

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, November 7, 2017
6:30PM - Town Office Meeting Room**

I. Call to Order

II. Executive Session - Property Discussions

III. Minutes of Previous Meeting(s)

- October 17, 2017

IV. 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.

V. Management Reports & Communications

- Committee Communications (verbal)
 - ~ Communications Advisory Committee - Chris Edmundson, Chair
 - ~ Comprehensive Plan Committee - Grace Lovell, Chair
 - ~ Living Well in North Yarmouth Committee - Steve Palmer, Chair
- Town Manager's Report

VI. Old Business

- Town Office Facility
- Contract Zoning - Internal Policy

VII. New Business

- Wescustogo Building & Design Committee Request
- Committee Appointments
- Tax Lien Management Ordinance - Revisions First Review

VIII. Accounts Payable - Review & Approval

- Accounts Payable

IX. Any Other Business

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

X. Adjournment

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

EXECUTIVE SESSION

Permitted Deliberations - Property Discussions

MOTION:

To move that the Select Board enter into executive session 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.

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

**Town of North Yarmouth
Select Board
Meeting Minutes of October 17, 2017**

Call to Order

Members Present: Peter Lacy, Jeanne Chadbourne & Jennifer Speirs. Members Absent: Anne Graham & Steven Morrison. Town Manager Rosemary Roy was also present.

Minutes of Previous Meeting(s)

Vice Chair Chadbourne moved to approve the Select Board Meeting Minutes of September 19 & October 3, 2017. Selectperson Speirs seconded the motion. Discussion: None. **Vote: 3 Yes - 0 No**

Public Comment - Non-Agenda Items

Steve Palmer of Montfort Road. The kite festival was a wonderful success. Steve thanked all of the volunteers that helped with the festival.

Management Reports & Communications

Town Manager's Report: The Town Manager provided the Board with a verbal summary of her report.

Highlights:

- The Town will experience update and installation fees coming in the next fiscal year on Trio Software.
- A meeting will be held on 10/25/2017 to discuss the post & beam structure of Wescustogo Hall.
- North Yarmouth Summit will be held on 11/15/2017 (moved to 11/30). Invitations will be sent out in the next few weeks.
- The Town Manager is researching for a grant for the Community Center.

Capital Improvement Reserves as of 6/30/17: Final Auditor review is ongoing.

Old Business

None

New Business

Chairperson Lacy moved to appoint Clarke Whittier to the Planning Board filling Katryn Gabrielson's position which expires 6/30/18. Selectperson Speirs seconded the motion. Discussion: None. **Vote 3 Yes – 0 No**

Accounts Payable – Review & Approval

Chairperson Lacy moved to accept the accounts payable Warrants 14 & 15 in the amount of \$680,783.22. Selectperson Speirs seconded the motion. Discussion: Chair Lacy asked about sealing and hydraulic hosing. Town Manager Roy explained what the charges were. Selectperson Speirs asked about the recurring charges for vault shelving. Town Manager Roy explained that this would be the last invoice. **Vote: 3 Yes - 0 No**

Other New Business

Vice Chair Chadbourne thanked the Living Well Committee for their work.

Steve Palmer of Montfort Road asked Town Manager Roy for a refresher as to what happened at the

last Summit. Town Manager Roy will try and send something out with the invites.

Adjournment

Chairperson Peter Lacy moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board

Peter Lacy, Chair

Jeanne Chadbourne, Vice Chair

Anne Graham

Stephen Morrison

Jennifer Speirs

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.

Tropical Storm: By 5:00 a.m. Monday the entire town was without power and many roadways blocked. Communications went down in the first three hours as did Gray and New Gloucester which brought forth some creative communicating for First Responders. A warming center was opened on Monday at the Fire Rescue Station for those needing to warm up, get water, use the bathroom, take a shower, and get a hot meal. Roughly 100-150 individuals used the shelter while it was open, and there was a steady line of cars filling up bottles of water to take home. Fire Rescue responded to 37 documented calls (18 in the first 12 hours) however, due to the lost dispatch many additional calls were not logged, and responders were leaving one call and heading to the next. Wellness checks were conducted on our elderly residents as well as working farms to ensure there was water for their animals. A total of 369 First Responder hours were logged on this storm.

The Public Works Department spent time removing manageable debris and closing roads. So far only two reports of damage to Town property which would be the flagpole at the Fire Rescue Station and the windshield (smashed) on the Fire Rescue pump truck. The basement of the Town Office did flood but thanks to Chief Payson and the Naples Fire Department we were able to borrow a generator that could support the office and a second flood did not occur, and we were able to open the office for a full day on Wednesday.

The professionalism and dedication of North Yarmouth's employees are genuinely remarkable. I want to especially thank Department Heads Debbie Grover, Clark Baston, and Grey Payson for yet another job well done.

As Governor Lepage has filed a state of emergency, there is a good chance that federal and state emergency management funds may be received from this storm. We will also be setting up hours at PWD for residents to drop off debris from the storm.

Wescustogo Hall & NY Community Center: I met with representatives from Barrett Made, the Wescustogo Building & Design Committee, and individuals Charlie Farrell (post & beam builder) and David Price (post & beam engineer) to discuss the pros and cons of designing Wescustogo Hall entirely in a post & beam structure. I believe the meeting was successful in that much information on this topic was shared and committee members who attended agreed to go back to the whole committee to discuss this option. The committee is now currently working on the "look" of the building and hope to begin directly working with the architects sometime in December or possible after the first of the year.

Summit: New date - Thursday, November 30th @ 5:30 (NYMS).

Parks & Recreation Committee: Clark Baston and I attended the committee's October meeting and will be working with the committee on new park signs, area-specific park improvements, and other pertinent issues related to our park trails.

NYMS Sign: The outside sign in front of the school has been moved. The sign can now be used/read coming from both directions of the road.

Charter/Spectrum: Charter has signed and returned the franchise agreement, and we should receive the grant funds by sometime in December.

Shirts & Name Badges: Selectperson Graham asked me to look into the costs of shirts and or name badges for the Select Board to utilize during special town events. The cost of the name tags can be covered the budget; shirts would have to be an individual purchase. Detailed information follows this report.

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

Select Board Shirts and Name Badges

* prices do not include taxes and shipping

	Shirt Cost	Embroidery	Embroidery Set Up Fee	Cost Per shirt
Lands End				
Oxford	\$30.00	\$5.95	\$95.00	\$54.95
SS Polo	\$25.50	\$5.95		\$50.45
LS Polo	\$22.50	\$5.95		\$47.45

Thread Logic

Oxford				
M	\$38.75	included	included	\$38.75
W	\$34.50	included	included	\$34.50
SS Polo				
M	\$19.50	included	included	\$19.50
LS Polo	\$28.75	included	included	\$28.75

LL Bean

Oxford	\$44.95	\$13.00	\$95.00	\$57.95
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Name Badges:

WB Mason	25 tags	\$28.59	Click Fold - Pin On
	25 Tags	\$25.89	Lanyard
Mynamebadge.com	1-5 Ea	\$22.99	Full color crystal plastic pin on
	5-25 Ea	\$19.79	

Date: November 1, 2017

To: Select Board
Fr: Rosemary E. Roy, Town Manager
Cc: Ryan Keith, CEO
Cc: Planning Board

RE: POLICY - CONTRACT ZONING PROCESS

Last October the Select Board and the Planning Board held a workshop to discuss the administrative process of Contract Zoning. Both Boards were provided an initial policy outline based on general law and the Town's Land Use Ordinance. Following the discussion, the Planning Board asked to continue their review of the policy for potentially added clarifications.

The Planning Board at their last meeting (Oct/17) agreed on the language now added to the original draft (see next page). The Planning Board supports the Select Board's consideration in adopting this policy.

Town Manager's Recommendation: CEO Keith and I worked with the Planning Board over the past year on the clarification of this procedural language and support the suggested changes from the Planning Board.

Although it was not the original intent to adopt these procedures as "true" Town policy (currently an internal or administrative policy) based on the complexities associated with Contract Zoning I believe it would be in the best interest of the Town for the Select Board to adopt these procedural processes. Thank you.

Town of North Yarmouth
Land Zoning Ordinance - Contract Zoning Process

Applications

- Contract Zoning Applications are obtained through the CEO.
- All applicants shall include with their request for Contract Zoning:
 1. Proof of Right, Title & Interest;
 2. Narrative on how the conditions of Contract Zoning have been met;
 3. Draft Contract for the Zone (what applicant is proposing)
 4. Draft Map of the Zone
- The Code Enforcement Office shall submit Contract Zoning applications to the Town Manager, Select Board, and any additional agencies deemed necessary for review and initial feedback.
- Site plans, etc. are not required for the Contract Zoning process.

Required Procedures

1. Select Board

- It is not a determination but an opportunity to give the developer feedback and see if the project complies with paragraphs 1 and 2 under Section A. - Authorization of Contract Zoning.
- Affirmative findings with the Town Comprehensive Plan should be found. If there are negative findings, the contract should not be approved.
- After giving the developer its initial feedback, the Board will decide whether or not to continue consideration of the proposal by referring the matter to the Planning Board for an advisory recommendation.
- Contract negotiations shall take place with the applicant(s) prior to sending the matter to the Planning Board.

2. Planning Board

- The Planning Board shall hold a public hearing as described under section D (2) of Contract Zoning.
- Contract Zoning is a separate application from that of a Site Plan Review and or Building Permit. These applications can be reviewed during the same meeting but shall be treated as separate applications.
- The Planning Board shall then meet with the Select Board to present their recommendations and for discussion and conclusion.

3. Select Board

- The Select Board shall hold a public hearing.
- The proposal is referred back to the Planning Board if the Select Board modifies the proposal "pursuant to Section 1.8 D (3) of the Land Use Ordinance."
- The Select Board would then vote to approve or deny the contract zone.
- The Select Board shall file a written statement of acknowledgment to the approval or denial of the contract zone, a copy of the written statement shall be provided to the Planning Board and Code Enforcement Officer.

4. Final Adoption

- If the contract zone is approved by the Select Board, the Planning Board shall put forth the proposed Land Use Ordinance amendment(s) before the Townspeople for final adoption and enactment as provided by state law. Approval shall include the Contract Zoning Agreement and amendments to the zoning map. Note: The warrant article(s) may reflect the Select Board and or Planning Board's recommendation for action.

Rosemary Roy

From: wescustogo-b-and-d@googlegroups.com on behalf of Brian Sites
<brian@claydog.com>
Sent: Friday, October 13, 2017 11:29 AM
To: Peter Lacy; Jennifer Speirs; Jeanne Chadbourne; Steve Morrison; Anne Graham
Cc: Rosemary Roy; Wescustogo Building and Design
Subject: We're getting the band back together...

11-7

And our amps go up to 11.

Members of the Select Board–

The WBDC met last night for the first time in a few months. We discussed our process moving forward both on the design and fundraising side. Here was the outcome:

1) We voted unanimously to accept your letter dated 10/3 and to continue with our work. While we are disappointed that the full board is not behind the project, we feel confident that we will be adequately supported.

2) We committed to meet regularly as a full committee every two weeks through November 9th. Sub-committees on design and fundraising may meet more often.

3) We voted unanimously to request that at least one Select Board member attend our bi-weekly meetings. It does not need to be the same person each time, but we felt strongly that having at least one member present would help with communication. As always, the Town Manager is invited to attend as often as she likes.

That's all for now. Please let me know if you have any questions.

*Best,
Brian
449-0799*

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You received this message because you are subscribed to the Google Groups "Wescustogo Building and Design" group.

To unsubscribe from this group and stop receiving emails from it, send an email to wescustogo-b-and-d+unsubscribe@googlegroups.com.

To post to this group, send email to wescustogo-b-and-d@googlegroups.com.

To view this discussion on the web visit <https://groups.google.com/d/msgid/wescustogo-b-and-d/E278D837-83AF-4ADF-9209-2B9AE3D30D8E%40claydog.com>.

For more options, visit <https://groups.google.com/d/optout>.

Date: November 1, 2017

To: Select Board
Fr: Rosemary E. Roy, Town Manager *RR*
Cc: Brian Sites, Ch./WBDC

RE: Committee Appointments

Three applications (enclosed) have been received for the Wescustogo Building & Design Committee.

10/17/17 Steve Palmer
11/02/17 Matt Scott
11/02/17 Kevin Robinson, Sr.

There are currently two openings one regular member and one alternate member. If the Board so wishes a second alternate may be designated bringing the committee membership total to nine. Appointment term would be until 6/30/18.



(207)829-3705 telephone
(207)829- 3743 fax

**TOWN OF NORTH YARMOUTH
BOARD & COMMITTEES
Volunteer Form**

Select the Board(s) or Committee(s) you would like to serve on:

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee
(Elected position only if vacancy available) | <input type="checkbox"/> Prince Memorial Library Advisory Board |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Communications Committee |
| <input type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Economic Development and Sustainability Committee |
| <input type="checkbox"/> Shellfish Conservation Commission | <input type="checkbox"/> Events Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Flag Committee |
| <input type="checkbox"/> Zoning Board | <input type="checkbox"/> Wescustago Hall Committee |
| <input type="checkbox"/> Joint Standing Committee | <input type="checkbox"/> North Yarmouth School Scholarship Fund Committee |
| <input type="checkbox"/> Recreation Advisory Board | <input checked="" type="checkbox"/> Wescustago Building & Design Committee |
| <input type="checkbox"/> Town Comprehensive Plan Committee | |
| <input type="checkbox"/> Town Office Renovation Committee | |

☒ Living Well in NY

Please provide the following information:

Name: Steven Palmer
Email: shpalmer@maine.rr.com
Mailing Address: 527 Mountfort
Phone: 829-6230

1. Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above.

I offered, long time interest, have attended Aging in Place conferences

2. Do you have any relevant experience, training or credentials that you would like us to consider?

3. Have you ever served on any boards/ committees before? If so, when and where?

Yes - Zoning Bd of Appeals, BOS

Steven H. Palmer
Volunteer Signature

10/17/17

03/20/2019
Date



TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

Select the Board(s) or Committee(s) you would like to serve on:

- | | |
|--|--|
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Living Well in North Yarmouth |
| <input type="checkbox"/> Budget Committee (only if vacancy available) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Communications Advisory Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Prince Memorial Library Advisory Board |
| <input type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Events Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Flag Committee | <input checked="" type="checkbox"/> Wescustogo Building & Design Committee |
| <input type="checkbox"/> Joint Standing Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please provide the following information:

Name: MATT SCOTT

Email: MATTSCOTT17@GMAIL.COM

Mailing Address: 24 THUNDER RD, N. YARMOUTH

Phone: 207-312-0070

- Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. I WOULD LIKE TO JOIN THE TEAM AND HELP OUR COMMUNITY BUILD A NEW COMMUNITY CENTER. I BELIEVE THIS WILL HELP OUR TOWN.
- Do you have any relevant experience, training or credentials that you would like us to consider? I HAVE A BS IN CHEMICAL ENGINEERING FROM UMASS & I CURRENTLY MANAGE CAPITAL PROJECTS FOR NESTLE WATERS / POLAND SPRING
- Have you ever served on any boards/ committees before? If so, when and where? NO.

Matt Scott
Volunteer Signature

11 / 2 / 17
Date

Please email this form to manager@northyarmouth.org, mail to 10 Village Square Road, North Yarmouth, ME 04097, or drop it off at the Town Office; (207)829-3705



TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

Select the Board(s) or Committee(s) you would like to serve on:

- | | |
|--|---|
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Living Well in North Yarmouth |
| <input type="checkbox"/> Budget Committee (only if vacancy available) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Communications Advisory Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Prince Memorial Library Advisory Board |
| <input type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Recreation Advisory Board |
| <input type="checkbox"/> Events Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Flag Committee | <input checked="" type="checkbox"/> Westcustogo Building & Design Committee |
| <input type="checkbox"/> Joint Standing Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please provide the following information:

Name: Kevin Robinson Sr.

Email: DR08JW99@gmail.com

Mailing Address: 290 Walnut Hill Rd North Yarmouth ME 04097

Phone: 207-740-0332

1. Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. I would like to help Guide The Process of Implementing a Cost Effective & Aesthetically Pleasing Grange Hall
2. Do you have any relevant experience, training or credentials that you would like us to consider? I Am a Level Headed, organized Person with a Background in Business Management & Construction
3. Have you ever served on any boards/committees before? If so, when and where? I am on the Board of Directors for The North Yarmouth Veterans Memorial Park

Kevin Robinson
Volunteer Signature

11 / 2 / 2017
Date

Please email this form to manager@northyarmouth.org, mail to 10 Village Square Road, North Yarmouth, ME 04097, or drop it off at the Town Office; (207)829-3705

MEMORANDUM

Date: November 1, 2017

To: Select Board

Fr: Rosemary E. Roy, Town Manager ^{RR}

RE: MANAGEMENT OF TAX LIEN PROPERTY ORDINANCE

As reported in the past, since the adoption of the revised town Charter in 2013, I have been gradually reviewing and updating Town policies and ordinances to provide for compliance with the new Charter and the Town's new form of government.

For review and warrant consideration, please find with this memorandum an edited draft of the Management of Tax Lien Property Ordinance. Edits include the following:

- Ordinance Title - should read "Management of Tax **Acquired** Property Ordinance." None of these actions can take place unless the property is foreclosed upon. The term "Lien" is misleading.
- Board of Selectmen (and any other such references) changed to Select Board.
- Administrative Assistance changed to Town Manager.
- Treasurer changed to Tax Collector/Treasurer (dual role).
- Any reference to the Foreclosure Committee has been removed.

All other edits were related to spelling, sentence structure, or grammar; formatting has also been updated. No changes to the process have been made.

Possible Select Board action:

- 1) Changes and a second review; or
- 2) Call for a Public Hearing.

The goal is to put this on the Annual Town Meeting warrant for voter approval.

TOWN OF NORTH YARMOUTH
Management of Tax ~~Lien~~-Acquired Property Ordinance

Article 1. Purpose ~~General~~

- 1.1 The purpose of this ordinance is to establish procedures/guidelines for the management, administration and disposition of real property acquired for nonpayment of taxes by the Town of North Yarmouth in accordance with Title 36 MRS, ~~A Sections~~ § 942 and 943, as amended.

Article 2. Analysis of Potentially Acquirable Property for Unacceptable Liabilities

- 2.1 Annually, thirty (30) days before Notices of Foreclosure are sent, an evaluation of those potential liabilities that might be assumed by the Town shall be conducted with special attention to situations involving hazardous waste, public safety problems, and landlord responsibilities so that waiver of foreclosure recommendations (that conforms to all laws) can be acted upon by the ~~Tax Collector~~/Treasurer with the consultation of the ~~Selectmen~~ Board.

Article 3. Management of Tax Acquired Property Pending Final Disposition

- 3.1 Following the foreclosure of the tax lien mortgage, the ~~Tax Collector~~/Treasurer by certified mail return-receipt, shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the property will be disposed of in accordance with this ordinance, a copy of which shall be included with the notification.

- 3.2 The ~~Tax Collector~~/Treasurer shall prepare a list of properties acquired and ~~forward-submit~~ a copy to the ~~Selectmen Board~~ and the Foreclosure Committee. ~~This committee shall conduct the following research:~~ The list will include:

- A. ~~Prepare a~~ A fact sheet on all properties identifying current use, assessed value, size, location, zoning, and other relevant data, and

~~Will review all properties. The Committee shall consist of one member from the Planning Board, one member from the Zoning Board of Appeals, one member from the Future Land Committee, and two Selectmen.~~

- B. ~~Prepare a~~ A recommendation on each tax acquired property ~~based for on~~ the ~~Selectmen~~ from the following ~~substance~~ options:

1. Retain the property for town purposes.

- a) The property has or will have recreational value or economic value to the Town;
- b) The property has or will have potential for public facility or additions to public facilities;
- c) The property has or will have potential use for the inhabitants of North Yarmouth as determined by the ~~Selectmen~~ Board (i.e., forest land, park land, etc.)

TOWN OF NORTH YARMOUTH
Management of Tax ~~Lien~~-Acquired Property Ordinance

2. Retain the property and lease it.
3. Donate the property to some appropriate non-profit organization whose mission benefits North Yarmouth citizens in general.
4. Other uses.

3.3 The responsibility for the management of tax acquired property rests with the ~~Selectmen~~-~~Board~~. The ~~Selectmen's Board's~~ decision regarding the action plan for the final disposition of property shall:

- A. Determine whether the Town's best interest would be served by immediately disposing of the property (consider potential liability interest in owning the property);
- B. Determine and obtain, if necessary, a level of insurance required to protect the town's interest in the property and to protect the Town from liability;
- C. Determine if and when any occupants of tax acquired property shall be required to vacate the property;
- D. Determine whether a rental fee should be charged to any occupants of the property. A rental fee shall not be imposed unless the Town has acquired sufficient liability insurance;
- E. Notwithstanding the provisions of Article 6, Property to be Sold, the ~~Selectmen~~ ~~Board~~ shall determine any special conditions, if any, for property sales. Title 14 MRS, ~~A~~ 8104-A.

3.4 In the event the taxpayer in possession or taxpayer lessee possession has ceased for ~~sixty~~ (60) consecutive days, the ~~Town Manager~~ ~~Administrative Assistant~~ shall obtain liability coverage for the property.

Article 4. Review of Tax Acquired Properties

- 4.1 The ~~Administrative Assistant~~ ~~Town Manager~~ may also recommend that the Town retain the property on a temporary basis if, in his or her judgment, the immediate sale would cause the occupants to be placed on public assistance.
- 4.2 The ~~Administrative Assistant~~ ~~Town Manager~~ ~~and Foreclosure Committee~~ shall forward the recommendations to the ~~Selectmen~~ ~~Board~~ who shall make the final determination regarding property disposition.

Article 5. Repurchase of Tax Acquired Property

- 5.1 The party from whom the property was acquired may repurchase the property by paying all outstanding property taxes, including the total amount of all delinquent property taxes, plus

TOWN OF NORTH YARMOUTH
Management of Tax ~~Lien~~-Acquired Property Ordinance

the total taxes for the current tax year (and an estimated amount for the next year after commitment) plus accrued interest, lien costs and any other costs relating to the property including, but not limited to, insurance, noticing and other related costs. The Town may also require the payment of any other delinquent taxes or obligations due to the Town ~~(i.e.: personal property taxes).~~

- 5.2 The party from whom the property was acquired may, upon approval of the ~~Selectmen~~ Town Manager, enter into a written agreement ~~(see attachment)~~ to make reasonable ~~installment~~ payments to satisfy the obligations set forth in section 5.1 above, pursuant to the conditions set forth in Title 33 MRS, ~~A Section §~~ 481 and 482, in exchange for a promise of the Town to give a municipal quit claim deed if all of the terms and conditions of the ~~installment~~ payment agreement are fulfilled by the obligor.

Article 6. Property to be Sold

- 6.1 If the ~~Foreclosure committee~~ Town Manager and the ~~Selectmen~~ Board decide to sell the property by advertised sale, the Select ~~Boardmen~~ shall establish a sale date. The ~~Administrative Assistant~~ Town Manager shall ~~cause to be published~~ a notice of the sale of the tax-acquired property in a local newspaper. Said notice shall be published at least three (3) times with the last publication at least fourteen (14) days prior to the sale. The notice shall be posted ~~with~~in the Municipal Office and at least two other conspicuous places within North Yarmouth. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain the following information for each piece of property:
- A. Brief description of the property, i.e., land, building, mobile home, etc.;
 - B. Location of the property including Map and Lot numbers;
 - C. Brief description of the conditions of the sale;
 - D. ~~The m~~Minimum bid; and
 - E. ~~The r~~Required deposit.
- 6.2 The Select ~~Boardmen~~ will determine the minimum bid for any tax acquired property. The minimum bid shall be at least, but not limited to, the total of all outstanding taxes, including estimated taxes for the current year if the conveyance is prior to commitment and the actual amount of taxes for the current year is not yet known, interest, lien costs, and any other actual costs, such as legal and insurance costs.
- 6.3 Bids shall be publicly opened and read on the date and at the time specified.
- 6.4 The ~~Administrative Assistant~~ Town Manager shall review all bids and make recommendations to the ~~the Foreclosure Committee and the Board of~~ Selectmen Board. The Select ~~Boardmen~~ shall determine the successful bidder.

TOWN OF NORTH YARMOUTH
Management of Tax ~~Lien~~-Acquired Property Ordinance

- 6.5 The ~~Administrative Assistant~~Town Manager shall notify the successful bidder by certified mail.
- 6.6 The Town of North Yarmouth reserves the right to reject any or all bids, accept any bid (not necessarily the highest) and waive any of the requirements of this policy should the Select~~men~~ Board, in its sole determination, judge such actions to be in the best interest of the Town of North Yarmouth. Instances, where this right may be invoked, include but are not limited to determining if the town would benefit greater by a use proposed by a party other than the highest bidder.
- 6.7 Should the Select Board~~men~~ reject all bids; the property may again be offered for public sale without notification to the prior owner.
- 6.8 The bid deposit of the successful bidder shall be retained as a credit towards the purchase price. All other deposits shall be returned to the bidders.
- 6.9 The Select Board~~men~~ shall require payment in full from the successful bidder within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30-) days, the Town shall retain the bid deposit and title to the property. The Select Board~~men~~ may offer the property to the next highest bidder who shall also have thirty (30) days to make payments in full.
- 6.10 Title to tax acquired property shall be transferred only by means of a Municipal Quit Claim Deed.
- 6.11 The successful bidder shall be responsible for the removal of any and all occupants and contents of purchased tax acquired property.

MEMORANDUM

Date: November 5, 2017

To: Select Board

Fr: Rosemary E. Roy, Town Manager *RR*

RE: TOWN OFFICE FACILITY - ASSESSMENTS

Upon reviewing the assessment reports, I found the information provided in both to be informative and optimistically beneficial to the task that we are currently undertaking. As very clearly documented, we are conceivably looking at a good-sized capital project (over a period of 1-5 years) should it be agreed that all renovations be implemented. It brings to the foreground the rationality of remaining in the current facility or considering an alternative option.

If the Select Board feels it is in the town's best interest to remain in the current facility, I recommend all upgrades and infractions be addressed, and that the grounds and structure stay on a regular plan of maintenance and upgrade. The next step would be to complete the cost projections for the project and include any areas not contained within the reports. I will then put together a 4-5 year plan for the immediate needs for the upcoming budget deliberations.

However, the air quality issue should be addressed first and foremost, with ADA issues as well. I believe the best resolution for the poor air quality is the installment of heat pumps as we discussed in a previous meeting. This would call for the restructuring of the funds currently in the Municipal Facility Reserve, but with the development of the remaining capital needs for the building, this should not delay the other projects for this fund account. This can also be done for the some of the ADA improvements.

There is one other negative item regarding this facility that has been brought to my attention by many residents, committee members, and municipal officials during my tenure here. I think it warrants a discussion as it perhaps needs to be part of the long-term plan should the Town Office remain at its current location. Therefore I propose these questions: Is the conference room adequate? Short-term? Long-term? Are there any modernizing - better use goals?

Lastly, should the Select Board decide to pursue a different location as was attempted in August 2017, this could be addressed at the upcoming Annual Town Meeting. Although, I still make the recommendation to take care of the air quality and ADA issues.

Note: Pricing on the reconstruction of the customer service area have been obtained.
Pricing for Tree removal has been obtained.
Pricing for the reconstruction of the front entrance expected to arrive this week.



Inspection Report

Town of North Yarmouth

Property Address:

10 Village Square Road
NORTH YARMOUTH ME



SOUTHERN MAINE INSPECTION SERVICES

STEVEN M.GERKE

87 cottage road windham maine 04062

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Date: 10/10/2017	Time:	Report ID:
Property: 10 Village Square Road NORTH YARMOUTH ME	Customer: Town of North Yarmouth	Real Estate Professional:

Comment Key or Definitions

The following definitions of comment descriptions represent this inspection report. All comments by the inspector should be considered before purchasing this home. Any recommendations by the inspector to repair or replace suggests a second opinion or further inspection by a qualified contractor. All costs associated with further inspection fees and repair or replacement of item, component or unit should be considered before you purchase the property.

CONTRACT FOR YOUR REVIEW FOUND IN THE INDEX UNDER ATTACHMENT.

Inspected (IN) = I visually observed the item, component or unit and if no other comments were made then it appeared to be functioning as intended allowing for normal wear and tear.

Not Inspected (NI) = I did not inspect this item, component or unit and made no representations of whether or not it was functioning as intended and will state a reason for not inspecting.

Not Present (NP) = This item, component or unit is not in this home or building.

Repair or Replace (RR) = The item, component or unit is not functioning as intended, or needs further inspection by a qualified contractor. Items, components or units that can be repaired to satisfactory condition may not need replacement.

Standards of Practice:

ASHI American Society of Home
Inspectors

In Attendance:

Customer

Type of building:

Commercial building

Style of Home:

CAPE

Approximate age of building:

Over 25 Years

1. Roofing

The home inspector shall observe: Roof covering; Roof drainage systems; Flashings; Skylights, chimneys, and roof penetrations; and Signs of leaks or abnormal condensation on building components. The home inspector shall: Describe the type of roof covering materials; and Report the methods used to observe the roofing. The home inspector is not required to: Walk on the roofing; or Observe attached accessories including but not limited to solar systems, antennae, and lightning arrestors.

		IN	NI	NP	RR	Styles & Materials
1.0	ROOF COVERINGS	●				ROOF COVERINGS:
1.1	FLASHINGS	●				Metal
1.2	SKYLIGHTS, CHIMNEYS AND ROOF PENETRATIONS				●	Viewed roof covering from:
						Ground Binoculars
						CHIMNEY INTERIOR:
						MASONRY

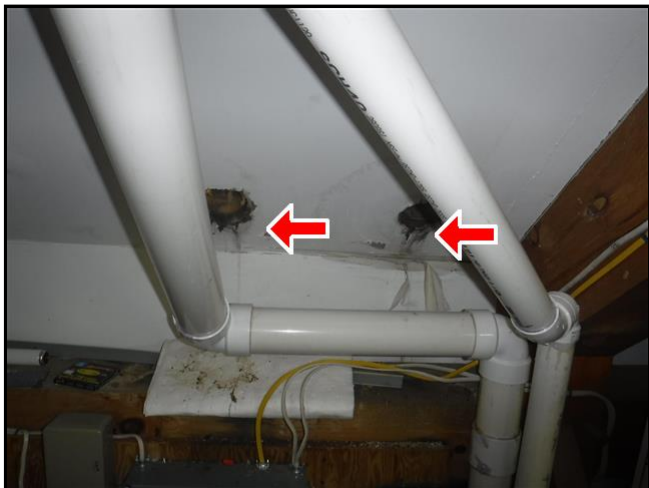
IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

1.2 Found water marks around the chimney in the upper storage area ceiling. Have a qualified metal roofing contractor review to install counter flashing to prevent future leaks. Item 1(Picture) Item 2(Picture) Item 3(Picture) Item 4(Picture)



1.2 Item 1(Picture)

1.2 Item 2(Picture)



1.2 Item 3(Picture)

1.2 Item 4(Picture)

The roof of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Roof coverings and skylights can appear to be leak proof during inspection and weather conditions. Our inspection makes an attempt to find a leak but sometimes cannot. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

2. Exterior

The home inspector shall observe: Wall cladding, flashings, and trim; Entryway doors and a representative number of windows; Garage door operators; Decks, balconies, stoops, steps, areaways, porches and applicable railings; Eaves, soffits, and fascias; and Vegetation, grading, drainage, driveways, patios, walkways, and retaining walls with respect to their effect on the condition of the building. The home inspector shall: Describe wall cladding materials; Operate all entryway doors and a representative number of windows; Operate garage doors manually or by using permanently installed controls for any garage door operator; Report whether or not any garage door operator will automatically reverse or stop when meeting reasonable resistance during closing; and Probe exterior wood components where deterioration is suspected. The home inspector is not required to observe: Storm windows, storm doors, screening, shutters, awnings, and similar seasonal accessories; Fences; Presence of safety glazing in doors and windows; Garage door operator remote control transmitters; Geological conditions; Soil conditions; Recreational facilities (including spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities); Detached buildings or structures; or Presence or condition of buried fuel storage tanks. The home inspector is not required to: Move personal items, panels, furniture, equipment, plant life, soil, snow, ice or debris that obstructs access or visibility.

		IN	NI	NP	RR	<u>Styles & Materials</u>
2.0	WALL CLADDING FLASHING AND TRIM				●	Siding Style: shakes
2.1	DOORS (Exterior)				●	Siding Material: Wood Cedar
2.2	WINDOWS	●				Exterior Entry Doors: Steel
2.3	DECKS, BALCONIES, STEPS, WALKWAYS, PORCHES, AND RAILINGS				●	Appurtenance: Deck with steps Porch Enclosed sunroom
2.4	VEGETATION, GRADING, DRAINAGE, DRIVEWAYS, PATIO FLOOR, WALKWAYS AND RETAINING WALLS (With respect to their effect on the condition of the building)				●	Driveway: Asphalt Parking lot
2.5	EAVES, SOFFITS AND FASCIAS	●				
2.6	PAINTING NEEDED				●	

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

IN NI NP RR

2.0 Found siding missing were the rear second floor deck frame is attached to the building. Item 3(Picture)

Siding and trim repairs and replacement needed on each side of the dormer over the rear upper deck landing. Have a qualified building contractor review to replace all water damaged materials. Item 4(Picture) Item 5(Picture) Item 6(Picture)

Bottom of corner trim rot in need of repairs. Item 1(Picture) Bottom course of siding damaged and in need of repairs. Item 2(Picture)



2.0 Item 1(Picture)



2.0 Item 2(Picture)



2.0 Item 3(Picture)



2.0 Item 4(Picture)



2.0 Item 5(Picture)



2.0 Item 6(Picture)

2.1 Door rusted and in need of repairs due to water draining down walkway toward the door. Item 1(Picture)



2.1 Item 1(Picture)

2.3 Found the side entry wood porch, steps and rails aged and in need of complete replacement at this time. When replacing install a round graspable handrail. Item 1(Picture) Install the new deck landing one step down from the door threshold to prevent water leaks. Item 2(Picture) Flashing missing, Balusters missing, landing not lag bolted to the building, treads damaged and missing risers. Item 4(Picture) Missing joist hangers. Item 5(Picture) Item 8(Picture)

The rear second floor deck, steps and railings in need of complete replacement at this time. Found reinforced with metal brackets that do not provide lateral support. Item 6(Picture) Missing risers and round graspable handrail. Item 7(Picture)

Recommend having a building contractor review the porch and rear stairs and deck to provide an estimate to replace at this time.



2.3 Item 1(Picture)



2.3 Item 2(Picture)



2.3 Item 3(Picture)



2.3 Item 4(Picture)



2.3 Item 5(Picture)



2.3 Item 6(Picture)



2.3 Item 7(Picture)



2.3 Item 8(Picture)

2.4 Found the lower level entry door rusted due to the way the walkway is graded. Water drains down walk toward the door and can cause trip/fall hazard with ice buildup in front of the door. Item 1(Picture) Item 2(Picture)

Have a qualified landscaping contractor install the walkway to help drain surface water away from the building and entry door. (door to the meeting room).

Found asphalt walks and areas in the parking in need of repairs to prevent trip/fall hazards. Item 3(Picture) Item 4(Picture) Item 5(Picture) Item 6(Picture) Item 7(Picture) Item 8(Picture)



2.4 Item 1(Picture)



2.4 Item 2(Picture)



2.4 Item 3(Picture)



2.4 Item 4(Picture)



2.4 Item 5(Picture)



2.4 Item 6(Picture)



2.4 Item 7(Picture)



2.4 Item 8(Picture)

2.6 Found the entire exterior siding in need of staining. Exterior trim in need of repainting work at this time.

Item 1(Picture) Item 2(Picture) Item 3(Picture)



2.6 Item 1(Picture)



2.6 Item 2(Picture)



2.6 Item 3(Picture)

The exterior of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

3. Interiors

The home inspector shall observe: Walls, ceiling, and floors; Steps, stairways, balconies, and railings; Counters and a representative number of installed cabinets; and A representative number of doors and windows. The home inspector shall: Operate a representative number of windows and interior doors; and Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components. The home inspector is not required to observe: Paint, wallpaper, and other finish treatments on the interior walls, ceilings, and floors; Carpeting; or Draperies, blinds, or other window treatments.

		IN	NI	NP	RR	Styles & Materials
3.0	CEILINGS	●				Ceiling Materials: Gypsum Board
3.1	WALLS	●				Wall Material: Gypsum Board
3.2	FLOORS	●				Floor Covering(s): Carpet Tile CONCRETE plywood
3.3	STEPS, STAIRWAYS, BALCONIES AND RAILINGS				●	Interior Doors: Raised panel
3.4	COUNTERS AND A REPRESENTATIVE NUMBER OF CABINETS	●				Window Types: Thermal/Insulated Casement
3.5	DOORS (REPRESENTATIVE NUMBER)	●				Window
3.6	WINDOWS (REPRESENTATIVE NUMBER)	●				Manufacturer: ANDERSEN

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

IN NI NP RR

Cabinetry:
Wood
Metal

Countertop:
FORMICA

3.3 Recommend Installing a continuous Handrail for the cellar stairs. Item 1(Picture) Add a round graspable handrail for added safety. Item 2(Picture)



3.3 Item 1(Picture)

3.3 Item 2(Picture)

The interior of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. The inspection did not involve moving furniture and inspecting behind furniture, area rugs or areas obstructed from view. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

4. Structural Components

The Home Inspector shall observe structural components including foundations, floors, walls, columns or piers, ceilings and roof. The home inspector shall describe the type of Foundation, floor structure, wall structure, columns or piers, ceiling structure, roof structure. The home inspector shall: Probe structural components where deterioration is suspected; Enter under floor crawl spaces, basements, and attic spaces except when access is obstructed, when entry could damage the property, or when dangerous or adverse situations are suspected; Report the methods used to observe under floor crawl spaces and attics; and Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components. The home inspector is not required to: Enter any area or perform any procedure that may damage the property or its components or be dangerous to or adversely effect the health of the home inspector or other persons.

		IN	NI	NP	RR	<u>Styles & Materials</u>
4.0	FOUNDATIONS AND BASEMENTS (Structural)	●				Foundation: Poured concrete
4.1	WALLS (Structural)	●				Floor Structure: 2 X 10
4.2	Walls (non structural)	●				Wall Structure: Post and Beam
4.3	COLUMNS OR PIERS	●				Ceiling Structure: Post and Beam
4.4	FLOORS (Structural)	●				Roof Structure: POST AND BEAM
4.5	CEILINGS (structural)	●				Roof-Type: Gable
4.6	ROOF STRUCTURE AND ATTIC	●				Method used to observe attic: Inaccessible
4.7	ATTIC ACCESS			●		

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The structure of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

5. Plumbing System

The home inspector shall observe: Interior water supply and distribution system, including: piping materials, supports, and insulation; fixtures and faucets; functional flow; leaks; and cross connections; Interior drain, waste, and vent system, including: traps; drain, waste, and vent piping; piping supports and pipe insulation; leaks; and functional drainage; Hot water systems including: water heating equipment; normal operating controls; automatic safety controls; and chimneys, flues, and vents; Fuel storage and distribution systems including: interior fuel storage equipment, supply piping, venting, and supports; leaks; and Sump pumps. The home inspector shall describe: Water supply and distribution piping materials; Drain, waste, and vent piping materials; Water heating equipment; and Location of main water supply shutoff device. The home inspector shall operate all plumbing fixtures, including their faucets and all exterior faucets attached to the house, except where the flow end of the faucet is connected to an appliance. The home inspector is not required to: State the effectiveness of anti-siphon devices; Determine whether water supply and waste disposal systems are public or private; Operate automatic safety controls; Operate any valve except water closet flush valves, fixture faucets, and hose faucets; Observe: Water conditioning systems; Fire and lawn sprinkler systems; On-site water supply quantity and quality; On-site waste disposal systems; Foundation irrigation systems; Spas, except as to functional flow and functional drainage; Swimming pools; Solar water heating equipment; or Observe the system for proper sizing, design, or use of proper materials.

		IN	NI	NP	RR	<u>Styles & Materials</u>
5.0	PLUMBING DRAIN, WASTE AND VENT SYSTEMS				●	Water Source: Public
5.1	PLUMBING WATER SUPPLY AND DISTRIBUTION SYSTEMS AND FIXTURES	●				Plumbing Water Supply: Copper
5.2	HOT WATER SYSTEMS, CONTROLS, CHIMNEYS, FLUES AND VENTS	●				Plumbing Water Distribution: Copper
5.3	MAIN WATER SHUT-OFF DEVICE (Describe location)	●				Plumbing Waste: PVC
5.4	SUMP PUMP			●		Water Heater Power Source: None (Boiler only)

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

IN NI NP RR

Water Heater Capacity:
Tankless

WATER HEATER MANUFACTURER:
BURNHAM

Water Heater Location:
Basement

5.0 Found the lower level bathrooms need a pump to discharge waste to the main sewer drain. Recommend having a high level alarm installed to alert if the pump malfunctions before waste backs out of the lower plumbing fixtures. Item 1(Picture)



5.0 Item 1(Picture)

5.3 Located in the basement on the main water line by the meter. Item 1(Picture)



5.3 Item 1(Picture)

The plumbing in the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Washing machine drain line for example cannot be checked for leaks or the ability to handle the volume during drain cycle. Older homes with galvanized supply lines or cast iron drain lines can be obstructed and barely working during an inspection but then fails under heavy use. If the water is turned off or not used for periods of time (like a vacant home waiting for closing) rust or deposits within the pipes can further clog the piping system. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

6. Electrical System

The home inspector shall observe: Service entrance conductors; Service equipment, grounding equipment, main over current device, and main and distribution panels; Amperage and voltage ratings of the service; Branch circuit conductors, their over current devices, and the compatibility of their ampacities and voltages; The operation of a representative number of installed ceiling fans, lighting fixtures, switches and receptacles located inside the house, garage, and on the dwelling's exterior walls; The polarity and grounding of all receptacles within six feet of interior plumbing fixtures, and all receptacles in the garage or carport, and on the exterior of inspected structures; The operation of ground fault circuit interrupters; and Smoke detectors. The home inspector shall describe: Service amperage and voltage; Service entry conductor materials; Service type as being overhead or underground; and Location of main and distribution panels. The home inspector shall report any observed aluminum branch circuit wiring. The home inspector shall report on presence or absence of smoke detectors, and operate their test function, if accessible, except when detectors are part of a central system. The home inspector is not required to: Insert any tool, probe, or testing device inside the panels; Test or operate any over current device except ground fault circuit interrupters; Dismantle any electrical device or control other than to remove the covers of the main and auxiliary distribution panels; or Observe: Low voltage systems; Security system devices, heat detectors, or carbon monoxide detectors; Telephone, security, cable TV, intercoms, or other ancillary wiring that is not a part of the primary electrical distribution system; or Built-in vacuum equipment.

		IN	NI	NP	RR	Styles & Materials Panel capacity: 200 AMP Panel Type: Circuit breakers Electric Panel Manufacturer: SQUARE D Branch wire 15 and 20 AMP: Copper Wiring Methods: Romex
6.0	SERVICE AND GROUNDING EQUIPMENT, MAIN OVERCURRENT DEVICE, MAIN AND DISTRIBUTION PANELS	•				
6.1	BRANCH CIRCUIT CONDUCTORS, OVERCURRENT DEVICES AND COMPATIBILITY OF THEIR AMPERAGE AND VOLTAGE	•				
6.2	CONNECTED DEVICES AND FIXTURES (Observed from a representative number operation of ceiling fans, lighting fixtures, switches and receptacles located inside the house, garage, and on the dwelling's exterior walls)	•				
6.3	POLARITY AND GROUNDING OF RECEPTACLES WITHIN 6 FEET OF INTERIOR PLUMBING FIXTURES, AND ALL RECEPTACLES IN GARAGE, CARPORT, EXTERIOR WALLS OF INSPECTED STRUCTURE	•				
6.4	OPERATION OF GFCI (GROUND FAULT CIRCUIT INTERRUPTERS)				•	
6.5	LOCATION OF MAIN AND DISTRIBUTION PANELS	•				
6.6	SMOKE DETECTORS				•	
6.7	CARBON MONOXIDE DETECTORS			•	•	
6.8	COVERS MISSING				•	
6.9	LOOSE WIRES				•	

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

IN NI NP RR

6.4 Found the GFCI outside malfunctioned and in need of replacement at this time with a new weather proof cover. Item 1(Picture)



6.4 Item 1(Picture)

6.5 Main panel and generator panel located in the basement.



6.5 Item 1(Picture)

6.6 Found the smoke detector in the upper storage area missing at this time. Item 1(Picture)



6.6 Item 1(Picture)

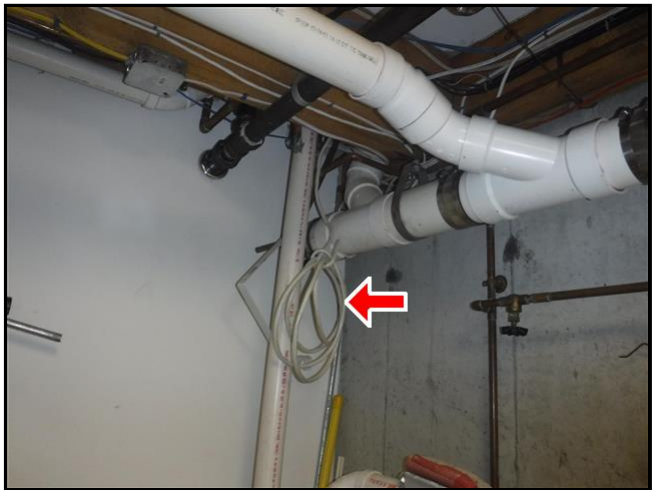
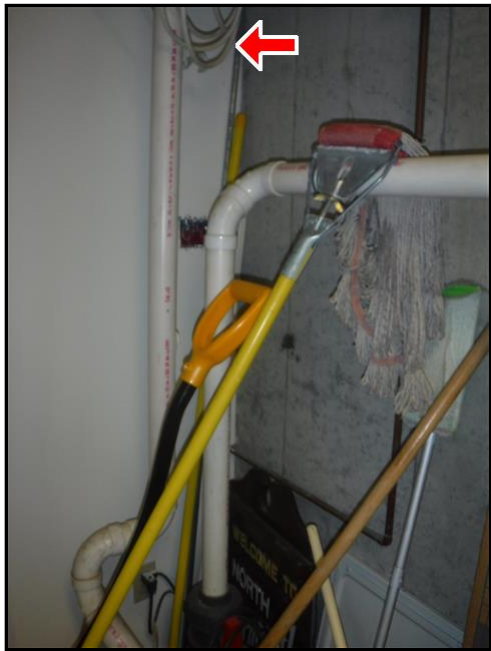
6.7 Recommend installing combination CO and SMOKE DETECTORS in common areas on each floor level of the building.

6.8 Found electrical box in need of a cover. Item 1(Picture)



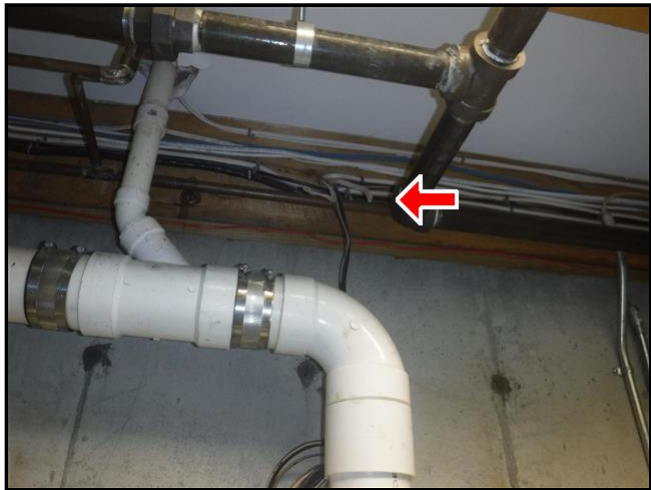
6.8 Item 1(Picture) above sewer pump in basement.

6.9 Loose ends of conductors found that should be safely secured by an electrician. Item 1(Picture) Item 2(Picture) Item 3(Picture) Item 4(Picture)



6.9 Item 2(Picture)

6.9 Item 1(Picture) above sewer pump in basement



6.9 Item 3(Picture)



6.9 Item 4(Picture)

The electrical system of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Outlets were not removed and the inspection was only visual. Any outlet not accessible (behind the refrigerator for example) was not inspected or accessible. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

7. Heating / Central Air Conditioning

The home inspector shall observe permanently installed heating and cooling systems including: Heating equipment; Cooling Equipment that is central to home; Normal operating controls; Automatic safety controls; Chimneys, flues, and vents, where readily visible; Solid fuel heating devices; Heat distribution systems including fans, pumps, ducts and piping, with supports, insulation, air filters, registers, radiators, fan coil units, convectors; and the presence of an installed heat source in each room. The home inspector shall describe: Energy source; and Heating equipment and distribution type. The home inspector shall operate the systems using normal operating controls. The home inspector shall open readily openable access panels provided by the manufacturer or installer for routine homeowner maintenance. The home inspector is not required to: Operate heating systems when weather conditions or other circumstances may cause equipment damage; Operate automatic safety controls; Ignite or extinguish solid fuel fires; or Observe: The interior of flues; Fireplace insert flue connections; Humidifiers; Electronic air filters; or The uniformity or adequacy of heat supply to the various rooms.

		IN	NI	NP	RR	Styles & Materials
7.0	HEATING EQUIPMENT				●	Heat Type: Circulating boiler
7.1	SERVICE RECORDS	●				Energy Source: Oil
7.2	NORMAL OPERATING CONTROLS	●				Number of Heat Systems (excluding wood): One
7.3	AUTOMATIC SAFETY CONTROLS	●				Manufacturer: Burnham
7.4	DISTRIBUTION SYSTEMS (including fans, pumps, ducts and piping, with supports, insulation, air filters, registers, radiators, fan coil units and convectors)	●				Ductwork: Partially insulated
7.5	PRESENCE OF INSTALLED HEAT SOURCE IN EACH ROOM	●				Types of Fireplaces: None
7.6	CHIMNEYS, FLUES AND VENTS (for fireplaces, gas water heaters or heat systems)				●	Number of Woodstoves: None
7.7	SOLID FUEL HEATING DEVICES (Fireplaces, Woodstove)			●		Cooling Equipment Type: central air conditioning
7.8	GAS/LP FIRELOG STOVE or FIREPLACE			●		Cooling Equipment Energy Source: Electricity
7.9	COOLING AND AIR HANDLER EQUIPMENT				●	Central Air Manufacturer: Whirlpool
7.10	NORMAL OPERATING CONTROLS	●				
7.11	PRESENCE OF INSTALLED COOLING SOURCE IN EACH ROOM	●				
7.12	FUEL TANK				●	

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IN NI NP RR

7.0 Recommend having the heating system cleaned, tuned and fully evaluated. Boiler is a Burnham V7 model. Known to have issues with the main casting that can cracked and cause water leaks.

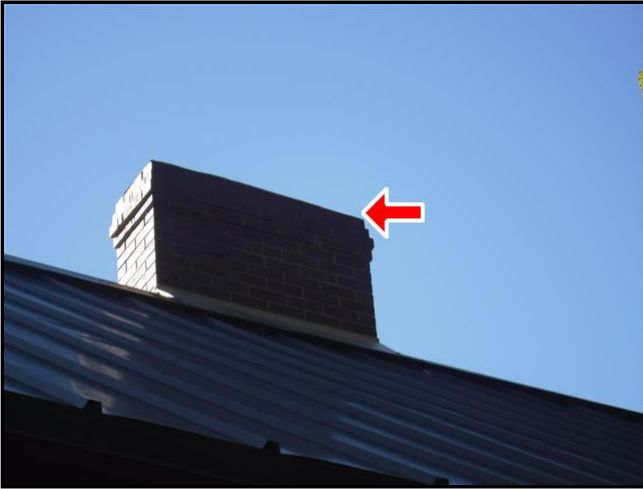
Have the fuel tank vent pipe size reviewed. Appeared to be too small and should be increased in size.

<https://www.furnacecompare.com/boilers/burnham/reviews/>

7.1 Last reported service on the service card on site was on 7/10/2017. Oil systems should be serviced annually.

7.6 Recommend having a chimney repair contractor review and repair the chimney.

Found mortar missing and top of chimney in need of a full coverage rain cap. Item 1(Picture) Item 2(Picture)

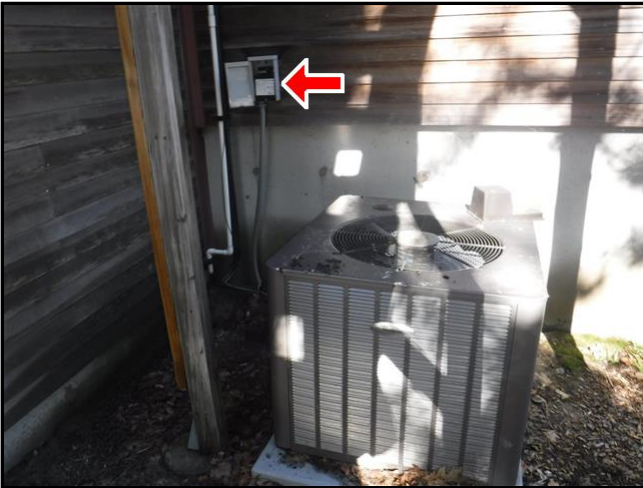


7.6 Item 1(Picture)



7.6 Item 2(Picture)

7.9 Found the main shut off breaker cover open to the elements outside by the cooler compressor. Keep closed to prevent water damage. Item 1(Picture)



7.9 Item 1(Picture)

7.12 Found oil on the tank that may leak during filling. Leaks appear to be coming from the fill pipe. Item 2(Picture) Item 3(Picture)

Tanks should not be built in to a concealed space to access for service. Have the entire fuel line installed in a protective conduit to prevent damage and corrosion. Item 1(Picture)



7.12 Item 1(Picture)



7.12 Item 2(Picture)



7.12 Item 3(Picture)

The heating and cooling system of this home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. The inspection is not meant to be technically exhaustive. The inspection does not involve removal and inspection behind service door or dismantling that would otherwise reveal something only a licensed heat contractor would discover. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

8. Insulation and Ventilation

The home inspector shall observe: Insulation and vapor retarders in unfinished spaces; Ventilation of attics and foundation areas; Kitchen, bathroom, and laundry venting systems; and the operation of any readily accessible attic ventilation fan, and, when temperature permits, the operation of any readily accessible thermostatic control. The home inspector shall describe: Insulation in unfinished spaces; and Absence of insulation in unfinished space at conditioned surfaces. The home inspector shall: Move insulation where readily visible evidence indicates the need to do so; and Move insulation where chimneys penetrate roofs, where plumbing drain/waste pipes penetrate floors, adjacent to earth filled stoops or porches, and at exterior doors. The home inspector is not required to report on: Concealed insulation and vapor retarders; or Venting equipment that is integral with household appliances.

		IN	NI	NP	RR	Styles & Materials
8.0	Insulation		●			Attic Insulation: NOT VISIBLE
8.1	INSULATION UNDER FLOOR SYSTEM			●		Ventilation: Ridge vents
8.2	VAPOR RETARDERS (ON GROUND IN CRAWLSPACE OR BASEMENT)			●		Exhaust Fans: Fan
8.3	VENTILATION OF ATTIC AND FOUNDATION AREAS	●				Floor System
8.4	VENTING SYSTEMS (Kitchens, baths and laundry)	●				Insulation: NONE

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IN NI NP RR

8.0 No access with the type of roof insulation and construction. Warm roof insulated and not visible.

The insulation and ventilation of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Venting of exhaust fans or clothes dryer cannot be fully inspected and bends or obstructions can occur without being accessible or visible (behind wall and ceiling coverings). Only insulation that is visible was inspected. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

General Summary



SOUTHERN MAINE INSPECTION SERVICES

87 cottage road windham maine 04062

Customer

Town of North Yarmouth

Address

10 Village Square Road
NORTH YARMOUTH ME

The following items or discoveries indicate that these systems or components **do not function as intended** or **adversely affects the habitability of the dwelling**; or **warrants further investigation by a specialist**, or **requires subsequent observation**. This summary shall not contain recommendations for routine upkeep of a system or component to keep it in proper functioning condition or recommendations to upgrade or enhance the function or efficiency of the home. This Summary is not the entire report. The complete report may include additional information of concern to the customer. It is recommended that the customer read the complete report.

1. Roofing

1.2 SKYLIGHTS, CHIMNEYS AND ROOF PENETRATIONS

Repair or Replace

Found water marks around the chimney in the upper storage area ceiling. Have a qualified metal roofing contractor review to install counter flashing to prevent future leaks. Item 1(Picture) Item 2(Picture) Item 3(Picture) Item 4(Picture)

1. Roofing



1.2 Item 1(Picture)



1.2 Item 2(Picture)



1.2 Item 3(Picture)



1.2 Item 4(Picture)

2. Exterior

2.0 WALL CLADDING FLASHING AND TRIM

Repair or Replace

Found siding missing where the rear second floor deck frame is attached to the building. Item 3(Picture)

Siding and trim repairs and replacement needed on each side of the dormer over the rear upper deck landing. Have a qualified building contractor review to replace all water damaged materials. Item 4(Picture) Item 5(Picture) Item 6(Picture)

Bottom of corner trim rot in need of repairs. Item 1(Picture) Bottom course of siding damaged and in need of repairs. Item 2(Picture)

2. Exterior



2.0 Item 1(Picture)



2.0 Item 2(Picture)



2.0 Item 3(Picture)



2.0 Item 4(Picture)



2.0 Item 5(Picture)



2.0 Item 6(Picture)

2. Exterior

2.1 DOORS (Exterior)

Repair or Replace

Door rusted and in need of repairs due to water draining down walkway toward the door. Item 1(Picture)



2.1 Item 1(Picture)

2.3 DECKS, BALCONIES, STEPS, WALKWAYS, PORCHES, AND RAILINGS

Repair or Replace

Found the side entry wood porch, steps and rails aged and in need of complete replacement at this time. When replacing install a round graspable handrail. Item 1(Picture) Install the new deck landing one step down from the door threshold to prevent water leaks. Item 2(Picture) Flashing missing, Balusters missing, landing not lag bolted to the building, treads damaged and missing risers. Item 4(Picture) Missing joist hangers. Item 5(Picture) Item 8(Picture)

The rear second floor deck, steps and railings in need of complete replacement at this time. Found reinforced with metal brackets that do not provide lateral support. Item 6(Picture) Missing risers and round graspable handrail. Item 7(Picture)

Recommend having a building contractor review the porch and rear stairs and deck to provide an estimate to replace at this time.

2. Exterior



2.3 Item 1(Picture)



2.3 Item 2(Picture)



2.3 Item 3(Picture)



2.3 Item 4(Picture)

2. Exterior



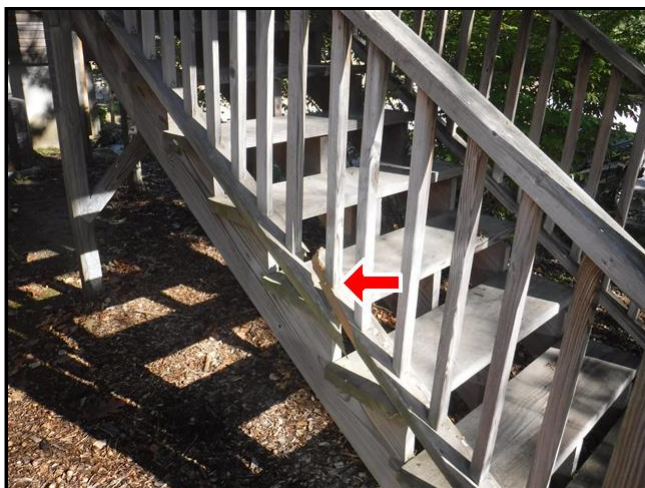
2.3 Item 5(Picture)



2.3 Item 6(Picture)



2.3 Item 7(Picture)



2.3 Item 8(Picture)

2.4 VEGETATION, GRADING, DRAINAGE, DRIVEWAYS, PATIO FLOOR, WALKWAYS AND RETAINING WALLS (With respect to their effect on the condition of the building)

Repair or Replace

Found the lower level entry door rusted due to the way the walkway is graded. Water drains down walk toward the door and can cause trip/fall hazard with ice buildup in front of the door. Item 1(Picture) Item 2(Picture)

Have a qualified landscaping contractor install the walkway to help drain surface water away from the building and entry door. (door to the meeting room).

Found asphalt walks and areas in the parking in need of repairs to prevent trip/fall hazards. Item 3(Picture) Item 4(Picture) Item 5(Picture) Item 6(Picture) Item 7(Picture) Item 8(Picture)

2. Exterior



2.4 Item 1(Picture)



2.4 Item 2(Picture)



2.4 Item 3(Picture)



2.4 Item 4(Picture)

2. Exterior



2.4 Item 5(Picture)



2.4 Item 6(Picture)



2.4 Item 7(Picture)



2.4 Item 8(Picture)

2.6 PAINTING NEEDED

Repair or Replace

Found the entire exterior siding in need of staining. Exterior trim in need of repainting work at this time. Item 1(Picture) Item 2(Picture) Item 3(Picture)

2. Exterior



2.6 Item 1(Picture)



2.6 Item 2(Picture)



2.6 Item 3(Picture)

3. Interiors

3.3 STEPS, STAIRWAYS, BALCONIES AND RAILINGS

Repair or Replace

Recommend Installing a continuous Handrail for the cellar stairs. Item 1(Picture) Add a round graspable handrail for added safety. Item 2(Picture)

3. Interiors



3.3 Item 1(Picture)



3.3 Item 2(Picture)

5. Plumbing System

5.0 PLUMBING DRAIN, WASTE AND VENT SYSTEMS

Repair or Replace

Found the lower level bathrooms need a pump to discharge waste to the main sewer drain. Recommend having a high level alarm installed to alert if the pump malfunctions before waste backs out of the lower plumbing fixtures. Item 1(Picture)



5.0 Item 1(Picture)

6. Electrical System

6.4 OPERATION OF GFCI (GROUND FAULT CIRCUIT INTERRUPTERS)

Repair or Replace

Found the GFCI outside malfunctioned and in need of replacement at this time with a new weather proof cover. Item 1(Picture)

6. Electrical System



6.4 Item 1(Picture)

6.6 SMOKE DETECTORS

Repair or Replace

Found the smoke detector in the upper storage area missing at this time. Item 1(Picture)



6.6 Item 1(Picture)

6.7 CARBON MONOXIDE DETECTORS

Not Present, Repair or Replace

Recommend installing combination CO and SMOKE DETECTORS in common areas on each floor level of the building.

6.8 COVERS MISSING

Repair or Replace

Found electrical box in need of a cover. Item 1(Picture)

6. Electrical System



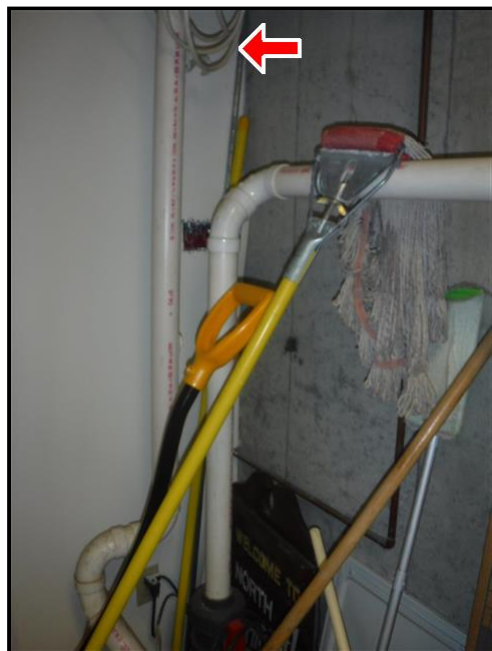
6.8 Item 1(Picture) above sewer pump in basement.

6.9 LOOSE WIRES

Repair or Replace

Loose ends of conductors found that should be safely secured by an electrician. Item 1(Picture) Item 2(Picture) Item 3(Picture) Item 4(Picture)

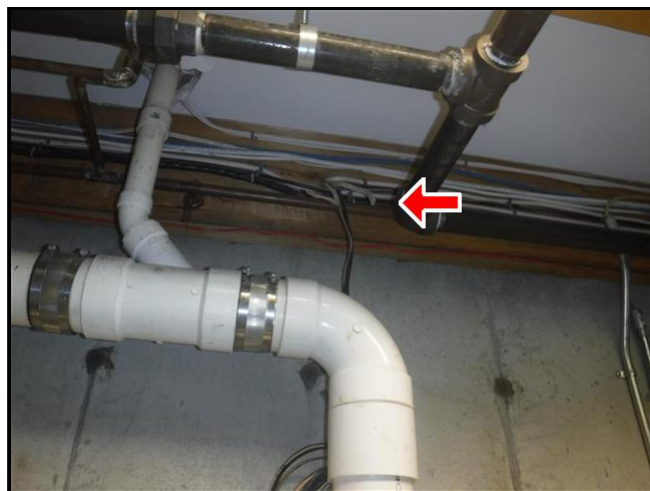
6. Electrical System



6.9 Item 1(Picture) above sewer pump in basement



6.9 Item 2(Picture)



6.9 Item 3(Picture)



6.9 Item 4(Picture)

7. Heating / Central Air Conditioning

7.0 HEATING EQUIPMENT

Repair or Replace

Recommend having the heating system cleaned, tuned and fully evaluated. Boiler is a Burnham V7 model. Known to have issues with the main casting that can cracked and cause water leaks.

Have the fuel tank vent pipe size reviewed. Appeared to be too small and should be increased in size.

<https://www.furnacecompare.com/boilers/burnham/reviews/>

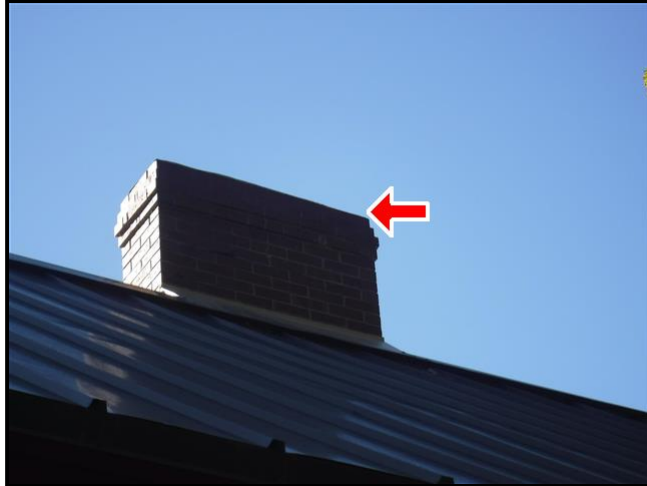
7.6 CHIMNEYS, FLUES AND VENTS (for fireplaces, gas water heaters or heat systems)

7. Heating / Central Air Conditioning

Repair or Replace

Recommend having a chimney repair contractor review and repair the chimney.

Found mortar missing and top of chimney in need of a full coverage rain cap. Item 1(Picture) Item 2(Picture)



7.6 Item 1(Picture)

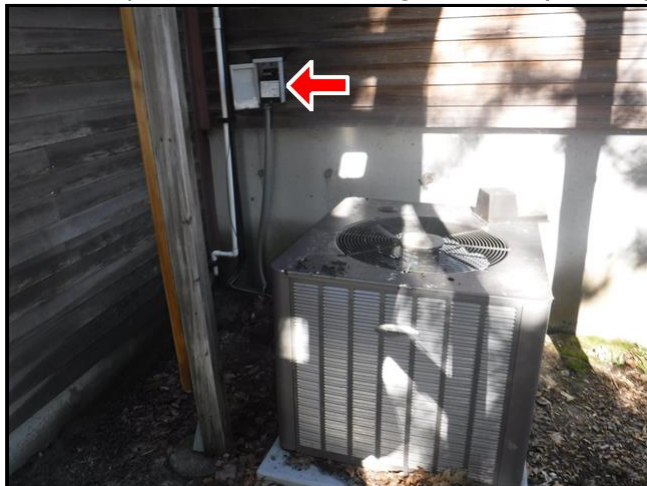


7.6 Item 2(Picture)

7.9 COOLING AND AIR HANDLER EQUIPMENT

Repair or Replace

Found the main shut off breaker cover open to the elements outside by the cooler compressor. Keep closed to prevent water damage. Item 1(Picture)



7.9 Item 1(Picture)

7.12 FUEL TANK

Repair or Replace

Found oil on the tank that may leak during filling. Leaks appear to be coming from the fill pipe. Item 2(Picture) Item 3(Picture)

7. Heating / Central Air Conditioning

Tanks should not be built in to a concealed space to access for service. Have the entire fuel line installed in a protective conduit to prevent damage and corrosion. Item 1(Picture)



7.12 Item 1(Picture)



7.12 Item 2(Picture)



7.12 Item 3(Picture)

Home inspectors are not required to report on the following: Life expectancy of any component or system; The causes of the need for a repair; The methods, materials, and costs of corrections; The suitability of the property for any specialized use; Compliance or non-compliance with codes, ordinances, statutes, regulatory requirements or restrictions; The market value of the property or its marketability; The advisability or inadvisability of purchase of the property; Any component or system that was not observed; The presence or absence of pests such as wood damaging organisms, rodents, or insects; or Cosmetic items, underground items, or items not permanently installed. Home inspectors are not required to: Offer warranties or guarantees of any kind; Calculate the strength, adequacy, or efficiency of any system or component; Enter any area or perform any procedure that may damage the property or its components or be dangerous to the home inspector or other persons; Operate any system or component that is shut down or otherwise inoperable; Operate any system or component that does not respond to normal operating controls; Disturb insulation, move personal items, panels, furniture, equipment, plant life, soil, snow, ice, or debris that obstructs access or visibility; Determine the presence or absence of any suspected adverse environmental condition or hazardous substance, including but not limited to mold, toxins, carcinogens, noise, contaminants in the building or in soil, water, and air; Determine the effectiveness of any system installed to control or remove suspected hazardous substances; Predict future condition, including but not limited to failure of components; Since this report is provided for the specific benefit of the customer(s), secondary readers of this information should hire a licensed inspector to perform an inspection to meet their specific needs and to obtain current information concerning this property.

**INVOICE**

**SOUTHERN MAINE INSPECTION
SERVICES**
87 cottage road windham maine 04062
Inspected By: STEVEN M.GERKE

Inspection Date: 10/10/2017
Report ID:

Customer Info:	Inspection Property:
Town of North Yarmouth 10 Village Square Road NORTH YARMOUTH ME Customer's Real Estate Professional:	10 Village Square Road NORTH YARMOUTH ME

Inspection Fee:

Service	Price	Amount	Sub-Total
COMMERCIAL BUILDING	385.00	1	385.00
			Tax \$0.00
			Total Price \$385.00

Payment Method: Due upon receipt
Payment Status: Invoice Sent
Note: THANK YOU FOR YOUR BUSINESS

**SOUTHERN MAINE INSPECTION SERVICES****87 cottage road windham maine 04062****Report Attachments**

ATTENTION: This inspection report is incomplete without reading the information included herein at these links/attachments. Note If you received a printed version of this page and did not receive a copy of the report through the internet please contact your inspector for a printed copy of the attachments.

[CONTRACT FOR YOUR REVIEW](#)

IMPORTANT READ:

First, we have a tour that will help you decide whether or not you want to use the:

1. Agreement File 1, 2
2. Disclaim File
3. Misc button the attach agreement.

Watch this tour to eliminate confusion:

<http://www.homegauge.com/tours/agreement.html>

Explanation below:

Your client contract agreement can be placed by you in one of the above files and it depends on how you want to use it in the report as to which file you should use.

1. Disclaim File: If you place your contract agreement in the Disclaim file it will:

- a. Automatically populate the customer info for you
- b. Automatically insert the agreement in-line inside the report.
- c. Use this Disclaim file if you plan to use the "Force Agreement" online at our uploaded report.

2. Agreement File 1 or 2: If you place your client agreement in the "Agreement" File (1 or 2)

- a. You will select it each inspection under the MISC button in the software and click ATTACH.
- b. When you have multiple contract agreements (i.e. Commercial, Mold etc) You will need to attach at each inspection (under MISC button) which file you want for that inspection.

NOTE: If you choose "Disclaim" file for your commonly used agreement (preferred) then when you have an inspection requiring a different agreement and attach it under MISC button it will override the Disclaim file and the Disclaim file will not be used or displayed for that report, which is intentional as you are wanting a different agreement for that report.

Inspection Agreement

This inspection was performed in accordance with and under the terms of a Pre-Inspection Agreement. The agreement was signed and agreed upon before the preparation of this report and a signed copy of the agreement is available upon request. An unsigned copy of the agreement may be attached to this report for your information or it may also be available on the company web site.

CAPITAL NEEDS ASSESSMENT

NORTH YARMOUTH TOWN HALL
10 VILLAGE SQUARE ROAD
NORTH YARMOUTH, MAINE

Prepared for:
THE TOWN OF NORTH YARMOUTH

Prepared by:

CRITERIUM[®]
ENGINEERS

22 MONUMENT SQUARE
PORTLAND, ME 04101-4772
(800) 242-1969



Walk-through inspection performed October 19, 2017
Report submitted November 3, 2017

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ATTACHED EXHIBITS

- A – SUMMARY TABLE
- B - CAPTIONED PHOTOGRAPHS
- C - DEFINITIONS
- D - QUALIFICATIONS OF THE ENGINEERS

1.0 EXECUTIVE SUMMARY

The Town Hall was in occupied at the time of our inspection. We observed all accessible portions of the site and building, and discussed the facility's history and operation with the Town Manager and other staff.

Reportedly, the building was originally constructed as a single family home with attached garage in 1993 and renovated for its current use in 2001

The Town is currently considering whether to continue occupancy, or whether, over the long term, it might be preferable to relocate to another location.

In our opinion, all existing site improvements and building systems are in fair-to-good general condition.

We have determined capital needs over the next 20 years, both for needed improvements and major maintenance activities.

We identified these physical deficiencies of the Town Hall:

- Damp basement level
- Poor indoor air quality
- Awkward travel between floor levels
- Some non-complaint features under the Americans with Disabilities Act (ADA)

We identified no complete failures or critical life safety issues requiring immediate repair or corrective action.

The main areas of deferred maintenance are:

- Weathering and deterioration of asphalt pavement
- Mature trees overhanging the facility

Corrective actions to address all items above are set forth in this report. Appendix A contains a summary table listing recommended work, rough budgets and suggested schedule.

In our opinion, with additional appropriate upgrades, the existing structure can perform well as an institutional office.

However, the main operational concern regarding the building's long-term is whether it has adequate space to support the ongoing administration of a growing municipality. This management question is not really the subject of our engineering study. To develop an appropriate answer, the Town might be better served by retaining an architect or office interior space planning consultant.

2.0 INTRODUCTION

As requested by the Town of North Yarmouth, Criterium Engineers has conducted a Capital Needs Assessment (CNA) of the Town Hall located at 10 Village Square Road (off Memorial Highway) in North Yarmouth, Maine.

Criterium Senior Engineer, Cam Grant, P.E., visited the property on Thursday, October 19, 2017, conducted our inspection and prepared this report.

Criterium Engineers presents this confidential report for the exclusive use of the Town's staff and officials. The report includes:

- Capital Needs Summary, Section 3.1, with more detailed tabulation in Exhibit A
- Property Information Summary Table, Section 3.2
- Engineering evaluation of site improvements and building systems, including identification of physical deficiencies or compliance issues, Sections 5.1 – 5.7
- Recommendations for immediate or short-term repairs, Sections 5.1 – 5.7, and tabulated in Exhibit A
- Identification of long-term capital repair-replacement needs, Sections 5.1 – 5.7, and tabulated in Exhibit A

The attached exhibits are part of this report and should be included in any review:

- Exhibit A - Capital Needs Summary with rough budget and suggested schedule.
- Exhibit B - Captioned Photographs - illustrate typical conditions and deficiencies

3.0 SUMMARY TABLES

3.1 CAPITAL NEEDS SUMMARY TABLE

Schedule Ranges	Years	CapEx Expense	
		Current	Inflated
Immediate	0	\$ -	\$ -
Short-Term	1	\$ 58,500	\$ 58,500
Near-Term	2-5	\$ 264,625	\$ 287,368
Long-Term	6-20	\$ 17,925	\$ 24,025
Total	1-20	\$ 341,050	\$ 369,893
Total	0-20	\$ 341,050	\$ 369,893

3.2 PROPERTY INFORMATION SUMMARY TABLE

Facility	Town Hall 10 Village Square Road (off Memorial Highway) North Yarmouth, Maine	
Owner	Town of North Yarmouth	
Age	Original Construction, 1993 Renovation, 2001	24 years 16 years
Approximate Areas	Land	N.A.
	Building footprint, including porches	2,080 SF
	Gross floor area, including basement & attic	4,680 SF

4.0 SCOPE OF SERVICES

4.1 PURPOSE

The purpose of this Capital Needs Assessment (CNA) is two-fold:

- To identify facility repairs or improvements required to address deferred maintenance, physical deficiencies and operational shortcomings, and provide associated capital expenditure budgets.
- to identify major maintenance tasks, (capital repairs and replacements,) and provide an annual budget schedule for such costs over a twenty year planning period.

Capital expenditure budgets are intended to cover the cost of significant facility up-keep and improvements in excess of expenses typically funded under annual operating and maintenance (O&M) budgets.

4.2 DEFINITIONS

See Section 6.0 Opinions of Cost for definitions of capital needs and scheduling categories.

Please see the following attached in Exhibit E:

- Definition of descriptive terms used in this report (excellent, good, fair, poor, etc.)
- A glossary of common architectural and construction industry terms and acronyms

4.3 METHODOLOGY

This CNA was conducted using the following steps:

- On-site visual inspection
- Interview knowledgeable persons
- Describe and evaluate property. See Sections 5.1 – 5.7
- Identify necessary repairs and future capital needs
 - Immediate
 - Short-Term, Year 1
 - Near-Term, Years 2-5
 - Long-Term, Years 6-20
- Estimate costs and tabulate capital budget schedule

See Section 7.0 Opinions of Cost for cost estimating methodology.

See Section 8.0 Limitations regarding items not included in our scope of service.

4.4 STANDARDS

As noted in our proposal, this CNA has been conducted in general accordance with ASTM E 2018-15 Standard Guide for Property Condition Assessments.

4.5 RECOMMENDATIONS FOR FURTHER STUDY

We have identified no need for further study to ascertain required information or to confirm findings herein.

Because of limited information, the opinions of cost herein are based on very rough estimates. If the Town decides to move ahead with any of the suggested work, more closely defined scopes of work will be required in order to develop more accurate budgets.

However, we suggest the Town retain an architect or interior space planning consultant for assistance in determining long-term space needs..

5.0 OBSERVATIONS, EVALUATION AND IDENTIFICATION OF NEEDS

5.1 SITE

Element, Component or System	Description	Condition
Topography	Building site slopes from the northwest down to the south and east. The building sets into this slope such that its former garage to the south (now the Codes Enforcement office) is a half-level below the main office, and the daylight basement provides an at-grade entrance to the Meeting Room from the East parking lot.	Good
Storm Drainage	Roof run-off to the ground below the eaves causes damp basement condition Pavement drains to surrounding land, with some retained puddles	Poor
Pavement	Bituminous asphalt surfaced drives, parking areas and walkways, weathered with isolated deterioration Small area of brick pavers	Fair
Flatwork	No concrete slabs observed on-site except pads under equipment and at building entrances	N.A,
Landscaping	Lawns and Planting beds are very limited Large, mature trees overhang the building and paved areas,.	Fair
Fences	Dumpster enclosure, not in use.	Fair
Lighting	A few pole-mounted fixtures over parking areas and building wall-mounted lights Property not observed at night.	Adequate
Irrigation	None	N.A.

5.2 STRUCTURE

Element, Component or System	Description	Condition
Seismic Risk	UBC Zone 2A – Low Risk	N.A.
Foundations	Cast-in-place concrete with full basement	Good
Walls & roof	Heavy timber-framed	Good
Floor Deck(s)	Wood-framed. Concealed by finishes. Probably plywood. Some areas are not perfectly level.	Good
Wall sheathing & Roof Decks	Reportedly, stressed skin foam insulated structural panels	Good
Other Observations & Notes	Structure has adequate capacity to carry office floor loads. If attic storage becomes heavier, closer analysis would be advisable.	N.A.

5.3 BUILDING ENVELOPE

Element, Component or System	Description	Condition
Walls	Stained wood clapboards	Good
Doors	Doors are commercial grade embossed solid core with glazed panels	Good
Windows	Most windows are clad-wood casement units with insulated glazing.	Good
Roof	Standing seam metal panels	Good

5.4 INTERIORS

Element, Component or System	Description	Condition
Walls	Painted drywall with stained wood trim	Good
Ceilings	Painted drywall or suspended acoustic tile Sloped ceilings over Codes Enforcement and Attic storage	Good
Floors	Ceramic in entrances, high traffic halls, restrooms, codes enforcement and counter service area Offices are carpeted Attic is unfinished	Good
Doors	Wood – paneled, hollow and solid-core	Good

5.5 MECHANICAL SYSTEMS

5.5.1 PLUMBING

Element Component or System	Description	Condition
Service & Metering	Public supply Single house meter	Good
Supply piping	Copper piping, where observed	Good
Drain piping & vents	PVC, where observed Appears to be connected to leaching field Basement toilet has macerator lift pump in floor sump	Good

5.5.2 HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

Element Component or System	Description	Condition
Main Space Heating	One oil-fired boiler with hydronic controls and circulating pumps	Good
Heat Distribution	Hydronic baseboard radiators	Good
Auxiliary Heat	None	N.A.
Supply ventilation	Operable windows Reported indoor air quality issues in both winter & summer conditions	Poor
Exhaust ventilation	Bathroom exhaust fans	Good
Air conditioning	Attic air handler. Does not appear to be sized for or connected to all areas within the building. Uninsulated cylindrical recirculating metal ducting to limited areas within facility. Reported noise from air velocity	Poor

5.5.3 ELECTRICAL

Bedroom lighting is reported and budgeted in the Section 5.4.2 Interiors – Dwelling Units.

Element Component or System	Description	Condition
Service	120/240 VAC Single Phase, 20 Amp	Good
Metering	Single house meter	Good
Distribution	Distribution panel in the basement	Good
Common Interior Lighting	Overhead fluorescent strip fixtures	Good
Generator Set	None – reported plans to relocate one from the Town Garage	N.A.

5.5.4 VERTICAL TRANSPORTATION

There are no elevators or other lifts installed at this property.

5.6 FIRE PROTECTION AND LIFE SAFETY

See Section 8.1 Exclusions.

Bedroom fire protection is reported and budgeted in the Section 5.4.2 Interiors – Dwelling Units.

Element Component or System	Description	Condition
Fire-Rated Construction	Gypsum wallboard & plaster Unable to confirm actual construction of stairwell enclosures. Do not appear to have fire-rating as typically required in commercial buildings.	N.A.
Fire Protection	Full coverage monitored sprinkler system Portable fire extinguishers	Good
Fire Alarms	Monitored alarm system, with automatic detectors and pull stations	Good
Emergency Egress	We inspected all stairwells, corridors and emergency exit doors. None were blocked or locked to prevent safe egress. There is an exterior, covered fire escape stair from the attic.	Fair

5.7 REGULATORY COMPLIANCE

5.7.1 BUILDING CODES

See Section 8.1 Exclusions.

The Town of North Yarmouth has adopted the Maine Uniform Building & Energy Code (MUBEC)

It appears one of the main goals of the 2001 renovation project was to improve code compliance and life safety with the addition of fire doors, an egress stairway, fire protection sprinklers and a central fire alarm system.

However, not all features of this previously residential structure, particular the arrangement of interior staircases and lack of emergency lighting, are in strict compliance with codes for new construction of commercial or institutional buildings. This is typical of converted occupancies.

5.7.2 ACCESSIBILITY - AMERICANS WITH DISABILITIES ACT (ADA)

See Section 8.1 Exclusions.

It appears one of the goals of the 2001 rehabilitation project was to improve handicapped accessibility with the addition of a nearly-flush entrance door thresholds, a ramped office entrance, compliant rest rooms and designated spaces in the parking lot.

However, not all features of the property are in strict compliance with applicable accessibility guidelines:

Although an elevator is not a strict requirement under ADA, the absence of one would make it very difficult for the town to employ staff who could not negotiate stairs..

Element Component or System	Description	Condition
Vehicle Parking	Designated spaces. In all lots	Good
Path of Travel to Building Entrances	Paved walkways and flush stoops provided, but they have irregular surfaces	Fair
Building entrances	Clearances on strike side are inadequate	Poor
Paths of travel within common areas and main corridors	Entrance ramp has no level landings	Fair
Restrooms	Compliant on both floors entered by the public	Good
Service Counter	No low section provided	Poor

6.0 SOURCES OF INFORMATION

6.1 DOCUMENTS REVIEWED	
DESCRIPTION	SOURCE
Tax Map	Town of North Yarmouth
Tax Information	Town of North Yarmouth
Aerial Photograph	Google Map

There were no site plans or building drawings available.

6.2 PERSONS INTERVIEWED	
NAME & TITLE	REPRESENTING
Rosemary Roy, Town Manager	Town of North Yarmouth
Ashley Roan, Administrative Asst.	Town of North Yarmouth
Ryan Keith, Codes Enforcement	Town of North Yarmouth
Clark Baston, Public Works	Town of North Yarmouth

7.0 OPINIONS OF COST

A capital needs summary table is contained in Section 1.2.1.

Detailed tables showing recommended scopes of work, cost estimates and annual budgets over the next twenty years are contained in attached Exhibit A.

7.1 SCHEDULE CATEGORIES (DEFINED)

Opinions of capital cost are divided into four categories: Immediate & Short-Term Items, and Near-Term & Long-Term Repair/Replacement Budgets.

Immediate Costs, Year 0 – Correction of physical deficiencies requiring immediate action as a result of life safety hazards, or significant (enforceable) building code violations or non-conformance with housing standards, or poor or deteriorated conditions of a critical element or system, or a condition which left "as is" would result in a critical element or system failure.

Short-Term Costs, Year 1 – Correction of physical deficiencies including deferred maintenance not warranting immediate attention, but requiring repairs or replacements which should be undertaken on a priority basis. Included are physical deficiencies resulting from improper design, faulty installation, and/or substandard quality of original systems or materials. Components or systems which have already exceeded their expected useful life and require repair or replacement within a one-year time frame are also included.

Near-Term Repair/Replacement Budgets, Years 2-5 – Non-routine major maintenance, repairs and replacements requiring significant expenditures. Included are items which, in the opinion of the engineer, will reach the end of their remaining useful life over the next five years.

Long-term Repair/Replacement Budgets, Years 2-20 – Non-routine major maintenance, repairs and replacements requiring significant expenditure during the twenty-year study period. Included are items which, in the opinion of the engineer, will reach the end of their remaining useful life during that period.

7.2 NON-CAPITAL EXPENSE ITEMS (DEFINED)

Expenses which are funded by normal annual Operations and Maintenance (O&M) budgets are not identified herein as capital needs.

Although minor deficiencies and recommendations to address them may be noted within the report, "de minimis" items are not included in the capital needs budget schedule. Our proposal suggested a minimum threshold value of \$2,000.

ASTM Property Condition Assessment guidance excludes items which are:

- Cosmetic or decorative
- Operational furnishings & equipment
- Part of an ongoing building renovation program
- Enhancements in the marketplace
- Leasehold improvements or finishes
- For warranty transfer purposes
- Routine or normal preventative maintenance

Of course, we will include any of these items in the budget schedule when advised by our client that they are part of the property's approved facility plan.

7.3 COST ESTIMATING METHODOLOGY

The suggested budget costs are based on scopes of work which are in accordance with typical subsidized housing management practices, or our client's direction regarding operating policy.

The repair/replacement budgets have been developed from Criterium Engineers' general knowledge of building costs, local construction industry conditions, and published indexes such as RS Means Building Construction Cost Data and Marshall & Swift Valuation Service.

Unless specifically noted, line item budgets assume construction and repair work performed by third party contractors, including labor, materials, overhead and profit. Unless specifically excluded, line item budgets include allowances for required general conditions, selective demolition, and associated work by other construction trades.

Criterium has not solicited property-specific repair/replacement pricing from vendors or contractors. Unless specifically cited, budgets contained herein are not based on cost estimates, contract proposals or material quotations obtained by others.

The opinions of cost are approximate and intended for budgetary planning only. Moving ahead, we recommend more reliable pricing be obtained through competitive bidding by qualified vendors or contractors.

8.0 LIMITATIONS

The information, observations, and conclusions in this CNA report were valid on the date of the inspection, and have been made under the terms, conditions, limitations, and constraints noted in the proposal and report.

8.1 EXCLUSIONS

The CNA scope of services does not include:

- an exhaustive public records research
- a comprehensive life safety evaluation
- certification of compliance with all applicable building codes and design standards
- a comprehensive accessibility survey
- testing of the operation or capacity of mechanical systems.

Our observations were limited to visible evidence made during our site walk-through. Our inspection was non-invasive. We did not undertake any excavation, remove or probe surface materials, or displace any furnishings or equipment.

This study is not an exhaustive technical evaluation. Such an evaluation would entail a significantly greater scope of work than the level of effort associated with CNA requirements. Similarly, we are not responsible for conditions that were not defined as within the scope of our services at the time of inspection.

Although we may comment on the general compliance or adequacy of facility features, we did not conduct a comprehensive investigation for code compliance or conformance with agency housing standards.

We did not perform any computations or other engineering analysis as part of this evaluation. We did not undertake to evaluate the structural stability of the buildings or the underlying soil and foundations. Similarly, this was not a seismic assessment. We have not checked for adequate capacity of mechanical and electrical systems.

Although we may comment on the likely presence of environmental hazards, we did not provide any comprehensive environmental assessment. We took no material samples and performed no testing. So, we cannot certify our preliminary findings regarding the presence of asbestos, hazardous wastes, toxic materials, mold, air quality issues, etc.

This report is not to be considered a warranty of condition or compliance, and no warranty is implied.

8.2 UNINSPECTED ITEMS

We cannot reach conclusive findings on the condition of systems that we could not see, such as buried structures and utilities and concealed portions of the building.

We were unable to inspect or excluded the following items:

- Underground utilities and drainage structures
- Underground portions of foundations
- Underground septic disposal system
- Spaces concealed by finishes, furnishing & equipment
- Except for a representative sample, and as specifically noted, above ceilings and in attics.
- Within mechanical and electrical enclosures
- Equipment and systems which were not operating at the time of our inspection were not tested.
- We did not inspect office furnishings and other operating equipment.

We do not render any opinion on uninspected portions of the facility.

8.3 RELIANCE

Criterion Engineers prepared the report for the exclusive use of Town of North Yarmouth. No other individual or party shall be entitled to rely upon the report without our express written consent.

Any use or reliance of the report by an individual or party other than shall constitute acceptance of these terms and conditions.

If, in your opinion as our client or that of any third party granted reliance on Criterion Engineers' reports or services, Criterion Engineers was negligent or in breach of contract, you and/or the named third parties shall have one year from the date of our field visit to make such a claim.

This overall report, including attached cost table, captioned photographs and other exhibits, is intended to be reviewed together. Portions of it should not be relied upon in isolation or out of context.

Any electronic copies of this report that may be provided are for the convenience of the user, and are not to be construed as the original or final report.

9.0 QUALIFICATIONS

All observations and investigations of the property, and all work to prepare and review this report have been performed by, or under the direction of, licensed professional engineers.

See resumes of our project team in Exhibit F

10.0 CONCLUSION


We trust this report contains all information required at this time.

Do not hesitate to contact us with any questions or to direct follow-on services. (207) 828-1969.

We appreciate this opportunity to assist you in support of VOA's housing services. Thank you.

Respectfully submitted,

CRITERIUM ENGINEERS



V. Campbell Grant, P.E.
Senior Engineer

EXHIBIT B
CAPTIONED PHOTOGRAPHS

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Site

Town Hall sign
along Memorial
Highway frontage
road

Photo Number

1



Description:

Site

Access driveway
from Memorial
Highway frontage
road

Photo Number

2

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description

Site

Branch in
driveway.
Town Hall upper
floor office
entrance to right.
Lower level
Meeting Room
entrance to left.

Photo Number

3



Description:

Site

Pavement is
weathered and
cracked

Photo Number

4

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Site

Some previously eroded driveway shoulders have been reconstructed

Photo Number

5



Description:

Site

Northwest upper parking lot with accessible parking near office entrance walkway at left

Photo Number

6

Location:
**Town Hall
North Yarmouth, ME**

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Site

East lower parking lot with accessible parking outside the Meeting Room

Building

East elevation

Photo Number

9



Description:

Site

Stone retaining walls maintain grade separation between building exposures. Asphalt around the building are weathered and cracked.

Photo Number

10

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Site

Meeting Room
entrance and door
stoop paver
surface is uneven

Photo Number

11



Description:

Site

Lower lot catch
basin is shallow
(or filled.)
Reportedly, there
is no outfall pipe.

Photo Number

12

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Site

Parking lot
striping

Photo Number

13



Description:

Site

South mid-level
parking lot with
staff parking
outside the Codes
Enforcement
Office

Building

South elevation

Photo Number

14

Location:
**Town Hall
North Yarmouth, ME**

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Building

Covered exterior
fire egress stairs
from attic storage
area.

Photo Number

15



Description:

Site

This staff parking
area is subject to
ice slides from
roof in winter,

Photo Number

16

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Building

West wall with
Office upper level
entrance at left
and Codes
Enforcement
entrance at right.

Photo Number

17



Description:

Building

Office walkway
from the north and
entrance vestibule
along the west
wall
Note overhanging
trees.

Photo Number

18

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Building

Recently replaced siding on the north wall and newly framed porch at staff office egress door

Photo Number

19



Description:

Interior

Handicapped ramp in Office entrance vestibule is not ADA compliant

Photo Number

20

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Interior

Office counter is
not ADA
compliant

Photo Number

21



Description:

Interior

Upper floor
hallway to staff
offices

Photo Number

22

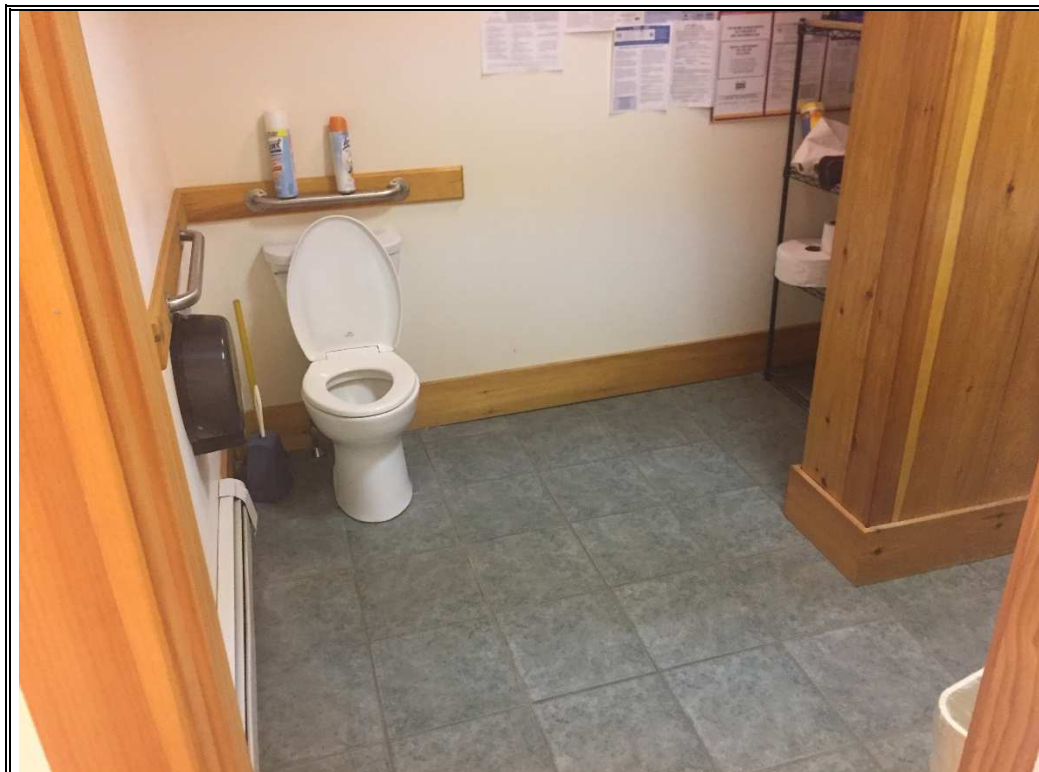
Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Interior

Upper floor
restroom is
generally ADA
compliant

Photo Number

23



Description:

Interior

Upper floor
counter service
area

Photo Number

24

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Interior

Upper floor back offices. Floor framing below is not completely level in this area.

Photo Number
25



Description:

Interior

Half-flight of stairs down to Codes Enforcement office

Photo Number
26

Location:
**Town Hall
North Yarmouth, ME**

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Interior

Concrete masonry
vault room
adjacent to Codes
Enforcement

Photo Number

27



Description:

Interior

Utility sink in
closet off Codes
Enforcement

Photo Number

28

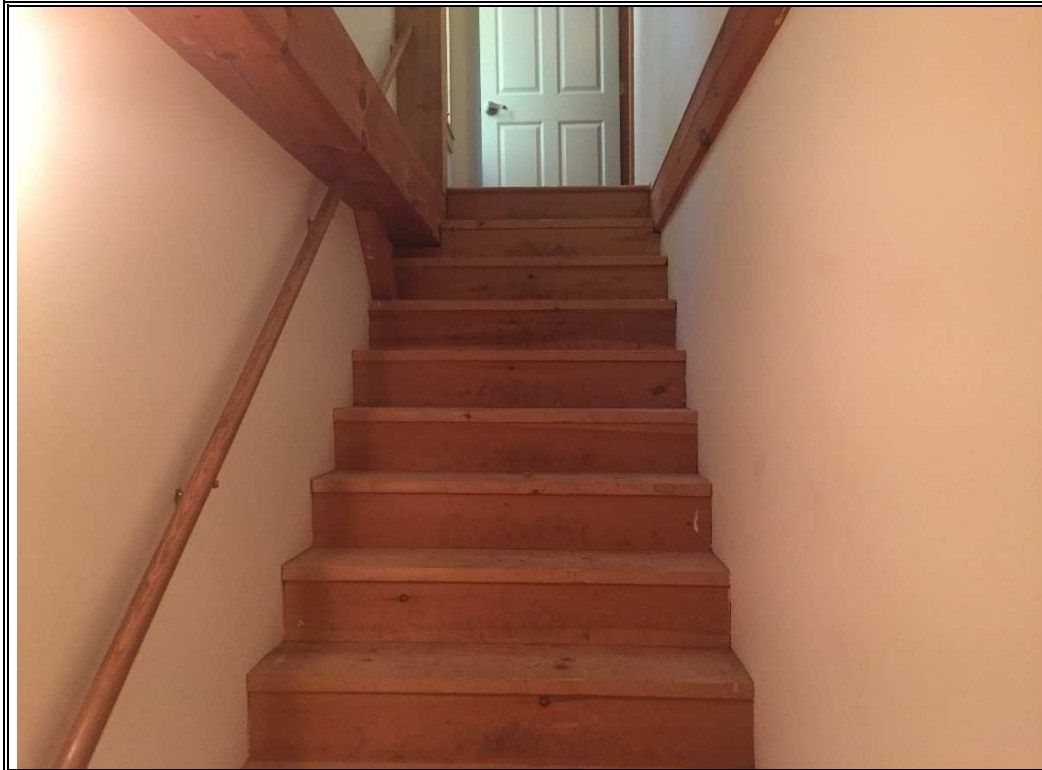
Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Interior

Stairs up to attic space

Photo Number

29



Description:

Interior

Attic storage area

Photo Number

30

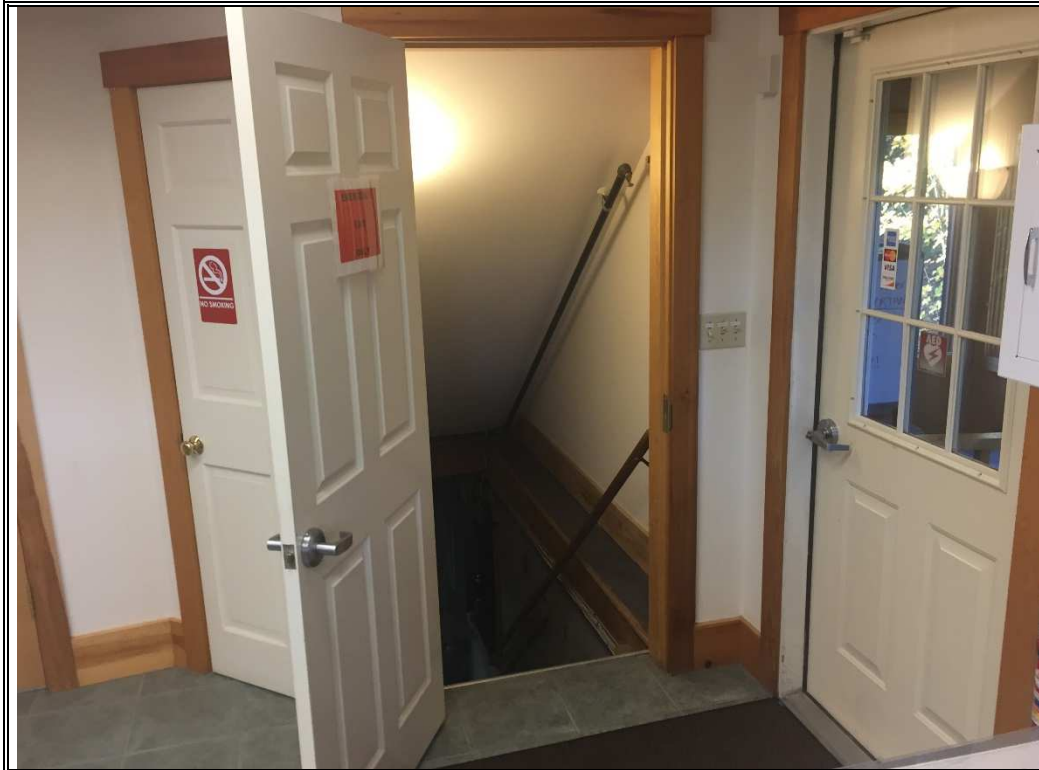
Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Interior

Stairs to basement level are cramped and route people through the utility room.

There is no elevator installed.

Photo Number

31



Description:

Interior

Basement Meeting Room

Photo Number

32

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Interior

Staff workspace
adjacent to
meeting space

Photo Number

33



Description:

Interior

Basement
restroom is
generally ADA
compliant

Photo Number

34

Location:
**Town Hall
North Yarmouth, ME**

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Mechanical

Water service and 200 amp electrical circuit breaker panels at the bottom of the stairs in the basement

Photo Number

35



Description:

Mechanical

Typical fluorescent strip lighting fixtures

Photo Number

36

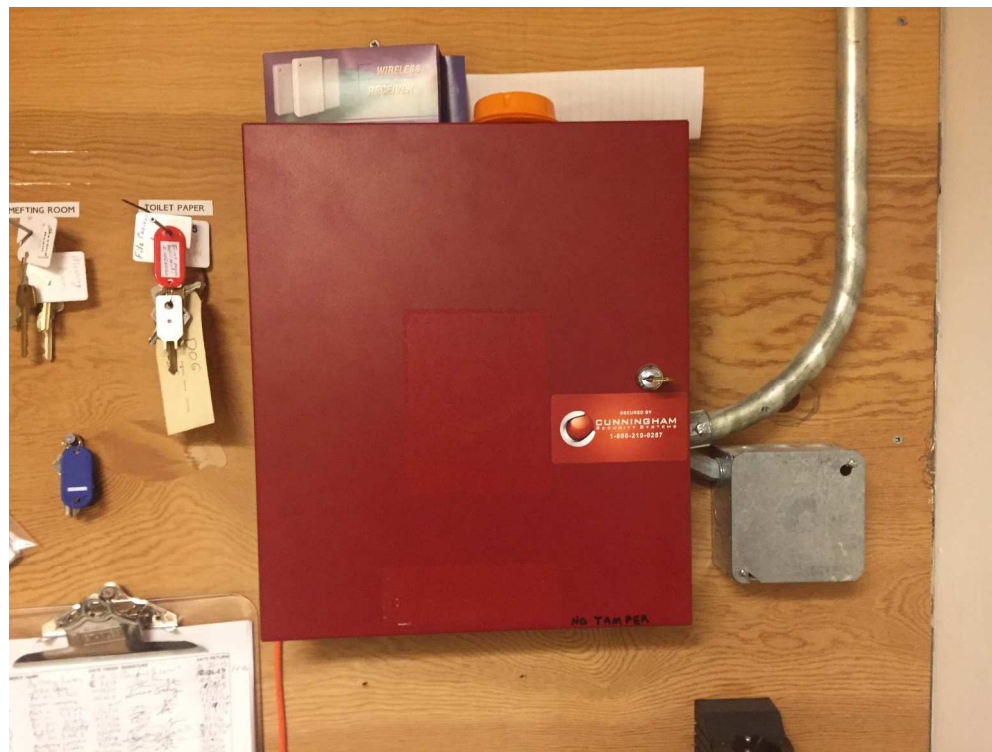
Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Mechanical

Fire alarm panel

Photo Number

37



Description:

Mechanical

Sewer pipe and
fire protection
sprinkler riser and
pump

Photo Number

38

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Mechanical

Entire building has been retrofitted with an automatic fire protection sprinkler system

Photo Number
39



Description:

Mechanical

Oil-fired boiler

Photo Number
40

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



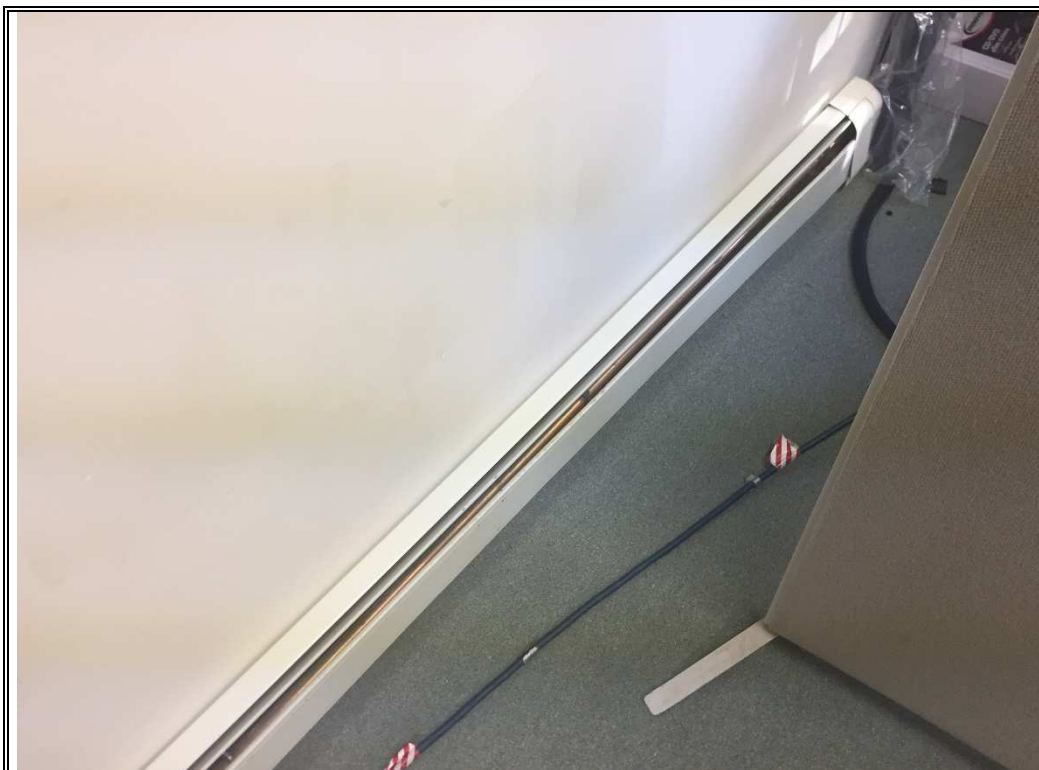
Description:

Mechanical

Fuel oil storage
tank under stairs

Photo Number

41



Description:

Mechanical

Hot water
baseboard heating
radiators

Photo Number

42

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Mechanical

Basement
dehumidifier

Photo Number

43



Description:

Mechanical

Attic air
conditioning air
handler is
inefficient.
Uninsulated
ductwork is noisy.

Photo Number

44

Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



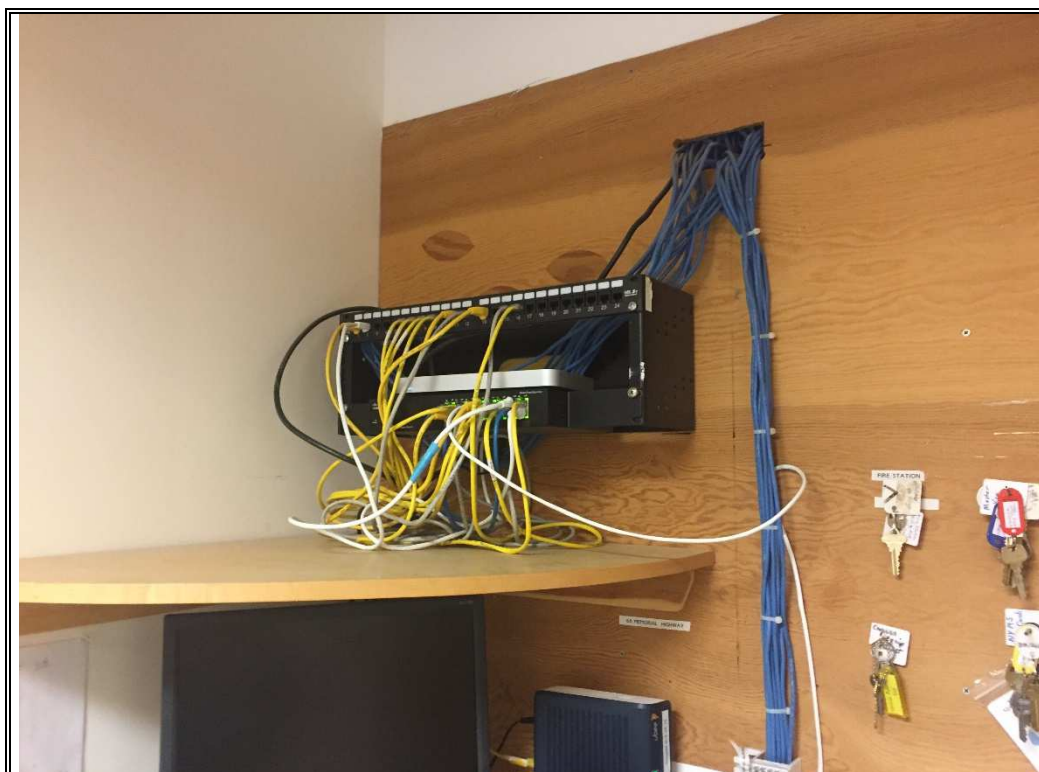
Description:

Mechanical

Broadband
modem

Photo Number

45



Description:

Mechanical

Computer wiring

Photo Number

46

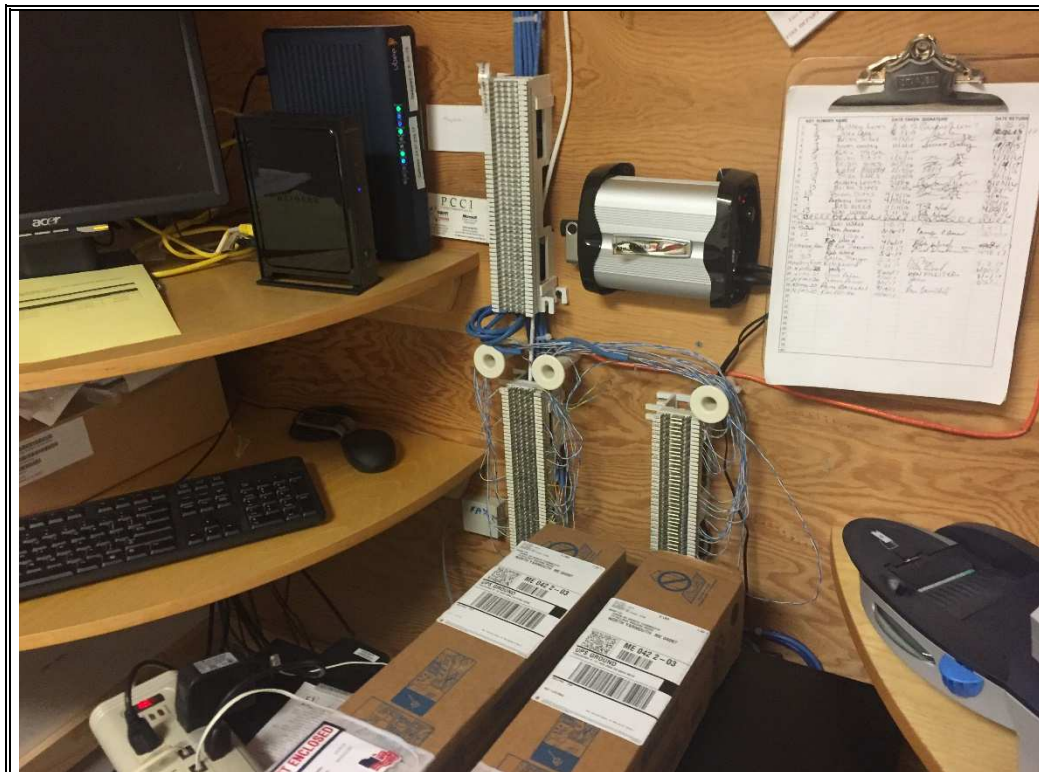
Location:
Town Hall
North Yarmouth, ME

Photos taken by:
Cam Grant, P.E.

Date:
October 19, 2017



Capital Needs Assessment



Description:

Mechanical
Telephone wiring

Photo Number
47

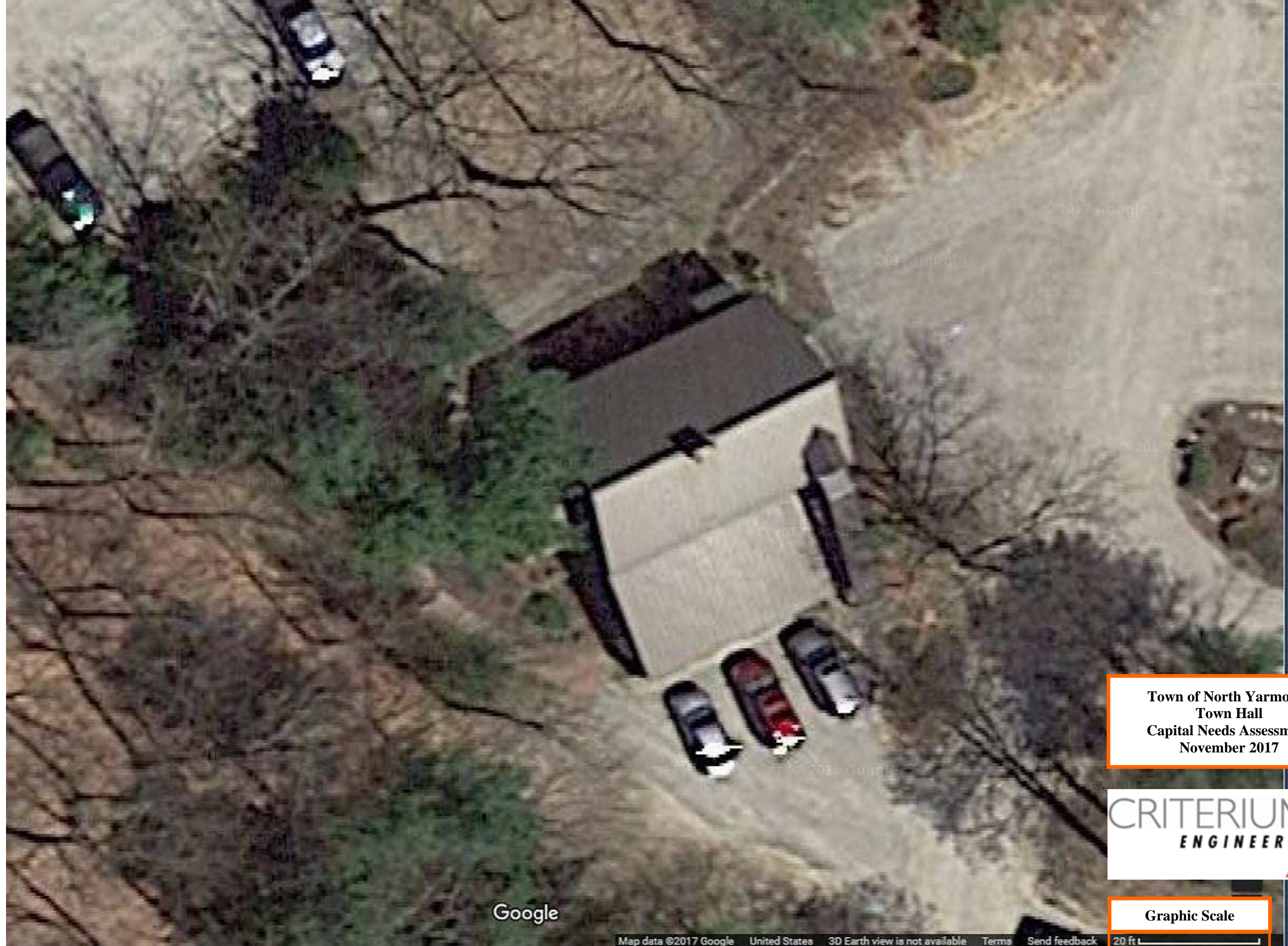


Description:

Mechanical
Public access
television system
in Meeting Room

Photo Number
48

EXHIBIT C
MAPS, DRAWINGS AND AERIAL PHOTOS



**Town of North Yarmouth
Town Hall
Capital Needs Assessment
November 2017**



Graphic Scale

20 ft

Google

Map data ©2017 Google United States 3D Earth view is not available Terms Send feedback



North Yarmouth
Town Hall

Memorial Hwy



Town of North Yarmouth
Town Hall
Capital Needs Assessment
November 2017



Graphic Scale

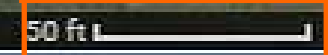


EXHIBIT D
REFERENCE DOCUMENTS

10 VILLAGE SQUARE RD

Location 10 VILLAGE SQUARE RD

Mblu 007/ / 064/ /

Acct# 1049

Owner NORTH YARMOUTH, TOWN OF

Assessment \$655,600

Appraisal \$655,600

PID 1049

Building Count 2

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2017	\$521,900	\$133,700	\$655,600
Assessment			
Valuation Year	Improvements	Land	Total
2017	\$521,900	\$133,700	\$655,600

Owner of Record

Owner NORTH YARMOUTH, TOWN OF
Co-Owner
Address 10 VILLAGE SQUARE ROAD
NORTH YARMOUTH, ME 04097

Sale Price \$0
Certificate
Book & Page 15964/281
Sale Date

Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
NORTH YARMOUTH, TOWN OF	\$0		15964/281	

Building Information

Building 1 : Section 1

Year Built: 1970
Living Area: 3,244
Replacement Cost: \$470,023
Building Percent 78
Good:
Replacement Cost
Less Depreciation: \$366,600

Building Attributes	
Field	Description

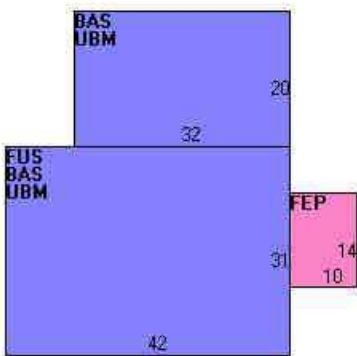
STYLE	City/Town Hall
MODEL	Commercial
Grade	Average
Stories:	1.5
Occupancy	1
Exterior Wall 1	Clapboard
Exterior Wall 2	
Roof Structure	Gable/Hip
Roof Cover	Metal/Tin
Interior Wall 1	Drywall/Sheet
Interior Wall 2	
Interior Floor 1	Carpet
Interior Floor 2	
Heating Fuel	Oil
Heating Type	Hot Water
AC Type	Central
Use:	MUNICIPAL MDL-94
Total Rooms	
Total Bedrms	
Total Baths	1
1st Floor Use:	
Heat/AC	Heat/AC Pkgs
Frame Type	Wood Frame
Baths/Plumbing	Average
Ceiling/Wall	Ceil & Walls
Rooms/Prtns	Average
Wall Height	9
% Comn Wall	

Building Photo



(<http://images.vgsi.com/photos/NorthYarmouthMEPhotos/\00\00>)

Building Layout



Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
BAS	First Floor	1,942	1,942
FUS	Upper Story, Finished	1,302	1,302
FEP	Porch, Enclosed, Framed	140	0
UBM	Basement, Unfinished	1,942	0
		5,326	3,244

Building 2 : Section 1

Year Built: 1975
Living Area: 1,742
Replacement Cost: \$194,104
Building Percent Good: 80
Replacement Cost Less Depreciation: \$155,300

Building Attributes : Bldg 2 of 2	
Field	Description
Style	Cape Cod

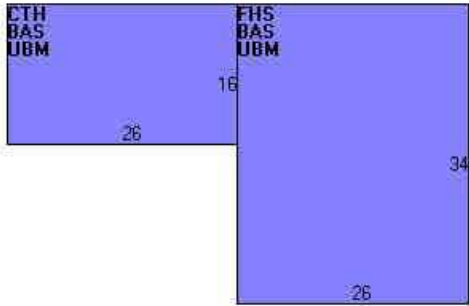
Model	Residential
Grade:	Average
Stories:	1.5
Occupancy	1
Exterior Wall 1	Clapboard
Exterior Wall 2	
Roof Structure:	Gable/Hip
Roof Cover	Asph/F GlS/Cmp
Interior Wall 1	Drywall/Sheet
Interior Wall 2	
Interior Flr 1	Carpet
Interior Flr 2	Hardwood
Heat Fuel	Oil
Heat Type:	Hot Water
AC Type:	None
Total Bedrooms:	3 Bedrooms
Total Bthrms:	2
Total Half Baths:	
Total Xtra Fixtrs:	
Total Rooms:	7
Bath Style:	Average
Kitchen Style:	Average
MHP	
FBM Area	

Building Photo



(<http://images.vgsi.com/photos/NorthYarmouthMEPhotos//default>

Building Layout



Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
BAS	First Floor	1,300	1,300
FHS	Half Story, Finished	884	442
CTH	Cathedral Ceiling	416	0
UBM	Basement, Unfinished	1,300	0
		3,900	1,742

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use

Land Line Valuation

Use Code	9030	Size (Acres)	14.65
Description	MUNICIPAL MDL-94	Frontage	
Zone		Depth	
Neighborhood	60	Assessed Value	\$133,700
Alt Land Appr Category	No	Appraised Value	\$133,700

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2016	\$474,500	\$126,500	\$601,000
2015	\$474,500	\$126,500	\$601,000
2014	\$474,500	\$126,500	\$601,000

Assessment			
Valuation Year	Improvements	Land	Total
2016	\$474,500	\$126,500	\$601,000
2015	\$474,500	\$126,500	\$601,000
2014	\$474,500	\$126,500	\$601,000

EXHIBIT E DEFINITIONS

For your reference, the following definitions may be helpful:

Excellent: Component or system is in "as new" condition, requiring no rehabilitation and should perform in accordance with expected performance.

Good: Component or system is sound and performing its function, although it may show signs of normal wear and tear. Some minor rehabilitation work may be required.

Fair: Component or system falls into one or more of the following categories: a) Evidence of previous repairs not in compliance with commonly accepted practice, b) Workmanship not in compliance with commonly accepted standards, c) Component or system is obsolete, d) Component or system approaching end of expected performance. Repair or replacement is required to prevent further deterioration or to prolong expected life.

Poor: Component or system has either failed or cannot be relied upon to continue performing its original function as a result of having exceeded its expected performance, excessive deferred maintenance, or state of disrepair. Present condition could contribute to or cause the deterioration of other adjoining elements or systems. Repair or replacement is required.

Adequate: A component or system is of a capacity that is defined as enough for what is required, sufficient, suitable, and/or conforms to standard construction practices.

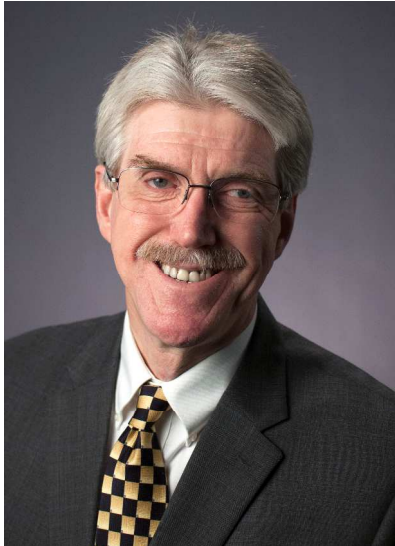
All ratings are determined by comparison to other buildings of similar age and construction type.

All directions (left, right, rear, etc.) are taken from the viewpoint of an observer standing in front of the building and facing it.

BUILDING SYSTEMS AND COMPONENTS COMMON ABBREVIATIONS AND ACRONYMS			
ACM	Asbestos Containing Material	HVAC	Heating Ventilation and Air Conditioning
ACT	Acoustic Ceiling Tile	HW	Hot Water
ADA	Americans with Disabilities Act	HWH	Hot Water Heater (domestic)
AHU	Air Handling Unit	IBC	International Building Code
ASHRAE	American Society of Heating, Refrigeration and Air-Conditioning Engineers	IRC	International Residential Code
ASTM	American Society for Testing and Materials	KVA	Kilovolt-Ampere
BOCA	Building Officials Code Administrators International	LF	Lineal Foot
BTU	British Thermal Unit	MSL	Mean Sea Level
BTUH	British Thermal Unit /Hour	NEC	National Electric Code
CFM	Cubic Foot / Minute	NFPA	National Fire Protection Association
CI	Cast Iron (piping)	MBH	Thousand British Thermal Units / Hour
CIP	Cast In Place (concrete)	MDP	Main Distribution Panel (electric power)
CMU	Concrete Masonry Unit (block)	OSB	Oriented Strand Board (sheathing or decking)
CPVC	Chlorinated Poly Vinyl Chloride (piping)	PCA	Property Condition Assessment
CW	Cold Water	PCR	Property Condition Report
DI	Ductile Iron (piping)	PE	Licensed Professional Engineer
EIFS	Exterior Insulating and Finishing System	PVC	Poly Vinyl Chloride (piping and siding)
EPDM	Ethylene Propylene Diene Monomer	PTAC	Packaged Terminal Air Conditioning Unit
EUL	Expected Useful Life	RUL	Remaining Useful life
FCU	Fan Coil Unit	RTU	Roof Top Unit
FEMA	Federal Emergency Management Agency	SF	Square Foot
FFE	Furniture, Fixtures and Equipment	SOG	Slab On Grade (concrete basement or ground floor)
FHA	Forced Hot Air	SQ	Square = 100 Square Feet
FHAA	Fair Housing Act and Amendments	SY	Square Yard
FHW	Forced Hot Water	UBC	Uniform Building Code
FIRM	Flood Insurance Rate Map	UL	Underwriters Laboratories
FOIA	Freedom Of Information Act	VAC	Volts Alternating Current
GFI	Ground Fault Interruption (circuit breaker)	VAV	Variable Air Volume box
GWB	Gypsum Wall Board (drywall or sheetrock)	VCT	Vinyl Composition Tile
HID	High Intensity Discharge (lamp, lighting fixture)	VWC	Vinyl Wall Covering

EXHIBIT F
QUALIFICATIONS OF THE ENGINEERS

V. Campbell Grant, P.E., CBIE, LEED[®] AP, E.P.
Senior Engineer



Cam Grant is a licensed professional civil engineer and project manager with over 35 years experience in site development, building design & construction and facility management.

Since joining Criterium, Cam has become expert in

- commercial & residential Property Condition Assessments in support of real estate due diligence and financial underwriting
- Capital Reserve & Transition Studies for community associations' facility & financial planning
- Phase One Environmental Site Assessments for all appropriate inquiry under EPA regulations

Cam now manages these inspection services provided to Criterium's national clients across the country. He directs assigned professional staff from our affiliated offices, and assists them with guidance whenever required to ensure consistent high quality.

Cam has planned and led hundreds of capital improvement projects from conceptual payback analysis through facility commissioning. His responsibilities have included building design; permitting & construction; and process equipment specification, procurement & start-up. The value of several of his larger projects ranged over \$50 million and up to \$150 million.

Prior to joining Criterium, Cam was a project manager for a design-build general contractor. In that role, he concurrently estimated costs, authored proposals, obtained permits, hired subcontractors, purchased materials, leased equipment, and managed on-site superintendents at multiple locations.

EDUCATION AND PROFESSIONAL AFFILIATION

University of Maine, Orono, ME
Bachelors of Science, Civil Engineering
Southern Maine Community College, South Portland, ME
2D & 3D Design (AutoCad)

ASTM Training, Standard E 2018 Property Condition Assessments
ASTM Training, Standard E 1527 Phase I Environmental Site Assessments, September 2006

Licensed Professional Engineer: State of Maine, No. 4227
Certified Building Inspection Engineer, National Association of Building Inspection Engineers
Accredited Professional, US Green Building Council, Leadership in Energy & Environmental Design
Environmental Professional, Phase One Environmental Site Assessments

WHY I DO WHAT I DO

"When I was small, I enjoyed stacking up blocks, laying out toy train tracks and assembling erector sets. As I got older, I began to understand that building bigger things must be a group undertaking, and how the constructed environment enables human activities.

"At this point, I derive the most satisfaction from facilitating the work of others while ensuring a high

quality result. I really appreciate how the outcome of our work together adds value to other people's lives."

WHY CRITERIUM ENGINEERS

"Whether we are retained by real estate investment trusts or community associations or housing authorities or first-time home buyers, Criterium's clients require our guidance in making very significant current financial decisions, and with planning for future expenses.

"We place our building knowledge and professional experience into their service. Along the way, we also assist them with other considerations: life safety, regulatory compliance and obtaining the highest value-return from planned repairs and improvements. This is a great way to spend the day and earn a living!"

EXPERIENCE HIGHLIGHTS

- Extensive experience planning industrial operations and initiatives.
- Completed hundreds of capital improvement projects, including installation of equipment, building renovations, new building construction, and new plant development. Directly supervised design teams & on-site staff.
- Directed & documented the work of inter-disciplinary teams tasked with implementation of new management systems & with developing sales proposals

PROJECT HIGHLIGHTS

- Successfully coordinated the completion of thousands of individual tasks during US Navy ship overhauls
- Managed production scheduling for the design and fabrication of pulp & paper line machinery

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