

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, May 16, 2017  
7:00PM - Town Office Meeting Room**

**I. Call to Order**

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

- May 2, 2017

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

Comments regarding issues, concerns, commendations or matters of general public information are welcome. Individuals shall have two (2) 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

**V. Old Business**

None.

**VI. New Business**

- Repurchase of Tax Acquired Property

**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. Executive Session - Personnel Matter**

**X. Adjournment**

**REMINDERS TO THE ATTENDING PUBLIC:** Please shut off all cell phones; 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  
May 2, 2017**

**I. Call to Order**

Members Present: Jeanne Chadbourne, Peter Lacy, Paul Napolitano, Anne Graham and Alex Carr. Town Manager Rosemary Roy was also present.

**II. Minutes of Previous Meetings**

Selectperson Carr moved to accept the minutes of March 21, 2017, March 28, 2017, April 8, 2017, & April 18, 2017. Selectperson Lacy seconded the motion. Discussion: None. **Vote: 5-Yes 0-No**

**III. Public Comment – Non-Agenda Items**

Steve Palmer, Mountfort Road asked to clarify May 17, 2017, 10am Living Well meeting being sponsored as an open forum with two representatives from the WCBD Committee for residents who have not been able to attend previous evening meetings for various reasons. No new info will be presented. Transportation is provided if needed.

**IV. Management Reports & Communications**

The Town Manager provided the Board with a brief summary of her report which contained recent town and departmental activities. Town Manager Roy announced Earle Edwards' retirement. Earle was thanked for his dedication for 16 yrs.

**V. Old Business**

None.

**VI. New Business**

Appointments - Robert Davis from alternate to a permanent member of the Zoning Board of Appeals; Audrey Lones and Town Manager Roy as representatives to GPCOG for FY18. Selectperson Carr motioned to approve appointments as presented, seconded by Selectperson Graham. Discussion: None. **Vote: 5- Yes 0-No.**

MSAD 51 Budget Warrant FY18 - Selectperson Graham moved to sign the MSAD 51 Budget Validation warrant, 2<sup>nd</sup> by Selectperson Lacy. Discussion: None. **Vote: 5- Yes 0- No**

Municipal Clerks Week Resolution - Selectperson Carr moved to approve the Municipal Clerks Resolution. Selectperson Napolitano seconded the motion. Discussion: None. **Vote: 5-Yes 0-No**

**VII. Accounts Payable – Review & Approval**

Selectperson Carr moved to approve Warrants 50 & 52 in the amount of \$79,833.37. Selectperson Lacy seconded the motion. Discussion: Selectperson Napolitano will abstain due to check in warrant payable to his wife's corporation. **Vote: 4-Yes 0-No 1 Abstention (Selectperson Napolitano)**

**VIII. Any Other Business**

Selectperson Carr stated Parks and Recreation Departments would like an update on the use of Sharp's Field by Lacrosse and Baseball Field @ NYMS on the upkeep of fields for Parks and Recreation future planning.

Selectperson Graham noted clarification on the use access to snowmobile trails. Selectperson Carr clarified it is for approved activities.

Selectperson Carr moved to go into Executive Session, seconded by Vice Chair Lacy. **Vote: 4 yes 1 No (Selectperson Napolitano)**

**IX. Executive Session – Poverty Abatement**

Selectperson Carr moved that the Select Board enter into executive session to deliberate on an abatement request pursuant to Title 36 MRSA subsection 841 (2) Abatement Procedures. Selectperson Lacy seconded the motion. Discussion: None. Vote: 5-Yes 0-No

The Select Board came out of Executive Session at 8:00 pm.

**Action:** Selectperson Carr moved to attach a reason to the decision made on April 18, 2017, in regards to the poverty abatement. The applicant has not shown that he does not have the realistic capacity to pay his taxes and that we direct the Town Manager to advise the applicant that he has 60 days to appeal. Selectperson Lacy seconded the motion. Discussion: None. **Vote: 3-Yes 0-No 2-Abstained (Selectpersons Graham and Napolitano)**

**X. Adjournment**

Selectperson Carr moved to adjourn.

**Select Board**

\_\_\_\_\_  
Jeanne Chadbourne, Chairperson

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Peter Lacy, Vice Chairperson

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

\_\_\_\_\_  
Alex Carr

\_\_\_\_\_  
Paul Napolitano

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.

**Wescustogo Hall** - Included with this report is a written update from Barrett Made.

**ACO** - I anticipate receiving this week a proposal for shared services from the town of Yarmouth for part-time services.

**Other** - Other work involved preparations for the upcoming Summit, Wescutogo Hall fundraising strategies and other pertinent committee projects.

Due to illness tasks were handled on an as needed basis.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager



MAY 12, 2017

NORTH YARMOUTH SELECT BOARD

PREPARED BY | MATT AHLBERG, RA | DIRECTOR OF DESIGN SERVICES | BARRETT MADE

**SUMMARY:**

PROJECT PROGRESS IS CURRENTLY TRACKING ACCORDING TO THE INITIAL PROJECT SCHEDULES WITH THE FOLLOWING SCHEDULED MILESTONE DATES THROUGH JUNE (NOT INCLUDING 2 ADDITIONAL SCHEDULED WESCUSTOGO BUILDING AND DESIGN COMMITTEE MEETINGS):

MAY 26TH 100% DESIGN DEVELOPMENT DOCUMENT DEADLINE

MAY 29TH COMMENCE PROJECT COST EXERCISE

JUNE 20TH PRESENTATION TO THE SELECT BOARD

JUNE 27TH SELECT BOARD WORKSHOP

**STRUCTURAL ENGINEERING:**

MEMBER SIZING AND LAYOUT HAS BEEN COORDINATED WITH THE ARCHITECTURAL DRAWINGS. SELECTION OF THE PRIMARY STRUCTURAL SYSTEM HAS BEEN WEIGHED AGAINST BOTH MINIMIZING COST AND PROVIDING GENEROUS INTERIOR VOLUMES PER THE INITIAL PLANNING. STRUCTURAL REINFORCING AT THE EXISTING GYM HAS BEEN DETERMINED AND IS MINIMAL BASED ON FAVORABLE EXISTING CONDITIONS AS DETERMINED BY THE ENGINEERING TEAM.

**SITE ENGINEERING:**

SITE ENGINEERING IS NEARLY COMPLETE AND HAS BEEN DESIGNED TO ACCOMMODATE FEEDBACK FROM PREVIOUS COMMITTEE MEETINGS WITH REGARD TO PARKING LAYOUT AND EXTENT OF SITE PAVING FOR EASE OF SNOW REMOVAL AND ACCESS. GRADING HAS BEEN SLIGHTLY REVISED TO IMPROVE SITE DRAINAGE AND PREVENT ISSUES RELATED TO MOISTURE INFILTRATION.

**MECHANICAL/ELECTRICAL/PLUMBING/SOLAR ENGINEERING:**

PROJECT ENGINEERING TEAM HAS NARROWED MAJOR MECHANICAL SYSTEM OPTIONS TO A FEW BEING CONSIDERED WITH RESPECT TO COST, WARRANTY AND PERFORMANCE. PHOTO-VOLTAIC SYSTEM HAS BEEN PROPOSED AND IT HAS BEEN RECOMMENDED BY REVISION ENERGY THAT THE TOWN EXERCISE THE OPTION OF A 'POWER PURCHASE AGREEMENT' TO ELIMINATE THE COST OF INITIALLY INSTALLING THE SYSTEM. IF THIS PATH TO OWNERSHIP IS CHOSEN THE TOWN WOULD HAVE THE OPTION TO PURCHASE THE SYSTEM AFTER A 7 YEAR PERIOD AT A SUBSTANTIALLY REDUCED PRICE. SYSTEM DESIGNED AT THIS TIME WILL LIKELY PRODUCE MORE ENERGY THAN THE COMMUNITY CENTER/WESCUSTOGO WILL CONSUME AND THIS EXCESS COULD BE USED TO OFFSET THE ENERGY COST OF OTHER EXISTING OR FUTURE MUNICIPAL STRUCTURES. BASED ON FEEDBACK FROM THE COMMITTEE AS WELL AS RECOMMENDATIONS FROM THE ENGINEERING TEAM, THE KITCHEN WILL FUNCTION AS A WARMING KITCHEN TO MITIGATE COST AND CODE REQUIREMENTS THAT WOULD OTHERWISE REQUIRE A COMMERCIAL VENT HOOD SYSTEM. ALONG WITH MITIGATING PROJECT COST THIS WILL ALSO PROVIDE THE MOST FLEXIBILITY WITH REGARD TO ACCOMMODATING A VARIETY OF EVENT TYPES.

**ARCHITECTURAL AND GENERAL PROGRESS NOTES:**

CONTINUED COORDINATION BETWEEN THE ARCHITECTURAL AND ENGINEERING TEAMS IS ONGOING AS WE APPROACH THE 100% DESIGN DEVELOPMENT DEADLINE. FINISH, WINDOW AND DOOR SELECTIONS ARE BEING MADE TO PROVIDE PLACEHOLDERS FOR PRICING. MATERIAL AND FINISH SELECTIONS HAVE BEEN MADE WITH AN EMPHASIS ON QUALITY AND LOW LIFE CYCLE COST. BARRETT MADE IS CONTINUING TO WORK WITH CONSULTANTS TO ANSWER QUESTIONS RELATED TO EXISTING SYSTEM COMPONENTS PRIOR TO COMMENCING THE 100% DD PRICING EXERCISE.

**EXECUTIVE SESSION**

**Permitted Deliberations - Personnel Matters**

**MOTION:**

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

*Note: All other parties to be included in the session should be noted in the motion.*