

**Town of North Yarmouth
Board of Selectmen
Minutes of January 20, 2015**



Members Present: Chairman Steve Palmer, Vice Chairman Paul Napolitano, Mark Girard, Clark Whittier, and Alex Carr. Town Manager, Rosemary Roy also present.

I. Call to Order - 6:00PM - Town Manager's Office - Executive Session - Selectman Carr moved that the Board of Selectmen enter into executive session pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings subsection 405 Executive Sessions, subsection 6(A) to discuss a personnel matter. Selectman Napolitano seconded the motion. Discussion: None. **Vote: 4-yes 0-no** (Selectman Girard arrived at 6:10pm)

Recess 6:40PM - 7:00PM

II. Special Presentation - 7:00PM - Town Office Meeting Room

Chairman Palmer outlined the steps taken to date and introduced Steve Blatt of Stephen Blatt Architects who prepared these studies. Steve outlined the proposals and that the overall focus is the Village Center area including the Memorial School site. The wooded area between Town Hall and the school are a part of this area. This facility study reviews the options for a municipal center. Steve presented visuals (schematics and floor plans) outlining the proposed options.

Option 1: Existing Town Hall Site - This option considers adding on to the existing Town Hall (approximately 5600 sq ft) and a 2500 sq ft meeting space in the area where the Town Manager's office currently exists and could include an additional building near Sharp Field as a community center to accommodate the activities of the scale that used to be held at Wescustogo Hall. The attic/storage space would be expanded with the expanded meeting space roof area for additional storage. The proposed community center addition is 5500 sq ft.

Estimated cost total in 2015: \$2,880,000 (includes expanded Town Hall at \$930,000 and new Community Center at \$1,100,000, as well as, administrative, reserve and permitting fee costs.)

Option 2a: Memorial School Site - An addition on the back side where the classrooms were could be constructed. The gym could be used as a community center. The entire right side of the building could be used as Town Hall office space. The left side could be used as town meeting space that could be divided (3700 sq. ft.). He proposes major renovation to the building envelope (windows and the like) and work on the drainage issues. Inherent to the larger size of the space is the heating/maintenance of the space. There would be low site space costs. The question to be considered by the town is whether or not the town needs such as large space, but the costs to gain the square footage is lower.

Estimated cost total in 2015: \$2,670,000 (includes Town Hall portion at \$1,400,000 and new Community Center at \$650,000, as well as, administrative, reserve and permitting fee costs.)

Option 2b: New Municipal and Community Center Building - They could be constructed on site of the former Memorial School and use existing parking etc. It is the smallest footprint of the 3 options and the new parts could look different but still be joined together.

Estimated cost total in 2015: \$3,527,000 (includes Town Hall portion at \$1,650,000 and new Community Center at \$1,100,000, as well as, administrative, reserve and permitting fee costs.)

Selectman Girard stated that all 3 proposals are slab on grade, therefore are essentially equalized. Steve stated that this was the case and explained the building process in general.

There was also a question regarding the heating/cooling costs. Steve stated that overall it is less expensive to insulate all areas of the building envelopes but also to include air circulation. An efficient perimeter around the building envelope is important.

III. Minutes of Previous Meeting(s)

Selectman Girard moved to approve the Minutes of January 6, 2015. Selectman Napolitano seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

IV. Payables

Selectman Girard moved to approve Payroll Warrants #33 & 34. Selectman Napolitano seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

Selectman Girard moved to approve AP Warrant #35. Selectman Carr seconded the motion. Discussion: Chairman Palmer asked about the expenditure for tires for the pump truck. Town Manager Roy stated that better quality tires were needed and the old tires were sold to another community for \$600. The SCBA packs were purchased and paid. **Vote: 5-yes 0-no**

V. Recognition of Visitors - Items not on the Agenda - Chairman Palmer announced that Selectmen held an Executive Session with the Town Manager and Fire Rescue Chief regarding a personnel matter and that the position of the Board is that no action by them is warranted. Residents Steve Geary, Rob Hale, Dixie Hayes Robin Young, Paul Hodgetts Scott Wentzel, Mark MacMahan, Jeff Toorish, and Audrey Lones expressed their concerns to the Board over actions taken by the Town Manager in relation to the personnel matter. Chairman Palmer stated that there is a lot of erroneous information out there and reiterated that because this is personnel matter the Selectmen by law cannot discuss the issue. Chairman Palmer thanked those who spoke.

VI. Management Reports & Communications

Town Manager's Report - Town Manager Roy stated that the Town departments are continuing work on their budgets and other department work. The audit report will be completed and presented at the next Selectmen's meeting (Feb. 3rd). Chairman Palmer asked if the Budget Committee should be invited to this meeting. Town Manager Roy stated that it is part of their schedule but will double-check to confirm the invitation. She also commented on the school budget and town and more communications. The boiler at the school went out but has been repaired and back online. She commented on the Fire/Rescue generator which needs parts to be repaired or replaced. She reviewed the PACTs fees and that there will be no fees next year due DOT funds. She received a letter from the Yarmouth Water District regarding partnering up with them regarding the potential Village Center development. She also met with Cumberland County Commissioner Peter Crichton

VII. Old Business

Economic and Sustainability Committee - Audrey Lones stated that there was a good response for more volunteers to the committee. There are 6 names for 3 positions. All have good backgrounds and interests. She suggested appointing 3 as full members and 3 as alternates. They can also have a liaison for other committees. She gave an overview of the committee's charge.

Selectman Napolitano moved to appoint as regular members of the Economic and Sustainability Committee Matthew Ahlberg, Patrick Gilligan and Amy Horstmann. Selectman Carr seconded the motion. Discussion: None **Vote: 5-yes 0-no**

Selectman Napolitano moved to appoint as alternate members of the Economic and Sustainability Committee Carol Ellison and Ann Graham. Selectman Carr seconded the motion. Discussion: None **Vote: 5-yes 0-no**

Town Manager Roy stated that the committee makeup and a motion should be made to amend to include a Planning Board liaison and 2 alternates.

Selectman Napolitano moved to amend the motion to create two alternate members and a Planning Board liaison for the Economic Development and Sustainability Committee. Chairman Palmer seconded the motion. Discussion: None **Vote: 5-yes 0-no**

Selectman Napolitano moved to appoint Steve Morrison as the Planning Board liaison. Selectman Carr seconded the motion. Discussion: None **Vote: 5-yes 0-no**

Proposed Change to Committee Charge - Selectman Girard stated that the Committee Charge should include some language clarifies that it is not unilateral but works with the Selectmen. The consensus of the Board was to table this item until the next Board meeting.


VIII. New Business - None.

IX. Any Other Business - Selectman Girard commented on the proposed, revised timeline for the village redevelopment proposals. Chairman Palmer asked that the revised timeline be sent to the entire Board for review and discussion so that it can be updated to the public. Selectman Whittier attended the Parks and Recreation Committee meeting and was very positive about the discussion. Chairman Palmer will be meeting with the Veterans Park Committee.


X. Adjournment - Selectman Napolitano moved to adjourn the meeting at approximately 9 pm.

Recorded by: Nancy Trottier
Town of North Yarmouth Recording Secretary


Board of Selectmen



Steven Palmer, Chairperson



Mark Girard



Alex Carr



Paul Napolitano, Vice-Chairperson



Clark Whittier