

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, September 3, 2019 - 7:00 PM
Town Office Conference Room**

I. Call to Order

- Pledge of Allegiance

II. Minutes of Previous Meeting(s)

- August 20, 2019

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

- Select Board Communications
- Town Manager's Report
- Financial Report - August

V. Old Business

- Wescustogo Hall & Community Center Project
 - Change Order #29
 - Matrix Update
 - Financial Update
- Solar Bid Financing Options

VI. New Business

None.

VII. Accounts Payable

- Review & Approval

VIII. Any Other Business

IX. Adjournment

REMINDERS TO THE ATTENDING PUBLIC: Please mute all digital devices; Select Board meetings are open to the public, but the public may not speak unless recognized by the Chairperson first.

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.

September 3, 2019

Agenda - Section II. Meeting Minutes

- *Move to approve the minutes for August 20, 2019, as presented. Second, discussion and vote follow.*

September 3, 2019

Agenda - Section IV. Management Reports & Communications

- Select Board Communications

- Town Manager's Report

- Financial Update
 - FY20 - August 31, 2019 Operating Report

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.

Operating Software - Since the start of the new fiscal year beginning with the tax commitment, we have been experiencing many difficulties and errors within the Town's operating software referred to as TRIO. To combat this the support response, we are received (as with other towns) from Harris Corporation is very slow and non-supportive. We have determined that it is from the upgrade we had earlier this year (TRIO SQL) which evidently still has some bugs in the programming. It has been frustrating for staff and myself, but we are working through it.

CEO/Assessing - Now that we have completed the hiring process in this department, I wanted to provide the hours of operation and invite you to stop by in the next week or two to say hello. Beginning September 3rd, the Code Office hours will be Monday-Thursday 8-5pm and the Assessor's office hours will be Wednesday's beginning September 4th from 8-4:30pm. The office by, the hands and ingenuity of several staffers, has a new look and one we believe will be very customer friendly and considerably more functional for staff. We will also be placing new signage that will provide a direct entrance to the office from the outside.

EDSC/Planning Board Workshop - The Economic Development & Sustainability Committee and Planning Board will be holding a workshop on September 19th at 6:30 pm for the purpose of discussing design standards.

Animal Control Officer - I plan to share with the Board what I hope will be a solution to this need at this meeting.

Auditors - The auditors were onsite 3 days during this time period and staff, and I provided information/records as requested.

MMA Upcoming Training & Conference - There will be a training for Elected Officials and Town Managers on October 15th beginning at 4:30pm. I plan on attending. If any Board members would like to attend, please let me know.

Yarmouth Water District Trustee - As stated in the Board's last meeting we received official from the water district that our representative has resigned from his trustee position. Upon further inquiry as to the logistics of this matter and speaking with both Maine Municipal Association's legal department and the town's attorney, the Assistant Town Manager is requesting that the Select Board call forth a Special Town Meeting for Tuesday, November 5, 2019 to vote on the vacant position. Mainly this request is based on how both the YWD and the Town's Charters are written as well as timing, staff availability, and planning. Under these circumstances the following applies: *A municipality can shorten the nomination process for filling vacancies found in 30-A M.R.S. § 2528(4)(E). The statute allows for nomination papers to be available for no less than ten (10) days before the filing deadline (instead of the usually required forty (40) days before the filing deadline).* The proposed timeline allows for seventeen (17) days.

- **Action:** *Move to hold a Special Town Meeting on November 5, 2019 for purpose of electing a North Yarmouth resident as a trustee of the Yarmouth Water District. Second, discussion and vote follow.*

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager



Expense Detail Report
AUGUST

Date	FY19 Budget	Debits/Credits	%	Current Budget	Debits	Credits	Unexpended Balance	%
110 - MUN ADMN								
01 - OPERATIONS	335,123.00	53,732.15		392,333.00	63,036.88	0.00	329,296.12	
02 - CONTR/PROF	67,660.00	9,838.00		78,716.00	4,197.14	275.00	74,793.86	
03 - BLDG/GRNDS	63,045.00	7,268.96		61,577.00	7,061.85	0.00	54,515.15	
04 - COMMCOMM	9,950.00	267.08		8,500.00	0.00	0.00	8,500.00	
05 - NYMS	21,438.00	781.81		0.00	0.00	0.00	0.00	
Department..	497,216.00	71,888.00	14.5	541,126.00	74,295.87	275.00	467,105.13	13.8
120 - COMM SVCS								
01 - CEO/PLAN	69,219.00	9,276.81		103,698.00	12,547.95	0.00	91,150.05	
02 - ECONOM DEV	69,400.00	0.00		58,400.00	0.00	0.00	58,400.00	
03 - PKS/REC	8,850.00	303.00		11,350.00	282.97	0.00	11,067.03	
04 - GENL ASST	7,688.00	0.00		7,688.00	0.00	0.00	7,688.00	
05 - SOC SERV	3,440.00	16.56		3,440.00	16.94	0.00	3,423.06	
06 - CEMETERIES	5,215.00	0.00		5,765.00	2,772.99	0.00	2,992.01	
07 - LIVING WELL	750.00	0.00		750.00	0.00	0.00	750.00	
08 - HIST SOCIE	5,000.00	0.00		1,750.00	0.00	0.00	1,750.00	
Department..	169,562.00	9,596.37	5.7	192,841.00	15,620.85	0.00	177,220.15	8.1
130 - PUBL SAFETY								
01 - FIRE RESCUE	281,827.00	34,641.62		322,308.00	60,935.14	0.00	261,372.86	
02 - CONTR/PROF	99,967.00	4,873.42		109,902.00	13,346.43	0.00	96,555.57	
Department..	381,794.00	39,515.04	10.3	432,210.00	74,281.57	0.00	357,928.43	17.2
140 - PUBLIC WORKS								
01 - OPERATIONS	447,813.00	53,633.14		429,518.00	62,265.02	1,226.39	368,479.37	
Department..	447,813.00	53,633.14	12.0	429,518.00	62,265.02	1,226.39	368,479.37	14.8
150 - SW/RECYCLING								
01 - SOLID WASTE	202,905.00	33,421.66		228,188.00	16,691.14	0.00	211,496.86	
Department..	202,905.00	33,421.66	16.5	228,188.00	16,691.14	0.00	211,496.86	7.3
160 - FIXED EXPENS								
01 - DEBT SERVICE	0.00	0.00		285,900.00	0.00	0.00	285,900.00	
02 - EE BENEFITS	265,654.00	42,519.40		323,435.00	40,242.30	0.00	283,192.70	
03 - INSURANCE	39,767.00	1,722.00		41,457.00	25,713.00	0.00	15,744.00	
04 - EDUCATION	7,333,711.00	1,222,285.17		7,368,665.00	1,228,110.82	0.00	6,140,554.18	
05 - SHARED SVCS	178,994.00	0.00		165,876.00	0.00	0.00	165,876.00	
06 - COUNTY TAX	336,663.00	0.00		362,248.00	0.00	0.00	362,248.00	
Department..	8,154,789.00	1,266,526.57	15.5	8,547,581.00	1,294,066.12	0.00	7,253,514.88	15.1
Final Totals	9,472,285.00	1,435,065.74	15.2	9,939,254.00	1,462,939.00	1,501.39	8,477,816.39	14.7

Revenue Detail Report
31-Aug-19

North Yarmouth Date	Jrnl	FY19 Budget	FY19 Debits/Cred	%	Current Budget	Debits	Credits	Uncollected Balance	%
100 - REVENUES									
4010 - AGENT FEES		12,300.00	2,387.00	19.41	12,100.00	0.00	2,362.00	9,738.00	19.5
4020 - RESCUE FEES		65,000.00	6,155.84	9.47	60,000.00	0.00	5,457.37	54,542.63	9.1
4030 - APPEALS		50.00	0.00		50.00	0.00	0.00	50.00	
4035 - BAD CHECK FEES		0.00	40.00		0.00	0.00	0.00	0.00	
4040 - BETE REIMBURSEMENT		0.00	0.00		1,200.00	0.00	0.00	1,200.00	
4050 - BOAT EXCISE		8,500.00	1,372.60	16.15	8,500.00	316.60	940.40	7,876.20	7.3
4060 - BUILDING PERMITS		41,000.00	6,656.95	16.24	60,000.00	0.00	9,722.02	50,277.98	16.2
4067 - BURN PERMITS - ONLINE		240.00	0.00		240.00	0.00	0.00	240.00	
4070 - CASH SHORT/OVER		0.00	5.00		0.00	0.00	30.10	-30.10	
4080 - CATV FRANCHISE FEES		29,000.00	18,004.56	62.08	30,800.00	0.00	14,558.55	16,241.45	47.3
4090 - CELL TOWER RENTAL		37,200.00	6,439.56	17.31	39,000.00	0.00	6,776.29	32,223.71	17.4
4110 - CEO MISC. PERMITS		300.00	0.00		300.00	0.00	0.00	300.00	
4120 - CEO POWNAL SERVICES		15,000.00	2,212.70	14.75	17,500.00	0.00	0.00	17,500.00	
4130 - CLERK FEES		755.00	39.00	5.17	755.00	0.00	183.00	572.00	24.2
4140 - CUSTOMER SERVICES FEES		700.00	97.03	13.86	700.00	0.00	42.66	657.34	6.1
4150 - DOG LICENSE FEES / ACO SERVICE		1,650.00	22.00	1.33	1,650.00	0.00	16.00	1,634.00	1.0
4157 - PARK USE PERMIT DOGS		0.00	450.00		1,200.00	0.00	0.00	1,200.00	
4160 - ELECTRICAL PERMITS		7,500.00	1,383.60	18.45	10,500.00	40.00	3,174.36	7,365.64	29.9
4200 - GENEALOGY SEARCH		250.00	0.00		150.00	0.00	0.00	150.00	
4210 - GENERAL ASSISTANCE		2,500.00	0.00		2,500.00	0.00	0.00	2,500.00	
4220 - HOMESTEAD EXEMPTION		200,527.00	182,780.00	91.15	200,527.00	0.00	208,503.00	-7,976.00	104.0
4255 - EMA REIMBURSEMENTS		0.00	0.00		0.00	0.00	0.00	0.00	
4260 - LOCAL ROAD ASSISTANCE PROGRAM		27,000.00	0.00		27,000.00	0.00	0.00	27,000.00	
4265 - PROPERTY & CASUALTY POOL		2,000.00	0.00		2,500.00	0.00	5,505.00	-3,005.00	220.2
4270 - MSAD ELECTIONS		2,200.00	1,503.38	68.34	1,600.00	0.00	0.00	1,600.00	
4280 - MISC REVENUES		1,200.00	839.06	69.92	1,200.00	0.00	0.00	1,200.00	
4290 - BMV EXCISE		867,000.00	168,175.85	19.40	965,000.00	18,237.58	142,148.61	841,088.97	12.8
4310 - PEER REVIEW		1,000.00	0.00		1,000.00	0.00	0.00	1,000.00	
4320 - PLANNING BOARD		1,200.00	0.00		1,200.00	0.00	0.00	1,200.00	
4330 - PLUMBING PERMITS		8,000.00	2,347.50	29.34	8,500.00	0.00	2,665.00	5,835.00	31.4
4335 - PRIVATE ROAD SIGNS		300.00	0.00		300.00	0.00	0.00	300.00	
4340 - RENTAL FEES		13,000.00	2,205.00	16.96	25,500.00	0.00	2,125.00	23,375.00	8.3
4350 - REVENUE SHARING		191,575.00	30,938.23	16.15	387,000.00	0.00	45,675.41	341,324.59	11.8
4370 - SITE PLAN REVIEW		1,200.00	0.00		1,200.00	0.00	0.00	1,200.00	
4380 - SNOWMOBILE CLUBS STATE REIMBUR		1,200.00	0.00		1,250.00	0.00	0.00	1,250.00	
4390 - SOLID WASTE/RECYCLING		140,000.00	21,317.50	15.23	186,300.00	0.00	29,408.50	156,891.50	15.8
4400 - SW HAULER PERMIT		75.00	0.00		75.00	0.00	0.00	75.00	
4420 - TAX INTEREST		12,500.00	3,013.81	24.11	15,000.00	0.00	3,601.47	11,398.53	24.0
4430 - TAX PENALTY		3,500.00	411.68	11.76	3,000.00	0.00	628.86	2,371.14	21.0
4450 - TIMBER HARVEST		0.00	124.00		0.00	0.00	0.00	0.00	
4480 - TREE GROWTH EXEMPTION		3,700.00	0.00		4,000.00	0.00	0.00	4,000.00	
4500 - VETERAN'S EXEMPTION		2,950.00	1,340.00	45.42	2,950.00	0.00	1,598.00	1,352.00	54.2
4510 - VITAL RECORDS		3,100.00	307.20	9.91	3,100.00	0.00	364.20	2,735.80	11.7
Final Totals		1,705,172.00	460,569.05	27.01	2,085,347.00	18,594.18	485,485.80	-1,618,455.38	22.4

September 3, 2019

Agenda - Section V. Old Business

▪ **Wescustogo Hall & Community Center**

→ Change Order #29

Move to approve Change Order #29 in the amount of \$550.55 to provide pavement over the island at the community room entrance as presented. Second, discussion and vote follow.

→ Matrix Update

→ Financial Update

▪ **Solar Bid Financing Options**

Move to authorize the Town Manager to enter into an agreement by means of a (bank loan or purchase plan) with (company) for the purpose of financing the installation of solar panels to the Wescustogo Hall & Community Center facility provided by Revision Energy.

Notes: Attached you will find a quote from Norway Savings Bank and a comparison sheet illustrating the costs and savings of the bank loan verses a PPA through Revision Energy. The overall cost savings is more valuable with the PPA and both Ryan and I recommend that the Town enter into the PPA with the plan to buy out the the agreement a the end of five years.

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. COMPLETE
Local Subcontractor Listing	TM	6/28/18	7/6/18	TM and OR compiling list, to be sent to BM by 7/6. COMPLETE
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 Signed 8/16/18. COMPLETE
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. Interview with S&P was held on 9/25/18; waiting on rating- looks to be favorable. Funding expected end of October. Funds received 10/31/18. COMPLETE
Master Construction Calendar	BM	7/11/18		Will be available to TM, office staff, Select Board and the public COMPLETE
Bid Solicitation from Subcontractors/Vendors	BM	7/18/18	8/3/18	Bids will be presented by trade and line item. Bids to be presented to SB at 8/28 meeting. Approved by SB 8/28. Electrical subcontractor to be presented at 10/16 SB MTG. COMPLETE
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. PB Approved Plans with a Parking Requirement Waiver at the 8/13 Meeting. COMPLETE
Site Management Plan	BM	7/17/18	8/13/18	Fence location has been finalized. Fence was installed first week in august, Site sign and BM trailer to arrive mid-August. COMPLETE
MMA - Construction Insurance (builder's risk)	TM	Nov-19		Certificates on file, cost \$ 854. for 7/1/18 - 7/1/19. COMPLETE
Close NYMS	TM	7/20/18		Notifications will be sent out 6/29/18. COMPLETE
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. COMPLETE
MMA - Remaining Insurance Proceeds	TM	5/21/19		MMA has release remaining insurance proceeds: \$127,327.16 (238.47 less then estimated) balance of insured and \$44,469.12 (\$30,635.30 more than estimated) Architechual/Engineering cost reimbursement. Total: \$171,823.28 COMPLETE
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. The town received \$20,000 in grant money, to be used for "phase I" of generator installation. Grant Approved
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. Pricing came in, will be covered under contract. COMPLETE
NYMS - Murals (high resolution pictures)	TM	7/9/18	8/24/18	Ashley to take pictures. Possibility of having canvas prints made for renovated gymnasium 8/22/18. COMPLETE
Clean Out Building / Storage	TM	7/20/18	8/24/18	Storage containers delivered on 7/19. Most of building contents have been moved to storage trailers as of 7/25, Ashley is researching more storage options. 53 FT Container was purchased, Building is empty. COMPLETE
NYMS - Heating/Utilities/Alarms (shutdown)	TM/BM	7/23/18	8/24/18	Oil/boiler, water/sprinklers, propane. Alarm to be disabled 8/24. All utilities are disabled. COMPLETE
Biweekly Meetings with the Select Board	TM/BM	Beginning 8/7/18		OR (Ryan) will have construction reports at each Select Board meeting ONGOING
Construction Site Signage	BM	Mid- August		BM working on signage and will have for approval by 7/25. Signage Finalized, will be installed along with fencing mid August. COMPLETE
Interior Selective Demolition and Abatement to begin	BM	9/3/18		Interior demolition beginning 9/10/18. 10/9/18 -Interior abatement and demo is complete, exterior demolition starting. Both wings of old building have been removed. Gymnasium interior demo nearing completion. COMPLETE
Site Coordination Meeting	BM	9/7/18		Meeting held 9/7 with Dugas, OR, PW Director and BM. COMPLETE
Groundbreaking Ceremony	TM	9/13/18		Ceremony to be held at 10AM - invites going out 8/23/18. COMPLETE
Demo Begins	BM	Sep-18		All possible materials will be transported to the appropriate facilities to be recycled. Demolition beginning week of 10/8/18. COMPLETE
Sitework Begins	BM	Nov-18		Ongoing, footings and foundation. COMPLETE
Building Weather Tight	BM	4/19/19		Existing portion of building is now weather tight in order for subcontractors to begin their work, Concrete is being poured and framing will begin after the holidays. COMPLETE
Interior Layouts and Finishes	BM/NY	Ongoing		Electrical layouts of kitchen & Plumbing layouts of gym bathrooms and custodial closet have been selected. Interior finishes will be reviewed and finalized on 5/20. COMPLETE
Solar Panels	BM	8/20/19		Ashley coordinating meeting with Revision solar to discuss solar design and financing options week of 10/8/18. Proposals were requested from Sundog Solar, Assured and Revision, Due on 11/7/18. Options to be presented to SB 12/18/18. All solar quotes were rejected at 1/15/19 SB meeting, project is pending new legislature. To date there is no activity on the state level for solar assistance to municipalities. The Town Manager is preparing a Request for Proposals for the Board's review at a June business meeting. A program has now been approved by the state that will benefit municipalities. It is imperative that we act on the solar RFP as soon as possible. Solar bids are in and the Select Board is scheduled to award the bid on 8/20/19. Bid was awarded to Revision Energy- Financing to be finalized on 9/2/19.
Bi-Weekly Construction Progress Photos	AA	Ongoing		Construction progress photos will be taken and posted to the Towns Website, Facebook and Instagram. ONGOING
Heating fuel will be delivered weekly for temp heat	TM/OR	Ongoing		Starting January 1st weekly fuel deliveries will be made to fill the temp heater on site. Cost to be covered by Town. As of 4/1/19 the heater has been returned and fuel deliveries cancelled. COMPLETE
Gymnasium Finishes	AA	Ongoing		Meeting to be coordinated with NY, Peter Bingham and BM to discuss options for gymnasium basketball hoops and line layouts. Construction team has met with P. Bingham and progress moves forward on the selection of hoops.
Landscaping	BM	7/2/19		Landscape plan completed - copy to Select Board 07/02/19. COMPLETE
Selection of Fixtures	OR	Ongoing		In progress-some complete.
Project Completion	TM	10/1/2019		Town Mgr. visited site and discussed with the Project Mgr. project completion and opening dates. Confident that the project will be complete by 10/1/2019 which will allow for set up time, insurance review, etc. and opening date of November 2nd can be confirmed by the SB. November 2, 2019 confirmed to be facility opening.

Potential Change Orders

1. Install a fire hydrant on the property BM quoting wall mounted unit. BM presented wall mounted unit to TM and Fire Chief. Chief is getting quotes on a stand alone fire hydrant, possibility of a separate project down the road. Chief has concerns regarding the sprinkler system not having enough flow when the wall mounted fire hydrant is in use. 10/3/18 wall mounted unit will stay, at this time the stand alone unit will not be added to the project. Included in Change Order #1 Change Order #1 only covered a portion of the work for the wall mounted unit. PCO #20 covers the complete scope of work.
2. BM presented a revision to the current building plans, The existing exterior wall of the "community room" is a frost wall, which will be more cost effective to keep in place and add square footage to the building. BM will present a change order for final approval at 11/6/18 SB MTG. Change Order #1 in the amount of \$48,404.17 was approved at 11/20 Select Board Meeting.
3. There is a slight change in the heating units being installed in the community room; wall cassettes to be installed in lieu of ceiling cassettes. This will have little impact to the design and minimal cost implications. This change is being reviewed and re-designed by Ripcord. Included in Change Order #1
4. The underlaying roof shingles have tested positive for asbestos. The roofing will be removed and all associated costs will be tracked on a time and material basis with a not to exceed \$15,000 budget. Change Order # 2 approved at 12/18/18 Select Board meeting.
5. There is rot at the north side of gymnasium, the sheathing and framing needs to be removed and replaced. BM is looking into the best course of action and will provide a quote. PCO #3 \$4,674.22. Approved 12/4/18.
6. During removal of the existing slabs, Dugas discovered additional frost walls supporting slabs that were not included in the original scope of work. Removal of the extra material will be performed, tracked and a change order will be issued. Change Order # 2 approved at 12/18/18 Select Board meeting.
7. The gable wall in the rear of the building was not originally constructed per code. It will need to be re-framed. Included in Change Order #1
8. Barrett Made proposed adding additional perimeter drains. Discussed with OR Ryan Keith and team. PCO #4- Rejected 11/15/18
9. When the wall material was removed from the gymnasium walls it was discovered that the underlying drywall was in disrepair. To remove and replace damaged drywall - PCO #5 \$12,595.39 . To be completed and paid under Barrett Made contingency. PCO #5 now includes upgraded wall board. Approved 2/5/18
10. Pre-existing waterlines were removed during demolition, it was believed they were in a different location than they actually were. Add roughly 250ft of domestic water line back in - PCO #6 \$8,619.41. To be completed and paid under Barrett Made contingency
11. The stage floor had a layer of cardboard subfloor underneath, when the roof leaked the flooring was damaged and needed to be removed. PCO #7 \$5,520.90. To be completed and paid under Barrett Made contingency
12. Security System (cameras and monitoring) were not built into additional price. Working with SMI networks to add them in, they have offered a package discount. CO forthcoming. See PCO #8. Approved 2/5/18
13. BM proposed a new plan for the community room, deleting the sliding partition wall and installing a fixed wall to provide more space for both the stage and community room. Plans were approved at the 1/23/19 construction meeting. PCO #12 forthcoming.
14. There are plumbing & HVAC changes that go along with the updates made to the custodial closet and kitchen, as well as a change in the heat pump in the community room. PCO #11 \$18,459.82
15. Central Maine Power is requiring a pull box to be installed at the telephone pole on site. Waiting to find out if Fairpoint will require one as well. Fairpoint does not require a pull box. PCO #10 \$4,978.34. Approved on an as needed basis 3/19/19.
16. Barrett Made is finishing up pricing the Generator change order, the change order will be submitted for the grant funds that were secured by Chief Payson. PCO #9 \$20,000. Submitted to grant 3/6/19
17. The entrance doors as designed do not have handicapped mechanisms. There will be two options forthcoming. PCO's 16 & 17. PCO #17 for one door opener was approved at 3/5/19 SB Meeting
18. The town was approached regarding adding a window to the storage room next to the kitchen so that the room can be mixed use. PCO #18 was rejected at 3/5/19 SB Meeting.
19. There is a change in the ceiling tiles being used in the kitchen due to the mechanical room above. PCO #13 Approved 3/19/19.
20. Barrett Made proposed adding a water table to the siding of the building, this will provide for more durability and longevity of the siding. PCO #14 \$3537.31 was rejected by the town at the 3/6/19 construction meeting but will still be performed and paid for under Barrett Made's contingency.
21. The concrete floors in the storage and kitchen areas was unlevel and needed to be grinded down and filled. PCO #15. Approved 3/19/19.
22. Change orders submitted 5/21/19 consist of site alterations to accommodate electrical needs, stone drip edges in specified areas, and basketball hoop extras needed for hoop mobility.

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. 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.
2. Replace electrical panel - current panel is unable to be used due to age. BM had anticipated this and included it in the contract. Not CO work.
3. Water Line. RR looking into cost of putting in smaller line. BM and CEO recommended keeping existing for fire suppression system/future expansion. It was decided to keep the existing water line.
4. We have received the bill from CMP for the new transformer, pole and power to the building, the cost is \$26,747.02 to come out of North Yarmouth's contingency. CMP states that the existing transformer is not adequately sized to handle the proposed solar and building loads and must be upgraded (note the existing primary wire is direct buried and 30 years old.) In addition, with the profile of the land, a 4x6 pull box is required so that proper drainage can be achieved.

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY - Construction Team

Barrett Made Project Manager: Bruce Hourigan

North Yarmouth - Owner Representative: Ryan Keith

North Yarmouth - Town Manager: Rosemary Roy

North Yarmouth - Administrative Assistant: Draven Walker

Barrett Made Director of Design Services: Matthew Ahlberg

Barrett Made - Owner: Rob Barrett

Barrett Made - Design Services: Dylan Baker

Town of North Yarmouth
WESCUSTOGO HALL & COMMUNITY CENTER
 Financial Summary Report 09/03/19

Project Revenue Received

Interest	\$	16,337.88
Wescustogo Hall Insurance	\$	679,742.21
Bond Funding	\$	3,439,559.30
Road Reserves	\$	8,000.00 est.
Fundraising	\$	18,000.00 est.
	\$	4,161,639.39

Project Expenses Paid

Design & Engineering	\$	251,340.25
Bond Expenses	\$	43,780.60
Insurance	\$	854.00
Construction	\$	3,292,536.13 (as of 090319)
Debt Service	\$	57,077.86
Winter - Heating	\$	28,016.28
State Fire Marshall	\$	2,826.00
Asbestos Removal	\$	3,806.00 Correction
Benches (lobby)	\$	422.00
Yarmouth Water District	\$	566.04
Dig Smart	\$	300.00
Traction	\$	820.00
Rigby Storage	\$	510.00
Fundraising Expenses	\$	2,709.72
	\$	3,685,564.88

Construction Contract	\$	3,668,375.00
Construction Contract Balance	\$	375,838.87

Project Pending Surplus

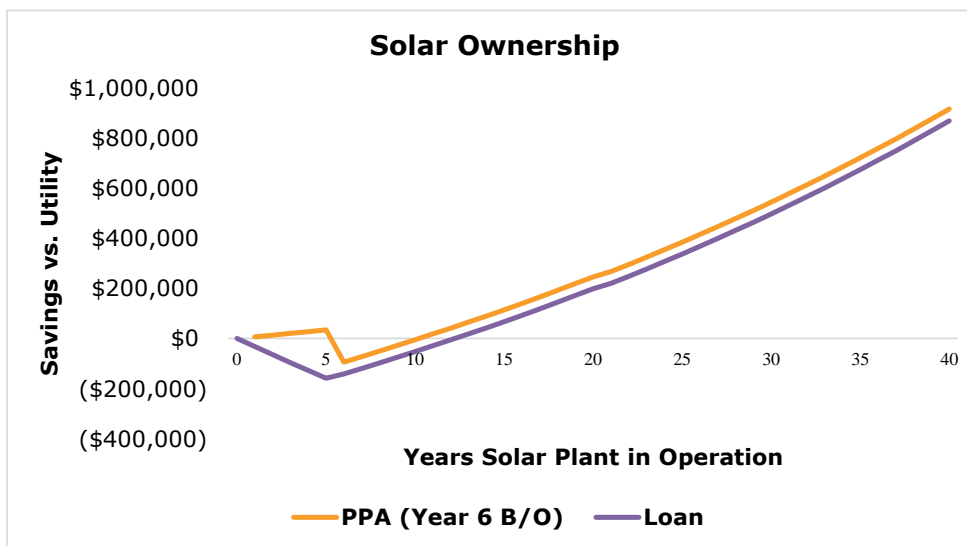
Town Contingency Balance	\$	2,493.18
Cost Saving - Allowance Balance	\$	71,624.01
	\$	74,117.19

Control Balance	\$	174,352.83
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Comparison of Financing Options

	<u>Loan</u>	<u>PPA w/ year 6 buyout</u>
Upfront investment	\$ -	\$ -
One-time incentives		
Tax credit	\$ -	Taken by investor
Depreciation benefit	\$ -	Taken by investor
Net Investment	\$ -	\$ -
Annual revenues / expenses		
Energy savings	\$ 20,000	\$ 20,000
REC revenue	\$ 1,000	Taken by investor
Loan Payment	\$ (52,000)	N/A
PPA payment	N/A	\$ 14,000
Net annual savings	\$ (31,000)	\$ 6,000
PPA Buyout		
Investment (Year 6)	N/A	\$ 150,263
Depreciation benefit	N/A	\$ -
Energy savings to date	N/A	\$ 34,000
Net investment	N/A	\$ 116,263
Financial summary		
20-year IRR	N/A	17.4%
Simple payback (years)	N/A	5
25-year savings	\$ 341,373	\$ 384,000
40-year savings	\$ 873,549	\$ 916,000



**NORWAY SAVINGS BANK
CONFIDENTIAL TERM SHEET
08/29/2019**

This *Confidential Term Sheet* is not a commitment to lend, and is only intended as a discussion document. Loans may be extended only upon completion of due diligence, required credit approvals, and the execution of legal documentation satisfactory to the Bank and its Counsel.

Borrower: Town of North Yarmouth

Amount: Up to \$245,000

Purpose: Finance 100% of the purchase of solar panels

Term/Maturity: 5 or 6 years

Rate: If a five (5) year term is selected, fixed at 3.15% for five (5) years;
If a six (6) year term is selected, fixed at 3.25% for six (6) years

Prepayment penalty: None.

Repayment: Monthly payments of principal and interest in an amount to sufficiently amortize the loan over the selected term. Estimated monthly P&I payment of \$4,420 based on the five (5) year rate/term; estimated monthly P&I payment of \$3,750 based on the six (6) year rate/term.

Collateral: First security interest in solar panels to be purchased.

Fees: There shall be no fees charged by the Bank. However, the Town must provide to Bank a letter of opinion from their legal counsel stating the borrowing is qualified, tax exempt. That cost shall be borne by the Town.

Financial Reporting: The Town shall submit financial statements and other financial information in a scope and frequency acceptable to the Bank, at least annually within 120 days of fiscal year-end.

September 3, 2019

Agenda - Section VI. New Business

None.

September 3, 2019

Agenda - Section VII. Accounts Payable

Item(s):

- **FY20** - *Move to approve accounts payable warrants 7, 8 & 9 in the amount of \$105,394.07 as presented. Second, discussion and vote follow.*