

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, June 5, 2018
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Minutes of Previous Meeting(s)

- May 15, 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

V. Old Business

- Wescustogo Hall & NY Community Center - Acceptance of Donation

VI. New Business

- Living Well in North Yarmouth - Letter of Support
- Paving Bid - Results/Award
- Vehicle Bid - Results/Award
- Keep NY Warm Policy Review

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 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 May 15, 2018**

Call to Order

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

Public Hearing

Vice Chairperson Chadbourne moved to enter into public hearing for the Wescustogo Hall & North Yarmouth Community Center Bond Referendum. Selectperson Graham seconded the motion. Discussion: none. **Vote 3 Yes – 0 No - 1 Absent.**

Steve Palmer of Mountfort Road is not in favor of the current plan for Wescustogo. He feels that past boards have let the town down. The Historical Society will have no storage in the new building and the Fire Department will loose needed training space.

Paul Napolitano of Mountfort Road voiced concern over the time of the Public Hearing. He believes that the citizens of North Yarmouth cannot afford the proposed building.

Clark Whittier of Walnut Hill Road is in agreement with the plan for Wescustogo, thinks that people need to be more involved in the school budget if there are monetary concerns.

Jim Moulton of Mill Road is not in favor based on the cost to the town. Believes that it was irresponsible of the town to get down to zero debt service and not put any money away for future projects.

Katie Murphy of Mountfort Road is leaning towards voting against the project due to the fact that information is not easily accessible and based on the assessment performed the building is an asset to the town and should be renovated not demolished.

Ginny Van Dyke of Delwin Drive doesn't think that the new facility will be large enough to house all of the activities that are currently ongoing at the school. Would like to better understand what the objection is to moving the Town Offices to the new space.

Rob Wood of Millikan Road believes that if the vote fails it will be an opportunity to re-evaluate and come up with a better facility to meet more of the towns needs.

Steve Palmer of Mountfort Road believes that the town could use its new Economic Development Consultant as well as the Bulding Assessments and come up with a better more inclusive plan.

Vice Chairperson Chadbourne moved to close the public hearing for the Wescustogo Hall & North Yarmouth Community Center Bond Referendum. Selectperson Graham seconded the motion. Discussion: none. **Vote 3 Yes – 0 No - 1 Absent.**

Minutes of Previous Meeting(s)

Vice Chairperson Chadbourne moved to approve the Select Board Meeting Minutes of May 1, 2018. Selectperson Graham seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No - 1 Absent.**

Selectperson Graham moved to approve the Select Board Meeting Minutes of May 9, 2018. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Public Comment - Non-Agenda Items

Darla Hamlin of New Gloucester Road thanked Jeanne Chadbourne for her donation of \$5000 to the Wescustogo Building and Design Committee in the memory Francis Barter.

Management Reports & Communications:

Town Manager's Report:

Highlights:

- The Wescustogo Forums were well attended and informative.
- The MSAD51 meeting will be held Thursday at 7:00pm.

The Select Board received Bi-monthly Reports prepared by each Department Head.

Old Business

Wescustogo Hall & NY Community Center - Liaison Update: March 10th & 14th forums were held, they were well attended and informative to members of the community. The WBDC will not meet again until after the June vote.

New Business

Selectperson Graham would like to cancel Keeping It Simple May 26th. The Select Board agreed to this cancellation.

Chairperson Speirs would like to write a letter to the editor of the Forecaster to be published before the June vote on Wescustogo Hall. The Select Board agreed that a letter would be beneficial. Chairperson Speirs will draft and send to the Select Board Members for review.

Accounts Payable – Review & Approval

Chairperson Speirs moved to accept the accounts payable Warrants 45 & 46 in the amount of \$650,117.37. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No.**

Executive Session

Chairperson Speirs moved 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. Selectperson Chadbourne seconded the motion. Discussion: None. **Vote: 4 Yes – 0 No.**

The Select Board came out of Executive Session at 8:40 PM. No action was taken.

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.

Wescustogo Hall Project - The resident input from the May forum is included with this report.

Newsletter - The next newsletter will be out this week my sincere thanks to our committee volunteers and town staff for its production.

Summit - Once again I believe the Summit was a great success and some very valuable information was gathered. After the conclusion of the summit, Vanessa and I talked about the possibility of getting committee groups and the general public together to further focus on specific ideas, objectives, etc.

Fire Rescue Department - I want to commend the department for the noble and dignified service for former member Dick Brobst. The NY Fire Rescue Department is one the entire town should be proud of. Secondly, I want to recognize our three-year live-in student Phyllis Mazzaglia. She has completed two associates degrees while with us in both Fire Science and Criminal Justice which is an amazing feat for 3 years of work. Typically it takes the average student 2 years, some even 3 for an associate's degree. She has done a great job ensuring our ambulance is adequately stocked, EMS supplies are kept at suitable levels, responding to calls, and has been a vital member of the team. Although she is leaving the live-in program, she will be remaining in the department as a per diem member. We are excited she will be staying with us in her new role. She is an extremely valuable member but will be missed as a regular resident at the station.

Public Works Department - Congratulations goes out to David Whitter who on May 16, 2018, received his certificate in Supervisory Leadership. David has been with the town almost four years and has stepped into Clark's "shoes" during vacations and illness. Clark and I are very proud of David's accomplishments in this area of his position with the Town.

EDSC & CPC - I attend both of these committee meetings, and they continue to progress forward on their tasks for providing the community with a plan for future growth and stability. However, we do say goodbye (for now) to one volunteer who served on both of these committees as his work and family obligations are mounting, and he no longer feels he can appropriately dedicate time to these committees. Patrick Gilligan informed me on May 31st (effective immediately) he has resigned from his positions. I appreciate all Patrick has done for the town and sincerely thank him for everything.

GPCOG Summit - I attended the GPCOG Summit on May 30th and wanted to share that Dick Brobst received an honorable mention for his 10+ years of service on GPCOG's Executive Committee and many other services.

Living Well - Living Well is venturing out on yet another new idea/endeavor, one I am personally grateful for, in that they are going to try a new technique in Volunteer recruiting. I believe they are planning to launch this on June 12th at the election. I would also like to say thank to Rod Duckworth who recently resigned from the committee due to personal obligations. Rob's participation on this committee and the first year of the Wescustogo Design & Building Committee is commendable, and I want to thank him for his service.

Central Maine Power - Update: I recently spoke to a representative Connie Demer regarding the possible expansion of the power line corridor, and CMP has decided not to widen but is still working with residents in the placement of a substation in the area near the Wild Turkey subdivision. If residents have questions, I encourage them to contact me, and I will assist them with their questions or concerns.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

Wescustogo Building & Design Committee - May Forum - Residential Input

- **What do you want to be able to do at the new Wescustogo Hall & NY Community Center?**
 - All of the activities that are currently going on as well as a nice playground
 - Ice skating rink
 - Dog training programs
 - Carpeted flooring
 - Exercise classes/yoga
 - Farmers Markets
 - Art, quilting, craft & gardening classes
 - Craft fairs
 - Fenced in area for dogs outside
 - Community gardens
 - Picnic Tables
 - Town potluck dinners
 - Historical society Christmas
 - Dances
 - Dog walking trails (groomed in winter)
 - Consolidation of all town activities, including town hall

- **What would you like to see shared, showcased or displayed (on the wall or in cases) in the new Wescustogo Hall & NY Community Center?**
 - No naming of any part of the facility
 - Map with names of residents on each road (who lives here?)
 - Historical artifacts
 - Feature accomplishments of citizens
 - Spotlighting local businesses
 - Photos of plays and performing arts of NY residents and students
 - Local artists work (including emerging HS artists)
 - Old stage curtain from W.G. reproduced or in a mural form
 - Detailed map of NY trail system
 - Historical society's records – photos & artifacts
 - History of NY and surrounding areas
 - NYHS archives
 - Space for community notices
 - No naming of the community center – business or people if they contribute
 - Mural or digital slideshow of history of community members
 - Historical committee displays
 - Wescustogo history display

- **How could this new facility best support or contribute to the values and priorities of our community? Of your family?**
 - Family and community activities
 - Pride in community
 - Have great stuff for all ages to recreate positivity

Wescustogo Building & Design Committee - May Forum - Residential Input

- Elders center
 - Family center
 - Gathering for community members
 - Availability for people of the town to use the facility
 - Bulletin board for “wishes” every season
 - Provide low or no cost services/activities
 - Community suppers or bake-off
 - Friendly sports competitions
 - Bulletin board for local heroes or ideas shared by community members
 - Friday or Saturday night activities
 - New mom group
 - Gun range
- **Questions you would like to have answered tonight.**
- Why couldn't the town office be moved to the front of NYMS?
 - Is there any way to save the north part of NYMS?
 - Would an affirmative vote end the Wescustogo Associations obligation?
 - If all of NY eligible voters showed up for a town meeting would they fit in the new grange hall?

**June 5, 2018 - Select Board
Acceptance of Donations**

Revenue Detail Report

Department(s): 400

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits
400 - SPECIAL FUNDS					
		4952 - WECUSTOGO HALL BUILDNG FUND	0.00	0.00	5000.00
		Final Total:	0.00	0.00	5,000.00

Recommended Motion:

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

The Wecustogo Hall Building Fund for a total amount of 5,000.00

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TOWN OF NORTH YARMOUTH

The Town Where Others Began.

June 5, 2018

AARP - Living Well in North Yarmouth

The North Yarmouth Select Board is pleased to express its support of the Living Well in North Yarmouth committee, and its age-friendly community plan setting goals and accomplishments for North Yarmouth's age-friendly community.

North Yarmouth has a long history of residents coming together to build our community. In the years to come, they will find ways to keep our older residents actively engaged in the community, participating in the recreational and social opportunities that they enjoy; and thriving in the home of their choice. The Select Board looks forward to continuing to work with the Living Well in North Yarmouth committee, other organizations, and with town residents to make North Yarmouth one of the age friendliest towns in Maine!

The Select Board and the Living Well committee recognize the invaluable contribution that our older residents make to the community and provides a forward-thinking approach to enhancing opportunities and addressing the changing needs of North Yarmouth's residents. Promoting good health and well-being and offer possibilities for residents of all ages to maintain social connectivity, local recreational events, and remain active in community life.

We are confident that the Living Well in North Yarmouth committee will continue to enhance and inspire the well-being of North Yarmouth's residents of all ages and provide guidance for effective planning, partnership development, and community participation.

Respectfully,

The North Yarmouth Select Board

Jennifer Speirs, Chairperson

Jeanne Chadbourne, Vice Chair

Anne Graham

Steve Morrison

Town of North Yarmouth
FY2019 PAVING BID RESULTS

STANDARD PAVING BIDS RECEIVED:		CROOKER CONST.		ALL STATES		SHAW BROS.	
ROADWAYS	Tons	Price	Total	Price	Total	Price	Total
Wescustogo Road	172	72.75	\$ 12,513.00	77.91	\$ 13,400.52	106.00	\$ 18,232.00
Thunder Road	410	74.00	\$ 30,340.00	78.44	\$ 32,160.40	75.00	\$ 30,750.00
Royal Road	970	72.75	\$ 70,567.50	77.91	\$ 75,572.70	84.00	\$ 81,480.00
TOTALS:			\$ 113,420.50		\$ 121,133.62		\$ 130,462.00

CHIP SEAL BIDS RECEIVED: ALL STATES ASPHALT

Note: There is only one vendor in the upper New England area that performs chip seal paving.

ROADWAY	Tons	Price	Total
Mountford Road	1120	\$ 59.07	\$ 66,158.40
TOTAL:			\$ 66,158.40

TOTAL PAVING FY19:	\$ 179,578.90
Budget Estimate:	\$ 177,839.00
	\$ (1,739.90)

New Roadway Reserve: \$180,700

RECOMMENDATION: The Public Works Director and Town Manager recommend: Crooker Construction for standard paving and All States Asphalt for chip sealing.



TOWN OF NORTH YARMOUTH Request for Proposals

The Town of North Yarmouth is seeking proposals for paving projects for the 2018 season. All bids must be submitted to Rosemary E. Roy, Town Manager, Town of North Yarmouth, 10 Village Square Drive, North Yarmouth, ME 04097 in a sealed envelope clearly marked "**2018 Paving Bid**". The enclosed bid form must be used, and proposals must include contractor's name, address, phone(s), contact person, proof of adequate insurance, as well as a price per project area. All work shall be in conformance with all applicable Local, State, and Federal laws, ordinances, rules, and regulations.

All inquiries should be directed to Clark Baston, Public Works Director/Road Commissioner at 207-829-3274 or nypwd@northyarmouth.org. Proposals must be received by no later than **1:30pm, Thursday, May 24, 2018**, at which time they will be opened and read publicly. The Select Board will consider proposals on Tuesday, **June 5, 2018**, at their regularly scheduled business meeting. Any bid received after date and time of opening will be rejected.

I. General Conditions and Requirements

- A. **Acceptance Period** - The municipality shall have up to a maximum of 30 days from date of bid opening to accept an offer.
- B. **Notice of Acceptance** - The Contractor will be notified in writing by the municipality of the acceptance of its offer in whole, or in part, within five (5) business days of when it has been accepted. Failure to comply with this notice requirement shall constitute a breach of the Contract. An offer cannot be accepted verbally.
- C. **Rejection of Offers** - The municipality reserves the right to reject any or all proposals whenever such rejection is in their best interest. The municipality reserves the right to reject the proposal of a Contractor who has previously failed to perform properly or to complete on time contracts of a similar nature. The municipality also reserves the right to reject a proposal from a Contractor if an investigation shows that the Contractor is not in a position to perform the Contract. Failure to provide requested information at the time that the bid is submitted may result in the bid being rejected.
- D. **Informalities** - The municipality has the right to waive any informality as it deems necessary. The municipality shall retain the right to determine what constitutes informality. The municipality in their decision may consider if other contractors are placed at a disadvantage by the decision. In all cases, the decision by the municipality shall be final.
- E. **Pre-inspection** - Each Contractor, shall become completely familiar with the required work before submitting an offer and shall rely on his own investigation. The Public Works Director will be available to have the site(s) proposed for paving inspected. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of pre-inspection of a site.
- F. **Project Dates** - All roads will be ready for commencement of contract on **July 15, 2018**, all work is to be completed by no later than **September 15, 2018**.
- G. **Sub-contractors** - The Contractor shall provide in the proposal any subcontractor(s) company information as well as the area or work they will be completing.

- H. Right to Change or Additional Work - The municipality reserves the right to submit change orders in writing to the Contractor. In that event, the municipality will negotiate with the Contractor to determine the new costs.
- I. Permits/Fees - Contractor is responsible for all fees and permits required for work.
- J. Clean-up - At the completion of paving, each site shall be left in a neat and clean condition, subject to the approval of the Public Works Director.
- K. Insurance - The Contractor shall have and maintain liability insurance that is in force until the work is completed and accepted by the municipality. The Contractor shall furnish to the municipality a certificate of insurance which names the Town of North Yarmouth as an additional insured in an amount no less than \$1,000,000 for each company within two (2) weeks of notice to the Contractor of the acceptance of its offer. The failure to provide this certificate will constitute a breach of the Contract, and may in the discretion of the municipality; result in termination of the Contract. The Contractor shall furnish to the municipality a copy of an insurance policy within one month of notice to the Contractor of the acceptance of its offer.
- L. Warranties - The Contractor guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same will be free from defects or flaws. This warranty shall be for a period of one year from the date of completion.
- M. Weight Slips / Quantities - Copy of each delivery truck weight slips, shall be given to the Public Works Director at the end of each shift. All quantities of tack coat shall be reported to the Public Works Director at the end of each shift. Any and all notebooks, maps, plans, working papers or other work produced in the performance of this contract are the property of the municipality.
- N. Indemnification - To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the municipality, and their agents, and employees against all claims, damages, losses, and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the municipality.
- O. Payment - The municipality shall make payment in full following the completion, inspection, and acceptance. The Unit Price Per Ton/Per Sq. Yd. shall include surface preparation, mobilization, hauling and placing material, and traffic control, and final cleanup.

II. Description of Course

- A. All work shall be constructed as outlined in this contract and as directed by the Public Works Director.

III. Project Locations/Descriptions

- A. Wescustogo Road - Approximately 2,000 x 14', 1 depth, 172 tons, 9.5 MM
 1. Pave from intersection of Route 231 approximately 2000 feet to end; there is a 100x12' area half way where the road widens, this is included and requires two butt joints one on each end; tac coat required.
- B. Thunder Road - Approximately 1,330' x 20', depth 2.5, 410 tons, 12.5 MM
 1. Pave from intersection of Route 231 approximately 1330 feet to end; currently a gravel road.
- C. Royal Road - Approximately 7,150 x 22', depth 1, 970 tons, 9.5 MM

1. Pave from intersection of Route 9 approximately 7,158 feet to Pownal town line; this will require two butt joints, one at each end; all gravel driveways are to be flared out, paved drives tapered to match; tac coat required.

E. Tack Coating - All HMA work shall be tack coated on all lifts at .025 gallons per sq. yd.

IV. General Equipment Requirements

- A. All Hauling Equipment used on the project will meet the requirements of the most recent edition of MDOT Supplemental Specifications, section 401.08.
- B. All Pavers used on the project will meet the requirements of the most recent edition of the MDOT Supplemental Specifications, section 401.09.
- C. All Rollers used on the project will meet the requirements of the most recent edition of the MDOT Supplemental, section 401.10. There shall be 3 rollers: 2 steel drum, 1 rubber tire for shim work.

V. HMA Plant Requirements

- A. Batch and Drum Plants used to produce a mix for this project shall meet the requirements of the most recent edition of the MDOT Supplemental Specifications, section 401.07.
- B. The automation of batching shall meet the requirements of the most recent edition of the MDOT Supplemental Specifications, section 401.072.
- C. At automatic mixing plants, automatic tickets shall be printed, which meet MDOT supplemental Specifications, section 401.073.

VI. Materials

A. Paving

1. The Hot Mix Asphalt shall be composed of a mixture of aggregate and bituminous material. The aggregate fractions shall be sized, uniformly graded, and combined in accordance with the submitted designs.
2. The Contractor shall submit, for the municipal representative's approval, a current job mix formula (JMF). For a Superpave design, a current MDOT-approved Superpave JMF shall be submitted. If an alternate design similar to the previous MDOT designs for B, C, or D mixes is desired, the contractor shall submit a previously MDOT-approved JMFs conforming to the MDOT Standard Specifications, Revisions of April 1995. The JMFs shall be reviewed and approved by the Public Works Director or an independent testing agency prior to submittal. All JMFs will be required to accompany the bid form.
3. The job mix formula shall state the source, graduation, and percentage of each fraction of the aggregate and filler if required. It shall state the name of the refiner and the supplier of the particular bituminous material to be used and the plant location.

VII. Construction

A. Paving

1. All driveway entrances shall be ground prior to placement, and a butt joint will be utilized to match with any existing pavement. The Public Works Director shall evaluate any driveway that is lower than the street, and corrective action shall be determined to prevent surface water from entering the

driveway. For drives, sidewalks, islands, and incidental handwork off the traveled way, commercial "D" mix may be used.

2. Contractor shall place reflective delineator posts, spaced a minimum of every 100' apart, in areas where shoulder drop is 2 inches or more from the pavement surface. Contractor shall place reflective center markers, spaced a minimum of every 100' apart.
3. The construction of hot mix asphalt shall be carried on only when the surface on which the material is to be placed is dry, and when the atmospheric temperature is above 45° F and rising.
4. All existing paved surfaces to be newly paved shall be thoroughly cleaned, dry, and tack coated prior to placement at a minimum rate of .02 gal/sq. yd. In addition, any manholes or catch basins will be adjusted at the direction of the municipal representative. All paving operations shall cease when the surface to repave is wet.
5. The contractor will provide all traffic control and all traffic control devices, and setups shall conform to the latest edition of Part VI of the Manual on Uniform Traffic Control Devices (MUTCD).
6. The cross-slope of the final paved surface shall be as close to 1/4" drop per foot of lane width as possible except in super-elevated areas.
7. Surface tolerances shall be checked according to MDOT Supplemental Specifications, sections 401.101.
8. All mixing, spreading, finishing, compacting and constructing joints shall meet MDOT Supplemental Specifications, sections 401.14, 401.15, 401.16, 401.17 respectively.

VIII. Testing

A. All materials and every detail of work will be subject to inspection by the Public Works Director or her/his designated third party. The Public Works Director shall be allowed access to all parts of the work. The Public Works Director shall also have the right to inspect and test, at the municipality's expense, by the following methods:

1. Pavement Samples

- a) Core samples for density testing may be taken in accordance with AASHTO procedures every 1,000 tons.
- b) Samples of the Hot Mix Asphalt may be taken in accordance with AASHTO procedures every 1,000 tons to check for Asphalt Content, Gradation, and Theoretical Maximum Density.
- c) All test results will be required to be within the allowable tolerances given in Section 400 of the most recent edition of the MDOT Supplemental Specifications.
- d) Upon demand from the municipal representative, the Contractor must supply a ten-foot straightedge. The surface, when tested, shall be in accordance with Section 401.20 of the most recent edition of the MDOT Supplemental Specifications.

2. Acceptance

- a) If the Public Works Director requests it, the Contractor shall remove portions of the finished work as may be directed. After examination, the Contractor shall restore the removed areas of the work to the standards of the specifications. If in the judgment of the Public Works Director the exposed work proves to be acceptable, the removing and replacing of the covering or making good the parts removed will be paid for as extra work. Should the work exposed prove to be unacceptable in the judgment of the Public Works Director, the removing and the replacing of the material will be at the Contractor's expense.

- b) Any work done without supervision or inspection by an authorized Public Works Director may be ordered removed and replaced at the Contractor's expense unless the Public Works Director failed to inspect after having been given reasonable notice that work was to be performed.

VIII. Escalator Clause

- A. Contractor's quoted prices shall be equitably adjusted on a periodic basis to reflect any increase, decrease in the price of liquid asphalt since the date of the quote, or bid. (Asphalt Weekly Monitor / Avg. New England Selling Price) per MDOT.
- B. Contractors may submit a bid with a price and escalator. All bids must conform to the original packet, but if a contractor wants to propose a price with an escalator provision, that is acceptable. The language for an escalation clause is as follows:
- C. The adjustment to price will be the percentage increase or decrease of liquid asphalt compared to the "base price" for the "base period." A bid using an escalator must include:
1. Paving - Base Price (per ton) and Base Period Date.
 2. The municipality will use the table found on the MDOT website.
- D. The difference in price from the Base Period compared to the actual paving date will be adjusted accordingly. (Example, if the price of liquid asphalt was \$450 on the date for the Base Period, but \$500 on the date of paving the percent change is 11.1%. If the base price per municipality was \$50 dollars of which 6.2% is liquid asphalt or \$3.10 per ton increase)
- E. For clarification, contractors may not bid North Yarmouth paving with the escalator only. There must be a fixed price bid, and if the contractor chooses, a bid based upon an escalator is allowed.



**TOWN OF NORTH YARMOUTH
Paving Proposal**

Company: _____

Primary Contact: _____ Primary Phone: _____

E-Mail Address: _____

Address: _____

Roadways	Est. Tons	Unit Price	Est. Total Cost
Wescustogo Road	172		\$
Thunder Road	410		\$
Royal Road	970		\$
			\$
Total Estimated Cost:			\$

Company Representative

Please Print Name

Signature

____/____/____
Date

2018 VEHICLE BID RESULTS

Fire Rescue Department - Command Vehicle

2018 Ford Explorer		Pricing estimates received during budget process.			RECOMMENDATION
Bids Received (1)	Yankee Ford		Quirk Auto	Casco Bay Ford	Both the Fire Rescue Chief and the Town Manager recommend purchasing from Yankee Ford.
	\$ 31,591.96		\$ 32,320.00	\$ 33,120.00	
2007 Trade-in	\$ (3,000.00)		\$ (3,000.00)	\$ (3,000.00)	
Vehicle Cost	\$ 28,591.96		\$ 29,320.00	\$ 30,120.00	
Electronics	\$ 11,976.42		\$ 11,976.42	\$ 11,976.42	
Lettering	\$ 785.00		\$ 785.00	\$ 785.00	
Total Additional Costs	\$ 12,761.42		\$ 12,761.42	\$ 12,761.42	
Total Vehicle Cost	\$ 41,353.38		\$ 42,081.42	\$ 42,881.42	
FY19 Budgeted Amount	\$ 43,386.00		\$ 43,386.00	\$ 43,386.00	
Savings	\$ 2,032.62		\$ 1,304.58	\$ 504.58	

Public Works Department - Plow Truck

2018 Ford		Other Pricing			RECOMMENDATION
Bids Received (2)	HP Fairfield	Viking Cives	Tenco		Both the Public Works Director and the Town Manager recommend purchasing from HP Fairfield and Yankee Ford.
8' Dump Body / 9' Plow	\$ 52,599.00	\$ 60,135.00	Declined to bid - nothing in truck size available.		
		Pricing estimates received during budget process.			
Bids Received (1)	Yankee Ford	Yankee Ford	Quirk	Casco Bay	
Truck Chassis	\$ 48,760.00	\$ 48,760.00	\$ 47,840.00	\$ 48,795.00	
Trade In - 2008 Freightliner	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	\$ (15,000.00)	
Lettering	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	
Total Vehicle Cost	\$ 87,109.00	\$ 94,645.00	\$ 86,189.00	\$ 87,144.00	
FY19 Budgeted Amount	\$ 94,175.00	\$ 94,175.00	\$ 94,175.00	\$ 94,175.00	
Savings	\$ 7,066.00	\$ (470.00)	\$ 7,986.00	\$ 7,031.00	
		Costs reflect use of HP Fairfield body/plow pricing.			



Town of North Yarmouth - Multi-Vehicle/Equipment Purchase Invitation to Bid

I. INTRODUCTION

The Town of North Yarmouth, Maine is now accepting sealed proposals for the purchase of two (2) Town vehicles and related equipment. All proposals are to be submitted to the Town Manager in triplicate in a sealed envelope clearly marked "**North Yarmouth RFP No. 18-002**". All proposals must be received by no later than **1:00PM on Thursday, May 24, 2018**. Faxed and/or emailed proposals will not be accepted. Any proposal received after the deadline stated above will not be considered.

Bid Items

1. The manufacturer's latest model FORD F550 19,500 lb. GVWR truck cab and chassis;
2. A Stainless-Steel Side Dump Spreader Body, Plow, and Wing;
3. The manufacturer's latest model FORD INTERCEPTOR UTILITY AWD K8A.

For questions regarding the **truck and plow** please contact Clark Baston, Public Works Director at nypwd@northyarmouth.org or call (207) 829-3274. For questions regarding the **command vehicle** contact Gregory Payson, Fire Rescue Chief at firechief@northyarmouth.org or call 207-829-3025.

All bids should be submitted to:
"North Yarmouth RFP No. 18-002"
Town Manager - Town of North Yarmouth
10 Village Square Drive, North Yarmouth, ME 04097

II. NOTICE AND GENERAL SPECIFICATIONS - #1 & #2

- A. Notice: All vehicles and/or equipment shall be absolutely new and/or the latest model. The dealer will state in their proposal, the name, model numbers, etc. of the vehicle/equipment being offered for bid. The bid should include literature with pictures and detailed specifications for each item bid; including basic warranty and extended service options. Vehicle/equipment shall meet all applicable ANSI, SAE, and DOT, federal and state standards. Vehicle/equipment shall be furnished complete and in readiness for use as required by the terms of these specifications. All design, materials, and workmanship shall in every respect be in accordance with the best current practices in the industry.

Vehicle/equipment must be completely inspected, and service by the vendor prior to delivery; including but not limited to steering geometry, steering wheel alignment and balancing of the front tires, calibration of electronic equipment, hydraulic pressures, component capacity ratings shall be determined prior to delivery to the town. The cab and chassis/ equipment shall be delivered to the Town of North Yarmouth by January 1, 2019, or another date as agreed upon. A fine of no less than \$100 per day shall be assessed each day after the agreed upon date of delivery that the vehicle and/or equipment is not delivered. Any vehicles/equipment considered for trade and agreed upon will not be turned over to the trading dealer until new vehicle/equipment is completed in total, accepted, can be placed in service and delivered to the Town of North Yarmouth.

Dependent upon budget approval, the Town of North Yarmouth expects to award this bid to the lowest bidder meeting the attached specifications, however; operator preference, manufacturers product support, company service capabilities, dealer support and manufacturer affiliation will be a strong factor when awarding this bid. The Town of North Yarmouth reserves the right to waive any

informality in the bids, to accept any bid and to reject any or all bids, should it deem in the best interest of the Town to do so.

Cab and chassis supplying dealer and winning plow body package vendor will coordinate to ensure both winning bid packages are compatible, on completed vehicle and will perform as expected by the Town of North Yarmouth.

Town of North Yarmouth may trade a 2008 Freightliner single axle dump truck with plow and wing. Please list new cab/chassis with and without trade amount.

The vendor, by submitting a bid, agrees to the conditions, requirements, and specifications herein questions about the specifications should be directed to Clark Baston, Public Works Director 829-3274 during regular business hours.

- B. Vehicle Specifications: The intent of these specifications is to describe a vehicle to be used by the Town of North Yarmouth Public Works Department. During winter its main purpose will be the removal of ice and snow, in warm seasons to support public works projects.
- 1) Chassis: shall be a Ford 4x4 F550 regular cab and chassis
 - 2) Wheelbase shall be 169 inches with 84" cab to axle. Subject to verification by the bodybuilder to mount an RH rear wing post and 9-foot side dump sanding body
 - 3) 99T- 6.7L V8 Turbo Diesel Engine
 - 4) 41H Engine Block Heater
 - 5) 41A Supplemental Rapid heat system
 - 6) 44W-6 Speed Automatic transmission with 62R live PTO provision
 - 7) 473 Snow Plow Prep Package
 - 8) 69m Payload Plus package -19.500 GVW
 - 9) 535 Heavy Trailer Tow High Capacity Rear Axle
 - 10) Exterior color shall be (GR) Dark green to match North Yarmouth fleet colors.
 - 11) 213 Front Drive Axle shall have an electric shift on dash
 - 12) TGB-6 Max Traction Tires-225/70x19.5G
 - 13) Power Steering: unit will be equipped with power steering
 - 14) 52B Trailer Brake Controller with cable and trailer plug to the rear of the frame
 - 15) 18B Platform running Boards
 - 16) Pkg 660A – XL trim
 - 17) Interior will have a 40/20/40 cloth seat in medium gray
 - 18) 90I power equipment group-Window locks, Heated mirrors
 - 19) Dual Extra Heavy-duty Alternators
 - 20) 43C 110V/400W outlet

- 21) 76S Remote Engine Start
- 22) 91M sync (Bluetooth for phone)
- 23) XL décor Pkg (Chrome Front Bumper
- 24) Truck shall come with three (3) sets of keys
- 25) Bodybuilder wiring to the back of the cab. With six (6) switches dash mounted
- 26) 102 dba back up alarm
- 27) Provisions for ground speed controls for sander body
- 28) AM/FM, weather band, clock, radio with speakers
- 29) Sound deadening/Cold weather insulation package
- 30) Rubber floor covering with removable floor mats
- 31) Cab shall be heated and air-conditioned
- 32) Storage pockets on the back wall and driver's door; cup holders within drivers reach
- 33) Extra set of keys, both start and cab door, if different
- 34) All glass tinted
- 35) Heated fuel water separator
- 36) Engine oil will NOT be synthetic, but all other lube oils and power steering fluids shall be synthetic
- 37) Set of Parts, Service, Owners manuals and electronic wiring schematic as built
- 38) DOT emergency triangle kit, Fire extinguisher mounted to driver's seat
- 39) Complete set of Filters (Lube, Air, Fuel, etc., and belts for 1st service)

C. Plow, Wing, Body Specifications

The intent of these specifications is to describe Plow, Wing, Combination side dump body spreader, and controls to be mounted on a Ford F550 4x4 regular cab and chassis.

- 1) Front Plow: 10 cutting edge foot reversible all steel framed poly plow with a trip cutting edge. (American FTP or equivalent) Carbide edge and cover plate, standard bolt pattern. (Price 9-foot version of the plow as option Plow to be equipped with a removable crank type jack for storage and to help in mounting and dismounting from the truck.
- 2) Wing: front mounted 9-foot cutting edge, all steel wing with front trip hinge with low mount rear support.
- 3) Front plow hitch and wing post: Will be heavy duty for size and weight of chassis. Hydraulic connections shall be readably accessible for easy connections. Frame shall easily be removable with a minimum number of pins. Shall have the front wing post attached to be removed with a front hitch.
- 4) Combination dump body spreader, built of stainless steel construction 9-foot body length, sides of approx.16 inches with pockets for side boards. Sideboards will be bolted on and removable.

Tailgate should be high to allow side dump to go up without losing material over the back. Tailgate manually controlled. Tailgate to have lift ring and chains to keep in a lowered position. Cab shield to be installed. Single acting telescopic hoist. Summer and winter chutes, Extended greasing points for any inaccessible grease zerks. Grease push chain tightener. Shovel holder front of the body, drivers side. Electric load cover with mesh tarp and extra hoop to keep the tarp from blowing. Arms on load cover shall be stainless steel or aluminum construction. Grab handles and nonskid type steps to allow the driver to enter the body from the ground the ground. Type and location as specified by the town.

- 5) Hydraulics: Hot shift pump and PTO from transmission Hydraulic remote to the front for reversible plows, Hydraulic Valves to be cable controlled. All removable attachments will have quick connected couplings. 15-gal minim hydraulic tank with sight glass and Fill cap located for easy access. Tank to be equipped with ¼ turn ball valves. Low oil sensor and shut down the system. Spin on filter on the return line to a tank located in easy access. All Hard piping will be stainless steel. All Hydraulic hoses will be kept as short as possible. Hoses will have swivel couplings at each end. Hoses will have armor covering at any spots chaffing may occur. All hoses and steel lines will be located such as not to block service points/oil filter/fuel filter or starter replacements, etc. lines need to be approved by the town.
- 6) Electrical: Lights to be LED. All connections shall be waterproof. Lights as specified by North Yarmouth Public Works as to location. (2 backup lights, wing lights, Sander/spinner lights, work lights) Amber Flashing lights on the front and sides of the dump body headboard. Amber Flashing, Brake, turn and tail in rear corner post of the body. Body up warning in cab. Fisher intensifier plow Headlights, to include turn, parking lights on front plow frame with quick connections. Separate switches for Amber, wing, spinner, and work lights.
- 7) Spreader controls: Cirrus EZ spread ground speed controls for granular and liquid. Unit with stop/start and blast. Must keep the material flow constant at different working travel speeds. Must also control material spread width and liquid flow.
- 8) The liquid system shall be an electric pump with a minimum of 40+-gallon tank (or as large as possible to fit in location). Mounted on frame passenger side.
- 9) Heavy duty Butt plate on the rear of the frame with receiver tube type hitch with D-ring for safety chains. Electric trailer connection plug shall be plastic.
- 10) Plastic fenders mounted over rear axle with mudguards.
- 11) Tow hooks mounted on outside rear frame rails. Capacity enough to pull truck when fully loaded.
- 12) Paint: Body left stainless, hitch and wing posts painted black. Body to have conspicuous tape.

III. NOTICE AND GENERAL SPECIFICATIONS - #3

- A. Notice: All vehicles and/or equipment shall be absolutely new and/or the latest model. The dealer will state in their proposal, the name, model numbers, etc. of the vehicle/equipment being offered for bid. The bid should include literature with pictures and detailed specifications for each item bid; including basic warranty and extended service options. Vehicle/equipment shall meet all applicable ANSI, SAE, and DOT, federal and state standards. Vehicle/equipment shall be furnished complete and in readiness for use as required by the terms of these specifications. All design, materials, and workmanship shall in every respect be in accordance with the best current practices in the industry.

Vehicle/equipment must be completely inspected and serviced by the vendor prior to delivery;

including but not limited to steering geometry, steering wheel alignment and balancing of the front tires, calibration of electronic equipment, full fuel tank, and State of Maine Vehicle Inspection Sticker. This Vehicle shall be delivered to the Town of North Yarmouth no later than November 1, 2018, or another date as agreed upon. A fine of no less than \$100 per day shall be assessed each day after the agreed upon date of delivery that the vehicle is not delivered. Any vehicles considered for trade and agreed upon will not be turned over to the trading dealer until the new vehicle is completed in total, accepted, and can be placed in service after specialty outfitting and delivered to the Town of North Yarmouth and no later than January 1, 2019.

Dependent upon budget approval, the Town of North Yarmouth expects to award this bid to the lowest bidder meeting the attached specifications, however; operator preference, manufacturers product support, company service capabilities, dealer support and manufacturer affiliation will be a strong factor when awarding this bid. The Town of North Yarmouth reserves the right to waive any informality in the bids, to accept any bid and to reject any or all bids, should it deem in the best interest of the Town to do so.

The Town of North Yarmouth may trade a 2007 Ford Explorer AdvanceTrac 4 Door SUV; VIN # 1KFMEU73E17UA57624. Please list the new vehicle with and without trade; The Town of North Yarmouth's Fleet # is QY027.

B. Vehicle Specifications

The intent of these specifications is to describe a vehicle to be used by the Town of North Yarmouth Fire Rescue Department: The Vehicle shall serve as the primary response vehicle for the Fire Rescue Chief and provide a command center for all Fire and EMS incidents.

Chassis: shall be a Ford Police Interceptor Utility AWD K8A

- 1) Code: 99R - Engine: 3.7L Ti-VCT V-6
- 2) Code: 44C – Transmission: 6 speed automatic
- 3) Code: 500A – Equipment Group
- 4) 200 AMP Amp. Alternator min.
- 5) AM/FM Stereo Single CD with Clock and MP3 Capability
- 6) Bluetooth Capability for sync with the phone
- 7) Code: E-4 – Vermillion Red
- 8) Code: FW – Charcoal Black, Unique HD Cloth Front Bucket Seats W/Cloth
- 9) Code: 65U – Interior Upgrade Package
- 10) Code: 76D – Deflector Plate
- 11) Code: 55D – Heated Side view Mirrors
- 12) Code: 153 – Front License Plate Bracket
- 13) Code: 86L – Auto Headlamp
- 14) Code: 942 – Daytime Running Lights
- 15) Code 86P – Front Headlamp/ Police Interceptor Housing only

- 16) Code 86T – Tail Lamp / Police Interceptor Housing only
- 17) Code 18D – Global Lock / Unlock Feature
- 18) Code 55F – Remote Keyless Entry Key Fob w/o Key Pad
- 19) Code 16C – 1st and 2nd Row Carpet Floor Covering
- 20) Code 17T – Red / White Dome Light Cargo Area
- 21) Code 87R – Rear-View Camera
- 22) Code 60A – Grille LED Lights, Siren & Speaker Pre-Wiring
- 23) Code 60R – Noise Suppression Bonds (Ground Straps)
- 24) Code 85D – Front Console Delete
- 25) Code 53M - SYNC Voice Activated System
- 26) Code 76R – Reverse Sensing System
- 27) Code 64E - 18" Painted Aluminum Rims
- 28) Remote Start
- 29) 1 Spare Tire with 18" Painted Aluminum Rim (Due to spare needing to stay in the trunk to keep the 75 mph crash rating)
- 30) Code 63B – Side marker LED LAMPS (RED/RED) Side view Mirrors
- 31) Front and Rear Window Vent Shades – Smoke in color
- 32) WeatherTech (or Equivalent) Heavy Duty Floor Mats / Front and rear to match the interior color.
- 33) WeatherTech (or Equivalent) Heavy Duty Seat covers – Front and Rear Seats to match seat color
- 34) Front and Rear Mudflaps

IV. ACCEPTANCE / REJECTION

- A. Rights/Waivers: The Town of North Yarmouth reserves the right to waive any informalities in proposals, to accept or reject any or all proposals should it be deemed in the best interest of the Town to do so. The Town reserves the right to negotiate a purchase price higher or lower with any of the Bidders and the Town reserves the right to inspect the equipment prior to delivery.
- B. 30 Day Hold: Proposals may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Bidders prior to the award of a contract.
- C. Recommendation/Award: Upon the completion of the bid opening and review by the Town Manager the Board of Selectmen will receive a recommendation for purchase from the Town Manager at their next regularly scheduled business meeting.
- D. Town Obligation: This RFP does not, by itself, obligate the Town. The Town's obligation to act will commence upon the opening of the bids.
- E. Payment: The Town agrees to pay the total sum of the purchase price at the time of acceptance and

upon receipt of a bill for all items covered under the purchase agreement for each vehicle purchased. Bidders should take into account any discounts and time allowances. The Town will entertain clearly defined pre-payment discount options. Those discounts will require further negotiations but will be considered during the bid review process.

- F. Default: If the Town Manager determines that the vendor has delayed, refused or failed to perform the work with such diligence as to ensure its timely and accurate completion, the Town may, by providing written notice to the vendor, terminate the vendor's right to proceed with part or all of the remaining work.
- G. Warranties: Include complete warranty information on all elements of this bid.
- H. Delivery Requirements: State of Maine Application for Title, State of Maine Commercial Vehicle Inspection, State of Maine Temporary Registration, Vehicle fuel tank to be full, Vehicle is to be cleaned and detailed both inside and out for final delivery.
- I. Acceptance Authority: The Town Manager shall designate an official representative who shall be the acceptance authority. Acceptance shall be made following a complete inspection and certification test in the Town upon delivery for compliance with the specifications. Responsibility for the vehicles and equipment will remain with the vendor until the completion of satisfactory acceptance tests and the formal acceptance of the product by the Town of North Yarmouth.

Town of North Yarmouth
DISCRETIONARY HEATING FUEL FUND USE
aka Keeping North Yarmouth Warm Heating Fuel Fund

SECTION 1. PURPOSE & SCOPE

This policy will provide guidance to the Town Manager and/or **Assistant Town Manager Clerk** in granting assistance from the Keep North Yarmouth Warm Heating Fuel Fund. The Town Meeting may appropriate an amount from ~~Fund Equity~~ **the Undesignated Fund Balance** to be placed into ~~a this~~ fund. Donations ~~may are~~ also ~~be~~ accepted. These funds are for discretionary use by the Town Manager and/or ~~Town Clerk~~ **Assistant Town Manager** to insure that the citizens of the Town of North Yarmouth have a reasonable expectation of keeping warm during the heating season. **Assistance from the Keep North Yarmouth Warm Fund is not guaranteed and can only be offered if money is available in the fund.**

SECTION 2. DEFINITIONS

A. Units of Heating Fuel - Amount of Assistance:

A unit of heating fuel for the purpose of this policy shall be:

1. ~~100-200~~ gallons of #2 or K-1 heating fuel
2. 1.5 cord of seasoned wood
3. ~~100-200~~ gallons of liquefied petroleum (LP) gas
4. An equivalent amount (**200 gals.**) of coal or pellet fuel
5. \$300 toward a CMP bill for electric heat

An **individual or** family may be eligible for ~~a the grant assistance or loan~~ of one **(1)** unit of heating fuel ~~once only~~ during the months of ~~December~~ **October** (1st) through ~~April~~ **March 31st** (1st). A second unit of heating fuel may be granted **if circumstances are determined to be in an extreme critical and life threatening in nature. emergency.** Both the Town ~~Clerk~~ **Manager** and **Assistant** Town Manager shall find that an emergency need exists to grant a second unit of heating fuel. **The municipal General Assistance Ordinance and Appendices, along with other state and local agency programs shall be used as a guideline in granting assistance.** ~~Assistance from the Keep North Yarmouth Warm Fund is not guaranteed and can only be offered if money is available in the fund.~~

B. Eligible Families Eligibility:

In order to be eligible for assistance ~~for one (1) unit of heating fuel,~~ an **individual** or family ~~sharing a dwelling unit~~ must be ~~ineligible for~~ **able to provide proof of hardship** ~~Municipal General Assistance.~~ Priority will be given to ~~these~~ applicants in the following order:

1. Retired families with fixed income (e.g. Social security, pension, annuity, retirement fund)
2. Families with one or more wage earners at 150% or below the poverty level for Cumberland County as established by DHHS.
3. Families that have applied for ~~LIHEAP~~ **municipal General Assistance** and have been found **ineligible** under prevailing guidelines and regulations.
4. Families with seasonal workers who have recently been laid off and expect to be laid off for 120 days or more.
5. ~~Families in need at the discretion of the Town Clerk and/or Town Manager.~~

C. Referrals

The Town ~~Clerk~~ **Manager** and/or **Assistant** Town Manager shall respond to requests from applicants and referrals from members of the community who have knowledge of an **individual or** family in

Town of North Yarmouth
DISCRETIONARY HEATING FUEL FUND USE
aka Keeping North Yarmouth Warm Heating Fuel Fund

need. The referral will not be pursued if, ~~after initial contact as a result of a referral from someone outside the family,~~ the **individual or** family who has been ~~denoted referred~~ does not wish to tender an application.

SECTION 3. APPLICATION ~~PROCESS~~

1. The Town ~~Clerk-Manager~~ and/or **Assistant** Town Manager ~~may shall~~ receive applications.
~~4. Unless an emergent need is evident, applications will be reviewed within the first three (3) business days of receipt. The applicant(s) will be contacted and scheduled for a conference.~~
2. Applicants who may qualify for General Assistance will be urged to complete a ~~Municipal municipal~~ General Assistance application **and schedule an appointment with the General Assistance Administrator**. ~~Otherwise~~ applicants will complete an alternate application for use in ~~determining awarding~~ assistance **eligibility** from the ~~Keep North Yarmouth Warm Fund~~.
- ~~2.3. Decisions made in accordance with this policy will be made in writing to applicants in a timely fashion.~~
- ~~3. Only those applicants ineligible for Municipal General Assistance may qualify for assistance from the Keep North Yarmouth Warm Heating Fuel Fund.~~
- ~~4. The standard for prudent use of income in the Town of North Yarmouth General Assistance Ordinance shall apply.~~
- ~~5. Assistance will be for one equivalent heating unit as defined above.~~
- ~~6.4. Deliveries of assistance will be to a physical address in the Town of North Yarmouth only.~~

Adopted: December 2, 2008
AMENDED: November 2013
AMENDED: June 2018

Select Board

Jennifer Speirs, Chair

Jeanne Chadbourne, Vice Chair

Anne Graham

Stephen Morrison

Town of North Yarmouth
DISCRETIONARY HEATING FUEL FUND USE
aka Keeping North Yarmouth Warm Heating Fuel Fund

SECTION 1. PURPOSE & SCOPE

This policy will provide guidance to the Town Manager and/or Assistant Town Manager in granting assistance from the Keep North Yarmouth Warm Heating Fuel Fund. The Town Meeting may appropriate an amount from the Undesignated Fund Balance to be placed into this fund. Donations are also accepted. These funds are for discretionary use by the Town Manager and/or Assistant Town Manager to insure that the citizens of the Town of North Yarmouth have a reasonable expectation of keeping warm during the heating season. Assistance from the Keep North Yarmouth Warm Fund is not guaranteed and can only be offered if money is available in the fund.

SECTION 2. DEFINITIONS

A. Units of Heating Fuel - Amount of Assistance:

A unit of heating fuel for the purpose of this policy shall be:

1. 200 gallons of #2 or K-1 heating fuel
2. 1.5 cord of seasoned wood
3. 200 gallons of liquefied petroleum (LP) gas
4. An equivalent amount (200 gals.) of coal or pellet fuel
5. \$300 toward a CMP bill for electric heat

An individual or family may be eligible for the assistance of one (1) unit of heating fuel during the months of October 1st through March 31st. A second unit of heating fuel may be granted if circumstances are determined to be critical and life threatening in nature. . Both the Town Manager and Assistant Town Manager shall find that an emergency need exists to grant a second unit of heating fuel. The municipal General Assistance Ordinance and Appendices, along with other state and local agency programs shall be used as a guideline in granting assistance.

B. Eligibility:

In order to be eligible for assistance an individual or family must be able to provide proof of hardship. Priority will be given to applicants in the following order:

1. Retired families with fixed income (e.g. Social security, pension, annuity, retirement fund)
2. Families with one or more wage earners at 150% or below the poverty level for Cumberland County as established by DHHS.
3. Families that have applied for municipal General Assistance and have been found ineligible under prevailing guidelines and regulations.
4. Families with seasonal workers who have recently been laid off and expect to be laid off for 120 days or more.

C. Referrals

The Town Manager and/or Assistant Town Manager shall respond to requests from applicants and referrals from members of the community who have knowledge of an individual or family in need. The referral will not be pursued if the individual or family who has been denoted does not wish to tender an application.

Town of North Yarmouth
DISCRETIONARY HEATING FUEL FUND USE
aka Keeping North Yarmouth Warm Heating Fuel Fund

SECTION 3. APPLICATION

1. The Town Manager and/or Assistant Town Manager shall receive applications. Unless an emergent need is evident, applications will be reviewed within the first three (3) business days of receipt. The applicant(s) will be contacted and scheduled for a conference.
2. Applicants who may qualify for General Assistance will be urged to complete a municipal General Assistance application and schedule an appointment with the General Assistance Administrator. Otherwise applicants will complete an alternate application for use in determining assistance eligibility from the fund.
3. Decisions made in accordance with this policy will be made in writing to applicants in a timely fashion.
4. Deliveries of assistance will be to a physical address in the Town of North Yarmouth only.

Adopted: December 2, 2008
AMENDED: November 2013
AMENDED: June 2018

Select Board

Jennifer Speirs, Chair

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Stephen Morrison

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 Town Manager Rosemary Roy 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.