

**Town of North Yarmouth
Select Board Meeting Agenda
Wednesday, November 7, 2018
7:00PM - Town Office Meeting Room**

I. Call to Order

- Pledge of Allegiance

II. Minutes of Previous Meeting(s)

- October 16, 2018

III. Public Comment - Non-Agenda Items

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

IV. Management Reports & Communications

- Town Manager's Report

V. Old Business

- Charitable Fundraising Policy
- Wescustogo Hall & Community Center Project
→ Matrix Update

VI. New Business

- Appoint to Planning Board
- Set Annual Town Meeting Date

VII. Accounts Payable

- Review & Approval

VIII. Any Other Business

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

IX. Adjournment

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

**Town of North Yarmouth
Select Board
Meeting Minutes of October 16, 2018**

Call to Order

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

Minutes of Previous Meeting(s)

Vice Chairperson Morrison moved to approve the minutes of October 2, 2018. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Public Comment - Non-Agenda Items

None.

Management Reports & Communications:

Committee Communications

Planning Board: Chris Cabot talked about recent projects, including Wescustogo Hall & Community Center and the Village Center Estates. The Planning Board currently has five members but is looking for two more, the board has concerns about capacity for larger projects and the need for support staff in the near future. Selectperson Whitten asked that the Planning Board organize and bring to the Select Board their needs and timeline of those needs.

Economic Development and Sustainability Committee: Diane Morrison updated the Select Board on their work on the TIF District. The committee has been working closely with Economic Development Consultant Vanessa Farr and her services and knowledge has been invaluable to the committee.

Steve Berry of the Comprehensive Plan Committee explained that the draft of the 2018 Comprehensive Plan is complete and is scheduled to be approved at the October 30th Special Town Meeting.

Town Manager's Report Highlights:

- The public hearing for the updated Comprehensive Plan was attended by approximately 23 residents. If approval prevails at town meeting, the next steps are State review and printing.
- The financial rating is complete for the Wescustogo Hall & Community Center Bond, the town received an AA+ rating. Closing on the bond is scheduled for October 31st.
- Each board member received a letter from MDOT regarding long-term planning. The board is encouraged to complete the online survey or provide other input to MDOT.
- Election day is Tuesday November 6th. The Select Board rescheduled their next meeting to Wednesday November 7th.

Financial Report - 1st Quarter: The Select Board received financial reports for the first quarter.

Old Business

Charitable Fundraising Policy: This policy is intended to cover all town fundraising efforts, not one project in particular. Chairperson Speirs would like to add a note to General Guidelines Section C that states the Select Board may add specific conditions or guidelines to any fundraising efforts as necessary.

The Select Board discussed options for online fundraising, Town Manager Roy will research options along with municipal guidelines to such fundraising. Vice Chairperson Morrison asked that the wording in Section E be changed to read "Any fundraising using an online platform must be reviewed and approved by the Select Board."

Town Manager Roy will update the Fundraising Policy and Friends of Wescustogo Guidelines as discussed and a final draft will be available at the next Select Board meeting for approval.

Wescustogo Hall & Community Center Project: Selectperson Moulton moved to accept the Electrical Bid of BH Milliken in the amount of \$241,741.00. Vice Chairperson Morrison Seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Owner Representative Ryan Keith gave a brief update to the progress of Wescustogo Hall & Community Center. Demolition has begun on the front wing. As the roof was being removed asbestos was found, the material is being removed and disposed of on a Time & Material basis not to exceed \$15,000. The proposed ceiling cassette heaters in the community room will be switched out for wall units, pricing is forthcoming.

New Business

Request to Maine Department of Transportation (MDOT): Chairperson Speirs moved to send a letter to MDOT regarding traffic management changes at the location of Route 9 & Sligo Roads. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Loader Bids: Vice Chairperson Morrison moved to accept a loader bid from Beaugard in the amount of \$131,000.00. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Special Town Meeting Warrant: Chairperson Speirs moved to add to the warrant the true certified copy of the revised Town of North Yarmouth Town Comprehensive Plan. To be voted on at the Special Town Meeting scheduled for October 30, 2018, Warrant Article 2, as presented. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Chairperson Speirs moved to add to the warrant the true certified copy of the proposed amendments to the Town of North Yarmouth Land Use Ordinance and Zoning Map. To be voted on at the Special Town Meeting scheduled for October 30, 2018, Warrant Article 3, 4 and 5, Exhibits A, B and C. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Chairperson Speirs moved to approve the October 30th Special Town Meeting Warrant as presented. Selectperson Graham seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Maine School Administrative District (MSAD) 51 - Bus Station: Chairperson Speirs moved to table the MSAD 51 Bus Station discussion to a future meeting. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No**

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 14 & 15 in the amount of \$712,352.90. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Any Other Business

Steve Berry of 67 Memorial Highway. The Friends of Wescustogo has been approached about setting up a fundraising account in memory of Kristen Westra to raise funds for a playground to be placed at the new Wescustogo Hall & Community Center. Chairperson Speirs moved to support a citizens group to raise money in memory of Kristen Westra for a memorial playground to be placed at WH&CC, and for a fund to be established through the town. Selectperson Graham seconded the motion. Discussion: Selectperson Whitten would like to find a way for people to donate online. **Vote 5 Yes – 0 No.**

Adjournment

Chairperson Speirs moved to adjourn.

Ashley P. Roan
Recording Secretary

Select Board

Jennifer Speirs, Chair

Stephen Morrison, Vice Chair

Anne Graham

William Whitten

James Moulton

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

Special Town Meeting - The Special Town Meeting went very smoothly with positive results. Thank you to the several Boards and Committees involved, staff, consultants, the church, and the residents in attendance.

WH&CC Project - The bond closing took place on the 31st of October, and the funds are now available. For the term that these funds are available the town will be earning 1.10% on all 5 of our interest-bearing accounts with Norway Savings.

Timber Harvesting - I have met with residents who have expressed concerns with the Timber Harvesting taking place on Oak Hill (second Town Forest parcel.) The main concern is with damage to their privately maintained road. I have assured them that the Town will repair any damages the may occur. The other matter was with the Sam Ritich's trail, and that has been carefully marked off before any timbering began.

Assessing Services - On October 19th Robert Konczal notified me that he would be ending his contract for services with the Town effective December 31, 2018. Having given this significant thought, I believe it would be best for the Town to contract with another assessor (or firm) on a temporary basis, six (6) months at the most, prior to issuing a complete request for proposals. I have an individual in mind who has already been assisting Bob Konczal with the personal property accounts and who is familiar with the area. I plan to bring something more certain to the Board at the next meeting.

WORK PLAN - I thought this would be a good opportunity to summarize for the Board the projects currently in the works many that will have a direct effect on the upcoming Annual Town Meeting. I did not go into details as to keep this report to one page but please feel free to inquire on the particulars involved on any of these matters. This work plan does not include routine duties or different issues. Several of the priorities below are time sensitive.

First Priority

Personal Property Letters
Budget FY20
Assessing Replacement
Facilities Renovations FY19
Financial Policies
WHCC Project
CDBG Grant
Public Works Facilities Study with Cumberland
MSAD51 Bus Station at PWD property
Village Center TIF
November Summit
Master Facilities Plan

Second Priority

Easement to Boat Launch
Parks & Recreation Ordinance Revisions
US Cellular Leasing Renewal
Volunteer Recruiting
FY18 Audit Completion
Marijuana
Town Comprehensive Plan to State
Annual Report Completion
Health Insurance
Recycling

Respectfully,

Rosemary

Rosemary E. Roy, Town Manager

I. PURPOSE

The purpose of the Charitable 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. The Select Board may periodically review fundraising projects which are funded through bond monies for consistency, funding goals, and potential project additions. The Select Board may add specific conditions or guidelines to any fundraising efforts as necessary.
- D. Fundraising shall benefit the community of North Yarmouth.
- E. Any fundraising using an online platform must be reviewed and approved by the Select Board.
- F. Use of online payments is options must be approved through
- G. 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.
- H. 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.
- I. The Town authorizes the use of funds raised for funding to purchase promotional merchandise (e.g., engravings, t-shirts, pens, etc.), host promotional events, mailings or other types of merchandise provided these materials are for fundraising efforts. Fundraising dollars used for this purpose shall be reimbursed to the fund raising account.
- J. All fundraised monies for accounting purposes shall be recorded into the specific committee/project monetary account.

- K. Fundraising activities may be restricted by the Town Manager to reasonable times, places, and manners.
- L. The Town Manager may prohibit and rescind any and all fundraising activity and privileges when deemed appropriate.
- M. Fundraising relating to any candidate for political office or political campaign is prohibited.
- N. All fundraising revenues received shall go only to specific costs outlined in the project, program or purpose for raising funds.
- O. All donations must be accepted by a vote of the Select Board at a regular meeting.
- P. Donations with conditions attached must be submitted to the voters for acceptance or rejection. (Governed by state statute.)

III. NAMING PROVISIONS

- A. Projects involving Town facilities/amenities may only be dedicated to the townspeople and not one organization, commercial 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 may be produced on exterior walkways, interior tiles, or other forms of floor or wall décor.
- C. Exterior or add-on projects/infrastructure to a facility may be named after an individual, family, business or group, e.g., playgrounds, patio, etc.
- D. Recognition of large donors may be done through a display plaque or similar fixture.

Town of North Yarmouth
Charitable Fundraising Policy

ADDENDUM ONE (1)

Committee: Friends of Wescustogo

Project: Wescustogo Hall & North Yarmouth Community Center (WH&CC)

Date: November 7, 2018

Purpose: The town's Charitable Fundraising Policy shall be used as an overall guideline for the Friends of Wescustogo committee and this addendum provides additional guidance specific to the efforts to raise funds in support of the reconstruction of the Wescustogo Hall.

Guidelines:

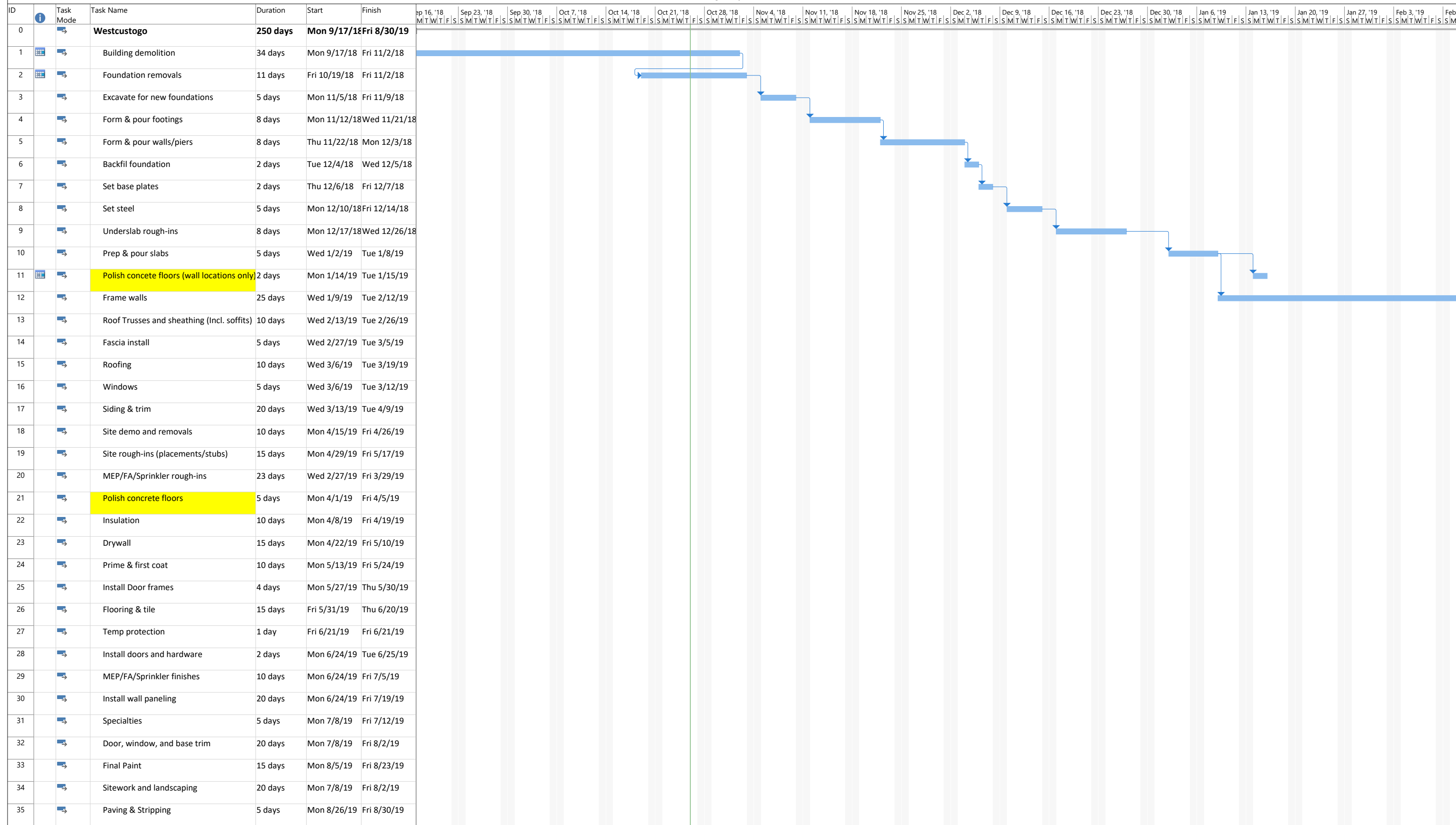
1. The committee establishes the process by which to obtain the funds and provides the Select Board with the plans.
2. The fundraising goal is \$250,000.
3. Until such time that the \$250,000 is attained funds raised during construction, at the completion of the project or after the completion date shall go towards the construction costs of the Wescustogo Hall building.
4. Funds raised over the goal amount may go towards additional features or completion of the project consistent with designed plans upon Select Board approval.
5. Donations will be received and recorded at the Town Office; a separate account will be used for this project.
6. Construction costs will be reviewed and paid on a periodic basis from funds raised at the Town Manager's discretion.
7. Long-term donation commitments for 1-5 years will be set up accordingly for collection.
8. All products offered based on a donation, i.e., "wooden board w/name" shall be filled and prepared for installation.

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				
Task	Who	Start Date	End Date	Notes
Authorization to Proceed	TM	6/19/18	6/20/18	Letter of authorization for Barrett Made to proceed with the project directed by Select Board. COMPLETE
Local Subcontractor Listing	TM	6/28/18	7/6/18	TM and OR compiling list, to be sent to BM by 7/6. COMPLETE
BM Contract - Commence Construction Pricing	TM/BM	7/7/2018 ONGOING		To be presented to Select Board at 7/7 meeting. Details still being ironed out by BM and NY Attorneys Signed 8/16/18. COMPLETE
Bond Anticipated Note (BAN)/Bond Financing	TM	7/3/18		Financial representative and bond council will be at the 7/3 Select Board meeting. TM has started the bond application process. Interview with S&P was held on 9/25/18; waiting on rating- looks to be favorable. Funding expected end of October. Funds received 10/31/18. COMPLETE.
Master Construction Calendar	BM	7/11/18		Will be available to TM, office staff, Select Board and the public
Bid Solicitation from Subcontractors/Vendors	BM	7/18/18	8/3/18	Bids will be presented by trade and line item. Bids to be presented to SB at 8/28 meeting. Approved by SB 8/28. Electrical subcontractor to be presented at 10/16 SB MTG. COMPLETE
Planning Board Process	BM/CEO	7/10/18	8/7/18	Planning Board Meeting of July 10th. BM information was submitted to CEO 6/20. Next PB Mtg 8/13. PB Approved Plans with a Parking Requirement Waiver at the 8/13 Meeting. COMPLETE
Site Management Plan	BM	7/17/18	8/13/18	Fence location has been finalized. Fence was installed first week in august, Site sign and BM trailer to arrive mid-August. COMPLETED
MMA - Construction Insurance (builder's risk)	TM	Nov-19		Certificates on file, cost \$ 854. for 7/1/18 - 7/1/19.
Close NYMS	TM	7/20/18		Notifications will be sent out 6/29/18. COMPLETED
NYMS - Playground Removal	TM	7/20/18		PWD to remove and store playground. COMPLETED
BM Subcontractor Walkthrough	BM	7/26/18		BM will be onsite with potential subcontractors. COMPLETED
MMA - Remaining Insurance Proceeds	TM	9/17/18		Will not be received until project is complete.
Generator/Grant Funds	Fire Chief	Jul-18		Chief Payson to research grant funds. Application process 7/9-7/25. BM gathering info to fill out paperwork. Submitted 7/25/18. The town received \$20,000 in grant money, to be used for "phase I" of generator installation.

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. COMPLETE
Clean Out Building / Storage	TM	7/20/18	8/24/18	Storage containers delivered on 7/19. Most of building contents have been moved to storage trailers as of 7/25, Ashley is researching more storage options. 53 FT Container was purchased, Building is empty. COMPLETE
NYMS - Heating/Utilities/Alarms (shutdown)	TM/BM	7/23/18	8/24/18	Oil/boiler, water/sprinklers, propane. Alarm to be disabled 8/24. All utilities are disabled. COMPLETE
Biweekly Meetings with the Select Board	TM/BM	Beginning 8/7/18		OR (Ryan) will have construction reports at each Select Board meeting
Construction Site Signage	BM	Mid- August		BM working on signage and will have for approval by 7/25. Signage Finalized, will be installed along with fencing mid August. COMPLETE
Interior Selective Demolition and Abatement to begin	BM	9/3/18		Interior demolition beginning 9/10/18. 10/9/18 - Interior abatement and demo is complete, exterior demolition starting. Both wings of old building have been removed. Gymnasium interior demo nearing completion
Site Coordination Meeting	BM	9/7/18		Meeting held 9/7 with Dugas, OR, PW Director and BM. COMPLETE
Groundbreaking Ceremony		9/13/18		Ceremony to be held at 10AM - invites going out 8/23/18. COMPLETE
Demo Begins	BM	Sep-18		All possible materials will be transported to the appropriate facilities to be recycled. Demolition beginning week of 10/8/18
Construction Begins	BM	Oct-18	Sep-19	
Building Weather Tight	BM	12/31/18		
Solar Panels	BM			Ashley coordinating meeting with Revision solar to discuss solar design and financing options week of 10/8/18. Proposals were requested from Sundog Solar, Assured and Revision, Due on 11/7/18.
Bi-Weekly Construction Progress Photos	AA	Ongoing		Construction progress photos will be taken and posted to the Towns Website, Facebook and Instagram. ONGOING
Selection of Fixtures	OR	TBD		Selection to go through OR (Ryan).

Potential Change Orders
<p>1. Install a fire hydrant on the property BM quoting wall mounted unit. BM presented wall mounted unit to TM and Fire Chief. Chief is getting quotes on a stand alone fire hydrant, possibility of a separate project down the road. Chief has concerns regarding the sprinkler system not having enough flow when the wall mounted fire hydrant is in use. 10/3/18 wall mounted unit will stay, at this time the stand alone unit will not be added to the project.</p>
<p>2. BM presented a revision to the current building plans, The existing exterior wall of the "community room" is a frost wall, which will be more cost effective to keep in place and add square footage to the building. BM will present a change order for final approval at 11/6/18 SB MTG.</p>
<p>3. There is a slight change in the heating units being installed in the community room; wall cassettes to be installed in lieu of ceiling cassettes. This will have little impact to the design and minimal cost implications. This change is being reviewed and re-designed by Ripcord.</p>
<p>4. The underlaying roof shingles have tested positive for asbestos. The roofing will be removed and all associated costs will be tracked on a time and material basis with a not to exceed \$15,000 budget. Ashley to have discussion with BM on if this will be a CO or come out of contingency; if contingency, which one.</p>
<p>5. There is rot at the north side of gymnasium, the sheathing and framing needs to be removed and replaced. BM is looking into the best course of action and will provide a quote.</p>
<p>6. During removal of the existing slabs, Dugas discovered additional frost walls supporting slabs that were not included in the original scope of work. Removal of the extra material will be performed, tracked and a change order will be issued.</p>
Considerations
<p>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.</p>
<p>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.</p>
<p>3. Water Line. RR looking into cost of putting in smaller line. BM and CEO recommended keeping existing for fire suppression system/future expansion. It was decided to keep the existing water line.</p>
WESCUSTOGO HALL & COMMUNITY CENTER FACILITY
Construction Team
<p>Barrett Made Project Manager: Bruce Hourigan</p>
<p>North Yarmouth - Owner Representative: Ryan Keith</p>
<p>North Yarmouth - Town Manager: Rosemary Roy</p>
<p>North Yarmouth - Administrative Assistant: Ashley Roan</p>
<p>Barrett Made Director of Design Services: Matthew Ahlberg</p>
<p>Barrett Made - Owner: Rob Barrett</p>
<p>Barrett Made - Design Services: Dylan Baker</p>

Westcustogo Project Schedule

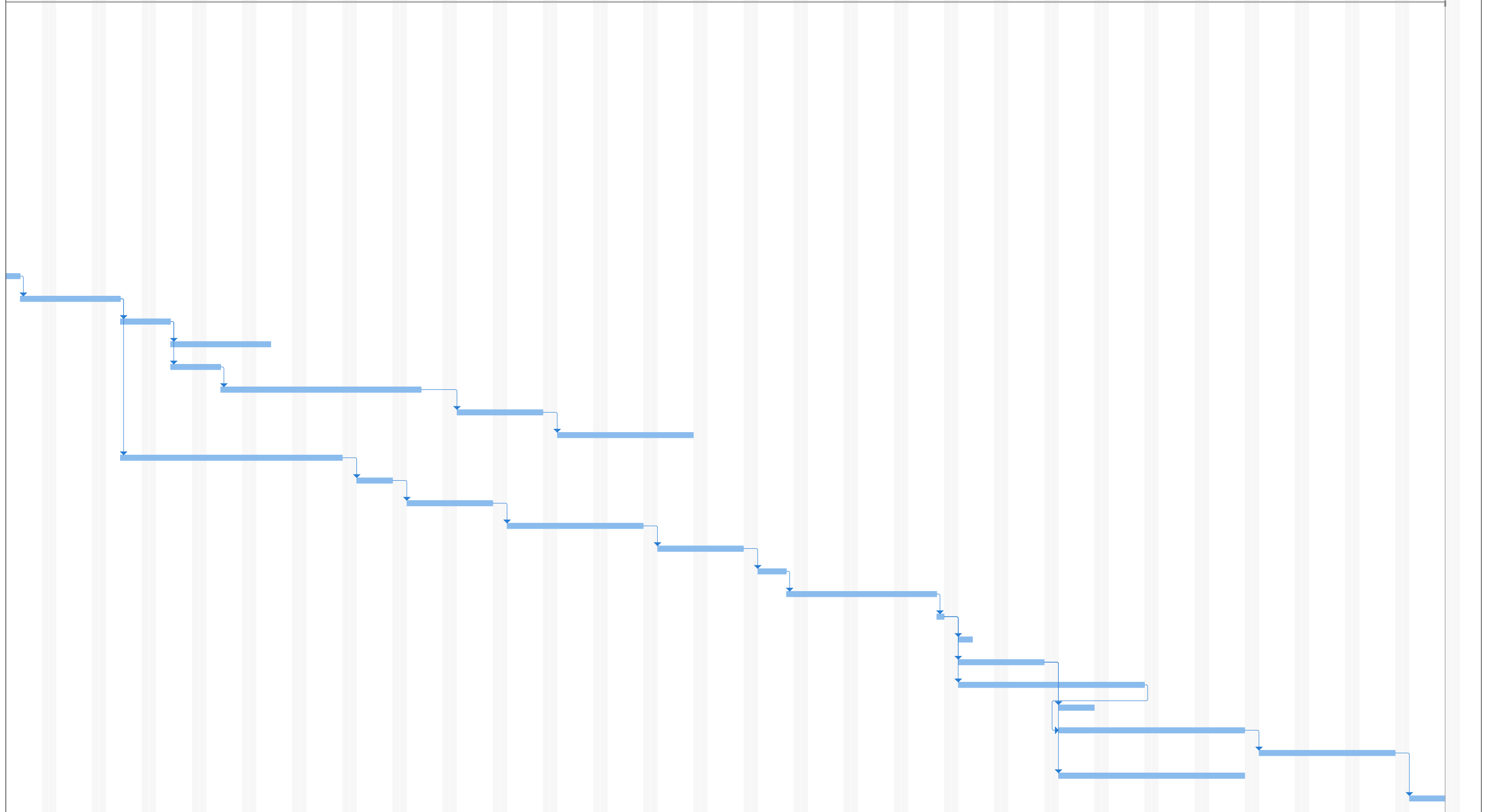


Project: Westcustogo
Date: Fri 10/26/18

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

Westcustogo Project Schedule

Feb 10, '19 Feb 17, '19 Feb 24, '19 Mar 3, '19 Mar 10, '19 Mar 17, '19 Mar 24, '19 Mar 31, '19 Apr 7, '19 Apr 14, '19 Apr 21, '19 Apr 28, '19 May 5, '19 May 12, '19 May 19, '19 May 26, '19 Jun 2, '19 Jun 9, '19 Jun 16, '19 Jun 23, '19 Jun 30, '19 Jul 7, '19 Jul 14, '19 Jul 21, '19 Jul 28, '19 Aug 4, '19 Aug 11, '19 Aug 18, '19 Aug 25, '19 Sep 1, '19



Project: Westcustogo
Date: Fri 10/26/18

Task	Summary	Inactive Milestone	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	External Tasks	Deadline	Manual Progress
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	Progress	



TOWN OF NORTH YARMOUTH BOARD & COMMITTEES Volunteer Form

Select the Board(s) or Committee(s) you would like to serve on:

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

Please provide the following information:

Name: GARY BAHKOW
 Email: GBAHKOW@GMAIL.COM
 Mailing Address: 50 WEST POWNAL ROAD N.Y.
 Phone: 207-650-1551

- Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. PRETTY SURE I HAVE THE TIME AND SKILLS TO BE USEFUL.
- Do you have any relevant experience, training or credentials that you would like us to consider? LANDOWNER, LICENSED FORESTER
- Have you ever served on any boards/ committees before? If so, when and where? YES, PLANNING BOARD, REGIONAL PLANNING COUNCIL, INITIAL FOREST LEGACY COMMITTEE IN MY FORMER HOME STATE IN THE FORT VERMONT, ALSO CHAIR OF WILFIRE WOODLAND OWNER LAND TRUST, VARIOUS BOARDS & COMMITTEES 10/29/18
 Volunteer Signature [Signature] Date

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