials

3. **Ad Hoc Committees**. Any committee not otherwise mentioned in this charter shall be an ad hoc committee. Ad hoc committees are such committees as are necessary to the efficient functioning of the town. The Select Board may, at its discretion, create or eliminate such ad hoc committees as it desires, subject to the following:
- a. The Select Board shall ~~meet~~ annually ~~review and with each Ad hoc committee to~~ deliver to each Ad hoc committee a written charge. ~~to the ad hoc committee.~~
 - b. The Select Board shall appoint members in such numbers as are required.
 - c. Each ad hoc committee shall be established ~~remain in existence~~ for a minimum of six (6) months or up to a maximum of ~~one-two~~ (+2) years; however, the Select Board may extend the establishment of any ad hoc committee for additional terms. Each such term shall be up to ~~one-two~~ (+2) ~~year~~ years or as deemed necessary by the Select Board.
 - d. Each of the ad hoc committees shall elect from their membership a chair and a secretary at its first regular meeting.
 - e. The chair shall keep the Select Board and Town Manager regularly apprised of the ad hoc committee's progress.

**Town of North Yarmouth
Select Board Meeting Minutes
August 15, 2017**

I. Call To Order

Members present: Jeanne Chadbourne, Anne Graham, Jennifer Speirs and Stephen Morrison. Peter Lacy was absent with notification. Town Manager Rosemary Roy was also present.

II. Minutes of Previous Meeting (s)

Selectperson Graham moved to accept the Select Board Meeting Minutes of August 1, 2017, seconded by Selectperson Speirs. Discussion: **None. Vote: 4-Yes 0-No**

III. Public Comment – Non-Agenda Items

Katie Murphy of Mountfort Road shared her concern residents expressed at the Special Town Meeting on August 8, 2017 as to “nothing being done” by various boards and committees. She expressed her gratitude for the work the groups have done especially the WBDC.

IV. Management Reports & Communications

The Town Manager provided the Board with a brief summary of her report. Ashley Roan has been hired as Administrative Assistant to the Town Manager. The brush will be cleared in front of the town office within the next month. A grant of \$3,800 was awarded to the Fire Chief through LWNYS to help the needy.

V. Old Business

Wescustogo Hall & NYCC – Update - On September 6, 2017 a Workshop will be held at 6:00pm with the WBDC and Select Board.

VI. New Business

Proposed Marijuana Ordinance – 1st Review - The Select Board had a discussion regarding concerns from residents of growing marijuana. The Sheriff’s office has visited a North Road residence and determined that location is following the necessary guidelines under the law. The Legislature has not made decisions which prevent the Select Board from making decisions. No action was been taken but will remain as a top priority of the Select Board.

VII. Accounts Payable – Review & Approval

Selectperson Graham moved to approve warrants 5 & 6 in the amount of \$1,018,113.33, seconded by Selectperson Speirs. Discussion: **None. Vote: 4-Yes 0-No**

VIII. Any Other Business

Selectperson Morrison would like the Select Board to become more engaged with the public in a less formal way. His idea was to have two Select Board members available to meet with residents to help unite the community. Further considerations will be discussed at a future meeting.

Selectperson Speirs asked for clarification of her duties as Select Board member. Her questions were addressed by Town Manager Roy.

Selectperson Graham shared her concern of the behavior of several people at the Special Town Meeting on August 8, 2017. Regardless of the outcome, she feels the Town as a whole lost and wishes to never again experience the behavior displayed that night.

IX. Adjournment

Selectperson Graham moved to adjourn.

Cheryl Trenoweth
Recording Secretary

Select Board

Peter Lacy, Chair

Jeanne Chadbourne, Vice Chair

Anne Graham

Stephen Morrison

Jennifer Speirs

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

FY18 Tax Commitment - The tax commitment is complete, and invoices were mailed out on September 1st. As you will learn through tonight's discussion with the Town Assessor Bob Konzal, a town wide increase in property valuation of 10% has provided for a lower the mil rate for FY18. Going from the 17.52 to 16.27 per thousand. The Annual Town Meeting projection was an increase in the mil rate from 17.52 to 18.24. Overall a savings of 1.97 per thousand.

Part of contracting with an assessing firm is to ensure that this type of analysis is being conducted and applied on a regular basis this then avoids the need for a revaluation of the town which can be costly and have a negative impact. I am pleased with the results of this year's assessment and tax commitment. Some residents will see an increase but not nearly as high as what was projected last April, and some will see a reduction all, of course, relevant to the taxpayer's own situation.

Senior Tax Assistance Program: Forty-nine (49) applications were received, and forty-seven (47) applications were approved and processed for FY18.

Parks & Recreation Committee: Prior to going on vacation I had a discussion with two representatives from the committee regarding the maintenance and oversight of the Town Forest. They explained to me that the area is in need of some cleanup and trail maintenance and is also a part of committee's connectivity plans for town parks. Chairman Lacy and I explored the issue, and upon reviewing the language in both the Town Charter and Parks & Recreation Rules and Regulations Ordinance, the committee does have a clear direction and responsibility for the care of the Town parks which includes Town Forests. I have conveyed this information to the Ken Filiter, chair of the committee and had asked that he submit any plans and expenses to my office prior to taking action.

The committee has additionally requested that they would like to see the Charter amended in April to increase the number of members on the Parks & Recreation Committee from five (5) to seven (7).

Town Office: The carpets have been clean by ServPro, and some internal relocation of offices and other items have taken place.

Action Item: Request to appoint regular member Patrick Gilligan to the Comprehensive Plan Committee.

Committee Meeting Schedule with Select Board: I am looking for a consensus to implement the plan for FY18 (copy of schedule follows this report.)

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

SELECT BOARD MEETINGS FY 2017-2018				
OCTOBER 2017	DECEMBER 2017	FEBRUARY 2018	APRIL 2018	MAY 2018
3 RD COMMUNICATIONS COMPREHENSIVE PLAN	5 TH ECONOMIC DEVELOPMENT PARKS & REC	6 TH - N/A	3 RD - N/A	1 ST LIVING WELL PLANNING BOARD
17 TH LIVING WELL PLANNING BOARD	19 TH - N/A	20 TH EVENTS FLAG NY SCHOOL FUND (once a year)	17 TH COMMUNICATIONS COMPREHENSIVE PLAN	15 TH ECONOMIC DEVELOPMENT PARKS & REC
Schedule: Ad Hoc Committees - Communications w/Select Board				