

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, July 19, 2022
Regular Business Meeting
7:00 PM**

Wescustogo Hall & North Yarmouth Community Center

Select Board Members

Brian Sites, Chairperson	Paul Hodgetts, Board Member	Amy Haile, Board Member
Andrea Berry, Board Member	Kate Perrin, Board Member	

I. Call to Order

- Pledge of Allegiance

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

II. Appointments (pgs. 2-8)

- | | |
|---|--|
| ▪ Joint Standing Committee – Bob Abbott (New Appointment) | ▪ Select Board Liaisons Vacancies |
| ▪ Annual Re-Appointments to Charter and Ad-hoc Committees | ▪ Alternate Code Enforcement Officer (CEO)/Building Inspector/Plumbing Inspector |

III. Special Presentations

IV. Announcements

V. Consent Agenda (pgs. 9-13); (payable warrants, separate)

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

- | | |
|---------------------------------------|--|
| ▪ Payroll Accounts Payable Warrants | ▪ July 5, 2022, Business Meeting Minutes |
| ▪ Municipal Accounts Payable Warrants | ▪ Treasurer’s Disbursement Policy |

VI. Public Comment - Non-Agenda Items

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

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

VII. Management Reports & Communications (pgs. 14-18)

- Town Manager’s Report
- Department Head Reports

VIII. Old Business (pg. 19)

- Planning Board Member Appointment Process

IX. New Business (pgs. 20-111)

- | | |
|---|--|
| ▪ Award Bid for North Yarmouth Public Safety Needs Assessment | ▪ Nominations for 2022-2024 Legislative Policy Committee (LPC) |
| ▪ Donation Acceptance – WH&CC Kitchen Equipment | ▪ Nominations for Vice President and Executive Committee Members |

X. Any Other Business

XI. Executive Session (pg. 112) – 1 M.R.S. § 405 6(c) – Discussion or Consideration of the Acquisition of Real Estate.

XII. Adjournment

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

Town of North Yarmouth Select Board Business

II. Appointments

July 19, 2022

Joint Standing Committee – Bob Abbott (New Appointment)

SUGGESTED MOTION

Move that the Select Board appoint Bob Abbott to the Joint Standing Committee for a term to expire on June 30, 2023. Second, discussion and vote follow.

Annual Re-Appointments to Charter & Ad-hoc Committees

Note: all members listed were contacted to confirm that they did want to be reappointed.

SUGGESTED MOTION(S)

- 1) *Move that the Select Board re-appoint the individuals listed in this packet to the following **charter committees** for three (3) year terms expiring June 30, 2025. Second, discussion and vote follow.*

<u>Position</u>	<u>Individual</u>	<u>New Term Ending</u>
Zoning Board of Appeals	Thaddeus Day	June 30, 2025
Economic Development & Sustainability Committee	Maureen Lucy*	June 30, 2025
Economic Development & Sustainability Committee	Kit Maloney	June 30, 2025
Shellfish Conservation Commission	Len Kaminow	June 30, 2025

Included: recommendation from the Economic Development & Sustainability Committee to appoint Maureen Lucy to a full-term position from an alternate position.

Town of North Yarmouth Select Board Business

II. Appointments

July 19, 2022

- 2) Move that the Select Board re-appoint the individuals listed in this packet to the following **Cumberland/North Yarmouth committees** for one (1) year terms expiring June 30, 2023. Second, discussion and vote follow.

<u>Position</u>	<u>Individual</u>	<u>New Term Ending</u>
Prince Memorial Advisory Board	Barbara Hauke	June 30, 2023
Prince Memorial Advisory Board	Kelly Barnes	June 30, 2023
Prince Memorial Advisory Board	Paul Dexter	June 30, 2023
Recreation Advisory Board	Johnna Mulligan	June 30, 2024

- 3) Move that the Select Board re-appoint Rob Wood as the Town's **Eco-Maine representative** for a term to expire June 30, 2023. Second, discussion and vote follow.

Note: The Town Manager will act as the Town's alternate representative to the Eco-Maine board.

Town of North Yarmouth Select Board Business

II. Appointments

July 19, 2022

- 4) Move that the Select Board re-appoint the individuals listed in this packet to the following **ad-hoc committees** for two (2) year terms expiring June 30, 2024. Second, discussion and vote follow.

<u>Position</u>	<u>Individual</u>	<u>New Term Ending</u>
Living Well in North Yarmouth	Steven Palmer, Ch.	June 30, 2024
Living Well in North Yarmouth	Donna Palmer	June 30, 2024
Living Well in North Yarmouth	Ginny Van Dyke	June 30, 2024
Living Well in North Yarmouth	Peggy Leonard	June 30, 2024
Living Well in North Yarmouth	Alvin Ahlers	June 30, 2024
Living Well in North Yarmouth	Peter Lindsay	June 30, 2024
Living Well in North Yarmouth	Gay Peterson	June 30, 2024
Living Well in North Yarmouth	Diane Morrison, Alt.	June 30, 2024
Living Well in North Yarmouth	Ann Dillon, Alt.	June 30, 2024
Events Committee	Darla Hamlin	June 30, 2024
Events Committee	Elizabeth Jacobson	June 30, 2024
Flag Committee	Darla Hamlin	June 30, 2024
Flag Committee	Holly Day	June 30, 2024
Flag Committee	Paul Hodgetts	June 30, 2024
Flag Committee	Candace Loring	June 30, 2024

Town of North Yarmouth Select Board Business

II. *Appointments*

July 19, 2022

<u>Current Vacancies</u>		
<u>Committee</u>	<u>Position</u>	<u>Term Ending</u>
Economic Development & Sustainability Committee	Vacant, Alt. Member	June 30, 2025
Parks and Recreation	Vacant, Member	June 30, 2025
Parks and Recreation	Vacant, Member	June 30, 2025
Planning Board	Vacant, Alt. Member	June 30, 2025
Planning Board	Vacant, Alt. Member	June 30, 2025
Zoning Board of Appeals	Vacant, Member	June 30, 2025
Zoning Board of Appeals	Vacant, Alt. Member	June 30, 2024
Zoning Board of Appeals	Vacant, Alt. Member	June 30, 2023
Events Committee	Vacant, Member	June 30, 2024
Events Committee	Vacant, Member	June 30, 2024
Events Committee	Vacant, Member	June 30, 2024
Recycling Advisory Committee	Vacant, Alt. Member	June 30, 2023
Recycling Advisory Committee	Vacant, Alt. Member	June 30, 2023
Recycling Advisory Committee	Vacant, Alt. Member	June 30, 2023
Flag Committee	Vacant, Member	June 30, 2024
Recreation Advisory Board	Vacant, Member	June 30, 2024

Applications can be found on the Town's website, www.northyarmouth.org, or residents can visit the Town Office to collect a hard copy.

Town of North Yarmouth Select Board Business

II. Appointments

July 19, 2022

Select Board Liaisons

SUGGESTED MOTION(S)

- 1) Move to appoint Selectperson _____ as the liaison to the _____ for a term to expire on June 30, 2023. **Vote follows***.

*Note: For these appointments, the Board does not need to second and open discussion if the Board does not feel discussion would be helpful.

<u>Position</u>	<u>Current Member/Vacancy</u>	<u>New Term Ending</u>	<u>Previous Liaison</u>
Budget Committee	Vacancy	June 30, 2023	Chairperson Sites
Planning Board	Vacancy	June 30, 2023	Selectperson Hodgetts
Wescustogo Hall Committee	Vacancy	June 30, 2023	Chairperson Sites
Zoning Board of Appeals	Vacancy	June 30, 2023	Selectperson Hodgetts
Recycling Advisory Board	Vacancy	June 30, 2023	Chairperson Sites
Wescustogo Hall Committee	Vacancy	June 30, 2023	Selectperson Moulton
Joint Standing Committee	Vacancy	June 30, 2023	Selectperson Moulton
Recreation Advisory Board	Vacancy	June 30, 2023	Selectperson Moulton
Flag Committee	Vacancy	June 30, 2023	Selectperson Reed
Living Well in North Yarmouth	Vacancy	June 30, 2023	Selectperson Reed
Economic Development & Sustainability Committee	Vacancy	June 30, 2023	Selectperson Reed
North Yarmouth School Fund Trustees	Vacancy	June 30, 2023	Selectperson Moulton
Parks and Recreation	Vacancy	June 30, 2023	Selectperson Moulton

Town of North Yarmouth Select Board Business

II. Appointments

July 19, 2022

Alternate CEO/Building Inspector/LPI

SUGGESTED MOTION

Move that the Select Board appoint Ryan Keith as the Town's alternate Code Enforcement Officer, Building Inspector, and Plumbing Inspector for a term to expire on June 30, 2023. Second, discussion and vote follow.

5/03/2022

Dear Select Board,

In regards to our committee membership, the EDSC unanimously recommends the following:

- A) Jason Perkins: Mr. Perkin's EDSC membership expires June 30, 2022. Mr. Perkins will not be seeking to renew his term.

Maureen Lucey: Ms. Lucey was appointed to an alternate position on the EDSC when there was an open alternate seat in Feb 2022. With Mr. Perkin's decision to not renew his term, there will be an open full member EDSC seat in July 2022. **The EDSC recommends the Select Board appoints Maureen Lucey as a full member of the EDSC starting July 1, 2022.**

- B) Alternate Opening: If the Select Board appoints Ms. Lucey as a full member, the EDSC will have an open alternate position. **We recommend to the Select Board that applicants for the alternate position on the EDSC submit their applications to Town Offices one week in advance of the June 2022 EDSC meeting.** The EDSC will then review all applications at the committee's June 2022 meeting after which we will submit our recommendation of an alternate to the Select Board for review.

- C) Kit Maloney: Ms. Maloney would like to renew her term on the EDSC which currently expires on June 30, 2022. **As a committee, we recommend that the Select Board renews Ms. Maloney's 3-year term as a full member of the EDSC starting on July 1, 2022.**

Yours Sincerely,

Economic Development & Sustainability Committee

Note: At their June 23, 2022 meeting, the Economic Development & Sustainability Committee discussed having applications for the vacant alternate position due a week before (Thursday, July 21, 2022) their July 28, 2022, meeting. - Draven Walker, Executive Assistant to the Town Manager.

Town of North Yarmouth Select Board Business

V. *Consent Agenda*

July 19, 2022

Consent Agenda items are considered routine and will be considered for adoption by one (1) motion with no separate discussion unless a Select Board member requests and item to be removed.

- Payroll Accounts Payable Warrants (separate from materials)
- Municipal Accounts Payable Warrants (separate from materials)
- July 5, 2022, Business Meeting Minutes
- Treasurer's Disbursement Policy

Town Manager's Comments:

The Treasurer's Disbursement Policy is done on a yearly basis to give the municipal treasurer the authority to release state payables and payroll with the signature of one (1) board member.

APPROVE CONSENT AGENDA, AS PRESENTED

Move that the Select Board approve the Consent Agenda, as presented. Second, discussion and vote follow.

OR

FURTHER DISCUSSION

Move to remove _____ from the "Consent Agenda" for further discussion under "Any Other Business". Second, discussion and vote follow.

NOTE: WHEN A SELECT BOARD MEMBER WISHES TO TAKE AN ITEM OUT OF ORDER, THE BOARD MEMBER MAY MAKE A MOTION TO DO SO, AS LISTED UNDER "FURTHER DISCUSSION".

Example

- 1) "I move to remove the April 19, 2022, Business Meeting Minutes from the Consent Agenda for further discussion under 'Any Other Business'". *Second, discussion and vote.*
- 2) *At this point, there is a vote on the motion (if there is a second). A vote to approve the Consent Agenda, **as amended**, is then required without any further discussion. (see below)*
- 3) "I move to approve the 'Consent Agenda', as amended". *Second, discussion and vote.*

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, July 5, 2022
Wescustogo Hall & North Yarmouth Community Center**

Call to Order (50:34) – Brian Sites, Amy Haile, Paul Hodgetts, and Katherine Perrin were present. Andrea Berry gave notice to the Town Manager of her absence. The Town Manager was also present. Chairperson Sites called the meeting to order at 7:00 PM.

Becky Jackman, Deputy Clerk, administered the oath of office to Katherine Perrin and Amy Haile, Select Board; Darla Hamlin and Andy Walsh, Budget Committee; and Clark Baston, Cemetery Commission.

Organization of the Board (13:37) – Selectperson Hodgetts moved to nominate Selectperson Sites to the position of Select Board Chairperson. **Vote: 3 Yes – 0 No – 1 Abstention (Chairperson Sites)**. Selectperson Hodgetts moved to nominate Amy Haile as Vice-Chairperson. Selectperson Haile moved to nominate Selectperson Perrin as Vice-Chairperson.

Selectperson Haile – **Vote: 3 Yes – 0 No – 1 Abstention (Selectperson Haile)**

Appointments:

Acceptance of Resignations of Audrey Lones and Sandy Falsey (16:35) – Chairperson Sites thanked the two (2) former members for their years of service on the Planning Board. Selectperson Perrin moved to accept Audrey Lones’s resignation from the Planning Board effective June 24, 2022. Selectperson Hodgetts seconded the motion. Discussion: none. **4 Yes – 0 No**. Selectperson Hodgetts moved to accept Sandra Falsey’s resignation from the Planning Board effective July 5, 2022. Selectperson Perrin seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No**.

Annual Appointments to Planning Board (18:05) – Selectperson Hodgetts moved that the Select Board appoint Paul Metevier as a full member of the Planning Board for a term to expire June 30, 2023. Selectperson Haile seconded the motion. Discussion: Selectperson Perrin and Selectperson Hodgetts asked if the alternates were asked to move up from their current positions. The Town Manager responded in the affirmative. **Vote: 4 Yes – 0 No**. Selectperson Perrin moved that the Select Board appoint Sanford Peabody as a full member of the Planning Board for a term to expire June 30, 2024. Selectperson Haile seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No**.

Annual Appointments to the Board of Assessment Review (20:12) – Selectperson Haile moved to reappoint Rob Taisey to the Board of Assessment Review for a term to expire on June 30, 2025. Selectperson Hodgetts seconded the motion. Discussion: Chairperson Sites announced that the Board of Assessment Review would have a meeting on July 12, 2022, at 4 PM. **Vote: 4 Yes – 0 No**.

Annual Appointments of Officials (21:12) – The Town Manager read the officials up for appointment. The summary of the officials up for appointment can be found on the [Town’s website](#) or a copy can be requested at the Town Office. Selectperson Perrin moved that the Select Board appoint the list of Town employees to the following corresponding positions for terms ending as presented on the summary sheet included in this packet. Chairperson Sites seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No**.

Chairperson Sites suggested that for the next meeting the Select Board discuss providing criteria for the applicants who are seeking positions on the Planning Board and discuss a review process. Selectperson Haile asked how the Town would publish any criteria on the Town’s website.

Consent Agenda (24:53) – Selectperson Perrin moved that the Select Board approve the consent agenda, as presented. Selectperson Hodgetts seconded the motion. No discussion was allowed following this motion. **Vote: 4 Yes – 0 No**.

Selectperson Perrin requested information on the AP warrants. The Town Manager responded that she would follow-up with Selectperson Perrin after the meeting if she had any questions.

Public Comment - Non-Agenda Items :

(26 :11)

Steve Palmer, Mountfort Road, reported that he was pleased with Public Works and their work for installing a new kiosk at the Eleanor Hayes Town Forest and Baston Park. Steve Palmer also commented that he was pleased with the work the Public Works crew did at Chandler Brook Preserve.

Katie Murphy, North Yarmouth Historical Society, gave a report to the Board of their recent progress and fundraising efforts. Katie Murphy invited members and the public to take a visit the Old Town House on Tuesday, July 12th at 5 PM.

Judy Potter, Walnut Hill Road, reported to the Select Board that the information on the Deacon Hayes project has changed and did not see a public hearing posted for the project. Judy Potter sent a memo to the Board on her concerns. Chairperson Sites responded that he did not have enough information to respond.

Donna Palmer, Mountfort Road, reported that the Living Well in North Yarmouth Committee spoke to the Select Board about their project to build a story walk. Donna Palmer added that she hoped the trail would be open by the end of the summer.

Linc Merrill, North Road, commented on the fish ladders repaired on the Royal River. Linc Merrill questioned about the commitment for FY22 and FY21. Linc Merrill asked if the Town Manager had a strategy on how to save on costs moving forward. The Town Manager stated that she may have a better answer on the mil rate projection by the end of July – pending the information that’s available for the valuation return. Lastly, Linc Merrill commented that he spoke with a representative responsible for writing LD 290 and the fiscal impacts over the bill will have over the next 10-15 years.

Management Reports & Communications:

Town Manager’s Report (40:04) – the Town Manager introduced the new Community Center Director, Jackie Hersey.

Old Business – none.

New Business – none.

Any Other Business -

Adjournment (41:24) – Selectperson Perrin moved to adjourn at 7:39 PM. Selectperson Hodgetts seconded the motion. Discussion: none. **Vote: 4 Yes – 0 No.**

Prepared By: Draven Walker
Executive Assistant/Recording Secretary

Select Board

Brian Sites, Chair

Amy Haile, Vice Chair

Paul Hodgetts

Katherine Perrin

Andrea Berry



**Town of North Yarmouth
Policy on Treasurer's Disbursement Warrants
Municipal Employee Wages, Benefits, & State Fees**

Purpose

This policy allows designated Select Board members, acting on behalf of the full board, to review, approve, and sign municipal treasurer's disbursement warrants for wages, benefits, and state fees only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of Authority

Pursuant to 30-A, M.R.S., § 5603(2)(A)(1)(3), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages, benefits, and state fees only.

Current Municipal Officers

The Select Board in office at the time of execution of this policy are:

Brian Sites, Select Board Chairperson

Amy Haile, Select Board Vice-Chairperson

Paul Hodgetts, Member

Katherine Perrin, Member

Andrea Berry, Member

The Chairperson of the Select Board designates any one of the Select Board members named above, acting along, may review, approve, and sign such warrants.

Effective Date

This policy become effective on July 19, 2022.

Copies

The Chairperson of the Select Board will furnish copies of this policy to the Town Clerk and Treasurer.

Lapse

This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal

This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one (1) year from its effective date, unless a sooner date of expiration is specified.

Original

The Town Clerk will maintain the original copy of this policy on file.

Effective: July 19, 2022

SELECT BOARD

Brian Sites, Chairperson

Amy Haile, Vice-Chairperson

Paul Hodgetts

Katherine Perrin

Andrea Berry

Town of North Yarmouth Select Board Business

VII. Management Reports & Communications

July 19, 2022

Town Manager's Report

Note: verbal report

Department Head Reports

Please find included in your packets the Department Head's final bi-monthly report. As previously discussed, the Select Board will receive quarterly reports going forward with the first reports scheduled for the second meeting in October.



Town of North Yarmouth Bi-monthly Department Head Report Public Works Department

Reporting Period: May – June 2022

Department Head: Clark Baston

General Maintenance

- Dumped trash cans at parks, restock dog waste bags
- Mowed and trimmed parks, sports fields, town buildings, and grounds
- New tables and benches installed at parks as directed by the Parks and Recreation Committee
- Repaired cemetery head stones
- Prepared cemeteries and Veteran's Park for Memorial Day

Public Works Building Maintenance

- New fuel island placed in service

Heavy Equipment

- Maintained of Public Works and Fire Rescue equipment
- Brake work done on truck 2-17 (preventative maintenance by corrosion) and truck 3-19
- Repaired screen plant

Road Maintenance

- Repaired and installed street signs at various locations
- Picked up roadkill
- Removed tree limbs, brush, and invasive plants (bamboo) from various locations
- Cut brush on Milliken Road around drainage and shoulder
- Patched potholes
- Swept sidewalks and roads
- Working with Cumberland Public Works to repair clog storm drain system on Greely Road
- Moved speed sign trailer to Haskell Road Doughty Road, West Pownal Road, Parsonage Road, and Baston Road
- Starting roadside mowing



Town of North Yarmouth Bi-monthly Department Head Report Public Works Department

Other

- Opened brush dump, as needed
- Cleaned up of Old Town House parking lot at Meeting House Park – installed repaired sign
- Installed new public information signs as directed by the Town Clerk
- Helped with elections as directed by the Town Clerk
- Assisted with Wescustogo Hall & North Yarmouth Community Center, as requested
- Worked on fuel island project
- Picked up waste oil for winter heat
- Flagpole moved to flower garden at Wescustogo Hall & North Yarmouth Community Center
- Worked with Summit Natural Gas on gas line installation
- Assisted with new trail at Chandler Brook
- Crew attended APWA (American Public Works Association) Highway Congress in Skowhegan
- Clean-Up Day

Changes/Updates

- Working on underground culvert inventory
- Working on “Municipal Disaster Debris Management Plan”
- Working with Oliver Engineering on Walnut Hill Road for the Cumberland Road PACTS Project
- Working on fall bid process for Sweetser Road culvert

Projects

- Miliken Road drainage work
- Fuel Island
- Repairs required by insurance inspection: new chimney separation & rusty pipe replacement (complete), cover exposed fiber glass insulation in entry way, rear fire exit stairs, install electric outlet in basement to remove extension cord (complete).

Storms

None.

Respectfully Submitted,

Clark Baston
Public Works Director



Town of North Yarmouth Bi-monthly Department Head Report Fire Rescue Department

Reporting Period: May 2022 – June 2022

Department Head: Gregory Payson

Activity

	2021	2022
Medical Calls	31	46
Fire Calls	40	26
Patient Evaluations	31	46
Transports	29	30
Public Assistance	3	5
Vehicle Accidents	4	4
Mutual Aid	11	7
Unauthorized Burning	4	1
Total Member Hours on Calls	283:29	274:21
Total Member Hours Training	443:00	579:30
Total Incidents	71	72

Changes/Updates

Beginning in January, I took the lead role in setting up a regional Maine Basic Firefighter certification for region. The class began on March 1st, 2022. I am happy to say we had 22 firefighters from the following communities participating: Bridgton, Gray, Falmouth, New Gloucester, North Yarmouth, Raymond, Windham, and Yarmouth. I am pleased to say we have 5 members from North Yarmouth Fire attended the program. The class was completed on June 7, 2022. I am pleased to say that 20 firefighters completed the program. Out of the program we certified 5 interior firefighters from North Yarmouth. This means we have 5 more members that can be used to go inside a burning building to put the fire out. The reason for the increased training hours was due to the Basic Fire School.

Project(s) Update

As part of the basic fire school, the members were required to participate in live-fire evolutions. Initially the class was scheduled to complete this at the Yarmouth Training facility. This changed at the beginning of June when Perter Milliken donated an acquired structure to the Fire Department for this use. After working with DEP (required permitting), we completed the training burns on the structure on June 5th. We utilized this building for not only the basic fire school, but we allowed any member of our department attend the training day. The day was a huge success as we were able to set 10 fires in the building before bringing it down to the basement for the property owner.

Coming Up

I am working with Cumberland County EMA on updating the Town of North Yarmouth Emergency Operations Plan. We are currently meeting every two weeks to go my progress in the plan and make changes as needed. I am planning to have this completed within the next 4 months. Once this is completed, we will bring the plan to the select board for approval. We have sent out and received the RFP for the Fire Rescue station evaluation and will be sending a recommendation to the Selectboard for a meeting in July.

Submitted by: Gregory Payson, Fire Rescue Chief

Date: 07/13/2022



Town of North Yarmouth

Bi-monthly Report – Municipal Administration Department

Reporting Period: May & June FY22

Collections

	FY21	FY22
• Excise Collection (boat & auto):	\$198,175.08	\$190,125.09
• Inland Fisheries & Wildlife Collections:	\$11,251.57	\$12,177.53
• PAYT Collections:	\$59,320.53	\$29,238.01
• Tax Collections:	\$1,878,253.80	\$2,154,209.23

*Difference is due to 2 larger deposits received from Wastezero.

Voting

FY	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
2021	1483	136	n/a	1031	1056	3706
2022	1511	133	2	1024	1070	3740

Communications

(number of subscribers)

	FY21	FY22
• Reminders From Town Hall	775	993
• Facebook	1225	1751
• Instagram	311	654
• Twitter	246	364
• Town Hall Streams – Live Views	966	1067
• Town Hall Streams – On Demand Views	5433	1255

Changes/Updates

- Cemeteries were very busy in May with Spring interments. Thank you to the PWD crew for the Spring cleanup and Memorial Day preparation and to Chief Payson and his staff for placement of this year's American Flag on 286 Veterans Graves within the 3 cemeteries as I was not able to leave the office that week due to being short staffed.
- Cleanup Day on Saturday, June 25th was a busy and successful annual event.
- The Recycling Advisory Committee's 1st Pop Up Swap Shop on June 24th and 25th was well received by the community. The committee is planning to host another Pop-Up Swap Shop in FY23.
- The process for filling the positions of the Community Center Director and Code Enforcement Officer has been completed. Still working to fill the new position with the Community Center Director.

Project(s) Update

- TRIO Software: We have successfully converted our primary operating software from access version to window web version. As with all software conversions we have experienced some "hiccups and heartaches" and have managed to work through them all.
- MSAD#51 Budget Hearing, May 9th, roughly 50 residents combined between residents of Cumberland and North Yarmouth attended. 42 votes were cast: 38 Yes and 2 No.
- June 14 Elections: State Primary, Municipal Officers, MSAD#51 Referendum and Budget Validation Referendum. Polls were open 7am to 8pm. North Yarmouth had a 35% voter turnout. Reporting for these elections will continue through to August as we prepare the November 8th General Election.

Coming Up

- Quarterly Reporting: Fed 941, State SIT, Unemployment & MSHA.
- Fiscal Year End processes
- Audit for FY22

Submitted by: Debbie Grover, Assistant Town Manager

Town of North Yarmouth Select Board Business

VIII. Old Business

July 19, 2022

Planning Board Member Appointment Process

Discussion item led by Chairperson Sites.

Town of North Yarmouth

Select Board Business

IX. *New Business*

July 19, 2022

Award Bid for North Yarmouth Public Safety Needs Assessment

On April 5, 2022, North Yarmouth Fire Rescue advertised the request for proposal (RFP) for the Public Safety Study. The RFP was mailed to 12 different companies. The RFP is to evaluate the following items:

Task #1

Perform a facility assessment/audit of the physical and mechanical conditions of the Fire Rescue Station, as well as site assessment to aid the Town in determining the appropriateness of renovating and expanding the current station.

Task #2

Evaluate, assess, and make recommendations on facility space needs for the current Fire Rescue Station and allow some space for law enforcement activities.

Task #3

As and alternative for the Town to consider, evaluate, assess, and make recommendations on facility space for a new Public Safety Complex located on the property containing the ballfield at 120 Memorial Highway.

On June 14, 2022, one (1) bid was received and publicly opened at 1:00 PM in the Town Manager's Office. Port City Architecture partnered with Haley Ward submitted a package in the amount of \$31,348.00. After reviewing the proposal, we are asking to award the bid to Port City Architecture with the assessment to be done in phases. The voters, at the 2022 Annual Town Meeting, approved spending \$20,000.00 from the Tax Increment Financing District (TIF) reserve to fund this assessment.

Included herein: minutes from the June 14, 2022, bid opening, Chief Payson's report to the Select Board on the bid, and a bid proposal provided by Port City Architecture.

SUGGESTED MOTION

Move that the Select Board award the North Yarmouth Fire Department Facility Needs Assessment Bid to Port City Architecture for an amount of \$9,600.00 to complete phases 1-4. Second, discussion and vote follow.

Town of North Yarmouth

Select Board Business

IX. *New Business*

July 19, 2022

Donation of Kitchen Equipment for Wescustogo Hall & North Yarmouth Community Center

MSAD #51 recently donated kitchen appliances to the Town of North Yarmouth to be installed at the Wescustogo Hall and North Yarmouth Community Center. The appliances are valued at \$58,000.00 (see accompanying memo from Chief Payson) and in working condition. There will be costs associated with getting them ready for use at the Community Center. Once we have an idea of the costs, we will report back to the Select Board.

SUGGESTED MOTION

Move that the Select Board accept the donation of kitchen appliances from MSAD #51. Second, discussion and vote follow.

Nominations for 2022-2024 Legislative Policy Committee (LPC)

Each year, member municipalities are asked to vote for proposed municipal officials to serve on the Legislative Policy Committee.

The following municipal officials have been nominated to serve on the Legislative Policy Committee:

- Nathaniel Rudy, Town Manager, Town of Gray
- Janice De Lima, Councilor, Town of Falmouth
- Mark Segrest, Councilor, Town of Cumberland

SUGGESTED ACTION

The Select Board should **vote for two (2)** of the proposed slate of municipal officials presented by the Maine Municipal Association.

Note: bios for the candidates are listed in the Select Board's materials under "New Business".

Town of North Yarmouth Select Board Business

IX. New Business

July 19, 2022

Nominations for Vice President and Executive Committee Members

Each year, member municipalities are asked to vote for proposed municipal officials to serve as MMA Vice-President and on the MMA Executive Committee.

- Diane Hines, Town Manager, Town of Ludlow & Reed Plantation has been nominated for MMA Vice-President

The following municipal officials have been nominated to serve on the Executive Committee:

- Ivan McPike, Mayor, Town of Hampden
- Phillip Crowell, City Manager, City of Auburn
- Anthony Ward, Town Manager, Town of Casco

SUGGESTED ACTION

The Select Board should vote for the slate of officials as presented by the Maine Municipal Association. (All nominees may be selected)

Note: bios for the candidates are listed in the Select Board's materials under "New Business".



TOWN OF NORTH YARMOUTH

The Town Where Others Began.

North Yarmouth Fire Department Facility Needs Assessment
Minutes
Bid Opening
Tuesday, June 14, 2022
Town Manager's Office
1:00pm

Present: Diane Barnes, Town Manager
Greg Payson, Fire Chief

The following bid was received and publicly opened at 1:00pm in the Town Manager's Office:

Port City Architecture	\$31,348.00
------------------------	-------------



*Town of North Yarmouth, Maine
Incorporated 1680
North Yarmouth Fire Rescue*



Gregory Payson, Fire Rescue Chief
Email: firechief@northyarmouth.org
Tel: 207-829-3025

Justin Deri, Deputy Fire Rescue Chief
Email: Deputychief@northyarmouth.org
Fax: 207-829-4893



To: Diane Barnes
North Yarmouth Town Manager

From: Chief Gregory Payson
Reference: Fire Station Assessment Study Recommendation
Date: July 09, 2022

Mrs. Manager

I am writing this letter in response to the RFP sent out on April 5th 2022 as approved by the North Yarmouth Selectboard. During the budget process for Fiscal Year 2022, it was brought up to both the selectboard and the budget committees about the need to complete a facility needs assessment for the fire rescue station. During these meetings, we discussed the space limitations that we face as a department today and looking forward to our future needs. Both boards asked about how much money I thought we would need to bring the building to where we need to be today and for the future. I discussed the need to have a thorough assessment done of our fire rescue station by a professional organization. This would allow us to budget for our future needs with an actual projected cost vs. taking a best guess estimate on costs.

On June 19, 2021, the Town of North Yarmouth approved and authorized the Select Board to expend from the Village Center Tax Increment Financing (TIF) \$20,000 for this study as written in Article 32 (page 9).

On April 5, 2022, North Yarmouth Fire Rescue advertised the request for proposal (RFP) for the Public Safety Facility Study. The RFP was mailed to the following 12 companies:

WBRC, Inc
30 Danforth Street
Ste 306
Portland Me, 04101
207-828-4511

Ledgewood Construction
27 Main Street
South Portland Me 04106
207-767-1866

Design Projects
Brunswick Central
Hartford Station: Augusta
Brewer Public Safety
Bangor PD

Cumberland Fire Station
Saco Fire Station



Mailing Address: 10 Village Square Road, North Yarmouth, Maine 04097
Physical Address: 463 Walnut Hill Road, North Yarmouth, Maine 04097

Bowman Contractors

552 Moosehead Trail
PO Box 156
Newport, Me 04593

Newport Public Safety
Hermon Fire Department
Bar Harbor Municipal

Landry and French

160 Pleasant Hill Rd
Scarborough, Me 04074
207-730-5566

Yarmouth Public Safety
Scarborough Public Safety
Wells Public Safety

Zachau Construction

1185 US Route One- PO BOX J
Freeport, Me 04032
207-865-9925

Children’s Museum and Theater
LL Bean Campus
New Gloucester Public Safety
Tyler Technologies

Grant Hays Associates

PO Box 6179
Falmouth, Me 04105
207-871-5900

South Portland Cash Corner Station
Rangely Public Safety
Town of Windham Maint. Facility
Numerous MDOT Facilities

Peachy Builders

PO Box 2508
Augusta Me, 04338
207-622-7531

Great Falls Construction

20 Mechanic Street
Gorham, Me 04038
207-839-2744

Saco Public Works
Windham Public Works
Maine DOT

SMRT

75 Washington Street
Portland, Maine 04101
1-877-700-7668

Westover Air Force Base
St. Lawrence Correctional Facility
Hospice of Southern Maine

ARTIFEX

128 Broadway
Bangor, Maine 04401
(207) 974-3028
www.artifexae.com
Email: ejones@artifexae.com

Augusta Fire Station
Orrington Public Safety
Skowhegan Public Safety

Port City Architecture

65 Newbury Street
Portland, Maine 04101
(207) 761-9000

www.portcityarch.com

Email: andy@portcityarch.com

Saco Fire Department
Cumberland Fire Department
Gorham Fire Department
Buckfield Fire Department
Yarmouth Public Safety Building

Haley Ward

120 Main Street
Saco, Maine 04072
(207)-283-9151

<https://haleyward.com/>

Email: lbeeler@haleyward.com

Lincoln Town Hall
Bangor Police Department
Skowhegan Public Safety Building
Rumford Fire Department

2 Companies replied stating they did not have the capability of completing the study.

- Great Fall Construction – Gorham
- Zachau Construction - Freeport

1 Company’s packet came back to us with as undeliverable

- Artifex – Bangor

As part of the request for proposal, any company that was going to bid on the project was required to participate in a pre-bid meeting at the fire station on May 5, 2022. 2 companies participated in the required meeting. 2 companies attended the required pre-bid meeting.

- Port City Architecture – Portland
- Haley Ward - Saco

RFP’s were due at Town Hall on June 14, 2022 @ 1:00PM. 1 bid was submitted by the deadline. Port City Architecture submitted the attached package. We also learned at this time that Haley Ward and Port City Architecture had decided to partner together on this project. Port City Architecture will be the lead firm on this project.

The Request for Proposal was to evaluate the following items:

Task #1

Perform a facility assessment/audit of the physical and mechanical conditions of the Fire Rescue Station, as well as site assessment to aid the Town in determining the appropriateness of renovating and expanding the current station. The evaluation shall include all relevant site and adjacent property factors, administrative offices, conference rooms, public areas, meeting and training rooms, restrooms / showers, kitchen area, living quarters, sleeping quarters, apparatus bays, cleaning areas, generator area, laundry room, roof systems, exterior envelope and structural, mechanical and electrical systems.

Task #2

Evaluate, assess, and make recommendations on facility space needs for the current Fire Rescue Station and allow some space to allow for law enforcement activities. This space assessment shall evaluate and incorporate all spatial needs to ensure the modern, effective, and efficient

facility that provides for a safe and responsive fire and EMS operations and administration well into the future, and provides for both public and secure staff interactions, meets training requirements, meets or exceeds all building and ADA code requirements and identifies all specific and general or standardized spatial requirements for fire department and EMS use. This task should include interviews and questionnaires with key NYFR staff and town administrators.

Task #3

As an alternative for the Town to consider, evaluate, assess, and make recommendations on facility space needs for a new Public Safety Complex located on the property containing the ballfield @ 120 Memorial Highway with an entry and egress off from Parsonage Road. This space assessment shall evaluate and incorporate all spatial needs to ensure the modern, effective, and efficient facility that provides for a safe and responsive Fire, EMS, law enforcement activities and administration well into the future, and provides for both public and secure staff interactions, meets training requirements, meets or exceeds all building and ADA code requirements and identifies all specific and general or standardized spatial requirements for fire department and EMS use. This task should include interviews and questionnaires with key public safety staff, and town administrators.

Deliverables envisioned as part of this study include, but are not limited to, the following:

1. The consultant shall submit a draft and final report containing all task involved evaluations and recommendations, including audit of existing facilities conditions and site assessment, building code and ADA compliance review, spatial needs assessment, spreadsheets and recommendations, stakeholder questionnaire and interview results, alternative response time / facility maps, all conceptual floor plans and elevations, building envelope location and placement on alternative site plans, and detailed preliminary conceptual design options of probable cost.
2. The consultant shall provide draft deliverables to Town staff for review and comment. It is expected that staff comments will be incorporated and / or discussed with Town staff prior to finalization;
3. The consultant will provide a final presentation of the work to the Town. The Consultant shall include a minimum of two (2) meetings for presentation of the work, and;
4. Other tasks the Consultant feels are appropriate, based on project need and the Consultant's professional experience.
5. The consultant shall provide a cost estimate for upgrading the current station based on current and future needs.
6. The consultant shall provide a cost estimate for the construction of a new facility based on current and future needs.

Port City Architecture and Haley Ward submitted a package to bring us up to the building phase at a cost of \$31,348.00. After digging into the request for proposal, we are asking to award the assessment to Port City Architecture for a sum of \$9600.00. Port City Architectures proposal is

set up in 10 phases that will allow the town to make the best decisions possible on where to go with the assessment. Phases 1-4 will give us the ability to make a recommendation to renovate or pursue a new facility: Based on our findings in task 3) we will work with the committee to investigate a renovation/addition concept. We will identify the scope of work required to expand and improve the facility to comply with all current codes including IBC, Life Safety, ADA, essential facility structural requirements, and current energy codes. We will calculate a rough cost for the required upgrades and compare that cost and functionality of the renovated facility with a baseline cost of constructing a new facility. We will make a recommendation and have the committee approve either a renovation scheme or new construction scheme and document the findings in a report.

Moving forward with the assessment, we would like to continue phases 5-10 in fiscal year 2024. This would require the use of the remaining \$10,400.00 from the remaining balance. We would also need to allocate \$11,348.00 during the Fiscal Year 2024 budget process and annual town meeting. We would only continue phases 5-10 if the added funds are approved at the Fiscal Year 2024 annual town meeting.

The North Yarmouth Public Safety Facility committee feels this is the best way to complete this project. It keeps the lines of transparency open and allows the Town to make the best decisions moving forward while keeping the costs as low as possible. This also give the town the ability to properly plan for the costs of these items while addressing the current and future needs of the Fire Rescue Department and the Town of North Yarmouth.

Respectfully Submitted

Chief Gregory A Payson

Gregory A Payson

PROPOSAL



June 12, 2022

Town of North Yarmouth
Attn: Diane Barnes, Town Manager
10 Village Square Road
North Yarmouth, ME 04097

RE: Public Safety Needs Assessment

Dear Ms. Barnes,

Thank you for the opportunity to provide professional architecture and engineering services to North Yarmouth. Our understanding is that the town would us like to study your current and future public safety space needs and recommend the best scenario of renovation and addition, or new construction to address those space requirements. Port City and our professional engineers will work in conjunction with your municipal departments to program the current staffing and space demands, investigate the existing building and site, and provide floor plans, a site plan, renderings, and a budget detailing the preferred solution. Below is our proposed scope of work with our associated proposed fees.

Proposed Scope of Services and Fees:

Consistent with the work described in both your RFP and our project understanding and approach section, we offer the following proposed scope of services for your Public Safety Needs Assessment study: The scope has been arranged in rough chronological order and provides the anticipated personnel and estimated time commitment. PCA shall meet with the staff and committee throughout the process. Only milestone meetings are noted below.

Anticipated Professional Staff:

AH	Andrew Hyland	Port City, Architecture
JP	Jason Pica	Port City, Architecture
CS	Chris Snowdeal	Haley Ward, Structural Engineer
RW	Ron Willey	Haley Ward, Mechanical Engineer
PB	Phil Badger III	Haley Ward, Electrical Engineer
JW	Jon Whitten, Jr	Haley Ward, Civil Engineer
CM	TBD	Construction Manager experienced in Public Safety
PCA	Staff support	Port City

- 1) **Kick off Meeting. Establish goals, objectives, roles, and timeline. Discuss and understand any monetary thresholds or expectations of the town.**

Staff Members: AH, JP

Anticipated hours: 3, 3

Proposed fee: \$810

- 2) **Programming: Interview the appropriate personnel and provide a space programming needs assessment document for the Fire/EMS Department including space for the county sheriff. We will assess staffing needs based on current conditions and on future estimated projections from staff and industry trends. We will provide an assessment of total future gross space needs for 20-30 years in the future.**

Staff Members: JP

Anticipated hours: 12

Proposed fee: \$1,620

- 3) **Existing building and site Conditions Analysis: Review the existing fire station building in depth and the development possibilities for the existing site including utilities, auto circulation and parking, etc. Provide a base plan of the existing fire station and site based on existing town drawings, site investigations, and field measurements. Provide an assessment of current IBC and Life Safety code compliance and existing mechanical, electrical, and plumbing systems, workplace safety, potential hazards, and current functionality. Provide an energy usage/efficiency evaluation for the current facility. Hours include site visits and documentation of the findings**

Staff Members: AH, CS, RW, PB, JW, PCA

Anticipated hours: 6, 4, 4, 4, 8, 12

Proposed fee: \$4,390

- 4) **Recommendation to renovate or pursue a new facility: Based on our findings in task 3) we will work with the committee to investigate a renovation/addition concept. We will identify the scope of work required to expand and improve the facility to comply with all current codes including IBC, Life Safety, ADA, essential facility structural requirements, and current energy codes. We will calculate a rough cost for the required upgrades and compare that cost and functionality of the renovated facility with a baseline cost of constructing a new facility. We will make a recommendation and have the committee approve either a renovation scheme or new construction scheme and document the findings in a report.**

Staff Members: AH, JP

Anticipated hours: 8, 12

Proposed fee: \$2,780

- 5) **Once a preferred concept is chosen, we will provide a conceptual design of the preferred alternative to include schematic floor plans, schematic site plans, and a conceptual cost estimate.**

Staff Members: AH, JP, CS, RW, PB, JW, PCA

Anticipated hours: 20, 2, 2, 2, 2, 12, 24

Proposed fee: \$7,380

- 6) **Major Review Meeting: In-person review with committee of the chosen scenario concept plans to ensure that all of the town's goals have been achieved, and if improvements can be made.**

Staff Members: AH

Anticipated hours: 3

Proposed fee: \$405

- 7) **Refine and develop the chosen scenario: Further develop the site plan and floor plans of the chosen scenario. Provide a dynamic 3D scale model to show exterior design and proposed materials. Include recommendations for the building's structural, mechanical, and electrical systems and other items required for a functional facility.**

Staff Members: AH, JP, CS, RW, PB, JW, PCA

Anticipated hours: 4, 18, 3, 3, 3, 12, 24

Proposed fee: \$7,755

- 8) **Provide a comprehensive cost estimate for the chosen concept. Provide a breakdown of the scope into logical smaller groups of work with associated cost estimates. Provide the estimate in a total project cost format including fees and other owner's soft costs.**

Staff Members: JP, CM

Anticipated hours: 3, 8

Proposed fee: \$1,205

- 9) **Finalize Study Deliverables: Finalize site and floor plans, 3D Model and renderings, and Cost Estimate. Include a written narrative report outlining the process and including recommendations, evaluations, space programming documents, code compliance review, and other pertinent documents.**

Staff Members: AH, JP, PCA

Anticipated hours: 3, 6, 12

Proposed fee: \$2,295

10) Attend final meetings with the stakeholders, select board, and public.

Staff Members: AH

Anticipated hours: 9

Proposed fee: \$1,215

Subtotal:	\$29,855
Estimated Reimbursables:	<u>\$1,493</u>
Total with reimbursable expenses:	\$31,348

We propose to provide the scope of work as described above for a lump sum cost of: **\$29,855 plus direct reimbursable costs at 5% for a total fee of \$31,348.** Any additional work requested and approved by the town shall be charged at the attached hourly rates or an additional negotiated fee:

Following project voter approval, if Port City is awarded the construction documents portion, we will discount \$5,000 of our fee based on the standard architectural fee percentages recommended by the State of Maine for public projects.

Invoicing/ Billing:


- Invoices will be submitted monthly based on the work completed.

Attachments:

- Port City Architecture Standard Hourly Rates and Reimbursable Expenses
- Port City Architecture Standard Terms and Conditions

This proposal is valid for thirty (30) days. If the outlined scope and proposed fees are acceptable, I would ask that you please sign this letter in the space provided and return a copy to this office via standard mail or e-mail. Thank you.

Sincerely,
PORT CITY ARCHITECTURE



Andrew Hyland, AIA
Principal
Port City Architecture

Accepted,
Ms. Diane Barnes
Town Manager
Town of North Yarmouth
____ / ____ 2022



PORT CITY
ARCHITECTURE

STANDARD HOURLY RATES 2022

Professional Fees

Principal Architect	\$145.00/hour
Associate Architect	\$135.00/hour
Staff Architect	\$125.00/hour
Senior Architectural Designer	\$105.00/hour
Interior Designer	\$ 95.00/hour
Architectural Designer	\$ 90.00/ hour
Technical Assistant/CADD	\$ 75.00/hour
Administrative Services	\$ 65.00/hour
Expert Witness or Legal Consultation	\$190.00/hour

REIMBURSABLE EXPENSE SCHEDULE

Reimbursables shall be charged at 5% of the total Design Fee or as direct expenses below

Laboratory Testing	Cost Plus 10%
Printing	
Clean Prints (blueprints)	\$ 0.50/sf
Copies-8 1/2"x11"	\$ 0.10 each
11"x17"	\$ 0.25 each
Sepias, Mylar	\$ 2.75/sf
Sepias, Paper	\$ 1.50/sf
Bindings	\$ 2.00/ea
Postage	Cost Plus 15%
Travel	
Mileage	\$ 0.65/mile
Lodging Cost Not to Exceed	\$200/Day/Person
Food Cost Not to Exceed	\$ 90/Day/Person Photography
Reproductions (not in-house)	Cost Plus 10%
Advertising	Cost Plus 10%
Consultants	Cost Plus 10%
Color Renderings	Cost Plus 10%
Communication/Technology charge 2%:	Phone calls, faxes, scanning, website plan room, emails, and other forms of communication.



Port City Architecture 2022 Terms and Conditions

1. ABSENCE OF WARRANTY

All services of ARCHITECT and its subsidiaries, independent professional associates, subconsultants and subcontractors will be performed in a reasonable and prudent manner in accordance with generally accepted architecting practice. All estimates, recommendations, opinions and decisions of the ARCHITECT will be on the basis of the information available to the ARCHITECT and the Architect's experience, technical qualifications, and professional judgment. There are no warranties of merchantability or fitness for a particular purpose or any other warranties or guarantees whatsoever, express or implied, with respect to any service performed or materials provided under this Agreement.

2. INVOICES

Invoices will be submitted periodically (customarily on a monthly basis), and are due and payable upon receipt of invoice. Unpaid balances shall be subject to an additional charge at the rate of one (1.0) percent per month from the date of invoice if the unpaid balance is not paid within 30 days. In addition, the ARCHITECT may, after giving seven days written notice to OWNER, suspend services without liability until the OWNER has paid in full all amounts due the ARCHITECT on account of services rendered and expenses incurred, including interest on past-due invoices. Payment of invoices is not subject to discounting by OWNER. Time is of the essence in payment of invoices, and timely payment is a material part of the consideration of any Agreement between the ARCHITECT and OWNER.

3. CHANGES OR DELAYS

Unless the accompanying Proposal provides otherwise, the proposed fees constitute the Architect's estimate to perform the services required to complete the Project as we understand it to be defined. For projects involving conceptual or process development work, required services often are not fully definable in the initial planning. Accordingly, developments may dictate a change in the scope of services to be performed. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, whether or not changed by any order, an equitable adjustment shall be made and the Agreement modified accordingly.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the OWNER's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences or force majeure, such as fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdown, acts of God or of the public enemy, or acts or regulations of any governmental authority. Temporary work stoppage caused by any of the above will result in additional cost (reflecting a change in scope) beyond that outlined in the accompanying Proposal.

4. PAYMENT

Where the method of contract payment is based on a cost reimbursement (i.e. hourly rates, time-and-material, direct personnel expense, or per-diem) basis, the following provisions shall apply:

- a. The minimum time segment for charging of field work is four (4) hours. The minimum time segment for charging the work done at the ARCHITECT's office(s) is one-half hour. When applicable, rental charges will be applied to the Project to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, the OWNER will be advised at the start of an assignment, task, or phase.
- b. Expenses properly chargeable for the services which are reimbursable at cost shall include: travel and subsistence expenses of personnel when away from their office on business directly or indirectly connected with the Project; identifiable communication, shipping, printing, and reproduction costs; professional and technical subcontractors/subconsultants; identifiable drafting and stenographic supplies; computer time and software; and expendable materials and supplies purchased specifically for the Project. A ten percent (10%) handling and administrative charge will be added to those foregoing items which are purchased from outside sources. When ARCHITECT, subsequent to initiation of services, finds that specialized equipment is needed to perform the services, it will purchase and/or lease, as appropriate, the equipment as a reimbursable expense.
- c. Invoices for effort on a cost-reimbursement basis will be submitted showing labor (hours worked) and total expenses, but not actual documentation. If requested by OWNER, documentation will be provided and the cost of providing such documentation, including labor and copying costs, will be paid by OWNER.

5. TERMINATION

No termination of this Project by the OWNER shall be effective unless seven days written notice of intent to terminate, together with the reasons and details therefore, has been received by a principal or officer of the ARCHITECT and an opportunity for consultation been given. A final invoice will be calculated on the first or fifteenth of the month (whichever comes first) following receipt of such termination notice and the elapse of the seven day period (the effective date of termination).

Either the ARCHITECT or OWNER may terminate this Agreement, in whole or in part, in writing, if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. Where method of contract payment is "lump sum," the final invoice will include all services and expenses associated with the Project up to the effective date of termination. Where method of contract payment is based on cost reimbursement, the final invoice will include all services and expenses associated with the Project up to the effective date of termination. In any event, an equitable adjustment shall be made to provide for termination settlement costs the ARCHITECT incurs relating to commitments which had become firm before termination, and for a reasonable profit for services performed.

6. LIMITATION OF LIABILITY

Notwithstanding any other provision of these General Terms and Conditions to the contrary, the ARCHITECT's liability to the OWNER for any loss or damage, including, but not limited to, special and consequential damages, arising out of or in connection with the accompanying Proposal or any related Agreement from any cause, including the ARCHITECT's professional negligence, strict liability, breach of contract or breach of warranty, shall not exceed triple the contract payment hereunder. OWNER hereby releases the ARCHITECT from any liability above such amount and such amount shall be the **sole and exclusive remedy** to OWNER.

7. INSURANCE

The Architect agrees to purchase at its own expense, Worker's Compensation, Professional Liability and General Liability insurance and will, upon request, furnish insurance certificates to OWNER. ARCHITECT agrees to purchase whatever additional insurance is requested by OWNER (presuming such insurance is available from carriers acceptable to the ARCHITECT) provided the premiums for additional insurance are reimbursed by OWNER.

8. INDEMNIFICATION

The Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner, its officers, directors and employees (collectively, Owner) against all damages or liabilities, to the extent caused by the Architect's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Architect is legally liable.

The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages or liabilities, to the extent caused by the Owner's negligent acts, errors or omissions in connection with the Project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom the Owner is legally liable.

Neither the Owner nor the Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

9. DISPUTE RESOLUTION

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Owner and the Architect agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation.

The Owner and the Architect further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

9. GRATUITIES

The ARCHITECT represents that no gratuities (in the form of the entertainment, gifts or otherwise) were offered or given to any officer, agent, employee or representative of the OWNER with a view towards securing this Agreement or securing favorable treatment with respect to the wording, amending or the making of any determination with respect to the performance of this Agreement.

10. CONFIDENTIALITY

The ARCHITECT shall maintain as confidential and not disclose to others without OWNER's prior written consent, all information obtained from OWNER, not otherwise previously known to the ARCHITECT or in the public domain, as OWNER expressly designates in writing to be "CONFIDENTIAL". The provisions of this paragraph shall not apply to information in whatever form which (1) is published or comes into the public domain through no fault of the ARCHITECT, (2) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (3) is required to be disclosed by law on order of a court, administrative agency or other authority with proper jurisdiction.

11. REUSE OF DOCUMENTS

All documents, including drawings and specifications, prepared or furnished by ARCHITECT and its subsidiaries, independent professional associates, subconsultants and subcontractors pursuant to this Agreement are instruments of service in respect of the Project and the ARCHITECT shall retain an ownership and property interest therein whether or not the Project is completed. OWNER may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any reuse without written verification or project-specific adaptation by the ARCHITECT will be at the OWNER's sole risk and without liability or legal exposure to ARCHITECT or its subsidiaries, independent professional associates, subconsultants and subcontractors. Accordingly, OWNER shall, to the fullest extent permitted by law, defend, indemnify and hold harmless the ARCHITECT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions and damages whatsoever arising out of or resulting from such unauthorized reuse. Any such verification or project-specific adaptation will entitle the ARCHITECT to further compensation at rates to be agreed upon by OWNER and the ARCHITECT.

12. CONTROLLING AGREEMENT

To the extent they are inconsistent or contradictory; the express terms of the accompanying Proposal take precedence over these General Terms and Conditions. It is understood and agreed that the services performed under the accompanying Proposal or any related Agreement are not subject to any provision of the Uniform Commercial Code. Any terms and conditions set forth in OWNER's purchase order, requisition, or other notice or authorization to proceed are inapplicable to the services under this Proposal or any related Agreement, except when specifically provided for in full on the face of such purchase order, requisition, or notice or authorization and specifically accepted in writing by the ARCHITECT. The ARCHITECT's acknowledgment of receipt of any purchase order, requisition, notice or authorization, or the ARCHITECT's performance of work subsequent to receipt thereof, does not constitute acceptance of any terms or conditions other than those set forth herein.

13. PROPRIETARY DATA

The technical and pricing information contained in the accompanying Proposal or Agreement is to be considered Confidential and Proprietary and is not to be disclosed or otherwise made available to third parties without the express written consent of ARCHITECT.

14. GOVERNING LAW

This Agreement is to be governed by and construed in accordance with the law of the principal place of business of ARCHITECT.

-END OF ITEMS



June 14, 2022

Proposal Submission for
Public Safety Needs Assessment
North Yarmouth, Maine

“ It has been a pleasure working with Port City Architecture. They have been professional, on budget and schedule with all of our projects. ”

William Shane, Cumberland Town Manager



Section A	Letter of Interest Team Qualification Statement & Contact Info
Section B	Project Experience Project List Similar Projects
Section C	Firm Experience Experience w/ Public Safety Studies Company Information Sustainable Design Team Chart Architect's Resumes Engineers Resumes Insurance Coverage
Section D	Capacity and Schedule Firm's Capacity Schedule Project Approach/Scope Scope, Fees, and Rate Sheet (In Sealed Attachment)

Cumberland Fire Station



**Community Centers and
Training Room:**

With a state of the art multi media center, its own kitchen and exterior entrance. This space provides the department with a large room for staff training meetings, classes, certifications, emergency event operations, and many community events.

Yarmouth Public Safety





City of Saco, Maine
Saco Central Fire Station
Front Entry



Office Spaces:

Today’s office work environment needs to be flexible. For each of our clients, we identify every employee’s type of work; collaborative public interactive or heads down, and design their office space accordingly. We make sure that departments who work closely together are adjacent to one another. We encourage our clients to plan their space to be a safe, fun and appropriate atmosphere for everyone. We stay on top of the successes of the latest trends and help to implement them creatively and cost effectively.



June 12, 2022

Town of North Yarmouth
Attn: Diane Barnes, Town Manager
10 Village Square Road
North Yarmouth, ME 04097

RE: Public Safety Needs Assessment

Dear Chief Payson, Ms. Barnes, and Members of the Selection Committee:

Port City Architecture is Maine’s leading expert in public safety design. We have helped over twenty-five Maine communities like yours in recent years achieve their goals of modernizing their fire departments by providing state-of-the-art facility designs that support current fire-fighting and EMS practices and will adapt to their future needs for years to come. We will help you successfully navigate through the decision of renovation versus new construction, planning, design, permitting, and construction of a facility to ensure you receive the best possible public safety building uniquely suited to North Yarmouth.

This study stage of the design is the most important for the success of your project. A well-thought-out design can save you hundreds of thousands of dollars in construction costs through efficiency and innovation and provide a superior and safe working environment that will meet your needs for years to come. Our fire and EMS station designs are modern, extremely functional, and designed to accommodate growth and changing missions. They are constructed from quality durable materials, and all have been constructed within budgets that meet the individual needs of your town.

In addition to paying close attention to the initial capital cost, we are also concerned with the annual life cycle cost. In our studies, we specify energy-efficient designs, including closed-cell foam insulation. All our designs are built to high-performance building standards.

Our senior public safety professional staff will guide your project.

We propose collaborating with our regular team of highly qualified engineering consultants, and we are currently collaborating with them on two other public safety projects. All the senior staff noted in this proposal will be committed to providing substantial involvement in this project from start to finish.



For North Yarmouth, we will thoroughly assess the program space needs of your fire/EMS department. We will then assess the functionality of your existing site and facility and evaluate the building's systems and structure. With this information, we will recommend either improving and expanding your operations with an appropriately designed renovation/addition to your existing building, or we may instead recommend building a new facility if the renovation/addition proves infeasible or cost-prohibitive. If new construction is recommended, we will document our findings of why we reached this conclusion in a report. After determining renovation versus new, we will provide a conceptual site and building design, a 3D model of the facility, and a comprehensive budget for the proposed project. This information can then be taken to the voters for approval before moving to the project's final design and construction phase.

Thank you for reviewing the enclosed material. To the best of our ability, all the information contained in this RFP is complete and accurate. We authorize the town and its representatives to contact any of our previous clients for an independent review of Port City and/or our consultant's past performance. You will find our team extremely easy to work with and accommodating to your needs. We are committed to providing excellent design with personal and responsive service. Please visit our website at www.portcityarch.com and feel free to contact us for any additional information.

Sincerely,
Andrew C Hyland, AIA



Principal
Port City Architecture

Point of Contact Information:
Andrew C. Hyland, AIA, Principal
Port City Architecture
65 Newbury Street
Email: andy@portcityarch.com

Phone: 207 761-9000
Cell 207 838-4222

Sanford Police Station



Fitness Center:

An in house fitness center provides convenient access to equipment and promotes physical and mental health in a demanding profession.

Gorham Fire Station



Yarmouth Public Safety



City of Saco, Maine
Saco Central Fire Station
Exterior

Project Experience: Project List

Town of Yarmouth ME

- Public Safety: Study
- Public Safety: New Building

Town of Gorham, ME

- Public Safety: Study
- Police Station: New Facility
- Fire Station: Addition and Renovation

City of Westbrook, ME

- Public Safety: Study

Town of Berwick, ME

- Fire Station: Study
- Fire Station: New Facility
- Police Station: Study
- Police Station: Renovation

Town of Cumberland, ME

- Fire Station: Study
- Fire Station: Addition and Renovation
- Town Hall: Study
- Counsel Chambers: Renovation
- Police Station: Study
- Public Works Buildings: Study
- Public Works Buildings: Renovation

Town of Sanford, ME

- Fire Department Buildings: Study
- Police Station: Study
- Police Station: New Facility
- Town Offices: Assessment and Evaluation
- Town Hall: Renovation

Town of Falmouth, ME

- West Falmouth Fire Station: Study
- Central Fire Station: Phase II Addition
- Public Safety: Study
- Police Station: New Facility
- Central Fire Station : Addition and Renovation

City of Waterville, ME

- Police Station: Study
- Police Station: New Facility

Town of Buckfield, ME

- Fire Station: Study
- Fire/Rescue Station: New Facility

Town of North Berwick, ME

- Fire Station: Study

Town of Caribou, ME

- Public Safety: Study

Town of Saco, ME

- Saco Substation: Study
- Central Fire Station: Study
- Central Fire Station: New Facility

Town of Kennebunkport, ME

- Police Station: Study
- Police Station: Addition

Town of Rumford, ME

- Fire Station: Study

Town of Old Orchard Beach, ME

- Public Safety: Study
- Police Station: Design

City of Augusta, ME

- Police Station: Study
- Police Station: New Facility

Town of Castine, ME

- Fire Station: Study

Town of Waterboro, ME

- Fire Station: Study

Town of Baldwin, ME

- Fire Station: Study



Yarmouth Public Safety
Yarmouth, Maine



Yarmouth Public Safety Yarmouth, Maine



3D Rendering



Floor Plan: First floor



Second Floor

In A Snap

Client:

Town of Yarmouth, ME

Services:

- Facility Assessment
- Facility Needs Study
- Full A/E Services
- New Facility

Date of Project: 2020

On Time

Project Cost: \$8,500,000

On Budget

Size: 28,000 sf

Reference:

Steve Johnson
Town Engineer
207-846-2401
SJohnson
@yarmouth.me.us

Yarmouth Public Safety
Yarmouth, Maine



Turn Out Gear Room

Yarmouth Public Safety
Yarmouth, Maine



Apparatus Bay



Storage Space

Yarmouth Public Safety
Yarmouth, Maine



Bunk Room



Day Room

Yarmouth Public Safety Yarmouth, Maine



Administration Spaces: For each of our clients, we identify every employee's type of work and design their office space accordingly; a collaborative public interactive or heads down worker. We make sure that departments members who work closely together are adjacent to one another.

Berwick Fire Station
Berwick, Maine



Floor Plans: Berwick needs were to fit within the already existing Police Station Site.



3D Rendering

Berwick Fire Station
Berwick, Maine



In A Snap

Client:

Town of Berwick, ME

Services:

Facility Needs Study
Full A/E Services
New Facility

Date of Project: 2020

On Time

Project Cost: \$6,000,000

On Budget

Size: 17,000 sf

Contact:

Steve Eldridge
Town Manager
207-698-1101
townmanager@
berwickmaine.org

Berwick Fire Station
Berwick, Maine



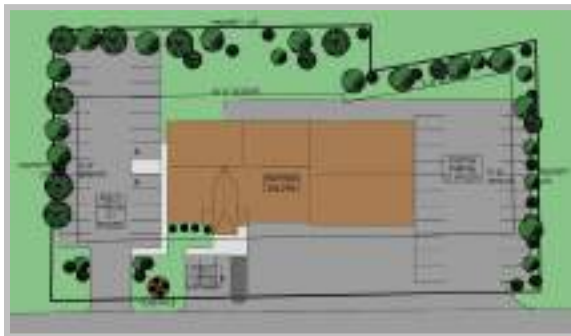
Berwick Fire Station
Berwick, Maine



Cumberland Central Fire Station Cumberland, Maine



3D Rendering: The design will meet the needs of the town for many years. The architects rendering shows the renovated 4 bays and the three level addition.



Site Plan



Floor Plans: The station is layered on three levels: the training and meeting spaces on the lowest level; administration, operations and apparatus bays on the main level and living quarters on the upper level.

Cumberland Central Fire Station
Cumberland, Maine



Port City Architecture was selected to design a new addition and renovation to Cumberland’s Central Fire Station.

In A Snap

Client:

Town of Cumberland, ME

Services:

Facility Assessment
Facility Needs Study
Full A/E Services
New Facility

Date of Project: 2018

On Time

Budget: \$4,100,000

On Budget

Size:

3,500 sf Renovation
15,000 sf Addition

Reference:

William Shane
Town Manager
207-829-5559
wshane@cumberlandmaine.com

Cumberland Central Fire Station
Cumberland, Maine



Day Room & Kitchen



Bunk Room



Unisex Bathroom

Cumberland Central Fire Station
Cumberland, Maine



Decontamination Room



The Slide Pole



Medical Room

Saco Central Fire Station
Saco, Maine



Floor Plans



Site Plan



3D Rendering

Saco Central Fire Station Saco, Maine



The Saco Central Fire Station was awarded a



Port City was able to find an energy incentive program for the facility from Efficiency Maine that rebated \$22,000 to the town for an efficient design.



Port City Architecture was given a design award by Fire Station Magazine

In A Snap

Client:

City of Saco, ME

Services:

Facility Needs Study
Full A/E Services
New Facility

Date of Project: 2011

On Time

Project Cost: \$5,200,000

On Budget

Size: 22,000 sf

Reference:

John Duross
Fire Chief
207-282-3244
jduross@sacomaine.org

Saco Central Fire Station
Saco, Maine



Apparatus Bays: The five drive-through apparatus bays include a radiant heated slab with 14' x 14' doors that will accommodate the largest of ladder trucks.

Saco Central Fire Station
Saco, Maine



Turn Out Gear Room: Saco’s design has access to bays, walk-in decontamination shower and Slide Pole.



The Slide Pole

Buckfield Fire/Rescue Station Buckfield, Maine



Exterior Design: The Fire/Rescue station is in scale and in harmony with the surrounding town buildings. The work consists of the demolition of the existing Fire-Rescue Station structure and the construction of a new 7,000 square foot facility.



In A Snap

Client:

Town of Buckfield, ME

Services:

- Facility Assessment
- Facility Needs Study
- Full A/E Services
- New Facility

Date of Project: 2014

On Time

Project Cost: \$1,000,000

On Budget

Size: 7,000 sf

Reference:

Cindy Dunn
Town Manager
207-336-2521
tmbuckfield@gmail.com

Falmouth Fire Station Falmouth, Maine



The Fire Department had its own building that was centrally located, but the building was missing key components that are required for a modern fire station. The Falmouth Fire Station addition and renovation included administration spaces, a training room, dayroom and sleeping quarters.



In A Snap

Location:

Falmouth, Maine

Services:

- Facility Assessment
- Facility Needs Study
- Full A/E Services
- Renovation and Addition

Date of Project:

2008

Budget:

\$1,200,000

Size:

5,000 sf

Contact:

Howard Rice
Fire Chief
207-781-2610

Caribou Public Safety Caribou, Maine



3D Rendering: The front elevation the building with will be the Police Department's entrance.



3D Rendering: The back elevation the building with will be the Fire Department's entrance.

In A Snap

Location:

Caribou, Maine

Services:

Facility Assessment
Facility Needs Study

Date of Project:

2018

Budget:

Study \$25,000

Size:

30,000 sf

Contact:

Scott Susi
Fire Chief

207-493-4205



City of Saco, Maine
Saco Central Fire Station
Apparatus Bays

Firm Experience: Statement on Experience

Since our founding in 1989, Port City Architecture has sought to construct the optimum form, function, and financial value of every building we've designed. Our focus on applying these principles to the core industries we serve has led to our growing roster of public safety, higher education, laboratory, commercial, and residential clients. Our holistic approach to design is reflected in the bonds we build between our clients, partners, and staff. Client goals are served by a commitment to personalized service that is honored by every member of our project teams. The role that group plays in every aspect of the building process—from research and design through complete construction monitoring—supports the structures and relationships that fuel our passion for our work. In 2020 we opened an office in New Hampshire.

Public Safety Study Expertise

Port City Architecture is Maine's leading expert in public safety design. We have helped over twenty-five Maine communities in recent years achieve their goals of modernizing their public safety departments by providing state-of-the-art facility designs that support current firefighting and EMS practices and will adapt to their future needs for years to come.

All of our projects began with a study similar to yours. More than half also included an assessment of their current facilities to determine whether it was more beneficial for the town to renovate their facility or to build new. We will provide your town with a compelling study document in easy-to-understand form that will explain to the voters the department's needs and provide an appropriately scaled and priced solution. Our studies get built. We have a 95% success rate for our studies that have gone to referendum. Our projects are economical to construct and operate. They are durable, long lasting, allow for growth, and reflect the character of their Maine communities.



Company Contact Information

Port City Architecture
65 Newbury Street
Portland, ME 04101
Office: 207-761-9000
Cell: 207-838-4222

Email: andy@portcityarch.com
Website: www.portcityarch.com

Professional Licenses and Accreditations

Architect Licenses: Maine, New Hampshire
United States Green Building Council: LEED Accredited Professionals

Awards

Fire Chief Magazine: Saco Fire Station, Saco Maine
College Planning & Management Magazine: University of New England
American School & University Magazine: University of New England

Professional Affiliations

Maine Police Association: Member
Maine Fire Chief Association: Corporate Supporter
AIA American Institute of Architects: National and Maine Chapter Members
Portland Society Of Architects: Member
United States Green Building Council: Member
NNECCARRAPPA: Business Member



Saco Central Fire Station: The beloved details of horses from the historic Fire Station were incorporated in the new facilities design .



Port City Architecture has maintained a long time interest in sustainable design. We have been members of the United States Green Building Council since 2001 with four LEED (Leadership in Energy and Environmental Design) accredited professionals on staff. Firm principals, Andrew Hyland and Lita Semrau have both served in leadership capacities on the Board of the Maine Chapter of the USGBC.



Andrew C. Hyland, AIA, LEED-AP

U.S. Green Building Council: Member 2002-2017

Maine Chapter of US Green Building Council: 2002-2015

- **Board Member 2002-2008**
- **Secretary on the Executive Board 2006-2007**
- **Treasurer on the Executive Board 2007-2008**



Lita Anne Semrau, AIA, LEED-AP

U.S. Green Building Council: Member 2002-2017

Maine Chapter of US Green Building Council: 2002-2015

- **Board Member 2002-2014**
- **Finance and Sponsorship Committee 2008-2010**
- **Vice Chair 2010-2012**
- **Chair 2013-2014**



Port City Architecture strives to incorporate sustainable principals in all of our design work and has completed five LEED Silver certified projects in Maine. We are also active with Efficiency Maine which has provided rebate cash incentives to many of our clients for energy efficient design.



The Saco Central Fire Station was awarded a LEED Silver Certification.



The Falmouth Police Station was awarded a LEED Silver Certification.

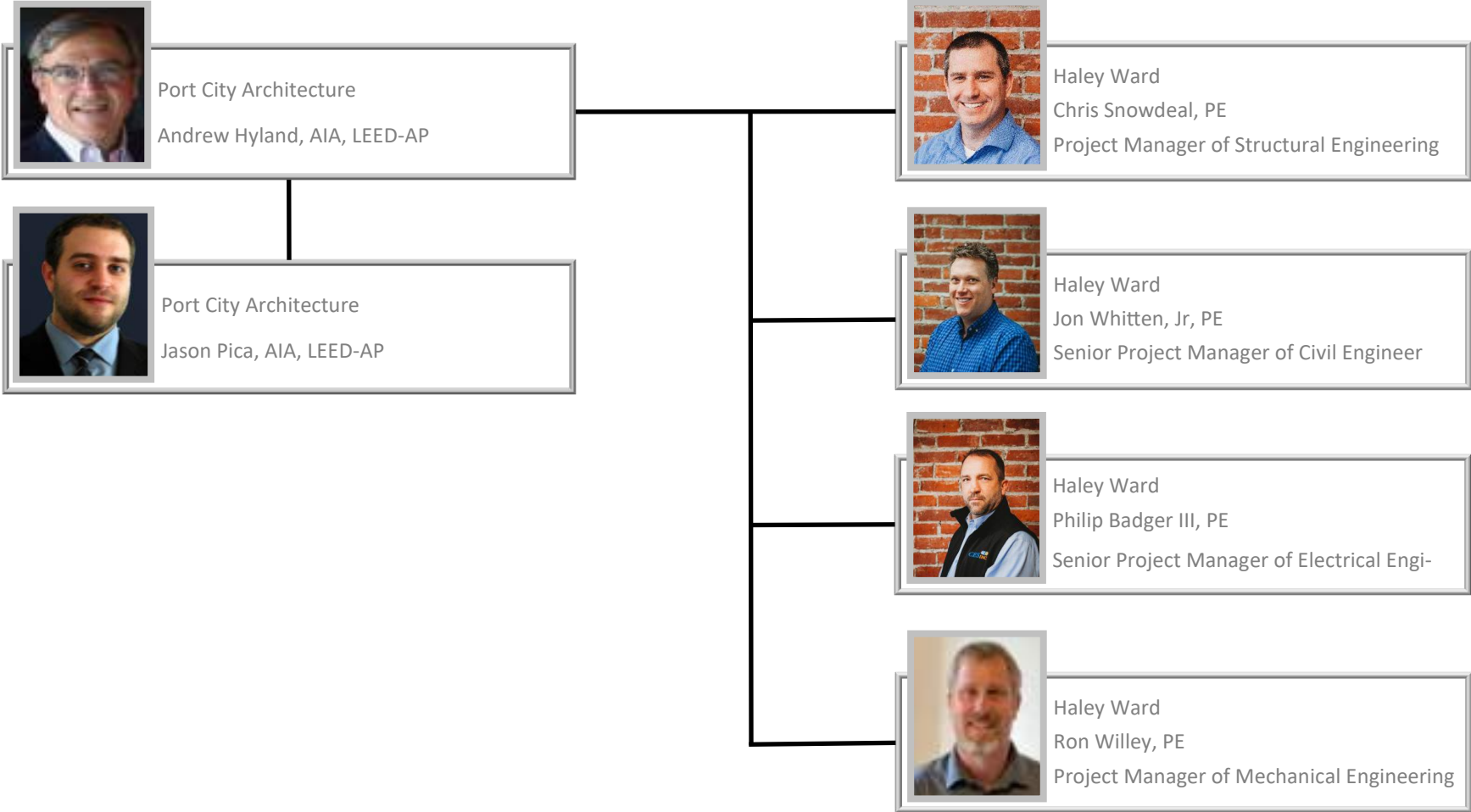


Sustainable Design:

Every building by Port City Architecture was designed with sustainability in mind. Our buildings are always economical to heat, cool and maintain. We utilize closed cell spray foam at the exterior envelope to achieve a tight air barrier and high R-values. This method also eliminates potential mold in the wall cavities. Finish materials are selected for sustainability and to create a healthy living environment.



Firm Experience: Team Chart





Andrew C. Hyland, AIA , LEED-AP
Maine Licensed Architect
Principal and Project Manager

Mr. Hyland is a Senior Principal Architect at Port City Architecture with over thirty years of experience in architectural design, planning, and project management. Mr. Hyland is a Maine municipal design leader and continually researches new trends in public safety design, codes, and energy-efficient construction methods.

Mr. Hyland's experience in project planning, working with committees, and finding consensus among groups with diverse points of view will help rally community support for your project. His ability to see the big picture will ensure that your project meets your community's needs, allows for growth, provides durable, long-lasting finishes, and is constructed within a realistic budget.

Licenses

Architect: Maine # 2037

Architect: NH # 2295

Education

University of Colorado:
Bachelor of Architecture &
Environmental Design

United States Green Building
Council: LEED Accredited
Professionals



Professional and Civic Affiliations

Maine Fire Chiefs' Association: Corporate Sponsor

American Institute of Architects: Member

United States Green Building Council: Member

Maine Chapter of the US Green Building Council:

- Secretary on the Executive Board
- Treasurer on the Executive Board

Trainrider's Northeast: Executive Board Member

NNECERAPPA: Supporting Member





Jason Pica, AIA, LEED-AP
Licensed Architect
Project Manager

Mr. Pica has ten years of professional architectural experience in a wide range of projects, including project management of our last seven public safety buildings.

Over the last five years, Jason has worked on the town of Yarmouth's New Public Safety, Gorham's Police Station and the renovation of their Fire Station. In 2016 he has overseen the feasibility studies for the Town of Waterboro and the Town of Cumberland. Mr. Pica has been involved in all phases of the design process from programming and feasibility studies to schematic design 3D modeling through the final stages of the building process. He feels the most important aspect of the process is bringing the design idea to reality, while collaborating with the owner and the contractor.

Jason strives to build a team that works well together and creates a professional finished project to exceed the client's expectations.

Licenses

Architect: Maine #4572

Education

University of Maine:
Bachelor of Arts & Architecture

USGBC:

LEED Accredited Professionals



Professional and Civic Affiliations

United States Green Building Council: Member

Maine Green Building Council: Member

American Institute of Architects: Member



Firm Experience: Haley Ward's Resumes

Haley Ward is a 100% employee-owned technical consulting firm offering a wide range of engineering, architectural, environmental, and surveying services focused on delivering client-based solutions. Founded as CES, Inc. of Brewer, Maine, in 1978, our company evolved into Haley Ward in 2020 to better represent our increasing size, reach, and services portfolio.

While our name has changed, our commitment to our clients has not. By listening attentively to clients' needs and working collaboratively, Haley Ward delivers *optimal solutions* built on value, quality, promptness, and teamwork. Functioning as a team within our organization, with our subcontractors, and most importantly, with our clients, promotes effective communication and results in the delivery of a cost-efficient project customized to fit your needs.

At Haley Ward, we value accountability and collaboration. These values drive us to provide every client with quality service that meets and often exceeds their expectations. They are one of the reasons clients return to us for help. Haley Ward retains clients through our technical ability and years of experience solving problems across a wide spectrum of complexity.

Haley Ward is headquartered in Bangor, Maine, with offices in Massachusetts and Florida.

PROFESSIONAL STAFF MEMBERS			
Professional Engineers	28	Environmental Scientists	21
Civil	18	Professional Foresters	1
Environmental	2	Professional Surveyors	13
Structural	3	GIS Professionals	2
Mechanical	3	Radon Service Providers	2
Electrical	2	Wastewater Treatment Plant Operators	3
Degreed Engineers-in-Training	6	Drone Operators	4
Licensed Geologists	4	Licensed Architects	2

OUR SERVICES INCLUDE:

- Civil Engineering**
 - Land Use Permitting & Development
 - Recreational Trails
 - Roads & Parking Lots
 - Transportation & Traffic
 - Water/Wastewater Treatment & Conveyance
 - Water Works
- Structural/MEP Engineering**
 - Architectural Design
 - Building Services
 - Building Evaluations
 - Capital Needs Assessments & Services
 - Electrical System Design
 - Mechanical System Design
 - Municipal Infrastructure
 - Structural Design & Analysis
- Environmental Engineering**
 - Remediation Services
 - Solid Waste
- Environmental Sciences**
 - Geology/Hydrogeology
 - Geophysics
 - PFAS Sampling & Analysis
 - Solid Waste
- Environmental Compliance**
 - Air Emissions
 - Drinking Water Operations
 - Environmental Monitoring
 - Perchlorate, Hazardous Materials, Hazardous Waste
 - Stormwater Compliance
 - Wastewater Operations & Compliance
- Environmental Investigation**
 - Brownfields Redevelopment
 - Environmental Site Assessments
- Natural Resources**
 - Permitting & Licensing
 - Wetland Habitat Mapping
- Industrial Hygiene**
 - Indoor Air Quality Assessments
 - Asbestos, Lead, & PCB Management Service
- Surveying**
 - Surveying Services
 - Drone Services





Chris Snowdeal, PE
Maine Licensed Structural Engineer
Project Manager



Chris Snowdeal holds a B.S. in Civil/Structural Engineering from the University of Maine and has over 20 years of structural engineering work experience, including foundation design and design of wood, steel, and concrete structures. Chris also has 11 years of site design experience, including site plan and stormwater quantity applications, subdivision designs, drainage analysis, and design, roadway design, and design of underground utilities. Additionally, Chris is skilled in using AutoCAD Architecture, Revit, RAM Elements, and Microsoft Software.

Licenses

Professional Engineer:
 State of Maine #13764

Education

University of Maine:
 BS Civil/Structural Engineering
 PSMJ Project Management Training

Experience:

Lowell, ME	Municipal Building
Lowell, ME	Fire Station
Bar Harbor, ME	Transfer Station
Bar Harbor, ME	Municipal Building
Roque Bluffs, ME	Fire Station
Rockport, ME	Civil
Belfast, ME	Civil
Corinth, ME	Civil
Jonesboro, ME	Civil
Enfield, ME	Civil
Norridgewock, ME	Civil
Orland, ME	Civil

Core Expertise:

Building & Life Safety Code Review
 General Structural Building Analysis
 Design
 Construction Document
 Development
 Construction Administration





Ron Willey, PE
Maine Licensed Mechanical Engineer
Senior Project Manager



Ron has over 25 years of background, training, and experience in Mechanical Engineering. As a Mechanical Project Professional, Ron has a wide variety of design experience in the cleanroom and industrial, healthcare, justice and corrections, and government market sectors. Ron is experienced in preparing energy-efficient designs that will provide for a sustainable building for the client.

Experience:

- York County Police Station, York, ME
- Westchester Acute Care (COVID-19)
- Facility Maine Turnpike Authority Office Building
- St. Lawrence County Jail
- Grafton County Department of Corrections

Core Expertise:

- Energy Efficient Design
- Sustainability
- Designing to Budget

Licenses

Professional Engineer:
State of Maine

Education

University of Maine:
BS Mechanical Engineering
MS Wood Science/Technology





Philip Badger III, PE
Maine Licensed Electrical Engineer
Senior Project Manager



Philip Badger has over 30 years of experience in electrical installation, engineering, and as a project manager. Philip is a licensed Master Electrician in the State of Maine with over 12 years of experience in the construction field on projects. Philip has provided leadership and directed the creation of BIM (Building Information Modeling) standards for several engineering firms where he has worked and has led Haley Ward's creation of MEP engineering and drafting standards. In his management role, Philip both directly supervised office staff and coordinated the efforts of others in multiple disciplines (e.g., design and construction) on projects throughout New England. To advance his practice area and management knowledge, Philip has completed various Project Management Workshops addressing Leadership, Time Management, and Supervisory skills.

Licenses

Professional Master Engineer:
 State of Maine #MS60020325

Education

University of Maine:
 BS Electrical Engineering

Experience:

Skowhegan, Maine	Public Safety Building
Bangor, Maine	Government Facility Design
Portland, Maine	Healthcare Facility Design

Core Expertise

Project Management
 Electrical Engineering
 Building Information
 Modeling Standards
 AutoDesk





Jon Whitten, Jr, PE
Maine Licensed Civil Engineer
Senior Project Manager



Jon H. Whitten, Jr. has over 20 years of civil engineering experience in site development project management, design, and permitting. Design experience includes private and public infrastructure, including roadways, utilities, stormwater management systems, and erosion control features for municipal, commercial and residential projects.

Licenses

Professional Engineer:
 State of Maine (#10414)
 MDOT LPA Certified

Education

University of Maine:
 B.S. Civil Engineering

Professional/Civic Affiliations:

American Society of Civil Engineers
 National Society of Professional Engineers

Working on various projects of varying sizes and locations, Jon has extensive management and coordination of Local, State, and Federal zoning, natural resources, and regulatory permits throughout the State of Maine.

Specific types of projects Jon has managed include:

- Commercial Site Plans
- Residential/Commercial Subdivisions
- Condominium Development
- Municipal/State Roadways

Experience

- MSHA Rental Housing, Chebeague Island, ME
- Town of Baldwin, Baldwin, ME Storm Water Model
- Watchic Lake Association, Standish, Maine

Core Expertise

- Site Design and Permitting
- Construction Administration





PORTCIT-01 REDAVENPORT

CERTIFICATE OF LIABILITY INSURANCE

DATE: 08/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p>PRODUCER: Clark Insurance 1848 Congress Street, Bldg A PO Box 2542 Portland, ME 04104-0542</p>	<p>AGENT: ACI Co., Inc. (207) 774-6257 S.A.L. Address: info@clarkinsuranceme.com</p> <p>INSURERS AFFORDED COVERAGE:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Source: Franklin Mutual Insurance Co.</td> <td>17895</td> </tr> <tr> <td>Source: Maine Employers Mutual Ins Co</td> <td>11149</td> </tr> <tr> <td>Source: XL Specialty Insurance Co</td> <td>32885</td> </tr> </table>	Source: Franklin Mutual Insurance Co.	17895	Source: Maine Employers Mutual Ins Co	11149	Source: XL Specialty Insurance Co	32885
Source: Franklin Mutual Insurance Co.	17895						
Source: Maine Employers Mutual Ins Co	11149						
Source: XL Specialty Insurance Co	32885						

INSURED:
Port City Architecture PA
88 Newbury Street
Portland, ME 04101

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY PERMIT, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PRE-CLAIMS.		
FORM	TYPE OF INSURANCE	POLICY NUMBER
A	X COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	6621671
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> OPERATED <input type="checkbox"/> NON-OPERATED <input type="checkbox"/>	6621672
A	X umbrella <input checked="" type="checkbox"/> excess umbrella <input type="checkbox"/> classmate net <input checked="" type="checkbox"/> retroactive 10,000	6621673
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY EMPLOYER'S EMPLOYER'S COMPENSATION BENEFITS EXCLUDED Residence in ME	181608766
C	Prof Liability	078962088
C	Dishonorable - \$10,000	078962088

DESCRIPTION OF OPERATIONS (EQUIPMENT, VEHICLES, ACCIDENT, additional forms (circle), may be stated if more space is required)
Part Professional Liability coverage; the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense.

<p>CERTIFICATE HOLDER</p> <p>International Purpose Only</p>	<p>CANCELLATION</p> <p>IF ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE: </p>
--	--

ACORD 28 (2016/03) © 1988-2016 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Insurance Coverage:

Attached is a current copy of our liability Insurance coverage. We are pleased to state that we have no pending claims and have not had any claims to date in our twenty-seven years of business.





Town of Buckfield, Maine
Buckfield Fire/Rescue Station

Capacity:

We have reviewed the RFP and confirm that we have all of the staff and resources necessary to complete the project on schedule. We will be able to start the work and existing conditions verifications immediately upon award of the contract. We are highly confident in our ability to complete the project by the prescribed deadline.



Andrew Hyland, AIA, LEED-AP



Energy Consumption:

We are happy to provide an energy consumption estimate for the current and proposed property once the facility has been designed.

Task	Start Date	End Date	Duration
Kick off Meeting	07/07/22	07/07/22	1 Day
Programming Needs Assessment	07/07/22	07/21/22	14 Days
Current Building and Site Review	07/07/22	08/01/22	22 Days
Decision to Renovate or Build New	08/01/22	08/04/22	3 Days
Conceptual Design (Floor Plans, Site Plan and 3D Model)	08/04/22	08/25/22	21 Days
Cost Estimating	08/22/22	08/29/22	7 Days
Final Review	08/29/22	09/05/22	7 Days
Study Complete	07/07/25	09/06/22	61 Days*

*This schedule is dependent on timely responses from the town’s decision makers.

Schedule Control: While there are many design challenges to every project, one of the major challenges to most projects is the schedule. Port City has completed many studies with a challenging schedule. We have just completed a similar study for Rumford Fire Department in sixty days and a study for Westbrook Public Safety in just over 90 Days. During the beginning of the initial design phase, we will develop a concise Pre-Construction Schedule with input from all members of the Project Team. Critical milestone dates are established for programming, existing building review, schematic design, and cost estimating.



Budgets Control: The key to a successful project lies in an early reality check of the project scope and the project cost. At an early meeting we will introduce our total project cost list. This inclusive list will help us manage both direct project cost and all other owner related cost such as engineering fees, fixtures and furnishings, and contingencies that are part of the “total project cost.” We will refine the program and project cost list to ensure that we begin on an achievable path to success.

Port City has developed many creative methods to provide beautiful aesthetic designs for minimal budgets by adapting common materials in new and creative ways. To ensure accurate cost estimating, we utilize “real world” costs. These are developed with qualified construction managers that we retain to provide cost estimates on our design as it develops. Our estimating approach does two important things; it ensures an accurate and timely estimate that reflects the current construction market and it ensures that a contractor can stand behind the cost that we have provided for the project. In the past ten years of designing projects using this estimating process, the final construction cost was in line with initial estimates and resulted in the owner being able to retain most or all of the contingency funds they had set aside for construction.

It is also important that costs are controlled through both the design and construction process. To ensure this, we emphasize value management throughout the project. Working with the contractor, we continue to look for methods to provide savings during construction which can then be allocated to other upgrades. We will also work with programs such as Efficiency Maine to determine if the project will qualify for any programs that will provide money to offset some construction costs. In a recent Public Safety project for the Town of Saco, we secured a \$20,000 rebate to offset the cost of energy improvements.

Study Deliverables:

The purpose of this study phase is to develop the best design that is best suited for the Town’s needs and is within reasonable budget constraints. The study will provide schematic floor plans, a site plan, and 3D colored renderings that will fully illustrate all aspects of the design. We will also provide a schematic cost estimate that will include all hard costs and soft costs and contingencies required for a turn-key project. The study can then be taken to the voters for approval to proceed to full design and construction. We will phase the design if requested by the town to fund the project incrementally. We anticipate meetings with the city and the department to develop a schematic design and meetings with the city council and/or the public to explain the proposed concepts.



Proposed Scope of Services and Fees:

Consistent with the work described in both your RFP and our project understanding and approach section, we offer the following proposed scope of services for your Public Safety Needs Assessment study: The scope has been arranged in rough chronological order and provides the anticipated personnel and estimated time commitment.

PCA shall meet with the staff and committee throughout the process. Only milestone meetings are noted below.

Anticipated Professional Staff:

AH Andrew Hyland Port City, Architecture
LS Jason Pica Port City, Architecture
CS Chris Snowdeal Haley Ward, Structural Engineer
RW Ron Willey Haley Ward, Mechanical Engineer
PB Phil Badger III Haley Ward, Electrical Engineer
JW Jon Whitten, Jr Haley Ward, Civil Engineer
CM Construction Manager experienced in Public Safety
PCA Staff support Port City

1) Kick off Meeting. Establish goals, objectives, roles, and timeline. Discuss and understand any monetary thresholds or expectations of the town.

*Staff Members: AH, JP,
Anticipated hours: 3, 3*

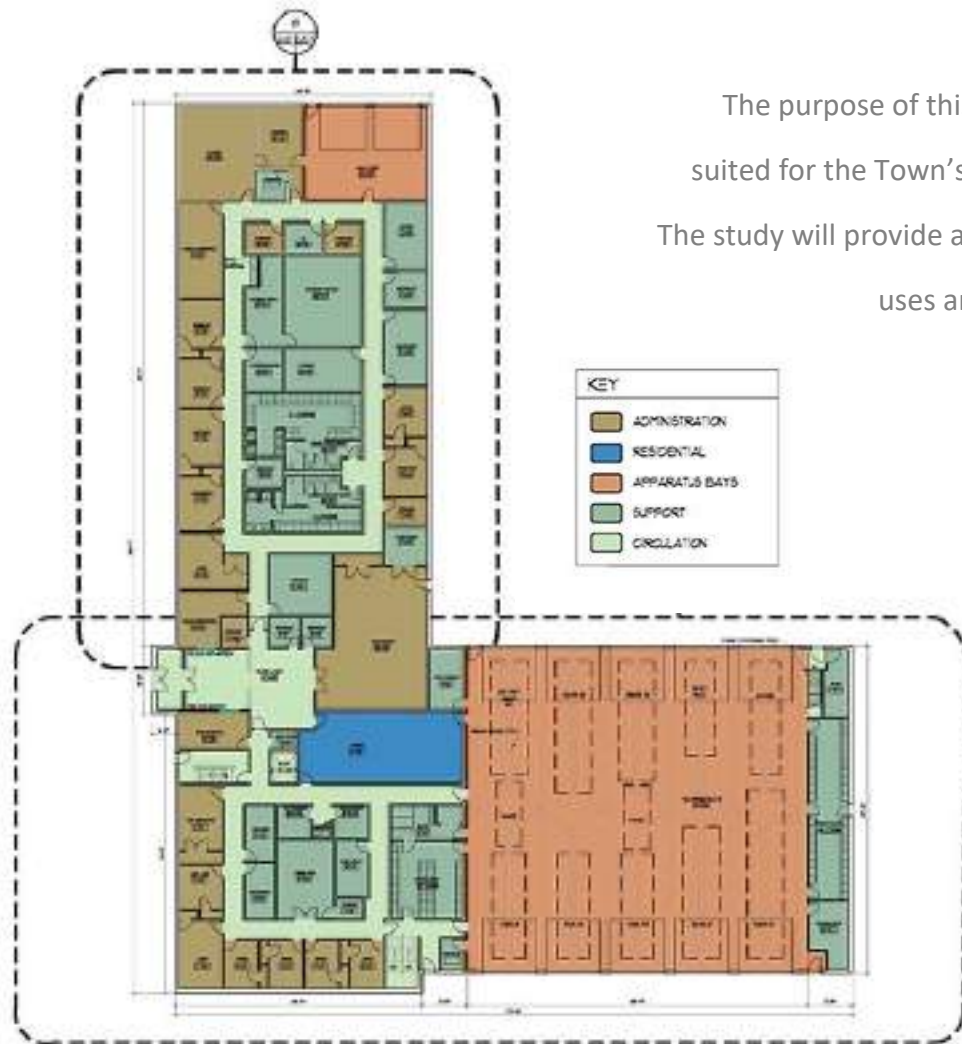
2) Programming: Interview the appropriate personnel and provide a space programming needs assessment document for the Fire/EMS Department including space for the county sheriff. We will assess staffing needs based on current conditions and on future estimated projections from staff and industry trends. We will provide an assessment of total future gross space needs for 20-30 years in the future.

*Staff Members: JP
Anticipated hours: 12*

Floor Plans:

The purpose of this study phase is to develop the design that is best suited for the Town’s needs and is within reasonable budget constraints.

The study will provide a colored schematic floor plan that will help convey the uses and adjacencies in the space program.



First floor of Yarmouth Public Safety



Second Floor plans of Yarmouth Public Safety

3) Existing building and site Conditions Analysis: Review the existing fire station building in depth and the development possibilities for the existing site including utilities, auto circulation and parking, etc. Provide a base plan of the existing fire station and site based on existing town drawings, site investigations, and field measurements. Provide an assessment of current IBC and Life Safety code compliance and existing mechanical, electrical, and plumbing systems, workplace safety, potential hazards, and current functionality. Provide an energy usage/efficiency evaluation for the current facility.

Hours include site visits and documentation of the findings

Staff Members: AH, CS, RW, PB, JW, PCA

Anticipated hours: 6, 4, 4, 4, 8, 12

4) Recommendation to renovate or pursue a new facility: Based on our findings in task 3) we will work with the committee to investigate a renovation/addition concept. We will identify the scope of work required to expand and improve the facility to comply with all current codes including IBC, Life Safety, ADA, essential facility structural requirements, and current energy codes. We will calculate a rough cost for the required upgrades and compare that cost and functionality of the renovated facility with a baseline cost of constructing a new facility. We will make a recommendation and have the committee approve either a renovation scheme or new construction scheme and document the findings in a report.

5) Staff Members: AH, JP

Anticipated hours: 8, 12

6) Once a preferred concept is chosen, we will provide a conceptual design of the preferred alternative to include schematic floor plans, schematic site plans, and a conceptual cost estimate.

Staff Members: AH, JP, CS, RW, PB, JW, PCA

Anticipated hours: 20, 2, 2, 2, 2, 12, 24

7) Major Review Meeting: In-person review with committee of the chosen scenario concept plans to ensure that all of the town's goals have been achieved, and if improvements can be made.

Staff Members: AH

Anticipated hours: 3

Site Plan:

The Civil Engineer provides a colored rendering with the best lay out for your building, showing parking. Saco utilized the retention pond as a wet training site.



8) Refine and develop the chosen scenario: Further develop the site plan and floor plans of the chosen scenario. Provide a dynamic 3D scale model to show exterior design and proposed materials. Include recommendations for the building's structural, mechanical, and electrical systems and other items required for a functional facility.

Staff Members: AH, JP, CS, RW, PB, JW, PCA

Anticipated hours: 4,18, 3, 3, 3, 12, 24

9) Provide a comprehensive cost estimate for the chosen concept. Provide a breakdown of the scope into logical smaller groups of work with associated cost estimates. Provide the estimate in a total project cost format including fees and other owner's soft costs.

Staff Members: JP, CM

Anticipated hours: 3, 8

10) Finalize Study Deliverables: Finalize site and floor plans, 3D Model and renderings, and Cost Estimate. Include a written narrative report outlining the process and including recommendations, evaluations, space programming documents, code compliance review, and other pertinent documents.

Staff Members: AH, JP, PCA

Anticipated hours: 3, 6, 12

11) Attend final meetings with the stakeholders, select board, and public.

Staff Members: AH

Anticipated hours: 9





3D Model:

Providing a dynamic model to visually communicate the exterior design and materials. The model can be spun around to show all sides of the building.



“As a life long resident of our Town of Falmouth and a 50 year veteran of the Fire Department, it was very important to me that our new station would meet all of the needs of our Department in a durable, attractive, and fiscally responsible solution. Andy Hyland and all of the members of the Port City Architecture design team exceeded our expectations and were a pleasure to work with throughout the entire project which was constructed ahead of schedule and right on budget.”

Bill Lunt III

Chair of Building Committee Falmouth Fire Station





OFFICIAL BALLOT – District 25

Maine Municipal Association’s Legislative Policy Committee


July 1, 2022 – June 30, 2024

VOTE FOR TWO:

Nathaniel Rudy, Town Manager, Town of Gray

Janice De Lima, Councilor, Town of Falmouth

Mark Segrist, Councilor, Town of Cumberland

_____ (name) _____ (position) _____ (municipality)  write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

 BY SELECTMEN/COUNCILORS:

signature

print name

signature

print name

signature

print name

signature

print name

signature

print name

Return by 5:00 p.m., August 11, 2022 to:

Laura Ellis, Maine Municipal Association

lellis@memun.org

Fax: 624-0129

LPC Senate District 25

Cumberland
Falmouth

Gray
Long Island

North Yarmouth
Yarmouth (part)

Candidate Profile:

Nathaniel Rudy has served municipal government in several capacities for the past 11 years, most recently as Town Manager in Gray for a little over a year. Prior to that he served as City Manager in Hallowell, Director of Planning and Development for the City of Gardiner and currently serves as the citizen member of the Readfield Solid Waste Committee. Nate served on the LPC from 2018-2021 and would like to serve again to represent Gray's interest in matters involving housing, transportation, taxation, labor and community economic development opportunities.

Janice De Lima has served Town Councilor in Falmouth for the past three years. During that time, she has served on several committees, including Finance, Appointments and CDC. She would like to serve on the LPC because Maine faces many challenges, including an aging population, lack of good housing that is affordable to our seniors, to name a couple. She believes that municipalities have to develop solutions now more than ever before if we expect to have a vibrant and economically successful state. She believes we have much potential if we can work towards a common shared vision. She'd also like to serve because she feels that this is where policy must be worked out for our member municipalities.

Mark Segrist has served as Town Councilor in Cumberland for the past year and prior to that served on the Lands & Conservation Commission and Climate Action Plan Subcommittee. He would like to serve on the LPC to ensure that legislation passed at the state level (e.g., property tax deferral, affordable housing, climate action programs, etc.) not only addresses the specific issues municipalities face, but also, that it is tailored in such a way to encourage increased use and adoption at the local level.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Catherine Conlow, MMA Executive Director

DATE: July 5, 2022

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 19, 2022, by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2023 Proposed Slate of Nominees to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 1, by 12:00 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 19, 2022. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President James Bennett, City Manager, City of Biddeford.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 22. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held on Wednesday, October 5, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Banquet as well as the MMA Annual Business Meeting and will officially take office on January 1, 2023.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2023 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2020 - current)
- Member, MMA Property & Casualty Pool Board of Directors (2020 - current)
- Member, MMA Workers Compensation Fund Board of Trustees, (2020 – current)
- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

IVAN MCPIKE (MAYOR, TOWN OF HAMPDEN)

Professional & Municipal Experience:

- Council, Town of Hampden (2015 – current); Mayor (2017 – current)
- Self Employed Owner, Maine Salt Co., Hampden, (retired in 2010)

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2019 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2019 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2019 – present)
- Member, MMA Strategic & Finance Committee (2019 – present)
- President, Downtown Bangor Association
- President, Greater Bangor Chamber of Commerce
- Member, Board of Directors, Bangor YMCA
- Member, Board of Directors, RSU 22 (2015 – current)
- Member, Board of Directors, EMCC Foundation Committee
- Member, Board of Friends of Maine Hockey
- Advisor to Fund Raising Committee, St. Joseph Hospital
- Sargent at Arms and Board Member, Bangor Breakfast Rotary Club, 20 years
- Mason, Past Master Mystic Lodge 66 of Hampden
- Life Member, Anah Shriners of Bangor

Education:

- Hampden Academy, Graduate (1966)
- Bachelor of Accounting, University of Maine

Awards and Certifications:

- Paul Harris Fellow Award
- Jaycees Outstanding Young Man Award for the State of Maine

PHILLIP CROWELL (CITY MANAGER, CITY OF AUBURN)

Professional & Municipal Experience:

- City Manager, City of Auburn (2020 – present)
- Assistant City Manager, City of Auburn (2018 – 2020)
- Chief of Police, City of Auburn (2006 – 2018)
- Acting City Manager, City of Auburn (October 2011 – January 2012)
- Acting Assistant City Manager, City of Auburn (2010 – 2011)
- Interim Director, Lewiston-Auburn 911 (2009 – 2010)
- Deputy Chief of Police, Auburn Police Department (2000 – 2006)
- Detective, Criminal Investigation Division, Auburn Police Department (1998 – 2000)
- School Resource Officer, Criminal Investigation Division, Auburn Police Department (1996 – 1998)
- Patrol Officer, Patrol Division, Auburn Police Department (1993 – 1996)
- U. S. Army, Military Police Officer (1986 – 1992)

Other Experience, Committees and Affiliations:

- President, Executive Committee, Androscoggin Valley Council of Government
- Vice President, Executive Committee, Maine Service Centers Coalition
- Executive Committee, Lewiston-Auburn Metro Chamber of Commerce
- Member, Board of Directors, Androscoggin Home Healthcare and Hospice
- Member, Board of Directors, Promise Early Education
- Member, International City/Council Management Association
- Member, Maine Town, City and County Management Association
- Member, Federal Bureau of Investigation's National Academy Association
- Retired Member, International Association of Chiefs of Police
- Retired Member and Past President, Maine Chiefs of Police Association

Education:

- Bachelor of Science, Administration of Justice, University of Maine Augusta (2006)
- FBI Academy, Quantico, VA, University of Virginia (2004)
- A.S. Criminal Justice, University of Maine Augusta (1998)

Awards and Certifications:

- Certified City Manager, Maine Town, City and County Management Association (2021)
- Maine Chiefs of Police, Chief of the Year Award (2018)
- Juvenile Justice Reform & Collaboration, IACP Law Enforcement Leadership Institute (2014)
- International Association of Chiefs of Police, Civil Rights Award
- Androscoggin County Chamber, Public Service Leadership Award (2011)
- Maine Association of Area Agencies on Aging, Excellence in Aging Award (2010)
- Federal Bureau of Investigation, National Academy (2004)
- Assessor Certification, Commission on Accreditation for Law Enforcement Agencies (2004)
- Babson College, Wellesley, MA, New England Institute of Law Enforcement Management (2004)
- National Exchange Club, 1999 Officer of the Year
- Elks Lodge, Investigator of the Year 1999
- Maine Criminal Justice Academy, Professional Award (1994)
- U.S. Army, Southwest Asia Service Medal with (2) Bronze Service Stars
- U.S. Army, Saudi Arabian Medal for the Liberation of Kuwait
- U.S. Army, Kuwaiti Medal for the Liberation of Kuwait

ANTHONY WARD (TOWN MANAGER, TOWN OF CASCO)

Professional & Municipal Experience:

- Town Manager/Road Commissioner, Town of Casco (2021 – present)
- Town Manager/Road Commissioner, Town of Sabattus (2015 – 2021)
- Chief of Police, Town of Sabattus (2011 - 2015)
- Internal Affairs Lieutenant/Chief of Police Adjutant, Portland Police Department (2009 – 2011)
- Detective Lieutenant, Portland Police Department (2007 – 2009)
- Internal Affairs Lieutenant, Portland Police Department (2006 – 2007)
- Community Affairs Lieutenant, Portland Police Department (2003 – 2006)
- Patrol Lieutenant, Portland Police Department (2000 – 2003)
- Various positions within the Portland Police Department (1985 – 2000)

Other Experience, Committees and Affiliations:

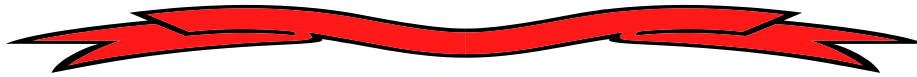
- Member, Maine Municipal Association Legislative Policy Committee (2018 – 2021)
- Member, Maine Town City and County Management Association (2016 – present)
- Member, Androscoggin Transportation Resource Center (2015 – 2021)
- Vice President, Board of Directors, Soccer for State of Maine (2009 – 2017)
- Member, Board of Directors, Maine Chief of Police Association (2013 – 2015)
- Chair, Community Economic Development Committee, Town of Gray (2012 – 2015)
- Chair, Lisbon Communication Committee 2015
- Advisory Board, Kaplan University, Criminal Justice Program (2013)
- Advisory Board, Southern Maine Community College – Criminal Justice Program (2012)
- Patriot Soccer Club, Gray ME (2002 – 2013)

Education:

- Master of Public Policy and Management, Policy and Financial Management, University of Southern Maine/Muskie School of Public Policy, Portland, Maine
- Bachelor of Science, Applied Technical Leadership, University of Southern Maine, Gorham, ME
- A.S. Law Enforcement Technology, Southern Maine Vocational Technical Institution, South Portland, ME

Awards and Certifications:

- International County/City Managers Association (2015)
- Maine Town & City Management Association (2015)
- Executive Certification by Maine Criminal Justice Academy (2011)
- International Association Chief of Police (2011)
- Maine Chief of Police (2011)



**MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT**

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 19, 2022

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Ivan McPike, Mayor, Town of Hampden

Phillip Crowell, City Manager, City of Auburn

Anthony Ward, Town Manager, Town of Casco

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____ Signature: _____
 Position: _____

OR Signed by a Majority of Municipal Officers **Current # of Municipal Officers:** _____

Print Names: _____ Signatures: _____

Return To:
MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: tchavarie@memun.org



*Town of North Yarmouth, Maine
Incorporated 1680
North Yarmouth Fire Rescue*



Gregory Payson, Fire Rescue Chief
Email: firechief@northyarmouth.org
Tel: 207-829-3025
10 Village Square Road, North Yarmouth, Maine 04097

Justin Deri, Deputy Fire Rescue Chief
Email: Deputychief@northyarmouth.org
Fax: 207-829-4893

To: Diane Barnes
North Yarmouth Town Manager
Reference: Kitchen Appliances Wescustogo Hall and Community Center
Date: June 12, 2022

Diane

On Monday June 11, 2022, we received a donation of kitchen appliances from MSAD 51 to be used at Wescustogo Hall and Community Center. The appliances are in working condition and will need to be serviced prior to placing into service. The appliances were located at Greely High School. 3 years ago, the school stopped cooking in the Kitchen at the High School and started cooking food at Mabel I Wilson for all of the schools. A list of donated equipment includes the following:

- 1 Garland Propane Gas 2-Burner 36" Range with 24" Griddle and Standard Oven (Value new \$11,671.00)
- 1- Southbend Propane Gas Model GS-15SC Double Convection Oven (Value new \$15,836.00)
- 1 Blodgett Propane Gas Model 1828G Conveyer Pizza Oven (Value new \$13,500.00)
- 4 Food Warming Tables – (Cost new \$3000.00 ea or \$12,000.00)
- The Kitchen Suppression / Ventilation System (I have not estimated the cost of this yet)
- 1 – 8' 3 Bin Stainless Steel Wash Sink (Value \$1,544.45)
- The school may be getting rid of a Stand-Up Freezer (Brand- True) in November when their new model comes in. (Value new of \$3885.00)

We will simply be taking possession of the equipment to be hooked up at a later date. I will be working with contractors over the next few months to get accurate pricing to get all the required items set up into the building to allow us to use the kitchen. We will need a quote on running propane into the building, meeting with electricians to ensure that there will be outlets to run all the equipment. I will need to meet with a contractor to get an estimate to install the hood/suppression system as well ensure it is up to code. I will meet with a plumber on an estimate to hook up the sink. We will need to budget for an annual inspection of the hood/suppression system as well as all the appliances. Lastly, I will need to have a company come in and give an estimate to service all of the units prior to placing them in service.

I am requesting that the selectboard approve the donation of this equipment. MSAD 51 is still in the process of removing the hood system. This is a total value of \$58,436.45 if we were to purchase the equipment brand new. This does not include the estimated cost of the hood/suppression system. I have staged the equipment with the exception of the hood system and the stand-up freezer in the kitchen. This will give you and the residents an idea of what the kitchen will look like when and if it gets set up.

Thank you for your time

Respectfully

Chief Gregory Payson
Gregory A Payson

Town of North Yarmouth Select Board Business

XI. Executive Session

July 19, 2022

SUGGESTED MOTION

Move that the Select Board, Town Manager, and [Town Attorney], enter Executive Session pursuant to 1 M.R.S. § 405 (6)(c). Second, discussion and vote follow.

1 M.R.S. § 403 (6) Summary

The Board may enter executive session for the following reasons:

- a. Personnel matter
- c. Real estate and economic development negotiations
- d. Discussion of labor contracts and proposals
- e. Meetings between a municipality and the Town attorney
- f. Discussion of information contained in records confidential by statute
- g. Discussion or approval of the content of examinations administered by a body for licensing, permitting, or employment purposes,
- h. Consultation between the municipal officers and a CEO who is representing the municipality in District Court on a land-use prosecution under Rule 80K