

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

**I. Call to Order**

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

- June 19, 2018 Revised
- July 3, 2018
- July 17, 2018

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

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

**IV. Management Reports & Communications**

- Town Manager's Report
- Financial Reports
- Department Head Reports

**V. Old Business**

- Wescustogo Hall & Community Center Project Updates

**VI. New Business**

- MMA Elections
- Discussion: Additional or Change in August Meeting Schedule

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

- FYE18 Accounts Payable
- FYE19 Accounts Payable

**VIII. Any Other Business**

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

**IX. Adjournment**



## TOWN OF NORTH YARMOUTH

*The Town Where Others Began.*

# **MEMO**

**To:** North Yarmouth Select Board

**From:** Ashley Roan, Assistant to the Town Manager

**Date:** August 2, 2018

**Subject:** June 19, 2018 Meeting minutes

It has been brought to my attention that I inadvertently missed the North Yarmouth School Fund presentation of scholarships in the June 18, 2018 meeting minutes.

Attached please find the revised meeting minutes, to include the scholarship presentation, for your review and approval.

Thank you,

*Ashley Roan*

CC: Rosemary E. Roy, Town Manager

**Town of North Yarmouth  
Select Board  
Meeting Minutes of June 19, 2018**

**Call to Order**

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

**Minutes of Previous Meeting(s)**

The Select Board agreed to table the Meeting Minutes of 6/5/18 until their next meeting on 7/3/18.

**Public Comment - Non-Agenda Items**

Dixie Hayes on behalf of the NY School Fund Trustees, with the help of the Select Board drew three winners of \$200 scholarships, Rachael St Pierre, Brandon George and Joshua Hared. The School Fund Trustees will draw alternates in the event that the winners do not accept the scholarship. Dixie also thanked everyone involved in the town flash mob after the Greely Graduation.

Donna Palmer of Mountfort Road, representing the Events Committee – Concert on the Green is Sunday 6/24 @ 6PM featuring the Pan-Fried Steel Band.

Steve Palmer of Mountfort Road - The radio-controlled exhibition has been cancelled due to participants backing out. LWNy is working on rescheduling the event.

**Management Reports & Communications:**

**Town Manager's Report:**

Highlights:

- Congratulations to the Select Board, the Wescustogo Building & Design Committee, town staff, and especially the residents of North Yarmouth on Tuesday's passing the new Wescustogo Hall & North Yarmouth Community Center.
- Recently there have been notifications received from ecomaine regarding the need to tighten recycling efforts due to China's recent decision to no longer accept recycling materials from the U.S. Over the next couple of months, I will be working with ecomaine to design a new way to educate the community on improving recycling practices.
- We are process of conducting annual Performance Evaluations of town staff which will conclude at the end of this month.
- The PWD has taken down the warped post and sign on Route 9 (coming from Cumberland) and will be replacing it with a new post soon. We will be looking at the costs of different posts, i.e., hard plastic, metal, stone for future replacement of the wood posts.

**Old Business**

**Living Well in North Yarmouth - Letter of Support - 2nd Review:** Chairperson Speirs moved to accept the letter of support for the Living Well in North Yarmouth Committee as drafted. Selectperson Chadbourne seconded the motion. Discussion: None. Vote: 3 Yes – 0 No.

**Keep NY Warm Policy 2nd Review:** Selectperson Chadbourne moved to accept updates to the Keep NY Warm Policy as presented. Selectperson Morrison seconded the motion. Discussion: None. Vote: 3 Yes – 0 No.

**Wescustogo Hall & Community Center Project:** Town Manager Roy proposed that Ryan Keith be appointed as the Owners Representative for the project, The Select Board agreed.

Town Manager Roy proposed a new Bonding avenue to the Select Board that would save approximately \$300,000 over the course of the bond and be more flexible for the town. The bonding company will be presenting to the board at the July 3<sup>rd</sup> meeting.

### **New Business**

Town Manager's Contract Renewal: Selectperson Morrison moved to accept the contract renewal as presented, with one date change in section 3C. Selectperson Chadbourne seconded the motion.

Discussion: None. **Vote: 3 Yes - 0 No.**

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

Chairperson Speirs moved to accept the accounts payable Warrants 52 & 53 in the amount of \$657,461.37. Selectperson Chadbourne seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No.**

### **Other Business**

Selectperson Morrison would like to continue with Keeping It Simple but hold it once a month. The Select Board will decide the new schedule at their next meeting.

### **Adjournment**

Chairperson Speirs moved to adjourn.

Ashley P. Roan  
Recording Secretary

Select Board

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Jennifer Speirs, Chair

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Jeanne Chadbourne, Vice Chair

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Anne Graham

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

**Town of North Yarmouth  
Select Board  
Meeting Minutes of July 3, 2018**

**Call to Order**

Members Present: Jennifer Speirs, Stephen Morrison, Anne Graham, William Whitten & James Moulton. Town Manager Rosemary Roy was also present.

Organization of the Board: Selectperson Whitten moved to nominate Jennifer Speirs as Chairperson. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Chairperson Speirs moved to nominate Stephen Morrison as Vice Chairperson. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

**Minutes of Previous Meeting(s)**

Chairperson Speirs moved to accept the minutes of June 5<sup>th</sup> 2018 as written. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 3 Yes – 0 No – 2 Abstain**

Chairperson Speirs and Vice Chairperson Morrison agreed that the minutes of June 19, 2018 were acceptable as written.

**Public Comment - Non-Agenda Items**

None.

**Management Reports & Communications:**

Town Manager's Report:

Highlights:

- Debbie Grover is currently working on locating a new voting location, beginning with the Church of Latter-day Saints.
- If any Select Board members would like to meet with the town assessor Bob Konczal of Atlantic Valuation, he is more than willing to set up a date and time that will work for you.
- The FY18 is closed and the FY19 year is up and running.
- A workshop is set for July 17th at 6PM with Vanessa Farr.

**Old Business**

Wescustogo Hall & Community Center Project

- Richard Ranaghan of Northeast Municipal Advisors and Shanna Mueller, the towns Bond Counsel spoke to the Select Board about their options for the WH&CC Project Bond.

Selectperson Whitten moved to accept Northeast Municipal Advisors as the bond company for WH&CC Project. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

- Project Update: The Select Board was presented with a timeline matrix for preconstruction dates. The insurance proceeds from MMA will be released to the town once the project is complete.

- Barrett Made - Contract (bid process): Selectperson Whitten moved to authorize Town Manager Roy to sign the contract after it has been reviewed by the Town Attorney. Selectperson Moulton seconded the motion. Discussion: The board went through each page of the contract to discuss questions and concerns. Selectperson Morrison would like it clarified if the labor rates are fixed throughout the duration of the project. Selectperson Morrison would like the retainage

timeline clarified, as well as make sure that lien waivers are on file at the town office throughout the project. Selectperson Moulton asked if the one-year warranty is standard and what it will cover. Code Enforcement Officer Ryan Keith clarified that it will cover the General Contractors Labor. Selectperson Morrison would like to make sure that the insurance limits are high enough. Selectperson Moulton would like council to review the liability coverage of the designer and contractor. **Vote 5 Yes – 0 No.**

Master Facilities Plan: Town Manager Roy asked the Select Board to garner help with the facilities plan from the Budget Committee rather than creating a new committee. The Budget Committee would work with the Department Heads and Town Manager as well as a liaison from the Select Board.

Selectperson Graham moved to approve the request have the Budget Committee assist the Department Heads and Town Manager with the facilities plan, with William Whitten acting as liaison. Chairperson Speirs seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

“Keeping It Simple”: The Select Board agreed to end the regularly scheduled meetings yet would like to be available to community members whenever they would like to meet, email or speak on the phone to discuss issues.

### **New Business**

Annual Appointments of Town Officials  
Annual Appointments of Boards & Committees

Chairperson Speirs moved to table the Annual Appointments of Town Officials and the Annual Appointments of Boards & Committees until the next meeting on July 17<sup>th</sup>. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

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

Chairperson Speirs moved to accept the accounts payable Warrants 55 in the amount of \$45,925.14. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**

Chairperson Speirs moved to accept the accounts payable Warrants 54 & 56 in the amount of \$41,479.99. Selectperson Graham seconded the motion. Discussion: None. **Vote: 4 Yes - 1 No.**

### **Other Business**

None.

### **Executive Session**

Chairperson Speirs moved that the Select Board enter into executive session with Town Manager Rosemary Roy, Code Enforcement Officer, Ryan Keith, and Clark Baston, Public Works Director pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, § 405 Executive Sessions, § 6 (C) to discuss the consideration of property use or acquisition. Selectperson Morrison seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

The Select Board came out of Executive Session at 9:35 PM

### **Adjournment**

Chairperson Speirs moved to adjourn.

Ashley P. Roan  
Recording Secretary

Select Board

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Jennifer Speirs, Chair

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Stephen Morrison, Vice Chair

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Anne Graham

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William Whitten

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James Moulton

**Town of North Yarmouth  
Select Board  
Meeting Minutes of July 17, 2018**

**Call to Order**

Members Present: Jennifer Speirs, Stephen Morrison, Anne Graham, William Whitten & James Moulton. Town Manager Rosemary Roy was also present.

**Special Presentation**

The Select Board presented Jeanne Chadbourne with a token of their appreciation for her service to the Town of North Yarmouth.

**Minutes of Previous Meeting(s)**

Not available, the Select Board agreed to table these until the next meeting on August 7, 2018.

**Public Comment - Non-Agenda Items**

None.

**Management Reports & Communications:**

Town Manager's Report:

Highlights:

- The Assistant Town Manager has confirmed a voting venue for the upcoming year with the Church of Latter-day Saints. The Town Manager will also be looking for a temporary site for the November summit.
- Living Well in North Yarmouth will be sponsoring once again the North Yarmouth Kite Festival on October 6th with the added addition of drone demonstrations. This will be held at the Old Town House Park.

**Old Business**

Wescustogo Hall & Community Center Project

- Barrett Made contract review: The Select Board agreed to ask Barret Made for a Performance Bond on the Design of the WH&CC. The Select Board discussed liquidated damages and agreed that they would like to be strict on the completion date yet give reasonable leeway in cases of acts of god, unforeseen circumstances and the like.
  - Chairperson Speirs moved to approve Town Manager Rosemary Roy to sign the Barrett Made contract once reviewed and approved by both parties' attorneys; Contract is to include discussed issues at the July 17, 2018 Select Board meeting. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote: 5 Yes – 1 No.**
- It was brought up at the last Barrett Made meeting that it is possible to cut and re-use the concrete pad for a patio. Chairperson Speirs moved to demo the concrete pad as originally planned. Vice Chairperson Morrison seconded the motion. Discussion: Selectperson Moulton would like to keep an option available for a local company to come, demo the slab and take it in order to cut down on construction costs. **Vote: 5 Yes – 1 No.**

**New Business**

Annual Appointments of Town Officials: Town Manager Rosemary Roy read off her list of appointed officials to the Select Board. The Select Board gave the Town Manager a courtesy consensus.



### Annual Appointments of Boards & Committees:

- Selectperson Whitten moved to approve the Select Board Appointments for a term of one (1) year. Selectperson Graham moved to second the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the Committee Appointments for the Board of Assessment Review, Parks & Recreation, Shellfish Conservation Commission, Planning Board and Zoning Board of Appeals. Selectperson Graham moved to second the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the appointment to the Economic Development & Sustainability Committee, Katie Murphy to a term of 1 year, Diane Morrison to a term of 2 years and Amy Horstmann to a term of 3 years. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the appointment to the Wescustogo Hall Committee, Clark Baston to a term of 2 years, Linc Merrill to a term of 3 years and Blaine Barter to a term of 2 years. Selectperson Whitten seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the appointments as read to the north Yarmouth School Fund Committee for 5-year terms. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the appointments as read to the Recreation Advisory Committee for 2-year terms and the PM Library Advisory Board for a 1-year term. Selectperson Moulton seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the appointments to the Communications Advisory Committee, Events Committee, Flag Committee and Living Well in North Yarmouth as read. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the appointments as read to the Comprehensive Plan Committee with a term ending 12/31/18. Selectperson Whitten seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- Chairperson Speirs moved to approve the appointments to the Wescustogo Hall Fundraising Committee for a 2-year term. Selectperson Whitten seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**
- The members of the Select Board volunteered for three boards and committees; Jennifer Speirs to the Recreation Advisory Board, Anne Graham and Jim Moulton to the Joint Standing committee, William Whitten and Steve Morrison to the Wescustogo Hall Committee.
- Selectperson William Whitten volunteered to serve on GPCOG's Advocacy Committee on behalf of the Select Board.

### Committee Charges:

- Chairperson Speirs moved to accept the committee charges as presented, including the Wescustogo Hall Fundraising Committee to have 5 members. Selectperson Moulton seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**

Tax Collector's Settlement - FY16: Selectperson Whitten moved to accept the tax collector's settlement as presented. Selectperson Moulton seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**

### Accounts Payable – Review & Approval

Chairperson Speirs moved to accept the FY18 accounts payable Warrants 57 in the amount of \$124,901.67. Selectperson Whitten seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**

Chairperson Speirs moved to accept the FY19 accounts payable Warrants 1 & 2 in the amount of \$702,963.32. Selectperson Moulton seconded the motion. Discussion: None. **Vote: 4 Yes - 1 No.**

### Other Business

Chairperson Speirs and Town Manager Roy have been in talks with Alan Sterns of The Royal River

Conservation Trust regarding tying access to Knights Pond into the Grover Proposal. Alan would like to speak to the Select Board when more details are ironed out. Chairperson Speirs will keep the Board updated on the progress.

**Adjournment**

Chairperson Speirs moved to adjourn.

Ashley P. Roan  
Recording Secretary

Select Board

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

\_\_\_\_\_  
Stephen Morrison, Vice Chair

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Anne Graham

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William Whitten

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James Moulton

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

**Comprehensive Plan & YWD Meeting:** Working with the Yarmouth Water District continues to go in a positive direction. At the joint meeting held on July 26<sup>th</sup>, the process of firming up the Village Center zoning district for development in conjunction with amending the groundwater protection areas was addressed. Final mapping is now being focused on, and another meeting will be held on August 9<sup>th</sup> to finalize this matter and allow the town to move forward with the completion of the Comprehensive Plan and provide guidance in amending the Land Use Ordinance.

**Joint Meeting:** A joint meeting of the Select Board, Cumberland Council, School Board Directors, and Administrative staff has been arranged for Monday, October 15<sup>th</sup> (time and place TBD). Please mark your calendars.

**NYMS:** The Memorial School is no longer occupied. However, I have authorized the use of the Yarmouth building for Fire Rescue training during the last two weeks of August. Fire Departments from Cumberland, Falmouth, Pownal, and Yarmouth will be taking advantage of this opportunity to train staff on forcible entries, wall breaches, and roof ventilation.

**November Voting:** Ranked-choice voting (RCV) will affect only the Federal contests on the November 6, 2018 ballot, including U.S. Senator and Rep. to Congress (Districts 1 and 2). Governor, State Senator, Rep. to the Legislature and county offices will be tabulated as plurality contests, as they were prior to RCV. A Constitutional amendment would need to be passed in order for RCV to be held in a General Election for those offices.

**MMA Elections:** Every year participating municipalities are asked and encouraged to vote in the annual Maine Municipal Association executive officer elections, even if candidates are running unopposed. This is item first item under New Business.

**Poland Spring Bottling Company Water Donation:** Please see press release included in the packet.

**Newsletter:** The August newsletter will be going out to homes this week.

**Wescustogo Project:** Ryan will provide the Select Board with a summary of his findings within the existing construction of the NYMS structure. Additionally, I will provide the Board with an update on the grant for the building generator. As we have been preparing the information for the financing of the project an issue has risen which calls for the Select Board to conference with the town attorney which directly pertains to the second item under New Business on tonight's agenda. The Wescustogo Fundraising Committee was unable to schedule a meeting to prepare an update for the Select Board; a meeting is scheduled for this week.

**Other:** Year-end is basically complete; auditors are scheduled for mid-September. Some of the projects I am working on include the Comprehensive Plan completion, Marijuana Laws, Financial Policies, Trail Easement, Recycling, Volunteers, and the Wescustogo project. During this period I was also on vacation for one week.

Respectfully,

*Rosemary*

Rosemary E. Roy, Town Manager



*Contact* Chief Gregory Payson  
*Telephone* 207-829-3025  
*Fax* 207-829-4893  
*Email* [firechief@northyarmouth.org](mailto:firechief@northyarmouth.org)  
*Website* [www.northyarmouth.org](http://www.northyarmouth.org)

FOR IMMEDIATE RELEASE  
July 25, 2018

## POLAND SPRING BOTTLING COMPANY Water Donation

North Yarmouth, ME, July 25, 2018– On July 25, 2018 Poland Spring Bottling Company (a subsidiary of Nestle Waters North America) donated 78 cases of water to North Yarmouth Fire Rescue. Poland Spring donates water to many fire departments in the state in an effort to help ensure our members are able to stay healthy and hydrated on our fire scenes and training. Through sponsorships, donations, and volunteering, Poland Spring is able to support the health and wellness of public safety organizations throughout the State of Maine. This donation also helps our organization's budget by providing us this very important item.

### **About Nestlé Waters North America**

With 36 years of experience providing refreshment in the bottled water segment, Nestlé Waters North America is the nation's leading bottled water company. The company produces six regional natural spring water brands in the United States distributes three international brands of water. It's nationally distributed purified bottled water, and most recently, added ready-to-drink iced teas. The company's dedication to quality products, employee development, bringing shared value to communities, and its commitment to environmental stewardship, especially in the areas of water use, energy and packaging, has led Nestlé Waters North America to be third largest non-alcoholic beverage company by volume in the U.S.

If you would like more information about this topic, please contact Chief Gregory Payson at 207-829-3025 or email at [firechief@northyarmouth.org](mailto:firechief@northyarmouth.org).

## Revenue Detail Report

ALL Accounts

ALL Months

Account----- Date	Jrnl	Desc---	Current Budget	Debits	Credits	Uncollected Balance
100 - REVENUES						
4010 - AGENT FEES			12,300.00	26.00	12,075.90	250.10
4020 - RESCUE FEES			45,000.00	0.00	59,502.66	-14,502.66 *
4050 - BOAT EXCISE			8,400.00	110.20	7,958.00	552.20
4060 - BUILDING PERMITS			41,000.00	0.00	31,958.13	9,041.87 ***
4067 - BURN PERMITS - ONLINE			0.00	0.00	240.00	-240.00
4070 - CASH SHORT/OVER			0.00	49.27	70.79	-21.52
4080 - CATV FRANCHISE FEES			29,000.00	0.00	29,205.15	-205.15
4090 - CELL TOWER RENTAL			37,200.00	0.00	38,244.18	-1,044.18
4110 - CEO MISC. PERMITS			500.00	0.00	97.16	402.84
4120 - CEO POWNAL SERVICES			15,000.00	0.00	15,455.54	-455.54
4130 - CLERK FEES			755.00	0.00	657.00	98.00
4140 - CUSTOMER SERVICES FEES			1,000.00	21.00	610.12	410.88
4150 - DOG LICENSE FEES / ACO SERVICE			1,650.00	414.00	2,415.00	-351.00
4155 - DONATIONS			1,000.00	50.00	50.00	1,000.00
4157 - PARK USE PERMIT DOGS			0.00	50.00	150.00	-100.00
4160 - ELECTRICAL PERMITS			7,200.00	0.00	9,508.19	-2,308.19 *
4200 - GENEALOGY SEARCH			250.00	0.00	5.00	245.00
4210 - GENERAL ASSISTANCE			2,500.00	0.00	894.22	1,605.78
4220 - HOMESTEAD EXEMPTION			137,262.00	0.00	160,638.00	-23,376.00 *
4260 - LOCAL ROAD ASSISTANCE PROGRAM			27,000.00	0.00	27,460.00	-460.00
4265 - PROPERTY & CASUALTY POOL			2,000.00	0.00	2,449.00	-449.00
4270 - MSAD ELECTIONS			2,200.00	0.00	1,628.99	571.01
4280 - MISC REVENUES			1,200.00	5,011.98	5,011.98	1,200.00
4290 - BMV EXCISE			830,000.00	2,411.76	904,220.77	-71,809.01 *
4310 - PEER REVIEW			1,500.00	0.00	125.00	1,375.00
4320 - PLANNING BOARD			400.00	0.00	3,600.00	-3,200.00 *
4330 - PLUMBING PERMITS			8,000.00	62.50	9,587.50	-1,525.00 *
4335 - PRIVATE ROAD SIGNS			0.00	0.00	212.39	-212.39
4340 - RENTAL FEES			12,000.00	160.00	13,745.00	-1,585.00
4350 - REVENUE SHARING			179,209.00	0.00	182,653.43	-3,444.43
4370 - SITE PLAN REVIEW			500.00	0.00	650.00	-150.00
4380 - SNOWMOBILE CLUBS STATE REIMBUR			1,200.00	0.00	1,125.40	74.60
4390 - SOLID WASTE/RECYCLING			110,500.00	0.00	142,319.75	-31,819.75 *
4400 - SW HAULER PERMIT			75.00	0.00	0.00	75.00
4410 - TAX COMMITMENT			7,856,955.00	0.00	7,726,553.63	130,401.37 **
4415 - TAX SUPPLEMENTAL			0.00	0.00	5,445.57	-5,445.57
4420 - TAX INTEREST			12,500.00	97.08	14,832.28	-2,235.20
4430 - TAX PENALTY			3,900.00	0.00	2,036.00	1,864.00
4480 - TREE GROWTH EXEMPTION			1,900.00	0.00	3,769.89	-1,869.89 *
4500 - VETERAN'S EXEMPTION			2,000.00	1,478.00	2,956.00	522.00
4510 - VITAL RECORDS			3,100.00	0.00	2,877.00	223.00
<b>Final Totals</b>			<b>9,396,156.00</b>	<b>9,941.79</b>	<b>9,422,994.62</b>	<b>- 16,896.83</b>

\*Important Revenue Increases

\*\*Tax Collections expecting to receive.

\*\*\* Only Anticipated Revenue with unexpected low.

## Expense Detail Report

All Accounts  
All Months

	Description	Current Budget	Debits	Credits	Unexpended Balance
110 - MUN ADMN		438,954.00	0.00	0.00	438,954.00
01 - OPERATIONS		308,599.00	324,858.63	8,849.26	-7,410.37
02 - CONTR/PROF		62,100.00	62,546.65	157.50	-289.15
03 - BLDG/GRNDS		44,774.00	63,473.99	1,130.48	-17,569.51
04 - COMMCOMM		4,250.00	4,013.13	0.00	236.87
05 - NYMS		19,231.00	58,713.55	0.00	-39,482.55
Department..		438,954.00	513,605.95	10,137.24	-64,514.71
120 - COMM SVCS		128,613.00	0.00	0.00	128,613.00
01 - CEO/PLAN		63,428.00	60,802.08	2,409.51	5,035.43
02 - ECONOM DEV		32,500.00	28,542.55	0.00	3,957.45
03 - PKS/REC		9,600.00	7,381.78	0.00	2,218.22
04 - GENL ASST		7,688.00	2,813.46	0.00	4,874.54
05 - SOC SERVC		9,432.00	10,950.11	1,750.00	231.89
06 - CEMETERIES		5,215.00	1,614.26	0.00	3,600.74
07 - LIVING WELL		750.00	711.22	0.00	38.78
Department..		128,613.00	112,815.46	4,159.51	19,957.05
130 - PUBL SAFETY		371,329.00	0.00	0.00	371,329.00
01 - FIRE RESCUE		274,855.00	283,138.37	13,086.20	4,802.83
02 - CONTR/PROF		96,474.00	99,029.17	0.00	-2,555.17
Department..		371,329.00	382,167.54	13,086.20	2,247.66
140 - PUBLIC WORKS		692,080.00	0.00	0.00	692,080.00
01 - OPERATIONS		449,080.00	501,010.61	31,911.07	-20,019.54
02 - ROADWAYS		243,000.00	242,940.88	0.00	59.12
Department..		692,080.00	743,951.49	31,911.07	-19,960.42
150 - SW/RECYCLING		199,705.00	0.00	0.00	199,705.00
01 - SOLID WASTE		199,705.00	204,271.05	562.84	-4,003.21
Department..		199,705.00	204,271.05	562.84	-4,003.21
160 - FIXED EXPENS		7,630,939.00	0.00	0.00	7,630,939.00
02 - EE BENEFITS		277,921.00	281,183.77	51.93	-3,210.84
03 - INSURANCE		38,591.00	39,433.00	0.00	-842.00
04 - EDUCATION		6,771,813.00	6,771,812.66	0.00	0.34
05 - SHARED SVCS		188,790.00	189,537.00	750.00	3.00
06 - COUNTY TAX		323,824.00	323,824.00	0.00	0.00
Department..		7,630,939.00	7,686,007.00	801.93	- 4,049.50
<b>Final Totals</b>		<b>9,461,620.00</b>	<b>9,642,818.49</b>	<b>60,658.79</b>	<b>-70,323.13</b>

Overages due mainly to: NYMS operations not budgeted for a full year. Other due to: Needed facilities repairs, payroll (NYMS), and unforeseen software needs.

Unanticipated lower expenses.

Hydrant Costs higher than budgeted.

Winter - Salt & Overtime Overages

Tipping Volume Increases

Benefits Increases due to insurance premium changes and increases.

**FY18 FOURTH QUARTER ACTIVITY AND ALLOCATIONS**

Fund #	Description	Beginning Balances	Additions	Expenditures	Investment Interest & Dividend	Investment Gains (Losses)	Investment Expenses	Ending Balances
					Income			
220-21	PW/FR/HE	684,843.67	-	(2,066.72)	3,057.46	288.28	(1,009.37)	685,113.32
220-22	Technology & Comm	(127.33)	-	-	(0.57)	(0.05)	0.19	(127.77)
220-23	Future Lands	29,248.34	-	-	130.97	12.35	(43.24)	29,348.43
220-24	Parks and Rec	31,209.78	6,541.94	(1,854.50)	160.75	15.16	(53.07)	36,020.05
220-25	Municipal Facilities Reserve	12,566.20	-	(9,050.00)	15.75	1.48	(5.20)	3,528.23
220-26	Contingency Reserve	10,587.31	-	-	47.41	4.47	(15.65)	10,623.54
220-32	Records Preservation	1,690.28	-	-	7.57	0.71	(2.50)	1,696.06
		770,018.24	6,541.94	(12,971.22)	3,419.34	322.40	(1,128.84)	766,201.86

Fourth Quarter Ending Balance in the Investment Account	842,129.26
Cash to be physically transferred In From (Out To) the Operating Checking Account	(75,927.40)

2,066.72	PWD - Scan Tool \$2066.72
1,854.50	Trail Easement - Attorney Costs
1,050.00	NYMS - Mold Testing
5,800.00	Criterium Facility Assessments
2,200.00	Cunningham Security - Meeting Room
<b>TOTAL</b>	<b>12,971.22</b>

Total Cash to be physically transferred In From (Out To) the Operating Checking Account	(210,868.02)
Actual Cash transferred to the Operating Account	-
Difference	(210,868.02)

Beginning Balances FY19

Fund #	Description	Beginning Balances	Additions	Expenditures	Investment Interest & Dividend	Investment	Investment	Ending Balances
					Income	Gains (Losses)	Expenses	
220-21	PW/FR/HE	685,133.51	130,000.00		-	-	-	815,133.51
220-22	Technology & Comm	(127.77)	38,900.00		-	-	-	38,772.23
220-23	Future Lands	29,349.29	10,000.00		-	-	-	39,349.29
220-24	Parks and Rec	36,020.05	5,000.00		-	-	-	41,020.05
220-25	Municipal Facilities Reserve	3,528.33	165,000.00		-	-	-	168,528.33
220-26	Contingency Reserve	10,623.86	-		-	-	-	10,623.86
220-31	Roadways Reserve	5,700.00	175,000.00		-	-	-	180,700.00
220-32	Records Preservation	1,696.11	15,000.00		-	-	-	16,696.11
		771,923.38	538,900.00	-	-	-	-	1,310,823.38

First Quarter Ending Balance in the Investment Account

852,920.99

Cash to be physically transferred In From (Out To) the Operating Checking Account

457,902.39

[illegible]





## Town of North Yarmouth

# Bi-monthly Report - Fire Rescue Department

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Reporting Period: May 2018 & June 2018 for FY18

### Activity

	FY17	FY18
Medical Calls	31	28
Fire Calls	23	38
Patient Evaluations	31	28
Transports	22	21
Public Assistance	6	3
Vehicle Accidents	2	3
Mutual Aid	2	5
Unauthorized Burning	2	3
Total Member Hours on Calls	271.46	339.16
Total Member Hours Training	473.5	402.30
Total False Alarms (Burglar) at Town Buildings	Was not tracking in 2017	0
Total Incidents	54	66

### Changes/Updates

Our Storage space project is near complete, I have moved everything that was in the storage closet in the lower bay to either the mezzanine or to the basement of the annex building at public works. We have moved most of our EMS supplies into the new EMS storage locker. We still have one locker located beside the ambulance for common supplies that are used on a daily basis. The supplies located in the EMS Storage locker will allow us to keep those items used on an occasional basis and be stored more securely. I will have a complete inventory list once this project is completed for both what I have at Public Works and in the Fire Rescue building.

### Project(s) Update

Over the winter months, we found Tank 53's water tank leaking once again. We contacted the vendor and took the truck to Massachusetts on June 19<sup>th</sup>. At the time they had found three more cracks in the tank and made the needed repairs. The truck has a lifetime warranty on the tank for as long as we own the truck. The truck came back home from repair on June 22, 2018.

### Coming Up

I am still working with FEMA on Storm Declaration documents for the October 31, 2017 storm. We are finally making headway with the project. The deadline for all paperwork to be submitted to our FEMA representative is June 16, 2018. He is required to have our complete package submitted by July 31, 2018. The replacement Command vehicle was ordered from Ford on 06-06-2018 and expected to be delivered sometime in October 2018.

Submitted by: Gregory Payson, Fire Rescue Chief

Date: 07-09-2018



## Town of North Yarmouth

# Bi-monthly Report – Municipal Administration Department

Reporting Period: May & June FY18

### Collections

	FY17	FY18
• Excise Collection:	\$291,61.56	\$182,755.73
• Inland Fisheries & Wildlife Collections:	\$15,554.93	\$13,956.83
• PAYT Collections:	\$37,185.50	\$23,187.25
• Tax Collections:	\$217,523.92	\$177,533.76

*\*Please note the difference between fiscal years is due to auditor adjustments after the year end.*

### Voting

FY	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
2017	1090	147	11	968	1113	3329
2018	1165	135	14	978	1049	3341

### Communications

(number of subscribers)

	FY17	FY18
• Reminders From Town Hall	710	751
• Facebook	774	928
• Instagram	131	186
• Twitter	133	198
• Town Hall Streams	n/a	173

### Changes/Updates

- Annual staff training conduct in May (instructors: R. Roy, G. Payson, R. Keith and D. Grover)
- Operation Clean Sweep at the Town Office was a success a Wheeler load of out dated equipment and documents were either destroyed or properly disposed of.
- Bi-Annual meeting with the Cemetery Commission held on May 14<sup>th</sup>, annual walk of Bowie, Pine Grove and Walnut Hill Cemeteries completed.
- May 17<sup>th</sup> MSAD#51 Budget Hearing: 306 Residents of Cumberland/North Yarmouth attended of those 61 were registered voters of North Yarmouth.

### Project(s) Update

- The Sunday, May 20<sup>th</sup> Tour of Walnut Hill Cemetery (hosts Cemetery Commission & Historical Society) – featuring the art work of stone cutter Barlett Adams from the early 1800's, with speaker Ron Romano (author and historian associated with "Spirits Alive" was very well attended by many residents of Southern Maine.
- 8 spring internments and 12 new monuments were installed prior to the Memorial Day Holiday. With the assistance of the Fire Rescue Dept. 277 Veterans Flags and 40 NYFRD Flags were set in the 3 cemeteries.
- Elections, June 12<sup>th</sup> was a very busy and stressful day, with a 45% voter turnout, several ballots, warm weather, long lines, many confused voters and ballot machine break down (scanner over heated and the machine would not take in ballots – technician arrived at 9pm leaving after 10pm, a few ballot clerks were with Stacey and I till midnight).
- Staff evaluations completed.

### Coming Up

- Election Reporting Continues
- FEMA Reporting for Fall 2017 Storm
- Fiscal Year End

Submitted by: Debbie Grover, Assistant Town Manager



## Town of North Yarmouth

# Bi-monthly Report - Code Enforcement Department

---

Reporting Period: May & June FY18

### **Activity**

	FY17	FY18
Occupancy Certificates	8	5
Building Permits	27	30
Plumbing Permits	24	24
Electric Permits	11	24
Septic Permits	10	10
Subdivisions	1	2
Contract Zoning	0	0

### **Changes/Updates**

Wescustogo Hall has gained approval and is getting momentum as we are starting to set up the site timing.

### **Planning**

The Planning board continues to work on the ordinance and review for the potential zoning change as well as some other minor changes to the use table that will be proposed with the zoning amendment in the village center. The Finest Kind Meadows 4 lot Subdivision Finalized. And the 14 lot Grover subdivision is busy working with the DEP and getting there approval.

### **Coming Up**

I will be working hard with Barrette Made to get the project off the ground, the Comprehensive Plan Committee only has a few more chapters to finalize and with Vanessa on board this should be a walk in the park. Chris Cabot, Vanessa and I are continuing to work on the mapping that will support the new Comp Plan. Apple Brook subdivision is made up of 10 houses that are incredibly almost all already totally built out which is a great addition to the town. Also talks with the Water District are getting closer to conclusion regarding the lot size.

Submitted by: Ryan Keith, Code Enforcement Officer/Planner  
Date: 8/3/2018



## Town of North Yarmouth

# Bi-monthly Report - Code Enforcement Department

---

Reporting Period: March & April FY18

### Activity

	FY17	FY18
Occupancy Certificates	0	8
Building Permits	11	11
Plumbing Permits	10	17
Electric Permits	11	11
Septic Permits	5	12
Subdivisions	1	1
Contract Zoning	0	0

### Changes/Updates

The code office has several projects in the works still trucking along including 7 new home permits pulled. Ridgewood subdivision is getting its second out of 8 new home lots, the Knights Way subdivision behind Anderson's landscape is seeing its second home being erected in as many years but has seen additional interest in the last few months. In my "down time" we are making a gallant effort to assemble an easily accessible collection of all the subdivision maps that have been approved in North Yarmouth over the years to have displayed.

### Planning

The Planning board continues to work on the ordinance and review for the potential zoning change as well as some other minor changes to the use table that will be proposed with the zoning amendment in the village center. The Apple Brook Subdivision Finalized and construction of the road has started.

### Coming Up

The Town has been involved in a couple of very important meetings with the water district and is now ready to put pen to paper and begin the language associated with the thought of "GPD" or Gallon per day zoning to hopefully get some commercial interest in the Village Center. What this means as an example is that we allow as single family home on 1 acre as of today's guidelines, A typical single family home uses 360 gallons of water a day believe it or not. At least there is a very real potential to use that amount of water. As the old saying goes what goes in must come out ...so with that said 360 gallons of water flow into the ground every day. So using a table graph that was created by the state of Maine after extensive studies they have determined how much water a given use may use in a day. For example the chart shows that a church for example needs to provide a septic system that will handle 4 gallons of water a day per seat ;ex: 200 seats x 4 gpd = 800 gpd septic and with our current zoning needs 2.22 acres to not exceed the calculated 360 gpd of a single family home. Another example would be 2 2bedroom units would also not exceed the 360 gpd threshold.

Submitted by: Ryan Keith, Code Enforcement Officer/Planner

Date: 3/19/2018



## Bi-monthly Report - Public Works Department

**MAY-JUNE 2018**

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### ***General Maintenance of Parks, Cemeteries & Grounds:***

- Dump trash cans every Monday
- Patched fire station lawn
- Repaired head stones and fence at Walnut Hill cemetery

### ***PW Building Maintenance:***

#### ***Heavy Equipment:***

- Maintenance of Town fleet; Fire Dept and PW is ongoing
- Demonstrated new John Deere, Doosan, Case and JCB loaders

#### ***Road Maintenance:***

- Dirt roads graded - Sweetser, The Lane, Lufkin, Thunder
- Repair road signs as needed
- Picked up road kill several times per week
- Paving contractor inspected Doughty, Haskell and Parsonage roads for loose stone and tracking asphalt on hot days
- Sweetser Rd/The Lane; removed high spots, returned crown, and removed excess material
- Lufkin Rd; ditched, returned crown, graveled on dirt end. More work planned for paved end.
- EC Berry swept some Town roads

#### ***Other:***

- Flags to Half-mast as needed
- Bid opening for plow truck
- Clean up day; get ready for, held, and cleaned up afterwards

#### ***Changes/Updates:***

- Move voting equipment from Town office to NYMS and back again
- Attended MDOT/APWA highway congress in Skowhegan

#### ***Projects:***

- Speed sign put on; New Gloucester Rd, Mill Rd, Haskell Rd, Walnut Hill Rd, Doughty Rd, Mountfort Rd, and Sligo Rd
- Scheduled street light at intersection of Parsonage Rd and Memorial Highway (not sure in who's lifetime)
- Finished Town office generator project, repaired brick walk way to meeting room and installed bike racks
- Replaced beaver dissever on Royal Rd
- Mountfort Rd; ditching, driveway culvert replaced, mail box relocated, and chip sealed
- Graveled Long Hill plow turn around

#### ***Storms:***

- Brush/tree clean up from 2017 Halloween wind storm (yes, you read this right)
- Repaired well cover on West Pownal Rd damaged by snow plowing
- Cut down trees on Sam Ristich trail



## Bi-monthly Report - Public Works Department

### MAY-JUNE 2018

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#### **General Maintenance of Parks, Cemeteries & Grounds:**

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WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				
Task	Who	Start Date	End Date	Notes
Authorization to Proceed	TM	6/19/18	6/20/18	Letter of authorization for Barrett Made to proceed with the project directed by Select Board. COMPLETED
Local Subcontractor Listing	TM	6/28/18	7/6/18	TM and OR compiling list, to be sent to BM by 7/6. COMPLETED
BM Contract - Commence Construction Pricing *	TM/BM	7/7/2018 ONGOING		To be presented to Select Board at 7/7 meeting. Details still being ironed out by BM and NY Attorneys
Bond Anticipated Note (BAN)/Bond Financing	TM	7/3/18		Financial representative and bond council will be at the 7/3 Select Board meeting. TM has started the bond application process
Master Construction Calendar	BM	7/11/18		Will be available to TM, office staff, Select Board and the public
Bid Solicitation from Subcontractors/Vendors	BM	7/18/18	8/3/18	Bids will be presented by trade and line item.
Planning Board Process *	BM/CEO	7/10/18	8/7/18	Planning Board Meeting of July 10th. BM information was submitted to CEO 6/20. Next PB Mtg 8/13.
Site Management Plan *	BM	7/17/18	8/13/18	Fence location has been finalized. Fencing and BM trailer to arrive mid August
MMA - Construction Insurance (builder's risk)	TM	7/18/18		
Close NYMS	TM	7/20/18		Notifications will be sent out 6/29/18. COMPLETED
NYMS - Playground Removal	TM	7/20/18		PWD to remove and store playground. COMPLETE
BM Subcontractor Walkthrough	BM	7/26/18		BM will be onsite with potential subcontractors
MMA - Remaining Insurance Proceeds	TM	Jul-18		
Generator/Grant Funds *	Fire Chief	Jul-18		Chief Payson to research grant funds. Application process 7/9-7/25. BM gathering info to fill out paperwork. Submitted 7/25/18
Lead and Asbestos Testing *	TM	Jul-18		Ashley is coordinating lead testing of the gym roof and asbestos testing inside the building to be done by the end of July. Testing done 7/24. Report and pricing due 7/27.



WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				
Task	Who	Start Date	End Date	Notes
NYMS - Murals (high resolution pictures)	TM	7/9/18	8/24/18	Ashley to take pictures. Possiblity of having canvas prints made for renovated gymnasium
Clean Out Building / Storage *	TM	7/20/18	8/24/18	Storage containers delivered on 7/19. <b>Most of building contents have been moved to storage trailers as of 7/25, Ashley is researching more storage options.</b>
NYMS - Heating/Utilities/Alarms (shutdown)	TM/BM	7/23/18	8/24/18	Oil/boiler, water/sprinklers, propane. Alarm to be disabled 8/24
Bid Review with Select Board *	BM	8/21/2018		Bids to be reviewed at Select Board meeting
Biweekly Meetings with the Select Board	TM/BM	Beginning 8/7/18		OR (Ryan) will have construction reports at each Select Board meeting
Demo Begins	BM	Sep-18		All possible materials will be transported to the appropriate facilities to be recycled
Construction Begins	BM	Oct-18	Sep-19	
Building Weather Tight	BM	12/31/18		
Solar Panels (Electrial & Plumbing Bids)	BM			BM will present the solar package to the Select Board, including purchase and lease options
Construction Site Signage *	BM			BM working on signage and will have for approval by 7/25. <b>Signage Finalized, will be installed along with fencing mid August</b>
Water Line	BM/OR			RR looking into cost of putting in smaller line. BM and CEO recommended keeping existing for fire supression system/furture expansion
Selection of Fixtures	OR	TBD		Selection to go through OR (Ryan)



Potential Change Orders
1. Install a fire hydrant on the property
2. Replace electrical panel - current panel is unable to be used due to age. <b>BM had anticipated this and included it in the contract. Not CO work.</b>
Considerations
1. There is a concrete pad behind the building - it may be possible to cut the pad into pavers, move them and create a patio rather than demolishing and throwing away the material. <b>7/18 it was determined that the pad is not able to be cut and moved, the SB voted in favor of demolishing the pad as originally planned.</b>
WESCUSTOGO HALL & COMMUNITY CENTER FACILITY
Construction Team
<b>Barrett Made Project Manager:</b> Bruce Hourigan
<b>North Yarmouth - Owner Representative:</b> Ryan Keith
<b>North Yarmouth - Town Manager:</b> Rosemary Roy
<b>North Yarmouth - Administrative Assistant:</b> Ashley Roan
<b>Barrett Made Director of Design Services:</b> Matthew Ahlberg
<b>Barrett Made - Owner:</b> Rob Barrett
<b>Barrett Made - Design Services:</b> Dylan Baker



# 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 17, 2018*

#### VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Christine Landes, Town Manager, Town of Bethel

☐

*(Note: Ms. Landes will become the City Manager of Gardiner effective August 13, 2018)*

#### EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Elaine Aloes, Chair of Selectboard, Town of Solon

☐

William Bridgeo, City Manager, City of Augusta

☐

Melissa Doane, Town Manager, Town of Bradley

☐

*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:

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Return To:

MMA Annual Election  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358 or 626-5947  
Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)

**MAINE MUNICIPAL ASSOCIATION  
BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2019 EXECUTIVE COMMITTEE**

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

**CHRISTINE LANDES (Town Manager, Town of Bethel)**

*(Note: Ms. Landes will become the City Manager of Gardiner effective August 13, 2018)*

**Professional & Municipal Experience:**

- Town Manager, Town of Bethel, Maine (November 2014 – present)
- Deputy Clerk, City of Brewer, Maine (December 2012 – May 2014)
- Deputy Clerk, Town of Veazie, Maine (September 2012 – December 2012)
- Deputy Tax Collector/Counter Clerk – Clay County Tax Collectors Office, Orange Park, Florida (July 2010 – September 2012)
- Town Clerk, Town of Warren, Maine – (August 1998 – June 2010)
- Branch Manager, The Waldoboro Bank, Maine (September 1990 – August 1998)

**Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association (MMA) Executive Committee (September 2016 – present)
- Member, MMA Strategic & Finance Committee (October 2016 – present)
- Chairperson, MMA Strategic & Finance Committee (2017 – 2018)
- Member, MMA Property & Casualty Pool Board of Directors (Sept 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (Sept 2016 – present)
- Member, Maine Service Centers Coalition Executive Committee (2016 – present); Treasurer (2017-2018)
- Member, Maine Town, City & County Management Association
- Member, Evaluation Committee for ICMA Annual Conference
- 2<sup>nd</sup> Vice President, Maine Welfare Directors Association
- Volunteer, Mahoosuc Heat & Soul Volunteer; Member, Hiring Team

**Education:**

- Master's Degree, Business Administration with concentration in Public Administration, Southern New Hampshire University
- Bachelor's Degree, Public Administration University of Maine at Augusta, /cum laude graduate
- Associate's Degree, Arts Program, Florida State College, Jacksonville

**Awards and Certifications:**

- Certified Maine Manager
- Recipient, Dr. Edward F. Dow Student Scholarship Award, Maine Town, City & County Management Association

**MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)**

**ELAINE ALOES (Chair of Selectboard, Town of Solon)**

**Professional & Municipal Experience:**

- Chair of Selectboard, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1998 – present)
- 2nd Selectman, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1990 – March 1994)



- Auto Damage Appraiser, Bishop Adjustment Company (March 1990 – present)
- Owner/Operator, Mid Maine Adjustment Company (independent insurance adjusting company) (June 1987 – March 2005)
- Auto body repair businesses in Massachusetts and Maine (1972 – June 1987)
- Tax Preparer, H & R Block (1985 – 1992)
- Salesperson, Combined Insurance (health and accident insurance) (1985 – 1986)

#### **Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association (MMA) Legislative Policy Committee (1999 – present)
- Member, Somerset County Budget Committee (2001 – present); Vice Chair (2012 – 2016); Chair (2017 – 2018)
- Member, MMA Executive Committee (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Strategic & Finance Committee (2002 – 2003) and (2017 – present)
- President, Somerset County Municipal Association (2001 – present)
- Member, Maine Municipal's Rural/Service Center Committee (2002)
- Member, Somerset County Jail Planning Committee (2006 – 2008)
- Vice Chairman, Somerset County Charter Commission (2008 – 2010)
- Chair, Regional School Planning Committee for MSAD 74, MSAD 59, MSAD 12, MSAD 13 and several small towns (2007 – 2009)

#### **Education:**

- High school graduate, Medfield High School, Medfield, Massachusetts
- Kennebec Valley Technical College (courses in computers, accounting and supervisory management)
- Insurance Institute of America (Introduction to Claims)
- State of Maine (four part Property Tax Assessment course)
- Maine Municipal Association (many workshops and training on a wide variety of municipal topics such as budget preparation, finance management, personnel issues, right to know, town meetings, assessing)
- Maine Local Roads Center (variety of workshops on road issues and maintenance)

#### **Awards and Certifications:**

- State of Maine, All Lines Adjuster
- Maine Roads Scholar – Maine Local Roads (completed ten required road related workshops to earn award)

## **WILLIAM BRIDGEO (City Manager, City of Augusta)**

#### **Professional & Municipal Experience:**

- City Manager, Augusta, Maine (1998 – present)
- Adjunct Professor, Government Program, University of Maine at Augusta (2009 – present)
- Adjunct Professor, MBA Leadership and Ethics Courses, Thomas College (2013 – present)
- City Manager, City of Canandaigua, New York (1987 – 1998)
- Assistant Director, Maine State Housing Authority (1985 – 1987)
- City Manager, City of Calais, Maine (1979 – 1985)
- Assistant Town Manager, Town of Killingly, Connecticut (1976 – 1979)

#### **Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association (MMA) Executive Committee, (2002 – 2004; July 2015 - present)
- Member, MMA Property & Casualty Pool Board of Directors, Member (2002 – 2004; July 2015 - present)

- Member, Workers Compensation Fund Board of Trustees, Member (2002 – 2004; July 2015 – present)
- Member, Maine Service Centers Coalition, Executive Committee (2002 – present); Chair (2004 – 2007; 2016 – present)
- Member, Ethics Committee, Maine Town, City & County Management Association (present)
- Member, Maine Service Centers Coalition, Steering Committee (2001)
- Member, Maine Town, City & County Management Association, (1979 – 1985) and (1998 – present)
- New York State Municipal Management Association, Member (1987 – 1998); President (1995)
- Charter Member, Board of Regents, International City/County Management Association (1990 – 1996)
- Ex-officio Member, Board of Directors, New York Conference of Mayors & Other Municipal Officials
- Member, Board of Directors, Maine Development Foundation (2000-2005)
- Member, Board of Directors, Augusta YMCA (2009 – present)

#### **Education:**

- Master's Degree, Public Administration, University of Hartford
- Bachelor's Degree, Political Service, St. Michael's College in Vermont

#### **Awards and Certifications:**

- Link Stackpole Manager of the Year Award, Maine Town, City & County Management Association

### **MELISSA DOANE (Town Manager, Town of Bradley)**

#### **Professional & Municipal Experience:**

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – present)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coordinator Clinical Operations/Secretary/Patient Accounts/Patient Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

#### **Other Experience, Committees and Affiliations:**

- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – present)
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

#### **Education:**

- Business Management Studies, Husson College
- Associate's Degree, Business Management, Beal College
- Associate Degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

#### **Awards and Certifications:**

- Rookie of the Year Award, Maine Town, City & County Management Association