

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, October 2, 2018
7:00PM - Town Office Meeting Room**

I. Call to Order

- Pledge of Allegiance

II. Public Hearing - General Assistance Ordinance Amendments

III. Minutes of Previous Meeting(s)

- September 18, 2018

IV. Public Comment - Non-Agenda Items

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

V. Management Reports & Communications

- Town Manager's Report
- Department Head Reports

VI. Old Business

- Wescustogo Hall & Community Center Project
 - Fundraising Revenue Policy - First Draft
 - Matrix Update
- Parks Uses - Incoming Requests

VII. New Business

- Committee Appointment
- Fee Schedule - First Review
- Financial Policies - First Review
- Business Advertisements in Town Publications

VIII. Accounts Payable - Review & Approval

IX. Any Other Business

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

X. Adjournment

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

Date: September 27, 2018

To: Select Board

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

RE: GENERAL ASSISTANCE APPENDICES A-D PUBLIC HEARING AND ADOPTION

1. **Open the Hearing** - A motion must be made, seconded, and voted on to open the Public Hearing.
2. **Explanation** - Appendices A-D are reviewed on an annual basis by the Department of Health and Human Services and if necessary revised to meet current standards of living. These appendices cover food, essential household items, utilities, housing, heating fuel and overall maximum living costs to coincide with the municipality's General Assistance Ordinance. Municipal officers must adopt the new Appendices annually. A summary sheet comparing last year's maximums to the proposed changes is provided along with more detailed information from DHHS. The Chair or Town Manager may present this summary.
3. **Public Participation** - The Select Board can recognize questions and or statements from the public in attendance.
4. **Board Inquiries/Discussions** - After public participation, the Board may discuss the subject matter, if necessary.
5. **Close the Hearing** - When it is clear that discussion of the subject has ended a motion to close the Public Hearing (seconded and voted) should take place.
6. **Motion** - The Board should then take action on the matter to accept the proposed amendments to the North Yarmouth General Assistance Ordinance as presented.

General Assistance Maximums Summary Comparison

Effective: 10/01/2018 to 09/30/2019

Overall Monthly Maximums - Appendix A

Number of Persons in Household 2017-2018					
1	2	3	4	5	Each Additional
1,002	1,131	1,431	1,931	2,097	+\$75
Number of Persons in Household 2018-2019					
1	2	3	4	5	Each Additional
1,058	1,159	1,483	1,986	2,303	+\$75

Food Maximums - Appendix B

Household	Monthly Maximums 2017-2018	Monthly Maximums 2018-2019
1	192	192
2	352	353
3	504	505
4	640	642
5	760	762
6	913	914
7	1009	1,011
8	1153	1,155
Each Additional	144	144

Housing Maximums – Appendix C

Bedrooms	Monthly Maximums 2017-2018		Monthly Maximums 2018-2019	
	Unheated Monthly	Unheated Monthly	Heated Monthly	Heated Monthly
0	844	892	942	993
1	943	963	1064	1,087
2	1227	1,244	1354	1,398
3	1658	1,700	1841	1,887
4	1771	1,964	1994	2,191

Monthly Maximums 2018-2019

Utilities - Electricity: Appendix D - No Change

Heating Fuel: Appendix E - No Change

**Personal Care & Household Supplies Regular & Children Under Age 5
Appendix F - No Change**

Refer to charts.



Maine Department of Health and Human Services
Office for Family Independence
19 Union Street
11 State House Station
Augusta, Maine 04333-0011

PAUL R. LEPAGE
GOVERNOR

BETHANY L. HAMM
ACTING COMMISSIONER

TO: Municipal Officials/Welfare Directors/General Assistance Administrators
FROM: Sara Russell, General Assistance Program Manager
RE: 2018-2019 General Assistance Ordinance Maximums
DATE: August 30, 2018

Enclosed please find the following items:

- MMA's new (October 1, 2018–September 30, 2019) “**General Assistance Ordinance Appendix**” (A - D).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA Maximums Quick Reference Sheet**” which consolidates GA maximums onto one form. This is meant to be a quick reference tool for municipal officials administering GA. A copy is being sent to your municipality based on your specific maximums.
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*

Appendix A – D

The enclosed Appendices A - D have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – D. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

2018-2019 GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	733	814	1,032	1,294	1,748
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	693	697	908	1,137	1,297
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	669	736	932	1,193	1,461
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,058	1,159	1,483	1,986	2,303
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	989	1,039	1,382	1,749	2,433
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	784	831	1,091	1,593	1,820

Appendix A

Effective: 10/01/18-09/30/19

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	786	875	1,017	1,345	1,636
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	766	884	1,098	1,487	1,515

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	622	662	773	1,016	1,112
Franklin County	650	680	807	1,005	1,431
Hancock County	698	798	1,009	1,274	1,397
Kennebec County	727	756	944	1,241	1,326
Knox County	759	765	944	1,210	1,344
Lincoln County	788	845	1,004	1,259	1,503
Oxford County	694	699	839	1,221	1,426
Piscataquis County	615	681	843	1,115	1,238
Somerset County	679	714	859	1,156	1,219
Waldo County	696	761	903	1,231	1,389
Washington County	679	683	840	1,062	1,212

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/18 to 09/30/19

2018-2019 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2018, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	44.65	192
2	82.09	353
3	117.44	505
4	149.30	642
5	177.21	762
6	212.56	914
7	235.12	1,011
8	268.60	1,155

Note: For each additional person add \$144 per month.

2018-2019 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	112	483	131	565	
1	115	496	140	600	
2	133	572	163	700	
3	180	776	217	932	
4	192	826	236	1,016	
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	119	511	138	593	
1	120	514	144	618	
2	141	606	171	734	
3	178	765	214	921	
4	266	1,145	310	1,335	
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	124	535	147	633	
1	140	602	169	726	
2	183	788	215	924	
3	230	988	273	1,175	
4	246	1,058	299	1,285	
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	131	564	154	662	
1	131	564	159	684	
2	168	724	200	859	
3	222	955	266	1,142	
4	230	987	282	1,214	

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	139	596	161	694
1	139	596	161	694
2	168	724	200	859
3	215	924	258	1,111
4	234	1,005	287	1,232
<u>Lincoln County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	145	625	168	723
1	151	649	180	773
2	182	783	214	919
3	226	973	270	1,160
4	271	1,164	323	1,391
<u>Oxford County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	123	528	146	629
1	123	528	146	629
2	140	600	175	754
3	218	935	261	1,122
4	253	1,087	306	1,314
<u>Piscataquis County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	110	474	130	559
1	119	512	144	619
2	149	640	179	771
3	203	871	240	1,032
4	220	946	266	1,142
<u>Somerset County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0	120	517	143	614
1	121	519	149	642
2	147	631	180	774
3	202	870	246	1,057
4	205	880	257	1,107

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	530	147	631
1	131	565	160	689
2	159	683	190	818
3	220	945	263	1,132
4	244	1,050	297	1,277
<u>Washington County</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	119	513	143	614
1	119	513	143	614
2	140	601	176	755
3	181	776	224	963
4	203	873	256	1,100

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	132	567	155	668
1	144	618	173	742
2	185	793	220	947
3	234	1,008	278	1,195
4	328	1,409	380	1,636
<u>Penobscot Cty. HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	527	146	628
1	123	527	146	628
2	156	669	191	823
3	198	851	241	1,038
4	223	958	276	1,185
<u>Lewiston/Auburn MSA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	503	140	604
1	125	540	154	664
2	165	711	197	847
3	211	907	254	1,094
4	261	1,122	314	1,349

Metropolitan FMR Areas

<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	208	892	231	993
1	224	963	253	1,087
2	289	1,244	325	1,398
3	395	1,700	439	1,887
4	457	1,964	510	2,191
<u>York/Kittery/S. Berwick HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	192	824	215	924
1	196	843	225	967
2	266	1,143	302	1,297
3	340	1,463	384	1,650
4	487	2,094	540	2,321
<u>Cumberland Cty. HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	618	167	719
1	148	635	177	759
2	202	868	234	1,006
3	304	1,307	347	1,494
4	344	1,481	397	1,708
<u>Sagadahoc Cty. HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	623	168	721
1	158	679	187	803
2	185	795	217	932
3	246	1,059	290	1,246
4	302	1,297	354	1,524
<u>York Cty. HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	600	163	701
1	160	688	189	812
2	203	875	236	1,013
3	274	1,201	323	1,388
4	274	1,201	326	1,403

2018-2019 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2018 to September 30, 2019.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i> , should be inserted here.)						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	44.65	192
2	82.09	353
3	117.44	505
4	149.30	642
5	177.21	762
6	212.56	914
7	235.12	1,011
8	268.60	1,155
NOTE: For each additional person add \$144 per month.		

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i> , should be inserted here.)				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

GENERAL ASSISTANCE ORDINANCE APPENDICES A-D 2018-2019

The Municipality of North Yarmouth adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2018 - September 30, 2019. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 2nd (day) of October, 2018 by the municipal officers:

Select Board

Jennifer Speirs, Chair

Stephen Morrison, Vice Chair

Anne Graham

James Moulton

William Whitten

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

Call to Order

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

The Select Board recited the Pledge of Allegiance.

Minutes of Previous Meeting(s)

Selectperson Whitten moved to approve the minutes of August 28, 2018. Selectperson Moulton seconded the motion. Discussion: Chairperson Speirs requested that titles are written out completely, and no acronyms are used. Chairperson Speirs suggested tabling the approval of the August 7, 2018 minutes to the next meeting. Selectperson Whitten updated the motion to approve the minutes as amended by Chairperson Speirs. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Selectperson Moulton moved to approve the minutes of September 4, 2018. Selectperson Whitten seconded the motion. Discussion: Chairperson Speirs requested that titles are written out completely, and no acronyms are used. Selectperson Moulton updated the motion to approve the minutes as amended by Chairperson Speirs. Selectperson Whitten seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Public Comment - Non-Agenda Items

Donna Palmer of Mountfort Road on behalf of the Events Committee thanked the participants of Fun Day. The day was a wonderful success.

Management Reports & Communications:

Town Manager's Report:

- The new real estate property assessment numbers for FY19 will be available online shortly. There was an error on the tax bill where the percentages on the distribution were placed incorrectly. A letter will be sent to residents explaining the error as well as the school increases.
- The Comprehensive Plan has been released to the public, and specific town officials and department heads and notifications have been posted for the upcoming public hearing.
- Approximately 30-35 people attended the Wescustogo Hall & Community Center groundbreaking ceremony; thanks go out to everyone for their participation.
- The town auditor will be in the office Monday, September 17th to finish the FY18 audit.

Economic Development Update: Vanessa Farr of Maine Design Workshop presented the board with draft land use maps and explained their purposes. These maps are included in the updated Town Comprehensive Plan.

Board/Committee Communications:

- Donna Palmer, Chairperson of the Events Committee, updated the board on their ongoing work. Fun Day was the last large event of the summer season. The tree lighting celebration will be coming up in December.
- Chris Edmondson, Chairperson of the Communications Advisory Committee, thanked Rob Wood for his dedication to the committee over the years of his service. Over the past year, the committee has completed the gateway signs at town lines, the First Greeter welcome bags for new residents and an ongoing quarterly newsletter. The committee is looking into creating a town video and standing informational signs.
- The Select Board heard a presentation by Darla Hamlin, Chairperson of Friends of Wescustogo. The presentation outlined the committees fundraising goals and timeline. The Select Board will review fundraising guidelines at their next meeting.

Old Business

Wescustogo Hall & Community Center Project:

- In conversations with the Town's bond consultant and bond counsel it was confirmed that funds acquired from fundraising should be applied to specific construction costs.

- The Select Board received a project cost breakdown and agreed to leave the bond amount as originally planned at \$3,430,000.
- Barrett Made is working on pricing up change order #1 that would extend the community room out to the existing frost wall. The change order will be available at the first Select Board meeting in November.

Draft Letter to State Legislature: Selectperson Anne Graham drafted letters to State Legislature members regarding Personal Property. Chairperson Speirs moved to accept the letters as drafted. Selectperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

New Business

North Yarmouth Historical Society - Old Town House: Katie Murphy, President of the Historical Society, presented the Board with an idea to move the Old Town House to the former Wescustogo Hall site. Katie Murphy discussed the importance of having a place to not only to house all of the town’s historical documents and artifacts, but act as a museum for the residents of North Yarmouth to enjoy. The Historical Society asked for the Select Board’s support in moving forward with this proposed project. Selectperson Graham moved to support the North Yarmouth Historical Society in their efforts to move Old Town House to the old Wescustogo Grange site. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

General Assistance Ordinance Amendments: Selectperson Moulton moved to set a public hearing date of October 2, 2018, at 7:00 PM for General Assistance Ordinance Amendments. Selectperson Whitten seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Parks Uses - Incoming Requests: Chairperson Speirs moved to table Park Uses until the October 2, 2018, Select Board meeting. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 8 and 10 in the amount of \$883,043.10. Selectperson Whitten seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Any Other Business

None.

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



Town of North Yarmouth

Bi-monthly Report – Municipal Administration Department

Reporting Period: July & August FY19

Collections

	FY18	FY19
• Excise Collection:	\$155,256.37	\$168,175.85
• Inland Fisheries & Wildlife Collections:	\$4,307.95	\$5,525.29
• PAYT Collections:	\$27,537.50	\$21,317.50
• Tax Collections:	\$232,995.00	\$161,012.22

**Please note the difference between fiscal years is due to auditor adjustments after the year end.*

Voting

FY	Democrat	Green	Libertarian	Republican	Un-Enrolled	Total Voters
2018	1080	145	11	963	1104	3303
2019	1168	136	14	976	1047	3341

Communications

(number of subscribers)

	FY18	FY19
• Reminders From Town Hall	713	749
• Facebook	829	981
• Instagram	139	194
• Twitter	144	208
• Town Hall Streams	798	xxx

Changes/Updates

- 43 applications for the Senior Property Tax Assistance Program were received for the FY2019. 39 applications were approved and 4 applications were denied.
- Work has begun on the FY2018 Annual Town Report, deadline for submissions was 8/24/18 but reports are still funneling in.
- Preparations for the November Election are in full swing. Request for Absentee Ballots are already coming in and will be honored when the ballots arrive early in October. We have received confirmation from the Secretary of State's Office to move the polling location to the LDS Church.

Project(s) Update

- The 3rd set of vital records was picked up in July to be restored and preserved at Kofile Technologies in Vermont. This completes the 3 year restoration and preservation project.
- Coordinated 2 Recycling Do's & Don't Trainings with Ecomaine to be held at the FRD station on 10/22/18 at 3:30pm (town staff) and 6:30pm (members of FRD) so that we may become better recycling role models for our community. The Town Office will be closing at 3pm on 10/22/18.
- Working with Cemetery Commission and Historical Society do a second walking historical tour during the month of October in Walnut Hill Cemetery.

Coming Up

- Quarterly Reporting (MSHA, Fed941, ME941 & ME Unemployment)
- 1st half of RE Taxes Due Monday, October 1, 2018
- Maine Cemetery Association – incoming President for 2018 -2020
- 2nd Annual Benefit Breakfast 10-27-18
- November Election

Submitted by: Debbie Grover, Assistant Town Manager

I. PURPOSE

The purpose of the Fundraising Policy is to define and provided guidelines in the collection of money through voluntary contributions, sales, and or events/programs for the purposes of charitable donation and or support.

The Town understands that board and committee members, and citizens may wish to seek external funds to support key initiatives and projects. It is important that all fundraising activities are submitted to the Town Manager for approval prior to solicitation.

II. GENERAL GUIDELINES

- A. Fundraising may be conducted for the purpose of charitable giving or charitable donations.
- B. All fundraising activity must be reported and authorized through the Town Manager and or Select Board prior to starting.
- C. Fundraising shall benefit the citizens of North Yarmouth.
- D. Monies raised must be donated to the Town directly or indirectly through a fundraising representative.
- E. Monies raised for the purpose of charitable giving cannot be held for an extended time period by an individual or board/committee representative and must be turned in to the Town in a timely manner.
- F. Any fundraising activity that creates merchandise or marketing material that includes the Town brand, seal or name, must ensure the usage is in accordance with the Town's guidelines. All materials for use in marketing must receive approval from the Town Manager.
- G. The Town authorizes the use of funds raised for funding to purchase promotional merchandise (e.g., engravings, t-shirts, pens, etc.) only if the merchandise is part of a for-profit fundraising effort, and the money spent on the merchandise is accounted for in the funding budget.
- H. All fundraised monies for the purpose of support shall be recorded into the specific committee/project account.
- I. Fundraising activities may be restricted by the Town Manager to reasonable times, places, and manners.

- J. The Town Manager may prohibit and rescind any and all fundraising activity and privileges when deemed appropriate.
- K. Fundraising using crowdfunding platforms such as GoFundMe is prohibited.
- L. Fundraising relating to any candidate for political office or political campaign is prohibited.
- M. All fundraising revenues received shall go only to specific costs outlined in the project, program or purpose for raising funds.
- N. All donations must be accepted by a vote of the Select Board at a regular meeting.
- O. Donations with conditions attached must be submitted to the voters for acceptance or rejection.

III. NAMING PROVISIONS

- A. Projects involving Town facilities/amenities shall only be dedicated to the townspeople and not one agency or individual. Honoring the broad community is favored, and the incorporation or uses of the town name (“North Yarmouth”) shall be used in projects of significance.
- B. Donations made for the purpose of individual or family acknowledgment can be produced on exterior walkways, interior tiles, or other forms of floor or wall décor.
- C. The naming of facilities or specific room after any one individual, family, business or group shall be submitted to the Select Board for consideration and approval.
- D. Exterior or add-on projects/infrastructure to a facility may be named after an individual, family, business or group, e.g., playgrounds, patio, etc.
- E. Recognition of business donations may be done through a display plaque.

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. COMPLETED
Local Subcontractor Listing	TM	6/28/18	7/6/18	TM and OR compiling list, to be sent to BM by 7/6. COMPLETED
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.
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 representative was held; waiting on rating - looks to be favorable. Funding expected the end of October.
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
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.
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	9/17/18		Completed - certificates on file. Cost \$854
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	Jul-18		Will not be received until project is completed.
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.

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				
Task	Who	Start Date	End Date	Notes
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. COMPLETED
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. COMPLETED.
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.
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. COMPLETED
Bid Review with Select Board	BM	8/28/2018		Bids to be reviewed at Select Board meeting on 8/28/18. Reviewed and approved 8/28/18.
Interior Selective Demolition and Abatement to begin	BM	9/3/18		Interior demolition beginning 9/10/18.
Site Coordination Meeting	BM	9/7/18		Meeting held 9/7 with Dugas, OR, PW Director and BM.
Groundbreaking Ceremony		9/13/18		Ceremony to be held at 10AM - invites going out 8/23/18.
Demo Begins	BM	Sep-18		All possible materials will be transported to the appropriate facilities to be recycled. Reclaimed Asphalt, Sand, Soil, etc. to go to Public Works dept. via a temp road between facilities.
Construction Begins	BM	Oct-18	Sep-19	
Building Weather Tight	BM	12/31/18		
Solar Panels (Electrial & Plumbing Bids)	BM			BM will present the solar package to the Select Board, including purchase and lease options
Selection of Fixtures	OR	TBD		Selection to go through OR (Ryan)

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.
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.

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. 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.
3. 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 cost comparison for final approval. **To be presented on October 16th.**

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: September 14, 2018

To: Select Board

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

RE: PUBLIC USE OF TOWN PARKS

From time to time I receive inquiries from individuals or organizations outside of the municipal umbrella who are looking to use a town park for an event. Recently these types of probes have become more of a sincere/serious nature rather than just inquisitive. The town has an ordinance (provided herein) that provides guidance on the general park uses, but it does not directly address event use of parks residential or non-residential, profit or non-profit, and or fees. Looking into past practices of the town before the amendments to the Town Charter in 2013 the then Recreation Commission had provisions for specific events to take place.

Under the current ordinance, there is no language that addresses event activity with the exception of overnight camping. Therefore, I am asking the Select Board for some guidance on how these inquiries should be directed.

Recently inquires include wedding with a reception and snowmobile family fun event. The Board may also wish to get some input from the Parks and Recreation Committee.

Date: September 28, 2018

To: Select Board

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

RE: Committee Appointments

1. Friends of Wescustogo

Steve Berry - Term to 6/30/20

(Current Chairman of the Comprehensive Plan Committee)

Volunteer application included with this memo.

MEMORANDUM

Date: September 28, 2018

To: Select Board

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

RE: FEE SCHEDULE - ANNUAL REVIEW

At this time there are no changes, additions, or deletions proposed by staff or myself. However, following the discussion of park use the Select Board may wish to consider adjustments to those user fees.

If a change is desired, a public hearing will be necessary before the adoption of amendments. If there are no proposed amendments, the Board may move to continue with the Fee Schedule as presented.

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Administrative Fees

Animal Impoundment Fee	
Flat fee for impoundment	\$ 40.00
Emergency medical bills attributed to the animal	Cost
Bumper Stickers	\$ 1.00
Copy of Land Use Ordinance (outside)	Cost
Copy of other ordinances done in-house	
Per page up to 20 pages	\$ 0.50
Faxes (per page - Incoming or outgoing)	\$ 2.00
Photocopies per page	
8 ½ inch x 11 inch or smaller	\$ 0.50
8 ½ inch x 14 inch	\$ 0.75
11 inch x 17 inch	\$ 1.00
DVD	\$ 10.00
Memorial School Use	
Single Residents or Residential Groups	\$ 10.00 per hour
Non-Residents or Non-Residential Groups	\$ 20.00 per hour
Special Events - Deposit (single use)	\$150.00
Notary Fee (per page)	\$ 2.50
Non-Sufficient Funds	\$ 40.00
Search Fee (Genealogy)	
Per surname	\$ 15.00
Abstract	\$ 5.00
Street Map (11 inch x 17 inch)	\$ 1.00
Tax Account Listing - electronic format	\$ 75.00
Tax Maps complete set	
11 inch x 17 inch	\$ 25.00
24 inch x 36 inch	Cost
Junkyards	
Application fee	\$250.00
Advertising fee	Cost
Liquor License	
Application fee	\$ 25.00
Advertising fee	Cost
Bottle Club License	
Application fee	\$ 25.00
Advertising fee	Cost

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Catering License - Application Fees	
Catering Privileges off Premises	\$ 25.00
Catered Function by Qualified Catering Organization	\$ 25.00
Catered Function by B.Y.O.B. License	\$ 25.00
Cemetery Fees - Set by Cemetery Commission	
Resident	
Lot Fees	\$300.00
Perpetual care	\$200.00
Non-Resident	
Lot Fees	\$400.00
Perpetual care	\$250.00
Administrative Fee per Interment	\$175.00
Transfer of Burial Rights	\$ 60.00
Interment Fees	Separate fee set by contractor
Disinterment	Separate fee set by contractor
PAYT (Pay-As-You-Throw)	
One (1) Roll of 10 - 15 Gallon Bags	\$ 12.50
One (1) Roll of 5 - 33 Gallon Bags	\$ 12.50
Recycle Containers	Cost
Composter	Cost
Clean Up Day Fees	Cost

Ambulance Service

Town of North Yarmouth Ambulance Service Ordinance - The North Yarmouth Board of Selectmen shall annually establish a schedule of fees that support the cost of ambulance service to the extent practical while respecting all state and federal laws, rules and regulations.

Mileage per loaded mile	\$ 12.00
ALS1 (A0427)	\$740.00
ALS2 (A0433)	\$900.00
BLS – Non Emergency	\$400.00
BLS - Emergency (A0429)	\$550.00
Ambulance Response with treatment with no transport	\$125.00
Records Request	\$ 5.00

* Medicare will not reimburse. Some private insurance companies may pay.

Amusement Devices

Coin-Operated Amusement Devise Ordinance	
Annual license for 5 machines	\$100.00
Each additional machine	\$ 50.00

Barking Dogs

Per offense upon conviction in District Court (Ordinance)	\$ 50.00
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Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Building Permit Fees - Code Enforcement

Residential buildings or buildings accessory to residential buildings:

Up to and including 1400 sq. ft. of living space	
Finished area (sq. ft.)	\$ 0.15
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10
1401 sq. ft. to 2000 sq. ft. living space	
Finished area (sq. ft.)	\$ 0.30
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10
2001 sq. ft. to 2500 sq. ft. of living space	
Finished area (sq. ft.)	\$ 0.45
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10
Over 2500 sq. ft. of living space	
Finished area (sq. ft.)	\$ 0.60
Unfinished area, foundations and garages (sq. ft.)	\$ 0.10
Commercial Buildings: Commercial Area (sq. ft.)	\$ 0.40
Foundation area (sq. ft.)	\$ 0.10
Temporary Housing Permit from CEO	\$ 25.00
Demolition	\$ 25.00
Swimming Pools	\$ 25.00
Chimneys	\$ 25.00
Temp plastic or canvas structures (or temporary greenhouses)	\$ 25.00
Minimum Fee	\$ 25.00
Late Fee - double amount of regular fee	

Electrical Permit Fees - Code Enforcement

Residential Work - all sq. ft.	\$ 0.08
Commercial Work	
Up to 5,000 sq. ft.	\$ 0.11
5,001 to 10,000 sq. ft.	\$ 0.08
10,001 and up	\$ 0.05
Adding Appliances	\$ 25.00
Temporary or Permanent Service	\$ 25.00
Re-inspection Fee	\$ 25.00
Minimum Fee	\$ 25.00
Inspection Fee	\$ 50.00
Late fee - double amount of regular fee	

Explosives

Ordinance Regulating the Use of Explosives Permit	\$ 25.00
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Floodplain

Floodplain Management Ordinance	
Application Fee	\$100.00
Expert's Fee - Payable 10 days after the town submits an invoice to the applicant.	Cost

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Land Use - Code Enforcement/Planning

Town of North Yarmouth, Maine Land Use Ordinance

Building/Land Use Permit from CEO	\$ 25.00
Driveway/Road Entrance Permit from CEO	\$ 25.00
Site Plan Review Permit from Planning Board	\$150.00
Amendment to Site Plan Review Permit (Planning Board)	\$ 75.00
Subdivision Approval (Planning Board)	
Minor Subdivision	
Non-refundable application fee	\$250.00
Plus for each lot/dwelling unit	\$100.00
Technical Review	Cost + \$ 25.00
Major Subdivision	
Non-refundable application fee	\$350.00
Plus for each lot or dwelling unit	\$100.00
Technical Review	Cost + \$ 25.00 Conditional

Mass Gatherings

Licensing Fee	\$200.00
Penalty Fee	\$200.00 per day, with a maximum penalty of \$2,500

Fire Rescue Department Permits

Alarm: Residential	\$ 50.00
Alarm: Commercial	\$100.00
Sprinkler Systems	\$ 25.00
Liquid/Gas Fuel Burning Appliance	\$ 25.00
Solid Fuel Burning Appliance	\$ 25.00

Nuisance Calls or False Alarms

First three (3) calls	No charge
Fourth (4 th) Call	\$100.00
Fifth (5 th) Call	\$250.00
Sixth (6 th) Call	\$500.00

Applies to a calendar year.

False Alarm calls are defined as a faulty detector or problem with the system. Actual smoke, be it food on the stove or other types of real activations do not constitute a false alarm. CO (Carbon Monoxide) Alarms that actually have a CO reading does not constitute a false alarm.

Nuisance calls are defined as repeat responds for the same reason, such as the odor of gas with no readings on the gas meter and alike or other reason deemed a "nuisance" by the Fire Rescue Chief.

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Parks & Recreation Areas

Ordinance Violations - Per Offence \$100.00

Domestic Animal Commercial Businesses Park Use Permits

North Yarmouth - Monthly	\$ 25.00
Outside North Yarmouth - Monthly	\$ 50.00
North Yarmouth - 1 Day	\$ 5.00
Outside North Yarmouth - 1 Day	\$ 10.00

Groups or Organized Groups Single Event Use Permit (profit or non-profit*)

Singular Event - per day	
Resident	\$ 50.00
Non-Resident	\$100.00

*Fee is waived for nonprofits associated with the Town.

Planning Board

Use Approval from Planning Board \$150.00

Plumbing Code - Code Enforcement

Uniform Plumbing Code
Plumbing Fees As established by the State of Maine

Private Road Signs

Private Road Sign Replacement Fees

Sign	Cost
10' Green Post	\$ 33.00
Sign Brackett	\$ 7.25
E911 Mapping & Dispatch Updates	\$ 5.00
Labor	Current Laborer Wage Rate
Install time varies; new sign approximately 30 minutes.	

Road Naming and Property Numbering

Application	\$25.00
Sign and Post installation - material and labor	Cost + \$30.00

Shellfish Conservation Ordinance (Chapter 305 – Towns of Yarmouth/North Yarmouth)

License	
Resident Commercial	\$200.00
Non-resident Non-reciprocating Commercial	\$400.00
Resident Recreational	\$ 25.00
Non-resident Non-reciprocating Recreational	\$ 50.00
Three-day Recreational license (pursuant to section II.B.5)	\$ 30.00
Resident/Non-resident Recreational license fees are waived for individuals of age 65 or older.	

Town of North Yarmouth
SCHEDULE OF APPLICATION, LICENSE AND PERMIT FEES

Snow

Winter "Snow" Ordinance

Refer to Ordinance.

Solid Waste

Solid Waste Disposal & Recycling Ordinance
Refuse Hauler Permit Application

\$ 25.00

Sprinklers

Sprinkler Ordinance

Refer to Ordinance.

Subsurface Wastewater

Subsurface Wastewater Disposal Rules Plumbing fees as established by the State of Maine.

Vehicular Weight

Vehicular Weight Control Ordinance Permit

Refer to Ordinance.

Zoning Board of Appeals

Administrative Appeal to Zoning Board	\$ 50.00
Miscellaneous Appeal to Zoning Board	\$ 50.00
Variance Appeal to Zoning Board of Appeals	\$ 50.00

Select Board

Peter Lacy, Chairperson

Jeanne Chadbourn, Vice Chairperson

Anne Graham

Steve Morrison

Jennifer Speirs

ADOPTED July 6, 2010 EFFECTIVE July 7, 2010
AMENDED June 7, 2011 EFFECTIVE July 1, 2011
AMENDED June 19, 2012 EFFECTIVE July 1, 2012
AMENDED June 18, 2013 EFFECTIVE July 1, 2013
AMENDED August 5, 2014 EFFECTIVE August 6, 2014
AMENDED October 20, 2015 EFFECTIVE October 21, 2015
AMENDED October 4, 2016 EFFECTIVE October 5, 2016
AMENDED September 5, 2017 EFFECTIVE September 5, 2017

MEMORANDUM

Date: September 29, 2018

To: Select Board

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

RE: FINANCIAL POLICIES

Included with this memo are the following Town financial policies:

Fixed Assets
Purchasing
Investments

Following these documents, you will find an amended version and new financial subjects combined into one Financial Policy for the Town. This is the first review with the goal of final approval on October 16th.

TOWN OF NORTH YARMOUTH'S FIXED ASSET POLICY

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.

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)

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.

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:	\$150,000

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.

Other Assets:

Detailed records shall be maintained at the discretion of the Administrative Assistant for all items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory discussed below. These items include firearms and computer equipment that fall below the established thresholds and any other assets specified by the Administrative Assistant.

Depreciation and Useful Life:

The Treasurer will assign an estimated useful life to all assets for the purposes of recording depreciation. The attached "Suggested Useful Lives" schedule will be used to establish lives for most assets. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Adjustments should be properly documented. Depreciation will be recorded based on the straight line method using actual month convention and depreciated down to the assets salvage value.

Safeguarding and Controlling Fixed Assets:

All machinery and equipment, vehicles and furniture whose values equal or exceed the capitalization thresholds will be assigned an asset number and identified with the fixed asset tab.

As fixed assets are purchased or disposed of, the Department Head in custody of that asset will be responsible for preparing a fixed asset data sheet, which will then be forwarded to the Treasurer to ensure proper recording. A physical inventory will be taken annually on or about June 30th and compared to the physical inventory records. The results will be forwarded to the Treasurer where appropriate adjustments will be made to the fixed asset records.

Adopted: October 9, 2009

Town of North Yarmouth Purchasing Policy

Section 1. Purpose

The purposes of this policy are: to set forth the duties and responsibilities of the Town Manager, Department Heads and the Board of Selectmen; to standardize the purchasing policies of the Town of North Yarmouth, thereby securing for the Town the advantages of a centralized and uniform purchasing policy saving the taxpayers money and increasing public confidence in the procedures for municipal purchasing; to establish an overall purchasing policy from which the Town Manager will establish procedures to be utilized by all Town departments, as well as committees that receive budgetary appropriations from the Town; and to promote the fair and equitable treatment of all suppliers of goods and services.

Section 2. Definitions

- A. **Approved vendors and contractors**— means those vendors and contractors identified by each department head to the Town Manager. The Town Manager 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 lists for each department on file at all times. Such listing shall be reviewed and updated every two fiscal years.
- B. **Bid most advantageous to the Town** – means 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.
- C. **Competitive bidding** – means the process of obtaining the bid most advantageous to the town for any purchase, whether through formal or informal bidding procedures.
- D. **Field purchase** – means 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.
- E. **Formal bid** – means 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 or the Board of Selectmen
- F. **Emergency** – A situation by its nature and severity, that would require an override of the timeframes set out in this policy.
- G. **Informal bid** – means 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.
- H. **Purchase** – means buying, contracting, renting, leasing or otherwise acquiring supplies or services for a price.
- I. **Services** – means 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.

Town of North Yarmouth Purchasing Policy

- J. **Specifications** – means 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.

Section 3. 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.

Section 4. Purchasing Parameters

A. Spending Authorization

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

B. Products, Goods & Equipment

1. **\$0 - \$499.** Defined as Field purchases
2. **\$500-\$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.
3. **\$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 BOS.
4. **\$100,000& Over** Written bid specifications or equivalent shall be created by the Department Head and approved by both the Town Manager and the BOS prior to being advertised. This is a formal bid process the BOS has the final awarding responsibility. The BOS will award to the Bid Most Advantageous to the Town.
5. **Record of Formal Bids.** The Town Manager shall keep a record of all bids submitted, and such record shall be open to proper inspection by any interested party.
6. **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

Town of North Yarmouth Purchasing Policy

awards from the Town. Such decisions will be subject to the right of the disqualified bidder to appeal to the BOS for a reversal or reinstatement.

7. **Rejection of Bids.** The Town Manager shall have the authority to reject any and all bids, (or RFPs) received in response to invitations for bids (or RFP) are deemed non-responsive, token, collusive or otherwise non-acceptable and when such action is in the best interests of the Town.
8. **Product & Warranty Information.** The Town Manager shall be responsible for these documents and for ensuring that appropriate insurance coverage is secured.
9. **Authorization of Documentation.** The Town Manager has the authorization to execute such documents that are required to perfect the purchase.

C. Service Contracts

1. **\$0 - \$4,999.** Under 1 year in duration Purchase Order authorized in advance; formal competitive bidding is not required; contractor shall be on the approved vendors and contractors list. Town Manager or designee will approve the contract.
2. **\$5,000 - \$49,999.** Under 2 years in duration. Purchase Order authorized in advance is required. 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. The quotes will be attached to the purchase order. 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 BOS.
3. **\$50,000. & Over- Under 3 years in Duration.** Written RFP specifications or equivalent shall be created by the Town Manager and approved by the BOS prior to being advertised. The RFP shall be advertised by the most efficient means possible, in order to encourage the widest possible competition. Sealed proposals shall be specified and opened at a public meeting by the Town Manager. The BOS has the final awarding responsibility. The BOS 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.
4. **\$50,000. & Over 3 years in Duration.** Contract requires ratification of an annual Town meeting vote.
5. **Record of RFPs.** The Town Manager shall keep a record of all RFP submitted, and such record shall be open to proper inspection by any interested party.
6. **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 1 year, that the contract is subject to a non-appropriation clause.
7. **Authorization of Documentation.** The Town Manager has the authorization to execute such documents that are required to perfect the contract.

Town of North Yarmouth Purchasing Policy

D. Planning Board Peer Review Process

According to Article IV, Section 4-4 D. Fees (or the appropriate corresponding ordinance section of the North Yarmouth Land Use Ordinance). “In addition, the Planning Board may refer the developer to a firm, or individual chosen by the Planning Board, for peer review submissions. The peer review process is part of this policy, though the Chairman of the Planning Board has the authority to make a direct recommendation to the BOS for the approval of the contract.

Section 5. 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, 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.

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.

In all proceedings before the town, every municipal official shall attempt to avoid the appearance of a conflict of interest by disclosure or abstention.

Section 6. 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 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 grants the approval. If the purchase is by the Town Manager, then the purchase must be approved by the Board of Selectmen.

Adopted September 2013

Town of North Yarmouth- Investment Policy

SECTION 1. PURPOSE & OBJECTIVES

The Town of North Yarmouth, Maine Investment Management Account (“the IMA”) has been established to segregate all capital reserve and special funds accounts into one investment account so that the funds are invested and managed in a manner consistent with appropriate municipal care. The purpose of this Investment Policy is to 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.

The Policy’s specific objectives include:

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

SECTION 2. BOARD RESPONSILIBITIES

The Board of Selectmen shall chose and appoint which financial institution shall serve as the Town’s Investment Manager. (As of May 15, 2012, KeyBank National Association (“KBNA”) serves as the Investment Manager as the North Yarmouth Board of Selectmen has appointed KBNA as Investment Manager and Custodian.)

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

SECTION 3. INVESTMENT MANAGER RESPONSILIBITIES

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 Board of Selectmen 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 IMA. Board members tend to serve only a few years at a time, and those who adopt this Policy Statement today may not be here ten years from now to maintain the steady course that is one prerequisite of a successful investment plan.

The investment manager(s) shall manage the assets of the IMA 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 Treasurer and or Board of Selectmen Chairman may request.

The investment manager(s) will provide the Town Treasurer with performance data quarterly and will be available to meet with the Town Treasurer and or Board of Selectmen Chair no less than annually. The agenda for meetings with the investment manager will include, at a minimum, the following:

Town of North Yarmouth- Investment Policy

- Current investment strategy;
- Prospective economic climate;
- The Portfolio performance with respect to Investment Objectives and relative benchmarks;
- The expected level of cash flow projected over the next fiscal year.

SECTION 4. INVESTMENT OBJECTIVES

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 IMA by investing in high quality securities that will provide a high degree of liquidity. The IMA's performance goal is expressed as a total return, without distinction between income and capital gains.

Risk Tolerance: Although the IMA has an infinite time horizon, liquidity needs are scheduled only as needed and thus suggests that the IMA should assume a low risk level.

SECTION 5. INVESTMENT CONSTRAINTS

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.

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 20 years and beyond.

Taxes: Not applicable. The Town is a tax exempt entity.

Laws/Regulations: Funds may be used only for those purposes that the legislative body of the Town has set for each individual fund.

SECTION 6. 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:

Target Allocation (as a % of Fair Market Value)	
Equities	0%
Fixed	85% to 100%
Cash & Cash Equivalents	0% to 15%

Town of North Yarmouth- Investment Policy

SECTION 7. 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:

- Fixed income securities at the time of purchase must be investment grade or better by Standard & Poor's or Moody's Investor Service.
- 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 years for mortgage-backed securities.
- Fixed income mutual funds may be used from time to time in order to enhance yield during an interim investing period.

SECTION 8. 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.

SECTION 9. PERFORMANCE BENCHMARKS

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 5 year Municipal Index

Approved: May 15, 2012

Amendments Approved: April 16, 2013

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.

II. PURCHASING

~~Section 1.~~ Purpose

~~The purposes of this policy are:~~ Purchasing policies to set forth the duties and responsibilities of the Town Manager, Department Heads, and the ~~Board of Selectmen~~ Select Board in; ~~to standardize~~ standardizing the purchasing of goods and services for ~~policies of~~ the Town of North Yarmouth.; ~~thereby~~ ~~Thereby~~ securing for the Town the advantages of a centralized and uniform purchasing ~~policy~~ saving the taxpayers money and increasing public confidence in the procedures for municipal purchasing.; ~~to~~ This policy establishes an overall purchasing policy from which the Town Manager will establish procedures 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.

~~Section 2.~~ A. Purchasing Definitions

- A1. Approved ~~vendors~~ Vendors and ~~contractors~~ Contractors: ~~—means those~~ Those vendors and contractors identified by each Department Head to the Town Manager. The Town Manager and ~~Department Head~~ 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 lists for each department on file at all times. Such listing shall be reviewed and updated every two fiscal years.
- B2. ~~Bid most~~ Most advantageous Advantageous Bid: ~~to the Town~~ —means a 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.
- C3. Competitive ~~bidding~~ Bidding: ~~—means the~~ The process of obtaining the bid most advantageous to the town for any purchase, whether through formal or informal bidding procedures.
- D4. Field ~~purchase~~ Purchase: ~~—means an~~ 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.
- E5. Formal ~~bid~~ Bid: ~~—means a~~ 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
- F6. Emergency: —A situation by its nature and severity, that would require an override of the timeframes set out in this policy.
- G7. Informal ~~bid~~ Bid: ~~—means a~~ 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.

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- H8. Purchase: ~~—means b~~Buying, contracting, renting, leasing or otherwise acquiring supplies or services for a price.
- I9. Services: ~~—means the~~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 ~~g~~Government.
- 10J. Specifications: ~~—means standards~~Standards, including quality, set by ~~department~~Department ~~heads~~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.

~~Section 3.~~ K11. 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.

~~Section 4.~~ B. Purchasing Parameters

A1. 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 ranges specified below must meet the requirements listed. Dollar ranges are per piece or in order total, which ever would meet the dollar range last and are meant to be guidelines and not rigidly defined.

B2. Products, Goods & Equipment

- 4a. \$0 - ~~\$499~~1,000: Defined as Field purchases
- 2b. ~~\$500~~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.
- 3c. \$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 ~~BOS~~Select Board.
- 4d. \$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 ~~BOS~~Select Board prior to being advertised. This is a formal bid process the ~~BOS~~Select Board has the final awarding responsibility. The ~~BOS~~Select Board will award ~~to the bid Bid- Most-most Advantageous advantageous or in the best interest~~ to the Town.
- 5e. Record of ~~Formal~~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.

- 6f. 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 ~~BOS~~ Select Board for a reversal or reinstatement.
- 7g. Rejection of Bids: The Town Manager and the Select Board shall have the authority to reject any and all bids, (or ~~RFPs~~ Request for Proposals) received in response to invitations for bids (or ~~RFP~~ 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.
- 8h. Product & Warranty Information: The Town Manager shall be responsible for these documents and for ensuring that appropriate insurance coverage is secured.
- 9i. Authorization of Documentation: The Town Manager has the authorization to execute such documents that are required to perfect the purchase.

C3. Service Contracts

- 4a. \$0 - \$4,999; Under one (1) year in duration: Purchase Order authorized in advance; formal competitive bidding is not required; contractor shall be on the approved vendors and contractors list. Town Manager or designee will approve the contract.
- 2b. \$5,000 - \$49,999; Under two (2) years in duration: Purchase Order authorized in advance is required. 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. The quotes will be attached to the purchase order. 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 ~~BOS~~ Select Board.
- 3c. \$50,000- and & Over; Under three (3) years in Duration: ~~Written-A written RFP~~ Request for Proposal specifications or equivalent shall be created by the Town Manager and approved by the ~~BOS~~ Select Board prior to being advertised. The ~~RFP-request~~ shall be advertised by the most efficient means possible, in order to encourage the widest possible competition. Sealed proposals shall be specified and opened at a public meeting by the Town Manager. The ~~BOS~~ Select Board has the final awarding responsibility. The ~~BOS~~ 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.
- 4d. \$50,000- & and Over three (3) years in Duration: Contract requires ratification of an annual Town meeting vote.
- 5e. 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.
~~Record of RFPs. The Town Manager shall keep a record of all RFP submitted, and such record shall be open to proper inspection by any interested party.~~
- 6f. 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.

- 7g. Authorization of Documentation: The Town Manager has the authorization to execute such documents that are required to perfect the contract.

~~D. Planning Board Peer Review Process~~

~~According to Article IV, Section 4-4 D. Fees (or the appropriate corresponding ordinance section of the North Yarmouth Land Use Ordinance). "In addition, the Planning Board may refer the developer to a firm, or individual chosen by the Planning Board, for peer review submissions. The peer review process is part of this policy, though the Chairman of the Planning Board has the authority to make a direct recommendation to the BOS for the approval of the contract."~~

~~Section 5. 4. Conflicts of Interest:~~

- A1. Any official, officer or employee of the ~~town~~-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, 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~~-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.

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.

In all proceedings before the town, every municipal official shall attempt to avoid the appearance of a conflict of interest by disclosure or abstention.

~~Section 6. 5. Miscellaneous~~

- A1. 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
- B2. 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.
- C3. Tax Exemptions. The Town Manager shall act to procure for the ~~town~~-Town all Federal and State tax exemptions to which the town is entitled.
- D4. 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. ~~If the purchase is by the Town Manager, then the purchase must be approved by the Board of Selectmen.~~ Debit and Credit Card purchases shall not exceed amounts described here as Products, Goods & Equipment.

~~Adopted September 2013~~

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 active 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 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.
- 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:	\$150,000 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 **Administrative Assistant 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 ~~discussed below. These items include firearms and computer equipment that fall below the established thresholds and any other assets specified by the Administrative Assistant.~~

~~Depreciation and Useful Life:~~

~~The Treasurer will assign an estimated useful life to all assets for the purposes of recording depreciation. The attached "Suggested Useful Lives" schedule will be used to establish lives for most assets. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Adjustments should be properly documented. Depreciation will be recorded based on the straight line method using actual month convention and depreciated down to the assets salvage value.~~

~~Safeguarding and Controlling Fixed Assets:~~

~~All machinery and equipment, vehicles and furniture whose values equal or exceed the capitalization thresholds will be assigned an asset number and identified with the fixed asset tab.~~

~~As fixed assets are purchased or disposed of, the Department Head in custody of that asset will be responsible for preparing a fixed asset data sheet, which will then be forwarded to the Treasurer to ensure proper recording. A physical inventory will be taken annually on or about June 30th and compared to the physical inventory records. The results will be forwarded to the Treasurer where appropriate adjustments will be made to the fixed asset records.~~

~~Adopted: October 9, 2009~~

IV. INVESTMENTS

~~SECTION 1. PURPOSE & OBJECTIVES~~

The Town of North Yarmouth, ~~Maine~~ Investment Management Account (~~“the IMA”~~) has been established to segregate all capital reserve and special funds accounts into one investment account so that the funds are invested and managed in a manner consistent with appropriate municipal care. ~~The purpose of t~~ This ~~Investment Policy~~ ~~policy is to~~ 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~~ The investments will be managed and the performance will be monitored ~~by the Town Manager and the Investment Manager.~~

The ~~Board of Selectmen~~ ~~Select Board~~ shall ~~chose and appoint which~~ select a financial institution ~~shall to~~ serve as the Town’s Investment Manager.

~~The Policy’s specific~~ ~~Specific~~ objectives include:

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

~~SECTION 2. BOARD RESPONSIBILITIES~~

~~(As of May 15, 2012, KeyBank National Association (“KBNA”) serves as the Investment Manager as the North Yarmouth Board of Selectmen has appointed KBNA as Investment Manager and Custodian.)~~

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

~~SECTION 3. 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 ~~Board of Selectmen~~ ~~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~~ ~~IMA~~. Board members tend to serve only a few years at a

time, and those who adopt this ~~Policy~~ ~~policy~~ ~~Statement~~ today may not be here ten years from now to maintain the steady course that is one prerequisite of a successful investment plan.

The investment manager(s) shall manage the assets of the ~~IMA~~ ~~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 ~~Treasurer~~ ~~Manager~~ and or ~~Board of Selectmen~~ ~~Select Board~~ ~~Chairman~~ may request. The investment manager(s) will provide the Town ~~Treasurer~~ ~~Manager~~ with performance data quarterly and will be available to meet with the Town ~~Treasurer~~ ~~Manager~~ and or ~~Board of Selectmen~~ ~~Chair~~ ~~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;
- ~~The~~ Portfolio performance with respect to ~~Investment~~ ~~investment~~ ~~Objectives~~ ~~objectives~~ and relative benchmarks;
- ~~The expected~~ ~~Expected~~ levels of cash flow projected over the next fiscal year.

~~SECTION 4.~~ B. Investment Objectives

Return Requirements: The ~~Policy's~~ ~~policy's~~ primary return objective is to provide safety of principal through the diversification of the assets of the Town of North Yarmouth's ~~IMA~~ ~~Investment Management Account~~ by investing in high quality securities that will provide a high degree of liquidity. The ~~IMA's~~ ~~investment account~~ performance goal is expressed as a total return, without distinction between income and capital gains.

Risk Tolerance: Although the ~~IMA~~ ~~investment account~~ has an infinite time horizon, liquidity needs are scheduled only as needed and thus suggests that the ~~IMA~~ ~~investment account~~ should assume a low risk level.

~~SECTION 5.~~ C. Investment Constraints

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.

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.

Taxes: Not applicable. The Town is a tax exempt entity.

Laws/Regulations: Funds may be used only for those purposes that the legislative body of the Town has set for each individual fund.

~~SECTION 6.~~ 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:

Target Allocation (as a % of Fair Market Value)	
Equities	0%
Fixed	85% to 100%
Cash & Cash Equivalents	0% to 15%

~~SECTION 7.~~—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:

- A. Fixed income securities at the time of purchase must be investment grade or better by Standard & Poor's or Moody's Investor Service.
- B. 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.
- C. Fixed income mutual funds may be used from time to time in order to enhance yield during an interim investing period.

~~SECTION 8.~~—E. 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.

~~SECTION 9.~~ F. Performance Benchmarks

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

~~Approved: May 15, 2012~~

~~Amendments Approved: April 16, 2013~~

V. 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, travelers checks, money orders, and debit/credit card transactions.

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. 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 credit card, etc.

No employee is authorized 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 are 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 clearing house.
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.
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.

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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 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 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 to project such year-end balances and recommend 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 in 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.)

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.