

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, March 1, 2022
Regular Business Meeting
7:00 PM**

Wescustogo Hall & North Yarmouth Community Center

I. Select Board Forum @ 5:00 PM – Citizen Referendum

II. Call to Order

- Pledge of Allegiance

The format and structure for Select Board meetings are authorized and governed by our Town Charter and the Select Board Bylaws with overarching guidance from Maine Statutes. Select Board members are not collectively or individually allowed to speak about personnel matters and may only address personnel matters in an executive session per State Statute Title 1 § 401-410.

III. Appointments (pg. 2 – 5)

- Zoning Board of Appeals – Paul Napolitano
- Economic Development & Sustainability Committee – Maureen Lucy
- Election Clerks-Bi-Annual Appointment

IV. Special Presentations

V. Announcements

VI. Consent Agenda (pg. 6 – 20)

Items under “Consent Agenda” are routine items that require Board action but typically do not contain much discussion. The consent agenda does not call for any discussion, but any Select Board member may request a particular item to be removed by a vote of the Select Board to be discussed further under “Old Business”.

- Payroll Accounts Payable Warrants
- Municipal Accounts Payable Warrants

VII. Public Comment - Non-Agenda Items

Comments regarding non-agenda issues, concerns, commendations, or matters of general public information are welcome. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so respectfully and constructively. Topics relating to personnel matters cannot be acknowledged.

Each individual must be recognized by the Chair and will have up to three (3) minutes to speak. The Chair may recognize members of the public at their discretion and will prioritize individuals who have not spoken more than once.

VIII. Management Reports & Communications

- Town Manager’s Report

IX. Old Business

- None.

X. New Business (pg. 21 – 35)

- Legal Services Bid Award
- Solicit Bids for Civil Engineering
- COVID-19 Prevention Policy
- Select Board Boards & Committee Liaison

XI. Any Other Business

XII. Adjournment

REMINDERS TO THE ATTENDING PUBLIC: Please mute all digital devices; Select Board meetings are open to the public, but the public may not speak unless recognized by the Chairperson first. **Workshops:** The public is welcome to attend workshops and listen to the discussion that takes place. The purpose of holding a workshop is to provide the Select Board with the opportunity to focus on specific town matters to later present at a regular business meeting. Therefore, public participation is limited to only regular business meetings of the Select Board.

Town of North Yarmouth

Select Board Business

III. Appointments

Action Items & Suggested Motion(s):

1) Zoning Board of Appeals

Move to appoint Paul Napolitano to the Zoning Board of Appeals for a term to expire on June 30, 2023. Second, discussion and vote follow.

Attached: Paul Napolitano's volunteer application.

2) Economic Development & Sustainability Committee – Maureen Lucy

At their February 24, 2022 committee meeting, the Economic Development & Sustainability Committee recommended that Maureen Lucy be appointed to the committee.

Move to appoint Maureen Lucy to the Economic Development & Sustainability Committee as an alternate member for a term to expire on June 30, 2022. Second, discussion and vote follow.

3) Election Clerks – Bi-Annual Appointment

Move to appoint the listed residents as election clerks for terms to expire on April 30, 2024, and endorse the attached notice to file with the Town Clerk. Second, discussion and vote follow.

Attached: Notice from Town Clerk



**TOWN OF NORTH YARMOUTH
BOARD & COMMITTEES
Volunteer Form**

Select the Board(s) or Committee(s) you would like to serve on:

- | | |
|--|---|
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> North Yarmouth School Fund Trustee |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Events Committee | <input type="checkbox"/> Prince Memorial Library Advisory Board |
| <input type="checkbox"/> Flag Committee | <input type="checkbox"/> Recycling Advisory Committee |
| <input type="checkbox"/> Joint Standing Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Living Well in North Yarmouth | <input checked="" type="checkbox"/> Zoning Board of Appeal |

Please provide the following information:

Name: Paul R. Napolitano
Email: raggedrider1@maine.rr.com
Mailing Address: 107 Millridge Road, North Yarmouth, Maine
Phone: 329-4417

1. Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. The board has two vacancies and I have time to volunteer
2. Do you have any relevant experience, training or credentials that you would like us to consider? _____
3. Have you ever served on any boards/ committees before? If so, when and where? Board of Select for years

Paul R. Napolitano
Volunteer Signature

1/12/22
Date

Please email this form to manager@northyarmouth.org, mail to 10 Village Square Road, North Yarmouth, ME 04097, or drop it off at the Town Office; (207)829-3705



Submit

TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

Select the Board(s) or Committee(s) you would like to serve on:

- Board of Assessment Review
- Budget Committee
- Economic Development and Sustainability Committee
- Events Committee
- Flag Committee
- Joint Standing Committee
- Living Well in North Yarmouth
- North Yarmouth School Fund Trustee
- Parks & Recreation Committee
- Planning Board
- Prince Memorial Library Advisory Board
- Recycling Advisory Committee
- Shellfish Conservation Commission
- Zoning Board of Appeal
- Housing Development Taskforce

Please provide the following information:

Name: Maureen Lucey

Email: maureen@joeluceycarpentry.com

Mailing Address: 482 Walnut Hill Road, North Yarmouth, ME 04097

Phone: 207-671-8131

- Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. Having lived in North Yarmouth for more than 20 years, I am excited to finally get more involved in the community in a manner where my professional experience may be useful and helpful. I live in the Village Center, and want to learn more about how our community plans to grow and flourish in a manner that is compatible with what we love most about our Town's character.
- Do you have any relevant experience, training or credentials that you would like us to consider? 20+ years experience in Construction, Property Management, HR & Business Management. 8+ years as a local Middle School Ultimate Frisbee coach, Program Head for last 4+ years. Have navigated Historic Preservation requirements as well as zoning/code requirements often in my position as Project Manager in the construction industry.
- Have you ever served on any boards/ committees before? If so, when and where? Treasurer, Greely Volleyball Boosters for 3 years (2019-2021).

Maureen Lucey
Volunteer Signature

10/1/21
Date

Please email this form to dwalker@northyarmouth.org, mail to 10 Village Square Road, North Yarmouth, ME 04097, or drop it off at the Town Office; (207) 829-3705
Revised: July 21, 2021



Town of North Yarmouth

10 Village Square Road
North Yarmouth, Maine 04097

207-829-3705 telephone
207-829-3743 fax
www.northyarmouth.org

<p>To: Democratic Jeanne Chadbourne Elizabeth Chandler Dixie Hayes Sheryl Jameson Kristen Linstrom Stanley Saucier Steven Smith Virginia VanDyke Robert Wood</p>	<p>Republican Charles T. Hansel Margaret Hansel Stacey Holden James Knight Lois Knight Ann Seitz James Smith Rebecca Tiedemann Gail Turner</p>
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Pursuant to: Title 21-A, sub section 503 of the M.R.S.A., The undersigned municipal officers of the Town of North Yarmouth do hereby vote to appoint and confirm you as Town of North Yarmouth Election Clerks. Your term of office is to expire on April 30, 2024.

Given under our hands on this the _____ day of _____, 2022.

_____	_____	_____
Paul Hodgetts	James Moulton	<i>vacant</i>
	_____	_____
	David Reed	Brian Sites

COUNTY OF CUMBERLAND, ss _____ **2022**

Personally, appeared the above named

<p>Democratic <i>Jeanne Chadbourne</i> <i>Elizabeth Chandler</i> <i>Dixie Hayes</i> <i>Sheryl Jameson</i> <i>Kristen Linstrom</i> <i>Stanley Saucier</i> <i>Steven Smith</i> <i>Virginia VanDyke</i> <i>Robert Wood</i></p>	<p>Republican <i>Charles T. Hansel</i> <i>Margaret Hansel</i> <i>Stacey Holden</i> <i>James Knight</i> <i>Lois Knight</i> <i>Ann Seitz</i> <i>James Smith</i> <i>Rebecca Tiedemann</i> <i>Gail Turner</i></p>
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who has been duly appointed by the Selectmen as an **Election Clerk** in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the ensuing year according to law. Before me,

_____Municipal Clerk.

Town of North Yarmouth

Select Board Business

VI. *Consent Agenda*

Action Items & Suggested Motion(s):

- 1) Payroll Accounts Payable Warrants
- 2) Municipal Accounts Payable Warrants

*Move to approve accounts payable warrants 34, 35, & 35 in the amount of \$924,297.97.
Second, discussion and vote follow.*



TOWN OF NORTH YARMOUTH



Authorization of accounts payable for the Fiscal Year 2022 totaling:

Payroll:	\$ 44,097.60
Town Payables:	\$ 880,200.38
TOTAL	\$ 924,297.97

Itemized warrants 34, 35 & 36 attached.

Board of Selectpersons

Brian Sites- Chairperson

James Moulton- Vice Chairperson

David Read

Paul Hodgetts

vacant
vacant

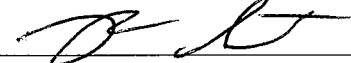
Dated: March 1, 2022

A / P Warrant

Warrant 35

rn1	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00014 SECRETARY OF STATE, MAINE						
0286	42305	02	2/7-2/14 collections			*** SEPARATE ***
2/7-2/14 collections			G 10-220-01		4,180.23	0.00
			GENERAL / BMV STATE			
					Invoice Total-	4,180.23
0286	42306	02	2/14-2/22 collections			*** SEPARATE ***
2/14-2/22 collections			G 10-220-01		5,607.18	0.00
			GENERAL / BMV STATE			
					Invoice Total-	5,607.18
					Vendor Total-	9,787.41
00181 TREASURER, STATE OF MAINE						
0286	42307	02	NOTICE #1012901210928	CASE#001480294		
NOTICE #1012901210928			G 10-401-00		160.00	0.00
			GENERAL / EMP DEDUCT			
					Vendor Total-	160.00
					Prepaid Total-	0.00
					Current Total-	9,947.41
					EFT Total-	0.00
					Warrant Total-	9,947.41

Select Board Member's Signataure:



Select Baord Member's Name Printed:

BRIAN SITES

Date:

2/22/22

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00000 AMAZON CAPITAL SERVICES, INC						
0287	42308	03	INV 1KCT-7X9G-MDPD			
ADMIN SUPPLY			E 110-01-5224-00		12.70	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Vendor Total-		12.70	
00517 AMAZON CAPITAL SERVICES, INC						
0287	42309	03	INV 13T6-N3Q6-67DD			
ADMIN SUPPLY			E 110-01-5226-00		197.77	0.00
			MUN ADMN / OPERATIONS - OFFICE EQUIP / OFFICE EQUIP			
			Invoice Total-		197.77	
0287	42309	03	INV 1LQV-YVMT-VW3Q			
ADMIN SUPPLY			E 110-01-5224-00		13.26	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		13.26	
0287	42309	03	INV 14YP-C9XK-6KWP	BUDGET BINDERS		
ADMIN SUPPLY			E 110-01-5224-00		138.59	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		138.59	
0287	42309	03	INV 16NXP4WH-CCXG			
ADMIN SUPPLY			E 110-01-5224-00		43.81	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		43.81	
0287	42309	03	INV 1NFW-KNF4-NF4N			
ADMIN SUPPLY			E 110-01-5224-00		28.83	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
			Invoice Total-		28.83	
			Vendor Total-		422.26	
00332 BOUND TREE MEDICAL LLC						
0287	42310	03	INV 84383979			
INV 84383979			E 130-01-5532-00		41.97	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			Invoice Total-		41.97	
0287	42310	03	INV 84398931			
INV 84398931			E 130-01-5532-00		13.39	0.00
			PUBL SAFETY / FIRE RESCUE - MED SUPPLIES / MED SUPPLIES			
			Invoice Total-		13.39	
			Vendor Total-		55.36	
00025 CENTRAL MAINE POWER COMPANY						
0287	42311	03	3501-6653-624	VETERANS PARK		
STREET LIGHTS			E 130-02-5332-00		20.77	0.00
			PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS			
			Invoice Total-		20.77	
0287	42311	03	3501-7054-863	TOWN OFFICE 2		
MUNICIPAL FACILITY			E 145-02-5414-00		790.91	0.00
			BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY			
			Invoice Total-		790.91	
0287	42311	03	3501-6178-291	RT9 & NORTH RD		
STREET LIGHTS			E 130-02-5332-00		19.60	0.00
			PUBL SAFETY / CONTR/PROF - STREETLIGHTS / STREETLIGHTS			
			Invoice Total-		19.60	
0287	42311	03	3001-0697-644	WHCC		
MUNICIPAL FACILITY			E 145-02-5414-00		3,000.24	0.00
			BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY			

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	3,000.24	
0287	42311	03	351-0498-0802	FRD		
MUNICIPAL FACILITY			E 145-02-5414-00		398.42	0.00
				BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY		
				Invoice Total-	398.42	
0287	42311	03	3501-0507-990	PWD		
MUNICIPAL FACILITY			E 145-02-5414-00		848.93	0.00
				BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY		
				Invoice Total-	848.93	
0287	42311	03	3501-1848-294	TOWN OFFICE		
MUNICIPAL FACILITY			E 145-02-5414-00		179.20	0.00
				BLDGS/GRNDS / UTILITIES - ELECTRICITY / ELECTRICITY		
				Invoice Total-	179.20	
				Vendor Total-	5,258.07	
01425 CHARTER COMMUNICATIONS						
0287	42312	03	INV 862347001021322	10 VILLAGE SQ		
INV 862347001021322			E 145-02-5412-00		42.11	0.00
				BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET		
				Invoice Total-	42.11	
0287	42312	03	INV 719175501021422	463 WALNUT HILL		
INV 719175501021422			E 145-02-5412-00		119.99	0.00
				BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET		
				Invoice Total-	119.99	
0287	42312	03	INV 886050602021322	120 MEMORIAL HY		
INV 886050602021322			E 145-02-5412-00		147.97	0.00
				BLDGS/GRNDS / UTILITIES - INTERNET / INTERNET		
				Invoice Total-	147.97	
				Vendor Total-	310.07	
01103 CHEMSEARCH						
0287	42313	03	INV 7670303			
INV 7670303			E 140-01-5548-00		221.49	0.00
				PUBLIC WORKS / OPERATIONS - LUBRICANTS / LUBRICANTS		
				Vendor Total-	221.49	
01216 CONSOLIDATED COMMUNICATIONS						
0287	42314	03	ACCT#110534781699			
MUNICIPAL FACILITIES			E 145-02-5410-00		478.98	0.00
				BLDGS/GRNDS / UTILITIES - PHONE / PHONE		
				Vendor Total-	478.98	
00791 DEAD RIVER COMPANY						
0287	42315	03	INV 23619	304 GAL FRD		
INV 23619			E 145-02-5416-00		699.20	0.00
				BLDGS/GRNDS / UTILITIES - HEAT / HEAT		
				Invoice Total-	699.20	
0287	42315	03	INV 36154	FRD		
INV 36154			E 145-02-5416-00		568.10	0.00
				BLDGS/GRNDS / UTILITIES - HEAT / HEAT		
				Invoice Total-	568.10	
				Vendor Total-	1,267.30	
00564 DENNIS K. BURKE INC						
0287	42316	03	INV 1325342	DIESEL		
GAS/DIESEL			E 140-01-5526-00		641.21	0.00
				PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL		
				Invoice Total-	641.21	

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0287	42316	03	INV 1325343	GAS		
GAS/DIESEL			E 140-01-5526-00		397.80	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		397.80	
0287	42316	03	INV 1328123	DIESEL		
GAS/DIESEL			E 140-01-5526-00		2,040.29	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		2,040.29	
0287	42316	03	INV 1328120	GAS		
GAS/DIESEL			E 140-01-5526-00		530.40	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		530.40	
0287	42316	03	INV 1330375	DIESEL		
GAS/DIESEL			E 140-01-5526-00		256.99	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		256.99	
0287	42316	03	INV1330377	GAS		
GAS/DIESEL			E 140-01-5526-00		132.61	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		132.61	
			Vendor Total-		3,999.30	
00611 GARBAGE TO GARDEN						
0287	42317	03	INV 20563	JAN 2022		
INV 20563			E 150-01-5688-00		234.80	0.00
			SW/RECYCLING / SOLID WASTE - G2G / G2G			
			Vendor Total-		234.80	
00097 GRAINGER						
0287	42318	03	INV 9204805502	FRD		
INV 9204805502			E 130-01-5522-00		38.34	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		38.34	
0287	42318	03	INV 9205832810	FRD		
INV 9205832810			E 130-01-5522-00		39.11	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		39.11	
0287	42318	03	INV 9204647763	FRD'		
INV 9204647763			E 130-01-5522-00		131.63	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		131.63	
0287	42318	03	INV 9198554827			
INV 9198554827			E 110-01-5995-00		141.40	0.00
			MUN ADMN / OPERATIONS - COVID19 / COVID19			
			Invoice Total-		141.40	
0287	42318	03	INV 9199143398			
INV 9199143398			E 110-01-5995-00		146.88	0.00
			MUN ADMN / OPERATIONS - COVID19 / COVID19			
			Invoice Total-		146.88	
0287	42318	03	INV 9199287799			
INV 9199287799			E 130-01-5522-00		88.76	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Invoice Total-		88.76	
			Vendor Total-		586.12	

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0287	42319	03	FEB EXPENSES			
MILEAGE			E 110-01-5130-00		35.69	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
CELLPHONE			E 110-01-5130-00		45.00	0.00
			MUN ADMN / OPERATIONS - ALLOWANCES / ALLOWANCES			
3/15 MAILER POSTAGE			E 110-01-5210-00		325.72	0.00
			MUN ADMN / OPERATIONS - POSTAGE / POSTAGE			
STAFF FARWELL			E 110-01-5222-00		111.89	0.00
			MUN ADMN / OPERATIONS - SPCL EVENTS / SPCL EVENTS			
Vendor Total-					518.30	
00057 ICMA RETIREMENT TRUST						
0287	42320	03	FEBRUARY 2022			
EMPLOYER CONTRIBUTIONS			E 160-02-5730-00		3,469.14	0.00
			FIXED EXPENS / EE BENEFITS - ICMA RETIRE / ICMA RETIRE			
EMPLOYEE CONTRIBUTIONS			G 10-230-05		2,293.45	0.00
			GENERAL / ICMA EMPLOYEE			
EMPLOYEE LOAN REPAYMENT			G 10-230-06		84.91	0.00
			GENERAL / ICMA EMP LOA			
Vendor Total-					5,847.50	
00060 JORDAN EQUIPMENT CO						
0287	42321	03	INV P68633			
INV P68633			E 140-01-5570-00		163.10	0.00
			PUBLIC WORKS / OPERATIONS - CUTTING EDGE / CUTTING EDGE			
Vendor Total-					163.10	
01366 KIMBALL MIDWEST						
0287	42322	03	INV 9585234			
INV 9585234			E 140-01-5534-00		91.96	0.00
			PUBLIC WORKS / OPERATIONS - PPE / PPE			
Vendor Total-					91.96	
00396 LOWE'S						
0287	42323	03	JANUARY 2022	FRD		
JANUARY 2022			E 110-01-5520-00		112.68	0.00
			MUN ADMN / OPERATIONS - GNRL REPAIRS / GNRL REPAIRS			
Vendor Total-					112.68	
01195 MAINE COMMERCIAL TIRE, INC.						
0287	42324	03	INV 400314780	PWD		
INV 400314780			E 140-01-5550-00		184.86	0.00
			PUBLIC WORKS / OPERATIONS - TIRES / TIRES			
Vendor Total-					184.86	
00070 MAINE MUNICIPAL ASSOCIATION						
0287	42325	03	FOAA WEBINAR	GOODWIN		
FOAA WEBINAR			E 110-01-5140-00		35.00	0.00
			MUN ADMN / OPERATIONS - TRAINING / TRAINING			
Invoice Total-					35.00	
0287	42325	03	ARPA WEBINAR	BARNES		
ARPA WEBINAR			E 110-01-5140-00		35.00	0.00
			MUN ADMN / OPERATIONS - TRAINING / TRAINING			
Invoice Total-					35.00	
0287	42325	03	2022 MEMBERSHIP DUES			
2022 MEMBERSHIP DUES			E 110-01-5150-00		5,480.00	0.00
			MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER			
Invoice Total-					5,480.00	
0287	42325	03	INV HR EXECUTIVE SEARCH	TOWN MANAGER		
INV HR EXECUTIVE SEARCH			E 110-02-5314-00		6,349.00	0.00

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			MUN ADMN / CONTR/PROF - INTRM MNGR / INTRM MNGR			
			Invoice Total-		6,349.00	
			Vendor Total-		11,899.00	
00072 MAINE MUNICIPAL EMPLOYEES						
0287	42326	03	MARCH 2022			
EMPLOYER HEALTH			E 160-02-5710-00		17,032.12	0.00
			FIXED EXPENS / EE BENEFITS - HEALTH INSUR / HEALTH INSUR			
EMPLOYER DENTAL			E 160-02-5720-00		1,031.30	0.00
			FIXED EXPENS / EE BENEFITS - DENTAL INSUR / DENTAL INSUR			
EMPLOYEE HEALTH			G 10-230-08		3,039.80	0.00
			GENERAL / MMEHT BENEFI			
EMPLOYEE DENTAL			G 10-230-08		185.70	0.00
			GENERAL / MMEHT BENEFI			
EMPLOYEE INCOME PROTECTI			G 10-230-07		587.85	0.00
			GENERAL / INCM PROTECT			
VSP VISION			G 10-403-00		94.74	0.00
			GENERAL / VSP VISION			
			Vendor Total-		21,971.51	
00862 MAINE OXY/SPEC AIR SPECIALTY GASES						
0287	42327	03	PWD	INVOICE 3243447		
INVOICE 3243447			E 140-01-5544-00		129.96	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		129.96	
0287	42327	03	PWD	INV#32428818		
INV#32428818			E 140-01-5544-00		865.17	0.00
			PUBLIC WORKS / OPERATIONS - SUPPLIES / SUPPLIES			
			Invoice Total-		865.17	
			Vendor Total-		995.13	
01278 MAINE RECREATION & PARK ASSOCIATION						
0287	42328	03	INV 2587	WHCC		
INV 2587			E 125-01-5140-00		200.00	0.00
			COMM CENTER / OPERATIONS - TRAINING / TRAINING			
			Vendor Total-		200.00	
00496 MICROSOFT STORE						
0287	333333	03	ORDER NO 740574100			
ORDER NO 740574100			E 110-01-5216-00		15.81	0.00
			MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE			
			Vendor Total-		15.81	
01414 MISSION SQUARE RETIREMENT						
0287	42329	03	20211231-109-320682-A	PLAN # 108686		
20211231-109-320682-A			E 160-02-5730-00		250.00	0.00
			FIXED EXPENS / EE BENEFITS - ICMA RETIRE / ICMA RETIRE			
			Vendor Total-		250.00	
00640 MMTCTA						
0287	42330	03	2022 MEMBERSHIP	D.BARNES		
2022 MEMBERSHIP			E 110-01-5150-00		30.00	0.00
			MUN ADMN / OPERATIONS - DUES/MEMBER / DUES/MEMBER			
			Vendor Total-		30.00	
00302 MORTON SALT, INC						
0287	42331	03	INV 5402520878	ROAD SALT		
INV 5402520878			E 140-01-5572-00		3,922.58	0.00
			PUBLIC WORKS / OPERATIONS - SALT / SALT			
			Vendor Total-		3,922.58	

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00077 MSAD #51						
0287	42332	03	MARCH 2022			
MARCH 2022			E 160-04-5830-00		685,865.85	0.00
			FIXED EXPENS / EDUCATION - EDUCATION / EDUCATION			
			Vendor Total-		685,865.85	
00048 NAPA AUTO PARTS						
0287	42333	03	OC-156636			
OC-156636			E 140-01-5522-00		3.59	0.00
			PUBLIC WORKS / OPERATIONS - EQPT MAINT / EQPT MAINT			
			Invoice Total-		3.59	
0287	42333	03	INV 838777			
INV 838777			E 140-01-5524-00		229.90	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Invoice Total-		229.90	
0287	42333	03	INV 839473			
INV 839473			E 140-01-5524-00		6.57	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
INV 839473			E 140-01-5548-00		31.08	0.00
			PUBLIC WORKS / OPERATIONS - LUBRICANTS / LUBRICANTS			
			Invoice Total-		37.65	
0287	42333	03	INV 840057			
INV 840057			E 140-01-5524-00		42.68	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Invoice Total-		42.68	
0287	42333	03	INV 840659			
INV 840659			E 140-01-5526-00		172.98	0.00
			PUBLIC WORKS / OPERATIONS - GAS/DIESEL / GAS/DIESEL			
			Invoice Total-		172.98	
0287	42333	03	INV 840824			
INV 840824			E 140-01-5524-00		26.99	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Invoice Total-		26.99	
0287	42333	03	INV 840750			
INV 840750			E 140-01-5524-00		171.28	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
			Invoice Total-		171.28	
			Vendor Total-		685.07	
00603 NATIONAL TELEPHONE & TECHNOLOGY						
0287	42334	03	INV 19459			
INV 19459			E 110-01-5520-00		396.92	0.00
			MUN ADMN / OPERATIONS - GNRL REPAIRS / GNRL REPAIRS			
			Vendor Total-		396.92	
00480 NORTH YARMOUTH VARIETY						
0287	333333	03	FUEL - E-52			
FUEL - E-52			E 130-01-5526-00		106.04	0.00
			PUBL SAFETY / FIRE RESCUE - GAS/DIESEL / GAS/DIESEL			
			Vendor Total-		106.04	
00088 OPPORTUNITY ALLIANCE						
0287	42335	03	INV GA012022			
INV GA012022			E 120-04-5645-00		96.00	0.00
			COMM SVCS / GENL ASST - GA OUTSOURCE / GA OUTSOURCE			
			Vendor Total-		96.00	
00381 PARIS FARMERS UNION						

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0287	42336	03	INV 23-1000389			
INV 23-1000389			E 140-01-5554-00		4,964.54	0.00
			PUBLIC WORKS / OPERATIONS - CULVERTS / CULVERTS			
			Vendor Total-		4,964.54	
00084 PERMA LINE CORP						
0287	42337	03	INV 190980			
INV 190980			E 110-01-5520-00		160.40	0.00
			MUN ADMN / OPERATIONS - GNRL REPAIRS / GNRL REPAIRS			
			Invoice Total-		160.40	
0287	42337	03	INV 190948			
STREET SIGNS			E 140-01-5552-00		95.75	0.00
			PUBLIC WORKS / OPERATIONS - SIGNS / SIGNS			
			Invoice Total-		95.75	
			Vendor Total-		256.15	
00350 PINE TREE WASTE, INC						
0287	42338	03	INV 2811560			
HOUSE HOLD TRASH			E 150-01-5655-00		60.88	0.00
			SW/RECYCLING / SOLID WASTE - MSW DISPOSAL / MSW DISPOSAL			
			Invoice Total-		60.88	
0287	42338	03	INV 2809172			
HOUSE HOLD TRASH			E 150-01-5655-00		5,819.45	0.00
			SW/RECYCLING / SOLID WASTE - MSW DISPOSAL / MSW DISPOSAL			
RECYCLING			E 150-01-5660-00		5,819.44	0.00
			SW/RECYCLING / SOLID WASTE - RECYCLABLES / RECYCLABLES			
			Invoice Total-		11,638.89	
0287	42338	03	INV 36-05581 5			
CLEANUP DAY			E 150-01-5685-00		817.53	0.00
			SW/RECYCLING / SOLID WASTE - HHW COLLECT / HHW COLLECT			
			Invoice Total-		817.53	
			Vendor Total-		12,517.30	
00423 POWER PRODUCT SYSTEMS, LLC.						
0287	42339	03	INV 1261220			
INV 1261220			E 145-03-5522-00		328.25	0.00
			BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT			
			Vendor Total-		328.25	
00330 RADIO COMMUNICATIONS MANAGEMENT INC						
0287	42340	03	INV 91740			
INV 91740			E 130-01-5522-00		73.00	0.00
			PUBL SAFETY / FIRE RESCUE - EQPT MAINT / EQPT MAINT			
			Vendor Total-		73.00	
01415 RHR SMITH & COMPANY						
0287	42341	03	INV 2074			
INV 2074			E 110-02-5310-00		3,550.00	0.00
			MUN ADMN / CONTR/PROF - AUDITOR / AUDITOR			
			Vendor Total-		3,550.00	
01298 STRATUS VIDEO, LLC						
0287	42342	03	INV SIN369820			
INV SIN369820			E 120-04-5647-00		50.00	0.00
			COMM SVCS / GENL ASST - INTERPRETERS / INTERPRETERS			
			Vendor Total-		50.00	
01220 SUN JOURNAL						
0287	42343	03	JANUARY ADVERTISEMENTS			

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
CUSTODIAN			E 110-01-5214-00		208.00	0.00
			MUN ADMN / OPERATIONS - ADVERTISING / ADVERTISING			
DEPUTY CLERK			E 110-01-5214-00		221.00	0.00
			MUN ADMN / OPERATIONS - ADVERTISING / ADVERTISING			
Vendor Total-					429.00	
00989 THOMPSON, LISA						
0287	42344	03	JAN EXPENSE			
MILEAGE			E 125-01-5130-00		76.04	0.00
			COMM CENTER / OPERATIONS - ALLOWANCES / ALLOWANCES			
CELLPHONE			E 125-01-5130-00		45.00	0.00
			COMM CENTER / OPERATIONS - ALLOWANCES / ALLOWANCES			
SUPPLIES			E 125-01-5244-00		24.82	0.00
			COMM CENTER / OPERATIONS - PROG SUPPL / PROG SUPPL			
Invoice Total-					145.86	
0287	42344	03	FEB EXPENSE			
CELLPHONE			E 125-01-5130-00		45.00	0.00
			COMM CENTER / OPERATIONS - ALLOWANCES / ALLOWANCES			
PROGRAM SUPPLIES WHCC			E 125-01-5244-00		32.17	0.00
			COMM CENTER / OPERATIONS - PROG SUPPL / PROG SUPPL			
TRAINING			E 125-01-5140-00		151.51	0.00
			COMM CENTER / OPERATIONS - TRAINING / TRAINING			
Invoice Total-					228.68	
Vendor Total-					374.54	
00030 TOWN OF CUMBERLAND						
0287	42345	03	INV 2022-023	INTERIM TM		
INTERIM TOWN MANAGER			E 110-02-5314-00		5,307.50	0.00
			MUN ADMN / CONTR/PROF - INTRM MNGR / INTRM MNGR			
Invoice Total-					5,307.50	
0287	42345	03	INV 2022-025	SHARED ACO		
SHARED ACO			E 130-02-5326-00		5,427.75	0.00
			PUBL SAFETY / CONTR/PROF - ACO / ACO			
Invoice Total-					5,427.75	
0287	42345	03	IV 2022-024	LIBRARY/RECREAT		
LIBRARY			E 160-05-5800-00		48,108.75	0.00
			FIXED EXPENS / SHARED SVCS - NY/C PML / NY/C PML			
RECREATION/ADULT ED			E 160-05-5810-00		32,304.00	0.00
			FIXED EXPENS / SHARED SVCS - NY/C REC / NY/C REC			
Invoice Total-					80,412.75	
Vendor Total-					91,148.00	
00605 TRAFFORD SUPPLY						
0287	42346	03	INV 5019	PWD		
INV 5019			E 140-01-5524-00		270.27	0.00
			PUBLIC WORKS / OPERATIONS - VEHICLE MAIN / VEHICLE MAIN			
Vendor Total-					270.27	
00124 TREASURER STATE OF MAINE						
0287	42347	03	INV DEP0201221SWF0000044	BRUSH DUMP		
INV DEP0201221SWF0000044			G 10-220-03		179.00	0.00
			GENERAL / DOG LICENSE			
Vendor Total-					179.00	
00732 TRUE NORTH GENERATOR, INC.						
0287	42348	03	INV -ANNUAL SRVC AGREEMEN			
PWD			E 145-03-5522-00		450.00	0.00
			BLDGS/GRNDS / FACLTY MAINT - EQPT MAINT / EQPT MAINT			
TOWN OFFICE			E 145-03-5522-00		350.00	0.00

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BLDGS/GRNDS / FACLT Y MAINT - EQPT MAINT / EQPT MAINT						
Vendor Total-					800.00	
00397 UNIFIRST CORPORATION						
0287	42349	03	INV1040135252			
PWD UNIFORMS			E 140-01-5130-00		110.38	0.00
PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES						
Invoice Total-					110.38	
0287	42349	03	INV 104011276			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.04	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
PWD UNIFORMS			E 140-01-5130-00		154.68	0.00
PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES						
Invoice Total-					189.72	
0287	42349	03	INV 1040161278			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		80.95	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
Invoice Total-					80.95	
0287	42349	03	INV 1040158853			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.09	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
PWD UNIFORMS			E 140-01-5130-00		80.35	0.00
PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES						
Invoice Total-					115.44	
0287	42349	03	INV 1040156537			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		35.09	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
PWD UNIFORMS			E 140-01-5130-00		82.15	0.00
PUBLIC WORKS / OPERATIONS - ALLOWANCES / ALLOWANCES						
Invoice Total-					117.24	
0287	42349	03	INV 1040156542			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		32.39	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
Invoice Total-					32.39	
0287	42349	03	INV 1040156543			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		33.53	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
Invoice Total-					33.53	
0287	42349	03	INV 1040156538			
MUNICIPAL BLDG FLOOR MATS			E 145-03-5514-00		80.95	0.00
BLDGS/GRNDS / FACLT Y MAINT - FLOOR MATS / FLOOR MATS						
Invoice Total-					80.95	
Vendor Total-					760.60	
00729 W.B. MASON CO INC						
0287	42350	03	INV 227370040			
INV 227370040			E 110-01-5224-00		28.73	0.00
MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL						
Invoice Total-					28.73	
0287	42350	03	INV 27145782			
INV 27145782			E 110-01-5224-00		26.98	0.00
MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL						
Invoice Total-					26.98	
0287	42350	03	INV 227025257			
INV 227025257			E 110-01-5224-00		54.94	0.00
MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL						

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					54.94	
Vendor Total-					110.65	
00704 WOODCOCK & SONS						
0287	42351	03	INV PWD ANNEX			
INV PWD ANNEX			E 145-03-5520-00		70.00	0.00
			BLDGS/GRNDS / FACLTY MAINT - GNRL REPAIRS / GNRL REPAIRS			
Vendor Total-					70.00	
00182 XPRESS COPY SERVICES						
0287	42352	03	INV 18136	FEB NEWSLETTER		
INV 18136			E 110-01-5218-00		1,560.12	0.00
			MUN ADMN / OPERATIONS - PRINTING / PRINTING			
Invoice Total-					1,560.12	
0287	42352	03	3/15 BALLOTS	CITIZENS REFERE		
3/15 BALLOTS			E 110-01-5228-00		211.79	0.00
			MUN ADMN / OPERATIONS - ELECTION/REG / ELECTION/REG			
Invoice Total-					211.79	
0287	42352	03	INV 181737	3/15 MAILER		
INV 181737			E 110-01-5218-00		922.07	0.00
			MUN ADMN / OPERATIONS - PRINTING / PRINTING			
Invoice Total-					922.07	
Vendor Total-					2,693.98	
01352 YANKEE FORD						
0287	42353	03	INV 57932	FRD		
INV 57932			E 130-01-5524-00		113.06	0.00
			PUBL SAFETY / FIRE RESCUE - VEHICLE MAIN / VEHICLE MAIN			
Vendor Total-					113.06	
00128 YARMOUTH WATER DISTRICT						
0287	42354	03	FEB HYDRANTS			
HYDRANTS			E 130-02-5330-00		5,384.83	0.00
			PUBL SAFETY / CONTR/PROF - HYDRANTS / HYDRANTS			
Vendor Total-					5,384.83	
00974 ZAZZLE						
0287	42355	03	ORDER 131-66406639-850190			
ORDER 131-66406639-850190			E 110-01-5224-00		102.89	0.00
			MUN ADMN / OPERATIONS - OFFICE SUPPL / OFFICE SUPPL			
Vendor Total-					102.89	
01303 ZOOM VIDEO COMMUNICATIONS INC						
0287	333333	03	FEB-MARCH SRVC			
FEB-MARCH SRVC			E 110-01-5216-00		154.99	0.00
			MUN ADMN / OPERATIONS - SOFTWARE / SOFTWARE			
Vendor Total-					154.99	

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
					276.84
					870,252.97
					0.00
					870,529.81

Select Board Member's Signataure: _____

Select Baord Member's Name Printed: _____

Date: _____

Town of North Yarmouth Select Board Business

X. *New Business*

Action Items & Suggested Motion(s):

1) Legal Services Bid Award

The following bids were received and publicly opened at 1 PM:

Trafton, Matzen, Belleau & Frenette, LLP
10 Minot Avenue
Auburn, ME 04212

Brann & Isaacson
184 Main Street
Lewiston, ME 04243

Bernstein Shur
100 Middle Street
Portland, ME 04104

Jensen Baird
Ten Free Street
Portland, ME 04112

Recommendation:

After reviewing the bid documents, I recommend that the Select Board award the bid to Jensen Baird at an hourly rate of \$225, fixed through June 30, 2025. It is also important to note that Mark Bower, the primary contact for the Town of North Yarmouth, will provide the Town up to 15 hours at no charge over the first three months of serving as the Town Attorney.

Move that the Select Board award the bid to Jensen Baird Attorney at Law, as presented in their bid package. Second, discussion and vote follow.

2) Solicit Bids for Civil Engineer

From time to time, The Town of North Yarmouth will require on an as-needed basis consulting and engineering services for design and preparation of PS & E for Public Works construction projects, construction inspection, contract administration, land use, surveying, development review, and general Public Works project management.

I would like to solicit bids for civil engineering consultants with knowledge and experience in one or more of the following disciplines: construction of new streets and sidewalks, maintenance and improvements to existing streets and sidewalks, storm drain improvements, stormwater management, and parks and recreation improvements; with the ability to provide in-house or capability to sub-consult for survey services, traffic engineering, geotechnical, landscape design, structural design, and federal and state funding services.

Move to authorize the Town Manager to prepare and solicit bids for civil engineering services. Second, discussion and vote follow.

Town of North Yarmouth

Select Board Business

X. New Business

3) Covid-19 Prevention Policy

Due to lower COVID-19 case trends state-wide, the decline in hospitalizations, and change in the Maine CDC guidelines for isolation and quarantine, I would recommend that the Board repeal the COVID-19 Prevention Policy that went into effect on August 24, 2021. I would encourage everyone to continue to follow and stay up to date on the CDC guidelines.

It is encouraging to see the cases of COVID-19 decline in the State and across the Country.

Move to repeal the COVID-19 Prevention Policy enacted on August 24, 2021. Second, discussion and vote follow.

4) Select Board Liaisons

Budget Committee
Board of Assessment Review
Economic Development & Sustainability Committee
North Yarmouth School Fund Committee
Parks & Recreation Committee
Planning Board
Wescustogo Hall Committee
Zoning Board of Appeals
Recreation Advisory board
Flag Committee
Living Well in North Yarmouth
Recycling Advisory Committee

TOWN OF NORTH YARMOUTH
Request for Proposal
Legal Services

The Town of North Yarmouth is seeking proposals from qualified applicants to serve as Town Attorney on a contractual basis under appointment by the Board of Selectmen. The Town Attorney will provide legal advice to municipal officials, town employees, boards and committees, and will represent them in court as may be required. The attorney will also prepare and review contracts, deeds, leases, ordinances, etc., and reserve and provide opinions for the Town on a variety of subjects. The attorney may be asked to attend Select Board or other meetings and hearings and will be expected to provide legal assistance in a prompt and efficient manner.

The successful candidate will be licensed to practice law in the State of Maine and will demonstrate substantial training and experience in all areas of municipal law including land use, labor and personnel relations, finance, civil and criminal litigation, real estate, risk management and environment.

Interested parties may obtain a Request for Proposals (RFP) from the Town Manager's office located at the Town Office, 10 Village Square Road, North Yarmouth, Maine 04097. Proposals are due by 1PM, Thursday, February 17, 2022.

Respectfully,

Diane Barnes
Town Manager

REQUEST FOR PROPOSAL

Legal Services for the Town of North Yarmouth

The Town of North Yarmouth, Maine, hereby solicits proposals from individual attorneys and/or law firms to represent the Town as its Town Attorney. The Attorney and/or firm selected by the Town would serve as legal counsel to the Select Board, the Town Manager, all town departments, various town boards, and committees when approved by the Town Manager. Term of contract shall be negotiable.

The Town's selection will be based on its evaluation of the written proposal, the attorney and/or firm's qualifications and experience, client references, the areas of legal services with which the attorney and/or firm are willing to provide, an oral presentation (if requested) and the overall fee structure.

Proposals in whole or in part, must be received by the Town Manager, North Yarmouth Town Office by 1:00 PM, on or before February 17, 2022. Proposals must be sealed and clearly marked, "Legal Services for the Town of North Yarmouth". Respondents must submit an original proposal and six (6) copies.

The Town reserves the right to accept or reject any or all proposals for any reason, to negotiate with any attorney, law firms, or business and to select one or more of the attorneys and/or law firms deemed to have submitted a proposal which in the judgment of the North Yarmouth Select Board is in the best interest of the inhabitants of the Town of North Yarmouth. The Town of North Yarmouth specifically reserves the right to accept more than one proposal and may select more than one attorney and/or law firm to serve as a legal counsel to the Town.

Introduction

The Town of North Yarmouth has a Town Meeting / Selectmen / Town Manager form of government. The population of the Town is approximately 3900. The annual municipal budget is approximately \$3,800,000 (excluding school district and county appropriations). Legal services range from \$15,000-\$25,000 annually.

The Town has a Personnel Policy that was amended and approved in 2021

General Requirement of the Proposal

1. The Attorney and/or law firm submitting a proposal must be in good standing and licensed to practice law before all courts and administrative agencies of the State of Maine and before the United States District Court for the District of Maine.
2. The proposal must identify the principal attorneys within the firm who would be providing legal services to the Town and identify those areas of legal work described in Appendix A, attached hereto, which each such attorney would be providing. Resumes shall be submitted for each such attorney who would be providing services to the Town. The attorney and/or law firm making a proposal must describe the attorney and/or law firm's expertise in providing the services described in Appendix A and must list clients and references with addresses and phone numbers who may be contacted by the Town in connection with the proposal.

3. Appendix A describes various areas of legal work, which should be provided to the Town. Each applicant must place an "X" on the line next to each of those areas of legal work in which the applicant is willing and able to provide legal counsel to the Town of North Yarmouth. After Appendix A has been so completed, it must be returned with the Proposal of the applicant. Unless the applicant indicates that the Proposal may only be accepted if the applicant is selected to represent the Town in every area designated by the applicant, the Town reserves the right, at its discretion, to appoint the applicant to represent the Town in one or more or all of the areas designated by the applicant. In addition, even if an applicant is selected to represent the Town with regard to one or more or all of the areas of legal work designated by the applicant, the Town reserves the right, at their discretion, to appoint another attorney and/or law firm to represent the Town with regard to such designated area of legal work from time to time if the Board of Selectmen deems such action to be in the best interest of the Town.
4. Any attorney or firm who submits a proposal in response to this Request may be required to make an oral presentation of the proposal upon notification of such request by the Town Manager.
5. The attorney or firm that is selected by the Town may be required to sign a contract and additional terms and provisions may be included in the contract. The contents of the proposal submitted by the applicant and this Request for Proposal, will be part of any such contract awarded.
6. Any attorney or firm selected by the Town will be prohibited from assigning, transferring, conveying, or otherwise disposing of its contract for legal service with the Town or their rights, title or interest therein of its power to execute such agreement to any other person, company, partnership or corporation without the previous consent and approval in writing of the Town Manager.
7. Each applicant must identify an address of the offices of the attorneys who would provide services to the Town and their proximity in miles and driving time to the North Yarmouth Town Office. The applicant must indicate their availability to provide services in the evening hours between approximately 6:00 p.m. and 10:00 p.m.
8. The attorney and/or legal firm selected as a result of this Proposal shall indemnify the Town of North Yarmouth from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person resulting from any act or omission by the attorney or the firm or its employees which constitutes negligence or malpractice. The applicant shall be required to carry professional liability insurance, and the application must specify the carrier and the coverage limits. Any coverage limits less than \$1,000,000 must be fully explained. The successful applicant or applicants shall provide and maintain a certificate of current insurance coverage to the Town.
9. Each applicant submitting a proposal to the Town shall state that the proposal is made without any connection with any other applicant making any proposal for the same service.
10. Each applicant must state the compensation that will be required for the services of the applicant. The Town will entertain proposals for payment on an hourly basis, on a lump sum retainer basis, or any combination thereof. Itemized bills including the date, time and description of service and department requesting service will be required to be submitted before each payment will be made by the Town. Such bills shall be submitted on a basis no more frequently than monthly.

Billing for services shall be explained in detail including all support services such as: paralegal, clerical, supplies, mileage, research through West Law or other equivalent services, and other expenses. Applicants shall identify whether they have a toll free telephone number.

Applicants shall also list any services that will be provided free of charge such as attendance at annual or special town meetings and/or educational forums on various topics.

11. The agreement between the Town and any applicant who is selected shall provide that either party may terminate the contract, with or without cause, upon thirty (30) days advance written notice to the other party, provided that the Town may terminate the contract and provided that any work or services which are in progress but are not completed as of the date of termination shall be continued by such attorney until such work is completed, if the Town so wishes.
12. The Town will not be responsible for any expenses incurred by an applicant in preparing and submitting a proposal.
13. Each applicant must agree to keep a complete record of all actions, suits, proceedings and other matters handled by the attorney for the Town, including written opinions on legal matters, and to deliver such records, documents and property of every description in his/her possession, belonging to his/her office or to the Town, to his/her successor, who shall give him/her duplicate receipts therefore, one of which he/she shall file with the office of the North Yarmouth Town Clerks office.
14. The Town prefers to conduct business using e-mail and other electronic media, when reasonable within the confines of confidentiality and other business constraints. To that end, it is frequently important for the Town to be able to receive digital copies of ordinances, policies, contracts and other documentation that are readable by the Town's official software (Microsoft Office products). Should the applicant not generate original documentation using this software, the applicant shall explain how the transmittance of documents will not lose their formatting (e.g. – **bold**, *italic*, ~~strikethrough~~, underline, fonts).
15. The Town expects each applicant to demonstrate how it will manage casework for the Town. Each applicant shall identify their response time to questions and assistance (e.g. – verbal response within 1 hour, written response within 24 hours).
16. The Town is interested in developing and implementing practices that promote litigation prevention through proactive and educational methods. Each applicant shall identify their thoughts and proposed approach toward providing proactive legal services, which will minimize claims and expensive litigation.

APPENDIX A

The areas of legal work to be provided by the North Yarmouth Town Attorney shall include the following items. While this list is representative of the areas of work required, it is not exhaustive, and applicant acknowledges and agrees to perform work in other areas as may be requested by Town Officials. Please place an “X” next to each item, which the applicant agrees to perform and write the name of the principal attorney who will be responsible for providing such service next to each such item.

- | | |
|-------|--|
| <hr/> | 1. Fire and fire prevention practices |
| <hr/> | 2. Road, bridge, sidewalk construction and maintenance practices. |
| <hr/> | 3. Compliance with enforcement of State and Federal environmental laws. |
| <hr/> | 4. Eminent domain proceedings. |
| <hr/> | 5. Deeds, easements, and contracts pertaining to real estate and title opinions. |
| <hr/> | 6. Labor and personnel matters including hiring, disciplinary proceedings, termination, personnel policies and employment contracts. |
| <hr/> | 7. Tax assessment and lien practices. |
| <hr/> | 8. Collection of unpaid taxes, fines, loans or other monies owed to the Town. |
| <hr/> | 9. Maintenance and regulation of recreation areas including parks. |
| <hr/> | 10. Municipal bond counsel. |
| <hr/> | 11. Drafting of municipal ordinances and related amendments. |

12. Preparation of contracts and agreements to which the Town is a party.

13. Advice regarding insurance coverage and insurance claims.

14. Attendance at Board of Selectmen meetings, Planning Board meetings, Appeals Board meetings, and other related committee meetings when so requested for the purpose of giving legal advice when requested by its members. It is acknowledged that such meetings occur predominantly in the evening hours.

15. Prepare, when authorized by the Board of Selectmen, all charged and complaints against, and appear in the appropriate court in the prosecution of, every person charged with a violation of a Town ordinance or law enforced by the Town.

16. Defend municipal officials, including the Board of Selectmen, the Planning Board, the Appeals Board, the Town Manager, Town employees or any other municipal board or committee in the prosecution of a violation of any law or regulation or in any claim.

17. Represent the Town of North Yarmouth and any of its municipal officials in any other general litigation.

18. Provide general legal advice, oral or written, to the Town Manager and the Board of Selectmen or its committees or any Town Official, when requested and approved by the Town Manager, upon legal questions arising in the conduct of Town business.

19. Provide legal advice regarding renewal of or interpretation of cable television contract.

20. Solid waste collection and disposal.

21. Education law.

_____ 22. Discrimination claims.

_____ 23. Other areas of expertise not covered in items 1-23.

APPENDIX B

Proposal Form

In order to facilitate comparison of competing proposals, the Town respectfully requests applicants to complete the following form. Please feel free to attach additional sheets where the information requested is more extensive than the space provided.

Contact Information

Name of firm: _____

Mailing address: _____

Physical address: _____

Telephone: _____

Fax: _____

E-mail address: _____

Web site address: _____

Name of lawyer proposed as Town Attorney: _____

Estimated percentage of time he/she spends on municipal legal affairs: _____%

Electronic Business

Can your firm provide ordinances and documents in Microsoft Office application formats? _____

If no, explain compatibility: _____

Can your firm transmit documents over the Internet using e-mail? _____

Does your firm use e-mail in the regular conduct of your business? _____

Professional Liability Insurance

Insurance Carrier: _____

Limits: _____

Financial Consideration

Attorney cost/hour (indicate discount from regular rates if applicable): _____

Associate attorney cost/hour (indicate discount from regular rates if applicable): _____

Paralegal cost/hour (indicate discount from regular rates if applicable): _____

Clerical cost/hour (indicate discount from regular rates if applicable): _____

Other staff cost/hour (indicate discount from regular rates if applicable): _____

Will billable rates for travel include both ways, one way or no charge?: _____

Flat Rate (indicate flat rate for all legal services): _____

Mileage expense rate: _____

Research services cost/hour (e.g. West Law): _____

Other costs (photocopying, fax, telephone expense, other) _____

Attachments: Please attach the following:

- Outline of the size and experience of the law firm.
- Resumes of legal staff with whom the Town would be working with.
- An explanation of how your firm envisions the legal transfer of authority and responsibility in the absence or inability to act as the Town Attorney.
- An explanation of how the Town will be billed for consultations between two attorneys who are both members of your legal firm.
- Explanation of how the firm will be able to respond to requests for services (“turn around time”).
- Listing of municipal clients and other references (with addresses and phone numbers).

Bid Opening
Legal Services

<u>Fees</u>	<u>Trafton, Matzen, Belleau & Frenette, LLP</u>	<u>Bernstein Shur</u>	<u>Brann & Isaacson</u>	<u>Jensen Baird</u>
Attorney/ Partner	\$195.00/hour		\$235/hour 75%	\$225/hr 90%
Associate Attorney	\$165.00/hour		\$195/hour	\$225/hr
Paralegal	\$ 90.00/hour		\$120/hour	\$115/hr
Clerical	None		\$0.00	N/A
Other Staff	None		\$0.00	N/A
Billable Rates for Travel	Both Ways		No charge to/from North Yarmouth/1/2 hourly rate for other travel	Both Ways
Flat Rate	None	\$20,000 Annually for 2 Years	None	None
Mileage	\$.585 cents per mile	Included	\$.585 cents per mile	\$.585 cents per mile
Research Services	\$20.00/hour		\$0.00 None	No Charge
Other Costs	\$.5 cents black/white copies \$.7 cents color copies after 50 pageaes and extraordinary postage		\$0.00 \$.20/copy;\$.45/color copy; FAX \$5/send 1st pg; \$1 pg after	No Charge

Town of North Yarmouth COVID-19 Prevention Policy

In following with the Maine CDC's recommendation for requiring face coverings in public settings in counties of high to moderate exposure, the Town of North Yarmouth establishes the following policy for all indoor public spaces to provide for a safe and healthy environment for all North Yarmouth residents, visitors, volunteers, municipal officials, and employees. Management will provide periodic updates on any relevant information from the Maine CDC to the Select Board and recommend any future changes to this policy. This policy will go into effect on August 24, 2021 and is effective until such time it's rescinded by majority vote of the Select Board.

I. Face Covering Requirements

- A. Cloth face coverings/masks are required by anyone, vaccinated or un-vaccinated, in any town facility. The following also applies:
 - 1. All attendees of public meetings, as well as elected or appointed officials on all town boards and committees, are required to wear face coverings.
 - 2. Face coverings/masks are not required for outside events.

II. Ventilation and Social Distancing

- A. When weather conditions allow, windows and/or doors shall be open to the extent possible to allow outside air to ventilate workspaces, meeting rooms, or any common public location where large groups are in attendance.
- B. Physical distancing, as defined by the Maine Centers for Disease and Control (CDC), applies to any town indoor facility. All public meetings and events will have seating separated at a distance of three (3) feet and all attendees, public officials, and employees are required to wear a face covering/mask at all times while seated.

III. Indoor Town Facilities

- A. Town Office: 8:00 AM – 5:00 PM, Tuesday – Thursday; 8:00 AM – 6:00 PM, Monday.
 - a. Town Meeting Room: All ad hoc committees and standing committees may continue their meetings in the Town Meeting Room. Any committee looking to meet at the Wescustogo Hall & North Yarmouth Community Center, in addition to informing town staff of the meeting at the Town Office, MUST also schedule space for the meeting with the Community Center Director. The Economic Development & Sustainability Committee, Budget Committee, Select Board, and Planning Board, for broadcasting reasons, must meet in the Wescustogo Hall. Face masks/coverings are required.
- B. Code Enforcement Office: Monday – Thursday; 8:00 AM – 5:00 PM. Face masks/coverings required.
- C. Public Works Office: 6:00 AM – 4:30 PM. Face masks/coverings required.
- D. Fire Rescue Chief's Office: 8:00 AM – 4:00 PM. Face masks/coverings required.
 - a. Historical Society Office: 8:00 AM – 4:00 PM, Monday – Friday (Members); scheduled hours for public: 9:00 AM – 12:00 PM on the first Saturday of each month.

- b. The Fire Rescue Chief may deny entry into the space based on Fire Rescue department activities
- c. Use of the Fire Rescue Station must be made by request to the Fire Rescue Chief twenty-four (24) hours in advance.

E. Community Center: Face masks/coverings required.

IV. Select Board Review & Amendments

The Select Board shall review this policy at the first regular meeting of each month. Any and all amendments require a majority vote of the Select Board.

Select Board

Brian Sites, Chair

James Moulton, Vice Chair

Austin Harrell

David Reed

Paul Hodgetts

Select Board



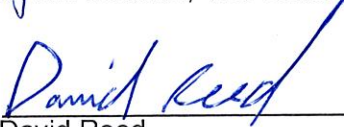
Brian Sites, Chair



James Moulton, Vice Chair



Austin Harrell



David Reed



Paul Hodgetts