

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, November 21, 2017
7:00PM - Town Office Meeting Room**

I. Call to Order

II. Minutes of Previous Meeting(s)

- November 7, 2017

III. Public Comment - Non-Agenda Items

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

IV. Management Reports & Communications

- Town Manager's Report
- Department Head Bi-monthly Reports (Informational Only)

V. Old Business

- Tax Lien Management Ordinance - Set Public Hearing Date
- Committee Appointments
- Wescustogo Building & Design Committee

VI. New Business

None.

VII. Accounts Payable - Review & Approval

- Accounts Payable

VIII. Any Other Business

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

IX. Adjournment

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

**Town of North Yarmouth
Select Board
Meeting Minutes of November 7, 2017**

Call to Order

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

Executive Session

Vice Chairperson Chadbourne moved 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. Selectperson Speirs seconded the motion. The Select Board came out of Executive Session at 6:45 PM.

Minutes of Previous Meeting(s)

Vice Chair Chadbourne moved to approve the Select Board Meeting Minutes of October 17, 2017. Selectperson Speirs seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No.**

Public Comment - Non-Agenda Items

None.

Management Reports & Communications

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

Highlights:

- The warming shelter was set up and used by approximately 150 citizens during the storm. First Responders performed wellness checks and a total of 369 First Responder hours were logged throughout the storm.
- Wescustogo Hall and North Yarmouth Community Center post and beam meetings took place, Wescustogo Building and Design Committee has made no decisions as of yet. The Committee has requested that Select Board members attend future meetings.
- The North Yarmouth Summit will be held November 30.
- The Town Manager met with the Parks & Rec Committee regarding new signs at parks that include all of the rules and regulations.
- A new drop box has been installed outside the Town Office for afterhours use.
- The franchise agreement with Charter Spectrum has been signed and the TV channel should be up and running in December.

Committee Communications

- *Communications Advisory Committee:* Chris Edmondson has recently taken over the position as Chair for the committee. Completed projects include gateway signs and First Greeter Welcome Bags. Ongoing projects include the quarterly newsletter, Reminders from Town Hall & the electronic sign. Meetings are held the first Friday of each month in the Town Office Meeting Room at 7:30am.
- *Comprehensive Plan Committee:* Grace Lovell, Chair. Over the course of the past 16 months the committee has re-written and edited the Comprehensive Plan, it is to be presented to the Planning Board and Select Board in December.
- *Living Well in North Yarmouth Committee:* Steve Palmer, Chair discussed the First Greeter program. The reaction to the program has been very positive. The Living Well Committee offers daytime meetings, 2nd Monday of the month at 1 PM.

Old Business

Town Office Facility: Immediate issues include air quality and ADA issues. The Select Board agreed that a master plan needs to be developed for Town buildings. Select Board members agreed to have Criterium Engineering perform Capital Needs Assessments on all Town facilities (Fire Rescue, Sharp House, Public Works and NYMS). A workshop will be scheduled in the near future to discuss the proposed plan.

Contract Zoning Internal Policy: Select Person Graham motioned to adopt the updated Contract Zoning as Town policy. Vice Chairperson Chadbourne seconded the motion. Discussion: Chairperson Lacy asked to strike "and in conclusion" from the document. **Vote: 5 Yes - 0 No. As Amended**

New Business

Committee Appointments: Vice Chairperson Chadbourne motioned to table the discussion until the next Select Board Meeting. Chairperson Lacy seconded. **Vote 4 Yes – 1 No** (Selectperson Morrison)

Tax Lien Management Ordinance - Revisions First Review: Selectperson Speirs motioned to present the revised Tax lien management ordinance to the townspeople at the annual town meeting in April. Vice Chairperson Chadbourne seconded the motion. **Vote: 5 Yes - 0 No**

Accounts Payable – Review & Approval

Chairperson Lacy moved to accept the accounts payable Warrants 16 & 17 in the amount of \$84,632.37. Selectperson Speirs seconded the motion. Discussion: Chair Lacy asked if the accounts payable reflected any storm related costs. Town Manager Roy explained that at this point only some of the warming shelter costs had come in. **Vote: 5 Yes - 0 No**

Other New Business

Chairperson Lacy moved to authorize Town Manager Roy to engage the Town Attorney for an access easement from the Canoe Launch to Old Town House Park. Vice Chairperson Chadbourne seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

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.

NYMS: Approximately a month ago a leak was discovered in the roof of the building where chairs are stored. At the time the leak was not significant enough to report, and it was repaired promptly. However, recently it was brought to my attention that residents were being informed that the area was full of black mold which would warrant a safety issue for the town. I had the town's Public Works Director and staff conducted an inspection of this area and was advised that there is no mold in this location or other locations they inspected. They did find additional small leaks in the roof, and they are scheduled for repair. These holes are reasonable given the age of the roof and that presently this building is on no regular long-term maintenance scheduled.

Summit: Preparation for this event is fully underway.

Foreclosures: I am currently preparing the FY2016 tax foreclosures; I will provide the Board with a complete update at the next meeting.

MSHA: Public Works received a surprise mining inspection during this period. We passed the examination with flying colors! Congratulations to the PWD staff!

AARP Newsletter: I have enclosed a couple of selections from this month's Age-Friendly Maine News. The newsletter features the extraordinary accomplishments of the Living Well in North Yarmouth committee, along with the Fire Rescue Department and other town committees. An additional article noted the upcoming Ask-Age Friendly Tech Talks in which I will participate with regards to our Senior Tax Assistance Program.

Town Facilities: I met with our representative from Criterium this past Thursday to discuss the next stage in this process in creating a master plan for the town's facilities. I expect their work to be underway after the Thanksgiving Holiday.

Legal: The trail easement request is in for review. I also had a conversation with Shanna Mueller (town attorney) regarding our current work on TIF districts. I have tentatively scheduled Shanna to attend the January EDSC meeting.

Seminars/Training/Committee Meetings:

I attended the following during this period -

- GPCOG, PACTS and the Town of Cumberland sponsored a gathering for the northern region of Portland which focused on the latest transportation projects. Three Select Board members also attended.
- MMA sponsored - Employment Law and Marijuana Legislative Review and Updates - In January/February, I plan to bring the Select Board some necessary changes/updates to the Personnel Policy; the most pertinent relates to the new marijuana laws. The marijuana laws, although not expected to be completed until February 2018. Basically, North Yarmouth like other Maine communities has the choice to opt-in or opt-out to any or all prohibition of recreational marijuana use. It was recommended that towns know which direction they are heading and to prepare for any necessary changes.
- Committee meetings - Communications Advisory Committee, EDSC, and Strategic Planning (MSAD).

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager



Age-Friendly Maine News

From your friends at AARP Maine

**November
2017**

Age-Friendly Spotlight: North Yarmouth

North Yarmouth, in Cumberland County, is home to nearly 3,700 residents, 16.8% of whom are aged 60 or older. The small rural town prides itself on its many recreational opportunities for residents and visitors of all ages. In addition to numerous nature trails that offer year-round activity, two public access areas to the Royal River for boating and fishing, and an 18-hole golf course, there are a number of new age-friendly features offered in the community since the Living Well in North Yarmouth (LWNY) committee formed in November 2016.



This year's annual Fun Day, an event organized by the town and held on the Village Green each September, showcased LWNY, raising awareness of the group and the great work they have been doing toward making North Yarmouth a better place to live for all ages.

Much of the LWNY committee work has been in collaboration with other town organizations. In working with the Communications Advisory Committee, the group recently published, and is now distributing, a

local resource guide with information for all residents. Through a partnership with local churches, a weekly social time for older adults has been established, and a list of volunteer drivers has been created to serve residents of any age who are in need of transportation. Also, a donation of winter emergency bags will soon be distributed in the community.

In response to community feedback, LWNYS has made efforts to increase social opportunities in town. Their first winter cribbage tournament, held in February, will become an annual event; and in collaboration with the Events Committee as well as Parks and Recreation, the committee hosted an Ice Cream Social in the spring, and held their first annual Community Kite Festival in October – complete with food, the Pan Fried Steel Band, and bubbles! In addition, a weekly ping pong group has been forming and is expected to grow.

The North Yarmouth Fire Department plays a significant role in making their town an age-friendly community. In addition to the ongoing cooperative effort with the Public Works department to deliver emergency services to residents in need, Fire Chief Greg Payson recently initiated a Knox Box program with funds awarded through an AARP Challenge Grant. The Knox box is a locked device installed above an entryway door to a resident's home. The box holds a spare key to the home and is accessible only by Fire-Rescue personnel in an instance such as a fire or medical emergency, when the homeowner may not be able to answer the door. A total of 25 Knox Boxes have been purchased and Chief Payson has been busy installing them into the homes of residents in need.

The committee has also been doing their best to keep communication open with residents, helping them to stay informed about town news and projects, as well as listening to ongoing needs as they arise. As for what's next, Steve and Donna Palmer, co-chairs of LWNYS, say "We trust the community will let us know".

The LWNYS page and online version of their resource guide can be viewed at: <https://www.northyarmouth.org/>

Ask Age-Friendly

Because many of our Network members have implemented age-friendly initiatives that other communities are working toward, we have started a monthly, one-hour call-in program for those who would like to learn about specific projects, like a volunteer home maintenance program, from others in the Network. The calls, known as Ask Age-Friendly Tech Talks, will include a 10 minute description of the program or project by the community who has done the work, with the remainder of time open to questions and comments.

The next Tech Talk will be **December 6th, from 9 to 10 AM**. The topic will be tax assistance programs, and callers will learn about a property tax abatement program in North Yarmouth, and a senior tax relief program in Saco. The call-in number for this talk is [1-866-215-3402](tel:1-866-215-3402) and the conference code is 7766312.

For future Tech Talks, keep an eye out for an email that will announce the date, time, and topic of the upcoming talk, along with the call-in number and access code.

Please note: Because the tech calls are not recorded, the information will be available only by joining the call.



Town of North Yarmouth

Bi-monthly Report - Code Enforcement Department

Reporting Period: September & October FY18

Activity

	FY17	FY18
Occupancy Certificates	6	3
Building Permits	11	16
Plumbing Permits	13	3
Electric Permits	11	21
Septic Permits	7	1
Subdivisions	1	0
Contract Zoning	0	0

Changes/Updates

Over the past couple months the staff and I have been able to organize the previous ordinances in the vault in a manner that should make any research going forward much more accessible, as well as securing the information a little better for future expansion. Activity in the Code Office has picked up considerably in the past month on the building side of things, a lot of inspections are taking place and last minute projects are rolling before the frost sets in and the snow flies. Pownal as well has seen a recent boom.

Planning

The Planning Board has been steadily working on a few projects including a potential new 10 lot subdivision being proposed off Greely road. The applicate is waiting on PUC approval to get Town water from water main running through Cumberland before moving forward. We have scheduled an Ordinance review workshop for next Monday to take place here at the town office reviewing any potential amendments to better our already proper ordinances. A few of the topics being the new Shoreland zoning regulations and scanning the Use table identifying if any new uses that may be an excellent addition for the coming year.

Project(s) Update

The Code Office is still working on the Comp Plan working closely with the Comprehensive Plan committee. I am also currently working on putting together a power point presentation for the upcoming summit at the end of the month, going over the basics and maybe a little more in-depth talks on what this might mean for our zoning.

Coming Up

The Yarmouth Water District has been working on creating a better defined and comprehensive report/map of their water resources. It may have a direct impact on NY's zoning map, and I am working with the district on this matter. I have registered for the new 2015 MUBEC Code Classes in order to get a handle on the changes before enactment takes place this spring.

Submitted by: Ryan Keith, Code Enforcement Officer/Planner

Date: 11/16/2017



Town of North Yarmouth

Bi-monthly Report - Fire Rescue Department

Reporting Period: September - October 2017 for FY18

Activity

	FY17	FY18
Medical Calls	28	28
Fire Calls	37	62
Patient Evaluations	28	28
Transports	17	20
Public Assistance	5	6
Vehicle Accidents	4	6
Mutual Aid	7	5
Unauthorized Burning	2	2
Total Member Hours on Calls	351.37	522.34
Total Member Hours Training	254.00	234.00
Total False Alarms (Burglar) at Town Buildings	Was not tracking in 2017	9
Total Incidents	65	92

Changes/Updates

Medications: As discussed in the past months, EMS medications are now a one for one exchange with the hospitals, and the cost is borne by the town to replace the medication. Maine Medical Center and Mercy are still working on tracking and billing. As of yet, none of the agencies transporting to either hospital has been charged for medications. I would expect to see the hospitals to start charging for medications by the end of the year.

Storm: During the period between 10-29-2017 thru 10-31-2017, the department responded to 35 calls for emergency. Calls ranged from a building fire, EMS calls electrical hazards and assisting our mutual aid partners with mutual aid. This was the beginning of the windstorm and was very taxing for our members. North Yarmouth had wind gusts sustained well over 45 mph by 06:00AM on the morning of 10/30/2017; the entire community was without power. There were numerous trees on wires, across roadways, and on top of buildings. The department lost a large tree in the front yard. It hit the flagpole and damaged two other trees on the lawn.

Call hours and incidents substantially increased during this reporting period primarily due to the wind storm I am very proud of all of our members stepping up to ensure the town was safe and well-staffed during this time of high call volume. During this storm, we also opened a warming shelter at the station. The warming station consisted of allowing residents to take showers, use the bathroom facilities, charge their electronic devices, and just come in to warm up a bit. We also provided breakfast, lunch, and supper for those in need.

During the beginning of the storm, between the hours of 5:00AM and 10:00AM, NY Fire Rescue, NY Public Works, Gray Fire, and New Gloucester Fire all lost radio contact with dispatch. We attempted to make adjustments to get our system back online without any luck. We were able to talk with each other on our radios but not dispatch. We overcame this by placing a person in my office with a cell phone and taking calls directly from dispatch and then dispatching our units from my office. This was. Cumberland County Regional Dispatch Center and I have worked on this issue and are certain we have a solution in the event this happens again.

Project(s) Update

Our Knox box program is completely up and running. Thanks to the AARP challenge grant, the department was awarded 20 residential Knox boxes to install. The department has already installed two with two more scheduled.

Fire Department Open House was held on Monday, October 9th from 5PM to 7PM. We had many activities for any age group. The weather that night was torrential downpours. Even though the weather was a bit wet, we had a high turnout; 50-70 families came to this event.

Our New SCBA Cascade system has been installed. This new unit dramatically enhances our abilities to take care of our air supply during training and calls.

Coming Up

We are expected to receive \$12,138.00 from Cumberland County EMA to help with the purchase of two new mobile radios (one for E-51 and one for T-53) and 9 new portable radios for the officer core. This will be a great benefit to the department as we currently have serious issues with two of the mobile radios being replaced with the grant.

FEMA will be meeting with me mid-November to go over damages acquired during the storm. An initial estimate of town damages has been submitted for \$54,397.00.



Town of North Yarmouth

Bi-monthly Report – Municipal Administration Department

Reporting Period: September & October FY18

<u>Collections</u>	FY17	FY18
Excise Collection:	\$137,102.72	\$144,890.20
Inland Fisheries & Wildlife Collections:	\$8,211.67	\$4,307.95
PAYT Collections:	\$23,932.63	\$20,325.00
Tax Collections:	\$3,706,666.81	\$3,742,563.02
<u>Voting</u>	FY17	FY18
Total Registered Voters:	3,205	3,301
<u>Communications</u> <i>(number of subscribers)</i>	FY17	FY18
Reminders From Town Hall	694	723
Facebook	679	835
Instagram	94	150
Twitter	103	159
Town Hall Streams	unavailable	469
Vimeo	165	120

Changes/Updates

- 2018 Dog License Available 10/16/17 – developed and added to website an application for residents who prefer to do this transaction via mail instead of online or coming into the office.
- 10/12/17 Cheryl & Stacey attended BMV training in Scarborough.
- 10/17 & 10/18/17 Stacey & I attended mandatory Bi-Annual Elections and Voter Registration training in Augusta.
- 1st Annual Hunter's Breakfast to benefit Neuroendocrine Tumor Research Foundation took place on 10/18/17 \$1680.00 was raised.
- Work continues on the Annual Town Report for FY17.

Project(s) Update

- Absentee Ballots available 10/10/17 for the November Election 163 request processed.
- Notice of Elections posted at Town Office, Ames Farm Center, and Bottle Shed @ NYFRS, NYV & Toddy Brook Golf Course.
- DS200 and Express Vote ballot machines testing completed.
- Friday Facebook Features began on 10/27/17 - Every Friday we will feature a local business in North Yarmouth that has its own Facebook page.

Coming Up

- November 7, 2017 Election Day.
- Municipal Offices Closed on the following dates for the Holidays: November 22nd & 23rd, December 25th & 26th, and January 1, 2018

Submitted by: Debbie Grover, Assistant Town Manager



Bi-monthly Report - Public Works Department

SEPTEMBER - OCTOBER 2017

General Maintenance of Parks & Grounds:

- Park trash pickup, cleaning of fallen leaves, mowing and string trimming of all sports fields, parks and trails, cemeteries and town facility grounds on a revolving as needed basis;
- Special mowing of cemeteries for burials;
- Planted trees in Wescustogo Park with guidance from Parks & Recreation Committee;
- Repaired vandalism to stockade fence for port-a-potty at Old Town House Park.

Heavy Equipment:

- State inspection of town's Fire Rescue and Public Works fleets;
- Corrosion prevention program prior to winter;
- Rust converter treatment on Truck 6-13 body;
- Worked on to converting PWD fleet from summer to winter mode - mounted plow frames, plows wings, and sanding equipment - serviced trucks as needed.

Road Maintenance:

- Changed private road name sign from Honeycomb Lane to Applewood Lane; private road signs installed and or repaired on Haywood Lane;
- Added one more larger, high intensity chevron sign to "Packard's" turn on the North Road;
- Dirt roads graded - Sweetser, The Lane, Lufkin and Thunder;
- Road side grass mowing of town roads completed - brush mowing still needs to be done;
- Drainage work -Smithwood Drive, and rear of Fire Rescue Station/Village Green area;
- Culvert - 24" slip line installed on Delwin Drive - EJ Prescott and Public Works crew;
- Catch basins - Henry Road and Fayview cleaned;
- General road maintenance to include several road kill pickups per week.

Other:

- Flags to half-mast as needed;
- Responded to several calls for the fire & security alarms at PWD facility;
- Installed Gateway signs;
- Picked up water donation from Poland Spring Bottling for Fire Rescue Dept.;
- Assisted with set up of Fun Day and the Kite Festival.

Changes/Updates:

New employees completed MSHA new miner and CPR training;

We are still having problems retrieving Information from flashing speed sign - work ongoing.

Projects:

- Make winter sand in pit, store in shed, Stored and treat salt with Liquid Magic O;
- Calibrate sand/salt equipment;
- Worked with several contractors on North Road traffic issues;
- Met with contractors for generator installation at the Town Office and Public Works facilities
- Office insulation complete;
- Inspect strips on roads before contractor paints;
- Road striping and roadway signage (X-walks, Stop Ahd, RR crossings) this is all night work.

Wind Storm:

- Closely worked with Fire Rescue to handle many downed trees, wires, etc. to keep as many roads, open as possible. Cleaned up storm debris and hauled to brush dump. Patrolled roads several times daily to replace cones and barricades protecting public road hazards from stolen or unauthorized moving of cones and barricades.

Date: November 1, 2017 Tabled to 11/21/17

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~~ withdrawn
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.



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 WAPPERS / 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 |
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| <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: DR082499@gmail.com

Mailing Address: 290 Washburn 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 Garage 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

Date: November 18, 2017

To: Select Board

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

Cc: Brian Sites, Ch., Wescustogo Building & Design Committee

RE: Wescustogo Building & Design Committee

Chairman Sites requested to be on the agenda to discuss findings from the committee's meeting of November 9th. He had planned to send me a summary for the Board's review prior to the meeting, but as of this writing, I have not received anything. I do know that he was gathering information from committee members and there may be a deliverable before the meeting. To assist I have included the committee's meeting minutes highlighting this matter. Also included is an update on the project expenses.

Wescustago B&D Committee Meeting
11/09/17

Darla Hamlin
Clark Baston
Brian Sites
Paul Hodgetts
Steve Barr
Jen Smith

Donna Palmer
Steve Palmer
Steve Morrison
Matt Scott
Kevin Robinson

First action to review and approve notes

- Brian made motion to approve notes as amended
- Paul Seconded
- All in favor 5-0

Action item

- Moving forward to have a specific list of action items emailed to committee members within the next couple of days

Discussion around the review of schematics

Outside
RT 9 wing

- window configuration
- more symmetrical
- How do we feel having the structure appear as two wings with a larger structure in the middle?
 1. Ceiling height for the middle structure 35 feet at peak
 2. Wings are 20 feet high

Kevin Scott

Question:

Did the Friend School reach their goal of net zero?

Committee will gather more current answer. The information was not yet available at the committees last review of Friends School information.

A large discussion was had reviewing prior information and how decisions were made with guests

- Charge being for Wescustago vs gym and Wescustago
- Barratt Made' bill
- Where occupancy number came from
- Where sq. ft. for Wescustago came from
- Emergency shelter vs warming center
- Gym attached vs gym not attached
- The use time of the gym
- Whether the PAC center would be available

Do we want to have a phase project?

- Is it feasible
- What are the engineering considerations?
- What are the ramifications of not using the kitchen (if we separate the two buildings)

Questions to ask Barratt Made

- Can the kitchen be moved to Wescustogo?
- What are in impact of changing the contiguous roofline w/ dormers?
- What are the DD cost estimate for the 200-size occupancy building?

Steve Morison

Comment:

Recommended to us, the committee, that we go in front of the Select Board and ask for help from the board in making some of the larger decisions.

- **Is the Select Board**
 1. **Opposed to a phase project**
 2. **Opposed to spending money on design rehab**
 3. **Opposed to separating gym/separate verbally or physically**
 4. **Opposed to the 200-people occupancy**

Darla would like to make a motion to bring the above four questions to the Select Board in a workshop format

Brian amended

To send the questions to the Select Board prior to the workshop so they could ponder prior to

Darla amended

To circulate the questions among ourselves and agree upon the questions first

The motion is to move forward as the above questions are to circulate the within the committee first.

When we agree upon them Brian will take responsibility for the action of sending the committee agreed upon questions to the Select board to review.

We all agree that by Thursday, November 16th, we, the committee will have responded with all input for the questions before they are forwarded to Select Board. Brian will collect responses by Thursday.

Once again Brian will take responsibility for the action of sending to the Select Board.

Committee would like the Select Board workshop to be on November 21st., before the town meeting

Paul seconded

All in favor - no

5-1 vote. Clark said no

Steve Barr's executive summary

Action item-

- Steve Barr is going to obtain more specific information about timber frame vs steel costs
 - Steve Barr will reach out to Brett

Meeting Adjourned

WESCUSTOGO INSURANCE CLAIM

Replacement Cost Loss	\$	627,838.33	
Less Depreciation	\$	(100,524.64)	
Less Debris Removal	\$	(18,367.76)	
Less Deductible	\$	(1,000.00)	
	\$	507,945.93	

Actual Cash Value	\$	500,265.00	Reserve
	\$	7,680.93	Reserve
Fine Art - Canvas	\$	10,000.00	Reserve
Loss Balance Received:	\$	507,945.93	

Activity 2017			
Rev FY16 Interest	\$	331.00	
Barrett Made	\$	(32,500.00)	
Kimball Survey & Design	\$	(1,500.00)	
Barrett Made	\$	(10,282.50)	
Barrett Made	\$	(121,885.25)	
Barrett Made	\$	(2,317.50)	
Barrett Made	\$	(3,335.00)	
	\$	(171,820.25)	

Engineering & Architecture 7%	\$	11,922.42	*Estimated Insurance Reimbursement
Remaining Insurance Proceeds	\$	127,565.63	*Pending Acceptance

Nov-17	ENDING BALANCE	\$	475,944.73	*Pending Insurance Reimbursements
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