

**SELECTBOARD
MEETING MINUTES
6:00/7:00 PM, MONDAY, May 23, 2022
York Public Library
Channel 3 and Town Hall Streams**

6:00 PM - Executive Session per Title 1 MRS §405.6(A) to discuss personnel and §405.6(E) to discuss legal matters with the Town Attorney

Present: Chair Todd A. Frederick, Vice Chair Robert E. Palmer, Jr., Kinley Gregg, Marilyn McLaughlin, Mike Estes

Others Present: Town Manager Stephen Burns, HR Director/Assistant Town Manager Kathryn Lagasse

Moved into Executive Session by Kinley Gregg, seconded by Mike Estes per Title 1 MRS §405.6.(A) & (E). Vote 5-0, motion passes.

Moved out of Executive Session by Kinley Gregg, seconded by Mike Estes at 6:57 p.m. Vote 5-0, motion passes.

7:00 PM - Regular Meeting

Present: Chair Todd A. Frederick, Vice Chair Robert E. Palmer, Jr., Kinley Gregg, Marilyn McLaughlin, Mike Estes

Others Present: Town Manager Stephen Burns, HR Director/Assistant Town Manager Kathryn Lagasse, Assistant to the Town Manager Diana Janetos, Code Enforcement Director Amber Harrison, Emergency Management Specialist Nicole Pestana and members of the public

Call to Order

Chair Todd A. Frederick called the meeting to order at 7:05 PM.

Pledge of Allegiance

Annual Organizational Meeting

1. Election of Chair and Vice-Chair

Moved by Marilyn McLaughlin to nominate Todd A. Frederick as Chair. Vote 5-0, motion passes.

Moved by Marilyn McLaughlin to nominate Robert E. Palmer, Jr. as Vice Chair. Vote 5-0, motion passes.

2. Establish a Fixed Schedule of Meetings

Moved by Kinley Gregg, seconded by Marilyn McLaughlin to approve the proposed schedule of meetings for the coming year, generally the second and fourth Monday of each month, as required by the Town Charter. Vote 5-0, motion passes. (Amended by Kinley Gregg to change the Request for Action forms to gender neutral and change Selectmen to Selectboard.)

3. Re-adopt Selectboard's Policy Entitled "Transaction of Business"
Moved by Marilyn McLaughlin, seconded by Robert Palmer to re-adopt the Selectboard's Policy, Transaction of Business. (Amended by Kinley Gregg to replace the wording from Board of Selectmen to Selectboard in each instance and Chairman to Chair and Vice Chairman to Vice Chair. Strike the word official in each instance where it appears in the first paragraph.) Vote 5-0, motion passes.
4. Adopt the Town Budget as Certified by the Town Clerk and Set by the Voters per Article 2, Sections 14 (B) & (C) of the Town Charter
Moved by Robert Palmer, seconded by Marilyn McLaughlin to adopt the Town budget as decided by the voters and certified by the Town Clerk, per Town of York Home Rule Charter Article II, Sections B and C. Vote 5-0, motion passes.
5. Re-adopt the Selectboard's Policy Entitled "Disbursement of Wages to Municipal Employees and Fees to the State of Maine"
Moved by Kinley Gregg, seconded by Marilyn McLaughlin to re-adopt the Selectboard's Policy, Disbursement of Wages to Municipal Employees and Fees to the State of Maine, and to direct the Town Manager to file a copy of this action and the renewed policy with the Town Clerk and the Town Treasurer with gender neutral changes in the statement. (Amended by Kinley Gregg to change the document to take out Board of Selectmen and change to Selectboard in the 2 instances. Robert Palmer amended to change it from using the word signed to using the word approved.) Vote 5-0, motion passes.
6. Public Timeline for November Referenda
Moved by Kinley Gregg, seconded by Marilyn McLaughlin to approve the timeline for the November 2022 referenda, and to direct the Town Manager to publish this on the Board's web page. Vote 5-0, motion passes.
7. Elect a member to serve on the Hartley Mason Board of Trustees
Moved by Kinley Gregg, seconded by Marilyn McLaughlin to appoint Robert Palmer to the Trustees of the Hartley Mason Reservation. Vote 5-0, motion passes.
8. Review Selectboard's Code of Ethics
This will need to be changed to gender neutral. Moved out to a future agenda.
9. Annual Adoption of Emergency Plan
Moved by Kinley Gregg, seconded by Marilyn McLaughlin to adopt the Town of York Comprehensive Emergency Management Plan dated May 19, 2022, in accordance with the Town of York Emergency Management Ordinance dated May 22, 2021 as amended. (The Sewer District won't report on the Water District, Chief Municipal officer changed to Town Manager, gender neutral changes.) Vote 5-0, motion passes.
10. Review Selectboard's Policy Entitled "Public Participation at Selectboard's Meeting"
No action
11. Review of Standing Proclamations
Town Manager will bring back the annual standing proclamations and the onetime proclamations will get archived.

A. Consent Agenda

1. May 9, 2022 Meeting Minutes
2. Business License Renewals
 - The Villager
 - Inn Between the Beaches
 - Guac N Roll
 - Inn on the Blues
 - Cumberland Farms
 - York Beach Residence Club
 - Oceanside Store
 - Stonewall Kitchen
 - York's Wild Kingdom
3. Review of Citizen Forum Question and Answers 5/9/22

Moved by Kinley Gregg, seconded by Marilyn McLaughlin to accept the Consent Agenda amended with changes to Citizens Forum Q & A. Charlie Black sang a song 16 Counties, not 16 Countries. Skip Schnable was talking about the Climate Action Plan vote and that there were no budget requests. Steve had put Statement only but would have added Climate Action Plan is on the Special General Referendum ballot not the Budget Referendum ballot. Vote 5-0, motion passes.

B. Minutes**C. Chair's Report**

- Looking for members to serve on the Board of Appeals, there are 3 vacancies.
- Thank you to all the York Voters who voted
- Welcome to another 3-year term to Mike Estes
- Town Hall Renovation project, 200-year project in the making

D. Manager's Report -

- May referenda, thank you to the Town Clerk/Tax Collector's Office
- Total number of votes cast was 3,021, the average from 1990 to 2022 was 2,984
- Town Hall renovation has passed, and it's great that people want the existing part integrated with the new
- Need people for Board of Appeals
- Code Enforcement has a Radon Workshop coming up on May 26th, 9 - 11 at the York Library, sign up in advance, no cost
- The Clerks will deal with notary issues for motor vehicle services. Kathryn Lagasse is our only other notary, call ahead of time to schedule.
- Blood Drive, Friday, July 1st at York High School from 11 to 4

E. Awards**F. Reports****G. Citizens' Forum**

1. Wayne Martin
2. James Kences
3. Janet Drew
4. Amy Phalon

5. Martha Fenn King
6. Mady Buckless
7. Stephen Bittner
8. Janet Duggan

H. Public Hearings

I. Endorsements

J. Old Business

1. Action: ARPA Funds

Moved by Robert Palmer, seconded by Marilyn McLaughlin to approve the use of ARPA funds in the amount of 38,400.00 to purchase two LUCAS CPR devices and one Elkay water fountain. Vote 5-0, motion passes.

K. New Business

1. Action: Disposition of Property at 21 Darcy Road

Moved by Robert Palmer, seconded by Marilyn McLaughlin to sell Town owned property at 21 Darcy as is with conditions. Must notify immediate former owner of the sale process under MRSA Title 36 Section 943-C. Condition of sale to include obtaining a building permit for demolition and/or rehabilitation within 180 days of sale. 5-0, motion passes.

Moved by Robert Palmer, seconded by Marilyn McLaughlin to give Amber Harrison the authority to spend funds to clean out the property, make it safe and clean up the exterior and interior and pest control and clean up the food sources and can use up to \$15,000 from the Selectboard's contingency expeditiously. Vote 5-0, motion passes.

2. Action: Committee of the Year
Postponing

3. Action: Volunteer of the Year
Postponing

4. Action: Committee resignations

Moved by Kinley Gregg, seconded by Marilyn McLaughlin to accept the resignation of Britton Garon from the Board of Appeals with regret. Vote 5-0, motion passes.

Moved by Kinley Gregg, seconded by Robert Palmer to accept the resignation of David Woods from the Board of Appeals with regret. Vote 5-0, motion passes.

5. Action: Vacant seat on Budget Committee

1. Moved by Kinley Gregg, seconded by Mike Estes to declare the seat-held by Nan Graves to be a vacancy on the Budget Committee. Vote 5-0, motion passes.

2. Moved by Kinley Gregg, seconded by Marilyn McLaughlin to call a Special General Referendum on November 8, 2022, per Charter Article V Section 3.D for voters to elect someone to fill the vacancy for the remainder of the term, which expires in May 2024. Vote 5-0, motion passes.

6. Action: Temporary use of Manufactured Housing Unit
Moved by Kinley Gregg, seconded by Mike Estes to approve the request for a manufactured housing unit (RV) at 54 Fall Mill Road Extension for a period of one year expiring 5/23/23 as the applicant constructs a single-family dwelling and obtains occupancy. (They are planning on being able to meet those requirements by June 15, 2022.) Vote 5-0, motion passes.
7. Action: Town Manager Hiring Process
Moved by Kinley Gregg, seconded by Robert Palmer to approve the Human Resources Director to move forward working with Eaton Peabody in the search for a new Town Manager. Vote 5-0, motion passes.

L. Future Agendas

- Selectboard tour of new housing with Patricia Martine
- June 13th - 3 reports - Update on MS4 permit, Pest management program and new housing bill from Planning Department
- New housing bill from the State
- Sewer district discussion on Rt. 1 sewer extension project
- Action - releasing funds to start that project
- Seawall bid documents
- Agreement with the York Housing Authority
- MDOT overweight appointment
- Appointment to Library Trustees
- Discussion on General Referendum and Special General Referendum and Special Budget Referendum
- Report on town owned properties
- Invasive plants
- Tick Talk on June 29th televised
- Parks and Rec. summer programs comparing to pre-Covid
- Everything has to come back gender neutral as well
- Zoning in York Village

M. Other Business

N. Citizens' Forum

1. David Brinkman

Adjourn

At 8:58 PM Chair Todd A. Frederick adjourned the meeting. Without objection, so ordered.

Respectfully Submitted,

Diana Janetos

