

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, January 15, 2019
6:30PM - Workshop/NY Historical Society
7:00PM - Town Office Meeting Room**

I. Call to Order

- Pledge of Allegiance

II. Minutes of Previous Meeting(s)

- December 18, 2018

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

- Friends of Wescustogo - Update
- Town Manager's Report
- Department Head Reports
- Financial Reports

V. Old Business

- Wescustogo Hall & Community Center Project
 - Solar Bid Award
 - Matrix Update
- Finance Policy - Review & Adopt

VI. New Business

- Committee Appointment
- School Bus Department Relocation Project
- Knight's Pond Timber Management Project

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.)

IX. Adjournment

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

**Town of North Yarmouth
Select Board
Meeting Minutes of December 18, 2018**

Call to Order

Members Present: Jennifer Speirs, Stephen Morrison, William Whitten, Anne Graham, and James Moulton. Town Manager Rosemary Roy was also present.

Minutes of Previous Meeting(s)

Selectperson Whitten moved to approve the minutes of November 20, 2018. Selectperson Moulton seconded the motion. Discussion: None. **Vote 4 Yes – 0 No – 1 Abstain (Selectperson Graham).**

Vice Chairperson Morrison moved to approve the minutes of December 4, 2018. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Public Comment - Non-Agenda Items

Paul Napolitano of Millridge Road asked that the Select Board reconsider their timeline for reinstating personal property tax. He would like to see the town be in a better financial position to afford more hours for an Assessor to properly perform their duties.

Rob Taisey of Montfort Road voiced concerns of the personal property tax; he believes it is an unfair tax with no proper way of valuing assets.

Management Reports & Communications:

Town Manager's Report Highlights:

- A contract has been secured with assessor John Brushwein for the term January 1, 2019, to June 30, 2019.
- The NYHS has requested a short workshop with the Select Board on January 15, 2019, at 6:30 pm to provide the Board with an update on their progress and long-term goals.
- Three (3) real estate accounts have received a 30-Day Foreclosure Notice for outstanding taxes and amount totaling \$7,459.86. Automatic foreclosure, if not paid will be January 15, 2019.
- The draft Budget Schedule and process guidelines are available and have been distributed to the Budget Committee and Department Heads. Any changes to consider should be submitted to the Town Manager by the first of the year.

Old Business

Wescustogo Hall & Community Center Project:

- Potential Change Order #2: Vice Chairperson Morrison moved to approve Proposed Change Order #2 in the amount of \$63,713.93 for Sitework Existing Conditions. Selectperson Graham seconded the motion. Discussion: None. **Vote 4 Yes – 1 No (Selectperson Whitten)**
- Potential Change Order's #5 (GYM GWB), #6 (Water Lines) and #7 (Stage Flooring Removal) is to be denied by the Town of North Yarmouth and costs covered by Barrett Made. Vice Chairperson Morrison moved to approve the work be complete and paid for by Barrett Made, Proposed Change Order #5 in the amount of \$12,595.39 for GYM Drywall. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**
Selectperson Graham moved to approve the work be complete and paid for by Barrett Made, Proposed Change Order #6 in the amount of \$8,619.41 for Water Lines. Selectperson Whitten seconded the motion. Discussion: None. **Vote 3 Yes – 0 No – 2 Abstain (Selectperson Moulton & Vice Chairperson Morrison)**
Vice Chairperson Morrison moved to approve the work be complete and paid for by Barrett Made, Proposed Change Order #7 in the amount of \$5,520.90 for Stage Flooring Removal. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**
- Solar Bid Award: The Select Board reviewed bids from three Solar Contractors, Assured, Sun Dog and Revision. Nick Sampson of Revision Energy and Rob Taisey of Assured Solare reviewed their quotes with the Select Board and answered questions. Selectperson Graham moved to approve the purchase of solar panels from Revision Energy in the amount of \$205,515.00. Chairperson Speirs seconded the motion. Discussion: Vice Chairperson Morrison believes the board needs more time to research and prepare for this decision. Selectperson Moulton also feels that the Select Board needs more time to

review

the proposals and decide what the best course of action is for the town. Selectperson Graham withdrew her original motion. Chairperson Speirs withdrew her second. Chairperson Speirs moved to table this award until the next Select Board meeting in January. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

- Matrix Update: Owner Representative Ryan Keith gave the Select Board a brief update to the progress of WH&CC. The project is progressing on schedule.

Marijuana Survey – Update: The Select Board was provided a sample survey and sample warrant articles. The Select Board would like to see the Economic Development and Sustainability Committee take on this project. Chairperson Speirs moved to assign this task to the EDSC with a goal of presenting to the town in April of 2020. Selectperson Whitten seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

Finance Policy - Review & Adopt: Selectperson Moulton moved to approve the policy as presented. Chairperson Speirs seconded the motion. Discussion: The Select Board reviewed the draft finance policy presented by Town Manager Roy. The Select Board requested changes be made, including combining Section B.3-Service Contracts with Section B.2-Products, Goods & Equipment; Adding in a section that describes the Purchasing Agent; The Select Board unanimously agreed to strike Section B.3.D from the policy. Town Manager Roy will make changes and bring a final draft for review to the next meeting. Selectperson Moulton withdrew his motion for approval. Chairperson Speirs moved to table the approval of the finance policy until the January meeting. Vice Chairperson seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

New Business

Committee Appointment: Selectperson Whitten moved to approve the appointment of Pasha Marlowe to the Living Well in North Yarmouth and Parks and Recreation Committees. Selectperson Graham seconded the motion. Discussion: Selectperson Moulton knows of other community members that would like to join Parks and Rec and feels that the Select Board should wait to fill the vacant spot until others step forward. **Vote 4 Yes – 1 No (Selectperson Moulton)**

Living Well in North Yarmouth – Banner: Selectperson Graham moved to approve the traffic calming effort and kite banner request brought forth by the Living Well in North Yarmouth Committee. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 23 & 24 in the amount of \$784,214.66. Vice Chairperson Morrison seconded the motion. Discussion: Selectperson Whitten asked for a list of all employees by department. Town Manager Roy will have available before the next meeting. **Vote 5 Yes – 0 No.**

Any Other Business

Chairperson Speirs moved to approve that the Economic Development & Sustainability Committee and Town Manager move forward with the TIF District work with a deadline of April 2019. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Adjournment

Chairperson Speirs moved to adjourn.

Ashley P. Roan
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.

Sewage Odor - Shortly following the Christmas Holiday a report was received regarding a strong sewage odor coming from a local business. The Code Enforcement Office investigated the situation, and it was found to be fertilizer from Casella Organics which was delivered at the proper temperature and was not harmful but did need to be "turned." Dugas Trucking & Excavating the receiver of the compost quickly relocated the product to another facility of theirs and were sincerely apologetic for the upset.

Parks & Recreation - I attended a meeting of the Parks & Recreation Committee to discuss several matters, most prominent being that of the recent timber harvesting on Oak Hill and whether or not large events in parks should be permissible.

Economic Development & Sustainability Committee - We have set a date for the committee's forum on the Village Center Tax Increment Financing District; Thursday, January 31, 2019, at 6:30pm in the Town Office Meeting Room.

Budget Preparation - I have met with all Department Heads regarding the FY20 budgets and am continuing work daily on preparing the budget for presentation.

Other - Also during this time period I have been working on several financials, and preparing for what I believe will be the last meeting (for now) on the Municipal Facilities Master Plan; I was also on vacation during the holidays.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager



Town of North Yarmouth

Bi-monthly Report – Municipal Administration Department

Reporting Period: November & December FY19

Collections

	FY18	FY19
• Excise Collection (boat & auto):	\$149,656.62	\$162,188.08
• Inland Fisheries & Wildlife Collections:	\$6,199.50	\$5,299.25
• PAYT Collections:	\$25,700.00	\$15,957.50
• Tax Collections:	\$322,773.15	\$127,048.41

Voting

FY	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
2018	1087	146	12	967	1098	3310
2019	1207	143	n/a	980	1093	3423

Communications

(number of subscribers)

	FY18	FY19
• Reminders From Town Hall	729	759
• Facebook	866	1065
• Instagram	162	230
• Twitter	169	228
• Town Hall Streams	13	62

Changes/Updates

- We had a 73% voter turnout for the November 2018 Midterm Elections. Voters are still struggling with Ranked Choice voting as Election Staff fielding many questions on the subject. We successfully got the word out about the polling location moving, as I have not received any complaints from residents.
- Now have the ability to load new informational slides to local access cable channel 1301.
- Meetings with various IT Companies and the Town Manager regarding the replacement of the network server and finding a company that is better suited to handle our IT needs going forward.
- Work on FY20 budgets has begun.

Project(s) Update

- Coordinated with Casella the Holiday Curbside pickup schedule.
- Working with Casella representatives to develop a system/policy so that the Town Office staff is notified when there has been a delay in pickup (**even after hours**) (i.e. when some roads are not collected and collection will resume the next morning at 7am) so that notice may get out to the residents via our website and social media accounts.
- Cheryl and Stacey attended BMV training in November hosted by the Town of Yarmouth.
- Working with Ashley to setup new online donations page on the Town website with informe.org
- Bi-annual meeting of the Cemetery Commission was held future project to memorialize those laid to rest in the paupers section of Walnut Hill Cemetery.

Coming Up

- Training PWD Staff to update their department page on the town website
- Update employee payroll deductions for increase in health& dental premiums
- Quarterly Reporting: Fed 941, State SIT, Unemployment & MSHA
- Annual Reporting: W2s, W3, MEW3, 1099 Misc. and OSHA

Submitted by: Debbie Grover, Assistant Town Manager



Bi-monthly Report - Public Works Department

NOVEMBER/DECEMBER 2018

General Maintenance of Parks & Grounds:

- Park trash cans and dog waste bags every Monday morning.
- Brush cutting along fences Walnut hill cemetery
- Headstone repair walnut hill cemetery
- Storm damage tree removal and Kiosk repair chandler brook preserve

Heavy Equipment:

- Maintenance and repair of snow removal equipment
- Maintenance of town fleet, Fire Rescue Dept, and Public Works.
- Received and placed into service, new Ford 550 plow truck, #3-19 traded truck #3-08.
- Truck 10-10 to Blackstone's for manifold replacement and new spark plugs.
- Replace radiator in the sidewalk snow blower, Hydraulic work to slow down sander to apply the proper amount of salt and not over apply.
- Repair truck 7-10 overheating, Replace EGR valve and Fan Clutch.

Road Maintenance:

- Cleaned out drains, catch basins, bridge drains for rain events
- Dirt roads graded - Sweetser, The Lane, Lufkin, and Thunder;
- General road maintenance to include several road kill (Deer)(4 in 1 day) pickups per week.
- Marked Gard rails and sidewalk for winter snow removal
- New PVT street signs installed- Garden gate circle, Dandelion dr.
- Replace/repair non-conforming/missing PVT street signs- Country creek, Stowell brook, Ansul Ln., Marion Way, Dirt road, Winding meadow way.

Other:

- Treated salt with Magic minus zero.
- Stocked public sand shed for winter.
- Helped Town Clerk with voting set up.
- Helped Living Well committee on projects.
- Working with Barret Maid on WH&CC
- Thanks to Crooker Const. for the use of light tower for voting.
- Still picking up dirty adult diapers thrown out on New Gloucester Road.

Changes/Updates:

New employee Nick Thibeault Driver/laborer started and replaced Employee Charlie Hall who left to work for the Town of Paris.

Projects:

- Meet with several vendors for 19/20 budget numbers
- Report for salt shed received. Working with PSE on a repair plan.
- Working with Town Manager/Town of Cumberland/SAD 51 on Public works /Bus garage.

Storms:

- Handled 11 winter weather events; plowing, sanding/salting, sidewalk cleaning, shoveling Town office, Fire station, NYMS, Parks, hydrants



Town of North Yarmouth

Bi-monthly Report - Code Enforcement Department

Reporting Period: November & December FY18

Activity

	FY17	FY18
Occupancy Certificates	2	8
Building Permits	16	20
Plumbing Permits	3	9
Electric Permits	21	24
Septic Permits	1	6
Subdivisions	0	1
Contract Zoning	0	0

Changes/Updates

Wescustogo Hall is taking shape the concrete has been poured for the new building, and portions of the old building have been tied together. Sub-slab plumbing has been completed, and an electrical conduit for any wiring below grade is in place awaiting new wiring. We got the baffle changed in the septic tank, the 4 inches of new foam insulation has been installed on the gym roof with new roofing on top of that.

Planning

The Planning board has had a small lull in regards to any new development but has still had a steady flow of smaller subdivision amendment type applications and has been continued conversations in regards to ordinance changes that they may want to bring to the next town meeting.

Submitted by: Ryan Keith, Code Enforcement Officer/Planner

Date: 1/10/2019



Town of North Yarmouth

Bi-monthly Report - Fire Rescue Department

Reporting Period: November 2018 & December 2018 for FY18

Activity

	FY17	FY18
Medical Calls	27	21
Fire Calls	44	34
Patient Evaluations	27	21
Transports	21	14
Public Assistance	2	4
Vehicle Accidents	5	9
Mutual Aid	3	3
Unauthorized Burning	1	1
Total Member Hours on Calls	236.30	242.08
Total Member Hours Training	498.50	414.00
Total Incidents	71	55

Changes/Updates

Training hours and call hours are fairly close to the previous year for the last two months. Once again the UTV that was purchased in this year's budget has proven its worth. On 12/27/2018 North Yarmouth Fire Rescue was dispatched to 25 Southerly View Rd for a male subject that had fallen through the ice. Access was very limited. The male subject and one of his dogs required to be rescued from the Royal River. Utility 58 was deployed on the Old Town House Park side of the river while Chief Payson, Engine 51, and A-56 Deployed from the residence. The access point for staff to make patient contact on Old Town House Parkside was about a 2-1/2 mile hike into the woods and trail system. Having the UTV allowed for members to safely transport equipment and staff to the scene in a timely manner. We also utilized staff from Cumberland Fire and Yarmouth Fire to assist on the scene. The teamwork displayed by all agencies made for a positive outcome for the male subject and his dog.

Project(s) Update

This year's budget included the replacement of floors in the hallway, bathrooms, and Historical Society office. This was needed as the floors contained asbestos and were starting to come apart. We started the project on December 17th and had just completed it. During the project, we successfully worked with the Historical Society to make their space more efficient for their use. This was a joint effort between both organizations, and I was pleased to have a positive experience working with the group.

Coming Up

I am still working with FEMA on Storm Declaration documents for the October 31, 2017 storm. We are finally making headway with the project and have completed the FEMA side of the Paperwork. I am now waiting on the State to finish their side of the paperwork in which I do not have in hand yet to process.

We are still awaiting word on when the new Command Vehicle will be delivered. Tucker Ford is unable to get a true delivery date from Ford. We are hoping that it will be delivered in the next few weeks but could still be two to three months out.

Submitted by: Gregory Payson, Fire Rescue Chief
Date: 01/08/2019

North Yarmouth

Expense Detail Report

1/15/2019

Department(s): 110 - 160

July to December

	Current Budget	Debits	Credits	Unexpended Balance	%
110 - MUN ADMN	497,216.00	0.00	0.00	497,216.00	
01 - OPERATIONS	335,123.00	164,776.01	400.00	170,746.99	
02 - CONTR/PROF	67,660.00	29,763.00	0.00	37,897.00	
03 - BLDG/GRNDS	63,045.00	26,708.35	0.00	36,336.65	
04 - COMMCOMM	9,950.00	3,412.46	0.00	6,537.54	
05 - NYMS	21,438.00	7,887.67	0.00	13,550.33	
	497,216.00	232,547.49	400.00	265,068.51	46.77
120 - COMM SVCS	169,562.00	0.00	0.00	169,562.00	
01 - CEO/PLAN	69,219.00	30,681.65	0.00	38,537.35	
02 - ECONOM DEV	69,400.00	14,785.47	0.00	54,614.53	
03 - PKS/REC	8,850.00	2,437.84	0.00	6,412.16	
04 - GENL ASST	7,688.00	440.00	0.00	7,248.00	
05 - SOC SERVC	3,440.00	3,087.06	0.00	352.94	
06 - CEMETERIES	5,215.00	5,120.61	0.00	94.39	
07 - LIVING WELL	750.00	0.00	0.00	750.00	
08 - HIST SOCIE	5,000.00	375.00	0.00	4,625.00	
	169,562.00	56,927.63	0.00	112,634.37	33.57
130 - PUBL SAFETY	381,794.00	0.00	0.00	381,794.00	
01 - FIRE RESCUE	281,827.00	147,262.16	233.49	134,798.33	
02 - CONTR/PROF	99,967.00	31,139.87	0.00	68,827.13	
	381,794.00	178,402.03	233.49	203,625.46	46.73
140 - PUBLIC WORKS	447,813.00	0.00	0.00	447,813.00	
01 - OPERATIONS	447,813.00	216,046.06	297.21	232,064.15	
	447,813.00	216,046.06	297.21	232,064.15	48.24
150 - SW/RECYCLING	202,905.00	0.00	0.00	202,905.00	
01 - SOLID WASTE	202,905.00	103,560.50	0.00	99,344.50	
	202,905.00	103,560.50	0.00	99,344.50	51.04
160 - FIXED EXPENS	8,729,389.00	0.00	0.00	8,729,389.00	
02 - EE BENEFITS	265,654.00	119,415.78	0.00	146,238.22	
03 - INSURANCE	39,767.00	21,115.50	0.00	18,651.50	
04 - EDUCATION	7,333,711.00	3,666,855.41	0.00	3,666,855.59	
05 - SHARED SVCS	178,994.00	89,496.00	0.00	89,498.00	
06 - COUNTY TAX	336,663.00	336,663.00	0.00	0.00	
07 - OVERLAY	30,000.00	35,024.57	12,859.24	7,834.67	
08 - BUD RESVS	544,600.00	0.00	0.00	544,600.00	
	8,729,389.00	4,268,570.26	12,859.24	4,473,677.98	48.90
Final Totals	10,428,679.00	5,056,053.97	13,789.94	5,386,414.97	48.48

North Yarmouth

Revenue Detail Report

1/15/2019

Department(s): 100

July to December

Current

Uncollected

Account	Budget	Debits	Credits	Balance
100 - REVENUES	1,705,172.00	0.00	0.00	1,705,172.00
4010 - AGENT FEES	12,300.00	10.00	5,910.00	6,400.00
4020 - RESCUE FEES	65,000.00	0.00	22,041.02	42,958.98
4030 - APPEALS	50.00	0.00	0.00	50.00
4035 - BAD CHECK FEES	0.00	0.00	40.00	-40.00
4050 - BOAT EXCISE	8,500.00	7.40	1,590.30	6,917.10
4060 - BUILDING PERMITS	41,000.00	0.00	22,213.60	18,786.40
4067 - BURN PERMITS - ONLINE	240.00	0.00	0.00	240.00
4070 - CASH SHORT/OVER	0.00	101.58	108.02	-6.44
4080 - CATV FRANCHISE FEES	29,000.00	0.00	18,004.56	10,995.44
4090 - CELL TOWER RENTAL	37,200.00	0.00	19,493.71	17,706.29
4110 - CEO MISC. PERMITS	300.00	0.00	0.00	300.00
4120 - CEO POWNAL SERVICES	15,000.00	0.00	4,900.66	10,099.34
4130 - CLERK FEES	755.00	0.00	280.00	475.00
4140 - CUSTOMER SERVICES FEES	700.00	0.00	242.92	457.08
4150 - DOG LICENSE FEES / ACO SERVICE	1,650.00	3.00	446.00	1,207.00
4157 - PARK USE PERMIT DOGS	0.00	0.00	600.00	-600.00
4160 - ELECTRICAL PERMITS	7,500.00	0.00	4,430.91	3,069.09
4200 - GENEALOGY SEARCH	250.00	0.00	35.00	215.00
4210 - GENERAL ASSISTANCE	2,500.00	0.00	0.00	2,500.00
4220 - HOMESTEAD EXEMPTION	200,527.00	0.00	182,780.00	17,747.00
4255 - EMA REIMBURSEMENTS	0.00	0.00	26,091.79	-26,091.79
4260 - LOCAL ROAD ASSISTANCE PROGRAM	27,000.00	0.00	27,232.00	-232.00
4265 - PROPERTY & CASUALTY POOL	2,000.00	0.00	2,683.00	-683.00
4270 - MSAD ELECTIONS	2,200.00	0.00	1,503.38	696.62
4280 - MISC REVENUES	1,200.00	0.00	14,810.79	-13,610.79
4290 - BMV EXCISE	867,000.00	0.00	490,683.57	376,316.43
4310 - PEER REVIEW	1,000.00	0.00	0.00	1,000.00
4320 - PLANNING BOARD	1,200.00	0.00	0.00	1,200.00
4330 - PLUMBING PERMITS	8,000.00	0.00	4,605.00	3,395.00
4335 - PRIVATE ROAD SIGNS	300.00	0.00	0.00	300.00
4340 - RENTAL FEES	13,000.00	0.00	5,605.00	7,395.00
4350 - REVENUE SHARING	191,575.00	0.00	94,821.97	96,753.03
4370 - SITE PLAN REVIEW	1,200.00	0.00	300.00	900.00
4380 - SNOWMOBILE CLUBS STATE REIMBUR	1,200.00	0.00	0.00	1,200.00
4390 - SOLID WASTE/RECYCLING	140,000.00	0.00	60,445.00	79,555.00
4400 - SW HAULER PERMIT	75.00	0.00	0.00	75.00
4420 - TAX INTEREST	12,500.00	14.58	6,265.78	6,248.80
4430 - TAX PENALTY	3,500.00	0.00	786.88	2,713.12
4480 - TREE GROWTH EXEMPTION	3,700.00	0.00	2,417.84	1,282.16
4500 - VETERAN'S EXEMPTION	2,950.00	0.00	1,340.00	1,610.00
4510 - VITAL RECORDS	3,100.00	0.00	1,415.40	1,684.60
Final Totals	1,705,172.00	136.56	1,024,124.10	681,184.46

* FY18 Fall 2017 Wind Storm Reimbursement.

60.06% of revenues collected.

Town of North Yarmouth
WESCUSTOGO HALL & COMMUNITY CENTER
 Financial Report January 15, 2019

EXPENSE DETAIL

FY17

Barrett Made \$ 167,667.75
\$ 167,667.75

Operating Account Reimbursements

\$ 42,695.00 3/23/2017

FY18

Barrett Made \$ 83,672.50
 Fundraising Expenses \$ 2,709.72
\$ 83,672.50

\$ 164,668.00 8/9/2017

FY19

Bond Expenses \$ 43,764.60 *
 Builder's Risk Insurance \$ 854.00 *
 Asbestos Removal Prior to Demo \$ 580.00 *
 Initial Deposit Barrett Made \$ 75,000.00
 Construction Drawdown 1 \$ 194,334.50
 Construction Drawdown 2 \$ 269,449.93
 Construction Drawdown 3 \$ 301,867.59
 NSB Fee \$ 16.00
\$ 885,866.62

\$ 230,000.00 8/23/2018

\$ 700,000.00 1/11/2018

\$ 1,137,363.00

Total Expenses \$ 1,137,206.87

\$ 156.13

REVENUE DETAIL

Wescustogo Hall Insurance	\$ 507,945.93	Loss Balance Received
Interest Earnings	\$ 495.01	Interest for FY16 & FY17
US Bank - Bond	\$ 3,430,000.00	
US Bank - Bond	\$ 9,559.30	Bid premium remaining after Underwriter's Discount**
Fundraising	\$ 6,112.90	
	\$ 3,954,113.14	

** This will be applied to the first Debt Service payment of \$57,077.86 due May 1, 2019.

FUND BALANCE \$ 2,816,906.27

TOWN CONTINGENCY

Beginning Balance	\$ 200,000.00	
Change Order 1	\$ 48,404.17	Community Room
Change Order 2	\$ 63,713.93	Site Work Repairs
Change Order 3	\$ 4,674.22	Rot Repairs
Bond Expenses	\$ 45,198.60	* Paid
Ending Balance	\$ 38,009.08	

PENDING ITEMS

Engineering & Architecture 7%	\$ 13,833.82	Estimated Insurance Reimbursement
Remaining Insurance Proceeds	\$ 127,565.63	Pending Acceptance
Connected Facility - Gym/Stage - 15%	\$ (29,751.04)	(not part of Wescustogo Claim)

FY19 FIRST QUARTER ACTIVITY AND ALLOCATIONS

Fund #	Description	Beginning Balances	Additions	Expenditures	Investment	Investment	Investment	Ending Balances
					Interest & Dividend Income			
220-21	PW/FR/HE	685,133.51	130,000.00	(32,472.03)	5,123.77	-	(796.46)	786,988.79
220-22	Technology & Comm	(127.77)	38,900.00	-	253.83	-	(39.46)	38,986.60
220-23	Future Lands	29,349.29	10,000.00	-	257.60	-	(40.04)	39,566.85
220-24	Parks and Rec	36,020.05	5,000.00	-	268.54	-	(41.74)	41,246.85
220-25	Municipal Facilities Reserve	3,528.33	165,000.00	-	1,103.29	-	(171.50)	169,460.12
220-26	Contingency Reserve	10,623.86	-	-	69.55	-	(10.81)	10,682.60
220-31	Roadways Reserve	5,700.00	175,000.00	(166,198.24)	94.94	-	(14.76)	14,581.94
220-32	Records Preservation	1,696.11	15,000.00	-	109.30	-	(16.99)	16,788.42
		771,923.38	538,900.00	(198,670.27)	7,280.82	-	(1,131.76)	1,118,302.17
								852,920.99
								265,381.18
<p align="right">First Quarter Ending Balance in the Investment Account</p> <p align="right">Cash to be physically transferred In From (Out To) the Operating Checking Account</p>								
220-21	Public Works & Fire Rescue		20,495.21	FRD/PWD Utility Terrain Vehicle				
			11,976.82	Fire Rescue Command Vehicle				
			32,472.03					
220-31	Roadways		166,198.24	Mountford, Royal, Thunder, and Wescustogo Roads				
			198,670.27					

FY19 SECOND QUARTER ACTIVITY AND ALLOCATIONS

Fund #	Description	Beginning Balances	Additions	Expenditures	Investment Interest & Dividend Income	Investment Gains (Losses)	Investment Expenses	Ending Balances
220-21	PW/FR/HE	786,988.79	-	(242,525.23)	-	-	-	544,463.56
220-22	Technology & Comm	38,986.60	-	-	-	-	-	38,986.60
220-23	Future Lands	39,566.85	-	-	-	-	-	39,566.85
220-24	Parks and Rec	41,246.85	6,275.07	(207.00)	-	-	-	47,314.92
220-25	Municipal Facilities Reserve	169,460.12	-	(4,994.00)	-	-	-	164,466.12
220-26	Contingency Reserve	10,682.60	-	-	-	-	-	10,682.60
220-31	Roadways Reserve	14,581.94	-	(22,417.96)	-	-	-	(7,836.02)
220-32	Records Preservation	16,788.42	-	(16,570.00)	-	-	-	218.42
		1,118,302.17	6,275.07	(286,714.19)				837,863.05
								Second Quarter Ending Balance in the Investment Account 852,920.99
								Cash to be physically transferred In From (Out To) the Operating Checking Account (15,057.94)
	220-21 Public Works & Fire Rescue		3,210.40	FRD/PWD Utility Terrain Vehicle				
			53,518.06	Public Works Plow Truck				
			131,000.00	Public Works Loader				
			46,046.77	Fire Rescue Command Vehicle				
			8,750.00	Fire Rescue Equipment - Spreader				
			242,525.23					
	220-24 Parks & Recreation		207.00	Attorney Fees - Easement				
	220-25 Municipal Facilities		1,524.00	Sand & Salt Shed				
			3,470.00	Town Office Generator Switch				
			4,994.00					
	220-31 Roadways		22,417.96	Mountford, Royal, Thunder, and Wescustogo Roads				
	220-32 Records Preservation		16,570.00	Phase 3 (final) Town Clerk Records Preservation Project				
			286,714.19					

Date: January 15, 2019

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

RE: SOLAR BID AWARD

Activities since the Board's meeting of December 18, 2018, regarding solar use consisted of clarifications, further research, and new developments. For this type of product, a request for quotes was solicited. All vendors were asked to design a solar package for the Town focusing on a net zero result beginning with the new construction of the Wescustogo Hall & Community Center project. Vendors were provided complete construction plans of the project and spreadsheets of the Town's electricity use for all town facilities for the past five (5) years.

Code Enforcement Officer, Ryan Keith, has prepared a spreadsheet included herein of the bids submitted and how all three products compare when providing the same town facility coverage and net-zero results. I believe the Board will find this a more comprehensive way to review the bids received.

During this period the Board has been provided articles on solar use in the state of Maine directly relating to municipal purposes, which are useful tools in making a decision on the solar application and selecting a product. In addition, some Board members did meet with Ryan and me to advance our knowledge further and to aid in the decision making of this type of utility.

There is also a new development taking place in the legislature that could provide significant savings in the use of solar. Governor Mills is supporting a legislative bill focusing on solar energy.

As the Select Board reviews this latest information I recommend considering the following:

- Postpone making any decisions on solar use until such time the legislature has completed their process on the solar bill. The legislative body has until June 2019 to end their lawmaking decisions. Therefore, it would be fit for the Board to decline all bids and provide for a new bid process in July after laws are developed.
- Provide for initial financial funding for the solar purchase in the FY20 budget; this would include installation set up (rough-in) and perhaps an estimated first-year payment on a lease contract. A decision on whether to lease or purchase outright is one to be still explored but again if a new law goes into effect the impact of a lease or outright purchase could change. I believe there should be something earmarked in the FY20 budget (reserves) as we go forward. Based on the lease payment spreadsheet included herein and estimated rough-in costs provided by Revision a recommended budget amount would be \$31,000.

A longer time frame for determining what solar product to use will not hold up the construction project and will be in the best interest of the Town in making a final decision.

Design/Build - As Quoted				Notes
	Revision	Assured	Sundog	
Number of Panels	308	181	154	1. Sun Dog has stated that they cannot produce more KWH than proposed (57,246) without installing a ground unit. A ground unit is more costly, and will use valuable land.
Warranty	25 YRS	25 YRS	25 YRS	2. It is expected that the new WH&CC will use approx 95,000 KWH of electricity annually
Yearly Production of KWH	117,593 kwh	89,008 kwh	57,246 kwh	3. As originally designed, Revision is the only company that designed a system that will bring WH&CC Net Zero.
Price per KWH Produced	\$1.7476	\$1.7569	\$1.7444	4. As designed, Revisions KWH production will power 100% of WH&CC as well as approx 77% of the other town facilities (Town Office, Public Works and Fire Station)
Price of proposed system	\$205,515.00	\$156,384.00	\$99,865.00	5. Town Facilities, excluding WH&CC, use 93,229 KWH annually
% Coverage of WH&CC	100% +	93.60%	60.30%	
Bring all up to Production of 117,593 KWH				
	Revision	Assured	Sundog	
Number of Panels	308	241	317	
Warranty	25 YRS	25 YRS	25 YRS	
Yearly Production of KWH	117,593	117,593	117,593	
Price per KWH Produced	\$1.7477	\$1.7569	\$1.7444	
Price of Proposed System	\$205,515.00	\$206,599.00	\$205,134.00	
Use and Payback (at 117,593 KWH System)				
Yearly KWH based on 7/1/17 - 6/31/18	196,989			
Yearly Electricity Costs	\$27,945.36	Actual costs across all facilities		
Average Electric Bill Per month	\$2,328.78	Yearly Cost/12		
Proposed Yearly Electric Bill - WITH SOLAR	\$8,737.92			
Proposed Monthly Electric Bill - WITH SOLAR	\$728.16			
Monthly Savings	\$1,600.62	Actual Monthly Cost - Proposed Monthly Cost		
Yearly Savings	\$19,207.44	Actual Yearly Cost - Proposed Yearly Cost		
Years to pay back with Zero Interest	10.7	Cost of System/Yearly Savings		

PPA Rate Schedule & Savings- Wescustogo Hall

Project Design	
Annual Generation	117,593
System Size in kW (DC)	98.56
System Size in kW (AC)	81.00
Annual Output Derate	0.5%
Purchase Option	\$205,515

Project Income	
Year 1 Utility Rate	\$0.0928
Utility Escalator	2.5%
Y1 REC Volume	118
REC Price (\$/MWh)	\$15
REC Term (years)	10
REC De-Escalator	5%
Tariff Rate (\$/kWh)	\$0.000
Tariff Term (years)	0

Project Incentives	
State	ME
Grant/Rebate	\$0
RECs Flow to	Investor

Operating Expenses	
Inverter Replacement	\$5,914
Insurance	\$0
Insurance De-Escalator	0.0%
O&M	\$844
O&M Escalator	0.0%
Land Lease (\$/kW)	\$0.00
Land Lease Escalator	2%
Property Tax	\$0
Property Tax Escalator	5%

PPA Assumptions	
ReVision Offer Type	Custom
EPP	\$0
Year 1 PPA Rate	\$0.0985
PPA Escalator %	2.0%
Year Escalator Takes Effect	3
Year 7 Premium	\$0.00
Buyout Estimate	\$132,370
Buyout Year	6

Buyout Terms	
Buyout Method	Cash
Buyout Estimate	\$132,370
Interest Rate	
Loan Term	

Year	Generation (kWh)	Utility \$/kWh	Avoided Utility Cost	REC Revenue	Operating Expenses	Term PPA		PPA w/ Early Buyout				
						PPA Rate per kWh	PPA Rate	Annual Revenue	Cumulative Revenue	Buyout Payment	Annual Revenue	Cumulative Revenue
1	117,593	\$0.0928	\$10,913	\$0	\$0	\$0.0985	\$11,583	(\$670)	(\$670)	\$0	(\$670)	(\$670)
2	117,005	\$0.0951	\$11,130	\$0	\$0	\$0.0985	\$11,525	(\$395)	(\$1,066)	\$0	(\$395)	(\$1,066)
3	116,420	\$0.0975	\$11,351	\$0	\$0	\$0.1005	\$11,697	(\$346)	(\$1,412)	\$0	(\$346)	(\$1,412)
4	115,838	\$0.0999	\$11,576	\$0	\$0	\$0.1025	\$11,871	(\$295)	(\$1,706)	\$0	(\$295)	(\$1,706)
5	115,259	\$0.1024	\$11,806	\$0	\$0	\$0.1045	\$12,048	(\$241)	(\$1,948)	\$0	(\$241)	(\$1,948)
6	114,682	\$0.1050	\$12,041	\$1,131	(\$844)	\$0.1066	\$12,227	(\$186)	(\$2,134)	(\$132,370)	(\$120,042)	(\$121,990)
7	114,109	\$0.1076	\$12,280	\$1,058	(\$844)	\$0.1088	\$12,410	(\$129)	(\$2,263)	\$0	\$12,494	(\$109,496)
8	113,538	\$0.1103	\$12,524	\$989	(\$844)	\$0.1109	\$12,594	(\$70)	(\$2,334)	\$0	\$12,670	(\$96,826)
9	112,971	\$0.1131	\$12,773	\$924	(\$844)	\$0.1131	\$12,782	(\$9)	(\$2,342)	\$0	\$12,853	(\$83,973)
10	112,406	\$0.1159	\$13,027	\$863	(\$844)	\$0.1154	\$12,973	\$55	(\$2,288)	\$0	\$13,046	(\$70,927)
11	111,844	\$0.1188	\$13,286	\$0	(\$844)	\$0.1177	\$13,166	\$120	(\$2,167)	\$0	\$12,442	(\$58,486)
12	111,285	\$0.1218	\$13,550	\$0	(\$844)	\$0.1201	\$13,362	\$188	(\$1,979)	\$0	\$12,706	(\$45,780)
13	110,728	\$0.1248	\$13,820	\$0	(\$844)	\$0.1225	\$13,561	\$258	(\$1,721)	\$0	\$12,975	(\$32,804)
14	110,175	\$0.1279	\$14,094	\$0	(\$844)	\$0.1249	\$13,763	\$331	(\$1,390)	\$0	\$13,250	(\$19,554)
15	109,624	\$0.1311	\$14,374	\$0	(\$844)	\$0.1274	\$13,968	\$406	(\$984)	\$0	\$13,530	(\$6,024)
16	109,076	\$0.1344	\$14,660	\$0	(\$844)	\$0.1300	\$14,176	\$484	(\$500)	\$0	\$13,816	\$7,791
17	108,530	\$0.1378	\$14,951	\$0	(\$844)	\$0.1326	\$14,388	\$564	\$63	\$0	\$14,107	\$21,899
18	107,988	\$0.1412	\$15,249	\$0	(\$844)	\$0.1352	\$14,602	\$646	\$710	\$0	\$14,404	\$36,303
19	107,448	\$0.1447	\$15,552	\$0	(\$844)	\$0.1379	\$14,820	\$732	\$1,442	\$0	\$14,707	\$51,010
20	106,910	\$0.1484	\$15,861	\$0	(\$844)	\$0.1407	\$15,040	\$820	\$2,262	\$0	\$15,016	\$66,027
21	106,376	\$0.1521	\$16,176	\$0	(\$6,758)	\$0.1435	\$15,264	\$911	\$3,174	\$0	\$9,418	\$75,445
22	105,844	\$0.1559	\$16,497	\$0	(\$844)	\$0.1464	\$15,492	\$1,005	\$4,179	\$0	\$15,653	\$91,098
23	105,315	\$0.1598	\$16,825	\$0	(\$844)	\$0.1493	\$15,723	\$1,103	\$5,281	\$0	\$15,981	\$107,079
24	104,788	\$0.1638	\$17,160	\$0	(\$844)	\$0.1523	\$15,957	\$1,203	\$6,484	\$0	\$16,315	\$123,394
25	104,264	\$0.1678	\$17,501	\$0	(\$844)	\$0.1553	\$16,195	\$1,306	\$7,790	\$0	\$16,656	\$140,051
26	103,743	\$0.1720	\$17,849	\$0	(\$844)	\$0.1584	\$16,436	\$1,412	\$9,202	\$0	\$17,004	\$157,055
27	103,224	\$0.1763	\$18,203	\$0	(\$844)	\$0.1616	\$16,681	\$1,522	\$10,725	\$0	\$17,359	\$174,414
28	102,708	\$0.1808	\$18,565	\$0	(\$844)	\$0.1648	\$16,930	\$1,636	\$12,360	\$0	\$17,721	\$192,135
29	102,195	\$0.1853	\$18,934	\$0	(\$844)	\$0.1681	\$17,182	\$1,752	\$14,113	\$0	\$18,090	\$210,225
30	101,684	\$0.1899	\$19,310	\$0	(\$844)	\$0.1715	\$17,438	\$1,873	\$15,985	\$0	\$18,466	\$228,691
31	101,175	\$0.1947	\$19,694	\$0	(\$844)	\$0.1749	\$17,698	\$1,997	\$17,982	\$0	\$18,850	\$247,541
32	100,669	\$0.1995	\$20,086	\$0	(\$844)	\$0.1784	\$17,961	\$2,124	\$20,106	\$0	\$19,241	\$266,782
33	100,166	\$0.2045	\$20,485	\$0	(\$844)	\$0.1820	\$18,229	\$2,256	\$22,362	\$0	\$19,641	\$286,423
34	99,665	\$0.2096	\$20,892	\$0	(\$844)	\$0.1856	\$18,501	\$2,391	\$24,753	\$0	\$20,048	\$306,471
35	99,167	\$0.2149	\$21,307	\$0	(\$844)	\$0.1893	\$18,776	\$2,531	\$27,284	\$0	\$20,463	\$326,933
36	98,671	\$0.2202	\$21,731	\$0	(\$844)	\$0.1931	\$19,056	\$2,675	\$29,959	\$0	\$20,886	\$347,820
37	98,178	\$0.2257	\$22,163	\$0	(\$844)	\$0.1970	\$19,340	\$2,823	\$32,781	\$0	\$21,318	\$369,138
38	97,687	\$0.2314	\$22,603	\$0	(\$844)	\$0.2009	\$19,628	\$2,975	\$35,756	\$0	\$21,759	\$390,897
39	97,198	\$0.2372	\$23,052	\$0	(\$844)	\$0.2049	\$19,921	\$3,132	\$38,888	\$0	\$22,208	\$413,105
40	96,712	\$0.2431	\$23,510	\$0	(\$844)	\$0.2090	\$20,217	\$3,293	\$42,181	\$0	\$22,666	\$435,771

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
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. COMPLETED
MMA - Construction Insurance (builder's risk)	TM	Nov-19		Certificates on file, cost \$ 854. for 7/1/18 - 7/1/19.
Close NYMS	TM	7/20/18		Notifications will be sent out 6/29/18. COMPLETED
NYMS - Playground Removal	TM	7/20/18		PWD to remove and store playground. COMPLETED
BM Subcontractor Walkthrough	BM	7/26/18		BM will be onsite with potential subcontractors. COMPLETED
MMA - Remaining Insurance Proceeds	TM	9/17/18		Will not be received until project is 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.
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

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				
Task	Who	Start Date	End Date	Notes
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
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
Site Coordination Meeting	BM	9/7/18		Meeting held 9/7 with Dugas, OR, PW Director and BM. COMPLETE
Groundbreaking Ceremony		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
Sitework Begins	BM	Nov-18		Ongoing, footings and foundation almost complete
Building Weather Tight	BM	Ongoing		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.
Interior Layouts and Finishes	BM/NY	Ongoing		Electrical layouts of kitchen & Plumbing layouts of gym bathrooms and custodial closet have been selected.
Solar Panels	BM			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.
Bi-Weekly Construction Progress Photos	AA	Ongoing		Construction progress photos will be taken and posted to the Towns Website, Facebook and Instagram. ONGOING
Selection of Fixtures	OR	TBD		

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
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. Change Order #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. CO #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 - CO #5 \$12,595.39 . **To be completed and paid under Barrett Made contingency.**
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 - CO #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. CO #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.

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.

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: Ashley Roan

Barrett Made Director of Design Services: Matthew Ahlberg

Barrett Made - Owner: Rob Barrett

Barrett Made - Design Services: Dylan Baker

Date: January 15, 2019

To: Select Board

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

RE: FINANCIAL POLICY

I made the changes to the purchase order and contract duration numbers but after review decided to leave the Service Contracts section separate to provide simplicity when referring to the specific categories. A clean copy is included with this memorandum.



**Town of North Yarmouth
Financial Policies
Adopted December 18, 2018**

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Town of North Yarmouth
Financial Policies

I. PURPOSE

The purpose of this policy is to provide objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments, transactions, risk tolerance, safekeeping and custodial procedures, and selected guidelines for the financial management of the Town of North Yarmouth under the direction of the Town Manager/Purchasing Agent for the Town or his or her designee.

II. PURCHASING

Purchasing policies set forth the duties and responsibilities of the Town Manager, Department Heads, and the Select Board in standardizing the purchasing of goods and services for the Town of North Yarmouth thereby securing for the Town the advantages of a centralized and uniform purchasing saving the taxpayers money and increasing public confidence in the procedures for municipal purchasing. This policy establishes an overall purchasing policy from which the Town Manager will develop methods to be utilized by all Town departments, as well as boards and committees that receive budgetary appropriations from the Town; and to promote the fair and equitable treatment of all suppliers of goods and services.

A. **Purchasing Definitions**

1. **Approved Vendors and Contractors:** Those vendors and contractors identified by each Department Head to the Town Manager. The Town Manager and or Department Head is responsible for maintaining the list of such approved parties for bidding purposes and for promoting and soliciting North Yarmouth vendors and residents for said list. The Town Manager shall keep detailed records for each department on file at all times. Such listing shall be reviewed and updated every two fiscal years.
2. **Most Advantageous Bid:** A bid chosen on the basis of price, quality of merchandise, suitability of merchandise and the service reputation of the vendor, and therefore may not necessarily mean the lowest bid received.
3. **Competitive Bidding:** The process of obtaining the bid most advantageous to the town for any purchase, whether through formal or informal bidding procedures.
4. **Field Purchase:** An informal purchase of supplies needed in small quantities for day-to-day operation made directly by a department head or his/her designated representative from an approved vendor.
5. **Formal Bid:** A written quotation obtained in a sealed envelope from an approved vendor or through advertisement and opened at a specific day, place, and time either by the Town Manager of the Board of Selectmen
6. **Emergency:** A situation by its nature and severity, that would require an override of the timeframes set out in this policy.
7. **Informal Bid:** A written or oral quotation obtained from an approved vendor or contractor, but not required to be opened publicly at a specified day, place, and time.
8. **Purchase:** Buying, contracting, renting, leasing or otherwise acquiring supplies or services for a price.

Town of North Yarmouth
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9. Services: The lease or rental of all grounds, buildings, offices, space or equipment required by the Town, the repair or maintenance of all equipment or real property owned by or the responsibility of the Town, and all labor furnished to the Town by persons, firms, individuals or corporations not part of or connected with Town government.
10. Specifications: Standards including quality set by Department Heads as a guide to the Town Manager and as a measure of that which successful vendors must achieve. Specifications shall be either technical specifications for bids, which shall state formulations as broadly as practicable, yet shall be specific enough to describe the requirements of the department or non-technical specification for bids, which shall state the quality required in general terms.
11. Applicability: This policy shall apply to all purchases and services made by or used by departments and agencies of the Town, except as otherwise specified herein.

B. Purchasing Parameters

1. Spending Authorization

The Town Manager is designated as the Purchasing Agent for the Town. Accordingly, the Town Manager and Department Heads are authorized to spend within budget appropriations. Purchases within the dollar range specified below must meet the requirements listed. Dollar ranges are per piece or in the order total, whichever would meet the dollar range last and are meant to be guidelines and not rigidly defined.

2. Products, Goods, and Equipment

- a) \$0 - \$1,000: Defined as Field purchases
- b) \$1,001-\$4,999: Purchase Order authorized in advance is required. Formal competitive bidding is not required. However, the purchaser should endeavor to get the best value for the money spent. Town Manager or designee will approve the purchase.
- c) \$5,000 - \$99,999: Purchase Order authorized in advance is required. Informal bids will be solicited from a minimum of three bidders, if available. Preferably these bidders will be found on the department list of approved vendors and contractors. The quotes will be attached to the purchase order. If within appropriation amounts, the purchase only needs approval by the Town Manager; if outside the appropriation amounts, needs a recommendation by the Town Manager and approval from the Select Board.
- d) \$100,000 and Over: Written bid specifications or equivalent shall be created by the Department Head and approved by both the Town Manager and the Select Board prior to being advertised. This is a formal bid process the Select Board has the final awarding responsibility. The Select Board will award the bid to the most advantageous or in the best interest to the Town.
- e) Record of Bids: The Town Manager shall keep a record of all bids submitted for a time period of at least three (3) years, and such record shall be open to proper inspection by any interested party.

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- f) Disqualification of Bidders: The Town Manager shall have the authority to disqualify bidders who default on their bids, quotations, contracts or purchase orders from receiving further awards from the Town. Such decisions will be subject to the right of the disqualified bidder to appeal to the Select Board for a reversal or reinstatement.
- g) Rejection of Bids: The Town Manager and the Select Board shall have the authority to reject any, and all bids, (or Request for Proposals) received in response to invitations for bids (or Request for Proposals) are deemed non-responsive, token, collusive or otherwise non-acceptable and when such action is in the best interests of the Town.
- h) Product & Warranty Information: The Town Manager shall be responsible for these documents and for ensuring that appropriate insurance coverage is secured.
- i) Authorization of Documentation: The Town Manager has the authorization to execute such documents that are required to perfect the purchase.

3. Service Contracts

- a) \$0 - \$4,999; formal competitive bidding is not required; contractor shall be on the approved vendors and contractors list. Town Manager or designee will approve the contract.
- b) \$5,000 - \$49,999; Informal bids shall be solicited from a minimum of three bidders, if available. Preferably these bidders will be found on the department list of approved vendors and contractors. If within appropriation amounts, the contract only needs approval by the Town Manager; if outside the appropriation amounts it needs a recommendation by the Town Manager and approval from the Select Board.
- c) \$50,000 and over; A written Request for Proposal specifications or equivalent shall be created by the Town Manager and approved by the Select Board prior to being advertised. The request shall be advertised by the most efficient means possible, in order to encourage the broadest possible competition. Sealed proposals shall be specified and opened at a public meeting by the Town Manager. The Select Board has the final awarding responsibility. The Select Board may award the service contract to someone other than the lowest bidder if they feel that it is in the best interests of the Town.
- d) Record of Bids: The Town Manager shall keep a record of all bids submitted for a time period of at least three (3) years, and such record shall be open to proper inspection by any interested party.
- e) Contract Information: The Town Manager shall be responsible for these documents and for ensuring that appropriate insurance coverage is secured. All contracts shall contain language that it falls under the jurisdiction of the State of Maine legal provisions, and should their duration extend over one (1) year, that the contract is subject to a non-appropriation clause.
- f) Authorization of Documentation: The Town Manager has the authorization to execute such documents that are required to perfect the contract.

4. Conflicts of Interest

- a) Any official, officer or employee of the Town who has a financial interest, direct or indirect, or by reason of ownership of stock in any corporation or ownership interest in a business entity,

Town of North Yarmouth
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in any contract with the town, or in the sale of any land, material, supplies or services to the town or to a contractor supplying the Town shall make known that interest and shall refrain from voting upon or otherwise participating in his/her capacity as an official, officer or employee in making such sale or otherwise in the making or performing of such contract.

- b) Any official, officer or employee who willfully conceals such financial interest or willfully violates the requirement of this section shall be guilty of malfeasance in office or position and shall forfeit his/her office or position. Violation of this section with the express or implied knowledge of the person or business entity contracted with or making a sale to the town shall, at the option of the town, render the contract or sale voidable.
- c) In all proceedings before the town, every municipal official shall attempt to avoid the appearance of a conflict of interest by disclosure or abstention.

5. Miscellaneous

- a) Emergencies - In such defined times, the Town Manager may authorize immediate negotiated purchases of supplies or services, not to exceed \$5,000 that are needed to protect the best interests of the Town
- b) Revision Power in the Town Manager - The Town Manager shall examine each purchase order and shall have the authority to revise it as to quantity, quality, or estimated cost; but revision as to quality shall be only with the concurrence of the using agency or department.
- c) Tax Exemptions - The Town Manager shall act to procure for the Town all Federal and State tax exemptions to which the town is entitled.
- d) Town Debit and Credit Cards - The ability to purchase with the town credit card is allowed only by prior approval. If the purchase is made by a Department Head, then the Town Manager or Assistant Town Manager grants the approval. Debit and Credit Card purchases shall not exceed amounts described here as Products, Goods & Equipment.

III. FIXED ASSETS

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the Town's annual financial statements in order to comply with the requirements of GASB Statement No. 34. The Town Manager and Department Heads shall be responsible for updating and maintaining asset records on an annual basis or as activity occurs.

It is the policy of the Town of North Yarmouth to annually adopt a Capital Improvement Program (CIP) to ensure regularly scheduled maintenance of existing assets and the funding of mandated or much-needed new capital projects. In order to qualify as a CIP item, the project or item must exhibit a useful life and have a minimum value of no less than \$5,000.

- A. Capital Asset Definition - Capital assets will be defined as tangible and intangible assets that have initial useful lives that extend beyond a single reporting period (1 year).
- B. Capitalization Method - All capital assets will be recorded at historical costs as of the date acquired or constructed. If historical cost information is not available, assets will be recorded at estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

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C. Capitalization Thresholds - The Town establishes the following minimum capitalization thresholds for capitalizing fixed assets:

- Land and Improvements: \$ 25,000
- Buildings and Improvements: \$ 50,000
- Machinery/Equipment/Vehicles: \$ 5,000
- Infrastructure: \$ 50,000

D. Infrastructure Assets - In accordance with GASB Statement #34, the Town will record, at a minimum “major” infrastructure assets as defined in Statement #34 that were acquired, constructed or significantly reconstructed, or that received significant improvements after June 30, 1980. Other infrastructure assets may be capitalized as deemed appropriate. The Town does not intend to use the “modified approach” to record infrastructure.

E. Other Assets - Detailed records shall be maintained at the discretion of the Town Manager for all items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory.

IV. INVESTMENTS

The Town of North Yarmouth Investment Management Account has been established to segregate all capital reserve and special fund accounts into one investment account so that the funds are invested and managed in a manner consistent with appropriate municipal care. This policy shall provide the Investment Manager with a general framework within which the investment objectives will be defined, and general guidelines outlining how the investment portfolio will be structured. The investments will be managed, and the performance will be monitored by the Town Manager and the Investment Manager.

The Select Board shall select a financial institution to serve as the Town’s Investment Manager.

Specific objectives include:

- Assure policy compliance;
- Developing investment objectives and performance standards which are acceptable to the Town of North Yarmouth’s Select Board;
- Reviewing asset allocations;
- Reporting to the Select Board and or Town Manager on a regular basis including a face to face meeting at least annually.

A. Investment Manager Responsibilities

In its fiduciary capacity, the Town’s chosen Investment Manager will act prudently and implement the policy solely in the interest of the Town of North Yarmouth.

The Investment Manager shall also guard this policy. The policy statement also guards against “Board Risk” the possibility that the Select Board members at some stress point (most frequently a low point in the stock or bond markets) will react in a manner detrimental to the long-term health of the investment management account. Board members tend to serve only a few years at a time and those who adopt this policy today may not be here ten years from now to maintain the steady course that is one prerequisite of a successful investment plan.

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The investment manager(s) shall manage the assets of the investment account with the care, skill, prudence, and diligence that a prudent person familiar with such matters would use. Responsibilities include, but are not limited to, providing the Town with strategic investment counsel, custody of securities, income collection, portfolio management (including all buy/sell decisions), trade execution, and cash flow analysis. The investment manager will be available for meetings at such times as the Town Manager and or Select Board may request. The investment manager(s) will provide the Town Manager with performance data quarterly and will be available to meet with the Town Manager and or Select Board no less than annually. The agenda for meetings with the investment manager will include, at a minimum, the following:

- Current investment strategy;
- Prospective economic climate;
- Portfolio performance with respect to investment objectives and relative benchmarks;
- Expected levels of cash flow projected over the next fiscal year.

B. Investment Objectives

1. Return Requirements - The policy's primary return objective is to provide safety of principal through the diversification of the assets of the Town of North Yarmouth's Investment Management Account by investing in high-quality securities that will provide a high degree of liquidity. The investment account performance goal is expressed as a total return, without distinction between income and capital gains.
2. Risk Tolerance - Although the investment account has an infinite time horizon, liquidity needs are scheduled as needed and thus suggests that the investment account should assume a low-risk level.

C. Investment Constraints

1. Liquidity - Prudence dictates maintaining some liquidity for scheduled distributions and emergency expenses. This avoids a sudden need to sell long-term investments to meet unexpected demands for cash.
2. Time Horizon - A relatively long time horizon can be assumed for planning purposes. The investment portfolio is likely to remain in existence for at least twenty (20) years and beyond.
3. Taxes - Not applicable; the Town is a tax-exempt entity.
4. Laws and Regulations - Funds may be used only for those purposes that the legislative body of the Town has set for each individual fund.

D. Investment Guidelines

The investment manager(s) shall maintain a diversified portfolio employing a fixed income investment strategy to meet the cash flow needs.

Within the parameters below, the investment manager(s) shall have the discretion to allocate funds to fixed income investments or cash reserves depending on the investment manager's outlook for the investment markets. Unless otherwise determined by the Town from time to time, the asset allocation for the funds shall be guided by the following:

Town of North Yarmouth
Financial Policies

Target Allocation (as a % of Fair Market Value)

- Equities 0%
- Fixed 85% to 100%
- Cash & Cash Equivalents 0% to 15%

E. Fixed Income Investments

Fixed income investments shall be limited to direct debt obligations of the US Treasury, domestic corporations, securities issued by Federal Agencies and US Government Agencies. In addition, fixed income investments shall be limited to the following guidelines:

1. Fixed income securities at the time of purchase must be investment grade or better by Standard & Poor's or Moody's Investor Service.
2. Maturities of fixed income securities shall be structured to provide an average life of five (5) to ten (10) years, with an average life of up to fifteen (15) years for mortgage-backed securities.
3. Fixed income mutual funds may be used from time to time in order to enhance yield during an interim investing period.

F. Cash Reserves

Investments in cash and cash equivalents shall be limited to insured or collateralized bank deposits, US Treasury Bills, repurchase agreements, or money market funds whose investments are limited to short-term direct obligations of the US Treasury, US Government Agencies or domestic corporations.

G. Performance Benchmarks

The performance will be monitored on a regular basis and evaluated relative to the IMA's long-term objectives using appropriate benchmarks for comparison. The account will be compared against the following indices:

- | | |
|-------------------------------|---|
| ▪ Cash Reserve Component | 91 Day Treasury Bill |
| ▪ Convertible Securities | ML Investment Grade Convertibles |
| ▪ International | MSCI EAFE Index |
| ▪ Large Capitalization Equity | Standard & Poor's 500 Index |
| ▪ Mid Cap Equity | Standard & Poor's 400/Russell Midcap |
| ▪ Small Cap Equity | Standard & Poor's 600/Russell 2000 |
| ▪ Taxable Fixed Income | Barclays Capital Aggregate Bond Index |
| ▪ Tax-Free Fixed Income | Barclay's Five (5) year Municipal Index |

V. CASH MANAGEMENT

Cash management establishes uniform procedures to be followed in the collection, custody, reporting, and deposit of cash receipts for all departments within the Town of North Yarmouth (the Town). "Cash," as referenced herein, includes coin, currency, checks, cashier's checks, traveler's checks, money orders, and debit/credit card transactions.

Town of North Yarmouth
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A. Cash Policy

Cash received at each department shall be adequately safeguarded at all times, and properly receipted and/or documented. Until deposited, all cash collections shall be kept in locked drawers, cash boxes, or cash registers. All cash kept overnight will be moved into the safe and locked. All customer checks, cashier's checks, traveler checks, and money orders will be restrictively endorsed immediately upon receipt. The restrictive endorsement will be made with stamped imprint indicating "For Deposit Only, Town of North Yarmouth."

The Town Manager (or his/her designee) will be responsible for depositing cash received by the Town to the proper bank depository account on a daily basis, with the exception of Thursday's deposit which may be deposited on the next available business day. During transport of deposits, prudent measures shall be taken to assure that funds are adequately safeguarded.

Under no circumstances should disbursements be made from cash receipts. Cash receipts should be accounted for in detail and reconciled against the corresponding source journal(s). No checks are to be cashed from the cash receipt coin/currency originally collected. Refunds may only be authorized by only by the Town Manager (or his/her designee) against like-tender; currency for currency, credit card for a credit card, etc.

No employee has authorization to receipt any transaction for themselves.

B. Transactions Policies

1. Currency, Personal Checks, Bank Checks, Money Orders, and Debit/Credit Cards are all acceptable forms of payment for any transaction.
2. Coinage payment shall not exceed \$10 per transaction.
3. Checks should be made payable to the Town of North Yarmouth.
4. Any check presented shall have a full name, current address, phone number, and license/id number written or listed on the check.
5. No check may be written for cash or in excess of the amount of the transaction.
6. Tax payments made in the form of a check that is inadvertently written in excess of the amount owed, the Town Manager (or his/her designee) shall authorize a refund once the check has passed through the Town bank's clearinghouse.
7. Visa, MasterCard, Discover, and American Express are accepted.
8. The name on the debit/credit card must be verified that it matches the receipted name along with verifying the signature upon receipt.
9. All debit/credit card payments shall be processed immediately through the third party card authorization system, and a receipt showing the transaction is accepted must be printed and signed by the cardholder.

Town of North Yarmouth
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10. A third party card convenience fee as set by the authorization company shall be added to each transaction processed.
11. A printed receipt shall be provided to all customers showing the amount tendered.
12. The Town Manager (or his/her designee) shall be responsible for the collection of checks returned for non-sufficient funds. Non-sufficient fund procedures are followed until the collection is obtained.

VI. UNDESIGNATED FUND BALANCE

The undesignated fund balance or unreserved General Fund balances are reflected on the balance sheet of the Town of North Yarmouth. All surplus policy formulas and discussions refer specifically to the undesignated and unreserved fund balance at year-end (June 30) as reported in the audited financial statements of the Town. Excluded from the calculations and policy formulas are fund balances in designated capital reserve or special fund accounts, or any funds other than the General Fund.

A. Targeted Undesignated Fund Balance

The Town's management objective is to carry a fund balance of 17.5% (3/12) of the total annual budget. The "total annual budget" would include education, contributions to capital reserves, special funds, county taxes, and any debt service.

A fund balance of less than 17.5% is cause for some concern except in unusual and deliberate circumstances. Fund balance in excess of 19%, although attractive features on a balance sheet, are generally considered excessive, and should be applied to capital projects, debt reduction or in certain cases, to reduce the annual tax requirements of the Town (when surplus fund balances are likely to be reliably available each year).

B. Undesignated Fund Balance Appropriations

On or about February 1st of each year, the Select Board shall determine the amount to be taken from the surplus fund balance, if any, that may be applied as a "revenue" for purposes of developing the subsequent municipal budget. The Town Manager is responsible for projecting such year-end balances and recommending an amount of surplus fund balance, if any, that may be applied to the budget proposal consistent with this policy.

C. Investment of Undesignated Fund Balance

Undesignated fund balance amounts represent an accounting balance and not necessarily a segregated investment account or pool of funds (idle cash) waiting to be expended or invested. The Town Manager/Treasurer is responsible for forecasting cash flow requirements for all town purposes and to safely invest any idle cash or capital reserve balances prudently and properly. As such, surplus fund balance investment does not have an investment policy distinct from the general investment guidance and objectives for all Town Funds as contained in these financial policies. (Certain trust accounts, accounts held under grant agreements, and escrow type funds, such as security deposits may have special investment rules or limitations, but otherwise, all town

investments are subject to the general rules of prudence and state law. The Town, in that policy, seeks to provide security, liquidity, and return, in that order.)

Town of North Yarmouth
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D. Reserve Funds/Capital Improvement Plan

It is the policy of the Town of North Yarmouth to limit tax fluctuations by annually setting aside capital purchase reserve funds (designated by use). The Town Manager recommends amounts and uses in the annual proposed budget, which is then reviewed and recommended to Town Meeting by the Select Board and the Budget Committee. The Town Meeting vote establishes final amounts and uses for those reserve funds.

The Select Board and Town Manager/Treasurer are authorized to sell, on behalf of the Town, at public or private sale, used town vehicles and or equipment and to see that said sales are placed into the equivalent reserve fund. Additionally, the Selectpersons are authorized to expend amounts previously placed into reserve accounts only for purposes that are consistent with the intent of the reserve fund when created and funded.

VII. POLICY AMENDMENTS

The Board of Selectmen shall periodically review the Financial Policies and make modifications when warranted. Proposed modifications to this policy will be documented in writing and be put into effect only after an official majority vote of the Board.

Select Board

Jennifer Speirs, Chair

Stephen Morrison, Vice Chair

Anne Graham

William Whitten

James Moulton

Date: January 15, 2019

To: Select Board

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

RE: Committee Appointments

1. Parks & Recreation Committee
Shelly Harkins 6/30/21

Volunteer application included with this memo.



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 checked="" type="checkbox"/> Parks & Recreation Committee |
| <input 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: Shelly Harkins
Email: whitebirchfarm@gmail.com
Mailing Address: 1392 North Road
Phone: 207-415-1658

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'm very active in the parks around town & would like to help them grow.
2. Do you have any relevant experience, training or credentials that you would like us to consider? not necessarily
3. Have you ever served on any boards/ committees before? If so, when and where? no


Volunteer Signature

12 / 17 / 18
Date

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

Date: January 15, 2019

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RR}
Cc: Clark Baston, Public Works Director

RE: MSAD 51 BUS DEPARTMENT RELOCATION

As you are aware the towns of North Yarmouth and Cumberland, and shared school district 51, have been meeting and discussing the possibility of sharing Public Works facilities. The town of Cumberland is faced with substantial space issues at their current location and attempts to relocate to another location have failed. The school bus department shares the Cumberland facility but both entities have over time grown, and it is no longer feasible to have both at this location. In turn, North Yarmouth has been planning and implementing upgrades to their Public Works facility. In the current Capital Improvement Plan, the NYPWD has plans for needed improvements to the sand and salt shed, an addition of a wash bay, and the installation of an appropriate fuel island.

Sevee & Maher engineers worked with both towns on different scenarios at both locations which were presented to the Cumberland Council and North Yarmouth Select Board on December 19th at a joint meeting (a representative from the MSAD 51 School Board was also present). It was found that the most likely and financially sustaining solution for both towns and the school would be to relocate the Bus Department to the NYPWD site. It was also discussed that the wash bay and fuel island needs could be shared by the two towns. Noting that the wash bay may be better located in Cumberland taking advantage of a public sewer system. Cumberland could avoid having to construct a fuel island by taking advantage of using North Yarmouth's. At the conclusion of the meeting, all entities were in support of the plan, and it was agreed to move forward.

Include with the memo is the initial design for the NYPWD facility incorporating the Bus Department. An updated version is being produced and will be available before or at the meeting.

Items for consideration:

- 1) Confirm the decision to move forward with relocating the MSAD 51 Bus Department to the NYPWD site.
- 2) Timeline components.
 - Completion Date
 - Construction Begins
 - Financing - Bond
 - Construction Bids
 - Design Bid Package
 - Preliminary Package
 - Design Discussions w/MSAD

Note: I have also included with this report CIP information for the NYPWD.

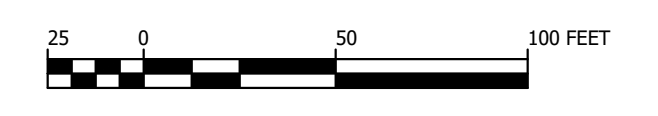


- NOTES:**
1. PARCEL LINES FROM TOWN OF NORTH YARMOUTH GIS.
 2. CONTOURS FROM THE MAINE GIS DATA CATALOG.
 3. ZONING REQUIREMENTS: DIMENSIONAL STANDARDS TO BE IN ACCORDANCE WITH THE APPROVED ZONE AS SHOWN BELOW:

	VILLAGE CENTER	
	REQUIRED	PROVIDED
MINIMUM LOT SIZE	1 ACRE	>1 ACRE
MINIMUM STREET FRONTAGE	50 FEET	>50 FOOT
MINIMUM FRONT YARD SETBACK	20 FEET	20 FEET
MINIMUM REAR/SIDE SETBACK	10 FEET	10 FEET
MAXIMUM BUILDING HEIGHT	35 FEET	<35 FEET

LEGEND

— — — — —	PROPERTY LINE
— — — — —	CONTOUR
— — — — —	SAM RISTICH TRAIL



**CONCEPTUAL SITE PLAN
MSAD 57 SCHOOL BUS RELOCATION
NORTH YARMOUTH PUBLIC WORKS
NORTH YARMOUTH, MAINE**

SME
SEVEE & MAHER
ENGINEERS

ENVIRONMENTAL • CIVIL • GEOTECHNICAL • WATER • COMPLIANCE

4 Blanchard Road, PO Box 85A, Cumberland, Maine 04021
Phone 207.829.5016 • Fax 207.829.5692 • smemaine.com

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MUNICIPAL FACILITIES/GROUNDS		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
6 PWD GARAGE													
G	Metal Roof Repairs		\$ 8,100										
F	Overhead Doors								\$ 27,000				
P	Building Batt Insulation - Walls & Roof			\$ 21,000									
F	Lighting Fixtures		\$ 4,800										
N/A	Misc. Needed Repairs	\$ 4,117											
P	Exhaust Fan & Shuttered Louver (replacement)		\$ 10,000										
P	Indoor Quality Air & Energy Savings (vehicle/welding exhaust)		\$ 10,000										
N/A	Sprinkler System PWD / Includes PWD Office				\$ 125,116								
Sub-totals		\$ 4,117	\$ 32,900	\$ 21,000	\$ 125,116	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	
7 PWD OFFICE													
N/A	PWD Heating Improvements	\$ 20,881											
G	Roofing - Spot Replacement of Shingles			\$ 9,000									
G	Flooring Replacement					\$ 7,500							
Sub-totals		\$ 20,881	\$ -	\$ 9,000	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8 PWD SAND & SALT SHED													
N/A	Sand & Salt Shed Foundation Engineering	\$ 840	\$ 9,800										
Sub-totals		\$ 840	\$ 9,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7 PWD POLE & SHED STRUCTURES													
P	Roof Repairs	\$ -	\$ 7,875										
F	Floor - Concrete Slab & Entrance Apron					\$ 16,200							
Sub-totals		\$ -	\$ 7,875	\$ -	\$ -	\$ 16,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9 PWD GROUNDS & CEMETERY GARAGE													
G	Fuel Island						130,000						
N/A	Generators New PWD/Repurpose TO	\$ 20,035											
G	Cemetery Garage Roof Replacement		\$ 3,500										
F	Cemetery Garage Siding & Trim		\$ 3,500										
Sub-totals		\$ 20,035	\$ 7,000	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	
PUBLIC WORKS SITE TOTALS:		\$ 45,873	\$ 57,575	\$ 30,000	\$ 125,116	\$ 23,700	\$ 130,000	\$ -	\$ 27,000	\$ -	\$ -	\$ -	
10 ALL FACILITIES													
N/A	Facility Assessments	\$ 3,800											
Sub-totals		\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ALL FACILITIES TOTAL:		\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenditures		\$ 80,877	\$ 156,175	\$ 77,550	\$ 208,776	\$ 32,150	\$ 350,000	\$ -	\$ 27,000	\$ -	\$ -	\$ -	
Appropriations		\$ 50,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	
Other		\$ -											
Sale of Assets		\$ -											
Cash Balance		\$ 4,336	\$ 13,161	\$ 100,611	\$ 56,835	\$ 189,685	\$ 4,685	\$ 169,685	\$ 307,685	\$ 472,685	\$ 637,685	\$ 802,685	
This is a living document for planning purposes only. Interest, Fees, & Actual Expenditures are not reflected.										Total Capital Improvements:			\$ 962,528

MANAGEMENT NOTES:	
Fire Rescue Facility Public Works Bays Town Office Sand & Salt Shed Foundation Engineering Air Quality & Energy Savings (exhaust) Sharp House ceilings & upper wall finishes All Paving Needs	<p>I believe it is premature to put these buildings in the plan during the first year; until such time that the Select Board and Town Manager can conduct discussions of these building - \$1,370,000 (FRD)/\$408,000 (PWD)</p> <p>I am hesitant to say this facility will provide space for another 10 years; I believe that at the very least an expansion will be warranted. It would be better to wait on the Engineering Study already in the current budget/the plan was to repair the building so it will last it's natural life. \$254,750</p> <p>This equipment will not fit into the current station - it has been omitted from plans. \$30,000</p> <p>Tenant plans to take care of with small cost for material to the Town.</p> <p>This (\$127,000) can be easily put in the Roadway CIP with little change to that reserve schedule.</p>

Client: **Town of North Yarmouth**
 Facility: **Public Works Garage**
 Location: **40 Parsonage Road**
 Constructed **Unknown**
 Renovated **None**
 Gross Floor Area: **Approx. 3,600 SF**

Capital Needs Assessment



Exhibit A

Capital Expenditure (CapEx) Planning

Line Item No.	Category	Components & Scope of Work (SOW)				Budget, Current Dollars				Schedule, Years			
		Report Section	Description	Observed Condition	Repair-Replacement or Action	Quantity		Unit Cost	Item Budget	Expected Life or Frequency	Effective Age	Remaining Useful Life or Range	Duration of Work
						Count	Unit						
1	Site Improvements												
2			Asphalt drives, truck yard & parking areas	Fair	Minor repairs, patching & crack seal under operating budgets. CapEx is for overall overlay. Includes a shimming allowance to address local drainage issues	9,000	SY	\$ 8.50	\$ 76,500	25	15	10	4
3			Fuel island	None	Scope of work includes new above-ground diesel & gasoline tanks, pump & dispenser system, spill containment & canopy. Budget per portland pump proposal.	1	Lot	\$ 130,000.00	\$ 130,000	40	N.A.	2	1
4	Structure & Building Envelope												
5			Existing foundation, slab, bump wall & steel structure	Good	No CapEx anticipated during the study period.				\$ -				
6			Existing screw-down fluted metal roof	Good	Repair minor leaks under operating funds. CapEx is for overall inspection, repairs & elastomeric coating	3,600	SF	\$ 2.25	\$ 8,100		N.A.	8	1
7			Existing passage doors & windows	Good	Repair under operating funds. No CapEx anticipated during the study period.				\$ -				
8			Existing overhead doors	Fair	Repair under operating funds. CapEx is for replacement with motorized insulated units at the time of the building addition	3	Each	\$ 9,000.00	\$ 27,000	30	25	8	1
9			Existing exterior walls - metal panels	Good	Repair under operating funds. CapEx is for new insulation.				\$ -				
10			Existing building batt insulation - walls & roof	Poor	Remove & replace for greater R-value. (Material TBD. Budget for spray foam.)	7,000	SF	\$ 3.00	\$ 21,000	50	N.A.	8	1
11			Building addition, 3 heated bays for wash, overnight service jobs & storage	Not Applic.	Similar construction - the full width of the building and extending back 50' with three overhead doors in north wall. Includes allowance for expansion of electrical & heating systems.	3,000	SF	\$ 136.00	\$ 408,000	50	N.A.	8	1
12	Building Interior												
13			Interior partitions & mezzanine.	Good	Maintenance under operating funds. No CapEx anticipated.				\$ -				
14			Interior finishes	Good	Maintenance under operating funds. No CapEx anticipated.				\$ -				
15			Rest room	Good	Maintenance under operating funds. No CapEx anticipated.				\$ -				
16	Mechanical, Electrical & Plumbing Systems												
17			Electrical system	Fair	Maintenance under operating funds. No CapEx anticipated until building addition.				\$ -				
18			Heating system	Fair	Maintain waste oil-fired and backup diesel-fired system under operating funds. No CapEx anticipated until building addition.				\$ -				
19			Lighting fixtures	Fair	Maintain existing under operating budgets. CapEx for additional lighting between existing bays	12	Each	\$ 400.00	\$ 4,800	30	N.A.	1	1
20			Communication systems and low-voltage wiring	Good	Maintain under operating budgets. No CapEx anticipated.				\$ -				
21			Fire & security alarm systems	Good	Maintain under operating budgets. No CapEx anticipated.				\$ -				
22			Plumbing piping & fixtures	Good	Maintain under operating budgets. No CapEx anticipated.				\$ -				
23			Domestic water heater	Good	Maintain & replace under operating budgets. No CapEx anticipated.				\$ -				
24			Rear wall-mounted exhaust fan & shuttered louver	Poor	Maintain under operating budgets. CapEx is for replacement with larger unit for summer ventilation, to be located on roof	1	Lot	\$ 5,000.00	\$ 5,000	30	30	1	1
25			Garage indoor air quality & energy savings	N.A.	Vehicle exhaust trunk venting system	1	Lot	\$ 5,000.00	\$ 5,000		N.A.	1	1
26			Automatic fire protection sprinkler system	None	Add for entire facility as part of building addition project	7,600	SF	\$ 6.00	\$ 45,600	50	N.A.	8	1

Notes: Budgets above assume continuing long-term occupancy as a Public Works Garage
 Other than the vehicle exhaust trunk venting system, we have not considered operational systems, equipment or furnishings.
 Regular service and occasional repairs assumed funded with operations & maintenance budgets.
 De minimis items are not included above.
 Cost estimates are approximate and intended for long-range budget planning only.
 More accurate budgets should be determined through competitive pricing
 EULs assume good ongoing maintenance and reflect actual on-property experience.
 Items with RUL = 1 are intended for scheduling during 2018.

Print at 11" x 17" for legibility

Client: **Town of North Yarmouth**
 Facility: **Public Works Office**
 Location: **40 Parsonage Road**
 Constructed: **1975**

renovated: **Modular moved from school circa 2016**

Gross Floor Area: **Approx. 1,500 SF upper floor with unfinished, heated 1,500 SF basement, plus covered entries**

Capital Needs Assessment

Exhibit A



Capital Expenditure (CapEx) Planning

Line Item No.	Category	Components & Scope of Work (SOW)				Budget, Current Dollars			Schedule, Years					
		Report Section	Description	Observed Condition	Repair-Replacement or Action	Corrective	Quantity		Unit Cost	Item Budget	Expected Life or Frequency	Effective Age	Remaining Useful Life or Range	Duration of Work
							Count	Unit						
1	Site Improvements													
2			Asphalt driveway & parking area	Fair	See Public Works Garage cost tables				\$ -					
3			Trees & Landscaping	Good	Maintained under operating funds. No CapEx anticipated.				\$ -					
4														
5	Structure & Building Envelope													
6			Foundations, structure and insulation	Good	No CapEx anticipated during the study period.				\$ -					
7			Roofing, not including covered basement & upper floor entries	Good	Replace asphalt shingles at the end of their expected useful life	20	Sq = 100SF	\$ 450.00	\$ 9,000	25	15	10	1	
8			Doors	Good	Repairs and periodic re-painting under operating funds. No CapEx anticipated.				\$ -					
9			Windows	Good	Repairs as required under operating funds. No CapEx anticipated.				\$ -					
10			Siding & trim	Good	No CapEx anticipated during the study period.				\$ -					
11														
12	Building Interior													
13			Upper floor wall & ceiling finishes	Fair	Maintain under operating funds. No CapEx anticipated during the study period.				\$ -					
14			Vinyl composition floor tiles	Good	Remove & replace at the end of its remaining useful life	1,500	SF	\$ 5.00	\$ 7,500	20	15	5	1	
15			Kitchen	Good	Maintain cabinets and replace appliances under operating funds. No CapEx anticipated during the study period.				\$ -					
16														
17	Mechanical, Electrical & Plumbing Systems													
18			Electrical system	Good	Maintain under operating funds. No CapEx anticipated during the study period.				\$ -					
19			Plumbing system	Good	Maintain under operating funds. No CapEx anticipated during the study period.				\$ -					
20			Propane-fired hot water heating system	Good	Maintain under operating funds. No CapEx anticipated during the study period.				\$ -					
21			Heat pumps	Good	Maintain under operating funds. No CapEx anticipated during the study period.				\$ -					

Notes: Budgets above assume continuing long-term occupancy for the current purpose.
 This office facility is not handicapped accessible for visitors. We have not addressed this ADA non-compliance
 Regular service and occasional repairs assumed funded with operations & maintenance budgets.
 De minimis items are not included above.
 Cost estimates are approximate and intended for long-range budget planning only.
 More accurate budgets should be determined through competitive pricing
 EULs assume good ongoing maintenance and reflect actual on-property experience.
 Items with RUL = 1 are intended for scheduling during 2018.

Client: Town of North Yarmouth
 Facility: Public Works Office
 Location: 40 Parsonage Road
 Constructed: Unknown
 Renovated: Modular moved from school circa 2016

Gross Floor Area: Approx. 1,500 SF upper floor with unfinished, heated 1,500 SF basement, plus covered entries
 Assumed Inflation 2.5% compounded annually

Capital Needs Assessment
 Exhibit A



20-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																					
	Category	Description	Repair-Replacement or Corrective Action	Immediate	Short-Term	Near-Term					Long - Term													
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037				
5	Structure & Building Envelope																							
7	Roofing, not including covered basement & upper floor entries	Replace asphalt shingles at the end of their expected useful life																						
11	Building Interior																							
14	Flooring	No CapEx anticipated during the study period.																						
16																								
23	Annual Total, Current Dollars =		\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
24	Annual Total, Inflated Dollars =		\$0	\$0	\$0	\$0	\$0	\$8,279	\$0	\$0	\$0	\$0	\$18,733	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
25																								
26	Annual Total/SF, Current Dollars		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
27	Annual Total/SF, Inflated Dollars =		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.76	\$0.00	\$0.00	\$0.00	\$0.00	\$6.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28																								
29	Range Totals, Current Dollars =		\$0	\$0	\$7,500					\$15,000														
30	Range Totals, Inflated Dollars =		\$0	\$0	\$8,279					\$18,733														
31																								
32	Years 0-5 Total, Current Dollars =		\$7,500					Years 1-20 Total, Current Dollars = \$22,500																
33	Years 0-5 Total, Inflated Dollars =		\$8,279					Years 1-20 Total, Inflated Dollars = \$27,012																
34																								
35	Years 0-5 Total/SF, Current Dollars =		\$2.50					Years 1-20 Total/Unit, Current Dollars = \$7.50																
36	Years 0-5 Total/SF, Inflated Dollars =		\$2.76					Years 1-20 Total/Unit, Inflated Dollars = \$9.00																
37																								
38	Average Annual Budget/SF, Years 0-5, Current =		\$0.50					Average Annual Budget/Unit, Years 1-20, Current = \$0.38																
39	Average Annual Budget/SF, Years 0-5, Inflated =		\$0.55					Average Annual Budget/Unit, Years 1-20, Inflated = \$0.45																

Client: Town of North Yarmouth
 Facility: Public Works Office
 Location: 40 Parsonage Road
 Constructed: Unknown
 Renovated: Modular moved from school circa 2016

Gross Floor Area: Approx. 1,500 SF upper floor with unfinished, heated 1,500 SF basement, plus covered entries
 Assumed Inflation 2.5% compounded annually

Capital Needs Assessment
 Exhibit A



20-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																				
	Category	Description	Repair-Replacement or Corrective Action	Immediate	Short-Term	Near-Term					Long - Term												
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037			
5	Structure & Building Envelope																						
7	Roofing, not including covered basement & upper floor entries	Replace asphalt shingles at the end of their expected useful life																					
11	Building Interior																						
14	Flooring	No CapEx anticipated during the study period.								\$7,500													
23	Annual Total, Current Dollars =		\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
24	Annual Total, Inflated Dollars =		\$0	\$0	\$0	\$0	\$0	\$8,279	\$0	\$0	\$0	\$0	\$18,733	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
26	Annual Total/SF, Current Dollars =		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
27	Annual Total/SF, Inflated Dollars =		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.76	\$0.00	\$0.00	\$0.00	\$0.00	\$6.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
29	Range Totals, Current Dollars =		\$0	\$0	\$7,500					\$15,000													
30	Range Totals, Inflated Dollars =		\$0	\$0	\$8,279					\$18,733													
32	Years 0-5 Total, Current Dollars =		\$7,500					Years 1-20 Total, Current Dollars = \$22,500													Years 0-20 Total, Current Dollars = \$22,500		
33	Years 0-5 Total, Inflated Dollars =		\$8,279					Years 1-20 Total, Inflated Dollars = \$27,012													Years 0-20 Total, Inflated Dollars = \$27,012		
35	Years 0-5 Total/SF, Current Dollars =		\$2.50					Years 1-20 Total/Unit, Current Dollars = \$7.50													Years 0-20 Total/Unit, Current Dollars = \$7.50		
36	Years 0-5 Total/SF, Inflated Dollars =		\$2.76					Years 1-20 Total/Unit, Inflated Dollars = \$9.00													Years 0-20 Total/Unit, Inflated Dollars = \$9.00		
38	Average Annual Budget/SF, Years 0-5, Current =		\$0.50					Average Annual Budget/Unit, Years 1-20, Current = \$0.38													Average Annual Budget/Unit, Years 0-20, Current Dollars = \$0.38		
39	Average Annual Budget/SF, Years 0-5, Inflated =		\$0.55					Average Annual Budget/Unit, Years 1-20, Inflated = \$0.45													Average Annual Budget/Unit, Years 0-20, Inflated Dollars = \$0.45		

Client: **Town of North Yarmouth**
 Facility: **Public Works Pole Barn, including Rear Shed**
 Location: **40 Parsonage Road**
 Constructed **Unknown**
 Renovated **None**
 Gross Floor Area: **Approx. 3,200 SF**

Capital Needs Assessment

Exhibit A



Capital Expenditure (CapEx) Planning

Line Item No.	Category	Components & Scope of Work (SOW)				Budget, Current Dollars			Schedule, Years				
		Report Section	Description	Observed Condition	Repair-Replacement or Corrective Action	Quantity		Unit Cost	Item Budget	Expected Life or Frequency	Effective Age	Remaining Useful Life or Range	Duration of Work
						Count	Unit						
1	Site Improvements												
2		Asphalt drive	Fair	See Public Works Garage cost tables				\$ -					
3													
4	Structure & Building Envelope												
5		Foundations and wood structure	Good	No CapEx anticipated during the study period.				\$ -					
6		Screw-down corrugated metal roof	Fair	Repair minor leaks under operating funds. CapEx is for overall inspection, repairs & elastomeric coating	3,500	SF	\$ 2.25	\$ 7,875		N.A.	8	1	
7		Overhead doors	Good	No CapEx anticipated during the study period.				\$ -					
8		Passage door & window panels	Good	No CapEx anticipated during the study period.				\$ -					
9		Fluted metal siding panels & trim	Good	No CapEx anticipated during the study period.				\$ -					
10		Existing floor (dirt)	Poor	CapEx for concrete slab & entrance apron (petroleum handling & storage	3,600	SF	\$ 4.50	\$ 16,200		N.A.	8	1	
11													
12	Building Interior												
13		Unfinished	Good	No improvements anticipated during the study period.				\$ -					
14													
15	Mechanical, Electrical & Plumbing Systems												
16		Electrical service and lighting fixtures	Fair	No CapEx anticipated during the study period.				\$ -					
17													

Notes: Budgets above assume continuing long-term occupancy as unheated garage and storage space
 Scope of work limited to as required to preserve the structure and protect stored materials
 Regular service and occasional repairs assumed funded with operations & maintenance budgets.
 De minimis items are not included above.
 Cost estimates are approximate and intended for long-range budget planning only.
 More accurate budgets should be determined through competitive pricing
 EULs assume good ongoing maintenance and reflect actual on-property experience.
 Items with RUL = 1 are intended for scheduling during 2018.

Print at 11" x 17" for legibility

Client: Town of North Yarmouth
 Facility: Public Works Pole Barn, including Rear Shed
 Location: 40 Parsonage Road
 Constructed: Unknown
 Renovated: None
 Gross Floor Area: Approx. 3,200 SF
 Assumed Inflation 2.5% compounded annually

Capital Needs Assessment

Exhibit A



20-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																					
	Category	Description	Repair-Replacement or Corrective Action	Immediate	Short-Term	Near-Term					Long - Term													
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037				
4	Structure & Building Envelope																							
6		Corrugated metal roof panels	No CapEx anticipated during the study period.																					
10		New floor	CapEx for concrete slab & entrance apron																					
17																								
18		Annual Total, Current Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
19		Annual Total, Inflated Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
20																								
21		Annual Total/SF, Current Dollars		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
22		Annual Total/SF, Inflated Dollars =		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
23																								
24		Range Totals, Current Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
25		Range Totals, Inflated Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
26																								
27		Years 0-5 Total, Current Dollars =		\$0					Years 1-20 Total, Current Dollars =					\$24,075	Years 0-20 Total, Current Dollars =					\$24,075				
28		Years 0-5 Total, Inflated Dollars =		\$0					Years 1-20 Total, Inflated Dollars =					\$28,618	Years 0-20 Total, Inflated Dollars =					\$28,618				
29																								
30		Years 0-5 Total/SF, Current Dollars =		\$0.00					Years 1-20 Total/Unit, Current Dollars =					\$7.52	Years 0-20 Total/Unit, Current Dollars =					\$7.52				
31		Years 0-5 Total/SF, Inflated Dollars =		\$0.00					Years 1-20 Total/Unit, Inflated Dollars =					\$8.94	Years 0-20 Total/Unit, Inflated Dollars =					\$8.94				
32																								
33		Average Annual Budget/SF, Years 0-5, Current =		\$0.00					Average Annual Budget/Unit, Years 1-20, Current =					\$0.38	Average Annual Budget/Unit, Years 0-20, Current Dollars =					\$0.38				
34		Average Annual Budget/SF, Years 0-5, Inflated =		\$0.00					Average Annual Budget/Unit, Years 1-20, Inflated =					\$0.45	Average Annual Budget/Unit, Years 0-20, Inflated Dollars =					\$0.45				

Client: Town of North Yarmouth
 Facility: Public Works Pole Barn, including Rear Shed
 Location: 40 Parsonage Road
 Constructed: Unknown
 Renovated: None
 Gross Floor Area: Approx. 3,200 SF
 Assumed Inflation 2.5% compounded annually

Capital Needs Assessment

Exhibit A



20-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																					
	Category	Description	Repair-Replacement or Corrective Action	Immediate	Short-Term	Near-Term					Long - Term													
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037				
4	Structure & Building Envelope																							
6		Corrugated metal roof panels	No CapEx anticipated during the study period.																					
10		New floor	CapEx for concrete slab & entrance apron																					
17																								
18		Annual Total, Current Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
19		Annual Total, Inflated Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
20																								
21		Annual Total/SF, Current Dollars		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
22		Annual Total/SF, Inflated Dollars =		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
23																								
24		Range Totals, Current Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
25		Range Totals, Inflated Dollars =		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
26																								
27		Years 0-5 Total, Current Dollars =		\$0					Years 1-20 Total, Current Dollars =					\$24,075	Years 0-20 Total, Current Dollars =					\$24,075				
28		Years 0-5 Total, Inflated Dollars =		\$0					Years 1-20 Total, Inflated Dollars =					\$28,618	Years 0-20 Total, Inflated Dollars =					\$28,618				
29																								
30		Years 0-5 Total/SF, Current Dollars =		\$0.00					Years 1-20 Total/Unit, Current Dollars =					\$7.52	Years 0-20 Total/Unit, Current Dollars =					\$7.52				
31		Years 0-5 Total/SF, Inflated Dollars =		\$0.00					Years 1-20 Total/Unit, Inflated Dollars =					\$8.94	Years 0-20 Total/Unit, Inflated Dollars =					\$8.94				
32																								
33		Average Annual Budget/SF, Years 0-5, Current =		\$0.00					Average Annual Budget/Unit, Years 1-20, Current =					\$0.38	Average Annual Budget/Unit, Years 0-20, Current Dollars =					\$0.38				
34		Average Annual Budget/SF, Years 0-5, Inflated =		\$0.00					Average Annual Budget/Unit, Years 1-20, Inflated =					\$0.45	Average Annual Budget/Unit, Years 0-20, Inflated Dollars =					\$0.45				

Client: Town of North Yarmouth
 Facility: Public Works Salt & Sand Storage Building
 Location: 40 Parsonage Road
 Constructed Unknown
 Renovated None
 Gross Floor Area: Approx. 4,800 SF

Capital Needs Assessment

Exhibit A



Capital Expenditure (CapEx) Planning

Line Item No.	Category	Components & Scope of Work (SOW)				Budget, Current Dollars			Schedule, Years				
		Report Section	Description	Observed Condition	Repair-Replacement or Corrective Action	Quantity		Unit Cost	Item Budget	Expected Life or Frequency	Effective Age	Remaining Useful Life or Range	Duration of Work
						Count	Unit						
1	Site Improvements												
2		Asphalt drive & parking	Fair	See Public Works Garage cost tables				\$ -					
3													
4	Structure & Building Envelope												
5		Foundation footings	Good	No CapEx anticipated during the study period.				\$ -					
6		Perimeter concrete wall	Poor	Demolition and replacement with 14" thick reinforced concrete wall extending 10' above the slab. Includes dowelling to footer	4,200	SF	\$ 20.00	\$ 84,000		N.A.	3	1	
7		Column support piers	Poor	Demolition and replacement with new anchor bolts	22	Each	\$ 1,500.00	\$ 33,000		N.A.	3	1	
8		Floor	Poor	Asphalt paved floor & entrance apron overlay	5,000	SF	\$ 7.00	\$ 35,000		N.A.	3	1	
9		Wood structure	Good	Temporary bracing & supports, jacking and re-setting on new foundation	1	Lot	\$ 60,000.00	\$ 60,000		N.A.	3	1	
10		Corrugated metal roof panels & skylight panels	Fair	Repair minor leaks under operational funds. CapEx is for overall inspection, repair and elastomeric coating after other work is completed	5,000	SF	\$ 2.25	\$ 11,250			3		
11		Fluted metal end wall siding panels & trim	Fair	CapEx is for inspection & repairs after other work is completed.	2,500	SF	\$ 3.00	\$ 7,500		N.A.	3	1	
12		Overhead door	Fair	Replace	1	Lot	\$ 18,000.00	\$ 18,000		N.A.	3	1	
13		Passage door	Fair	Replace	1	Lot	\$ 1,000.00	\$ 1,000		N.A.	3	1	
14													
15	Building Interior												
16		Unfinished	Good	No improvements anticipated during the study period.				\$ -					
17													
18	Mechanical, Electrical & Plumbing Systems												
19		Electrical system	Fair	Replace corroded panels & conduits, extend riser wiring	1	Allowance	\$ 5,000.00	\$ 5,000		N.A.	3	1	
20		Lighting fixtures	Good	Replace as required under operational funds. No CapEx anticipated during the study period.				\$ -					
21		Rear wall exhaust fan with shuttered louver	Good	Repair as required under operational funds. No CapEx anticipated during the study period.				\$ -					

Notes: Budgets above assume continuing long-term occupancy as unheated storage space
 Scope of work limited to as required to preserve the structure and raise the height of the perimeter bump wall
 Regular service and occasional repairs assumed funded with operations & maintenance budgets.
 De minimis items are not included above.
 Cost estimates are approximate and intended for long-range budget planning only.
 More accurate budgets should be determined through competitive pricing
 EULs assume good ongoing maintenance and reflect actual on-property experience.
 Items with RUL = 1 are intended for scheduling during 2018.

Client: **Town of North Yarmouth**
 Facility: **Public Works Salt & Sand Storage Building**
 Location: **40 Parsonage Road**
 Constructed: **Unknown**
 Renovated: **None**
 Gross Floor Area: **Approx. 4,800 SF**
 Assumed Inflation **2.5% compounded annually**



Capital Needs Assessment

Exhibit A

20-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																						
	Category	Description	Repair-Replacement or Corrective Action	Immediate	Short-Term	Near-Term					Long - Term														
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037					
4	Structure & Building Envelope																								
6		Perimeter concrete wall	Demolition and replacement with 12" thick reinforced concrete wall extending 10' above the slab.				\$84,000																		
7		Column support piers	Demolition and replacement with new anchor bolts				\$33,000																		
8		Floor	Concrete slab & entrance apron overlay				\$35,000																		
9		Wood structure	Temporary bracing & supports, jacking and re-setting on new foundation				\$60,000																		
10		Corrugated metal roof panels & skylight panels	No CapEx anticipated during the study period.				\$11,250																		
11		Fluted metal end wall siding panels & trim	Repair minor leaks under operating funds. CapEx is for overall roof inspection, repairs & elastomeric coating				\$7,500																		
12		Overhead doors	Additional panels				\$18,000																		
13		Passage door	Replace				\$1,000																		
14																									
18	Mechanical, Electrical & Plumbing Systems																								
19		Electrical system	Replace corroded panels & conduits, extend riser wiring				\$5,000																		
22																									
23		Annual Total, Current Dollars =		\$0	\$0	\$0	\$254,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
24		Annual Total, Inflated Dollars =		\$0	\$0	\$0	\$267,647	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
25																									
26		Annual Total/SF, Current Dollars		\$0.00	\$0.00	\$0.00	\$53.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
27		Annual Total/SF, Inflated Dollars =		\$0.00	\$0.00	\$0.00	\$55.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
28																									
29		Range Totals, Current Dollars =		\$0	\$0		\$254,750																		
30		Range Totals, Inflated Dollars =		\$0	\$0		\$267,647																		
31																									
32		Years 0-5 Total, Current Dollars =					\$254,750															\$254,750			
33		Years 0-5 Total, Inflated Dollars =					\$267,647															\$267,647			
34																									
35		Years 0-5 Total/SF, Current Dollars =					\$53.07															\$53.07			
36		Years 0-5 Total/SF, Inflated Dollars =					\$55.76															\$55.76			
37																									
38		Average Annual Budget/SF, Years 0-5, Current =					\$10.61															\$2.65			
39		Average Annual Budget/SF, Years 0-5, Inflated =					\$11.15															\$2.79			

Client: Town of North Yarmouth
 Facility: Public Works Salt & Sand Storage Building
 Location: 40 Parsonage Road
 Constructed: Unknown
 Renovated: None
 Gross Floor Area: Approx. 4,800 SF
 Assumed Inflation 2.5% compounded annually



Capital Needs Assessment

Exhibit A

20-Year Projection Capital Expenditure (CapEx) Annual Budgets

Line Item No.	Asset Inventory & Scope of Work (SOW)		Years																						
	Category	Description	Repair-Replacement or Corrective Action	Immediate	Short-Term	Near-Term					Long - Term														
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037					
4	Structure & Building Envelope																								
6		Perimeter concrete wall	Demolition and replacement with 12" thick reinforced concrete wall extending 10' above the slab.				\$84,000																		
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18	Mechanical, Electrical & Plumbing Systems																								
19		Electrical system	Replace corroded panels & conduits, extend riser wiring				\$5,000																		
22																									
23		Annual Total, Current Dollars =		\$0	\$0	\$0	\$254,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
24		Annual Total, Inflated Dollars =		\$0	\$0	\$0	\$267,647	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				
25																									
26		Annual Total/SF, Current Dollars		\$0.00	\$0.00	\$0.00	\$53.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
27		Annual Total/SF, Inflated Dollars =		\$0.00	\$0.00	\$0.00	\$55.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
28																									
29		Range Totals, Current Dollars =		\$0	\$0		\$254,750																		
30		Range Totals, Inflated Dollars =		\$0	\$0		\$267,647																		
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32		Years 0-5 Total, Current Dollars =					\$254,750														\$254,750				
33		Years 0-5 Total, Inflated Dollars =					\$267,647														\$267,647				
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35		Years 0-5 Total/SF, Current Dollars =					\$53.07														\$53.07				
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38		Average Annual Budget/SF, Years 0-5, Current =					\$10.61														\$2.65				
39		Average Annual Budget/SF, Years 0-5, Inflated =					\$11.15														\$2.79				

Date: January 15, 2019

To: Select Board

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

RE: KNIGHT'S POND FORESTRY INVENTORY

The Cumberland/North Yarmouth Joint Standing Committee held a meeting on December 18, 2018, and voted to approve the Forestry Inventory proposal proposed by Integrated Forestry Management (IFM) at a total cost of \$3,219.10. North Yarmouth would be responsible for 50% of the price or \$1609.55. Approval of funding this request which would be through the Parks & Recreation capital reserves is required of the Select Board.