

**Town of North Yarmouth
Board of Selectmen
Meeting Minutes of May 19, 2015**

 **ORIGINAL**

I. Call to Order

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

II. Minutes of Previous Meeting(s)

Selectman Whittier moved to approve the minutes of May 5, 2015. Selectman Girard seconded the motion. Discussion: Selectman Palmer commented on a correction on page 3 which he sent to Town Manager Roy, which has been made. **Vote: 5-yes 0-no**

Selectman Napolitano moved to approve the minutes of May 12, 2015. Selectman Carr seconded the motion. Discussion: None. **Vote: 5-yes 0-no**

III. Payables

Selectman Girard moved to approve Payroll Warrant #51. Selectman Napolitano seconded the motion. Discussion: Selectman Carr asked about the pay date listed and whether or not they are being approved as a formality. Selectman Napolitano outlined the procedural changes in the Charter, and there was a discussion on the requirement to sign them. **Vote: 5-yes 0-no**

Selectman Napolitano moved to approve AP Warrant #52. Selectman Carr seconded the motion. Discussion: Town Manager Roy indicated that a check was issued in an incorrect name and gave an overview. It has been voided and reissued in the correct name. Selectman Whittier indicated that there are additional items. Town Manager Roy stated that some additional payables were added at the last minute. A couple of them were state payments (i.e. motor vehicles). **Vote: 5-yes 0-no**

IV. Recognition of Visitors - Items not on the Agenda

No public comment.

V. Management Reports & Communications

Town Manager's Report - Town Manager Roy commented on the number of applications received for the Administrative Assistant position. The Town Clerk has been busy preparing the cemetery markers for Memorial Day. She also thanked the Fire Department for their assistance with the Flag Committee. She updated the Board on the potential use of Memorial School as a polling place. The Town Clerk and the state have indicated that until the town knows what the use of the school might be to wait to determine if the state would inspect and accept the school as a polling location.

She also commented on some of bids and RFP items listed under Old Business and the merged real estate accounts. More research this will need to be done. Selectman Napolitano commented on some work that was done in the past and suggested researching past and present tax bills to get a sense of the changes.

The contract has been signed for the new website and work on the process will begin on May 26th. She reminded the group about creating a Comprehensive Plan Committee. Selectman Whittier

supports doing this but asked if it has been budgeted. Selectman Girard indicated that until the outcome of the village redevelopment work and vote at the November election, it would be better to wait until next year and plan for this committee work. He encouraged town staff to make notes on various aspects which will be helpful for this work when the time comes.

Knight's Pond/Blueberry Hill documents are in the works and legal counsel is reviewing it and there are a few minor questions regarding the easement. Selectman Girard stated that at the Lands for Maine's Future meeting, the committee approved this project, but the Governor is still holding previously approved bonds regarding land. State funds are being held back despite the voters' approval. He expressed his dismay at the state's decision regarding this.

Town Manager Roy commented on a call received regarding Memorial School and an oil odor. The furnace had been leaking for a few hours. It was shut down and the tanked was pumped out and some contaminated waste was disposed of. The furnace will stay off until more information is known and this item will be submitted to the insurance company for some reimbursement. She commended everyone for their efforts. The total cost was about \$4,100. She also presented the Memorial School's past electrical bills per Selectman Napolitano's request.

VI. Old Business

Town Branding - Brian Sites gave an overview of the process to date and the concept they have come up with to date for the Board's review. They have worked with a number of committees for feedback, support and recommendations. He also presented the suggestions to the North Yarmouth Business Development group and received positive comments. Once the final items are approved, they will be posted and available on the town's website along with the appropriate usage guidelines. He read the purpose statement for a town brand. The Selectmen discussed the designs in relation to the branding message. Brian Sites indicated that the logo should be identifiable but not overpowering. He also commented on the issue of ownership over the logo and recommended that the Communications Committee be the arbiter over correct usage.

Selectman Napolitano moved to accept the town brand as presented. Selectman Carr seconded the motion. Discussion: Selectman Carr stated that this visual is not meant to replace the town's seal and is a fluid and changing process. Selectman Napolitano wants to be sure that there is an appropriate method for oversight for using the logo. Audrey Lones, Baston Rd stated that people who looked at the logo saw something different and that it represents the diverse view of the community. **Vote: 5-yes 0-no**

Paving & Chip Sealing Bid Results - Town Manager Roy commented on the bid process and that this bid request was for one company to do both paving methods. West Pownal Rd. will have a double chip seal on the majority of the road and Lawrence Rd. will be put in the budget for next year. The lowest bidder is Allstate Paving for \$220,365.45. There was a discussion on how the chip seal is working on Sligo Rd. to date and the GPCOG paving bid.

Selectman Girard moved to accept the Allstate Paving bid for West Pownal Rd. and Deer Run Rd. in the amount of \$220,365.45. Selectman Napolitano seconded the motion. Discussion: Selectman Palmer thanked Clark Baston and the Town Manager for the change in the bid process. **Vote: 5-yes 0-no**

Ambulance Bid Results - The Fire Department review committee has reviewed the bids. Town Manager Roy gave an overview of the bids and the process. The Fire Chief gave a presentation regarding the power load stretcher system of the proposed vehicle to help address some questions regarding this system and the benefits in minimizing potential injury reduction of EMS staff. The

Board took a 5 minute break to examine the Yarmouth Fire Department's ambulance outside the meeting room to see the power load system.

Selectman Girard asked about the variation in pricing for this system and the life expectancy. Some bids did not include maintenance pricing which was information that was requested. The Fire Chief stated that 15-20 years is quite likely and the stretchers can be put in a new vehicle.

Selectman Napolitano moved to award the ambulance bid to Sugarloaf Vehicles in the amount of \$216,792. Selectman Whittier seconded the motion. Discussion: Selectman Carr asked about the delivery date. The Fire Chief stated that it will be approximately 260-272 days. Dave Tuemler, Mountfort Rd. stated that he supports spending this amount of money for this purpose. Nelson Smith, Ledge Rd. supports this purchase and the company provides excellent service. It will be of benefit to the EMS staff, as well as, the residents. Ann Smith and Michelene Thompson commented on the benefits for this system for everyone involved. **Vote: 5-yes 0-no**

Village Center Development – Hydrogeologic Study RFP Draft - Selectman Palmer gave an overview of what this study would examine and that given the cost an RFP process is necessary. The Board reviewed language that could be included or changed in the RFP draft. Selectman Girard commented on the drilling sample quantities and some of the correct technical language in the document and that some rework on the language might be necessary in order to be clear about the result expectations. He also commented on a fixed price amount or a "not to exceed" amount be included to help with the town's cost. Selectman Palmer stated that unless there is specificity on exact category by category, it may be difficult to determine the selection. Selectman Girard suggested that a results-based assessment criteria in the request and let the firm determine the process they would take might yield a better RFP. He reminded the group about getting the information by September to move forward for the November vote. The group had an extensive discussion on providing the Board's information to help the Town Manager research appropriate language to finalize the RFP, as well as, articulate what information does the Selectmen and the residents want to know from this study, all of which impacts the language, and pricing.

Nelson Smith, Ledge Rd. asked if someone at the state can help craft the language. Hiring a consultant as previously discussed may be something to consider. He expressed concerns about the increasing cost versus what the coverage is.

Audrey Lones, Baston Rd. agreed with Selectman Girard's comments on the necessary language for the RFP. This information is necessary for the November vote.

Selectman Palmer suggested that Selectman Girard and the Town Manager get together to work on this and hire a consultant if needed to assist them.

VII. New Business

None.

VIII. Any Other Business

Selectman Whittier thanked the Fire Department for their efforts at last Saturday's dance. Selectman Girard congratulated all the graduates.

IX. Executive Session - Personnel Matter

Selectman Napolitano 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 Carr seconded the motion. Discussion: None. **Vote 5-yes 0-no**


Open session resumed at 10pm. **No action was taken.**

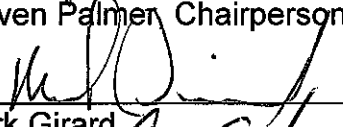
X. Adjournment

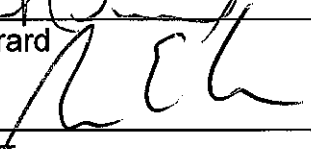
Selectman Napolitano moved to adjourn.

Recorded by: Nancy Trottier
Town of North Yarmouth Recording Secretary

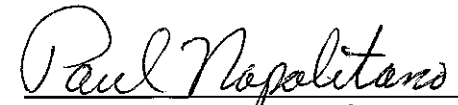
Board of Selectmen

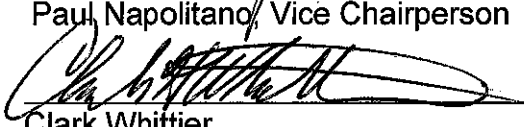


Steven Palmer, Chairperson


Mark Girard


Alex Carr



Paul Napolitano, Vice Chairperson


Clark Whittier