

**Town of North Yarmouth
Workshop Proposed Village Center
Tax Increment Financing (TIF) District
July 17, 2018 - 6:00 - 7:00 pm**

Purpose of Workshop: This is a workshop with the Economic Development & Sustainability Committee (EDSC), economic consultant Vanessa Farr, and TIF attorney, Shana Mueller, the Town Manager, and the Select Board. Attorney Mueller will lead the workshop with a presentation of the proposed Village Center TIF District.

Agenda

1. Introductions
2. Quick TIF 101 refresher (5 minutes on mechanics of a TIF and tax shift)
3. Background on Committee's work to date:
 - a. Developed a list of parcels and a draft TIF district map – explain the impact of parcel's inclusion in District
 - b. Developed a list of project costs on which future TIF revenues can be spent – explain project costs under TIF statute
 - c. Considered timeline for April 6 town meeting consideration – explain the required public process
4. Map – Vanessa and Rosemary to discuss the draft map
5. Project List – Shana

Materials will be distributed at the workshop.

**Town of North Yarmouth
Select Board Meeting Agenda
Tuesday, December 18, 2018
6:00PM - Workshop/Village Center TIF
7:00PM - Town Office Meeting Room**

I. Call to Order

- Pledge of Allegiance

II. Minutes of Previous Meeting(s)

- November 20, 2018
- December 4, 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

- Wescustogo Hall & Community Center Project
 - Change Order #2 - Site Work Existing Conditions
 - Change Order #5 - Gynamisum Sheet Rock Replacement
 - Change Order #6 - Waterlines
 - Change Order #7 - Stage Floor Removal
 - Solar Bid Award
 - Matrix Update
- Marijuana Survey - Update
- Finance Policy - Review & Adopt

VI. New Business

- Committee Appointment
- Living Well in North Yarmouth - Banner

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 November 20, 2018**

Call to Order

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

Minutes of Previous Meeting(s)

Selectperson Whitten moved to approve the minutes of November 7, 2018. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Public Comment - Non-Agenda Items

Darla Hamlin of New Gloucester Road. The North Yarmouth Business Association is holding its 3rd Annual Santa's Helper campaign, filling Christmas stockings for a certain number of senior citizens in town. Donations are welcomed.

Management Reports & Communications:

Town Manager's Report Highlights:

- The recent contamination report received from ecomaine shows that the town's recycling percentages have gone down by a good mark.
- Summit planning and preparing, by several individuals, has been taking place. Formal invitations have been mailed.
- The TIF district planning is in its final stages, and it is the goal to present the TIF to the Select Board at a workshop on December 18th at 6:00 pm. The Select Board agreed unanimously to hold the workshop on December 18th at 6:00 pm.
- The municipal facilities group has met twice so far; they are looking at all options of updating and/or replacing the town office as well as assessing all other town facilities.
- Town Manager Roy has attended two meetings to discuss the proposed bus department/Cumberland public works facilities.

Parks & Recreation Committee - Bryan Emerson: The committee is trying to spread awareness and use of the parks in town. The committee plans several events throughout the year including a snowshoe hike, park workdays and more. Timber harvesting is ongoing in the town forests, to be completed this winter with the goal to open up more trails for walking, mountain biking, and mixed use. Selectperson Whitten asked what will require on the towns part to obtain the vegetation management license. Town Manager Roy explained that she is researching it with the help of PWD Director Baston. Selectperson Whitten asked where in town people can go sledding. Bryan Emerson explained that there is a hill at Old Town House Park that is an option and that the committee is looking into other options. Chairperson Speirs asked how the membership of the committee is. The committee currently has 4 members and needs one or two more. Chairperson Speirs mentioned that the committee should start thinking about park use fees and event fees, the Select Board will be looking for the committee's input sometime in the near future.

Living Well in North Yarmouth – Pasha Marlow: The First Greeter program was recently recognized by the AARP at their national conference. The kite festival was very well attended, 70 kites were flown. One major project that LWN Y is working on traffic calming. Upcoming events include the cribbage tournament and ice cream social. The Living Well Action Plan is now complete after two years of hard work. Chairperson Speirs asked about the traffic calming project. Pasha explained that the committee has many ideas including bike lanes, planters, art installation and more. Steve Palmer explained that many citizens had voiced concerns of the speeds through the village center, the LWN Y committee is working with PWD Director Baston to research speed patterns and brainstorm solutions.

Department Head Reports: The Select Board received bi-monthly department head reports.

Selectperson Moulton asked why fire department training has doubled. Town Manager Roy explained that this covers training for two firefighters rather than one in the past.

Old Business

Wescustogo Hall & Community Center Project:

- Update: Code Enforcement Officer Ryan Keith gave a brief update to WH&CC progress. Demolition is complete, concrete footings are being poured. The project is progressing ahead of schedule.
- Change Order #1: Vice Chairperson Morrison moved to approved Change Order #1 as presented in the amount of \$48,404.17. Selectperson Moulton seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Recreational Marijuana Laws - Statute Update & Discussion of Next Steps: The Select Board is beginning a review of marijuana laws and deciding what is best for the town. The approval of the type of facility or use needs to be clarified, a fee schedule set up and approved at a town meeting. Town Manager Roy discussed the possibility of surveying the townspeople to find out how they feel about different types/phases of business coming to North Yarmouth. The Select Board would like to review the survey questions before it is sent out.

Finance Policy – First Draft Review: Selectperson Whitten moved to table the financial policy review until the next meeting on December 4, 2018. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

New Business

Friends of Wescustogo Logo Review: Selectperson Moulton moved to accept the logo. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 4 Yes – 0 No.**

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 19 & 20 in the amount of \$748,433.18 Selectperson Whitten seconded the motion. Discussion: Selectperson Moulton asked about the charges for Automotive Garage Tools, Shrader Enterprises and Tucker Ford. Town Manager Roy explained that Tucker Ford is for the new public works truck and the other two she will need to research and report back to the board. **Vote 4 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
Select Board
Meeting Minutes of December 4, 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)

Chairperson Speirs moved to table the minutes of November 20, 2018. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Public Comment - Non-Agenda Items

None.

Management Reports & Communications:

Town Manager's Report Highlights:

- Affective March 1, 2019, there will be a 9% increase in water fees.
- With the assistance of some volunteer's, research has begun what other towns have used for survey questions relating to the new laws for adult marijuana use.
- The joint meeting between the Cumberland Council and North Yarmouth Select Board will be held on December 19th at 6:00 pm at the Cumberland Town Office.
- Repairs to the Fire Rescue Station will begin December 17th. The Town Office is in the process of finalizing the order of installations, construction, and pricing to launch the project sometime in January.

Old Business

Wescustogo Hall & Community Center Project:

- Change Order #3 - Wood Rot: Chairperson Speirs moved to approve change order number 3 in the amount of \$4,674.22. Selectperson Moulton seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**
- Code Enforcement Officer Ryan Keith gave a brief project update. Footers have been poured; walls are formed up to be poured. Interior plumbing at the pre-existing gym is ongoing. Gable end wall has been framed. The project is progressing on schedule.

Finance Policy - First Draft Review: The Select Board reviewed the draft finance policy presented by Town Manager Roy. The Select Board requested changes be made, including combining Section B.3-Service Contracts with Section B.2-Products, Goods & Equipment; Adding in a section that describes the Purchasing Agent; The Select Board unanimously agreed to strike Section B.3.D from the policy. Town Manager Roy will make changes and bring a final draft for review to the next meeting.

New Business

Personal Property - Letter from Assessor: The Select Board reviewed letters received from the Town of North Yarmouth and Town of Cumberland's assessors. Selectperson Graham will place a follow-up phone call to State Representative Sharp regarding the personal property tax letters that have previously been sent. Selectperson Graham moved that personal property tax is included in the fiscal year July 1, 2019, to July 30, 2020, not to be included in the current fiscal year. Vice Chairperson Morrison seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.** Chairperson Speirs moved to amend the previous motion. Personal Property Tax will be included in the July 1, 2019 – June 30,

2020, Fiscal Year; there will be no supplemental tax for the current fiscal year. The Assessor, acting as an agent of the state, in performing his or her duties will not be directed by the Select Board in terms of any additional mailing or notifications to the public. Selectperson Graham seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No.**

January - First Regular Meeting Date Change: Chairperson Speirs moved to cancel the Select Board meeting on January 1, 2019. Selectperson Whitten seconded the motion. Discussion: None. **Vote 5 Yes – 0 No.**

Accounts Payable – Review & Approval

Chairperson Speirs moved to approve accounts payable warrants 21 & 22 in the amount of \$450,836.21. Selectperson Whitten seconded the motion. Discussion: Selectperson Moulton asked what the charge from Fairfield was. Town Manager Roy explained that it was the new Public Works truck and plow. **Vote 5 Yes – 0 No.**

Any Other Business

None.

Executive Session

Chairperson Speirs moved that the Select Board in accordance with our roles and responsibilities enter into executive session pursuant to Title 1 MRSA § 405 6 (A) with Town Manager Rosemary Roy to discuss a personnel matter. seconded the motion. Discussion: None. **Vote: 5 Yes – 0 No.**

The Select Board came out of Executive Session at 9:45 PM. No action was taken.

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.

Short-term Assessing Services - I have secured a six (6) month contract with assessor John Brushwein for the term January 1, 2019, to June 30, 2019. The cost is \$50 more a month or \$300 for the remaining fiscal year. As discussed, I will prepare a Request for Proposal for the Board to review in January or early February.

North Yarmouth Historical Society (NYHS) - The NYHS has requested a short workshop with the Select Board on January 15, 2019, at 6:30 pm to provide the Board an update on their progress and long-term goals.

FY17 30 Day Foreclosure Notices - Three (3) real estate accounts have received a 30 Day Foreclosure Notice for outstanding taxes and amount totaling \$7,459.86. Automatic foreclosure, if not paid will be January 15, 2019.

Community Development Block Grants (CDBG) Update - I met with Kristin Styles (county office) to discuss the specifications and requirements of the various grant projects the town could possibly apply for and learned that the community center project does not qualify because the project is already underway. And in addition, had the town applied last year the grant funding would have been minimal due to the town general income threshold, and by the fact that the building is for the entire community not limited to low/moderate income residents. We could not have applied for any construction of the facility except for maybe some ADA items. However, if the need arises, we could apply for something specific like a program for seniors or something targeted towards low-income residents. And because it is going to be a designated warming center, I can apply next year for grant monies to aid in paying for a percent of staffing needed to provide this service. I opted not to apply for funds to assist in the Town Office entrance as we currently have several projects in the works and I believed it is best to leave that project on schedule for 2023 and review it closer during the budget review for FY20. I did begin the application for a street study of the Village Center area, which will enhance the work being complete in this area of the town.

Budget Schedule - The draft Budget Schedule and process guidelines are included with this report. I have also distributed it to the Budget Committee and Department Heads. Any changes to consider should be submitted to the Town Manager by the first of the year.

Reminder - Presentation/meeting regarding Public Works and school bus facilities uses between the North Yarmouth Select Board, the Cumberland Council, and Town Managers is Wednesday, December 19th at 6:00 pm at the Cumberland Town Office.

Staff Holiday Gathering - Thursday, December 20th at 4:00 pm; offices will be closing at 3:30 pm.

Respectfully submitted,

Rosemary

Rosemary E. Roy, Town Manager



Town of North Yarmouth FY20 Budget Guideline & Schedule

GUIDELINES / PROCESS

- ▶▶ **Zero Based Budgeting:** The budget will be presented using a zero-based budgeting method that is considered to be the best management practice by municipal managers and auditors. Taking into account all anticipated revenues to be received and all disbursements.
- ▶▶ **Expenditures & Revenues:** For this budget review expenditures for the **past three (3) years (2016-2018), the first six (6) months of the current year (2019), and the FY19 budget requests** will be provided in summary format. Each department and or division will be presented separately with justifications for each line item number. Revenues will be presented in a similar format.
- ▶▶ **Financial Elements:** The budget proposal will identify the essential parts of the budget, i.e., Debt Service, Capital Improvement Plan (CIP) Reserves, Investments, etc. Additionally, I will address components such as LD1, Municipal Revenue Sharing, Homestead Exemptions, debt service, property valuations, and mil rate projections.
- ▶▶ **Budget Presentation:** The Town Manager will present the proposed budget to the Budget Committee and Select Board on **Thursday, February 7, 2018, at 6:30pm**. Budget packets will be handed out at this presentation.
- ▶▶ **Budget Meetings with the Town Manager:** Budget meeting agendas shall be constructed to discuss specific areas of the budget and will be led by the Town Manager; this will include joint meetings. The Manager will also attend, as requested, any or all individual Budget Committee meetings.
- ▶▶ **Preparing for Budget Meetings:** To help the Budget process go smoothly and avoid getting bottlenecked, everyone directly involved in this process is asked to submit questions or requests for additional information to the Town Manager at least, three (3) days in advance of a meeting. In addition, in many instances of reviewing the budget, it will not be necessary to discuss each line item for reasons of level spending and or required need. Department Heads will be available to meet with either the Select Board or Budget Committee during this period. Arrangements for a Department Head to attend a meeting or a site visit must be arranged through the Town Manager. All additional information requested will be shared with the Select Board, Budget Committee, and Department Heads if applicable.

SCHEDULE

- February 7th
Thursday** **6:30-7:30pm Budget Presentation.** The Town Manager will present the FY20 Budget to the Select Board, Budget Committee, and any other interested parties. Department Heads will also attend this meeting. Following the presentation time will be used as an overall review of the process ahead, budget packets will be distributed, and a general Q & A period will be offered.
- February 11th
Monday** **6:00-8:00 pm (8:30pm if needed) - Town Manager and Select Board.**
Departmental Expenditures: Municipal Services, Community Services, Fixed Expenses, and Solid Waste/Recycling will be reviewed.
- February 13th
Wednesday** **6:00-8:00 pm (8:30pm if needed) - Town Manager and Select Board.**
Departmental Expenditures: Public Works and Public Safety will be reviewed.



Town of North Yarmouth FY20 Budget Guideline & Schedule

- February 25th
Monday** **6:00-8:00 pm** (8:30pm if needed) - **Town Manager and Select Board.**
Budget areas that will be reviewed: Capital Improvement Planning Reserves.
- February 27th
Wednesday** **6:00-8:00 pm** (8:30pm if needed) - **Town Manager and Select Board.**
Budget areas that will be reviewed: Revenues, Undesignated Funds, Education assessment (if available), LD1, and Mil Rate projections.
- March 4th
Select Monday** **6:00 - 8:00 pm** (8:30pm if needed) **JOINT MEETING - Budget Committee, Board, and Town Manager** - Final Budget Review - Review of Warrant Articles.
- March 6th
Wednesday** **6:00 - 8:00 pm** (8:30pm if needed) **Town Manager and Select Board.**
This date is reserved if additional budget review time is needed.
- March 19th
Tuesday** **7:00 pm - Select Board Meeting** - Signing of Warrant
- April 6th
Saturday** **9:00 am - Annual Town Meeting**
Note: The Town Meeting Warrant must be signed and posted no later than Friday, March 1, 2019.

- ▶▶ Budget Committee meetings will be added to this schedule before the process begins. Additional or rescheduling of meetings shall be determined as the process unfolds.



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PROPOSED CHANGE ORDER

Project Name	Wescustogo
Project Number	18.02
PCR Description	Perimeter Drain

Date	11/15/2018
Status	Rejected
PCR Number	4

Subcontractor	Cost Code	Cost Type	Description	Amount
Dugas	02-300.03	S	Add roughly 190' +/- of perimater drain	\$4,880.00
TNY			Rejected at 11/20/2018 meeting	-\$4,880.00
			Sub Insurance	\$0.00
			Change Order Markup	\$0.00
			Total	\$0.00

Client Signature _____ Date _____

Barrett Made Signature _____ Date _____



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PROPOSED CHANGE ORDER

Project Name	Wescustogo
Project Number	18.02
PCR Description	Water Lines

Date	11/15/2018
Status	Pending
PCR Number	6

Subcontractor	Cost Code	Cost Type	Description	Amount	
Pine State	15-400.03	S	Add roughly 250'+/- of missing domestic water lines	\$7,828.00	
				Sub Insurance	\$7.83
				Change Order Markup	\$783.58
				Total	\$8,619.41

Client Signature Date

Barrett Made Signature Date



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PROPOSED CHANGE ORDER

Project Name	Wescustogo
Project Number	18.02
PCR Description	Stage Flooring Removal

Date	11/15/2018
Status	Pending
PCR Number	7

Subcontractor	Cost Code	Cost Type	Description	Amount
Bmade	18-101.05	L	Stage flooring removal and haul to dumpster	\$1,670.00
Bmade	01-400.05	O	Flooring disposal	\$250.00
Bmade	06-100.01	M	Furnish 3/4" sheathing at stage (1700sf +/-) Includ's fasteners	\$2,219.00
Bmade	06-100.02	L	Installation of 3/4" sheathing (1700sf +/-)	\$880.00

Sub Insurance	\$0.00
Change Order Markup	\$501.90
Total	\$5,520.90

Client Signature _____ Date _____

Barrett Made Signature _____ Date _____

WH&CC Incurred Expenses Outside of Contract Value

Date	Due To	Invoice	Amount	Description
8/3/2018	Abatement Professionals	18-331	\$ 580.00	Abatement of lead and asbestos prior to demo
9/1/2018	Maine Municipal	P05150PC2018	\$ 854.00	Builders Risk Insurance
10/11/2018	S&P Global Services	11359034	\$ 12,000.00	Bond Rating Service
10/15/2018	IPREO	OP_10033824	\$ 1,500.00	Bond Electronic Distribution of Funds
10/19/2018	Murphy & Company	N5410	\$ 1,264.60	Bond Documents
10/31/2018	Northeast Municipal Advisors	2018-08	\$ 15,000.00	Bond Consultant
11/6/2018	Bernstien Shur	38182	\$ 11,000.00	Bond Legal
11/7/2018	US Bank	5181036	\$ 3,000.00	Bond Financing
	Total		\$ 45,198.60	
	TOWN Contingency		\$ 200,000.00	
	Ending Balance		\$ 154,801.40	
	Community Room - Change Order #1		\$ 48,404.17	Approved
	Site Work Existing Conditions (Concrete) - Change Order #2		\$ 63,713.93	
	Rot Repair - Change Order #3		\$ 4,674.22	Approved
	Gynamisum Drywall - Change Order #5		\$ 12,595.39	**
	Stage Flooring - Change Order #7		\$ 5,520.90	**
			\$ 19,892.79	
	Perimeter Drain - Change Order #4		\$ 4,880.00	Rejected/Owner's Representative
	Water lines - Change Order #6		\$ 8,619.41	Builder's Contingency

** Manager's Comments: The Owner's Representative (Ryan Keith) and I are not fully convinced that these costs should be applied to the Town's contingency. A representative from Barrett Made will be at the meeting to address these Change Orders.

18-Dec-18

Date: December 18, 2018

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RR}
Cc: Ryan Keith, Owner's Representative

RE: WESCUSTOGO HALL & COMMUNITY CENTER SOLAR BIDS

The Town received three bids for the solar panels based on the design parameters completed by Barrett Made.

Company	Project Cost	KWH Cost
ReVision Energy	\$205,515.00	1.934
Assured Solar Energy	\$156,384.00	2.40
Sundog Solar	\$ 57,246.00	2.03

Recommendation

Essentially the bids we received all contained acceptable products with similar warranties. However, ReVision Energy was the only company that bid the complete project specifications to obtain the best benefit of having a solar facility. The solar design by ReVision Energy is expected to produce enough electricity to feed all of the town's municipal facilities and still provide a surplus. The other models will only create what is needed for this one facility. Providing power for all municipal facilities provides an additional savings of \$13,000 annually. As shown above, ReVision also offers the lowest cost per KWH.

The Town Manager and Code Enforcement Officer recommend the acceptance of the bid submitted from ReVision Energy.

Financing

- 1) **Preparing for the installation** (rough-in) will need to be taken care of now while the other electrical work is being worked on. The cost of this is \$5,508.00 and will need to come out of the Contingency Reserve as the solar portion of the project is not part of the bond funds.
- 2) **Purchasing the Solar panels** allows for two (2) different options:
 - a. Power Purchase Agreement - Payments for five (5) years with a buy-out option in year six (6); this requires a third party investor willing to make an investment in the project.
 - b. Purchase Out Right - This could be done in the FY20 budget as part of the regular budget.

Financing Recommendation: The Town Manager recommends approving the rough-in costs and purchasing the solar panels through the FY20 budget. The Town should avoid third-party investing and should take advantage of the electrical savings that will be available.

Note: All three (3) proposals are included with this memorandum (paper packet only).

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				
Task	Who	Start Date	End Date	Notes
Authorization to Proceed	TM	6/19/18	6/20/18	Letter of authorization for Barrett Made to proceed with the project directed by Select Board. COMPLETE
Local Subcontractor Listing	TM	6/28/18	7/6/18	TM and OR compiling list, to be sent to BM by 7/6. COMPLETE
BM Contract - Commence Construction Pricing	TM/BM	7/7/2018 ONGOING		To be presented to Select Board at 7/7 meeting. Details still being ironed out by BM and NY Attorneys Signed 8/16/18. COMPLETE
Bond Anticipated Note (BAN)/Bond Financing	TM	7/3/18		Financial representative and bond council will be at the 7/3 Select Board meeting. TM has started the bond application process. Interview with S&P was held on 9/25/18; waiting on rating- looks to be favorable. Funding expected end of October. Funds received 10/31/18. COMPLETE.
Master Construction Calendar	BM	7/11/18		Will be available to TM, office staff, Select Board and the public
Bid Solicitation from Subcontractors/Vendors	BM	7/18/18	8/3/18	Bids will be presented by trade and line item. Bids to be presented to SB at 8/28 meeting. Approved by SB 8/28. Electrical subcontractor to be presented at 10/16 SB MTG. COMPLETE
Planning Board Process	BM/CEO	7/10/18	8/7/18	Planning Board Meeting of July 10th. BM information was submitted to CEO 6/20. Next PB Mtg 8/13. PB Approved Plans with a Parking Requirement Waiver at the 8/13 Meeting. COMPLETE
Site Management Plan	BM	7/17/18	8/13/18	Fence location has been finalized. Fence was installed first week in august, Site sign and BM trailer to arrive mid-August. COMPLETED
MMA - Construction Insurance (builder's risk)	TM	Nov-19		Certificates on file, cost \$ 854. for 7/1/18 - 7/1/19.
Close NYMS	TM	7/20/18		Notifications will be sent out 6/29/18. COMPLETED
NYMS - Playground Removal	TM	7/20/18		PWD to remove and store playground. COMPLETED
BM Subcontractor Walkthrough	BM	7/26/18		BM will be onsite with potential subcontractors. COMPLETED
MMA - Remaining Insurance Proceeds	TM	9/17/18		Will not be received until project is complete.
Generator/Grant Funds	Fire Chief	Jul-18		Chief Payson to research grant funds. Application process 7/9-7/25. BM gathering info to fill out paperwork. Submitted 7/25/18. The town received \$20,000 in grant money, to be used for "phase I" of generator installation. Grant Approved
Lead and Asbestos Testing	TM	Jul-18		Ashley is coordinating lead testing of the gym roof and asbestos testing inside the building to be done by the end of July. Testing done 7/24. Report and pricing due 7/27. Pricing came in, will be covered under contract.
NYMS - Murals (high resolution pictures)	TM	7/9/18	8/24/18	Ashley to take pictures. Possibility of having canvas prints made for renovated gymnasium 8/22/18. COMPLETE
Clean Out Building / Storage	TM	7/20/18	8/24/18	Storage containers delivered on 7/19. Most of building contents have been moved to storage trailers as of 7/25, Ashley is researching more storage options. 53 FT Container was purchased, Building is empty. COMPLETE

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY				
Task	Who	Start Date	End Date	Notes
NYMS - Heating/Utilities/Alarms (shutdown)	TM/BM	7/23/18	8/24/18	Oil/boiler, water/sprinklers, propane. Alarm to be disabled 8/24. All utilities are disabled. COMPLETE
Biweekly Meetings with the Select Board	TM/BM	Beginning 8/7/18		OR (Ryan) will have construction reports at each Select Board meeting
Construction Site Signage	BM	Mid- August		BM working on signage and will have for approval by 7/25. Signage Finalized, will be installed along with fencing mid August. COMPLETE
Interior Selective Demolition and Abatement to begin	BM	9/3/18		Interior demolition beginning 9/10/18. 10/9/18 -Interior abatement and demo is complete, exterior demolition starting. Both wings of old building have been removed. Gymnasium interior demo nearing completion
Site Coordination Meeting	BM	9/7/18		Meeting held 9/7 with Dugas, OR, PW Director and BM. COMPLETE
Groundbreaking Ceremony		9/13/18		Ceremony to be held at 10AM - invites going out 8/23/18. COMPLETE
Demo Begins	BM	Sep-18		All possible materials will be transported to the appropriate facilities to be recycled. Demolition beginning week of 10/8/18
Sitework Begins	BM	Nov-18		Ongoing, footings and foundation almost complete
Building Weather Tight	BM	Ongoing		Existing portion of building is now weather tight in order for subcontractors to begin their work, Concrete is being poured and framing will begin after the holidays
Interior Layouts and Finishes	BM/NY	Ongoing		Electrical layouts of kitchen & Plumbing layouts of gym bathrooms and custodial closet have been selected.
Solar Panels	BM			Ashley coordinating meeting with Revision solar to discuss solar design and financing options week of 10/8/18. Proposals were requested from Sundog Solar, Assured and Revision, Due on 11/7/18. Options to be presented to SB 12/18/18
Bi-Weekly Construction Progress Photos	AA	Ongoing		Construction progress photos will be taken and posted to the Towns Website, Facebook and Instagram. ONGOING
Selection of Fixtures	OR	TBD		

Potential Change Orders

1. Install a fire hydrant on the property BM quoting wall mounted unit. BM presented wall mounted unit to TM and Fire Chief. Chief is getting quotes on a stand alone fire hydrant, possibility of a separate project down the road. Chief has concerns regarding the sprinkler system not having enough flow when the wall mounted fire hydrant is in use. 10/3/18 wall mounted unit will stay, at this time the stand alone unit will not be added to the project. Included in Change Order #1
2. BM presented a revision to the current building plans, The existing exterior wall of the "community room" is a frost wall, which will be more cost effective to keep in place and add square footage to the building. BM will present a change order for final approval at 11/6/18 SB MTG. Change Order #1 in the amount of \$48,404.17 was approved at 11/20 Select Board Meeting.
3. There is a slight change in the heating units being installed in the community room; wall cassettes to be installed in lieu of ceiling cassettes. This will have little impact to the design and minimal cost implications. This change is being reviewed and re-designed by Ripcord. Included in Change Order #1
4. The underlaying roof shingles have tested positive for asbestos. The roofing will be removed and all associated costs will be tracked on a time and material basis with a not to exceed \$15,000 budget. **Change Order # 2**
5. There is rot at the north side of gymnasium, the sheathing and framing needs to be removed and replaced. BM is looking into the best course of action and will provide a quote. **Change Order #3 \$4,674.22. Approved 12/4/18.**
6. During removal of the existing slabs, Dugas discovered additional frost walls supporting slabs that were not included in the original scope of work. Removal of the extra material will be performed, tracked and a change order will be issued. **Change Order # 2**
7. The gable wall in the rear of the building was not originally constructed per code. It will need to be re-framed. Included in Change Order #1
8. **Barrett Made proposed adding additional perimeter drains. Discussed with OR Ryan Keith and team. CO #4- Rejected 11/15/18**
9. **When the wall material was removed from the gymnasium walls it was discovered that the underlying drywall was in disrepair. To remove and replace damaged drywall - CO #5 \$12,595.39 .**
10. **Pre-existing waterlines were removed during demolition, it was believed they were in a different location than they actually were. Add roughly 250ft of domestic water line back in - CO #6 \$8,619.41.**
11. **The stage floor had a layer of cardboard subfloor underneath, when the roof leaked the flooring was damaged and needed to be removed. CO #7 \$5,520.90.**
12. **Security System (cameras and monitoring) were not built into additional price. Working with SMI networks to add them in, they have offered a package discount. CO forthcoming.**

Considerations

1. There is a concrete pad behind the building - it may be possible to cut the pad into pavers, move them and create a patio rather than demolishing and throwing away the material. 7/18 it was determined that the pad is not able to be cut and moved, the SB voted in favor of demolishing the pad as originally planned.
2. Replace electrical panel - current panel is unable to be used due to age. BM had anticipated this and included it in the contract. Not CO work.
3. Water Line. RR looking into cost of putting in smaller line. BM and CEO recommended keeping existing for fire suppression system/future expansion. It was decided to keep the existing water line.

WESCUSTOGO HALL & COMMUNITY CENTER FACILITY

Construction Team

Barrett Made Project Manager: Bruce Hourigan

North Yarmouth - Owner Representative: Ryan Keith

North Yarmouth - Town Manager: Rosemary Roy

North Yarmouth - Administrative Assistant: Ashley Roan

Barrett Made Director of Design Services: Matthew Ahlberg

Barrett Made - Owner: Rob Barrett

Barrett Made - Design Services: Dylan Baker

MEMORANDUM

Date: December 18, 2018

To: Select Board

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

RE: ADULT USE MARIJUANA - SURVEY

Included with this memo is the first draft of a possible residential survey on Adult Use Marijuana as well as some additional information I thought might be helpful to the Board in determining your next steps. I believe the survey is well done and is a good start but again suggest that the Board turn this subject matter over to the Economic Development & Sustainability Committee for their input.

Adult-Use Marijuana
Its Place in North Yarmouth

This survey has been designed to assess community thoughts and attitudes about adult-use marijuana and its place in North Yarmouth. Town officials are exploring this issue at this time and greatly appreciate your thoughtful input.

Thanks so much for adding your voice.

Possible demographic questions

1. How long have you lived in N.Y.?
2. Your age?
3. Your marital status
4. Level of education
5. Family income

Cultivation facilities are authorized to grow and process marijuana for sale in adult-use stores.

1. **Indoor** growing marijuana plants should be permitted In the **Village Residential District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
2. **Indoor** growing marijuana plants should be permitted In the **Village Center District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
3. **Indoor** growing marijuana plants should be permitted In the **Farm and Forest District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree

Cultivation facilities are authorized to grow and process marijuana for sale in adult-use stores.

4. **Outdoor** growing marijuana plants should be permitted In the **Village Residential District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
5. **Outdoor** growing marijuana plants should be permitted In the **Village Center District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
6. **Outdoor** growing marijuana plants should be permitted In the **Farm and Forest District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree

Stores are authorized to sell adult-use marijuana and marijuana products to consumers

- 7. Retail adult-use marijuana stores should be permitted in the **Village Residential District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
- 8. Retail adult-use marijuana stores should be permitted in the **Village Center District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
- 9. Retail adult-use marijuana stores should be permitted in the **Farm and Forest District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree

Products manufacturing facilities are authorized to extract components of the marijuana plant to make marijuana products, such as tinctures and edibles.

- 10. Manufacturing marijuana-related products should be permitted in the **iVillage Residential District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
- 11. Manufacturing marijuana-related products should be permitted in the **Village Center District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
- 12. Manufacturing marijuana-related products should be permitted in the **Farm and Forest District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree

Testing facilities are authorized to test marijuana and marijuana products for contamination, potency, and safety

- 13. . Testing facilities should be permitted in the **Village Residential District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree
- 14. Testing facilities should be permitted in the **Village Center District**
Strongly Agree Agree No Opinion Disagree Strongly Disagree

15. Testing facilities should be permitted in the **Farm and Forest District**

Strongly Agree Agree No Opinion Disagree Strongly Disagree

16. Adult-use marijuana business will benefit economic development in North Yarmouth.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

17. It is important to develop a fee schedule for adult-use marijuana businesses.

Strongly Agree Agree No Opinion Disagree Strongly Disagree

Your additional comments are welcome

Thanks for your time!

12.13.2018

v. 2

Adult-use marijuana: Common questions answered

MMA's Legal Services Department has received many calls from members about marijuana legalization since 2016, as the law evolved and changed.

By Rebecca McMahan, Staff Attorney, MMA Legal Services

In November 2016, Maine became the ninth state to legalize the use of recreational marijuana. Now, after more than 18 months of deliberation in the state Legislature, Maine has a workable regulatory structure in place for commercial sale of recreational (now "adult use") marijuana. To help municipalities sort through what this means for them, here is a list of some of the more common questions that Maine Municipal Association's Legal Services Department has received from municipal officials.

This article is intended to provide a broad overview of the issue. If you would like additional information, details to these and other marijuana-related questions can be found on MMA's website (www.memun.org), at the "Marijuana Resources" section. MMA Legal Services is also available to answer member questions directly, so please get in touch.

Q. What's legal and what's not?

A. Adults 21 years of age or older may legally acquire, possess and consume up to 2.5 ounces of marijuana and up to five ounces of marijuana concentrate for personal use. They may also cultivate up to three mature and 12 immature marijuana plants at their home, or on someone else's property with written permission. Adults may give away up to the allowable amount of adult use marijuana, marijuana products, or plants, but "gifting" marijuana in exchange for a service or other compensation is prohibited (no "free" marijuana for a bag fee or included with a hotel room charge).

Consumption of marijuana or marijuana products in public places or in vehicles on a public way (by drivers or passengers) is prohibited,

ADULT USE VS. MEDICAL MARIJUANA

It is often assumed by local officials that any local ordinance regulating adult use marijuana activities can apply to medical marijuana. This is not the case. Under state law, adult use marijuana and medical marijuana are governed by two separate statutes, the Adult Use Marijuana Act (28-B M.R.S. §§ 101-1504) and the Maine Medical Use of Marijuana Act (22 M.R.S. §§ 2421-2430-B). Each statute contains distinct language on local authority to regulate marijuana used and distributed for each particular purpose. If a municipality wants to regulate medical marijuana, it cannot rely on local ordinances related to adult use marijuana to do so. Instead, municipalities must look at the Maine Medical Use of Marijuana Act to see to what extent medical marijuana can be regulated locally, and then enact separate ordinances specific to medical marijuana.

as is home extraction of marijuana concentrate using inherently hazardous substances.

Commercial cultivation, manufacturing, testing and retail of adult use marijuana in Maine is also now legal. The Adult Use Marijuana Act authorizes a licensing process for adult use marijuana establishments, but, since the state has yet to establish rules governing the licensing process, it will be several months before any adult use marijuana establishment is operational.

The law expressly prohibits retail sale of adult use marijuana by vending machine, delivery service, internet-based sales, or drive-through window.

Q. What is an "adult use marijuana establishment"?

A. There are four general types of adult use marijuana establishments: 1) "Cultivation facilities," authorized to grow and process marijuana for sale in adult use stores; 2) "Products manufacturing facilities," authorized to extract components of the marijuana plant to make marijuana products such as tinctures and edibles; 3) "Testing facilities," authorized to test marijuana and marijuana products

for contamination, potency, and safety; and 4) "Stores," authorized to sell adult use marijuana and marijuana products to consumers.

Cultivation facilities are further divided into four tiers, based on the square footage of plant canopy. There is also a fifth category of cultivation facility called a "nursery cultivation facility." Nurseries may only cultivate up to 1,000 square feet of plant canopy, but they are authorized to sell immature plants, seedlings, and seeds directly to consumers without a separate store license.

Q. What about marijuana social clubs?

A. Marijuana social clubs are not allowed under the Adult Use Marijuana Act. Although considered, they were ultimately eliminated because they were too controversial.

Q. Can adult use marijuana establishments operate in our municipality now?

No. Adult use marijuana establishments cannot operate in any municipality until that municipality says they can. Under the Adult Use Marijuana Act, the default is prohibition – it is up to each municipality to decide if it wants to allow some or all types of

adult use marijuana establishments within its jurisdiction. Commercial cultivation, production, testing and sale of adult use marijuana also cannot begin until the state finalizes its licensing process.

Q. Do we need marijuana moratorium and/or prohibition ordinances to delay or prohibit commercial marijuana activity in our municipality?

A. No. Under the current law, municipalities are not required to do anything unless they want to authorize commercial adult use marijuana activity within their jurisdiction.

The original recreational marijuana law, enacted by statewide referendum in 2016, required municipalities to enact ordinances to restrict or prohibit the operation of adult use marijuana establishments within their jurisdiction. The current law does the opposite: It prevents the operation of an adult-use establishment until the legislative body of a municipality votes to authorize that type of establishment. This is commonly referred to as the "opt-in" approach to local regulation. Now that municipalities have the ability to "opt-in" to commercial adult use marijuana activity, local ordinances prohibiting or imposing moratoriums on such activity are no longer necessary.

Q. How may a municipality authorize the operation of adult use marijuana establishments?

A. Municipal authorization of adult use marijuana establishments requires a vote of the legislative body (town meeting or town or city council). General authorization can take various forms, depending on the extent to which the municipality wants to regulate such establishments locally. If the municipality wants to take a "hands-off" approach, its legislative body can approve a simple ordinance or warrant article generally authorizing the operation of some or all types of adult use establishments, leaving the rest to the state licensing process and market forces. If the municipality wants to take a more active role in regulating the location, number, and operation of adult use marijuana establishments, it may enact ordinances to that effect.

Q. May municipalities regulate adult use marijuana establishments?

A. Yes. Municipalities have broad

home rule authority to enact local requirements by ordinance. Municipalities may limit the type, number, and location of establishments, impose performance standards, and require licensing fees. Municipalities may choose to amend existing licensing, land use or zoning ordinances, or enact a stand-alone ordinance governing the operation of adult use marijuana establishments within the municipality.

Q. Can municipalities regulate personal use and cultivation of adult use marijuana locally?

Regulation and enforcement of personal use, possession, and consumption of adult use marijuana is reserved to the state.

However, the law does allow for limited local regulation of personal adult use cultivation. Municipalities may limit the number of plants

cultivated on property within the municipality, provided the local limit is not more restrictive than what the state allows (three mature plants and 12 immature plants per adult). Municipalities may also apply other land use regulations – like odor control ordinances – to personal cultivation, but are not allowed to prohibit, zone or charge a license fee for the activity.

Q. When will the state start issuing adult use marijuana establishment licenses?

A. It will be some time before the state can issue licenses. The Department of Administrative and Financial Services (DAFS), the agency tasked with overseeing the licensing process, will first need to promulgate rules, which by its estimation will take at least nine months. In addition, the rules developed by DAFS will be major substantive rules, meaning once

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tel: 207-512-3305 e-mail: Stephanie.Fecteau@mainepers.org

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the rules are finalized, they will also need to undergo a legislative review. This will likely delay state licensing until at least summer of next year.

Q. How does state licensing work, and what role does the municipality play?

A. Individuals and businesses must first submit a license application to DAFS to obtain a conditional license. A conditional license is not a license to operate – applicants cannot begin operation until they are issued an active license. An active license cannot be issued until the municipality where that establishment will operate confirms it has opted in to operation of that type of establishment and has issued all applicable local approvals. Municipal officers are responsible for providing such confirmation to DAFS on a certification form developed by DAFS.

Conditional licenses expire after one year and cannot be renewed. An applicant must receive all the necessary local approvals before the

conditional license expires, otherwise they will need to reapply for another conditional license. Municipalities have 90 days to submit its certification form. The municipality can request an extension if it needs more time to complete local approvals. If the municipality fails to respond within the allotted timeframe, the local certification is deemed denied, and the applicant can appeal the municipality's denial to Superior Court.

Q. Does the Adult Use Marijuana Act authorize state revenue sharing with municipalities?

A. No. The law imposes new sales and excise taxes on adult use marijuana, but these tax revenues belong to the state – there is no state tax-revenue sharing with municipalities provided for in the law.

Q. Can municipalities impose a local tax on Adult Use Marijuana?

A. No. Under the Maine Constitution, the exclusive power of taxation is reserved to the state Legislature. Municipalities can only levy taxes if expressly authorized to do so by state statute. There is no municipal authority in the Adult Use Marijuana Act to assess or collect sales or excise tax on adult use marijuana (personal property taxes and real property taxes still apply).

Q. Does the Adult Use Marijuana Act

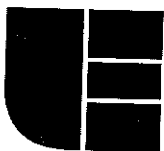
allow local regulation of medical marijuana storefronts?

A. No. The Adult Use Marijuana Act only governs the state and local regulation of adult use marijuana. Medical marijuana is governed by a different statute, the Maine Medical Use of Marijuana Act (22 M.R.S. § 2421 et seq.). Recent amendments to the medical marijuana laws now make clear that municipalities can regulate registered caregivers and caregiver operated retail stores. **(The details contained in these new amendments are outside the scope of this article. Please see the Legal Note on Page 50 for more information.)**

Q. We have medical marijuana retail stores in our municipality. Does this mean we have already opted in to adult use stores too?

A. No. Medical marijuana retail stores and adult use marijuana stores are completely different establishments, and a marijuana store or dispensary operated for medical purposes cannot automatically transition into an adult use store. A dispensary or registered caregiver operating a retail store for medical purposes is prohibited from switching to retail sale of adult use marijuana until the municipality has opted in to the operation of adult use marijuana stores, and the caregiver or dispensary has obtained a license to sell adult use marijuana. ■

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New Maine Marijuana Statutes Cheat Sheet

Adult Use Marijuana Act – P.L. 2017 c. 409 (LD 1719)

- Legalizes the use and commercial sale of marijuana for recreational purposes
- Enacted May 2, 2018 as **emergency legislation**
- Completely replaces the citizen-initiated Marijuana Legalization Act
- Establishes state licensing process for adult use marijuana establishments (no social clubs)
- **Default is prohibition** – municipalities must vote to “opt in” to operation of adult use marijuana establishments within the municipality
- State licensing conditioned on municipal approval
- State licensing of adult use marijuana establishments will not begin until at least summer 2019
- Municipalities may regulate adult use marijuana establishments locally
- Municipalities may regulate home cultivation, but may not generally prohibit, zone or license the activity

Medical Marijuana Law Amendments – P.L. 2017 c. 447 (LD 238)

- Amendment to the Maine Medical Use of Marijuana Act (22 M.R.S. 22 M.R.S. §§ 2421-2430-B)
- Enacted July 9, 2018, as **emergency legislation**
- Carve-out of some provisions of LD 1539
- Establishes state registration requirements for medical marijuana products manufacturing
- Expressly recognizes municipal home rule authority to regulate registered caregivers, registered dispensaries, testing facilities and manufacturing facilities, except municipalities cannot prohibit or limit number of caregivers

Medical Marijuana Law Amendments – P.L. 2017 c. 452 (LD 1539)

- Complete overhaul of the Maine Medical Use of Marijuana Act (22 M.R.S. §§ 2421-2430-B)
- Enacted July 9, 2018, **but not yet in effect** - effective date is December 13, 2018
- Authorizes registered caregivers to operate medical marijuana retail stores
- Allows six additional registered dispensaries, eliminates cap on dispensaries after 2021
- Establishes state registration requirements for medical marijuana products manufacturing
- Local code enforcement officers can obtain caregiver registration information from State
- Expressly recognizes municipal home rule authority to regulate registered caregivers, registered caregiver retail stores, registered dispensaries, testing facilities and manufacturing facilities, except municipalities cannot prohibit or limit number of caregivers
- **Default will be prohibition** – After December 13, 2018, municipalities must vote to “opt-in” to operation of registered caregiver retail stores, registered dispensaries, testing facilities, and manufacturing facilities
- Medical marijuana establishments already in operation with municipal approval as of December 13, 2018, will be grandfathered

Sample warrant articles:

To generally authorize all adult use marijuana establishments:

“Shall the town vote to authorize within the municipality the operation of adult use marijuana establishments, provided they operate in compliance with all applicable state and local requirements?”

To authorize some types of adult use marijuana establishments:

“Shall the town vote to authorize within the municipality the operation of adult use marijuana [*select the types the municipality wants to allow*] stores, cultivation facilities, products manufacturing facilities, and testing facilities, provided they operate in compliance with all applicable state and local requirements?”

To authorize a certain number of adult use marijuana establishments:

“Shall the town vote to authorize within the municipality the operation of [*select a number*] stores, [*select a number*] cultivation facilities, [*select a number*] products manufacturing facilities, and [*select a number*] testing facilities, provided they operate in compliance with all applicable state and local requirements?”

*(Note: Municipalities should **only** vote to allow a certain number of establishments if they have also enacted an ordinance providing criteria for selecting establishments to fill the available openings. Municipalities must be prepared for the likely event that they will receive more applications than the authorized number of establishments.)*

To authorize all adult use marijuana establishments except establishments authorized to conduct retail sales, within the municipality:

“Shall the town vote to authorize within the municipality the operation of adult use marijuana products manufacturing facilities, testing facilities, and cultivation facilities except nursery cultivation facilities providing direct consumer sales, provided they operate in compliance with all applicable state and local requirements?”

MEMORANDUM

Date: December 18, 2018

To: Select Board

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

RE: FINANCIAL POLICIES

Included with this memo is the final draft of the town's Financial Policies document. If the adoption of this policy is agreed to, I recommend the following motion:

To move that the Select Board adopt the new Financial Policies for the Town as presented and that these policies replace all existing financial policies.

Thank you.



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

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Town of North Yarmouth
Financial Policies

I. PURPOSE

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

II. PURCHASING

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

A. **Purchasing Definitions**

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

Town of North Yarmouth
Financial Policies

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

B. Purchasing Parameters

1. **Spending Authorization**

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

2. **Products, Goods & Equipment**

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

Town of North Yarmouth
Financial Policies

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

3. Service Contracts

- a) \$0 - \$4,999; 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.
- b) \$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 Select Board.
- c) \$50,000 and over; Under three (3) years in Duration: A written Request for Proposal specifications or equivalent shall be created by the Town Manager and approved by the Select Board prior to being advertised. The request shall be advertised by the most efficient means possible, in order to encourage the broadest possible competition. Sealed proposals shall be specified and opened at a public meeting by the Town Manager. The Select Board has the final awarding responsibility. The Select Board may award the service contract to someone other than the lowest bidder if they feel that it is in the best interests of the Town.
- d) Record of Bids: The Town Manager shall keep a record of all bids submitted for a time period of at least three (3) years, and such record shall be open to proper inspection by any interested party.
- e) Contract Information: The Town Manager shall be responsible for these documents and for ensuring that appropriate insurance coverage is secured. All contracts shall contain language that it falls under the jurisdiction of the State of Maine legal provisions, and should their duration extend over one (1) year, that the contract is subject to a non-appropriation clause.
- f) Authorization of Documentation: The Town Manager has the authorization to execute such documents that are required to perfect the contract.

Town of North Yarmouth
Financial Policies

4. Conflicts of Interest

- a) Any official, officer or employee of the Town who has a financial interest, direct or indirect, or by reason of ownership of stock in any corporation or ownership interest in a business entity, in any contract with the town, or in the sale of any land, material, supplies or services to the town or to a contractor supplying the Town shall make known that interest and shall refrain from voting upon or otherwise participating in his/her capacity as an official, officer or employee in making such sale or otherwise in the making or performing of such contract.
- b) Any official, officer or employee who willfully conceals such financial interest or willfully violates the requirement of this section shall be guilty of malfeasance in office or position and shall forfeit his/her office or position. Violation of this section with the express or implied knowledge of the person or business entity contracted with or making a sale to the town shall, at the option of the town, render the contract or sale voidable.
- c) In all proceedings before the town, every municipal official shall attempt to avoid the appearance of a conflict of interest by disclosure or abstention.

5. Miscellaneous

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

III. FIXED ASSETS

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

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

- A. Capital Asset Definition - Capital assets will be defined as tangible and intangible assets that have initial useful lives that extend beyond a single reporting period (1 year).

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- 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: \$ 50,000
- D. Infrastructure Assets - In accordance with GASB Statement #34, the Town will record, at a minimum “major” infrastructure assets as defined in Statement #34 that were acquired, constructed or significantly reconstructed, or that received significant improvements after June 30, 1980. Other infrastructure assets may be capitalized as deemed appropriate. The Town does not intend to use the “modified approach” to record infrastructure.
- E. Other Assets - Detailed records shall be maintained at the discretion of the Town Manager for all items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory.

IV. INVESTMENTS

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

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

Specific objectives include:

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

A. Investment Manager Responsibilities

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

The Investment Manager shall also guard this policy. The policy statement also guards against “Board Risk” the possibility that the Select Board members at some stress point (most frequently a

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low point in the stock or bond markets) will react in a manner detrimental to the long-term health of the investment management account. Board members tend to serve only a few years at a time and those who adopt this policy today may not be here ten years from now to maintain the steady course that is one prerequisite of a successful investment plan.

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

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

B. Investment Objectives

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

C. Investment Constraints

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

D. Investment Guidelines

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

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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%

E. Fixed Income Investments

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

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

F. Cash Reserves

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

G. Performance Benchmarks

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

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

V. CASH MANAGEMENT

Cash management establishes uniform procedures to be followed in the collection, custody, reporting, and deposit of cash receipts for all departments within the Town of North Yarmouth (the Town). "Cash,"

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as referenced herein, includes coin, currency, checks, cashier's checks, traveler's 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. The restrictive endorsement will be made with stamped imprint indicating "For Deposit Only, Town of North Yarmouth."

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

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

No employee has authorization to receipt any transaction for themselves.

B. Transactions Policies

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

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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.
12. The Town Manager (or his/her designee) shall be responsible for the collection of checks returned for non-sufficient funds. Non-sufficient fund procedures are followed until the collection is obtained.

VI. UNDESIGNATED FUND BALANCE

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

A. Targeted Undesignated Fund Balance

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

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

B. Undesignated Fund Balance Appropriations

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

C. Investment of Undesignated Fund Balance

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

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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.

Select Board

Jennifer Speirs, Chair

Stephen Morrison, Vice Chair

Anne Graham

William Whitten

James Moulton

Date: December 18, 2018

To: Select Board

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

RE: Committee Appointments

- 1. Living Well in North Yarmouth**
Pasha Marlowe 6/30/20

- 2. Parks & Recreation Committee**
Pasha Marlowe 6/30/21

Volunteer application included with this memo.



TOWN OF NORTH YARMOUTH
BOARD & COMMITTEES
Volunteer Form

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

- Board of Assessment Review
Budget Committee
Communications Advisory Committee
Economic Development and Sustainability Committee
Events Committee
Flag Committee
Joint Standing Committee
Living Well in North Yarmouth
Parks & Recreation Committee
Planning Board
Wescustogo Hall Fundraising Committee
Zoning Board of Appeals

Please provide the following information:

Name: Pasha Marlowe
Email: pashamarlowe5@gmail.com
Mailing Address: 18 Dexter Lane North Yarmouth, ME
Phone: 603-707-2884

- 1. Please give a short narrative as to why you would like to be appointed to this Board(s) or Committee(s) you have selected above. My passion is building community through wellness, family events, and fitness.
2. Do you have any relevant experience, training or credentials that you would like us to consider? Owned 3 fitness/community centers in NH, MD and ME
3. Have you ever served on any boards/ committees before? If so, when and where? Yes Parks + Rec - NH

Volunteer Signature

11/14/18
Date

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

Date: December 18, 2018

To: Select Board
Fr: Rosemary E. Roy, Town Manager ^{RR}
Cc: Living Well in North Yarmouth
Cc: Economic Development & Sustainability Committee
Cc: Vanessa Farr - Economic Consultant

RE: TRAFFIC CALMING REQUEST

In an effort to continue their examination and work with traffic calming in the Village Center the Living Well in North Yarmouth committee would like permission from the Select Board to hang a banner, a draft of which is included with this memo, in the Village Center and to place kite images around town that they hope with the banner will encourage motorists to drive carefully and alert through North Yarmouth.