

Town of North Yarmouth
Board of Selectmen
Meeting Minutes of May 5, 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 Girard moved to approve the Minutes of April 21, 2015. Selectman Whittier seconded the motion. Discussion: Selectman Palmer commented that the Assessment information should read \$1,000 and not \$100,000. **Vote: 5-yes 0-no**

Selectman Carr moved to approve the Minutes of April 28, 2015. Selectman Girard seconded the motion. Discussion: Selectman Palmer indicated that this meeting was to sign the school budget warrant and review the Knight's Pond purchase. **Vote: 5-yes 0-no**

III. Payables

Selectman Carr moved to approve Payroll Warrant #47. Selectman Whittier seconded the motion. Discussion: None **Vote: 5-yes 0-no**

Selectman Whittier moved to approve AP Warrant #50. Selectman Carr seconded the motion. Discussion: Selectman Girard asked about the KeyBank payment. Selectman Palmer asked about the electricity costs for the school and that it seems to be high given the minimal use at present. Town Manager Roy indicated that the past 2 months were due to the school department in the building during that time. There was a discussion on past electricity costs when the school was in use. **Vote: 5-yes 0-no**

IV. Recognition of Visitors - Items not on the Agenda

Woody Brewer asked for updates and feedback on the procedures regarding the posting of minutes on the town's website. He would like to see the agenda and minutes be posted on the town's site in a timely manner for the residents to see and review. Town Manager Roy stated that some changes have been made internally to help increase the timeliness of the postings. At present, there is a staff shortage. Selectman Napolitano stated that he indicated that he it was very late and that he let the Chairman know so that he was aware and they will be doing better. Selectman Whittier stated that he believes it is unacceptable. Selectman Palmer stated that follow-up on this has been done and that the goals have not been met. He cited some examples of the problems but continue to work on this.

Audrey Lones, Baston Rd. stated that on May 13, at 6:30 pm there will be an EDSC meeting with a presentation from GrowSmart Maine.

V. Management Reports & Communications

Town Manager's Report - Town Manager Roy stated that the Administrative Assistant's position has been posted and applications are being taken. She outlined how the position has been restructured to support both the Town Manager and Town Clerk. She commented on Veterans' grave markers (headstones) project and that federal funds are being used for this. May 3-9 is Town Clerk week. Voting on June 9th will be at the church on Walnut Hill Rd. Selectman Whittier asked why not the school. Town Manager Roy indicated that the school has not been sanctioned by the state as a polling place, which requires an advance review process. Selectman Carr stated that it would be good to get a recommendation from the Town Clerk regarding the school to help get the process started for use at future meetings.

Town Manager Roy commented on the department head meetings to review the financial figures to date, personnel policy changes, and performance reviews.

She discussed the paving and chip seal bids which will be available at the May 19th meeting. The ambulance RFP should go out tomorrow.

Public Works and CEO are working on an RFP to move the portable classrooms. The personal property notices have been mailed. She received a letter from a resident with a number of questions and has used that information as part of the Q & A on the town's website to help answer these questions. Selectman Palmer wrote a letter to Rep. Paul Chase commenting on the personal property tax commenting on this antiquated statute.

Mary Stewart, Gray Rd stated that the notice was mailed and received very late, but that her questions were answered at town hall. She contacted the State and was informed that notices are generally sent in February and recommended that the town do so next year.

The roads will be swept starting this week. She updated the guidelines for the pit and training and that this will not affect the clean-up weekend. Selectman Napolitano asked for more information regarding the type training. There was a discussion on the depth of the training needed and what is necessary.

The school speeding limit signs can be sold to another school and work is being done for their sale. An FOA request was received. The contract for the new website has been signed. She commented on the additional services from PDI. Selectman Palmer stated that he was involved in the decision with the Town Manager to authorize these expenses. Selectman Carr does not support doing this process in this manner in the future. Selectman Girard stated that this expenditure was within the parameters of the town's guidelines.

Work on the Comprehensive Plan with a review committee will also be done as it is 12 years old. Selectman Carr believes that the work from PDI can be helpful to updating this and that a large committee may not be needed. There was a discussion on the importance of a Comprehensive Plan and economic development and that a minimum a review would be appropriate.

Audrey Lones stated that her research on potential grants require an updated plan and suggested getting some direction from the state. Selectman Girard suggested that the Town Manager gather information and guidelines from the state.

NIMS Compliance: Jurisdictions are required by FEMA for NIMS compliance. The Fire Chief briefly commented on the process.

She commented on the GPCOG delegation from the town for the June 17th meeting. She asked Audrey Lones to be a delegation member along with Richard Brobst. The Selectman did not object.

Ambulance RFP - The ambulance RFP preparation was discussed. As it is a large purchase, she asked for comments and questions. Selectman Girard asked about gasoline versus diesel. The Fire Chief stated that their decision to not use diesel is based on feedback from other departments on how problematic they are and that the mileage of a gasoline-type engine has very little difference. Selectman Whittier asked if all the bidders would accept a trade-in option. The Fire Chief gave an overview of the style and design from a safety perspective and the input he gathered from various department staff.

Bill Young, Sweetser Rd commented on the power load of this system based on a like vehicle in Yarmouth. They are expensive based on his experience and are not necessarily as effective based on the mounting system.

Selectman Girard moved to that the Board of Selectmen authorizes the Town Manager to release the Ambulance RFP as presented. Discussion: None **Vote: 5-yes 0-no**

NYMS Financial Report - Town Manager Roy gave an overview of the NYMS financials to date. Fuel and electricity are high but all other items seem to be in line with the budgeted figures. There was a discussion on the fuel and electricity estimates for the remainder of the spring and the budgeted cycle in general. Selectman Napolitano stated that he believes that the electricity estimates are low.

VI. Old Business

Multi-Vehicle RFP Results - Town Manager Roy gave an overview of the bids received. Based on price and bid compliance she recommended Casco Bay Ford for \$39,425 for a Public Works pick-up.

Selectman Girard moved to accept the bid from Casco Bay Ford for \$39,425. Selectman Whittier seconded the motion. Discussion: Selectman Girard asked about the delivery date. It is estimated to be about 6-8 weeks. Selectman Napolitano asked about additional costs for lettering and the radio. Selectman Palmer stated that this vehicle is part of the CIP item and the vehicle it will replace will be repurposed for the Fire Department. He also commented on vehicle color. **Vote: 5-yes 0-no**

Town Manager Roy stated that they did not get any quotes for the command vehicle as the 2015 Expedition manufacturing cycle has ended and the 2016 has not yet begun. She and the Fire Chief researched and discussed the costs of a used vehicle. Selectman Girard suggested looking at the vehicle rental market as a source.

Mary Stewart asked why an Expedition rather than an Explorer, given its size. The Fire Chief stated that it is due to the type and weight of equipment.

There was a discussion on further information on a new vehicle once the information is available. Selectman Girard would like to see an all in price for a new vehicle and that it appears that a used vehicle may not be an option. Selectman Carr would like to see this discussion after the ambulance is taken care of and doesn't support how the process has been handled. Selectman Napolitano agreed that this should have been discussed at the time the budget was planned and that it should be planned for next year's budget. Selectman Palmer stated that he does not believe that the Fire Chief should be using his own personal vehicle for his work. He supports pursuing quotes and that while it should have been planned better, supports gathering more quote information when they become available.

Knights Pond & Blueberry Hill Purchase Authorization - Selectman Palmer gave an overview of the process to date. Selectman Carr asked if legal counsel has reviewed the documents. Selectman Girard stated that the documents have been initially reviewed by him and the Town Manager with additional review to be done with legal counsel if needed. Selectman Carr believes it should have legal counsel review in advance to be certain. There was a discussion on the timeline and legal review to be certain that all is in order. The Town Manager will get clarification regarding timing.

Selectman Girard moved to that the Board of Selectmen authorizes the Town Manager to sign purchase and sale agreement Knights Pond & Blueberry Hill following review by legal counsel. Selectman Whittier seconded the motion. Discussion: None **Vote: 5-yes 0-no**

Village Center Development / Sewer Discussion - Selectman Carr gave an update on the sewer discussion meeting and that the Phase 1 aspect of the proposal had support. To move the project further to additional phases, the group recommended a full hydro-geological study be done which was supported by the Yarmouth Water District, Dick Sweet and others present. Sevee & Maher has presented some estimated costs. He commented on additional cooperation needed with the Yarmouth Water District. Selectman Girard stated that the Yarmouth Water District will make their comments as is outlined in the ordinance process. They offer their opinion on the project but an official sign-off on the permitting is done by the DEP or DHHS. Selectman Carr stated that any study will include information on run-off going down Route 9 to Sweetser Rd and any aquifer impact which may require additional costs. Selectman Whittier stated that he still supports 3 individual ballot questions in November. Selectman Palmer stated that the Board workshop concluded that the ballot question should be as such based on how the proposal was presented and the data of the study.

The cost of the study, while significant, is important to answer significant questions on this proposal. He commented on the timing to get this study done and reviewed to give sufficient time to prepare for the ballot question in November. There was a discussion on the uses and disposal aspects and Sevee & Maher's recommendation. Selectman Girard believes that the current available information and data available would be effective for this aspect of the process and that an RFP at this stage would not be needed. Selectman Napolitano disagreed and that a consultant could be hired to prepare the RFP. Selectman Whittier agreed that the RFP is important. There was a continued discussion on the timeline related to an RFP and being prepared for the ballot question. Selectman Carr supports Sevee & Maher reviewing Phase 1.

Bill Young, Sweetser Rd suggested getting the data collected right which would make it easier to sell this proposal to the residents. If extending the deadline is needed, it may be beneficial in the long run.

Keith Thompson, Baston Rd suggested meeting with 3 companies to review what elements they want to study or ask Dick Sweet if he can write the RFP.

Town Manager Roy suggested gathering informal pricing requests from additional companies.

There was a discussion on the methodology that each company would take which impacts the process. Also, that there is a figure from Sevee & Maher, makes an RFP difficult, now that this information is public. He suggested possibly getting some pricing range confirmation from others might be appropriate and be fiscally responsible. There was a discussion on flows and design aspect of Phase 1. Selectman Girard stated that the hydro-geologic study is important to determine if expansion beyond Phase 1 can be done.

Selectman Napolitano stated that he is willing to speak with consultants to see about preparing an RFP/proposal and then the Board can vote on this at the next Board meeting. Selectman Palmer would also like this person to help explain the RFP information and pricing to the Board. There was a discussion on whether or not a formal RFP or an informal pricing request was more appropriate and how the Board will make the decision based on the information and comfort level of the Board members.

Selectman Palmer moved that the Board of Selectmen request Selectman Paul Napolitano reach out to people to work with the BOS on developing an invitation to bid for a hydro-geological study. Selectman Carr seconded the motion. **Vote: 2-yes 3-no (Palmer, Whittier, Girard) Motion failed.**

The group discussed options on whom and how to craft an RFP, and what might be included. Town Manager Roy suggested getting information from MMA or other list serves as a guide. Selectman Girard reiterated that work has already been done by Sevee & Maher and that a negotiated process with them thus far is something that should be considered but understands the desire for price comparison. Town Manager Roy asked if the Board has any reason to not work with them on this given that work. Selectman Palmer stated that he doesn't but wants to address the public's wishes and is important to do. Selectman Girard reminded the group on how the Board wishes to proceed for the RFP and giving Sevee & Maher a chance as well.

Selectman Carr moved that the Board of Selectmen pursue an invitation to bid process to conduct a hydro-geological study on the North Yarmouth Middle School proposed septic system. Selectman Whittier seconded the motion. Discussion: Selectman Palmer stated that he couldn't vote on this until there is clarity on how it would be crafted. Selectman Girard stated that the Charter allows the Town Manager to pursue the best resources available for this. There was a discussion on whether or not the November election can and should be met. Selectman Girard stated that there isn't a very good process for professional services. **Selectman Whittier withdrew his second and the motion was withdrawn at this time.** The Town Manager will do additional research and report back to them at the next meeting.

VII. New Business

County Video Program - Town Manager Roy recommends doing this as there is no cost to the town. Selectman Carr stated that he can discuss this with the Communications Committee.

VIII. Any Other Business

Selectman Girard stated that on May 19, the Land for Maine's Future will be having their board meeting in Augusta and suggested representation by North Yarmouth to attend and lend support.

Selectman Napolitano requested that the agendas be sent the Wednesday prior to the Board meeting. He also commented that the Vice Chair generally sets up the candidates' night and offered to do so. He encouraged everyone to vote June 9th.

Selectman Palmer read a letter from Rep. Paul Chase regarding the Fire/Rescue Department's efforts to make North Yarmouth a heart safe community.


IX. Adjournment

Selectman Napolitano moved to adjourn the meeting at approximately 10 pm.

Recorded by: Nancy Trottier
Town of North Yarmouth Recording Secretary

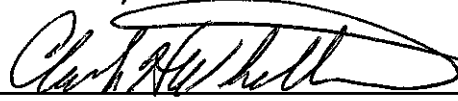
Board of Selectmen


Steven Palmer, Chairperson


Mark Girard


Alex Carr


Paul Napolitano, Vice Chairperson


Clark Whittier