

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, April 17, 2018
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Minutes of Previous Meeting(s)

- April 3, 2018

III. 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.

IV. Management Reports & Communications

- Town Manager's Report
- FY18 3rd Quarter Financial Reports

V. Old Business

- Wescustogo Hall & NY Community Center
Liaison Update
Community Dialogues (forums)
Additional Services Agreement
- Acceptance of Donations
- Town Clerk Notifications - Identified Warrant Articles
- Annual Town Meeting Warrant - Approval
- NYMS - Mold Assessment Report

VI. New Business

None.

VII. Accounts Payable - Review & Approval

- Accounts Payable

VIII. Any Other Business

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

IX. 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 April 3, 2018**

Call to Order

Members Present: Jeanne Chadbourne, Jennifer Speirs, Anne Graham & Steven Morrison. Town Manager Rosemary Roy was absent with notification.

Minutes of Previous Meeting(s)

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of March 20, 2018. Selectperson Graham seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Public Comment - Non-Agenda Items

Donna Palmer of Mountfort Road – LWNYS will be providing childcare in collaboration with the Cumberland Parks & Recreation Department for the annual Town Meeting. The fitness room at NYMS is open from 9-12 Monday-Friday.

Steve Palmer of Mountfort Road – LWNYS is looking for volunteers to supervise the fitness room.

Darla Hamlin of New Gloucester Road – The North Yarmouth Business Associations 5th Annual Trade Show & Spaghetti Dinner will be held Saturday April 26th 4:30-7:00 PM at NYMS.

Nelson Smith of Ledge Road – Has reviewed the Assessments performed by Criterium Engineers and believes that the school should remain as is, not be demolished.

Dixie Hayes of New Gloucester Road – What is the Select Board and Budget Committee proposing to cover the costs of updates and repairs to the town facilities? Are there any plans being made between MSAD 51 and North Yarmouth for Pre-K?

Special Presentation

The Select Board heard a presentation by Brian Sites, Chairperson of the Wescustogo Building & Design Committee.

Management Reports & Communications

Town Manager's Report: No report at this time.

Old Business

Wescustogo Hall & NY Community Center – Liaison Update: the WBDC has scheduled three Community Dialogue events and is preparing for the presentation. The events will focus on utilization of the building and how the community center will work for the community.

Special Town Meeting Warrant – Signing: The Select Board discussed their individual stances on the Wescustogo project and the Warrant. Chairperson Speirs read the Warrant aloud for the Select Board and Public.

Selectperson Graham moved to approve the Special Town Meeting Warrant for the vote on June 12, 2018. Selectperson Morrison seconded the motion. **Discussion: None among the Select Board.**

Chairperson Speirs opened the discussion to the public per the request of Steve Palmer. Dixie Hayes would like to see the vote broken out into two parts, the building of Wescustogo Hall and the demolition

of the existing building. Steve Palmer asked when the demolition of the existing building came into play, claiming this is the first that the public has heard about it.

The Select Board **Voted 3 Yes – 1 No (Jeanne Chadbourne)**. The Warrant is approved.

Public Hearing Date - Bond Referendum Question: Selectperson Morrison moved to set the Public Hearing date as Tuesday May 15th at 7 P.M. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Selectperson Graham motioned to amend the Public Hearing date to Tuesday May 15th at 6 P.M. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

New Business

Acceptance of Donations: Chairperson Speirs moved to table the Acceptance of Donations until the next Select Board meeting. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Bi-Annual Appointment of Election Clerks: Selectperson Morrison moved to accept the appointment of Election Clerks as presented. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Town Clerk Notifications - Specified Warrant Articles: Chairperson Speirs moved to table the Town Clerk Notifications until the next Select Board meeting. Selectperson Graham seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Annual Town Meeting Warrant: The Select Board came to a consensus of using \$100,000 as the undesignated fund balance.

Chairperson Speirs moved to table the signing of the annual town meeting warrant until the next Select Board meeting. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Barret Made Contract Addendum: Selectperson Graham motioned to table the approval of the Barret Made Extension until the next Select Board meeting. Selectperson Morrison seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Accounts Payable – Review & Approval

Vice Chairperson Chadbourne moved to accept the accounts payable Warrants 38, 39 & 40 in the amount of \$161,851.45. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Other New Business

The workshop with the Yarmouth Water District will be rescheduled to Tuesday April 24th @ 6 P.M.

Select Board papers are available at the town office. The deadline to return papers is Thursday April 12th.

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.

Yarmouth Water District - Following attempts to schedule a joint workshop I received another request from Bob MacKinnon in that the district feels it would be advantageous if a smaller group of representatives from both entities met prior to the joint workshop. The group will consist of individuals from the district who have been working on the groundwater update, CEO Ryan Keith, a Planning Board member, and myself. The joint workshop for the Select Board and the YWD trustees is now scheduled for May 15th @ 6:00pm. Select Board members will find a copy of the draft groundwater plan in your boxes. Additionally, I have enclosed with this report a Notice of Intent to Sell Water Resource Land - Dexter Lane location which was already reviewed by the Board. If an offer is made on the property, the Town will again be given the opportunity to purchase the property.

Trash Removal - In working with Casella on the issue of recycling materials and the use a plastic bags they have gone back to picking up recycling materials (despite the type of container) however, effective May 1st recycling materials can no longer be disposed of in plastic bags. Casella is sending out a mass mailing to all our residents this coming week regarding this change. On a separate issue, I attended a meeting with ecomaine and other area Town Managers on the possibilities of regionalizing curbside pickup. This is just in the beginning stages, and I will keep the Board informed of any developments.

MSAD51 Education Budget Warrant - The school directors will be executing the education budget warrant on Monday, May 7th. It needs to be countersign by the Select Board which represents your acknowledgment that the school budget for FY19 will be voted upon on June 12th. Due to election time constraints/requirements, the Board needs to execute this document on May 8th by calling forth an additional Select Board meeting. I am recommending that the Board hold an early afternoon meeting for this purpose only. Three members would be required.

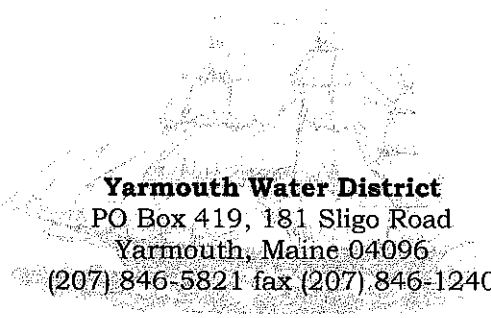
May 16th & 17th - Services will be closed for purposes of annual mandatory training and needed maintenance of Town facility space and records.

Next Summit - The next Summit is scheduled for Thursday, May 31st.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager



Yarmouth Water District
PO Box 419, 181 Sligo Road
Yarmouth, Maine 04096
(207) 846-5821 fax (207) 846-1240

RECEIVED
APR 13 2018
BY:

Robert N. MacKinnon, Jr.
Superintendent

Irving C. Felker, Jr.
Chairman, Board of Trustees

March 29, 2018

Rosemary E. Roy, Town Manager
Town of North Yarmouth
North Yarmouth Town Office
10 Village Square Road
North Yarmouth, ME 04097

Re: Yarmouth Water District
Notice of Intent to Sell Water Resource Land – Dexter Lane

Dear Rosemary:

I am writing to provide the Town of North Yarmouth ("Town") with notice that the Yarmouth Water District ("District") intends to sell water resource land – the District-owned parcel on Dexter Lane (the "Parcel").

I previously had written to you about the Town's interest in the Parcel. The District understands that the Town is not interested in purchasing the Parcel. However, the District is required by State law (35-A M.R.S. § 6109) and Public Utilities Commission regulations (Chapter 691) to notify the Commission, the Town in which the water resource land is located, and the public (by publication in a newspaper of general circulation) of its intent to sell the Parcel. That notice to the Town must provide the same information as is provided to the Commission, and so I am including a copy of the District's notice to the Commission.

The same State law and regulation require the District to notify the municipality in which that land is located that it has an assignable right of first refusal to purchase that land. Therefore, the District hereby advises the Town that it has an assignable right of first refusal to purchase the Parcel. A copy of Chapter 691, which sets out the details of that right of first refusal in Section 5, is enclosed. Please note that under Chapter 691, Section 5, when the District receives an offer, it must offer the Parcel to the Town "under the same price, terms and conditions that have been offered to the other buyer" before entering into a binding contract for the sale of the Parcel.

Accordingly, and assuming the Town remains uninterested in purchasing the Parcel in the first instance, when the District receives an offer to purchase the Parcel, it will offer it to the Town under the same price, terms and conditions as before entering into a binding purchase and sale agreement with a purchaser. Please call or email me with any questions or comments regarding this notice.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert MacKinnon". The signature is fluid and cursive, with a prominent initial "R" and a long, sweeping underline.

Robert MacKinnon, Superintendent
Yarmouth Water District

cc: Harry Lanphear, Administrative Director, Maine Public Utilities Commission
Yarmouth Water District Board of Trustees
James N. Katsiaficas, Esq., Perkins Thompson

Expense Detail Report

Department(s): 110 - 160

July to March

Trans Date	Per	Vendc	Current Budget	Debits	Credits	Unexpended Balance	
			438,954.00	0.00	0.00	438,954.00	
110 - MUN ADMN							
01 - OPERATIONS			308,599.00	237,727.58	494.56	71,365.98	
02 - CONTR/PROF			62,100.00	38,832.66	0.00	23,267.34	
03 - BLDG/GRNDS			44,774.00	47,970.95	208.35	-2,988.60	
04 - COMMCOMM			4,250.00	2,182.35	0.00	2,067.65	
05 - NYMS			19,231.00	37,571.28	0.00	-18,340.28	
			438,954.00	364,284.82	702.91	75,372.09	83.15%
NYMS operations for full year creates a higher expenditure percentage for Dept. 110.							
			128,613.00	0.00	0.00	128,613.00	
120 - COMM SVCS							
01 - CEO/PLAN			63,428.00	44,064.38	0.00	19,363.62	
02 - ECONOM DEV			32,500.00	1,107.55	0.00	31,392.45	
03 - PKS/REC			9,600.00	3,014.15	0.00	6,585.85	
04 - GENL ASST			7,688.00	2,477.46	0.00	5,210.54	
05 - SOC SERVC			9,432.00	10,881.24	0.00	-1,449.24	
06 - CEMETERIES			5,215.00	229.89	0.00	4,985.11	
07 - LIVING WELL			750.00	435.80	0.00	314.20	
			128,613.00	62,210.47	0.00	66,402.53	51.63%
			371,329.00	0.00	0.00	371,329.00	
130 - PUBL SAFETY							
01 - FIRE RESCUE			274,855.00	205,522.58	1,221.60	70,554.02	
02 - CONTR/PROF			96,474.00	48,550.52	0.00	47,923.48	
			371,329.00	254,073.10	1,221.60	118,477.50	68.75%
			692,080.00	0.00	0.00	692,080.00	
140 - PUBLIC WORKS							
01 - OPERATIONS			449,080.00	351,307.21	1,214.77	98,987.56	
02 - ROADWAYS			243,000.00	237,240.88	0.00	5,759.12	
			692,080.00	588,548.09	1,214.77	104,746.68	85.22%
Normal High Percentage due to Roadway Maintaince done last summer.							
			199,705.00	0.00	0.00	199,705.00	
150 - SW/RECYCLING							
01 - SOLID WASTE			199,705.00	136,679.90	0.00	63,025.10	
			199,705.00	136,679.90	0.00	63,025.10	68.44%
			7,765,475.00	0.00	0.00	7,765,475.00	
160 - FIXED EXPENS							
02 - EE BENEFITS			277,921.00	182,968.62	51.93	95,004.31	
03 - INSURANCE			38,591.00	39,433.00	0.00	-842.00	
04 - EDUCATION			6,703,249.00	5,078,859.48	0.00	1,624,389.52	
05 - SHARED SVCS			188,790.00	95,137.00	0.00	93,653.00	
06 - COUNTY TAX			323,824.00	323,824.00	0.00	0.00	
07 - OVERLAY			0.00	33,197.41	0.00	-33,197.41	
08 - BUD RESVS			233,100.00	0.00	0.00	233,100.00	
			7,765,475.00	5,753,419.51	51.93	2,012,107.42	
Final Totals			9,596,156.00	7,159,215.89	3,191.21	2,440,131.32	74.64%

North Yarmouth

Revenue Detail Report

Department(s): 100

July to March

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits	Uncollected Balance
100 - REVENUES			9,596,156.00	0.00	0.00	9,596,156.00
4010 - AGENT FEES			12,300.00	3.00	7,839.25	4,463.75
4020 - RESCUE FEES			45,000.00	0.00	46,634.18	-1,634.18
4050 - BOAT EXCISE			8,400.00	67.20	2,654.50	5,812.70
4060 - BUILDING PERMITS			41,000.00	0.00	16,847.18	24,152.82
4065 - BUDGETED USE OF UFB			200,000.00	0.00	0.00	200,000.00
4067 - BURN PERMITS - ONLINE			0.00	0.00	240.00	-240.00
4070 - CASH SHORT/OVER			0.00	5.54	23.31	-17.77
4080 - CATV FRANCHISE FEES			29,000.00	0.00	29,205.15	-205.15
4090 - CELL TOWER RENTAL			37,200.00	0.00	28,629.60	8,570.40
4110 - CEO MISC. PERMITS			500.00	0.00	97.16	402.84
4120 - CEO POWNAL SERVICES			15,000.00	0.00	12,095.59	2,904.41
4130 - CLERK FEES			755.00	0.00	479.00	276.00
4140 - CUSTOMER SERVICES FEES			1,000.00	21.00	359.66	661.34
4150 - DOG LICENSE FEES / ACO SERVICE			1,650.00	414.00	2,013.00	51.00
4155 - DONATIONS			1,000.00	0.00	25.00	975.00
4160 - ELECTRICAL PERMITS			7,200.00	0.00	6,633.87	566.13
4200 - GENEALOGY SEARCH			250.00	0.00	0.00	250.00
4210 - GENERAL ASSISTANCE			2,500.00	0.00	894.22	1,605.78
4220 - HOMESTEAD EXEMPTION			137,262.00	0.00	30,309.00	106,953.00
4260 - LOCAL ROAD ASSISTANCE PROGRAM			27,000.00	0.00	27,460.00	-460.00
4265 - PROPERTY & CASUALTY POOL			2,000.00	0.00	2,449.00	-449.00
4270 - MSAD ELECTIONS			2,200.00	0.00	1,628.99	571.01
4280 - MISC REVENUES			1,200.00	0.00	5,011.98	-3,811.98
4290 - BMV EXCISE			830,000.00	2,251.76	637,275.21	194,976.55
4310 - PEER REVIEW			1,500.00	0.00	125.00	1,375.00
4320 - PLANNING BOARD			400.00	0.00	1,200.00	-800.00
4330 - PLUMBING PERMITS			8,000.00	62.50	5,237.50	2,825.00
4335 - PRIVATE ROAD SIGNS			0.00	0.00	212.39	-212.39
4340 - RENTAL FEES			12,000.00	40.00	9,750.00	2,290.00
4350 - REVENUE SHARING			179,209.00	0.00	262,358.45	-83,149.45
4370 - SITE PLAN REVIEW			500.00	0.00	500.00	0.00
4380 - SNOWMOBILE CLUBS STATE REIMBUR			1,200.00	0.00	1,125.40	74.60
4390 - SOLID WASTE/RECYCLING			110,500.00	0.00	113,882.50	-3,382.50
4400 - SW HAULER PERMIT			75.00	0.00	0.00	75.00
4410 - TAX COMMITMENT			7,856,955.00	0.00	7,726,553.63	130,401.37
4415 - TAX SUPPLEMENTAL			0.00	0.00	5,445.57	-5,445.57
4419 - TAX CHANGE IN UNAVAILABLE			0.00	0.00	0.00	0.00
4420 - TAX INTEREST			12,500.00	97.08	8,991.98	3,605.10
4430 - TAX PENALTY			3,900.00	0.00	1,703.08	2,196.92
4480 - TREE GROWTH EXEMPTION			1,900.00	0.00	3,769.89	-1,869.89
4500 - VETERAN'S EXEMPTION			2,000.00	1,478.00	2,956.00	522.00
4510 - VITAL RECORDS			3,100.00	0.00	1,974.60	1,125.40
Department..			9,596,156.00	4,440.08	9,004,590.84	596,005.24
Final Totals			9,596,156.00	4,440.08	9,004,590.84	596,005.24

Several Revenues coming in higher than projected - 93.84% collected

From: Matthew Ahlberg <matthew.ahlberg@barrettmade.com>

Sent: Thursday, April 12, 2018 3:19 PM

To: Rosemary Roy

Cc: Rob Barrett

Subject: Revised Additional Services Amendment/Local Tradesperson List
Attachments: 2018.4.12 - Wescustogo Additional Services Amendment.pdf

Hi Rosemary.

Attached is the revised additional services amendment. This spells out the services in a little more detail which will hopefully break down the costs into more digestible pieces.

The fixed cost of \$25,000 outlined covers all subcontractor solicitation (all trades), project scoping/specifications for trades, processing all quotes, subcontractor review, final estimate and final scheduling. Within each of these descriptions there are a number of additional requirements that this covers as well but to be succinct this describes the major pieces entailed in this early stage of construction. As we discussed at our last meeting with Jen and Steve, these costs were carried within the previous budget estimate. In an effort to expedite construction mobilization, assuming the vote moves the project forward, we are trying to get everyone lined up for a summer start.

The additional amount of \$15,000 provided is a budget number that we have included to cover any additional clarification items that may come up as bidding commences. The project itself is relatively straightforward as a whole so we are confident that the bidders shouldn't need any substantial amounts of information to finalize their bids, however it is always helpful to assume that some of the trades may.

When you have an opportunity to review please let me know if you have any questions that we can help clarify.

Also, in preparation for solicitation to subcontractors, can you possibly provide the North Yarmouth subcontractor list that has been discussed or point us in the direction of someone who might be able to provide us the most comprehensive list so we can be sure to include as many local folks in the bidding process as possible.

Thank you for your help.

Kind regards,

.....

Matthew Ahlberg . RA . NCARB
Director of Design Services | Barrett Made
48 Union Wharf . Portland, Maine . 04101
207-210-4421 (o) 207-613-1230 (c)

.....



BARRETT
MADE

HOMES · SPACES · DETAILS

ADDITIONAL SERVICES AMENDMENT

WESCUSTOGO HALL/NYMS RENOVATIONS
NORTH YARMOUTH, MAINE

PREPARED 2018.4.12

ADDITIONAL SERVICES AMENDMENT

Re: Wescustogo Hall . 120 Memorial Highway . North Yarmouth, Maine
Prepared: 2018.4.12

Dear Ms. Roy,

We are pleased to present you with this amendment for additional services for Wescustogo Hall. The deliverables and listed milestone dates are based on our current understanding of the project and related scope of services. This amendment to the contract executed on 1/17/18 below represents construction mobilization work that will commence upon execution of the amendment including bid solicitation and final project pricing in an effort to allow for commencement of construction as soon as possible after the scheduled town vote in June. As a part of these efforts Barrett Made will work with the municipality to identify and solicit bids from local subcontractors where possible. Barrett Made will proceed with these services on a time and materials basis and will invoice monthly per Article 3 of the contract executed on 1/17/18.

1. Additional Services Proposal Dated 2018.4.12

Deliverables include:

- Commence construction pricing
 - Bid solicitation from subcontractors/vendors including subcontractor walk through and RFI's/Responses
 - Assemble bids and review with Select Board
 - Biweekly meetings with the Select Board to review updates and continued pricing efforts
-

2. Proposed Schedule | APRIL 23rd, 2018 - June 19th, 2018

- Commence pricing exercise and preconstruction efforts
 - Issue bid documents to subcontractors (approximate 4 week turnaround)
 - Assemble bids and review with Select Board (target date of mid-late May dependent on execution of amendment)
 - Arrive at final construction pricing and construction schedule
-

Proposed Cost of Services

Fees for the services outlined above are \$25,000.00 (fixed) for final bid solicitation/construction pricing with a budgeted cost of \$15,000 for any supporting clarifications that may be required. Supporting clarifications will be billed on a time and materials basis per the standard labor rates outlined in the contract executed on 1/17/18.

This additional services amendment entered into:

Rosemary Roy, Client

Matthew Ahlberg, Architect

Robert Barrett, Owner

Date: _____

Date: _____

Date: _____

**April 17, 2018 - Select Board
Acceptance of Donations**

Revenue Detail Report

Department(s): 400

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits
400 - SPECIAL FUNDS			0.00	0.00	0.00
		4950 - KEEP NORTH YARMOUTH WARM FUND	0.00	0.00	2,991.75
		4952 - WECUSTOGO HALL BUILDNG FUND	0.00	0.00	1,460.00
Final Totals			0.00	0.00	4,451.75

Recommended Motion:

To move that the Select Board accept on behalf of the Town funds donated and received for the following purposes:

Keep North Yarmouth Warm Fund	2991.75
Wecustogo Hall Building Fund	<u>1,460.00</u>

for a total amount of **\$4,451.75**





**Certification of Proposed Charter Amendments
by the Municipal Officers**

To: Debbie Allen Grover, Town Clerk

This is a true certified copy of proposed amendments to the Town of North Yarmouth Charter. To be voted on at the Annual Town Meeting scheduled for April 28, 2018 under warrant **Article 3, Exhibit A**.

Given under our hands this 17th day of April 2018.

Board of Selectpersons

Jennifer Speirs, Chairperson

Jeanne Chadbourne, Vice Chair

Anne Graham

Steve Morrison

A majority of the Municipal Officers of North Yarmouth, Maine



**Certification of Proposed Ordinance Amendments
by the Municipal Officers**

To: Debbie Allen Grover, Town Clerk

This is a true certified copy of proposed amendments to the Town of North Yarmouth **Tax Lien Management Ordinance**. To be voted on at the Annual Town Meeting scheduled for April 28, 2018 under warrant **Article 4, Exhibit B**.

Given under our hands this 17th day of April 2018.

Board of Selectpersons

Jennifer Speirs, Chairperson

Jeanne Chadbourne, Vice Chair

Anne Graham

Steve Morrison

A majority of the Municipal Officers of North Yarmouth, Maine



**Certification of Proposed Ordinance Amendments
by the Municipal Officers**

To: Debbie Allen Grover, Town Clerk

This is a true certified copy of proposed amendments to **An Ordinance Regulating the Control of Barking Dogs in the Town of North Yarmouth**. To be voted on at the Annual Town Meeting scheduled for April 28, 2018 under warrant **Article 5, Exhibit C**.

Given under our hands this 17th day of April 2018.

Board of Selectpersons

Jennifer Speirs, Chairperson

Jeanne Chadbourne, Vice Chair

Anne Graham

Steve Morrison

A majority of the Municipal Officers of North Yarmouth, Maine



**Certification of Proposed Ordinance Amendments
by the Municipal Officers**

To: Debbie Allen Grover, Town Clerk

This is a true certified copy of proposed amendments to the Town of North Yarmouth **Land Use Ordinance**. To be voted on at the Annual Town Meeting scheduled for April 28, 2018 under warrant **Articles 6 through 15, Exhibits D through M**.

Given under our hands this 17th day of April 2018.

Board of Selectpersons

Jennifer Speirs, Chairperson

Jeanne Chadbourne, Vice Chair

Anne Graham

Steve Morrison

A majority of the Municipal Officers of North Yarmouth, Maine

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 9, Section 9.1, Sub-Section Q. 1

1. Mineral exploration to determine the nature or extent of mineral resources shall be accomplished by hand sampling, test boring, or other methods which create minimal disturbance of less than 100 square feet of ground surface. ~~A permit from the CEO shall be required for mineral exploration that exceeds the above limitation.~~ **All commercial operations exceeding above limitation require review and permitting by the Maine State Department of Environmental Protection (DEP).** All excavations, including test pits and holes shall be immediately capped, filled or secured by other equally effective measures, to restore disturbed areas and to protect the public health and safety.

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 10, Section 10.17, Sub-Section D

D. Signs shall be no larger than 24 square feet in area. **If sign is two sided both side must be identical.**

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 10, Section 10.17, Sub-Section N

N. Municipal and Public Safety signs that do not comply with Town Ordinances must have a Site Plan Review by Planning Board.

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 11, Section 11.8, Sub-Section A

A. Applicability: The following provisions apply to the excavation, processing, and/or storage of more than 1,000 cubic yards of soil, topsoil, loam, sand, gravel, clay, rock, peat, or other like material from its natural location within any 12-month period. Associated activities, such as the reclamation of the extraction site and the transportation of the above stated materials away from the extraction site are also part of the regulated activity. ~~All commercial operations require permit renewal every 3 years.~~ **All commercial operations over 1,000 cubic yards per 12-month period require review and permitting by the Maine State Department of Environmental Protection (DEP).** Mineral extraction and/or mineral exploration shall require review pursuant to Article VII. Zoning District Regulations.

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 12, Definitions

Family Burial Grounds: An area where dead bodies and cremated remains are buried. Family burial grounds must comply with all space and dimensional requirements in Table ~~7-2~~ **7.1** and must comply with all applicable state regulations. The Town shall have no maintenance obligations except as required by state law. [Amended 6/18/11].

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 12, Definitions

Lot Lines: The lines bounding a lot as defined below:

1. Front Lot Line:

- a. Interior Lot: The lot line abutting the street.
- b. Corner Lot or Through Lot: The lot line separating the lot from ~~either~~ **all abutting** streets.
- c. Back Lot: The line closest to and most parallel to the street from which vehicular access to the lot is gained.

2. Rear Lot Line: The lot line opposite the front lot line. On a lot pointed at the rear, the rear lot line shall be an imaginary line between the side lot lines parallel to the front lot line, not less than 10 feet long, lying farthest from the front lot line. ~~On a corner lot, the rear lot line shall be opposite the front lot line of least dimension.~~

3. Side Lot Line: Any lot lines other than the front lot line or rear lot line.

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant
Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 7, Table 7.1, Section Natural Resource Based Uses

See attached table:

**A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)
CU = Conditional Use (Planning Board Review); N = Prohibited Use**

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay
Natural Resource Based Uses (continued)							
Timber harvesting	A	A	A	P	A	A	SPR ¹
Mineral exploration	N	N	P ²	N	P ³	A	N
Mineral extraction (including sand & gravel) 100 cubic yards to 999 cubic yards within any 12 month period	A	A	A	N	CU/SPR	N	CU/SPR
Commercial mineral extraction (including sand & gravel) 1,000 cubic yards or more within any 12 month period	N	N	SPR	N	N	N	N
Lumber yards including milling, distribution of wood products, wholesale/retail sales of building materials	SPR	SPR	CU/SPR	N	N	N	SPR
Commercial processing of wood including cutting, sawing, splitting, and chipping	SPR	SPR	SPR	N	N	N	SPR
Landscaping business, nursery, garden center	SPR	SPR	SPR	N	N	N	N
Soil and water conservation practices	A	A	A	A	A	A	A
Surveying and resource analysis	A	A	A	A	A	A	A
Wildlife management practices	A	A	A	A	A	A	A

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

¹ Permit required when timber harvest consists of more than 5 acres (this includes transportation or utility corridors).

² ~~Requires permit from the Code Enforcement Officer if more than 100 square feet of surface area in total, is disturbed (See Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards.~~

³ ~~Requires permit from the Code Enforcement Officer if more than 100 square feet of surface area in total, is disturbed (See Section 9-1. Residential Shoreland District and Resource Protection District Performance Standards.~~

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Section 7, Table 7.1 Commercial and Industrial uses (Continued)

See attached table:

TABLE 7.1 LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Commercial and Industrial Uses (continued)							
Discharge of commercial or industrial wastewater or wash water to an on site septic disposal system	N	N	N	N	N	N	N
Light manufacturing, Warehousing & Storage, and Trucking & distribution less than 5,000 sq.ft. grossfloor area	SPR	SPR	SPR	N	N	N	CU/SPR***
Light manufacturing, 5,000 sq.ft. to 20,000 sq.ft. grossfloor area	SPR	N	CU/SPR	N	N	N	N
Warehousing & storage, less than 5,000 sq.ft. grossfloor area	SPR	SPR	SPR	N	N	N	SPR***
Warehousing & storage, 5,000 to 20,000 sq.ft. grossfloor area	SPR	N	CU/SPR	N	N	N	N
Trucking & distribution facility, less than 5,000 sq.ft. grossfloor area	SPR	SPR	SPR	N	N	N	N
Trucking & distribution facility, 5,000 to 20,000 sq.ft. grossfloor area	SPR	N	CU/SPR	N	N	N	N
Wholesale business, research & development, light manufacturing, warehousing & storage, or trucking & distribution facility, 20,000 sq.ft. gross floor area or more	N	N	N	N	N	N	N
Excavating contractors and general contractors	SPR	SPR	SPR	N	N	N	SPR
Funeral homes	CU/SPR	CU/SPR	N	N	N	N	SPR
Commercial/industrial solid waste disposal, transfer station and/or recycling facility	N	N	N	N	N	N	N
Junkyard/auto graveyard/auto recycling	N	N	N	N	N	N	N

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

**Can only be conversions of buildings in existence as of June 14, 2005.

***Except that the Planning Board may substitute "sq. ft. of Building Footprint" for "sq. ft. gross floor area", as long as the applicant shows that the additional square footage will not impact the site as far as standards of review such as parking, # of employees, and impervious surface restrictions, and any other requirements of review. [Amended 5/13/06]

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Section 7, Table 7.1 Other Uses

See attached table:

TABLE 7-1. LAND USES BY ZONING DISTRICT (continued from prior page)

**A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)
CU = Conditional Use (Planning Board Review); N = Prohibited Use**

USES	Village Center	Village Residential	Farm and Forest	Resource Protection	Residential Shoreland	Royal River Overlay*	Groundwater Overlay*
Other Uses							
Abandoned wells	N	N	N	N	N	N	N ¹
Private airstrip	P	P	P	N	CU/SPR	N	CU/SPR ²
Commercial airport: fueling area or maintenance area	N	N	CU/SPR	N	N	N	N
Clearing or removal of vegetation for activities other than timber harvesting [Amended 5/17/08]	A	A	A	SPR	A	SPR	A
Demolition	P	P	P	P	P	P	P
Family Burial Ground [Amended 04/28/2018 6/18/11]	PSPR	PSPR	PSPR	PSPR	PSPR	PSPR	PSPR
Filling and earth moving of less than 10 cubic yards	A	A	A	P	A	A	A
Filling and earth moving of 10 cubic yards or more	A	A	A	SPR	P	P	P
Emergency operations and fire prevention activities	A	A	A	A	A	A	A
Land reclamation	P	P	P	SPR	P	SPR	SPR
Storage of chemicals, including herbicides, pesticides or fertilizers <u>other than</u> amounts normally associated with individual households or farms	SPR	SPR	SPR	N	N	N	N
Subsurface waste disposal and sewage systems	P	P	P	P	P	P	P
Advanced wastewater treatment systems	P	P	P	P	P	P	SPR
Storm water impoundments	SPR	SPR	SPR	N	N	N	SPR
Wastewater impoundments	N	N	N	N	N	N	N
Industrial waste disposal	N	N	N	N	N	N	N

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

¹ Must be filled with inert material; see Section 9-2. Groundwater Protection Overlay District: Best Management Standards.

² No more than 660 gallons of liquid fuel per parcel of land may be stored on-site.

PROPOSED AMENDMENTS TO THE LAND USE ORDINANCE

Annual Town Meeting Warrant Exhibit *

ARTICLE *: Shall the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit *** of this warrant?

Planning Board recommends approval.

Chapter 7, Table 7.1, Institutional Uses

See attached table:

TABLE 7.1 LAND USES BY ZONING DISTRICT (continued from prior page)

A = Allowed Use; P = Permitted Use (CEO Review); SPR = Site Plan Review (Planning Board Review)

CU = Conditional Use (Planning Board Review); N = Prohibited Use

USES	Village Center	Village Residential	Farm and Forest	Resource Protection¹	Residential Shoreland¹	Royal River Overlay*	Groundwater Overlay*
Utility Uses							
Essential services, excepting the following (a. and b.) ² [Amended 5/17/08]	P	P	P	SPR	SPR	P	CU/SPR
a. Roadside distribution lines (34.5kV and lower)	P	P	P	P	P	P	P
b. Non-roadside or cross-country distribution lines	P	P	P	SPR	SPR	SPR	P
Service drops, as defined, to allowed uses ³	A	A	A	P	A	P	A
Public utility buildings	SPR	SPR	SPR	SPR	SPR	SPR	SPR
Oil pipelines	CU/SPR	CU/SPR	CU/SPR	CU/SPR	CU/SPR	CU/SPR	N
Telecommunications towers	SPR	CU/SPR	SPR	N	SPR	N	SPR
Institutional Uses							
Public and private schools	SPR	SPR	CU/SPR	N	N	N	SPR
Day care and nursery schools	SPR	SPR	CU/SPR	N	N	N	SPR
Church including accessory residence	SPR	SPR	N	N	N	N	SPR
Cemetery ⁵	SPR	SPR	P	N	N	N	N
Library and museum	SPR	SPR	N	N	N	N	SPR
Fraternal and social institutions	SPR	CU/SPR	CU/SPR	N	N	N	CU/SPR
Municipal and other governmental buildings	SPR	SPR	SPR	N	N	N	SPR
New municipal transfer stations	SPR	SPR	SPR	N	N	N	N
Municipal recycling facility	SPR	SPR	N	N	N	N	SPR
Nursing home/congregate care	SPR	CU/SPR	N	N	N	N	SPR ⁴
Small non-residential facilities less than 5,000 sq.ft gross floor area for educational, scientific, or nature interpretation purposes	SPR	SPR	SPR	N	SPR	N	SPR
Municipal and Public Safety Signs	SPR	SPR	SPR	SPR	SPR	SPR	SPR

Notes: *Overlay Districts are regulations and standards in addition to those of the underlying district. Where there is a discrepancy, the more restrictive provision applies. All uses, including "Allowed Uses" must comply with the Overlay District Performance Standards. The Royal River Corridor Overlay District includes the Royal River, Chandler Brook and the East Branch.

¹ See restrictions Section 9-1. Residential Shoreland District and Resource Protection District Standards.

² Utilities (gas, water, power lines etc.) excluding service drops and buildings, as defined in Article XII. Definitions.

³ Electric and/or telephone utility line extensions, see restrictions in Section 9-1. Residential Shoreland District and Resource Protection District Standards.

⁴ Must be served by sewer or advanced wastewater treatment systems for on-site sewage disposal.

⁵ See Family Burial Ground for family burial



Town of North Yarmouth, Maine
Annual Town Meeting Warrant
Fiscal Year July 1, 2018 - June 30, 2019

To: Clark Baston, a resident in the Town of North Yarmouth, County of Cumberland, and State of Maine.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of North Yarmouth, Maine qualified by law to vote in town affairs, to meet at the North Yarmouth Memorial School Gymnasium, in said Town on Saturday the 28th day of April A.D. 2018, at nine (9) o'clock in the forenoon, then and there to act upon Articles 1 through 35 as set out below, to wit:

The Registrar of Voters gives notice that citizens will be able to register to vote April 28, 2018, from 8:30 AM to close of meeting.

ARTICLE 1. To elect a Moderator by written ballot to preside over said meeting.

ARTICLE 2: To see if the Town will vote to adopt the Maine Moderator's Manual as prepared by the Maine Municipal Association as the parliamentary procedure at Town Meeting for the ensuing year, or see what action the Town will take.

Note: The Maine Moderator's Manual is the current guideline used by the Moderator presiding at North Yarmouth's Annual Town Meetings. Article 2 is a housekeeping matter to ensure procedural process.

LEGISLATIVE ARTICLES

ARTICLE 3: Shall the Town Charter be amended as described and presented in **Exhibit A** of this warrant?

Select Board recommends approval.

Explanation: The purpose of amending the Town Charter is to provide clearer definition of stability for specific Town committees.

ARTICLE 4: Shall the ordinance entitled "Tax Lien Management Ordinance" be amended as described and presented in **Exhibit B** of this warrant?

Select Board recommends approval.

Explanation: The amendments are to primarily bring the ordinance in alliance with the Town Meeting / Select Board / Town Manager form of government and to correct the purposes of the ordinance to that of Tax Acquired Property Ordinance.

ARTICLE 5: Shall the ordinance entitled "An Ordinance Regulating the Control of Barking Dogs in the Town of North Yarmouth" be amended as described and presented in **Exhibit C** of this warrant?

Select Board recommends approval.

Explanation: The amendments are to bring the ordinance in alliance with the Town Meeting / Select Board / Town Manager form of government.

ARTICLE 6: Shall **Chapter 7, Table 7.1, Section: Natural Resource Based on Uses** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit D** of this warrant?

Planning Board recommends approval.

ARTICLE 7: Shall **Chapter 7, Table 7.1, Section: Commercial and Industrial Uses** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit E** of this warrant?

Planning Board recommends approval.

ARTICLE 8: Shall **Chapter 7, Table 7.1, Section: Other Uses** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit F** of this warrant?

Planning Board recommends approval.

ARTICLE 9: Shall **Chapter 7, Table 7.1, Section: Institutional Uses** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit G** of this warrant?

Planning Board recommends approval.

ARTICLE 10: Shall **Chapter 9, Section 9.1, § Q.1** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit H** of this warrant?

Planning Board recommends approval.

ARTICLE 11: Shall **Chapter 10, Section 10.17, § D** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit I** of this warrant?

Planning Board recommends approval.

ARTICLE 12: Shall **Chapter 10, Section 10.17, § N** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit J** of this warrant?

Planning Board recommends approval.

ARTICLE 13: Shall **Chapter 11, Section 11.8, § A** the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit K** of this warrant?

Planning Board recommends approval.

ARTICLE 14: Shall **Chapter 12, Definitions, Family Burial Grounds** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit L** of this warrant?

Planning Board recommends approval.

ARTICLE 15: Shall **Chapter 12, Definitions, Lot Lines** of the ordinance entitled “Town of North Yarmouth, Maine Land Use Ordinance” be amended as described and presented in **Exhibit M** of this warrant?

Planning Board recommends approval.



FINANCIAL ARTICLES

ARTICLE 16: To see if the Town will vote to raise and appropriate **\$497,216.00** for **Municipal Administration**, or see what action the Town will take.

Municipal Administration	Budget FY18	Budget FY19	Request Difference	Percent
Wages/Allowances/Training	\$ 232,136	\$ 249,805	\$ 17,669	7.61
Operating Expenses	\$ 76,463	\$ 85,318	\$ 8,855	11.58
Contracted / Professional Services	\$ 62,100	\$ 67,660	\$ 5,560	8.95
Buildings & Grounds	\$ 44,774	\$ 63,045	\$ 18,271	40.81
Communications Committee	\$ 4,250	\$ 9,950	\$ 5,700	134.12
Memorial School Operations	\$ 19,231	\$ 21,438	\$ 2,207	11.48
TOTAL	\$ 438,954	\$ 497,216	\$ 58,262	13.27

Select Board and Budget Committee recommend approval.

ARTICLE 17: To see if the Town will vote to raise and appropriate **\$169,562.00** for **Community Services**, or see what action the Town will take.

Community Services	Budget FY18	Request FY19	Difference	Percent
Code Enforcement & Planning	\$ 63,428	\$ 69,219	\$ 5,791	9.13
Planning & Economic Growth	\$ 32,500	\$ 69,400	\$ 36,900	113.54
Parks & Recreation	\$ 9,600	\$ 8,850	\$ (750)	(7.81)
General Assistance	\$ 7,688	\$ 7,688	\$ -	-
Social Service Agencies	\$ 9,432	\$ 3,440	\$ (5,992)	(63.53)
Cemetery Operations	\$ 5,215	\$ 5,215	\$ -	-
Living Well	\$ 750	\$ 750	\$ -	-
Historical Society	\$ 0	\$ 5,000	\$ 5,000	100.00
TOTAL	\$ 128,613	\$ 169,562	\$ 40,949	31.84

Select Board and Budget Committee recommend approval.

ARTICLE 18: To see if the Town will vote to raise and appropriate **\$381,794.00** for **Public Safety**, or see what action the Town will take.

Fire Rescue Department	Budget FY18	Request FY19	Difference	Percent
Wages/Allowances/Training	\$ 151,033	\$ 158,491	\$ 7,458	4.94
Physicals	\$ 7,000	\$ 7,000	\$ -	-
Dues/Membership/Licenses	\$ 5,380	\$ 2,980	\$ (2,400)	(44.61)
Operating Expenses	\$ 59,410	\$ 56,324	\$ (3,086)	(5.19)
Contracted / Professional Services	\$ 19,050	\$ 19,050	\$ -	-
Operating Supplies	\$ 30,482	\$ 37,982	\$ 7,500	24.60
Fire Rescue Dept. Sub-total	\$ 272,355	\$ 281,827	\$ 9,472	3.48

Public Safety - Other	Budget FY18	Request FY19	Difference	Percent
Dispatch Service	\$ 24,705	\$ 26,851	\$ 2,146	8.69
Animal Control Services	\$ 12,644	\$ 14,516	\$ 1,872	14.81
Health Officer	\$ 400	\$ 400	\$ -	-
Hydrants	\$ 55,500	\$ 55,500	\$ -	-
Street Lighting Operational	\$ 3,225	\$ 2,700	\$ (525)	(16.28)
Other Sub-Total	\$ 96,474	\$ 99,967	\$ 3,493	3.62
GRAND TOTAL	\$ 363,119	\$ 381,794	\$ 18,675	5.14

Select Board and Budget Committee recommend approval.



ARTICLE 19: To see if the Town will vote to raise and appropriate **\$202,905.00** for **Solid Waste / Recycling**, or see what action the Town will take.

Solid Waste / Recycling	Budget FY18	Request FY19	Difference	Percent
MSW Disposal	\$ 63,865	\$ 63,865	\$ -	-
Recyclables Collection	\$ 63,890	\$ 63,890	\$ -	-
MSW Collection Surcharge	\$ 300	\$ 300	\$ -	-
Ecomaine Tonnage	\$ 49,350	\$ 49,350	\$ -	-
PAYT Disposal Bags	\$ 14,000	\$ 17,000	\$ 3,000	21.43
HHW Collection / Clean Up Day	\$ 7,500	\$ 7,500	\$ -	-
Garbage to Garden Composting	\$ 500	\$ 1,000	\$ 500	100.00
Compost & Recycling Bins	\$ 300	\$ -	\$ (300)	(100.00)
TOTAL	\$ 199,705	\$ 202,905	\$ 3,200	1.60

Select Board and Budget Committee recommend approval.

ARTICLE 20: To see if the Town will vote to raise and appropriate **\$484,415.00** for **Fixed Expenses**, or see what action the Town will take.

Fixed Expenses	Budget FY18	Request FY19	Difference	Percent
Debt Service	\$ -	\$ -	\$ -	-
Employee Benefits	\$ 292,921	\$ 265,654	\$ (27,267)	(9.31)
Municipal Insurance	\$ 38,591	\$ 39,767	\$ 1,176	3.05
Shared Services NY/Cumberland	\$ 188,790	\$ 178,994	\$ (9,796)	(5.19)
TOTAL	\$ 520,302	\$ 484,415	\$ (35,887)	(6.90)

Select Board and Budget Committee recommend approval.

ARTICLE 21: To see if the Town will establish a **Roadway Maintenance Reserve** for purposes of maintaining and repairing all Town roads, or see what action the Town will take.

Select Board and Budget Committee recommend approval.

Note: If Article 21 does not pass, no action shall be taken on Article 22.

ARTICLE 22: To see if the Town will carry-over and transfer the remaining FYE18 balance from the Public Works Department Road Maintenance account totaling **\$5,700.00** to the **Roadway Maintenance Reserve**, or see what action the Town will take.

Select Board and Budget Committee recommend approval.

ARTICLE 23: To see if the Town will vote to raise and appropriate **\$447,813.00** for **Public Works**, or see what action the Town will take.

Public Works Department	Budget FY18	Request FY19	Difference	Percent
Wages/Allowance/Training	\$ 243,165	\$ 246,312	\$ 3,147	1.29
Operating Expenses	\$ 205,915	\$ 201,501	\$ (4,414)	(2.14)
Roadway Maintenance	\$ 243,000	0.00	\$ (243,000)	(100.00)
TOTAL	\$ 692,080	\$ 447,813	\$ (244,267)	(35.29)

Note: If Article 22 does not pass Article 23 should be amended to provide an expenditure of \$178,000 for the FY19 scheduled Roadway Maintenance.

Select Board and Budget Committee recommend approval.

ARTICLE 24: To see if the Town will vote to raise and appropriate **\$423,900.00** for **Capital Improvements Reserves**, or see what action the Town will take.



Capital Reserves	Budget FY18	Request FY19	Difference	Percent
PWD/FRD (Heavy Equipment)	\$ 130,000	\$ 130,000	\$ -	-
Technology & Communications	\$ -	\$ 38,900	\$ 38,900	100.00
Future Land Reserve	\$ 10,000	\$ 10,000	\$ -	-
Parks & Recreation	\$ 5,000	\$ 5,000	\$ -	-
Municipal Facilities/Grounds	\$ 50,000	\$ 165,000	\$ 115,000	230.00
Contingency Reserve	\$ 9,000	\$ -	\$ (9,000)	(100.00)
Records Preservation	\$ 29,100	\$ 15,000	\$ (14,100)	(48.45)
Roadway Maintenance	\$ 0	\$ 175,000	\$ 175,000	100.00
TOTAL	\$ 233,100	\$ 538,900	\$ 305,008	131.19

Select Board and Budget Committee recommend approval.

Note: If Article 22 does not pass Article 24 must be amended to reduce the Roadway Maintenance Reserve appropriation.

ARTICLE 25: To see if the Town will vote to accept and apply **\$1,705,172.00** of the following **non-property tax revenues** to reduce the total amount authorized to be raised by taxation.

Revenues	Budget FY18	Request FY19	Difference	Percent
State Municipal Revenue Sharing:	\$ 179,209	\$ 191,575	\$ 12,366	6.90
Motor Vehicle Excise:	\$ 830,000	\$ 867,000	\$ 37,000	4.46
Solid Waste & Recycling:	\$ 110,500	\$ 140,000	\$ 29,500	26.70
Local Road Assistance:	\$ 27,000	\$ 27,000	\$ -	-
Ambulance Service Fees:	\$ 45,000	\$ 65,000	\$ 20,000	44.44
All Other Anticipated Revenues:	\$ 347,492	\$ 414,597	\$ 67,105	19.31
TOTAL	\$ 1,539,201	\$ 1,705,172	\$ 165,971	10.78

And further to see if the Town will authorize the Select Board and Treasurer to accept any additional revenues or funds that may be used to reduce the amount required to be raised by taxation, or see what action the Town will take.

Select Board and Budget Committee recommend approval.

ARTICLE 26: To see if the Town will raise and appropriate an estimated **\$30,000** for overlay for the purposes of granting tax abatements or see what action the Town will take.

Select Board and Budget Committee recommend approval.

ARTICLE 27: To see if the Town will vote to authorize the Select Board to transfer from the town's undesignated fund balance an amount of **\$100,000.00** for the purpose of reducing the total amount authorized to be raised by taxation for the fiscal year 2019, or see what action the Town will take.

Select Board and Budget Committee recommend approval.

ARTICLE 28: To see if the Town will vote to authorize the transfer of **\$47,000** from the Town's undesignated fund balance to be set aside in a committed fund balance account to be expended in future years for providing the property tax assistance, in accordance with the Town's Property Tax Assistance Ordinance or see what action the Town will take. *(Approval of this article will not increase the property tax levy.)*

Select Board and Budget Committee recommend approval.

ARTICLE 29: To see if the Town will vote to authorize the transfer of **\$6,000** from the Town's undesignated fund balance to be set aside in a committed fund balance account to be expended in future years for the

purpose of employee disbursements of earned but not expended benefits or see what action the Town will take. (Approval of this article will not increase the property tax levy.)

Select Board and Budget Committee recommend approval.

ARTICLE 30: To see if the Town will vote to allocate funds received from the registration of snowmobiles to Town established snowmobile club(s) for the purpose of maintaining their snowmobile trails to be open to the use of the public at all times.

Explanation: It is state mandate that the snowmobile registration money must be appropriated annually by the town for whatever purpose it desires. If all or part of it is appropriated to a snowmobile club, one of the conditions of that appropriation must be that the club's trails are open to public use. Otherwise, it would be an illegal appropriation of public funds for a private group.

Select Board and Budget Committee recommend approval.

ARTICLE 31: To see if the Town will vote to exceed the maximum property tax levy limit (LD1) established by State law in the event that the municipal budget approved results in a tax commitment in excess of the property tax levy otherwise allowable, such that the increased maximum property tax levy hereby established will equal the amount committed, or see what action the Town will take.

Select Board and Budget Committee recommend approval.

Note: *It is not projected that the town's budget will exceed tax levy limits established by State law, but as a preventive housekeeping action it is recommended the Town vote to approve Article 31. By State Law, the vote on this article must be by written ballot.*

ARTICLE 32:

- 1) To see if the Town will vote to make all taxes assessed for the Town's 2019 fiscal year, July 1, 2018 through June 30, 2019, due in two (2) installments, with the first half (1/2) of the total amount assessed due and payable on **October 1, 2018**, and the remaining half (1/2) due on **April 1, 2019**; and to charge **interest** at the rate of eight percent (**8.00%**) per year computed on a daily basis on any portion of the installment due that remains outstanding as of October 2, 2018 or April 2, 2019, and
- 2) To see if the Town will permit the Tax Collector or her designee to waive unintentional tax interest payment shortages in an amount not to exceed \$5.00; and
- 3) To see if the Town will vote to authorize the Tax Collector to accept payment of real estate property taxes not yet due or assessed pursuant to M.R.S.A. Title 36, Section 506-A. The Town does not apply interest on such collections, and
- 4) To see if the Town will vote to authorize the Treasurer to release payment of tax abatements and applicable interest approved by the Town's Assessor from the property tax overlay account.

Select Board recommends approval.

ARTICLE 33: To see if the Town will vote to authorize the Select Board and the Treasurer, on behalf of the Town and any of the Town's departments, to accept gifts, real estate, donations and other funds, including trust funds that may be given or left to the Town and to grant the Select Board the further authority to expend up to **\$25,000** from undesignated funds, if necessary, to match the grant, funding such sums of money as they deem necessary from these funds for their designated purposes. These expenditures may be reflected outside of the Town's approved budget.



Select Board recommends approval.

ARTICLE 34: To see if the Town will vote to authorize the Town Manager acting in concurrence with the Select Board to accept and expend, on behalf of the Town, any Federal or State funds received in the form of grants during the period July 1, 2018, until June 30, 2019. These expenditures may be reflected outside of the Town's approved budget.

Select Board recommends approval.

ARTICLE 35: To see if the Town will vote to authorize the transfer of all unexpended balances to the Undesignated Fund Balance and to authorize any overdrafts that may occur in Town operations during the fiscal year ending June 30, 2019, to be taken from Undesignated Fund Balance.

Select Board recommends approval.

Given unto our hands this 17th day of April 2018 at North Yarmouth, Maine.

Select Board

Jennifer Speirs, Chairperson

Jeanne Chadbourne, Vice Chairperson

Anne Graham

Steve Morrison

A true copy of the warrant,

Attest: _____, Debbie Allen Grover, Town Clerk

RETURN OF THE WARRANT

North Yarmouth, Maine April 18, 2018

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said Town qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant at the Town Office, North Yarmouth Variety, Ames Farm Center, Fire Station and Toddy Brook Café in said town, being public and conspicuous places in said town, on the 18th day of April, 2018, being at least seven days before the meeting.

Gregory A. Payson, Resident



NORTHEAST TEST CONSULTANTS

LIMITED INDOOR AIR QUALITY MOLD ASSESSMENT

at

FORMER NORTH YARMOUTH
MEMORIAL SCHOOL
120 MEMORIAL HIGHWAY
NORTH YARMOUTH, MAINE

NTC JOB #16580-2018

Prepared for:

*Ms. Rosemary Roy
Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097*

April 6, 2018

Industrial Hygiene Consultants
Indoor Air Quality • Operations & Maintenance • Mold • Asbestos • Lead Based Paint Testing



April 6, 2018

Ms. Rosemary Roy
Town Manager
Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097

RE: Limited Indoor Air Quality Assessment
Former North Yarmouth Memorial School
120 Memorial Highway, North Yarmouth, Maine
NTC Job #16580-2018

Ms. Roy,

Please find enclosed the documentation for the Indoor Air Quality Assessment conducted by *Northeast Test Consultants* on April 4, 2018 at the Former North Yarmouth Memorial School structure located at 120 Memorial Highway in North Yarmouth, Maine.

PURPOSE

This assessment was performed to determine current air quality conditions for airborne mold spore activity relating to possible mold growth issues and assess if conditions could create any health/respiratory response issues for occupants.

PROCEDURES

This activity was comprised of observations of interior building conditions with the collection of air samples to determine airborne mold spore levels with an outdoor sample also collected for comparative purposes.

The assessment and sampling conducted was performed in accordance with the *Environmental Criteria and Assessment Guidelines*, recommended by the U.S. EPA Environmental Criteria and Assessment Office, Office of Health and Environmental Assessment, US EPA 600/8-91/202 (ECAO-R-0315); American Conference of Governmental Industrial Hygienists (ACGIH); and the National Institute of Occupational Safety and Health (NIOSH).

Biological Air Sampling

Air samples were collected to determine indoor air quality relating to mold spore activity utilizing Allergenco-D™ air-sampling cassettes collected for a ten-minute period at a flow rate of 15 liters per minute for a total volume of 150 Liters per sample.

The Allergenco-D™ air sampling style cassette is a sampling device designed for the rapid collection and analysis of a wide range of airborne aerosols. These include fungal spores, pollen, insect parts, skin cell fragments, fibers and inorganic particulates.

OBSERVATIONS

Numerous water stained ceiling tiles were observed throughout the interior spaces.

Water damaged drywall was observed in various areas throughout the interior spaces, primarily above suspended ceiling systems due to roof leakage issues.

Some lower wall areas also had water damage, mostly at perimeter entrance doors.

Visible mold growth was observed on lower walls in the “Storage Room” near Room #18. Hole cuts have previously been made in this wall area, most probably to aid drying from earlier water impact events.

Observations above ceiling areas were extremely limited as a plastic vapor barrier and fiberglass batting is directly above the suspended ceiling system.

Rodent activity was observed above the ceiling in all areas assessed. Of note was rodent carcasses observed in a bin in Room #21.

Roof areas were observed to be failing and in need of repair with damaged shingles for most roof areas.

Exterior siding is in various stages of deterioration/damage with many areas in need of repair and/or replacement.

See attached photograph log for depiction of observed conditions and marked drawing.

OVERVIEW of SAMPLING DATA

BIOLOGICAL AIRBORNE SAMPLING

The total mold spore level for the Outdoor Control sample (A-1) indicated mold spore activity at 2,300 ct/m³ and contained *Ascospores species*, a common outdoor ubiquitous species.

The indoor samples collected (A-2 thru A-9) had **very low** levels of airborne mold spore activity ranging from <27 (none detected) to 53 ct/m³ of varying mixes of *Aspergillus/Penicillium-like* and *Unknown spores*.

Currently there are no regulatory levels for mold spore activity, but most persons typically do not have adverse reactions to general environmental mold spore levels <5,000 ct/m³.

Seven of the eight indoor samples had no indication of *Aspergillus/Penicillium-like* spore activity; one sample (A-2) had a very low level (27 ct/m²). This species is a key indicator for

mold growth issues indoors as it can grow in as little as 24-48 hours in the presence of moisture and even can thrive in elevated ambient moisture levels, typically above 55% RH.

The most recent research by the various organizations indicates that *Aspergillus/Penicillium sp.* spore activity for indoor environments can be expressed as follows:

“Clean” residential buildings	Typical levels: 230 ct/m ³ +/- 630
Buildings with flooding/water damage	Typical levels: > 2,200 ct/m ³
Mold-damaged buildings	Typical levels: > 36,000 ct/m ³

Levels of *Cladosporium* indoors are typically up to 500 ct/m³ indoors.

No *Chaetomium*, *Fusarium*, *Memnoniella*, *Stachybotrys* or *Trichoderma* mold species were detected in the air samples collected at this time for the occupied spaces. These species are organisms of concern **when active fungal growth reservoirs exist in wet building materials**. They have the capability, **but do not always**, produce mycotoxins and microbial volatile organic compounds (mvoc's) and its potential effects can seriously compromise a building and/or the health of occupants. These effects for human health can be worse for immune compromised persons (such as those with HIV, the elderly, terminally or seriously ill patients (cancer patients)), persons with pre-existing breathing conditions or asthma and the very young.

Typically, mold species activity indoors should be less than the outdoor activity at the same time of testing or be no more than 200 ct/m³ for individual species not present in the outdoor control sample.

This was the case for the indoor samples collected during this assessment which indicates the indoor air is not currently being adversely affected by indoor mold growth sources.

Refer to the analysis sampling data for specific species levels identified.

SUMMARY of FINDINGS

Based on site observations and air sampling data, the Former North Yarmouth Memorial School is not currently being impacted by any significant mold growth reservoirs.

The level of airborne mold spore activity detected should pose no elevated risk to occupants.

However the building is at risk for ongoing potential mold growth issues due to roof and siding conditions and the general building envelope which lends itself to build-up of indoor moisture levels.

Rodent activity and the collection of carcasses being stored in the building are a concern.

Rodent activity and carcass accumulation can put occupants at risk for **Hantavirus Pulmonary Syndrome** and/or **Leptospirosis**.

Hantavirus Pulmonary Syndrome is associated with the deer mouse, cotton rat, rice rat, and white-footed mouse and is due to a virus carried by these rodents and is prevalent throughout North and South America. ^[1]

The disease is spread by breathing dust that is contaminated with rodent urine and droppings, direct contact with rodents or their urine and droppings, and from bite wounds (although this does not frequently occur). ^[1]

Hantavirus Pulmonary Syndrome (HPS) is a severe, sometimes fatal, respiratory disease in humans caused by infection with the hantavirus virus. ^[1]

Anyone who comes into contact with rodents that carry hantavirus is at risk of HPS. Rodent infestation in and around the home remains the primary risk for hantavirus exposure. Even healthy individuals are at risk for HPS infection if exposed to the virus. ^[1]

To date, no cases of HPS have been reported in the United States in which the virus was transmitted from one person to another. In fact, in a study of health care workers who were exposed to either patients or specimens infected with related types of hantaviruses (which cause a different disease in humans), none of the workers showed evidence of infection or illness. ^[1]

Leptospirosis is associated with rodents and other animals, and is due to bacteria with exposure occurring worldwide. ^[1]

The disease occurs from eating food or drinking water contaminated with urine from infected animals, contact through the skin or mucous membranes, and with water, soils, or dust that is contaminated with the urine of infected animals. ^[1]

Leptospirosis is a bacterial disease that affects humans and animals alike. It is caused by bacteria of the genus *Leptospira*. In humans, it can cause a wide range of symptoms, some of which may be mistaken for other diseases. Some infected persons, however, may have no symptoms at all.

Without treatment, **Leptospirosis** can lead to kidney damage, meningitis (inflammation of the membrane around the brain and spinal cord), liver failure, respiratory distress, and even death.

RECOMMENDATIONS

Based on site conditions observed and testing, *Northeast Test Consultants* would make the following recommendations:

- 1. A pest control entity should be consulted with and an Integrated Pest Management Program (IPM) may be needed.**

Additionally, the pest control specialist may be able to better seal the envelope of the structure to prevent rodents from entering.

2. Properly dispose of collected rodent carcasses currently in Room #21.
3. If the rodent compromised insulation above suspended ceilings are to be impacted during ongoing occupancy, it should only be undertaken by a professional, utilizing appropriate engineering/isolation controls and PPE with remaining surfaces properly sanitized.

When hiring contractors that will perform cleaning/sanitizing of materials/surfaces in which regulated biocides or sanitizing agents are utilized, they must be applied properly by a licensed Master Applicator certified by the *State of Maine Pesticides Bureau*.

4. If the shell of the building (roof and siding) is not addressed in the near future, the building may be negatively impacted by moisture/water intrusion issues that can lead to significant mold growth conditions that can impact occupants.

The findings relating to physical conditions observed during this investigation were not intended, nor do they attempt to identify every possible source of contaminants, such as chemical or mold, throughout the entire structure.


Any measured results, analysis data and physical conditions observed are valid only for the period in which this inspection was conducted. Any additional degradation of building materials or contamination from new or reactivated sources, or areas inaccessible at the time of the inspection is not documented in this report.

Historical events or ambient air conditions that may have existed in the past cannot be correlated in any way with the enclosed data. No warranty, real or implied, is made as to what was or is the exact cause or source that may have adversely affected the indoor air quality in the past.

Please review the enclosed analytical sampling data, interpretation of mold activity, explanation of isolates identified, photograph log, and marked drawing.

Should you have any questions regarding this report, please feel free to give me a call.

Sincerely,



John M. Boilard, RIHT, CMC
Operations Manager



Attachments

References

[1] US Centers for Disease Control & Prevention (CDC),
1600 Clifton Road Atlanta, GA 30329-4027 USA

MICROBIOLOGICAL SAMPLING DATA

**Community Center
120 Memorial Highway
North Yarmouth, Maine**

Sample Date: April 4, 2018
Sample Type: Air Sample
Volume: 150 Liters
Device: Allergenco-D Cassette™

ID #	Sample #	Location	Raw Count	Count/m ³	IDENTIFIED ISOLATE
A-1	IHA8094001	Outside Control	85	2,300	Total Mold Spore & Fragments
			85	2,300	Ascospores
A-2	IHA8094002	Corridor Outside of Room #3	1	27	Total Mold Spore & Fragments
			1	27	Aspergillus/Penicillium-like
A-3	IHA8094003	Corridor Outside of Room #11	0	<27	Total Mold Spore & Fragments
			0	<27	None Detected

KEY: Count/m³ = Total Count per cubic meter of air

The *National Allergy Bureau* has established **relative** exposure guidelines with respect to the count of mold spores per cubic meter for outdoor air. These values are not related in any way to indoor levels or to any specific medical condition or health effects but rather to alert sensitive or allergy stricken individuals when to avoid prolonged exposures. Those guidelines are as follows:

Allergen	Absent	Low	Moderate	High	Very High
Mold	0 Spores/m ³	1-6,499 Spores/m ³	6,500-12,999 Spores/m ³	13,000-49,999 Spores/m ³	Greater Than 50,000 Spores/m ³

The results should be correlated with any available medical evidence of infections, allergies or symptoms of individuals occupying the space.

Analytical Laboratory: *Northeast Laboratory Services*

MICROBIOLOGICAL SAMPLING DATA

**Community Center
120 Memorial Highway
North Yarmouth, Maine**

Sample Date: April 4, 2018
Sample Type: Air Sample
Volume: 150 Liters
Device: Allergenco-D Cassette™

ID #	Sample #	Location	Raw Count	Count/m ³	IDENTIFIED ISOLATE
A-4	IHA8094004	Corridor Outside of Multi-Purpose Room	2	53	Total Mold Spore & Fragments
			2	53	Unknown Spores
A-5	IHA8094005	Corridor Outside of Room #14	2	53	Total Mold Spore & Fragments
			2	53	Unknown Spores
A-6	IHA8094006	Room #26	0	<27	Total Mold Spore & Fragments
			0	<27	None Detected

KEY: Count/m³ = Total Count per cubic meter of air

The *National Allergy Bureau* has established **relative** exposure guidelines with respect to the count of mold spores per cubic meter for outdoor air. These values are not related in any way to indoor levels or to any specific medical condition or health effects but rather to alert sensitive or allergy stricken individuals when to avoid prolonged exposures. Those guidelines are as follows:

Allergen	Absent	Low	Moderate	High	Very High
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The results should be correlated with any available medical evidence of infections, allergies or symptoms of individuals occupying the space.

Analytical Laboratory: *Northeast Laboratory Services*

MICROBIOLOGICAL SAMPLING DATA

**Community Center
120 Memorial Highway
North Yarmouth, Maine**

Sample Date: April 4, 2018
Sample Type: Air Sample
Volume: 150 Liters
Device: Allergenco-D Cassette™

ID #	Sample #	Location	Raw Count	Count/m ³	IDENTIFIED ISOLATE
A-7	IHA8094007	Corridor Outside of Room #19	2	53	Total Mold Spore & Fragments
			2	53	Unknown Spores
A-8	IHA8094008	Corridor Outside of Room #22	0	<27	Total Mold Spore & Fragments
			0	<27	None Detected
A-9	IHA8094009	Weight Room	0	<27	Total Mold Spore & Fragments
			0	<27	None Detected

KEY: Count/m³ = Total Count per cubic meter of air

The *National Allergy Bureau* has established **relative** exposure guidelines with respect to the count of mold spores per cubic meter for outdoor air. These values are not related in any way to indoor levels or to any specific medical condition or health effects but rather to alert sensitive or allergy stricken individuals when to avoid prolonged exposures. Those guidelines are as follows:

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The results should be correlated with any available medical evidence of infections, allergies or symptoms of individuals occupying the space.

Analytical Laboratory: *Northeast Laboratory Services*

MOLD INTERPRETATION

Molds can be detected both indoors and outdoors year round. Ideal conditions for the proliferation of molds are humid environments, typically in basement/crawl spaces, bathrooms and water compromised building materials.

Mold spores are considered a normal and essential component of all environments. Typically three key conditions are necessary for the proliferation of mold spores: a favorable physical environment (light & temperature), a source of food and moisture.

Mold spores are almost always found in outdoor air, although their type and population will vary depending on environmental and climatic conditions. Doors and windows, mechanical ventilation equipment and everyday foot traffic provide easy access to the interior of buildings.

It is normal to find some quantity of mold spores in indoor air, although their numbers should be significantly less than outdoor levels.

Currently, there are no regulatory standards for acceptable levels of mold spores in bio-aerosols, wipes or bulk samples derived from the indoor environment for interpreting health risks associated with molds.

The sampling analysis data provides a medical professional the information necessary to determine the appropriate treatment for individuals with chronic lung disease, persons who are immune compromised, or for individuals with allergies or exhibiting other symptoms relating to upper respiratory complaints.

Current recommended guidelines in the *US EPA's* publication, *Indoor Air Quality in Schools*, suggests that fungal spore species identified in samples collected from the indoor environment should not be different than those species found in the outdoor air at the same time of sampling. Also, fungal spore activity present in the indoor environment should be at levels of one-third to one-half of those found outdoors. Indoor levels of similar genera higher than one-third to one-half of outdoors may indicate inadequate fresh air exchange or poor air filtration. Fungi identified indoors that are of different genera than found outdoors may indicate contamination of interior building materials and substrates.

Chaetomium, Fusarium, Memnoniella, Stachybotrys and *Trichoderma* mold species are of concern when active fungal growth reservoirs exist in wet building materials. They have the capability, but do not always, produce mycotoxins and microbial volatile organic compounds (mvoc's) and their potential effects can seriously compromise a building and/or the health of occupants. These effects for human health can be worse for immuno compromised persons (such as those with HIV, the elderly, terminally or seriously ill patients (cancer patients)), persons with pre-existing breathing conditions or asthma, and the very young.

The *National Allergy Bureau* has established **relative** exposure guidelines with respect to the count of mold spores per cubic meter for outdoor air. These values are not related in any way to indoor levels or to any specific medical condition or health effects but rather to alert sensitive or allergy stricken individuals when to avoid prolonged exposures. Those guidelines are as follows:

Allergen	Absent	Low	Moderate	High	Very High
Mold	0 Spores/m ³	1-6,499 Spores/m ³	6,500-12,999 Spores/m ³	13,000-49,999 Spores/m ³	Greater Than 50,000 Spores/m ³

EXPLANATION OF ISOLATES**

Ascospores

Ascospores are a general category of spores that have been produced by means of sexual reproduction (in a sack-like structure called an ascus). These are ubiquitous saprobes and plant pathogens, many of which are easily identifiable (i.e. *Chaetomium*).

This group contains potential opportunistic pathogens, toxin producers and allergens depending on the genus and species. A rupture in the top portion of the ascus disperses the spores during rain or in times of high humidity. Some asexual fungi, such as *Aspergillus* and *Penicillium* can become sexual under specific conditions; these are then considered ascomycetes and are given distinct names.

Aspergillus/Penicillium-like

Aspergillus and *Penicillium* spores are indistinguishable via direct microscopic examination. *Aspergillus* tends to colonize continuously damp materials such as damp wallboard and fabrics. *Penicillium* is commonly found in house dust, on water-damaged wallpaper, behind paint and in decaying fabrics.

Aspergillus is a common Type I & III allergen. There are more than 160 different species of *Aspergillus*, sixteen of which have been documented as etiological agents of human disease but rarely occur in individuals with normally functioning immune systems.

Penicillium species are common contaminants on various substances. This organism causes food spoilage, colonizes leather objects and is typically an indicator organism of damp indoor conditions. Some species are known to produce mycotoxins.

The health of occupants may be adversely affected in an environment that has an amplification of *Penicillium*.

This fungal species is usually identified in source reservoirs such as chronically wet building components. *Penicillium* is typically one of the first fungal species to grow on moisture-compromised materials. *Penicillium* is characterized by rapidly growing colonies having conidial structures resembling brushes. It commonly produces a strong musty odor.

Unknown Dematiaceous spores

All other non-distinctive unidentifiable dark colored spores seen on a sample are placed into this category. The common factor among the *dematiaceous fungi* is the presence of melanin pigments in the cell walls and spores.

The *dematiaceous fungi* are found throughout the world in soil and decaying vegetation but appear to be especially common in tropical and subtropical regions.

Dematiaceous fungi have melanin-like pigments in the cell walls and can cause a variety of infections in humans known as phaeohyphomycosis (phaeo is Greek for "dark") or chromomycosis. The most severe of the phaeohyphomycoses are infections of the central nervous system (CNS).

ALLERGENS

Allergens are any substance that can trigger an inappropriate immune response or can cause an allergic reaction in susceptible people.

There are four (4) types of hypersensitivity responses:

Type I: Anaphylactic, allergic

Type II: Cytotoxic

Type III: Immune Complex Induced

Type IV: Cell Mediated

****References:**

Bioaerosols: Assessment and Control; ACGIH, 1999, Chapter 17.

Bioaerosols: Assessment and Control; ACGIH, 1999, Chapter 19.

Burge, 1986, Butcher *et al.*, 1987, Davis *et al.*, 1988, Hasnain *et al.*, 1985, Lehrer *et al.*, 1986, Santilli *et al.*, 1985

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Environmental Microbiology; Academic Press, 2000, Chapter 2.3.

The Fungi, 2nd Edition; Academic Press, 2001.

Atlas of Moulds in Europe causing respiratory Allergy; Foundation for Allergy Research in Europe; Edited by Knud Wilken-Jensen and Suzanne Gravesen; ASK Publishing, Denmark, 1984.

Manual of Medical Mycology; John Thorne Crissy, Heidi Lang, Lawrence Charles Parish; Blackwell Sciences, Cambridge, Massachusetts, 1995



PHOTOGRAPH LOG

North Yarmouth Community Center
(Former North Yarmouth Memorial School)
North Yarmouth, Maine



Mold Air Sample (A-1) outdoor control location.



Mold Air Sample (A-2) in corridor near Room #3.



Mold Air Sample (A-3) in corridor near Room #11



Mold Air Sample (A-4) in corridor near Multi Purpose Room.



Mold Air Sample (A-5) in corridor near Room #14.



Mold Air Sample (A-6) in Room #26.



PHOTOGRAPH LOG

North Yarmouth Community Center
(Former North Yarmouth Memorial School)
North Yarmouth, Maine



Mold Air Sample (A-7) in corridor near Room #19.



Mold Air Sample (A-8) in corridor near Room #22.



Mold Air Sample (A-9) in Weight Room.



Water damaged drywall above drop ceiling area.



Stained ceiling were observed throughout building.



Lower drywall damage from previous water incident in Storage Room.



PHOTOGRAPH LOG

North Yarmouth Community Center
(Former North Yarmouth Memorial School)
North Yarmouth, Maine



Visible mold growth in Storage Room lower wall.



Stained ceiling were observed throughout building.



Stained ceiling were observed throughout building.



Water damage to lower drywall around entry doorways.



Stained ceiling were observed throughout building.



Water damaged drywall above drop ceiling area.



PHOTOGRAPH LOG

North Yarmouth Community Center
(Former North Yarmouth Memorial School)
North Yarmouth, Maine



Stained ceiling were observed throughout building.



Evidence of animal/rodent activity. Feces were observed above drop ceiling areas.



Water damage to lower drywall around entry doorways.



Damaged ventilation grate is easy access to wall cavity for small rodents.



PHOTOGRAPH LOG

North Yarmouth Community Center
(Former North Yarmouth Memorial School)
North Yarmouth, Maine



Shingled roofing areas are in need of replacement.



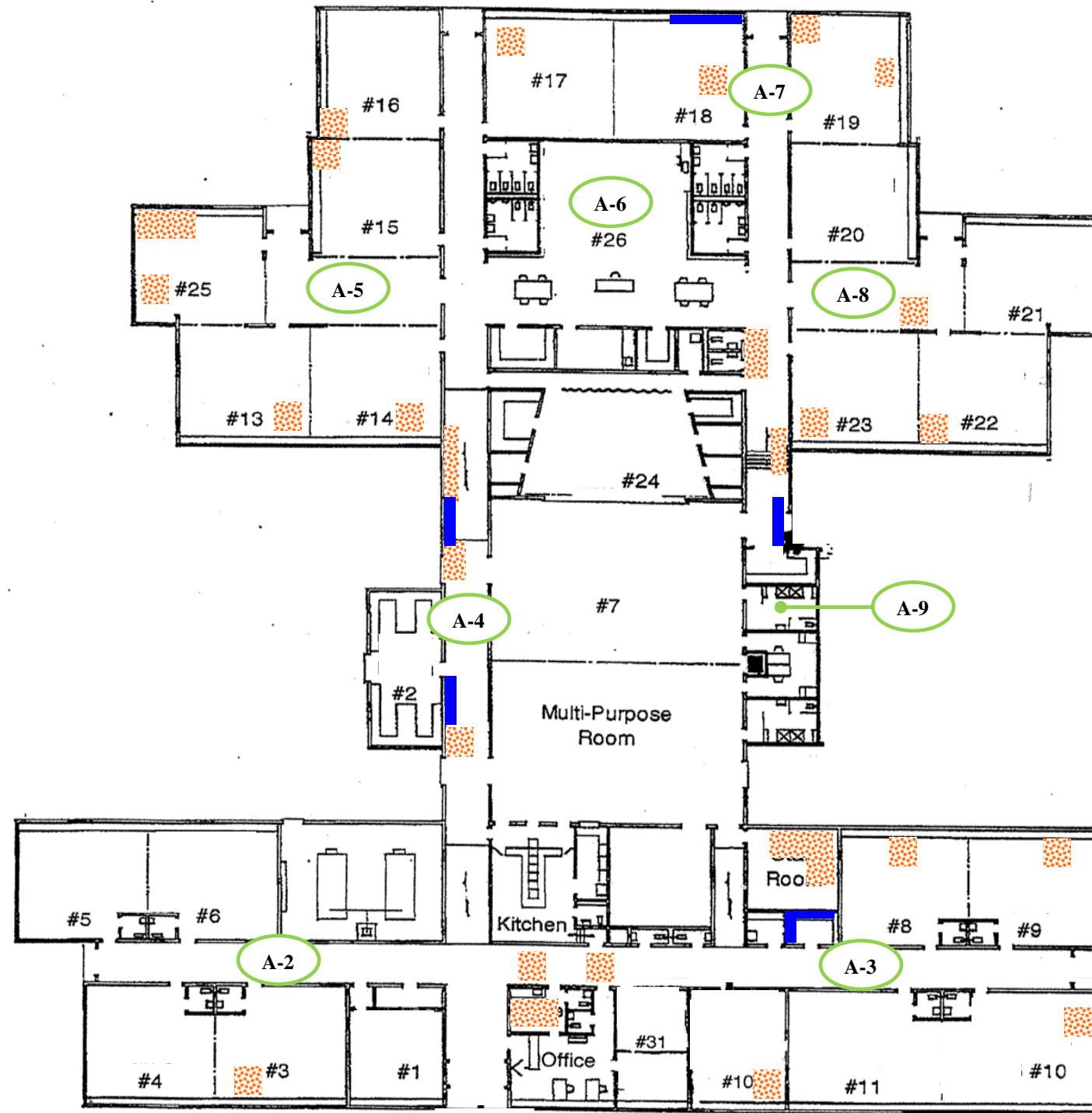
Damaged siding materials were observed in multiple locations on building exterior.



Damaged siding materials were observed in multiple locations on building exterior.

INDOOR AIR QUALITY – MOLD ASSESSMENT

Former North Yarmouth Memorial School



KEY:

- A- MOLD AIR SAMPLE LOCATIONS
- WATER STAINED CEILING TILES
- WATER DAMAGED DRYWALL

A-1 Outdoor Control Sample



NORTHEAST TEST CONSULTANTS

NTC JOB # 16580-2018

DRAWING DATE: 4 - 6 - 2018

JMB

DRAWING NOT TO SCALE