

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, March 6, 2018  
7:00PM - Town Office Meeting Room**

**I. Call to Order**

**II. Special Presentation**

- FYE17 Audit - Alan Goodwin of Berry.Talbot.Royer

**III. Minutes of Previous Meeting(s)**

- February 20, 2018

**IV. Public Comment - Non-Agenda Items**

Comments regarding issues, concerns, commendations or matters of general public information are welcome. Individuals shall have three (3) minutes to speak and be asked to state their name & legal residence. The public is encouraged when commenting or expressing points of view about an individual(s) that they do so in a respectful and constructive manner. Topics relating to personnel or personnel matters cannot be acknowledged.

**V. Management Reports & Communications**

- Town Manager's Report

**VI. Old Business**

- Wescustogo Hall & NY Community Center
  1. Liaison Update
  2. Wescustogo Financial Statement
  3. Wescustogo Hall Fundraising Plan
  4. Bond Referendum Article - First Draft

**VII. New Business**

None

**VIII. Accounts Payable - Review & Approval**

- Accounts Payable

**IX. Any Other Business**

(Board communications of written, electronic, or verbal information to include but not limited to pending or future agenda meeting topics.)

**X. Executive Session - Personnel Matter**

**XI. 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.

**Town of North Yarmouth  
Select Board  
Meeting Minutes of February 20, 2018**

**Call to Order**

Members Present: Jeanne Chadbourne, Jennifer Speirs, Anne Graham & Steven Morrison. Town Manager Rosemary Roy was also present.

**Public Hearing**

Vice Chair Chadbourne moved to open the Public Hearing to consider changes to the Town Charter. Selectperson Graham seconded the motion. **Vote: 4 Yes - 0 No.**

Discussion: Selectperson Morrison asked if the Select Board can dissolve a committee without going to Town Meeting. Town Manager Roy explained that in order to dissolve a committee it would be presented to the Select Board and they would approve a strike to the Town Charter.

Public Comment: None.

Selectperson Morrison moved to come out of Public Hearing. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Chairperson Speirs moved to present the Proposed Changes to the Town Charter to the Annual Town Meeting warrant. Vice Chairperson Chadbourne seconded the Motion. Discussion: None. **Vote 4 Yes - 0 No**

**Special Presentation**

The Select Board listened to a presentation on Solar Energy Efficiencies & Sustainability, Presented by Sue Inches and Amy Eshoo.

**Minutes of Previous Meeting(s)**

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of February 6, 2018. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No**

**Public Comment - Non-Agenda Items**

None.

**Management Reports & Communications**

Town Manager's Report: The Town Manager provided the Board with a verbal summary of her report.

Highlights:

- GPCOG is forming a new advocacy team entitled "Regional Voice Committee" and are seeking the participation of elected officials.
- Team Hailey's Hugs is a non-profit organization that supports families affected by childhood cancer. They are looking for the Town's support in bringing awareness to this cause during the month of September which is "Childhood Cancer Awareness Month". The Select Board came to a consensus to have Chairperson Speirs sign the proclamation in support.

## **Old Business**

Wescustogo Hall & NY Community Center - Liaison Update: The Select Board is requesting a written fundraising plan from the Wescustogo Design & Building Committee to be submitted no later than Friday March 2<sup>nd</sup>. Selectperson Graham has volunteered to be the liaison to the fundraising committee.

## **New Business**

FY16 Property Foreclosures: Both accounts in question have responded to the letters that were sent out. One account has requested to extend the deadline by 30 days. The Select Board agreed to grant the extension to April 15<sup>th</sup>.

## **Accounts Payable – Review & Approval**

Chairperson Speirs moved to accept the accounts payable Warrants 32 & 33 in the amount of \$727,666.71. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

## **Other New Business**

None.

## **Adjournment**

Chairperson Speirs moved to adjourn.

Ashley P. Roan  
Recording Secretary

Select Board

\_\_\_\_\_  
Jennifer Speirs, Chair

\_\_\_\_\_  
Jeanne Chadbourne, Vice Chair

\_\_\_\_\_  
Anne Graham

\_\_\_\_\_  
Stephen Morrison

The information contained in this report is intended to inform the Select Board, staff, and residents, some of the current activities taking place within the manager's office or the Town in general. All topics are open for discussion.

**Garbage to Garden** - Beginning in April Garbage to Garden will be providing the Town with a supply of mulch for residential use. We plan to set up an area at Public Works where residents will be able to come down and pick a five-gallon bucket or two at no cost during regular business hours. Because this is a new program, there will be a trial and error period to see how it is used and what will work best.

**Economic Development RFP** - The deadline for this proposal was March 1<sup>st</sup>, and the Town received six (6) bids. The EDSC and I are currently reviewing these proposals to determine interviews, etc. (The Select Board will receive their RFP packets at Monday night's budget meeting.)

**GPCOG** - Department Heads and I met with GPCOG representative John Duncan to discuss ways GPCOG can increase their support to municipalities in direct relation to product / service bidding.

**Solar Financing** - I will be meeting with Rob Taisey (NY resident) later this month regarding other alternatives to solar panel financing. Additionally, I had a conversation with Superintendent Porter who shared that they had looked at the possibilities of electric buses however one bus costs \$350,000 and grant funding for that amount is not feasible. The school district is continuing with the use of fuel buses - roughly \$94,000 each.

**Work Projects in Progress:**

- Wescustogo Hall Project
- Town Comprehensive Plan
- FY19 Budget
- Misc. In-house Management

**Bonding:** Two procedural items to note on bond financing:

- 1) A Public Hearing will be needed no less than seven (7) days prior to the referendum vote;
- 2) Select Board and Budget Committee recommendations are required.

**Action Item - Master Plan for Municipal Facilities:** A workshop date should be scheduled for purposes of review and discussion of the said subject.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager

Town of North Yarmouth  
**WESCUSTOGO HALL**  
**Facility Fire - Insurance Claim**

<b>Replacement Cost Loss</b>	<b>\$</b>	<b>627,838.33</b>
Less Depreciation	\$	(100,524.64)
Less Debris Removal	\$	(18,367.76)
Less Deductible	\$	(1,000.00)
	<b>\$</b>	<b>507,945.93</b>

Actual Cash Value	\$	500,265.00	Reserve
Actual Cash Value	\$	7,680.93	Reserve
Fine Art - Cash Value	\$	10,000.00	Reserve

Loss Balance Received: **\$ 507,945.93**

**2017 Activity**

FY16 Interest	\$	331.00
FY17 Interest	\$	164.01
	<b>\$</b>	<b>495.01</b>

Barrett Made	\$	(32,500.00)
Barrett Made	\$	(10,282.50)
Barrett Made	\$	(121,885.25)
	<b>\$</b>	<b>(164,667.75)</b>

**2018 Activity**

Barrett Made	09/05/17	\$	(2,317.50)
Barrett Made	11/21/17	\$	(3,335.00)
Barrett Made	02/06/18	\$	(27,270.00) **
Barrett Made	02/20/18	\$	(750.00)
		<b>\$</b>	<b>(33,672.50)</b>

Express Copy	02/20/18	<b>\$</b>	<b>(2,531.23)</b>
--------------	----------	-----------	-------------------

Total - Barrett Made Services Paid \$ (198,340.25)

Total - Other Expenses \$ (2,531.23)

**Total Expenses \$ (200,871.48)**

**Interest Earnings \$ 495.01**

**Sub-total \$ 307,569.46**

A. \*\*Pending Expense - \$75K Current Contract **\$ (47,730.00)**

B. Connected Facility - Gym/Stage - 15% **\$ 29,751.04** (not part of Wescustogo Claim)

C. Engineering & Architecture 7% **\$ 13,833.82** Estimated Insurance Reimbursement

D. Remaining Insurance Proceeds **\$ 127,565.63** Pending Acceptance

**ENDING BALANCE \$ 430,989.95** Pending Items A-D

**Article : To see if the Town shall vote by referendum to authorize the following?**

- Voted: (1) A capital improvement project entitled the Wescustogo Hall and North Yarmouth Community Center consisting of the demolition of two sections of the former North Yarmouth Memorial School described as the front and back wings, the salvage and restoration of the center section of the former North Yarmouth Memorial School consisting of the kitchen, gymnasium, and stage areas, and the layout, rebuilding, and relocation to the former North Yarmouth Memorial School Site, of the North Yarmouth Wescustogo Hall, as described in the preliminary estimates provided of \$3,000,000.00, is hereby approved; and
- (2) A sum not to exceed \$2,000,000.00 is hereby appropriated to fund the costs of this project; and
- (3) To meet this appropriation, the Treasurer and the Select Board Chairperson are hereby authorized, pursuant to the provisions of 30-A M.R.S.A. § 5772, to issue general obligation securities of the Town of North Yarmouth (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$2,000,000.00; and discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), place(s) of payment, form and other details of said securities, including execution and delivery of said securities on behalf of the Town of North Yarmouth, and to provide for the sale thereof is hereby delegated to the Treasurer and the Select Board Chairperson.

**Select Board recommends approval.**

**Budget Committee recommends approvals.**

**FINANCIAL STATEMENT**

1. Total Town Indebtedness

A. Bonds outstanding	\$ 0.00
B. Bonds authorized and unissued	\$ 0.00
C. Bonds to be issued if this vote is approved	<u>\$2,000,000.00</u>
Total:	\$2,000,000.00

2. Costs

At an estimated maximum interest rate of 4.3% percent for a twenty (20) year maturity, the estimated costs of this bond issue will be:

Principal:	\$2,000,000.00
Interest:	<u>\$ 783,065.56</u>
Total Debt Service:	\$2,783,065.56

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the estimates made of the costs involved, including varying interest rates, the estimated cost of interest on the bond amount to be issued and the total cost of principal and interest to be paid at maturity. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive, and the validity of the bond issue is not affected by reason of the variance.

---

Rosemary E. Roy, Treasurer

# ESTIMATE OF DEBT SERVICE

## Town of North Yarmouth

PREPARED ON 03/03/2018

	DATE	PRINCIPAL	RATE	INTEREST	TOTAL	ANNUAL DEBT SERVICE
TOTALS		2,000,000.00		783,065.56	2,783,065.56	2,783,065.56
1	05/01/2019			33,015.56	33,015.56	33,015.56
2	11/01/2019	100,000.00	2.000%	33,200.00	133,200.00	
3	05/01/2020			32,200.00	32,200.00	165,400.00
4	11/01/2020	100,000.00	2.100%	32,200.00	132,200.00	
5	05/01/2021			31,150.00	31,150.00	163,350.00
6	11/01/2021	100,000.00	2.300%	31,150.00	131,150.00	
7	05/01/2022			30,000.00	30,000.00	161,150.00
8	11/01/2022	100,000.00	2.450%	30,000.00	130,000.00	
9	05/01/2023			28,775.00	28,775.00	158,775.00
10	11/01/2023	100,000.00	2.600%	28,775.00	128,775.00	
11	05/01/2024			27,475.00	27,475.00	156,250.00
12	11/01/2024	100,000.00	2.750%	27,475.00	127,475.00	
13	05/01/2025			26,100.00	26,100.00	153,575.00
14	11/01/2025	100,000.00	2.900%	26,100.00	126,100.00	
15	05/01/2026			24,650.00	24,650.00	150,750.00
16	11/01/2026	100,000.00	3.000%	24,650.00	124,650.00	
17	05/01/2027			23,150.00	23,150.00	147,800.00
18	11/01/2027	100,000.00	3.150%	23,150.00	123,150.00	
19	05/01/2028			21,575.00	21,575.00	144,725.00
20	11/01/2028	100,000.00	3.250%	21,575.00	121,575.00	
21	05/01/2029			19,950.00	19,950.00	141,525.00
22	11/01/2029	100,000.00	3.450%	19,950.00	119,950.00	
23	05/01/2030			18,225.00	18,225.00	138,175.00
24	11/01/2030	100,000.00	3.650%	18,225.00	118,225.00	
25	05/01/2031			16,400.00	16,400.00	134,625.00
26	11/01/2031	100,000.00	3.800%	16,400.00	116,400.00	
27	05/01/2032			14,500.00	14,500.00	130,900.00
28	11/01/2032	100,000.00	3.950%	14,500.00	114,500.00	
29	05/01/2033			12,525.00	12,525.00	127,025.00
30	11/01/2033	100,000.00	4.050%	12,525.00	112,525.00	
31	05/01/2034			10,500.00	10,500.00	123,025.00
32	11/01/2034	100,000.00	4.100%	10,500.00	110,500.00	
33	05/01/2035			8,450.00	8,450.00	118,950.00
34	11/01/2035	100,000.00	4.150%	8,450.00	108,450.00	
35	05/01/2036			6,375.00	6,375.00	114,825.00
36	11/01/2036	100,000.00	4.200%	6,375.00	106,375.00	
37	05/01/2037			4,275.00	4,275.00	110,650.00
38	11/01/2037	100,000.00	4.250%	4,275.00	104,275.00	
39	05/01/2038			2,150.00	2,150.00	106,425.00
40	11/01/2038	100,000.00	4.300%	2,150.00	102,150.00	102,150.00

## ESTIMATE OF DEBT SERVICE

### Town of North Yarmouth

PREPARED ON 03/03/2018

	DATE	PRINCIPAL	RATE	INTEREST	TOTAL	ANNUAL DEBT SERVICE
TOTALS		2,000,000.00		1,040,802.44	3,040,802.44	3,040,802.44
1	05/01/2019			35,362.44	35,362.44	35,362.44
2	11/01/2019	80,000.00	2.000%	35,560.00	115,560.00	
3	05/01/2020			34,760.00	34,760.00	150,320.00
4	11/01/2020	80,000.00	2.100%	34,760.00	114,760.00	
5	05/01/2021			33,920.00	33,920.00	148,680.00
6	11/01/2021	80,000.00	2.300%	33,920.00	113,920.00	
7	05/01/2022			33,000.00	33,000.00	146,920.00
8	11/01/2022	80,000.00	2.450%	33,000.00	113,000.00	
9	05/01/2023			32,020.00	32,020.00	145,020.00
10	11/01/2023	80,000.00	2.600%	32,020.00	112,020.00	
11	05/01/2024			30,980.00	30,980.00	143,000.00
12	11/01/2024	80,000.00	2.750%	30,980.00	110,980.00	
13	05/01/2025			29,880.00	29,880.00	140,860.00
14	11/01/2025	80,000.00	2.900%	29,880.00	109,880.00	
15	05/01/2026			28,720.00	28,720.00	138,600.00
16	11/01/2026	80,000.00	3.000%	28,720.00	108,720.00	
17	05/01/2027			27,520.00	27,520.00	136,240.00
18	11/01/2027	80,000.00	3.150%	27,520.00	107,520.00	
19	05/01/2028			26,260.00	26,260.00	133,780.00
20	11/01/2028	80,000.00	3.250%	26,260.00	106,260.00	
21	05/01/2029			24,960.00	24,960.00	131,220.00
22	11/01/2029	80,000.00	3.450%	24,960.00	104,960.00	
23	05/01/2030			23,580.00	23,580.00	128,540.00
24	11/01/2030	80,000.00	3.650%	23,580.00	103,580.00	
25	05/01/2031			22,120.00	22,120.00	125,700.00
26	11/01/2031	80,000.00	3.800%	22,120.00	102,120.00	
27	05/01/2032			20,600.00	20,600.00	122,720.00
28	11/01/2032	80,000.00	3.950%	20,600.00	100,600.00	
29	05/01/2033			19,020.00	19,020.00	119,620.00
30	11/01/2033	80,000.00	4.050%	19,020.00	99,020.00	
31	05/01/2034			17,400.00	17,400.00	116,420.00
32	11/01/2034	80,000.00	4.100%	17,400.00	97,400.00	
33	05/01/2035			15,760.00	15,760.00	113,160.00
34	11/01/2035	80,000.00	4.150%	15,760.00	95,760.00	
35	05/01/2036			14,100.00	14,100.00	109,860.00
36	11/01/2036	80,000.00	4.200%	14,100.00	94,100.00	
37	05/01/2037			12,420.00	12,420.00	106,520.00
38	11/01/2037	80,000.00	4.250%	12,420.00	92,420.00	
39	05/01/2038			10,720.00	10,720.00	103,140.00
40	11/01/2038	80,000.00	4.300%	10,720.00	90,720.00	
41	05/01/2039			9,000.00	9,000.00	99,720.00
42	11/01/2039	80,000.00	4.400%	9,000.00	89,000.00	
43	05/01/2040			7,240.00	7,240.00	96,240.00
44	11/01/2040	80,000.00	4.450%	7,240.00	87,240.00	
45	05/01/2041			5,460.00	5,460.00	92,700.00
46	11/01/2041	80,000.00	4.500%	5,460.00	85,460.00	
47	05/01/2042			3,660.00	3,660.00	89,120.00
48	11/01/2042	80,000.00	4.550%	3,660.00	83,660.00	
49	05/01/2043			1,840.00	1,840.00	85,500.00
50	11/01/2043	80,000.00	4.600%	1,840.00	81,840.00	81,840.00



---

## **EXECUTIVE SESSION**

### **Permitted Deliberations - Personnel Matters**

#### **MOTION:**

To move that the Select Board in accordance with our roles and responsibilities enter into executive session with the Town Manager pursuant to Title 1 MRSA § 405 6(A) to discuss a personnel matter.