

Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, June 18, 2019



Call to Order – Members Present: Jennifer Speirs, Stephen Morrison, William Whitten, Anne Graham, and James Moulton. Town Manager Rosemary Roy was also present. Chairperson Speirs called the meeting to order.

Minutes of Previous Meeting(s) – Selectperson Whitten moved to approve the minutes on May 21, 2019. Selectperson Graham seconded the motion. Discussion: Vice Chairperson Morrison commented on the incorrect language that was used to report a vote. Selectperson Moulton commented on a mis-reporting of a motion as well. Chairperson Speirs noted that a community member's name was misspelled in the minutes. **Vote: 5 Yes – 0 No.**

Vice Chairperson Morrison motioned to approve the minutes on June 4, 2019. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Special Presentation – North Yarmouth School Fund Trust President, Blain Barter, explained the history of the Trust and notified the Board of three positions that are available. The three recipients of each \$200 scholarship are:

- Colline Rose Kopacz
- Kallie Brown
- Madelaine Panicia

Public Comment - Non-Agenda Items – John Marlow, 18 Dexter Lane, inquired about the Wescustogo Hall and Community Center that was discussed in a previous workshop. John Marlow also inquired about the fee structure that was also discussed in the previous workshop, regarding whether priority would be given to residents or commercial agencies. Selectperson Graham responded that the Board has not decided on that particular matter for this meeting. John Marlow also commented on the Town's advertising of Select Board meetings and the content of those meetings. Here, the Town Manager described the current methods the Town uses to post that information where it is assessible to the Citizens of North Yarmouth.

Management Reports & Communications:

Town Manager's Report

- Municipal Election Results
- New Staff Member
- CEO/Assessing Administrative Position
- Assessing Services RFP
- Assessing Services for Commitment
- Committees
- Fundraising for WH&CC
- Financial Duties
- Park Updates
- Trash pickup on July 4th

Old Business –

Wescustogo Hall and Community Project

Vice Chairperson Morrison moved to accept change order #26 in the amount of \$17,353.32. Selectperson Graham seconded the motion. Discussion: Ryan Keith elaborated on why the change order was presented to the Board. **Vote: 5 Yes – 0 No.**

Selectperson Moulton moved to table change order #27 in the amount of \$3,161.99. Vice Chairperson Morrison seconded the motion. Discussion: Ryan Keith also proposed that the Board consider adding back to the budget a charge of \$3,161.99 for flooring of two storage rooms due to the higher levels of maintenance that would be required beyond the construction of Wescustogo Hall.

Vice Chairperson Morrison inquired on the motive for Ryan Keith to find other means to save funds. Ryan Keith clarified that he tried to avoid using funds that did not seem necessary to use, however, after reassessing the project Ryan believed that those funds would be beneficial to the community using the Community Center facilities. Selectperson Moulton further inquired if the project was necessary. Ryan Keith responded that the project had aesthetic and safety implications. Lastly, Selectperson Morrison inquired about the remaining funds in the contingency fund. Ryan Keith was unsure of that exact amount. **Vote: 5 Yes – 0 No.**

Matrix Update – Ryan Keith informed the Board that a future change will take place on the matrix. For this meeting, there was no update.

Select Board Orientation and Retreat

Discussion: Selectperson Graham suggested that the Board members all come with a “big idea” to be proposed at the meeting at Skyline Farms. Chairperson Speirs mentioned the need for a Board Orientation Meeting at the beginning of the agenda. Chairperson Speirs suggested the board move the agenda for Skyline farms from 3:00 PM to 6:30 PM on July 16, 2019.

New Business –

Committee Appointment – Selectperson Whitten moved to approve Rob Wood for one-year appointment as ecomaine representative and Robert Abbot for a three-year term on the Parks and Recreation Committee. Selectperson Graham seconded the motion of approval. Discussion: Vice Chairperson Morrison inquired about term limits for the open position in the Parks and Recreation Committee. Chairperson Speirs validated that the appointed position follows a resignation of a member and the new appointee would finish the term and start a two-year term after June 30, 2019. **Vote: 5 Yes – 0 No.**

Solar RFP – Discussion: The Town Manager, Selectperson Graham, and Selectperson Whitten stated their issues with the language used in the RFP. Selectperson Moulton requested to the Town Manager that the kilowatts needed by the Town facilities be added to the RFP (Request for Proposal). Ryan Keith indicated that he had the capability to find the numbers needed for the RFP.

Chairperson Speirs inquired on whether it was possible to contract a firm to meet 100% of the energy needs of the Town. Ryan Keith indicated that bidders have contradicted other claims of whether they can meet the Town's needs for renewable energy. The Board considered pushing the date of the RFP being due to September as well as possibly contacting state representation to inquire about what sort of financial reimbursement could be possible for the Town.

Selectperson Whitten mentioned that the calculation of energy use should include the heating of the WH+CC building. However, Ryan Keith clarified that the absolute savings can be calculated by looking at the difference of energy expended through the lighting system of WH+CC.

Chairperson Speirs inquired on how Ryan Keith would collect the new data from WH+CC. Ryan Keith responded that the solar company should provide the data to the Town.

Vice Chairperson Morrison suggested that the Board consider an expert on solar energy to confer with the Board and the Town Manager on the Solar RFP. The Town Manager responded that the Town's resources would be better used in moving forward with the Solar RFP based on the information that has been collected at the point of the meeting. Selectperson Moulton inquired further on what sorts of data from the solar usage and energy usage could be collected based on the previous building and the current design of the building. Ryan Keith and Chairperson Speirs stated that the overall design of the facility will promote a much better usage of energy than the prior facility.

Vice Chairperson Morrison suggested that the Board consider the WH+CC use the standard CMP service for energy for the FY2020 to better understand the energy output of the facility. Selectperson Moulton agreed with

Vice Chairperson Morrison. The Town Manager suggested that the conversation on the solar panels should be discussed at a later meeting to allow any reservations or questions to be considered and answered. **No action was taken.**

Review of the Town Manager's Contract – Selectperson Graham made a motion to approve the Town Manager's contract. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No.**

Accounts Payable

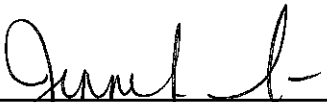
Warrants 49 & 50 – Selectperson Whitten moved to approve the warrants in the amount of \$686,937.04. Vice Chairperson Morrison seconded the motion. Discussion: Selectperson Whitten inquired about specific costs that were posted to the warrants. Selectperson Morrison inquired about the amount of a specific transaction and the description of another transaction. **Vote: 5 Yes – 0 No.**

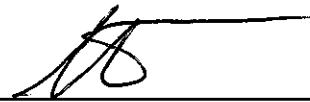
Any Other Business – The Chairperson, Speirs, wanted to solidify a date for a workshop on July 2, 2019. The Town Manager also provided a notice to take a vacation on the week of July 21, 2019 (July 21th – July 28th). Selectperson Graham announced upcoming meetings for the community celebration of the opening of the Wescustogo Hall & Community Center.

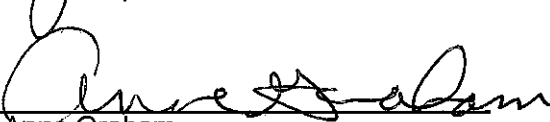
Adjournment - Chairperson Speirs moved to adjourn.

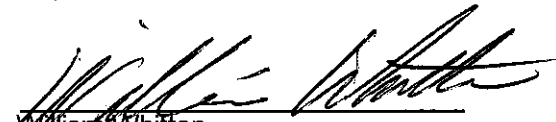
Prepared By: Draven Walker
Administrative Assistant/Recording Secretary

Select Board


Jennifer Speirs, Chair


Stephen Morrison, Vice Chair


Anne Graham


William Whitten


James Moulton