

**Town of North Yarmouth  
Select Board Meeting Agenda  
Tuesday, May 21, 2019  
5:30 – 6:45 PM Workshop – MSAD 51 Bus Department Relocation  
6:45 PM – 7:00 PM Break  
7:00PM - Business Meeting  
Town Office Conference Room**

**I. Call to Order**

- Pledge of Allegiance

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

- May 7, 2019

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

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

**IV. Management Reports & Communications**

- Town Manager's Report
- Department Head Reports

**V. Old Business**

- Wescustogo Hall & Community Center Project
  - Change Order(s) 22, 23, 24, 25, & 26
  - Matrix Update

**VI. New Business**

- Appointments
- MSAD 51 – Elementary School Facility Update
- Special Town Meeting Warrant – June Elections

**VII. Accounts Payable**

- Review & Approval

**VIII. Any Other Business**

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

**VIII. Executive Session – Personnel Matter**

**IX. Adjournment**

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

**Workshops:** The public is welcome to attend workshops and listen to the discussion that takes place. The purpose of holding a workshop is to provide the Select Board with the opportunity to focus on specific town matters to later present at a regular business meeting. Therefore, public participation is limited to only regular business meetings of the Select Board.

**Town of North Yarmouth  
Select Board  
Meeting Minutes of Tuesday, May 7, 2019**

**Call to Order** - Members Present: Jennifer Speirs, Stephen Morrison, William Whitten, Anne Graham, and James Moulton. Town Manager Rosemary Roy was also present. Chairperson Speirs called the meeting to order.

**Special Presentation - FY2018 Audit** - Marc Roy, CPA - Berry · Talbot · Royer - Mr. Roy gave a power point presentation of the overall financial activity and impact for the fiscal year 2018. The town's finances remain in good standing, and there is no evidence of fraudulent activity. The Town's undesignated fund balance is 1.2M+ approximately 2-3 months of operations. The auditor did note that the town needs to pay attention to expenditures and any overspending that occurs.

**Minutes of Previous Meeting(s)** - Selectperson Whitten moved to approve the minutes of April 16, 2019. Selectperson Graham seconded the motion. Discussion: None. **Vote: 4 Yes - 0 No - 1 Abstention (Ch. Speirs)**

**Public Comment - Non-Agenda Items** - Diane Morrison, Chairperson of the town's Economic Development & Sustainability Committee, spoke briefly to the Board on the committee's correspondence submitted to the Board regarding the MSAD 51 school bus garage relocation and the need for facility expansions in the elementary division of the school.

**Management Reports & Communications:**

Town Manager's Report consisted of updates on the following matters; the report in its entirety is available online and at the Town Office.

- Clean Up Day
- Tax Billing Update
- US Cellular Tower Contract Renewal
- Assessing Workshop
- Historical Society Project / Property
- Property, Casualty, and Cyber Insurance Renewals, and Wescustogo Hall Claim
- Personnel - Fee Schedule Review and Performance Evaluations
- Committee Meetings

Selectman Morrison inquired as to how the interest charges will be applied. The Town Manager explained that interest will begin the day following the due date of each payment and that the Town has authorized the Tax Collector to forgive up to \$5.00 in interest charges.

Rob Wood - Town Representative to ecomaine - Mr. Wood provided the Board with an update on the activities of recycling in North Yarmouth and that the Town has dropped significantly in its efforts to recycle trash items. North Yarmouth for several years was at the top of the percentage list in this matter, and Mr. Wood would like to see the Town return to this status. He asked for the Board's support in educating residents and perhaps holding a contest to this effect. It was suggested that other committees get involved in the effort. In addition, the Town Manager will begin implementing a reminder letter to those residents processing recycling materials incorrectly.

**Old Business**

Wescustogo Hall & Community Center Project

- Change Orders - Selectperson Morrison moved to approve PCO #20 in the amount of \$4,745.74 for the addition of 4" main for fire hose connection. Selectperson Moulton seconded the motion. Discussion: None. **Vote: 4 Yes - 1 No (Selectman Whitten)**
- Matrix Update - No Changes; Ryan Keith provided the Board with an update on construction with considerations and explanations to future proposed change orders.
- Opening Celebration - By consensus of the Board Selectwoman Graham was assigned the task of overseeing and directing the opening celebration of the facility later this year.

Workshops - The Board scheduled the following:

- Bus Garage - changed to Tuesday, May 21<sup>st</sup> from 5:30pm to 6:45pm.
- WH&CC Use Policy and Town Fee Schedule changed to June 18<sup>th</sup> from 5:30pm to 6:45pm.

Dates for other workshops will be discussed in June.

**New Business**

Appointments - Selectperson Morrison moved to appoint Alvin Ahlers as the GPCOG/PACTS representative for North Yarmouth. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

MSAD51 Referendum Budget Warrant - Chairperson Speirs moved to sign the referendum budget warrant for MSAD 51 the budget year 2020. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

Accounts Payable - Chairperson Speirs moved to approve accounts payable warrant 42 and 43 in the amount of \$554,724.91. Selectperson Whitten seconded the motion. Discussion: None. **Vote: 5 Yes - 0 No**

Any Other Business - None.

Adjournment - Chairperson Speirs moved to adjourn.

Rosemary E. Roy  
Town Manager/Recording Secretary

Select Board

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

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Stephen Morrison, Vice Chair

\_\_\_\_\_  
Anne Graham

\_\_\_\_\_  
William Whitten

\_\_\_\_\_  
James Moulton

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

**Summit** – Time has been spent working with committees and the Town's economic development consultant on the planning and preparation of the upcoming NY Leadership Summit scheduled for Thursday, May 29<sup>th</sup>.

**Administrative Assistant Position** – Several interviews have taken place for the position, and I plan to hold second interviews during this work week.

**Tax Increment Financing District** – Upon final certification by the town assessor of the district property valuations a few minor changes were needed, and paperwork amended. The filing to the state office for approval should take place later this week.

**Assessing Services Contract Extension** – To extend the interim assessor's contract to August 31, 2019, which would include the FY20 tax commitment, it will cost an additional \$5,000. The impact on FY19 will be an additional \$3,300 in assessing costs in which contingency will be utilized, leaving \$1,700 in this reserve.

**Bus Department Relocation** – Continued work took place in preparation of the Select Board workshop.

**Wescustogo Hall & Community Center** - Updating the matrix, reviewing change orders with the Owner's Representative, R. Keith, and receiving final insurance proceeds was tended to.

**Financial Duties** – Since the departure of the administrative assistant, I have been responsible for the daily financial reporting and reconciliations. Additionally, I am beginning to review all accounts in preparation of the year-end on June 30<sup>th</sup>.

**Other** – I continue as time allows to work on several pending projects.

Respectfully submitted,

*Rosemary*

Rosemary E. Roy, Town Manager



## Town of North Yarmouth

# Bi-monthly Report – Municipal Administration Department

Reporting Period: March & April FY19

### Collections

	FY18	FY19
• Excise Collection (boat & auto):	\$149,927.80	\$161,605.16
• Inland Fisheries & Wildlife Collections:	\$3,796.00	\$3,759.68
• PAYT Collections:	\$15,942.50	\$28,832.50
• Tax Collections:	\$3,248,244.49	\$3,809,732.51

### Voting

FY	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
2018	1086	142	n/a	963	1106	3297
2019	1210	140	n/a	984	1091	3425

### Communications

(number of subscribers)

	FY18	FY19
• Reminders From Town Hall	742	768
• Facebook	891	1187
• Instagram	178	289
• Twitter	189	242
• Town Hall Streams	97	227

### Changes/Updates

- Ergonomic work station assessments for administrative staff were completed.
- Workers Compensation Audit for the calendar year 2018 was conducted by MMA. Results will be mailed to us in May.
- ION Networking has the new server installed on the 3<sup>rd</sup> floor of the Town Office. They are moving our email accounts and systems to Windows 365 as well as moving our software programs to the new server.
- Schedule and confirmed delivery of portable restrooms in the parks (Chandler Brook Preserve, Meeting House Park and Wescustogo Park) for summer and fall.

### Project(s) Update

- June 11, 2019 election process continues. Nominations papers have been filed and ballots have been drafted for printing for both the municipal Officers and the MSAD #51 Budget Validation Referendum.
- Coordinated the Annual Spring Cleanup Day with Casella, Ecomaine and our PWD for Saturday, June 8<sup>th</sup>. Unfortunately due to lack of staff Goodwill is unable to attend this year.
- Working to get the PWD facility on Spectrum internet and removed from Fairpoint. This should fix the telephone interruptions PWD is getting with the voice over internet system once all accounts are with the same provider.
- Office renovations continue (paint, trim, relocating items). We hear frequently "Where did I put that?" from all of us in the office.

### Coming Up

- Spring Cemetery Burials
- Bi-annual Meeting of Cemetery Commission
- Request for Election Clerks
- Quarterly Reporting: Fed 941, State SIT, Unemployment & MSHA.
- .Absentee Balloting
- June Newsletter

Submitted by: Debbie Grover, Assistant Town Manager



## Bi-monthly Report - Public Works Department

### **MARCH - APRIL 2019**

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

- Spring lawn clean up
- Branches removed from cemeteries

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

- Roof skylights received for Salt shed roof repair
- Helped with Town office renovations

#### **Heavy Equipment:**

- Repair and maintained plow equipment
- Started painting plows, wings, and plow frames
- Bodywork on truck 10-10
- Working with Central equipment on ongoing excavator electrical issues

#### **Road Maintenance:**

- Dirt roads graded - Sweetser, The Lane, Lufkin, Thunder
- Maintained bump signs at frost heaves
- Removed posted roads for heavy load limits
- Patched Spring potholes
- Worked with residents, contractors and trucking companies on Heavy Load permits for posted roads
- Started spring cleanup, Swept sidewalks, and some Town roads
- Weekly pick up of road kill.

#### **Other:**

- Budget work.
- Helped with WH & CC as needed.
- Moved sound equipment from Town office to Greely and back again for town meeting.
- Road striping scheduled for May.
- Working on the paving schedule.
- Attended annual American Public Works training, Maine Chapter spring training.
- Attended required annual MSHA training. Thanks to AH Grover Inc
- Employees receive annual base line hearing tests.
- Employees to "Work Zone Safety class."

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

- Working on updating "Winter Road Policy."
- Working on "Public Works Road ordinance."

#### **Projects:**

- Help committee with kite project.
- Flashing speed limit sign; "Downtown" tracking speed
- Finished street sign inventory
- Working on the possible bus garage
- Toured Windham Public Works new facility including wash bay

#### **Storms:**

- Had 7 snow/ice storms
- 3 rain/wind events



## Town of North Yarmouth

# Bi-monthly Report - Code Enforcement Department

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Reporting Period: March & April FY19

### Activity

	FY18	FY19
Occupancy Certificates	2	4
Building Permits	12	13
Plumbing Permits	17	11
Electric Permits	11	12
Septic Permits	1	4
Subdivisions	0	2
Contract Zoning	0	0

### Changes/Updates

The Code Office is finally getting settled back in after the office renovation and a bit of confusion. We have rearranged the office to include some welcome company, the Assessor and Town Consultant have joined me here in the Code Office. Permits are still coming in at a very steady pace, as you can see from the numbers, we haven't missed a beat from last year at this time. With the roads getting unposted new home permits are on the rise. Because of the frost and unstable roads, Public works posted them every year in the months following the cold winter. The reason for this is to prevent large trucks such as dump trucks and concrete trucks from traveling over them and doing damage as the roadways thaw. When Public Works pulls the posted signs, it is almost instant new foundations start going in. I have not seen as many generators being installed as I did last year following the CMP catastrophe. This winter seemed long, but no real huge events that left people wishing they had power. I am still working closely with Barrett Made and the Wescustogo Hall project and keeping it moving forward with inspections and ongoing planning of the building. The Project is going very well and is on schedule; we are going to have a very nice building when all is said and done that the Town can be very proud of.

Melissa and I are diligently still working on scanning in the code files and have made it almost through 2 full drawers out of the 19 we need to get through...Yikes! It is painfully slow, but when complete, it will be such a huge contribution to our GIS. All the file info will be online for people to view. I think it still may take a bit for people to recognize it is thereafter we are complete the project, but when they do it will be extremely helpful.

### Planning

The Planning board has been working on a couple of large new developments that will be a great addition to North Yarmouth. Both are located in the village center. First, we have the 14-lot subdivision on the westerly side of North Yarmouth Variety and a 23 lot subdivision going in on the easterly side with 2 commercial lots and 1 6 units apartment complex that is going to be done very nicely. The Planning Board is relatively young in its position for the most part, but we are very lucky to have the members we have. They have gelled very well and do a great a job representing the town and our needs.



## Town of North Yarmouth

# Bi-monthly Report - Fire Rescue Department

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Reporting Period: March 2019 & April 2019 for FY19

### Activity

	FY18	FY19
<b>Medical Calls</b>	28	23
<b>Fire Calls</b>	32	29
<b>Patient Evaluations</b>	28	23
<b>Transports</b>	21	18
<b>Public Assistance</b>	5	6
<b>Vehicle Accidents</b>	6	5
<b>Mutual Aid</b>	5	4
<b>Unauthorized Burning</b>	4	1
<b>Total Member Hours on Calls</b>	334.10	370.00
<b>Total Member Hours Training</b>	689.00	545.00

### Changes/Updates

With the passing of the new budget, I am working hiring a few more Per-diem members to fill the daytime shifts. The positions have been posted in-house as well. The Officers and I have been working on what the day-time activities will look like and how to adjust things at training to better both groups.

### Project(s) Update

Car 1 was placed in service on March 25, 2019. Tank 53 was taken out of service around the first of April due to a hole in the tank. The truck was losing approximately 300 gallons of water a week. United Plastic Fabricators have made the needed repairs to the tank. Tank 53 is currently in the process of being put back together. For the repairs to take place, the tank needed to be removed from the truck. While the tank was out, we evaluated the cradle that the tank sits on. During the evaluation, it was noted there was a substantial amount of rust on the cradle, which is believed to have been the cause of the crack in the tank. The tank cradle was removed from the truck. A needle gun was used to remove the heavy pockets of rust, and then the cradle was sandblasted. The cradle was then primed, and power coated. I am expecting to have the truck back by Friday, May 17<sup>th</sup>. Pownal Fire, Cumberland Fire, Gray Fire, and New Gloucester have been providing Mutual Aid in the respective district while the truck has been out of service.

### Coming Up

I will be taking Fire Officer 3 & 4 May 13<sup>th</sup> through May 24 at Maine Fire Service Institute in Brunswick. This is only the second time the program has been available in the State. Maine Fire Service Institute has hired Texas A&M to teach the curriculum. The class will go over Human Resources Management, Community and Government relations, Emergency Service Administration, Fire Inspections and Safety Planning, Emergency Services Delivery, Emergency Services Health, Safety, and Wellness, and Emergency Management Administration. I am looking forward to this in-depth class. The class will greatly enhance the day to day operations and help with future planning of the department.

Submitted by: Gregory Payson, Fire Rescue Chief

Date: 05/12/2019





BARRETT  
MADE

HOMES · SPACES · DETAILS

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**PROPOSED CHANGE ORDER**

Project Name	Wescustogo
Project Number	1802
PCO Description	Site Alterations

Date	4/17/2019
Status	Pending
PCO Number	22

Subcontractor	Cost Code	Cost Type	Description	Amount
Dugas	02-300.03	S	CO #20 Add paving at (2) entrances	\$19,806.00
Dugas	02-300.03	S	CO #21 45lf of added electrical trench per CMP	\$900.00
Dugas	02-300.03	S	CO #23 Furnish and install bollards at transformer	\$3,000.00
Dugas	02-300.03	S	CO #24 remove loam at islands in lue of paving	\$620.00
Dugas	02-300.03	S	CO #25 Add riser to pull box per CMP	\$300.00
			Sub Insurance	\$19.81
			Change Order Markup	\$2,464.58
			<b>Total</b>	<b>\$27,110.39</b>

\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_  
Barrett Made Signature Date



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**PROPOSED CHANGE ORDER**

Project Name	Wescustogo
Project Number	1802
PCO Description	Site Alterations

Date	4/17/2019
Status	Pending
PCO Number	23

Subcontractor	Cost Code	Cost Type	Description	Amount	
Portland Glass	08-400.03	S	Add electric strike at door 109c for remote access entry	\$585.00	
				Sub Insurance	\$0.59
				Change Order Markup	\$58.56
				<b>Total</b>	<b>\$644.14</b>

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Client Signature Date

\_\_\_\_\_  
Barrett Made Signature Date

# BARRETT MADE

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## PROPOSED CHANGE ORDER

Project Name	Wescustogo
Project Number	1802
PCO Description	Add Gutters

Date	5/10/2019
Status	Pending
PCO Number	24

Subcontractor	Cost Code	Cost Type	Description	Amount
Gutter People	17-000.05		Estimate	\$2,600.00
Sub Insurance				\$2.60
Change Order Markup				\$260.26
<b>Total</b>				<b>\$2,862.86</b>

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Barrett Made Signature \_\_\_\_\_ Date \_\_\_\_\_



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**PROPOSED CHANGE ORDER**

Project Name	Wescustogo
Project Number	1802
PCO Description	Add Stone Drip Edge

Date	5/10/2019
Status	Pending
PCO Number	25

Subcontractor	Cost Code	Cost Type	Description	Amount
Dugas	02-300.03	S	Add round stone beds and drip edge with aluminum edging	\$4,139.00

Sub Insurance	\$4.14
Change Order Markup	\$414.31
<b>Total</b>	<b>\$4,557.45</b>

\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_  
Barrett Made Signature Date



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### PROPOSED CHANGE ORDER

Project Name	Wescustogo
Project Number	1802
PCO Description	Basketball Hoop Extras

Date	5/15/2019
Status	Pending
PCO Number	26

Subcontractor	Cost Code	Cost Type	Description	Amount
BHM	16-100.03	S	Provide line voltage switching and power to motor.	\$945.00
Sub Insurance				\$0.95
Change Order Markup				\$94.59
<b>Total</b>				<b>\$1,040.54</b>

\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_  
Barrett Made Signature Date

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				Notes
Task	Who	Start Date	End Date	Notes
Authorization to Proceed	TM	6/19/18	6/20/18	Letter of authorization for Barrett Made to proceed with the project directed by Select Board. <b>COMPLETE</b>
Local Subcontractor Listing	TM	6/28/18	7/6/18	TM and OR compiling list, to be sent to BM by 7/6. <b>COMPLETE</b>
BM Contract - Commence Construction Pricing	TM/BM	7/7/2018	ONGOING	To be presented to Select Board at 7/7 meeting. Details still being ironed out by BM and NY Attorneys Signed 8/16/18. <b>COMPLETE</b>
Bond Anticipated Note (BAN)/ Bond Financing	TM	7/3/18		Financial representative and bond council will be at the 7/3 Select Board meeting. TM has started the bond application process. Interview with S&P was held on 9/25/18; waiting on rating- looks to be favorable. Funding expected end of October. Funds received 10/31/18. <b>COMPLETE</b>
Master Construction Calendar	BM	7/11/18		Will be available to TM, office staff, Select Board and the public <b>COMPLETE</b>
Bid Solicitation from Subcontractors/Vendors	BM	7/18/18	8/3/18	Bids will be presented by trade and line item. Bids to be presented to SB at 8/28 meeting. Approved by SB 8/28. Electrical subcontractor to be presented at 10/16 SB MTG. <b>COMPLETE</b>
Planning Board Process	BM/CEO	7/10/18	8/7/18	Planning Board Meeting of July 10th. BM information was submitted to CEO 6/20. Next PB Mtg 8/13. PB Approved Plans with a Parking Requirement Waiver at the 8/13 Meeting. <b>COMPLETE</b>
Site Management Plan	BM	7/17/18	8/13/18	Fence location has been finalized. Fence was installed first week in august. Site sign and BM trailer to arrive mid-August. <b>COMPLETE</b>
MMA - Construction Insurance (builder's risk)	TM	Nov-19		Certificates on file, cost \$ 854. for 7/1/18 - 7/1/19. <b>COMPLETE</b>
Close NYMS	TM	7/20/18		Notifications will be sent out 6/29/18. <b>COMPLETE</b>
NYMS - Playground Removal	TM	7/20/18		PWD to remove and store playground. <b>COMPLETE</b>
BM Subcontractor Walkthrough	BM	7/26/18		BM will be onsite with potential subcontractors. <b>COMPLETE</b>
MMA - Remaining Insurance Proceeds	TM	5/21/19		MMA has release remaining insurance proceeds: \$127,327.16 (238.47 less then estimated) balance of insured and \$44,469.12 (\$30,635.30 more than estimated). Architectural/Engineering cost reimbursement. Total: \$171,823.28
Generator/Grant Funds	Fire Chief	Jul-18		Chief Payson to research grant funds. Application process 7/9-7/25. BM gathering info to fill out paperwork. Submitted 7/25/18. The town received \$20,000 in grant money, to be used for "phase 1" of generator installation. Grant Approved
Lead and Asbestos Testing	TM	Jul-18		Ashley is coordinating lead testing of the gym roof and asbestos testing inside the building to be done by the end of July. Testing done 7/24. Report and pricing due 7/27. Pricing came in, will be covered under contract. <b>COMPLETE</b>
NYMS - Murals (high resolution pictures)	TM	7/19/18	8/24/18	Ashley to take pictures. Possibility of having canvas prints made for renovated gymnasium 8/22/18. <b>COMPLETE</b>
Clean Out Building / Storage	TM	7/20/18	8/24/18	Storage containers delivered on 7/19. Most of building contents have been moved to storage trailers as of 7/25, Ashley is researching more storage options. 53 FT Container was purchased, Building is empty. <b>COMPLETE</b>
NYMS - Heating/Utilities/Alarms (shutdown)	TM/BM	7/23/18	8/24/18	Oil/boiler, water/sprinklers, propane. Alarm to be disabled 8/24. All utilities are disabled. <b>COMPLETE</b>
Biweekly Meetings with the Select Board	TM/BM	Beginning 8/7/18		OR (Ryan) will have construction reports at each Select Board meeting ONGOING
Construction Site Signage	BM	Mid- August		BM working on signage and will have for approval by 7/25. Signage Finalized, will be installed along with fencing mid August. <b>COMPLETE</b>
Interior Selective Demolition and Abatement to begin	BM	9/3/18		Interior demolition beginning 9/10/18. 10/9/18 -Interior abatement and demo is complete, exterior demolition starting. Both wings of old building have been removed. Gymnasium interior demo nearing completion. <b>COMPLETE</b>
Site Coordination Meeting	BM	9/7/18		Meeting held 9/7 with Dugas, OR, PW Director and BM. <b>COMPLETE</b>
Groundbreaking Ceremony	TM	9/13/18		Ceremony to be held at 10AM - invites going out 8/23/18. <b>COMPLETE</b>
Demo Begins	BM	Sep-18		All possible materials will be transported to the appropriate facilities to be recycled. Demolition beginning week of 10/8/18. <b>COMPLETE</b>
Sitework Begins	BM	Nov-18		Ongoing, footings and foundation. <b>COMPLETE</b>
Building Weather Tight	BM	4/19/19		Existing portion of building is now weather tight in order for subcontractors to begin their work, Concrete is being poured and framing will begin after the holidays. <b>COMPLETE</b>
Interior Layouts and Finishes	BM/NY	Ongoing		Electrical layouts of kitchen & Plumbing layouts of gym bathrooms and custodial closet have been selected. <b>Interior finishes will be reviewed and finalized on 5/20.</b>
Solar Panels	BM	6/1/19		Ashley coordinating meeting with Revision solar to discuss solar design and financing options week of 10/8/18. Proposals were requested from Sundog Solar, Assured and Revision, Due on 11/7/18. Options to be presented to SB 12/18/18. All solar quotes were rejected at 1/15/19 SB meeting, project is pending new legislature. To date there is no activity on the state level for solar assistance to municipalities. The Town Manager is preparing a Request for Proposals for the Board's review at a June business meeting.
Bi-Weekly Construction Progress Photos	AA	Ongoing		Construction progress photos will be taken and posted to the Towns Website, Facebook and Instagram. ONGOING Needs updating.
Heating fuel will be delivered weekly for temp heat	TM/OR	Ongoing		Starting January 1st weekly fuel deliveries will be made to fill the temp heater on site. Cost to be covered by Town. As of 4/1/19 the heater has been returned and fuel deliveries cancelled. <b>COMPLETE</b>
Gymnasium Finishes	AA	Ongoing		Meeting to be coordinated with NY, Peter Bingham and BM to discuss options for gymnasium basketball hoops and line layouts. <b>Construction team has met with P. Bingham and progress moves forward on the selection of hoops.</b>
Selection of Fixtures	OR	Ongoing		<b>In progress-some complete.</b>

Potential Change Orders

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

22. Change orders submitted 5/21/19 consist of site alterations to accommodate electrical needs, stone drip edges in specified areas, and basketball hoop extras needed for hoop mobility.

Considerations

1. There is a concrete pad behind the building - it may be possible to cut the pad into pavers, move them and create a patio rather than demolishing and throwing away the material. 7/18 it was determined that the pad is not able to be cut and moved, the SB voted in favor of demolishing the pad as originally planned.
2. Replace electrical panel - current panel is unable to be used due to age. BM had anticipated this and included it in the contract. Not CO work.
3. Water Line. RR looking into cost of putting in smaller line. BM and CEO recommended keeping existing for fire suppression system/future expansion. It was decided to keep the existing water line.
4. We have received the bill from CMP for the new transformer, pole and power to the building, the cost is \$26,747.02 to come out of North Yarmouth's contingency. CMP states that the existing transformer is not adequately sized to handle the proposed solar and building loads and must be upgraded (note the existing primary wire is direct buried and 30 years old.) In addition, with the profile of the land, a 4x6 pull box is required so that proper drainage can be achieved.

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY

Construction Team
Barrett Made Project Manager: Bruce Hourigan
North Yarmouth - Owner Representative: Ryan Keith
North Yarmouth - Town Manager: Rosemary Roy
North Yarmouth - Administrative Assistant:
Barrett Made Director of Design Services: Matthew Ahlberg
Barrett Made - Owner: Rob Barrett
Barrett Made - Design Services: Dylan Baker

Date: May 21, 2019

To: Select Board

Fr: Rosemary E. Roy, Town Manager <sup>RR</sup>

**RE: Committee Appointments**

1. Greater Portland Council of Governments (GPCOG)

Jennifer Speirs - Term to expire 5/31/20

Chairperson Speirs has been asked to serve on the GPCOG Executive Committee and it is a requirement of that position that she also be a voting member of the General Assembly.

2. Jason Perkins - Economic Development & Sustainability Committee (EDSC)

Application included with this memo – term to expire 6/30/2020

3. Kit Maloney - Economic Development & Sustainability Committee (EDSC)

Application included with this memo – term to expire 6/30/2020

Recent committee resignations:

Katie Murphy – EDSC

Pricillia Brobst – Living Well in North Yarmouth





## 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"/> Joint Standing Committee              |
| <input type="checkbox"/> Budget Committee   | <input type="checkbox"/> Living Well in North Yarmouth         |
| <input type="checkbox"/> Communications Advisory Committee                            | <input type="checkbox"/> Parks & Recreation Committee          |
| <input checked="" type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Planning Board                        |
| <input type="checkbox"/> Events Committee   | <input type="checkbox"/> Wescustogo Hall Fundraising Committee |
| <input type="checkbox"/> Flag Committee   | <input type="checkbox"/> Zoning Board of Appeals               |

Please provide the following information:

Name: Jason Perkins  
Email: jason.perkins@allagash.com  
Mailing Address: 100 Royal Road N. Yarmouth ME 04097  
Phone: 207-632-9916

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 am excited to see all the recent activity in the town and am looking for a way to contribute to the future of North Yarmouth
2. Do you have any relevant experience, training or credentials that you would like us to consider? 20+ years of helping to grow a small Maine Business
3. Have you ever served on any boards/ committees before? If so, when and where? Several Boards within my work (craft Beer) community; Maine Brewers Guild, Brewers Association and Master Brewers Association of America

[Signature]  
Volunteer Signature

5/8/19  
Date

Please email this form to [manager@northyarmouth.org](mailto: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   | <input type="checkbox"/> Parks & Recreation Committee  |
| <input type="checkbox"/> Communications Advisory Committee                            | <input type="checkbox"/> Planning Board                |
| <input checked="" type="checkbox"/> Economic Development and Sustainability Committee | <input type="checkbox"/> Friends of Wescustogo         |
| <input type="checkbox"/> Events Committee   | <input type="checkbox"/> Zoning Board of Appeals       |
| <input type="checkbox"/> Flag Committee   |  |
| <input type="checkbox"/> Joint Standing Committee                                     |  |

Please provide the following information:

**Name:** Kit Maloney      **Email:** [kit.maloney@gmail.com](mailto:kit.maloney@gmail.com)      **Phone:** 857-499-4449

**Mailing Address:** 546 Walnut Hill Road, North Yarmouth, ME 04097

**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.**

My husband and I recently moved to North Yarmouth and are looking to be engaged and supportive members of the community. Our property is in the middle of the town's first TIF and on the main road. I would love to lend my experience with community building and policy implementation towards making North Yarmouth a vibrant and thriving small Maine town.

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

I've lived in big cities (Boston, London, NYC) and small towns (Ridgway, CO, Woodstock, VT) and all over world. I've studied social policy at the masters level and taken under graduate courses in community development and majored in the Economics Department.

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

I've served on a non-profit board for The City School in Boston in 1997-2000. I'm on advisory boards for several women founded start-ups.

Signature Date: *Kit Murray Maloney May 6th, 2019*

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

Revised: 02/01/2019

## MEMORANDUM

Date: May 17, 2019  
To: Select Board  
From: Jennifer Speirs, Chair  
CC: Rosemary Roy  
Subject: MSAD #51 Elementary Education Task Force

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### **Elementary Task Force:**

MSAD #51 has convened an Elementary Task Force to study early childhood education in the district with a focus on optimal grade configurations and subsequent facility and space needs from Pre-K through Grade 5. The group will meet monthly for approximately one year to study options, consult with an architect and finally prepare a recommendation to the School Board. The goal is to bring a plan to the district voters in November of 2020. The group has, to date, met three times. We have heard a presentation from Stephen Blatt Architects, the firm that completed a facilities study for the district in 2018, and have begun to discuss options and criteria for assessing these options.

### **Enrollment Background:**

District enrollment peaked in the early 2000's around 2,371 students, then declined to around 2,020 students by 2016. Two independent studies were conducted in 2009, projecting that enrollment would drop below 1,800 students by 2019. This projection, however, was never realized. Since 2016, the district has seen enrollment increase annually to a current level of 2,081. A new study by Planning Decisions, Inc. was completed in 2016, projecting that enrollment will increase to 2,300 students by 2025. Additionally, the State legislature is discussing a proposal to mandate universal pre-K for all school districts. MSAD #51 is adding a pre-K program for 32 students beginning in the fall of 2019.

### **Needed District Improvements**

MIW, which houses grades K-3, is currently overcrowded and is operating with 4 portable classrooms. Two more portable classrooms will be added for the fall. GMS, which houses grades 4-8, is currently operating at capacity, but will quickly be over-crowded as the larger early-elementary grades move up to the middle school. Significant additional square footage is needed to accommodate the elementary grades (pre-K to grade 5). The task force will discuss construction options both on and off campus over the next few months.

### **Board Communication**

Board members are encouraged to contact me anytime with questions, comments, and ideas. A timeline for the Elementary Facilities Project is attached.

## Elementary Facilities Project DRAFT Timeline

Event	Legal Deadlines	Suggested Dates
<b>Propose task force: Membership developed to submit to Board School; Board approves task force membership</b>	None	January 22, 2019
<b>Task Force Org. Mtg.:</b> Organizational meeting of task force; existing Space Study introduced	None	February 2019
<b>Prepare Advertisement and RFQ for Architect Services:</b> Administration consults with Drummond Woodsum to prepare advertisement and request for qualifications ("RFQ") to solicit architect.	None	May, 2019
<b>Board Authorizes RFQ:</b> ; authorizes the Superintendent to initiate solicitation of Architect and take such other steps as necessary to assist the task force with interviews and selection of Architect.	None	Monday, June 3, 2019
<b>Advertising for Architect:</b> Advertise in the Daily Kennebec Journal and in a daily newspaper serving MSAD 51 for design services.	Where applicable, BGS rules require publication at least 2 weeks before selection of Architect.	Tue, June 4, 2019
<b>Architect Interviews:</b> Task force interviews at least 3 firms and lists the firms in order of desirability; the best qualified firm is invited to a second interview.	Where applicable, BGS rules require that Architects be given "adequate opportunity" to inspect the site and prepare for the interview. (18-554 C.M. R. ch. 1)	August 2019
<b>Board Workshop:</b> Elementary Education Task Force Progress Update	None	August 2019 annual summer retreat
<b>Second Architect Interview:</b> Task force conducts second interview with top-rated firm to discuss project in depth and negotiate architect fee	None	September 2019
<b>Board approval of Architect</b>		September 16, 2019
<b>Task Force Meetings to Develop Project Concept:</b> task force meets monthly or as needed regarding Architect's progress with programming and schematic design phases, including base drawings, development/approval (by School Board?) of project program and space use requirements, ADA, historic, zoning, building code, and life safety code issues (and site location and DOT?), development of Architect' schematic design solution, submission and approval of probable concept cost, modifications as needed, and final concept submissions	None (for locally funded project)	February 2019 through January 2020 (necessary time subject to confirmation with architect)
<b>Final Concept Mtg:</b> Last task force mtg on project concept; approve recommendations to Board	None	January 2020
<b>Board Workshop:</b> School Board workshop on project concept and budget	None	February 3, 2020
<b>School Board Mtg. on Project Concept:</b> Architect presents project concept and budget to School Board; task force presents recommendations to Board	None	Mar. 2, 2020
<b>Public Hearing:</b> School Board holds Public Hearing on Project concept	None	Apr. 6, 2020
<b>School Board Approval of Concept:</b> School Board approves Project concept and finalized estimate of Project costs to go to referendum in November	None; but this information is needed to prepare referendum documents.	May 4, 2020
<b>Informational Meetings:</b> Board, Superintendent & Task Force hold Informational Meetings for the public	None	May-September 2020
<b>Prepare Referendum Information:</b> Provide Drummond Woodsum with estimated project costs and other information needed to prepare referendum documents.	None; allow 1-2 weeks before School Board meeting calling the election to sign warrants and notices of public hearing.	Tuesday, September 8, 2020
<b>Order Ballots:</b> Place order with printer for official ballots and specimen ballots (if paper ballots used) <u>or</u> arranges for town clerks to order machine ballots / specimen ballots and for programming of counting machines.	None; recommend before School Board meeting calling the election; must coordinate with clerks and leave extra time if towns use machine ballots; absentee ballots must be delivered at least 30 days before the referendum.	<u>For machine ballots: Monday, Sep 14, 2020</u> <u>For paper ballots: Monday, Sep 14, 2020</u>
<b>Calling the Election:</b> School Board calls the referendum, and signs referendum warrants and notices of public hearing.	None; must leave time for other deadlines below.	Monday, Sept 21, 2020
<b>Hearing Notices:</b> District resident posts Public Hearing notices.	Posting of notices for Public Hearing must occur at least 7 days before the Public Hearing (20-A M.R.S. § 1502(1)(C)).	Tuesday, Sept 22, 2020

<b>Delivery of Warrants:</b> District resident delivers referendum warrants and ballots to town clerks.	Referendum warrants must be delivered within 3 days of School Board Meeting (20-A M.R.S. § 1502(1)(B)); referendum warrants and absentee ballots must be delivered at least 30 days before the Referendum.	Tuesday, Sept 22, 2020
<b>Public Hearing:</b> School Board holds public hearing on the project.	At least 7 days before referendum (20-A M.R.S. § 1502(1)(B)).	Monday, Oct. 19, 2020
<b>Posting Warrants:</b> Towns post referendum warrants following countersignature by municipal officers.	Countersignature and posting of referendum warrants must occur “forthwith” after delivery to clerk (20-A M.R.S. § 1502(1)(B)); Towns must post referendum warrants at least 7 days before the referendum (30-A M.R.S. § 2523(4)).	No later than Tuesday, Oct 20, 2020
<b>Referendum:</b> Voters participate in a district-wide referendum to approve the project and amount to borrow.	At least 7 days after public hearing; at least 30 days after referendum warrants and absentee ballots are distributed to town clerks (20-A M.R.S. § 1502(1)).	Tue, Nov 3, 2020
<b>Certification of Election Results:</b> Town clerks certify the results of the referendum votes and send the totals to the District.	Within 24 hours of the determination of the results of the Referendums (20-A M.R.S. § 1503(3)(A)).	Wed, Nov 4, 2020
<b>Declaration of Results:</b> School Board declares whether the referendum articles have passed and sends certification to the towns.	“As soon as” all of the results from all of the municipalities have been returned to the Board (20-A M.R.S. § 1503(3)(B)); Recommend next regularly scheduled board meeting following the election.	Mon, Nov 16, 2020
<b>Architect Full Service Contract:</b> Enter into a full-service contract with the Architect	None	TBD
<b>Project Specifications and Approvals:</b> Architect completes design and prepares detailed plans & specifications, and secures local and state approvals for plans & specifications.	None	TBD
<b>Prequalification of General Contractors:</b> Architect assists with prequalification questionnaire; advertise for General Contractors that wish to be considered; task force reviews submissions; School Board approves list of prequalified General Contractors.	None	TBD
<b>Competitive Bidding:</b> Architect prepares documents for competitive bidding, assists District in seeking sealed proposals and selection of lowest responsive eligible bidder.	None	TBD
<b>Hire the General Contractor:</b> School Board enters into contract with the selected construction firm. Selected firm supplies payment and performance bonds.	None	TBD



Town of North Yarmouth, Maine  
Special Town Meeting Warrant

To: Clark Baston, a resident in the Town of North Yarmouth, County of Cumberland, and State of Maine.  
MUNICIPAL ELECTION NOTICE

GREETINGS: You are hereby notified that the Municipal Election, set forth in Articles 2 - 4 of this Warrant, will be determined on a printed ballot by a vote in conformity with sections 2528 to 2532 of Title 30-A of the Maine Revised Statutes, as amended, at the Church of Jesus Christ of Latter-day Saints, 247 Walnut Hill Road, North Yarmouth, Maine on Tuesday the 11th day of June 2019. The polls will be open between the hours of 7:00 AM and 8:00 PM.

The Registrar of Voters, Debbie Allen Grover, gives notice that the registrar's office will be in session from 7:00 AM to 8:00 PM at the North Yarmouth Memorial School on Tuesday, June 11, 2019 for the purpose of registering new voters and correcting the current list of voters.

**ARTICLE 1.** To choose a Moderator to preside at said Special Town Meeting and Election.

**ARTICLE 2.** To elect by secret ballot:

- a) Two (2) Selectman/Overseer of the Poor for a term of one (3) year;
- b) One (1) MSAD #51 Board of Directors for a term of three (3) years;
- c) One (1) Cemetery Commission Member for a term of five (5) years;
- d) Two (2) Budget Committee Members for a term of three (3) years; and
- e) Two (2) Budget Committee Members for a term of two (2) years.

Given under our hands this 21<sup>st</sup> day of May, 2019 at North Yarmouth, Maine.

Select Board

\_\_\_\_\_  
Jennifer Speirs, Chairperson

\_\_\_\_\_  
Steve Morrison, Vice Chair

\_\_\_\_\_  
Anne Graham

\_\_\_\_\_  
James Moulton

\_\_\_\_\_  
William Whitten

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**EXECUTIVE SESSION**

**Permitted Deliberations - Personnel Matters**

**MOTION:**

To move that the Select Board in accordance with our roles and responsibilities, enter into executive session, pursuant to Title 1 MRSA § 405 6 (A) to discuss a personnel matter.

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