

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, July 2, 2019
5:30-6:45 PM Workshop - Wescustogo Hall & Community Center Facility Use
6:45 PM – 7:00 PM Break
7:00PM - Business Meeting
Town Office Conference Room**

I. Call to Order

- Pledge of Allegiance
- Organization of the Board

II. Minutes of Previous Meeting(s)

- June 18, 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

V. Old Business

- Wescustogo Hall & Community Center Project
 - Change Order(s)
 - Matrix Update
- Solar RFP - 2nd Draft Review

VI. New Business

- Annual Appointments of Town Officials
- Annual Appointments of Boards & Committees
- Acceptance of Donations

VII. Accounts Payable

- Review & Approval
 - FYE 19
 - FYE 20

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.

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, June 18, 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.

Minutes of Previous Meeting(s) – Selectperson Whitten moved to approve the minutes on May 21, 2019. Selectperson Graham seconded the motion. Discussion: Vice Chairperson Morrison commented on the incorrect language that was used to report a vote. Selectperson Moulton commented on a misreporting of a motion as well. Chairperson Speirs noted that a community member's name was misspelled in the minutes.
Vote: 5 Yes – 0 No.

Vice Chairperson Morrison motioned to approve the minutes on June 4, 2019. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Special Presentation – North Yarmouth School Fund Trust President, Blain Barter, explained the history of the Trust and notified the Board of three positions that are available. The three recipients of each \$200 scholarship are:

- Colline Rose Kopacz
- Kallie Brown
- Madelaine Panicia

Public Comment - Non-Agenda Items – John Marlow, 18 Dexter Lane, inquired about the Wescustogo Hall and Community Center that was discussed in a previous workshop. John Marlow also asked about the fee structure that was also discussed in the previous workshop, regarding whether priority would be given to residents or commercial agencies. Selectperson Graham responded that the Board has not decided on that particular matter for this meeting. John Marlow also commented on the Town's advertising of Select Board meetings and the content of those meetings. Here, the Town Manager described the current methods the Town uses to post that information where it is accessible to the Citizens of North Yarmouth.

Management Reports & Communications:

Town Manager's Report

- Municipal Election Results
- New Staff Member
- CEO/Assessing Administrative Position
- Assessing Services RFP
- Assessing Services for Commitment
- Committees
- Fundraising for WH&CC
- Financial Duties
- Park Updates
- Trash pickup on July 4th

Old Business

Wescustogo Hall and Community Project

Vice Chairperson Whitten moved to accept change order #26 in the amount of \$17,353.32. Selectperson Graham seconded the motion. Discussion: Ryan Keith elaborated on why the change order was presented to the Board.
Vote: 5 Yes – 0 No.

Selectperson Moulton moved to table change order #27 in the amount of \$3,161.99. Vice Chairperson Morrison seconded the motion. Discussion: Ryan Keith also proposed that the Board consider adding back to the budget a charge of \$3,161.99 for the flooring of two storage rooms due to the higher levels of maintenance that would be required beyond the construction of Wescustogo Hall.

Vice Chairperson Morrison inquired on the motive for Ryan Keith to find other means to save funds. Ryan Keith clarified that he tried to avoid using funds that did not seem necessary to use, however, after reassessing the project Ryan believed that those funds would be beneficial to the community using the Community Center facilities. Selectperson Moulton further inquired if the project was necessary. Ryan Keith responded that the project had aesthetic and safety implications. Lastly, Selectperson Morrison inquired about the remaining funds in the contingency fund. Ryan Keith was unsure of that exact amount. **Vote: 5 Yes – 0 No.**

Matrix Update – Ryan Keith informed the Board that a future change would take place on the matrix. For this meeting, there was no update.

Select Board Orientation and Retreat

Discussion: Selectperson Graham suggested that the Board members all come with a “big idea” to be proposed at the meeting at Skyline Farms. Chairperson Speirs mentioned the need for a Board Orientation Meeting at the beginning of the agenda. Chairperson Speirs suggested the Board move the agenda for Skyline farms from 3:00 PM to 6:30 PM on July 16, 2019.

New Business –

Committee Appointment – Selectperson Whitten moved to approve Rob Wood for a one-year appointment as ecomaine representative and Robert Abbot for a three-year term on the Parks and Recreation Committee. Selectperson Graham seconded the motion of approval. Discussion: Vice Chairperson Morrison inquired about term limits for the open position in the Parks and Recreation Committee. Chairperson Speirs validated that the appointed position follows the resignation of a member and the new appointee would finish the term and start a two-year term after June 30, 2019. **Vote: 5 Yes – 0 No.**

Solar RFP – Discussion: The Town Manager, Selectperson Graham, and Selectperson Whitten stated their issues with the language used in the RFP. Selectperson Moulton requested to the Town Manager that the kilowatts needed by the Town facilities be added to the RFP (Request for Proposal). Ryan Keith indicated that he had the capability to find the numbers needed for the RFP.

Chairperson Speirs inquired on whether it was possible to contract a firm to meet 100% of the energy needs of the Town. Ryan Keith indicated that bidders had contradicted other claims of whether they can meet the Town's needs for renewable energy. The Board considered pushing the date of the RFP being due to September as well as possibly contacting state representation to inquire about what sort of financial reimbursement could be possible for the Town.

Selectperson Whitten mentioned that the calculation of energy use should include the heating of the WH&CC building. However, Ryan Keith clarified that the total savings could be calculated by looking at the difference of energy expended through the lighting system of WH&CC.

Chairperson Speirs inquired on how Ryan Keith would collect the new data from WH&CC. Ryan Keith responded that the solar company should provide the data to the Town.

Vice Chairperson Morrison suggested that the Board consider an expert on solar energy to confer with the Board and the Town Manager on the Solar RFP. The Town Manager responded that the Town's resources would be better used in moving forward with the Solar RFP based on the information that has been collected at the point of the meeting. Selectperson Moulton inquired further on what sorts of data from the solar usage and energy usage could be collected based on the previous building and the current design of the building. Ryan Keith and Chairperson Speirs stated that the overall design of the facility would promote much better usage of energy than the prior facility.

Vice Chairperson Morrison suggested that the Board consider the WH&CC use the standard CMP service for energy for the FY2020 to better understand the energy output of the facility. Selectperson Moulton agreed with

Vice Chairperson Morrison. The Town Manager suggested that the conversation on the solar panels should be discussed at a later meeting to allow any reservations or questions to be considered and answered. **No action was taken.**

Review of the Town Manager's Contract – Selectperson Graham made a motion to approve the Town Manager's contract. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No.**

Accounts Payable

Warrants 49 & 50 – Selectperson Whitten moved to approve the warrants in the amount of \$686,937.04. Vice Chairperson Morrison seconded the motion. Discussion: Selectperson Whitten inquired about specific costs that were posted to the warrants. Selectperson Morrison inquired about the amount of a specific transaction and the description of another transaction. **Vote: 5 Yes – 0 No.**

Any Other Business – The Chairperson, Speirs, wanted to solidify a date for a workshop on July 2, 2019. The Town Manager also provided a notice to take a vacation on the week of July 21, 2019 (July 21th – July 28th). Selectperson Graham announced upcoming meetings for the community celebration of the opening of the Wescustogo Hall & Community Center.

Adjournment - Chairperson Speirs moved to adjourn.

Prepared By: Draven Walker
Administrative Assistant/Recording Secretary

Select Board

Jennifer Speirs, Chair

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.

AP Inquires - From the last Board meeting, the inquiries of equipment/maintenance repairs (PWD) included replacement to air conditioning failure (Mac truck) , deck, lights switches, leaks/3" plumbing, transfer valve, plow, all-terrain lights (other vehicles).

EDSC - The committee covered several topics at their monthly meeting to include the work and completion of the Village Master Plan and presentation to the Board, creating the outline for design standards in the village center, and the traffic calming activation. In July, they hope to have the economic director of Topsham visit to discuss the matters dealing with marijuana and economic development, and the committee also discussed the new growth and site opportunities going on within the village center. Lastly, the Town received confirmation from the County's Community Development Block Grant (CDBG) that the Town was awarded \$2,000 for use in furthering street studies in the Village Center.

Financial Duties - the continued process of full year-end preparation and closing the FY19 accounting on June 30th.

CEO/Assessing Administrative Position - Interviews will begin this week.

Assessing Services for Commitment - David Sawyer has agreed to conduct the FY20 tax commitment for an estimated cost of \$4,400, which is based on a daily rate of \$550. **Action item:** For the Board to appoint Dave Sawyer as the interim assessor until August 19, 2019.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager





65 HANOVER STREET | PORTLAND, MAINE | OFFICE@BARRETTMADE.COM | 207.210.4421

PROPOSED CHANGE ORDER

| | |
|-----------------|-----------------------|
| Project Name | Wescustogo |
| Project Number | 1802 |
| PCO Description | Parging of foundation |

| | |
|------------|----------|
| Date | 4/2/2019 |
| Status | Pending |
| PCO Number | 21 |

| Subcontractor | Cost Code | Cost Type | Description | Amount |
|---------------------|-----------|-----------|---------------------------------------|-------------------|
| Rocco Leo | 04-400.03 | S | Sprayed cement at exterior foundation | \$6,350.00 |
| BMADE | 01-220.02 | L | Supervision & Management | \$510.00 |
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| Sub Insurance | | | | \$6.35 |
| Change Order Markup | | | | \$686.64 |
| Total | | | | \$7,552.99 |

Client Signature _____ Date _____

Barrett Made Signature _____ Date _____

BARRETT MADE

HOMES · SPACES · DETAILS

65 HANOVER STREET | PORTLAND, MAINE | OFFICE@BARRETTMADE.COM | 207.210.4421

PROPOSED CHANGE ORDER

| | |
|-----------------|--------------------------------|
| Project Name | Wescustogo |
| Project Number | 1802 |
| PCO Description | VCT Flooring in RM's 110 & 111 |

| | |
|------------|-----------|
| Date | 6/14/2019 |
| Status | Pending |
| PCO Number | 27 |

| Subcontractor | Cost Code | Cost Type | Description | Amount |
|---------------|-----------|-----------|---|-------------------|
| MCF | 09-600.03 | S | Add VCT flooring to storage rooms 110 & 111 | \$2,532.00 |
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| | | | Sub Insurance | \$2.53 |
| | | | Change Order Markup | \$253.45 |
| | | | Total | \$2,787.99 |
| | | | | |

Client Signature _____ Date _____

Barrett Made Signature _____ Date _____

| WESCUSTOGO HALL & COMMUNITY CENTER FACILITY | | | | |
|--|------------|------------------|----------|--|
| Task | Who | Start Date | End Date | Notes |
| Authorization to Proceed | TM | 6/19/18 | 6/20/18 | Letter of authorization for Barrett Made to proceed with the project directed by Select Board. COMPLETE |
| Local Subcontractor Listing | TM | 6/28/18 | 7/6/18 | TM and OR compiling list, to be sent to BM by 7/6. COMPLETE |
| BM Contract - Commence Construction Pricing | TM/BM | 7/7/2018 ONGOING | | To be presented to Select Board at 7/7 meeting. Details still being ironed out by BM and NY Attorneys Signed 8/16/18. COMPLETE |
| Bond Anticipated Note (BAN)/Bond Financing | TM | 7/3/18 | | Financial representative and bond council will be at the 7/3 Select Board meeting. TM has started the bond application process. Interview with S&P was held on 9/25/18; waiting on rating- looks to be favorable. Funding expected end of October. Funds received 10/31/18. COMPLETE |
| Master Construction Calendar | BM | 7/11/18 | | Will be available to TM, office staff, Select Board and the public COMPLETE |
| Bid Solicitation from Subcontractors/Vendors | BM | 7/18/18 | 8/3/18 | Bids will be presented by trade and line item. Bids to be presented to SB at 8/28 meeting. Approved by SB 8/28. Electrical subcontractor to be presented at 10/16 SB MTG. COMPLETE |
| Planning Board Process | BM/CEO | 7/10/18 | 8/7/18 | Planning Board Meeting of July 10th. BM information was submitted to CEO 6/20. Next PB Mtg 8/13. PB Approved Plans with a Parking Requirement Waiver at the 8/13 Meeting. COMPLETE |
| Site Management Plan | BM | 7/17/18 | 8/13/18 | Fence location has been finalized. Fence was installed first week in august, Site sign and BM trailer to arrive mid-August. COMPLETE |
| MMA - Construction Insurance (builder's risk) | TM | Nov-19 | | Certificates on file, cost \$ 854. for 7/1/18 - 7/1/19. COMPLETE |
| Close NYMS | TM | 7/20/18 | | Notifications will be sent out 6/29/18. COMPLETE |
| NYMS - Playground Removal | TM | 7/20/18 | | PWD to remove and store playground. COMPLETE |
| BM Subcontractor Walkthrough | BM | 7/26/18 | | BM will be onsite with potential subcontractors. COMPLETE |
| MMA - Remaining Insurance Proceeds | TM | 5/21/19 | | MMA has release remaining insurance proceeds: \$127,327.16 (238.47 less then estimated) balance of insured and \$44,469.12 (\$30,635.30 more than estimated) Architechual/Engineering cost reimbursement. Total: \$171,823.28 COMPLETE |
| Generator/Grant Funds | Fire Chief | Jul-18 | | Chief Payson to research grant funds. Application process 7/9-7/25. BM gathering info to fill out paperwork. Submitted 7/25/18. The town received \$20,000 in grant money, to be used for "phase I" of generator installation. Grant Approved |
| Lead and Asbestos Testing | TM | Jul-18 | | Ashley is coordinating lead testing of the gym roof and asbestos testing inside the building to be done by the end of July. Testing done 7/24. Report and pricing due 7/27. Pricing came in, will be covered under contract. COMPLETE |
| NYMS - Murals (high resolution pictures) | TM | 7/9/18 | 8/24/18 | Ashley to take pictures. Possibility of having canvas prints made for renovated gymnasium 8/22/18. COMPLETE |
| Clean Out Building / Storage | TM | 7/20/18 | 8/24/18 | Storage containers delivered on 7/19. Most of building contents have been moved to storage trailers as of 7/25, Ashley is researching more storage options. 53 FT Container was purchased, Building is empty. COMPLETE |
| NYMS - Heating/Utilities/Alarms (shutdown) | TM/BM | 7/23/18 | 8/24/18 | Oil/boiler, water/sprinklers, propane. Alarm to be disabled 8/24. All utilities are disabled. COMPLETE |
| Biweekly Meetings with the Select Board | TM/BM | Beginning 8/7/18 | | OR (Ryan) will have construction reports at each Select Board meeting ONGOING |
| Construction Site Signage | BM | Mid- August | | BM working on signage and will have for approval by 7/25. Signage Finalized, will be installed along with fencing mid August. COMPLETE |
| Interior Selective Demolition and Abatement to begin | BM | 9/3/18 | | Interior demolition beginning 9/10/18. 10/9/18 -Interior abatement and demo is complete, exterior demolition starting. Both wings of old building have been removed. Gymnasium interior demo nearing completion. COMPLETE |
| Site Coordination Meeting | BM | 9/7/18 | | Meeting held 9/7 with Dugas, OR, PW Director and BM. COMPLETE |
| Groundbreaking Ceremony | TM | 9/13/18 | | Ceremony to be held at 10AM - invites going out 8/23/18. COMPLETE |
| Demo Begins | BM | Sep-18 | | All possible materials will be transported to the appropriate facilities to be recycled. Demolition beginning week of 10/8/18. COMPLETE |
| Sitework Begins | BM | Nov-18 | | Ongoing, footings and foundation. COMPLETE |
| Building Weather Tight | BM | 4/19/19 | | Existing portion of building is now weather tight in order for subcontractors to begin their work, Concrete is being poured and framing will begin after the holidays. COMPLETE |
| Interior Layouts and Finishes | BM/NY | Ongoing | | Electrical layouts of kitchen & Plumbing layouts of gym bathrooms and custodial closet have been selected. Interior finishes will be reviewed and finalized on 5/20. |
| 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. A program has now been approved by the state that will benefit municipalities. It is imparative that we act on the solar RFP as soon as possible. |
| Bi-Weekly Construction Progress Photos | AA | Ongoing | | Construction progress photos will be taken and posted to the Towns Website, Facebook and Instagram. ONGOING |
| Heating fuel will be delivered weekly for temp heat | TM/OR | Ongoing | | Starting January 1st weekly fuel deliveries will be made to fill the temp heater on site. Cost to be covered by Town. As of 4/1/19 the heater has been returned and fuel deliveries cancelled. COMPLETE |
| Gymnasium Finishes | AA | Ongoing | | Meeting to be coordinated with NY, Peter Bingham and BM to discuss options for gymnasium basketball hoops and line layouts. Construction team has met with P. Bingham and progress moves forward on the selection of hoops. |
| Landscaping | BM | 7/2/19 | | Landscape plan completed - copy to Select Board 07/02/19. |
| Selection of Fixtures | OR | Ongoing | | In progress-some complete. |

Potential Change Orders

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

Considerations

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

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY - Construction Team

Barrett Made Project Manager: Bruce Hourigan

North Yarmouth - Owner Representative: Ryan Keith

North Yarmouth - Town Manager: Rosemary Roy

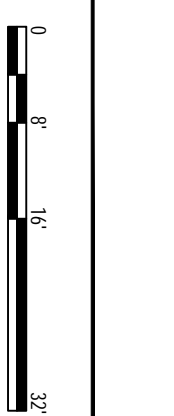
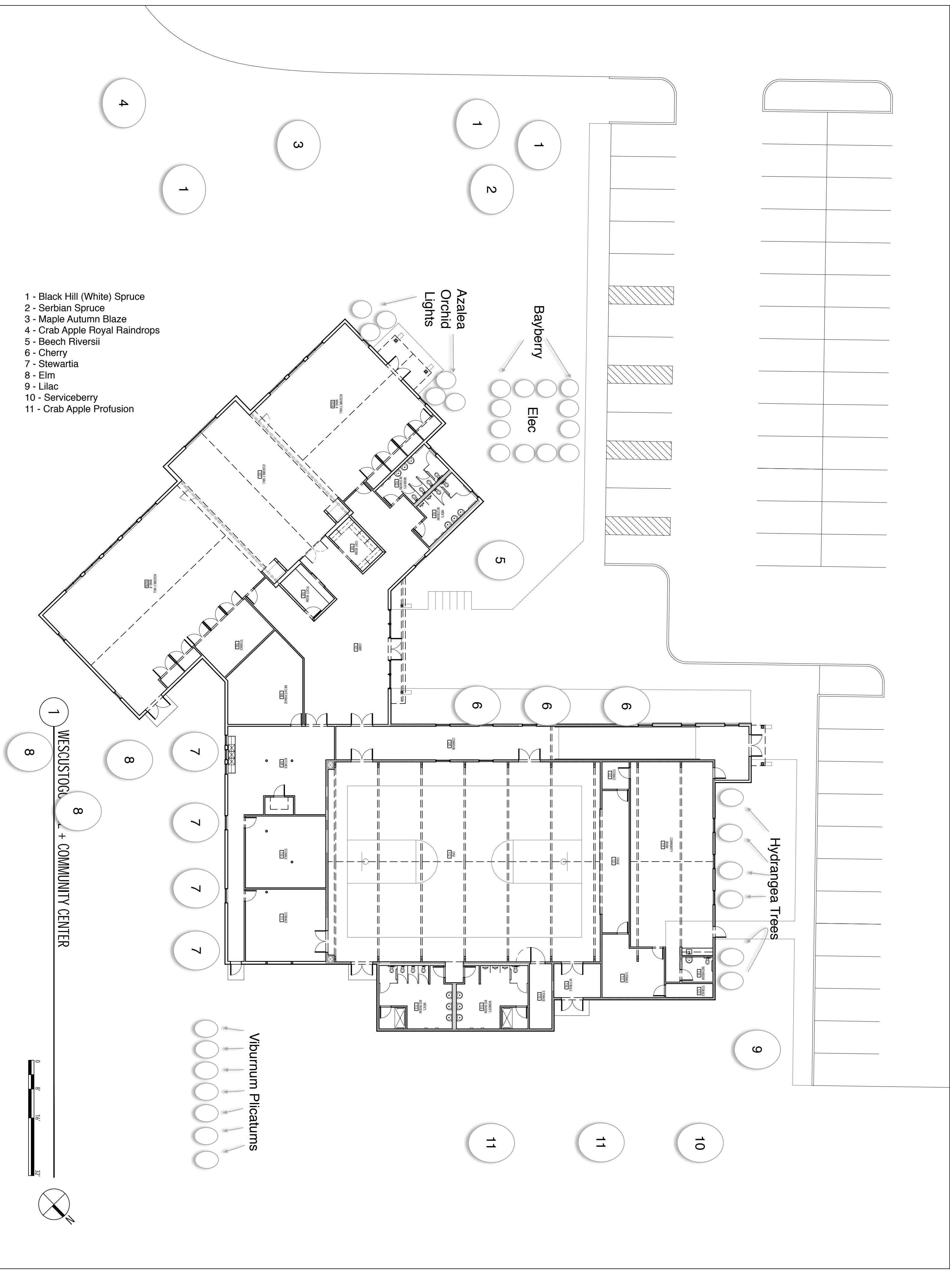
North Yarmouth - Administrative Assistant: Draven Walker

Barrett Made Director of Design Services: Matthew Ahlberg

Barrett Made - Owner: Rob Barrett

Barrett Made - Design Services: Dylan Baker

- 1 - Black Hill (White) Spruce
- 2 - Serbian Spruce
- 3 - Maple Autumn Blaze
- 4 - Crab Apple Royal Raindrops
- 5 - Beech Riversii
- 6 - Cherry
- 7 - Stewartia
- 8 - Elm
- 9 - Lilac
- 10 - Serviceberry
- 11 - Crab Apple Profusion



Date: July 2, 2019

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RR}
Cc: Ryan Keith, CEO

RE: SOLAR REQUEST FOR PROPOSALS

At the Select Board's meeting of June 18, 2019, the Board chose to postpone the issuance of the Wescustogo Hall & Community Center a solar proposal request to one, see if the legislature will provide a possible cost savings program before the session ends in June, and two, delay the solicitation for one year to monitor what the actual electricity usage will be.

Legislative Action

L.D. 1711, "An Act To Promote Solar Energy Projects and Distributed Generation Resources in Maine" passed and was released on June 20, 2019. In summary, section 3209-B Commercial and Institutional Net Energy Billing could directly impact our project. The Town will have the ability to choose between either traditional net metering or the new tariff rate and bill credit, whichever provides more savings. Section 3209-B is used to offset demand charges (general service rate class) from Central Maine Power. Traditional net metering does not offset those charges.

Postponing - FY20 Budget

Waiting a year to monitor usage would cause the need to hold a Special Town Meeting as electrical costs for the community center was considered to be minimal due to the expectation of solar installation. We would need to go to the voters for an additional \$25,000 to cover this expense for the FY20 budget; ideally, a meeting should be held prior to the August tax commitment.

Request for Proposal

A revised proposal is included with this memo. I recommend the Town move forward with the release of this request.

REQUEST FOR PROPOSALS

SOLAR ENERGY

-



Town of North Yarmouth
10 Village Square Road
North Yarmouth, ME 04097
(207)829-3705
www.northyarmouth.org

Town of North Yarmouth
Request for Proposals
SOLAR ENERGY

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I. OVERVIEW

The Town of North Yarmouth (“Town”) is soliciting a Request for Proposals (RFP) for the engineering, procurement, construction, and operation of roof mounted, utility-interactive solar photovoltaic generating system on its new facility presently under the final stages of construction known as the Wescustogo Hall & North Yarmouth Community Center for renewable solar energy. The Town looks to generate enough energy from this installation to include costs savings to other town facilities.

The system shall be grid tied to Central Maine Power Company (CMP) on a net energy billing basis (Net metering) to be determined by the proposer. Precise system dimensions, technology, and equipment used shall be at the discretion of the proposer and shall meet the architectural and engineering designs of the facility. The system shall serve a projected _____ in kilowatt usage.

The Town intends to consider an all-inclusive purchase option as well as a Power Purchase Agreement (“PPA”) option for a term of 6 to 20 years. The Proposer shall also provide an optional buy-out schedule as a long-term option for the Town as such.

Additional considerations may include appearance, security, schedule, and the availability of performance data for educational purposes. The solar arrays must be complete turnkey systems, including, solar panels, inverters, wiring, metering, controls, coordination, operation, and maintenance. The Proposer will obtain all authorizations as needed with local and or state permitting, Public Utilities Commission, and CMP, for connections to the power grid, operation, etc.

A. Communications

All communications from Proposers to the Town regarding this RFP must be submitted via email. Oral communications are discouraged and shall not be binding. The Town will choose to respond to individual Proposers directly.

Ryan Keith, Owner’s Representative / Code Enforcement Office
codeoffice@northyarmouth.org

B. Submittals

All submittals (hard copies only) shall be directed to:

Rosemary E. Roy, Town Manager
Solar Energy RFP
10 Village Square Road
North Yarmouth, ME 04097

Proposals sent via email will not be accepted.

C. Confidentiality of Responses

The Town will consider proposals and associated information submitted by Proposers to be confidential until after the bid opening date. Proposers should be aware that information received in response to this RFP will be subject to the review of any member of the public upon request following the bid opening.

II. DESCRIPTION

A. Town Overview

The Town is a municipal corporation that strives to provide services to taxpayers while being fiscally responsible. The Town would like to integrate solar energy into its energy profile to utilize renewable energy and reduce costs.

B. Property – Project Site

Each Proposer will be responsible for obtaining any studies, information, or data related to structural, electrical or environmental conditions, or any other conditions that might enhance or constrain the development of a specific site and interconnection to the grid, and/or affect the project cost or timely completion of work. Preparation of a proposal is the sole responsibility of the Proposer. The Town will not be responsible or liable for any costs or expenses incurred by a Proposer in preparation of its proposal or for any activities related to the formulation of a bid.

The site identified for the project is the rooftop of the Wescustogo Hall & North Yarmouth Community Center located on Memorial Highway in North Yarmouth, Maine.

III. ELIGIBLE PROJECT INFORMATION

All major equipment and components must be tier-one rated. The type of technology to be used for the proposed facilities, equipment, and key elements must have a proven record of established production and use history at a scale similar to that of the facility to be built, or larger, at a single plant location in order to be considered.

There shall be an integral or separate system capable of real-time monitoring and data logging the performance of the solar array.

All tracks and anchoring equipment shall meet applicable building codes. Equipment shall be UL listed. The project must use energy generation devices that are commercially available and offer warranties, spare parts, and service proportionate with their financial status. Proposer shall provide verification that the installation of the array will not compromise or affect the longevity of the lifespan of the roof. Written roof loading verification shall be carried out by a licensed structural engineer after the project is awarded to a successful bidder.

The solar provider shall be responsible for obtaining all required permits, utility interconnection, net metering agreements, and solar program incentives available.

Mandatory Pre-Bid Meeting - All eligible Proposers or their representative must attend a mandatory pre-bid meeting and site visit to be considered in the final running.

IV. PROPOSAL SCHEDULE

- A. RFP Issuance - **July 3, 2019**
- B. Mandatory Pre-Proposal Meeting and Site Visit Date - **July 18, 2019, at 11:00am**
- C. Final Submission of Questions from Proposer - All technical questions related to the RFP must be submitted via email by **5:00pm, July 25, 2019**.
- D. Bid Opening - All proposals must be received at the Town Office on **July 31, 2019, by 4:00pm**. **Bid opening will take place at 4:15pm**. Please submit 8 copies. No email submissions will be accepted.
- E. Any proposal submitted after the due date may be excluded from consideration.
- F. Select Board consideration of award - **August 6, 2019**

V. RESERVATION OF RIGHTS

- A. The Town reserves the right to modify, cancel or withdraw this RFP and to revise the schedule specified above if, in the sole discretion of the Town, such changes are necessary.
- B. To the extent reasonably possible, the Town will inform Proposers that have filed a Notice of Intent to Bid of any schedule change.

- C. The Town reserves the right to accept or reject in its sole discretion any or all proposals for any reason at any time after submittal. The Town also reserves the right to select an offer that is not the lowest price, if the Town determines that to do so would result in the highest value to the Town.
- D. Failure to comply with all requirements of this RFP may result in the rejection of the proposal in the Town sole discretion.

VI. PROPOSAL CONTENT REQUIREMENTS

The Town reserves the right to conduct any further due diligence it considers necessary to understand and evaluate proposals fully. Below is an outline of the content and format requirements for the proposal submitted in response to this RFP.

- A. Project Description - All proposals must provide a comprehensive description of the project, to include:
 - 1. Project name, location
 - 2. Nameplate AC capacity rating
 - 3. Accredited capacity
 - 4. In-service date
 - 5. Equipment configuration
 - 6. Permitting
 - 7. Transmission and interconnection plan
 - 8. Duration
 - 9. Meteorological studies and or data and other pertinent information
- B. Equipment Description - At a minimum, proposals should indicate for all equipment the:
 - 1. Name of the manufacturer
 - 2. Model name and number
 - 3. Metrics and characteristics of the equipment
 - 4. Performance history of the equipment
 - 5. Terms of warranties and/or guarantees
 - 6. Availability of equipment and planned delivery dates
- C. Technical Discretion - The following technical information should be presented as applicable for the project proposed:
 - 1. Description of technology and configuration
 - 2. Summary of the commercial operating experience of the equipment used or to be chosen
 - 3. Solar system layout/site diagram/illustration that includes location/design of the array
 - 4. Electrical connection requirements and plans for connecting to the Town circuit, and/or interconnection with the grid
 - 5. Level of efficiency
 - 6. Proposed construction period
 - 7. Start-up testing
 - 8. Description of pre-operational targets
 - 9. Security plan
- D. Operations and Maintenance (O&M) - All proposals shall describe the operations and maintenance plans or services for the generation facility associated with their proposal.
 - 1. Describe the current or expected O&M plan, including staffing, budget, management, and control over any facility, authority over the O&M budget, and guarantees on O&M costs.

2. Provide a description of the underlying philosophy for performing O&M and include a discussion of contracting for outside services, if applicable.

E. Costs

1. Detailed product(s) costs
2. Detailed installation costs
3. All-inclusive purchase option
4. Proposed Power Purchase Agreement (PPA) Option
5. Buy-out schedule as a long-term option
6. Proposed Buyout terms and Decommissioning Funding
7. State cost savings programs
8. All other related costs

F. Project Schedule - All proposals must provide a schedule of project development activities and target completion dates for financing, engineering, permitting, equipment procurement, construction, startup, and commissioning. Describe the overall development strategy and work plan that will ensure that the project can be developed in time to meet the proposed commercial operation date. Proposers must provide a high-level project development and completion schedule along with key milestone dates for each proposal submitted.

G. Permitting - Proposals must describe all federal, state, and local permits that will be required for the project.

H. Experience and Qualifications - The capability and experience of any Proposer must be demonstrated to provide assurance that the Proposer, and any other party involved in the proposal, has adequate competence, resources, and skill. Each proposal must include the following information as a minimum.

1. Partners/investors/key subcontractors
2. Description of technical experience, specifically with respect to solar energy facilities similar to those proposed and collaboration efforts with electric utilities in the State of Maine, if any
3. Description of operating and maintenance experience
4. Summary of completed projects
5. Pre-determination of independent contractors for all subcontractors as well as general contractors
6. Certificate of liability insurance; the Town shall be named as the insured party

VII. EVALUATION AND SELECTION

The Town will evaluate each proposal based on the documentation requested herein and the following criteria in order of priority:

- A. Clear demonstration of financial and long-term benefits to the Town
- B. Qualifications and experience
- C. Demonstration of equipment and technology
- D. Project schedule
- E. Proposal completion

Once the proposals have been reviewed, the Town Manager will submit the proposals to the Select Board with a recommendation for acceptance and approval. The Town reserves the right to hold additional interviews with firms to discuss terms and to negotiate, if applicable, the price and terms with prospective firms prior to making a final determination relative to proposals received. The Town may elect to award contracts to multiple firms if the Town determines that is in its best interests. The Town further reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make the award, if any, as may be deemed to be in the best interest of the Town.

VIII. ENERGY USAGE

(Insert: Spreadsheet of Town facilities past/present electrical costs)

Town of North Yarmouth

ANNUAL APPOINTMENTS OF TOWN OFFICIALS

July 1, 2019 - June 20, 2020

Select Board Appointments - One (1) Year Terms

| | |
|----------------------------------|------------------|
| Tax Collector | Rosemary E. Roy |
| Treasurer | Rosemary E. Roy |
| General Assistance Administrator | Rosemary E. Roy |
| Road Commissioner | Clark Baston |
| Public Access Officer | Cheryl Trenoweth |

Town Manager Appointments - One (1) Year Terms

(official announcement - Select Board courtesy consensus)

| | |
|--|---------------------------------|
| Town Clerk | Debbie A. Grover |
| Code Enforcement Officer | Ryan Keith |
| Electrical, Building, & Plumbing Inspector | Ryan Keith |
| Alt. CEO, Elec., Building & Plumbing Inspector | Debra Larrivee (New Gloucester) |
| Public Works Director | Clark M. Baston |
| Fire Rescue Chief, Fire Warden | Greg A. Payson |
| Emergency Management Director | Greg A. Payson |

Town of North Yarmouth

ANNUAL APPOINTMENTS OF TOWN BOARDS & COMMITTEES

July 1, 2019 - June 20, 2020

Charter Appointments - 3 Year Terms to Expire 6/30/2022

| | |
|------------------------------|------------------|
| Board of Assessment Review | Robert Taisey |
| Parks & Recreation Committee | Brian Emerson |
| Zoning Board of Appeals | Michael Traister |
| Zoning Board of Appeals | Thaddeus Day |

Cumberland/North Yarmouth Appointments - 1 Year Terms to Expire 6/30/2020

| | |
|---------------------------|--------------|
| PM Library Advisory Board | Trudy Dibner |
| PM Library Advisory Board | Kelly Barnes |

Ad hoc Committees - No renewal appointments until July 2020

Select Board Members

Appointments to Committees - 1 Year Terms to Expire 6/30/2020

| | |
|--------------------------------|---|
| Recreation Advisory Board | 1 - Selectperson |
| Joint Standing Committee | 2 - Select Board Members |
| Wescustogo Hall Committee | 2 - Select Board Members (per 1997 agreement) |
| Advocacy Group Committee GPCOG | Selectman Whitten |

Current Vacancies

Budget Committee -1
Board of Assessment - 1
Communications Advisory Committee - 1 (alternate)
Economic Development & Sustainability Committee - 2 (alternates)
Events Committee - 2
Flag Committee - 3
Friends of Wescustogo - 1
Joint Standing Committee (NY/C) - 1 (citizen)
Living Well in North Yarmouth - 2 (alternates)
North Yarmouth School Fund - 2
Planning Board - 1 (alternate)
Shellfish Conservation Commission -1
Zoning Board of Appeals - 2 (alternates)

April 1, 2019 - June 30, 2019 - Select Board
Acceptance of Donations

Revenue Detail Report
Department(s): 400 Special Funds

| Account----- Date | Jrnl | Desc--- | Credits |
|----------------------|------|--------------------------------------|------------------------|
| 400 - SPECIAL FUNDS | | | |
| | | WESCUSTOGO HALL BUILDNG FUND | 4,010.90 |
| | | NORTH YARMOUTH SCHOOL FUND | 900.00 |
| | | KEEP NORTH YARMOUTH WARM FUND | 1,495.16 |
| | | LIVING WELL IN NY | 317.50 |
| | | PLAYGROUND FUNDS | 1,068.09 |
| | | Final Totals | <u>7,791.65</u> |

70219